



Western Sullivan Public Library

BOARD MEETING AGENDA

Regular Board Meeting

March 11, 2024

Tusten-Cochecton Branch, 5:30pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of February 12, 2024 meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through March 10, 2024Payment of Bills through March 10, 2024
- VII. Director's Report
- VIII. New Business
 - a. Delaware Free HVAC Bid Results
 - b. Delaware Free Restorations Bid Results
 - c. 2023 NYS Annual Report
 - d. Budget Vote Poll Workers
 - e. 2024-2025 Proposed Library Budget
 - f. WSPL Annual Report to the Community
 - g. Policy Review
 - h. Elevator Contract
- IX. Unfinished Business
 - a. Poet Laureate Project
- X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - Bylaws
 - Nominating
 - FOL Liaison
 - Executive
 - Strategic Planning
- XI. Dates to Remember
 - a. See monthly [online newsletter](#)
 - b. Budget Information Session on April 8, 2024, 5:00pm at the Delaware Free Branch
- XII. Correspondence: Tusten Heritage Community Garden Report
- XIII. Adjournment

Next Meeting: Monday, April 8, 2024, Delaware Free Branch



Western Sullivan Public Library

I. New Business

- a. Delaware Free HVAC Bid Results
- b. Delaware Free Restorations Bid Results
- c. NYS Annual Report: RCLS suggested wording for the board resolution: *“The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2023 Annual Report was reviewed and accepted by the Board on March 11, 2024.”*
- d. Budget Vote Poll Workers: Approve the hourly rate of \$16.00 per hour for eight poll workers (3 JEF, 2 DEL, 3 NAR) for the library’s Budget Vote and Trustee election on April 17, 2024.
- e. 2024-2025 Proposed Library Budget: Approve the proposed budget by roll call vote.
- f. WSPL Annual Report to the Community: Review and approve the 2023 Annual Report to the Community.
- g. Policy Review: Free Access to Minors, Homebound Policy, and Nepotism Policy.
- h. Elevator Contract: To approve the payment by credit card for the annual inspection and maintenance agreement totaling \$3,641.25.

II. Unfinished Business

- a. Poet Laureate Project



Western Sullivan Public Library

Regular Board Meeting

February 12, 2024

Jeffersonville Branch, 5:30pm

Unapproved Minutes

Members Present: Pam Reinhardt, Evan Eisenberg, Sue Bodenstein, Kevin McDonough, Barbara Winfield, Amber Novikov, Phyllis Haynes, and Linda Pomes.

Absent: Francis Cape.

Staff Present: Audra Everett, Director.

Call to Order: At 5:30 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

Adoption of Agenda: On a motion by Kevin McDonough and seconded by Barbara Winfield, the agenda was approved as amended by unanimous consent.

Approval of Meeting Minutes: On a motion by Phyllis Haynes and seconded by Sue Bodenstein, the January 08, 2024, meeting minutes were approved as amended by unanimous consent.

Financial Reports:

- a. On a motion by Evan Eisenberg and seconded by Amber Novikov, the monthly Treasurer's Report was approved by unanimous consent.
- b. On a motion by Keven McDonough and seconded by Barbara Winfield, the monthly Financial Reports through February 11, 2024, were approved by unanimous consent.



Western Sullivan Public Library

- c. On a motion by Pam Reinhardt and seconded by Kevin McDonough, the payment of bills through February 11, 2024, were approved by unanimous consent.

New Business:

- a. On a motion by Pam Reinhardt and seconded by Phyllis Haynes the salary scales for 2024/2025 were reviewed and approved by unanimous consent.
- b. On a motion by Barbara Winfield and seconded by Evan Eisenberg, the creation of the ad hoc strategic planning committee was approved by unanimous consent.
- c. On a motion by Kevin McDonough and seconded by Amber Novikov, the staff resignation of Leeann Bruetsch as of February 10, 2024, was accepted with regret and approved by unanimous consent.
- d. On a motion by Pam Reinhardt and seconded by Kevin McDonough, the marketing plan was reviewed and approved by unanimous consent.
- e. The poet laureate was discussed and tabled by unanimous consent.

Old Business:

Committee Reports

- Building- Barbara Winfield mentioned that a zoom conference would be scheduled.
- Personnel- Kevin McDonough mentioned that a meeting to go over the director's evaluation would be scheduled.
- Donations



Western Sullivan Public Library

- Finance
- Bylaws
- Nominating
- FOL Liaison
- Executive

Dates to Remember

- a. See monthly online newsletter
- b. Bid Opening on February 28, 2024, 4:00 Jeffersonville.

Adjournment: On a motion made by Kevin McDonough and seconded by Barbara Winfield, the board voted by unanimous consent to adjourn the meeting at 6:20pm.

Next Meeting: Monday, March 11, 2024, Tusten-Cochecton Branch.

Amber Novikov
Secretary

Western Sullivan Public Library

Balance Sheet

As of June 30, 2024

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	64,869.65
204 · Credit Card Transfer Acct- 7669	3,049.23
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	937,423.48
Total 205 · WSPL IMM Acct - 1647	<u>947,423.48</u>
206 · Capital Fund - 8355	309,771.44
210 · Petty Cash	
Petty Cash-DEL	50.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
Total 210 · Petty Cash	<u>150.00</u>
Total Checking/Savings	<u>1,325,263.80</u>
Other Current Assets	
2100 · Employee Advance	139.21
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	<u>3,363.59</u>
Total Current Assets	<u>1,328,627.39</u>
TOTAL ASSETS	<u><u>1,328,627.39</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
L-Accrued Liabilities	9,487.88
SUI Payable	1,347.07
606 · SWT Payable	-18.28
607 · NYS & Local Retirement	1,079.77
637 · Due to Retirement	12,176.00
691 · Deferred Revenue	2,300.00
Total Other Current Liabilities	<u>26,372.44</u>
Total Current Liabilities	<u>26,372.44</u>
Total Liabilities	26,372.44
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	550,427.34
Net Income	358,625.78
Total Equity	<u>1,302,254.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,328,627.39</u></u>

Western Sullivan Public Library
Operating Account Check List
 February 11 through March 8, 2024

Type	Date	Num	Name	Memo	Split	Amount
Feb 11 - Mar 8, 24						
Check	02/12/2024	19307	RCLS General	invoice 32934	-SPLIT-	-2,322.25
Check	02/19/2024	19308	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.75
Check	02/19/2024	19309	CMS Medicare Insurance	Medicare #1AM1VN3QK06	90608 · Employee Health Insurance	-543.70
Check	02/21/2024	19311	NYSEG	1001-0704-798	Fuel & Electric-NAR	-272.51
Check	02/26/2024	19312	NYSEG	1001-1281-077	Fuel & Electric-JEF	-773.18
Check	02/26/2024	19313	AARP Medicare Rx Preferred (PDP)	Member ID: 0217026071 J Swendsen	90608 · Employee Health Insurance	-154.30
Check	03/08/2024	19315	Cash	Cash replenishment for JEF	Petty Cash-JEF	-12.70
Check	03/08/2024	19316	Cash	Cash replenishment for NAR	Petty Cash-NAR	-21.18
Check	03/08/2024	19317	Cardmember Services	acct ending 4182	601.1 · Jeff Bank Visa	-850.38
Check	03/08/2024	19318	Peck's Market	Acct 4394 & C966	-SPLIT-	-281.57
Check	03/08/2024	19319	Kohler Lumber Company Inc.	Invoice 135065	Materials	-59.88
Check	03/08/2024	19320	Amazon Capital Services	Acct # A1W8QRKQNHJJEH	601.2 · Amazon Business	-89.94
Check	03/08/2024	19321	ASTAR Plumbing Heating & Air, LLC	invoice # 284696	Labor	-832.65
Check	03/08/2024	19322	Brodart Co.	Account 311663 Invoice 636385	-SPLIT-	-129.24
Check	03/08/2024	19323	Sullivan Public Library Alliance		Membership Dues	-150.00
Check	03/08/2024	19324	Elana Bell	4.5.24 reading	2024 DVAA Arts for Sullivan/SCR	-75.00
Check	03/08/2024	19325	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-236.13
Check	03/08/2024	19326	Fox Ledge, Inc.	Account 005821	-SPLIT-	-38.70
Check	03/08/2024	19327	Cochection Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-361.28
Check	03/08/2024	19328	Bethel Woods Center for the Arts		-SPLIT-	-825.00
Check	03/08/2024	19329	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-53.90
Check	03/08/2024	19330	Kanopy LLC		Digital Downloads - WSPL	-559.00
Check	03/08/2024	19331	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-8,086.44
Check	03/08/2024	19332	NYSEG	1001-3155-188	Fuel & Electric-DEL	-146.26
Check	03/08/2024	19333	NYSEG	1003-8570-692	Fuel & Electric-DEL	-27.06
Check	03/08/2024	19334	Sunshine Hall Free Library	Lost book fee	Fines & Fees-NAR	-24.00
Check	03/08/2024	19335	Ethelbert B Crawford Public Library		-SPLIT-	-79.95
Check	03/08/2024	19336	Union Works Print Pack and Ship	# 19476	Office Supplies - DEL	-20.48
Check	03/08/2024	19337	MaryAnn Paparella		-SPLIT-	-2,050.00

Western Sullivan Public Library Operating Account Check List February 11 through March 8, 2024

Check	03/08/2024	19338	Christina Mace		Bookkeeper	-1,160.00
Check	03/08/2024	19339	The River Reporter		Election & Budget	-989.75
Check	03/08/2024	19340	Joseph Kennedy	3.4.2024	Children's Programs	-100.00
Check	03/08/2024	19341	Joseph Kennedy	4.15.2024	Children's Programs	-100.00
Check	03/08/2024	19342	Tiffany Hauser	Puppy Love Program	Children's Programs	-75.00
Check	03/08/2024	19343	Peter Brown	Tai Chi for Seniors	Adult Programs	-125.00
Check	03/08/2024	19344	Jamie Novak	4.6.24 Program	Adult Programs	-150.00
Check	03/08/2024	19345	Jamie Novak	5.14.2024 Program	Adult Programs	-150.00
Check	03/08/2024	19346	Jamie Novak	6.11.2024 Program	Adult Programs	-150.00
Check	03/08/2024	19347	United Healthcare Insurance Company	Member ID 351736481-1	90608 · Employee Health Insurance	-268.50
Check	03/08/2024	19348	Midwest Tape LLC		-SPLIT-	-742.22
Check	03/08/2024	19349	Baker & Taylor Books #510486		-SPLIT-	-3,101.27
Check	03/08/2024	19350	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Liability Check	02/12/2024	eft ers	NYS & Local Retirement System	51404	-SPLIT-	-910.78
Liability Check	02/20/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # 1648035602	-SPLIT-	-759.60
Liability Check	02/23/2024	19310	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	02/23/2024	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	02/23/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 1647967602	-SPLIT-	-4,296.80
Liability Check	03/06/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # -1864208694	-SPLIT-	-710.08
Liability Check	03/08/2024	19314	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	03/08/2024	eft dd	Direct Deposit Split		611 · DD for savings/c'king	-250.00
Liability Check	03/08/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # -1864339694	-SPLIT-	-4,064.46
Paycheck	02/23/2024	2024022301	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022302	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022303	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022304	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022305	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022306	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022307	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022308	Employee		-SPLIT-	
Paycheck	02/23/2024	2024022309	Employee		-SPLIT-	

Mar 8, 2024

Western Sullivan Public Library
Operating Account Check List
February 11 through March 8, 2024

Paycheck	02/23/2024	2024022310	Employee	-SPLIT-	
Paycheck	02/23/2024	2024022311	Employee	-SPLIT-	
Paycheck	02/23/2024	2024022312	Employee	-SPLIT-	
Paycheck	02/23/2024	2024022313	Employee	-SPLIT-	
Paycheck	02/23/2024	2024022314	Employee	-SPLIT-	
Paycheck	02/23/2024	2024022315	Employee	-SPLIT-	
Paycheck	02/23/2024	2024022316	Employee	-SPLIT-	
				Total payroll 2024-02-23	-15,209.27
Paycheck	03/08/2024	2024030801		-SPLIT-	
Paycheck	03/08/2024	2024030802		-SPLIT-	
Paycheck	03/08/2024	2024030803		-SPLIT-	
Paycheck	03/08/2024	2024030804		-SPLIT-	
Paycheck	03/08/2024	2024030805		-SPLIT-	
Paycheck	03/08/2024	2024030806		-SPLIT-	
Paycheck	03/08/2024	2024030807		-SPLIT-	
Paycheck	03/08/2024	2024030808		-SPLIT-	
Paycheck	03/08/2024	2024030809		-SPLIT-	
Paycheck	03/08/2024	2024030810		-SPLIT-	
Paycheck	03/08/2024	2024030811		-SPLIT-	
Paycheck	03/08/2024	2024030812		-SPLIT-	
Paycheck	03/08/2024	2024030813		-SPLIT-	
Paycheck	03/08/2024	2024030814		-SPLIT-	
Paycheck	03/08/2024	2024030815		-SPLIT-	
Paycheck	03/08/2024	2024030816		-SPLIT-	
				Total payroll 2024-03-08	-14,336.90
Feb 11 - Mar 8, 24				Monthly Total	-67,823.32

Western Sullivan Public Library Profit & Loss Budget vs. Actual

	<u>Jul 1, '23 - Mar 8, 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
1001 · Real Property Taxes	1,063,613	1,063,613	0
1081 · SW Pilot Share	24,354	24,000	354
2082 · Library Charges	4,263	2,753	1,510
2083 · Library Chgs-Registrations	1,012	2,000	(988)
2401 · Interest & Earnings	235	344	(109)
2655 · Sales, Other	163	69	94
2705 · Gifts & Donations	11,566	2,477	9,089
2770 · Grants-Miscellaneous	0	1,583	(1,583)
3003 · State Grants - Miscellaneous	3,018	2,700	318
Total Income	<u>1,108,224</u>	<u>1,099,539</u>	<u>8,685</u>
Gross Profit	1,108,224	1,099,539	8,685
Expense			
74101 · Salaries	330,818	361,010	(30,192)
74101.7 · Special Projects	0	344	(344)
74102 · Equipment	619	4,473	(3,854)
74104 · Materials	45,928	51,585	(5,657)
74104.6 · Databases & Software	5,640	5,918	(278)
74105.1 · Daily Operating Expenses	9,927	14,933	(5,006)
74105.3 · Repairs/Maint of Lib Equip	0	344	(344)
74105.4 · Daily Maint & Repairs	10,220	8,946	1,274
74105.5 · Building Maintenance	0	24,086	(24,086)
74105.6 · Insurance Policies	20,851	22,932	(2,081)
74106.1 · Phone, Internet, Cable Services	4,139	5,540	(1,401)
74106.2 · ILS & IT	27,162	28,077	(915)
74106.4 · Fuel & Electric	10,523	17,204	(6,681)
74106.5 · Sewer & Water	1,389	3,785	(2,396)
74106.6 · Elevator Service	261	1,357	(1,096)
74106.7 · Cleaning Services	16,400	18,065	(1,665)
74106.8 · Operating Overhead Expenses	1,885	6,882	(4,997)
74107.1 · Professional Services	12,326	13,970	(1,644)
74107.3 · Programs and Events	6,293	8,258	(1,965)
74107.9 · Other Expenses	2,277	3,682	(1,405)
90000 · Payroll Expenses	152,362	179,169	(26,807)
Total Expense	<u>659,020</u>	<u>780,560</u>	<u>(121,540)</u>
Net Ordinary Income	<u>449,204</u>	<u>318,979</u>	<u>130,225</u>
Net Income	<u><u>449,204</u></u>	<u><u>318,979</u></u>	<u><u>130,225</u></u>

Western Sullivan Public Library

Treasurer's Report

Report for: March 11 2024
 Month and Day Year

General Fund: Operating Account - Jeff Bank Account ending in 8139

Balance on hand as of:	<u>January 31, 2024</u>	\$40,542.88
Plus Deposits:		
Accounts Receivable	\$86,865.15	
Transfers from IMM	\$0.00	
Interest	\$0.51	
Other	<u>\$0.00</u>	
Total Deposits		\$86,865.66
Less Disbursements:		
Transfer to IMM	\$65,000.00	
Operating Expenses	<u>\$17,066.04</u>	
Total Disbursements		\$82,066.04
Balance on hand as of:	<u>February 29, 2024</u>	<u><u>\$45,342.50</u></u>

General Fund: IMM Account - Jeff Bank Account ending in 1647

Balance on hand as of:	<u>January 31, 2024</u>	\$1,077,384.02
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$39.46	
Other	<u>\$0.00</u>	
Total Deposits		\$39.46
Less Disbursements:		
Transfers to Operating Fund	\$65,000.00	
Transfer to Capital Fund	<u>\$0.00</u>	
Total Disbursements		\$65,000.00
Balance on hand as of:	<u>February 29, 2024</u>	<u><u>\$1,012,423.48</u></u>

Western Sullivan Public Library

Treasurer's Report

General Fund: CC Transfer - Jeff Bank Account ending in 7669

Balance on hand as of:	<u>January 31, 2024</u>	\$1,233.65
Plus Deposits:		
Credit Card Payments	<u>\$1,815.58</u>	
Total Deposits		\$1,815.58
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>February 29, 2024</u>	<u><u>\$3,049.23</u></u>

Capital Fund: Building Improvements - Jeff Bank Account ending in 8355

Balance on hand as of:	<u>January 31, 2024</u>	\$302,830.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	<u>\$6,941.00</u>	
Total Deposits		\$6,941.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements	\$0.00	\$0.00
Balance on hand as of:	<u>February 29, 2024</u>	<u><u>\$309,771.44</u></u>
Account opened December 10, 2019		



Western Sullivan Public Library

DIRECTOR'S REPORT

March 11, 2024

Building/Equipment:

The HVAC unit for the main floor at Jeffersonville was serviced and the company recommended it be replaced due to a failing part that cannot be replaced.

Finance:

See reports.

The library received the final 10% of the NYS Library Construction Aid for the Jeffersonville Parking Lot and Lighting Upgrades Project totaling \$3,924.00.

PILOT checks received from Sullivan County IDA in February:

\$12,972.11
\$718.61
\$2,879.06

PILOT check received from SWCSD for Delaware County:

\$7,784.25

The library received the remaining 10% of the NYS Aid for Member Libraries, Local Library Service Aid (LLSA) totaling \$308.00.

Personnel:

The interview committee met with two candidates on February 28, 2024.

Professional Development/Meetings:

2/8/2024: DA Executive Committee Meeting

2/9/2024: SUPLA Meeting

2/14/2024: DA Meeting

2/28/24: Robert's Rules of Order webinar

Programs:

View [newsletter](#).

Strategic Plan Progress:

Staff is planning library card drives this spring and summer, and will reach out to local businesses during National Library Week to raise awareness of the library. We are working on the action steps for the Marketing Plan as well.

Monthly Statistics:

See statistics in "Other Items" on libguide.



Western Sullivan Public Library

Other:

View the [RCLS calendar](http://www.rcls.org) at www.rcls.org for upcoming Trustee trainings.

The legal notice for the upcoming Library Budget Vote and Trustee Election was published March 1, 2024. The notice will be run four times total in both the Democrat and River Reporter. Nomination petitions are due to the District Clerk by March 18, 2024. Absentee ballots will be mailed March 21, 2024.

The Annual Report to the Community and the Budget Information Sheet will be available to the public on March 13, 2024.

Western Sullivan Public Library
Fuel & Electric YTD Comparison
 July 1, 2023 through March 8, 2024

	<u>Jul 1, '23 - Mar 8, 24</u>	<u>Jul 1, '22 - Mar 8, 23</u>
Ordinary Income/Expense		
Expense		
74106.4 · Fuel & Electric		
Fuel & Electric-DEL	2,625.09	4,497.33
Fuel & Electric-JEF	4,243.35	4,466.85
Fuel & Electric-NAR	3,654.07	3,991.86
Total 74106.4 · Fuel & Electric	<u>10,522.51</u>	<u>12,956.04</u>
Total Expense	10,522.51	12,956.04

Western Sullivan Public Library

Annual Report For Public And Association Libraries - 2023

CURRENT YEAR

*PREVIOUS
YEAR*

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2023, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7200593350	<i>7200593350</i>
1.2	Library Name	WESTERN SULLIVAN PUBLIC LIBRARY	<i>WESTERN SULLIVAN PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Jeffersonville	<i>Jeffersonville</i>
1.6	Beginning Fiscal Reporting Year	07/01/2022	<i>07/01/2021</i>
1.7	Ending Fiscal Reporting Year	06/30/2023	<i>06/30/2022</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A	<i>N/A</i>
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2022	<i>07/01/2021</i>
1.12	Ending <u>Local</u> Fiscal Year	06/30/2023	<i>06/30/2022</i>
1.13	Address Status	00 (for no change from previous year)	<i>00</i>
1.14	Street Address	19 CENTER STREET	<i>19 CENTER STREET</i>
1.15	City	JEFFERSONVILLE	<i>JEFFERSONVILLE</i>
1.16	Zip Code	12748	<i>12748</i>
1.17	Mailing Address	P.O.BOX 594	<i>P.O.BOX 594</i>
1.18	City	JEFFERSONVILLE	<i>JEFFERSONVILLE</i>
1.19	Zip Code	12748	<i>12748</i>
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(845) 482-4350	<i>(845) 482-4350</i>
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(845) 482-3092	<i>(845) 482-3092</i>
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	jef@rcls.org	<i>jef@rcls.org</i>
1.23	Library Home Page URL (Enter N/A if no home page URL)	www.wsplonline.org	<i>www.wsplonline.org</i>
1.24	Population Chartered to Serve (per 2020 Census)	9,794	<i>9,794</i>

1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	12/09/2005	<i>12/09/2005</i>
1.30	Date the library was last registered	12/21/2000	<i>12/21/2000</i>
1.31	Federal Employer Identification Number	141825007	<i>141825007</i>
1.32	County	SULLIVAN	<i>SULLIVAN</i>
1.33	School District	Sullivan West Central School District	<i>Sullivan West Central School District</i>
1.34	Town/City	Jeffersonville	<i>Jeffersonville</i>
1.35	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A	<i>N/A</i>
1.36b	President/CEO Phone Number	N/A	<i>N/A</i>
1.36c	President/CEO Email	N/A	<i>N/A</i>

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Audra	<i>Audra</i>
1.38	Last Name of Library Director/Manager	Everett	<i>Everett</i>
1.39	NYS Public Librarian Certification Number	A6L6SK5	<i>A6L6SK5</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A	<i>N/A</i>
1.43	E-mail Address of the Director/Manager	aeverett@rcls.org	<i>aeverett@rcls.org</i>
1.44	Fax Number of the Director/Manager	(845) 482-3092	<i>(845) 482-3092</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	Y	<i>Y</i>
1.46	Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2023? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.	Y	<i>Y</i>

Public Votes / Contracts

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	Sullivan West Central School District	<i>Sullivan West Central School District</i>
2.	Indicate the type of municipality or district holding the public vote	School District	<i>School District</i>
3.	Date the vote was held (mm/dd/2023)	04/19/2023	<i>04/20/2022</i>

4.	Was the vote successful? Y/N	Y	Y
5.	What type of public vote was it?	budget vote (school district public library only)	<i>budget vote (school district public library only)</i>
6a.	Most recent prior year approved appropriation from a public vote:	\$1,003,723	\$952,938
6b.	Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	\$59,890	\$50,785
6c.	Total proposed appropriation (manually sum of 6a and 6b):	\$1,063,613	\$1,003,723

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47	Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2023) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.	N	N
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Please Note: last year's answers for repeating groups cannot be displayed.

1.	Name of municipality or district holding the public vote	N/A	N/A
2.	Indicate the type of municipality or district holding the public vote		<i>Other</i>
3.	Date the last successful vote was held (mm/dd/yyyy)	N/A	N/A
4.	What type of public vote was it?		<i>Other</i>
5.	What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?	N/A	N/A

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N N

Unusual Circumstances

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A N/A

2. Is this a written contractual agreement? N/A N/A

3. Population of the geographic area served by this contract N/A N/A

4. Dollar amount of contract N/A N/A

5. Enter the appropriate code for range of services provided (select one): N/A N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N N

2. LIBRARY COLLECTION

Print / Electronic / Other Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.25) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level (main library); do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	22,516	22,845
2.2	Adult Non-fiction Books	16,768	17,065
2.3	Total Adult Books (Total questions 2.1 & 2.2)	39,284	39,910
2.4	Children's Fiction Books	17,169	17,484
2.5	Children's Non-fiction Books	6,509	6,647
2.6 2.5)	Total Children's Books (Total questions 2.4 & 2.5)	23,678	24,131
2.7 2.6)	Total Cataloged Books (Total questions 2.3 & 2.6)	62,962	64,041

Other Print Materials

2.8	Total Uncataloged Books	24	68
2.9	Total Print Serials	635	1,024
2.10	All Other Print Materials	234	161
2.11 2.8 through 2.10)	Total Other Print Materials (Total questions 2.8 through 2.10)	893	1,253
2.12 2.11)	Total Print Materials (Total questions 2.7 and 2.11)	63,855	65,294

ALL OTHER MATERIALS

Electronic Materials

2.13	Electronic Books	66,818	37,539
2.14	Local Electronic Collections	13	12
2.15	NOVEL _{NY} Electronic Collections	15	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	28	27
2.17	Audio - Downloadable Units	28,650	12,907
2.18	Video - Downloadable Units	0	0
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	238,106	225,231
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	333,602	275,704
Non-Electronic Materials			
2.21	Audio - Physical Units	2,184	2,295
2.22	Video - Physical Units	8,238	7,838
2.23	Other Circulating Physical Items	98	87
2.24	Total Other Materials - Non-Electronic (Total questions 2.21 through 2.23)	10,520	10,220
Grand Total / Additions to Holdings			
2.25	GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24)	407,977	351,218
ADDITIONS TO HOLDINGS - Do <u>not</u> subtract withdrawals or discards.			
2.26	Cataloged Books	2,598	2,484
2.27	All Other Print Materials	1	498

2.28	Electronic Materials	24,094	14,559
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Note: In 2023, eContent purchasers prioritized cost-effective lending models that have become more widely available. This had increased the count of standard copies available in the digital collection.

2.29	All Other Materials	1,012	700
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2.30 2.29)	Total Additions (Total questions 2.26 through 2.29)	27,705	18,241
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3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.32 as of the end fiscal year reported in Questions 1.6 and 1.7 in Part 1; report information on questions 3.33 through 3.77 for the 2023 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	30,731	27,135
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
3.2	Registered resident borrowers	3,411	3,595
3.3	Registered non-resident borrowers	358	379

Please report information on WRITTEN POLICIES as of 12/31/23.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	Y
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	Y
3.6	Does the library have an Internet use policy?	Y	Y

3.7	Does the library have a disaster plan?	Y	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y	Y
3.9	Does the library have a board-approved whistle blower policy?	N	N
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	Y

Please report information on ACCESSIBILITY as of 12/31/23.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N	N
3.13	Does the library have large print books?	Y	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y	Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	No	No
refreshable Braille commonly referred to as a refreshable Braille display	No	No
screen magnification software, such as Zoomtext	Yes	Yes
electronic scanning and reading software, such as OpenBook	No	No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	Y	Y
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Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.

Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

Live Programs Categorized by Age

3.17a Number of Sessions Targeted at Children Ages 0-5	45	6
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Note: The library increased its in-person programs after the covid restrictions were loosened. The previous year, many of the programs were virtual.

3.17b Attendance at Sessions Targeted at Children Ages 0-5	524	17
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Note: The library increased its in-person programs after the covid restrictions were loosened. The previous year, many of the programs were virtual.

3.18a Number of Sessions Targeted at Children Ages 6-11	28	7
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Note: The library increased its in-person programs after the covid restrictions were loosened. The previous year, many of the programs were virtual.

3.18b Attendance at Sessions Targeted at Children Ages 6-11	189	44
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Note: The library increased its in-person programs after the covid restrictions were loosened. The previous year, many of the programs were virtual.

3.19a Number of Sessions Targeted at Young Adults Ages 12-18	9	26
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3.19b	Attendance at Sessions Targeted at Young Adults Ages 12-18	19	41
3.20a	Number of Sessions Targeted at Adults Age 19 or Older	162	92
3.20b	Attendance at Sessions Targeted at Adults Age 19 or Older	1,296	688
3.21a	Number of General Interest Program Sessions	26	7
3.21b	Attendance at General Interest Program Sessions	527	334
3.22	Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	270	138
3.23	Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	2,555	1,124
Live Programs Categorized by Venue			
3.24a	Total Live Onsite Program Sessions	245	77
3.24b	Total Live Onsite Program Attendance	2,111	487
3.25a	Total Live Offsite Program Sessions	17	9
3.25b	Total Live Offsite Program Attendance	367	260
3.26a	Total Live Virtual Program Sessions	8	52
3.26b	Total Live Virtual Program Attendance	77	377
3.27	Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	270	
3.28	Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	2,555	

Prerecorded and One-on-One Programs

3.29	Total Number of Prerecorded Program Presentations	15	59
3.30	Total Views of Prerecorded Program Presentations within 30 Days	1,617	7,179
3.31	One-on-One Program Sessions	581	461
3.32	Attendance at One-on-One Program Sessions	581	1,644

Teen-Led / Promotion / Summer Reading

3.33	Did your library offer teen-led activities during the 2023 calendar year?	N	N
3.34	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes	Yes

Please report information on SUMMER READING PROGRAMS for the 2023 calendar year

SUMMER READING PROGRAM

3.35	Did the library offer a summer reading program in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	
3.36	Library outlets offering the summer reading program	3	3
3.37	Children registered for the library's summer reading program	92	121
3.38	Young adults registered for the library's summer reading program	27	4
3.39	Adults registered for the library's summer reading program	0	0

3.40	Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	119	125
3.41a	Children's program sessions - Summer 2023	21	18
3.41b	Children's program attendance - Summer 2023	418	355
3.42a	Young adult program sessions - Summer 2023	4	6
3.42b	Young adult program attendance - Summer 2023	22	22
3.43a	Adult program sessions - Summer 2023	0	0
3.43b	Adult program attendance - Summer 2023	0	0
3.44	Total program sessions - Summer 2023 (total 3.41a + 3.42a + 3.43a)	25	24
3.45	Total program attendance - Summer 2023 (total 3.41b + 3.42b + 3.43b)	440	377
3.46	Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	
3.47	Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	N	

COLLABORATORS

3.48	Public school district(s) and/or BOCES	0	0
3.49	Non-public school(s)	0	0
3.50	Childcare center(s)	0	0
3.51	Summer camp(s)	0	0
3.52	Municipality/Municipalities	0	0
3.53	Literacy provider(s)	0	0

3.54	Other (describe using the State note)	2	4
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Note: Delaware Youth Center and National Parks Service

3.55	Total Collaborators (total 3.48 through 3.54)	2	4
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Early Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2023 calendar year.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
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3.57a	Focus on birth - school entry (kindergarten) sessions	15	19
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3.57b	Focus on birth - school entry (kindergarten) attendance	197	264
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3.58a	Focus on parents & caregivers sessions	0	0
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3.58b	Focus on parents & caregivers attendance	0	0
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3.59a	Combined audience sessions	22	0
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3.59b	Combined audience attendance	263	0
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3.60	Total Sessions	37	19
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3.61	Total Attendance	460	264
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3.62 - Collaborators (check all that apply):

a.	Childcare center(s)	No	No
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b.	Public School District(s) and/or BOCES	No	No
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c.	Non-Public School(s)	No	No
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d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	Yes

Adult Literacy

Please report information on ADULT LITERACY for the 2023 calendar year.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N *No*

3.64a Total group program sessions 0

3.64b *Total group program attendance* 0

3.65a Total one-on-one program sessions 0

3.65b *Total one-on-one program attendance* 0

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) No No

b. Public School District(s) and/or BOCES No No

c. Non-Public Schools No No

d. Other (see instructions and describe using Note) No No

ESOL / Digital Literacy

Please report information on ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS for the 2023 calendar year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N N

3.68a Children's program sessions 0

3.68b Children's program attendance 0

3.69a Young adult program sessions 0

3.69b Young adult program attendance 0

3.70a Adult program sessions 0

3.70b Adult program attendance 0

3.71 Total program sessions (total 3.68a + 3.69a + 3.70a) 0

3.72 Total program attendance (total 3.68b + 3.69b + 3.70b) 0

3.73a One-on-one program sessions 0

3.73b One-on-one program attendance 0

3.74 - Collaborators (check all that apply):

a. Literacy NY (Literacy Volunteers of America) No No

b. Public School District(s) and/or BOCES No No

c. Non-Public School(s) No No

d. Other (describe using the Note) No No

Please report information on DIGITAL LITERACY for the 2023 calendar year.

DIGITAL LITERACY

3.75 Did the library offer digital literacy programs in 2023? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.76a	Total group program sessions	12	7
3.76b	Total group program attendance	3	58
3.77a	Total one-on-one program sessions	309	453
3.77b	Total one-on-one program attendance	309	453

4. LIBRARY TRANSACTIONS

Circulation / Electronic Use Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	16,167	14,724
4.2	Adult Non-fiction Books	7,933	6,977
4.3	Total Adult Books (Total questions 4.1 & 4.2)	24,100	21,701
4.4	Children's Fiction Books	11,283	8,752
4.5	Children's Non-fiction Books	1,872	1,417
4.6	Total Children's Books (Total questions 4.4 & 4.5)	13,155	10,169
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	37,255	31,870

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	12,637	12,831
4.9	Circulation of Children's Other Materials	1,433	1,524
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	14,070	14,355
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	51,325	46,225

ELECTRONIC USE

4.12	Use of Electronic Material	13,974	12,887
4.13	Successful Retrieval of Electronic Information	23,211	10,558
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	37,185	23,445
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	65,299	59,112
4.16	Total Collection Use (Total questions 4.13 & 4.15)	88,510	69,670
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	14,588	11,693
4.18	As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	No	No

REFERENCE TRANSACTIONS

4.19	Total Reference Transactions	3,497	3,939
4.19a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	CT - Annual Count
4.20	Does the library offer virtual reference?	N	N

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.21	TOTAL MATERIALS RECEIVED	14,407	14,639
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.22	TOTAL MATERIALS PROVIDED	21,825	21,952
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2023.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y	Y
5.2	Online public access catalog (OPAC)?	Y	Y
5.3	Electronic access to the OPAC from outside the library?	Y	Y
5.4	Annual number of visits to the library's web site	34,330	14,236
5.5	Does the library use Internet filtering software on any computer?	N	N
5.6	Does your library use social media?	Y	Y
5.7	Does the library file for E-rate benefits?	N	N
5.8	Is the library part of a consortium for E-rate benefits?	Y	Y
5.9	If yes, in which consortium are you participating?	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
5.10	Name of the person responsible for the library's Information Technology (IT) services	Dale Blagrove	<i>Dale Blagrove</i>
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(845) 482-4350	<i>(845) 482-4350</i>
5.12	IT contact's email address	dblagrove@rcls.org	<i>dblagrove@rcls.org</i>

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35	35
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
6.3	Vacant Library Director (certified)	0	0
6.4	Library Manager (not certified)	0	0
6.5	Vacant Library Manager (not certified)	0	0
6.6	Librarian	0	0
6.7	Vacant Librarian	0	0
6.8	Library Specialist/Paraprofessional	0	0
6.9	Vacant Library Specialist/Paraprofessional	0	0
6.10	Other Staff	11.69	11.13
6.11	Vacant Other Staff	1	1
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	12.69	12.13
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	1.00	1.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
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6.15	Salary - Library Director (certified)	\$66,821	\$62,943
6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	0	0
6.19	Salary - Librarian	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2023**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- | | | | |
|----|---|---|---|
| 1. | Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. | Y | Y |
| 2. | Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. | Y | Y |
| 3. | Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. | Y | Y |
| 4. | Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. | Y | Y |
| 5. | Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |
| 6. | Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. | Y | Y |

7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y
8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y

- | | | | |
|-----|--|---|---|
| 13. | Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. | Y | Y |
| 14. | Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. | Y | Y |

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	<i>1</i>
8.2	Branches	2	<i>2</i>
8.3	Bookmobiles	0	<i>0</i>
8.4	Other Outlets	0	<i>0</i>
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	3	<i>3</i>

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	40.00	<i>40.00</i>
8.7	Minimum Weekly Total Hours - Branch Libraries	74.50	<i>74.50</i>
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	<i>0.00</i>
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	114.50	<i>114.50</i>
8.10	Annual Total Hours - Main Library	2,080.00	<i>2,080.00</i>

8.11	Annual Total Hours - Branch Libraries	3,874.00	3,874.00
8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	5,954.00	5,954.00

9. SERVICE OUTLET INFORMATION

Please Note: last year's answers for repeating groups cannot be displayed.

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for *each* main library, branch or bookmobile.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link to an Excel sheet listing prior year outlets is located in section 9](#). Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

1.	Outlet Name	Western Sullivan P L - Delaware Free	<i>WESTERN SULLIVAN P L - DELAWARE FREE</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	45 Lower Main Street	<i>45 LOWER MAIN STREET</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	Callicoon	<i>CALLICOON</i>
6.	Zip Code	12723	<i>12723</i>
7.	Phone (enter 10 digits only)	(845) 887-4040	<i>(845) 887-4040</i>
8.	Fax Number (enter 10 digits only)	(845) 887-8957	<i>(845) 887-8957</i>

9.	E-mail Address	del@rcls.org	<i>del@rcls.org</i>
10.	Outlet URL	www.wsplonline.org	<i>www.wsplonline.org</i>
11.	County	Sullivan	<i>SULLIVAN</i>
12.	School District	Sullivan West Central School District	<i>Sullivan West Central School District</i>
13.	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	1,950	<i>1,950</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	3	<i>1</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1913	<i>1913</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2020	<i>2020</i>
25.	Square footage of the outlet	4,250	<i>4,250</i>

26.	Number of Internet Computers Used by General Public	8	7
27.	Number of uses (sessions) of public Internet computers per year	770	659
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps	<i>6 Greater than or equal to 6 mbps and less than 10 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	37,979	24,034
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>	7200593350	7200593350
38.	<i>FSCSID</i>	NY9015	NY9015

39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>		00
1.	Outlet Name	Western Sullivan P L - Jeffersonville	<i>WESTERN SULLIVAN P L - JEFFERSONVILLE</i>
2.	Outlet Name Status	00 (for no change)	00
3.	Street Address	19 Center Street	<i>19 CENTER STREET</i>
4.	Outlet Street Address Status	00 (for no change)	00
5.	City	Jeffersonville	<i>JEFFERSONVILLE</i>
6.	Zip Code	12748	<i>12748</i>
7.	Phone (enter 10 digits only)	(845) 482-4350	<i>(845) 482-4350</i>
8.	Fax Number (enter 10 digits only)	(845) 482-3092	<i>(845) 482-3092</i>
9.	E-mail Address	jef@rcls.org	<i>jef@rcls.org</i>
10.	Outlet URL	www.wsplonline.org	<i>www.wsplonline.org</i>
11.	County	Sullivan	<i>SULLIVAN</i>
12.	School District	Sullivan West Central School District	<i>Sullivan West Central School District</i>
13.	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,080	<i>2,080</i>

16.	Number of Weeks This Outlet is Open	52	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	4	0
20.	Enter the appropriate outlet code (select one):	LO	LO
21.	Who owns this outlet building?	Library Board	Library Board
22.	Who owns the land on which this outlet is built?	Library Board	Library Board
23.	Indicate the year this outlet was initially constructed	1924	1924
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2021	2021
25.	Square footage of the outlet	5,628	5,628
26.	Number of Internet Computers Used by General Public	6	9
27.	Number of uses (sessions) of public Internet computers per year	727	821
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps

30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps	<i>6 Greater than or equal to 6 mbps and less than 10 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	19,199	<i>10,232</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>Y</i>
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	7200593350	<i>7200593350</i>
38.	<i>FSCSID</i>	NY9015	<i>NY9015</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>
1.	Outlet Name	Western Sullivan P L-Tusten-Cochecton	<i>WESTERN SULLIVAN P L - TUSTEN-COCHECTON</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	198 Bridge Street	<i>198 BRIDGE STREET</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>

5.	City	Narrowsburg	<i>NARROWSBURG</i>
6.	Zip Code	12764	<i>12764</i>
7.	Phone (enter 10 digits only)	(845) 252-3360	<i>(845) 252-3360</i>
8.	Fax Number (enter 10 digits only)	(845) 252-3331	<i>(845) 252-3331</i>
9.	E-mail Address	nar@rcls.org	<i>nar@rcls.org</i>
10.	Outlet URL	www.wsplonline.org	<i>www.wsplonline.org</i>
11.	County	Sullivan	<i>SULLIVAN</i>
12.	School District	Sullivan West Central School District	<i>Sullivan West Central School District</i>
13.	Library System	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
14.	Outlet Type Code (select one):	BR	<i>BR</i>
15.	Public Service Hours Per Year for This Outlet	1,924	<i>1,924</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	3	<i>0</i>
20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>

22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1990	<i>1990</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	N/A	<i>N/A</i>
25.	Square footage of the outlet	4,480	<i>4,480</i>
26.	Number of Internet Computers Used by General Public	6	<i>4</i>
27.	Number of uses (sessions) of public Internet computers per year	525	<i>566</i>
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Cable	<i>Cable</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	6 Greater than or equal to 6 mbps and less than 10 mbps	<i>6 Greater than or equal to 6 mbps and less than 10 mbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>
32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	24,972	<i>9,990</i>
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>

34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	Y
36.	Does your outlet have a Makerspace?	N	N
37.	<i>LIBID</i>	7200593350	7200593350
38.	<i>FSCSID</i>	NY9015	NY9015
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	00

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2023. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2023 to December 31, 2023)	12	14
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NUMBER OF TRUSTEES AND TERMS

10.2	If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A.	N/A
------	--	-----

Note: This answer is correct.

10.3	If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A.	N/A
------	--	-----

Note: This answer is correct.

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. 9 9

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)?** If a term length is not stated, please explain in a Note. 5 5

10.6 I attest that all trustees participated in trustee education in the last calendar year (2023). If entering No, provide explanation in a Note. Y Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election *EP - board members are elected in a public election*

Please Note: last year's answers for repeating groups cannot be displayed.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Susan	<i>Marguerite</i>
3.	Last Name of Board Member	Bodenstein	<i>Brown</i>
4.	Mailing Address	PO Box 679	<i>118 Old Taylor Rd</i>
5.	City	Jeffersonville	<i>Jeffersonville</i>
6.	Zip Code (5 digits only)	12748	<i>12748</i>
7.	E-mail address	susanbodenstein@yahoo.com	<i>margebobcasie@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Financial Officer</i>

9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2018</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2028	<i>2023</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/05/2023	<i>07/09/2018</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/05/2023	<i>07/10/2018</i>
16.	Is this a brand new trustee?	Y	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Evan	<i>Evan</i>
3.	Last Name of Board Member	Eisenberg	<i>Eisenberg</i>
4.	Mailing Address	PO Box 336	<i>PO Box 336</i>
5.	City	Callicoon	<i>Callicoon</i>
6.	Zip Code (5 digits only)	12723	<i>12723</i>
7.	E-mail address	evan.eisenberg@gmail.com	<i>evan.eisenberg@gmail.com</i>
8.	Office Held or Trustee	Vice President	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2019	<i>2019</i>

11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2024	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/08/2019	<i>07/08/2019</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/09/2019	<i>07/09/2019</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Kevin	<i>Kevin</i>
3.	Last Name of Board Member	McDonough	<i>McDonough</i>
4.	Mailing Address	16 Grove St	<i>16 Grove St</i>
5.	City	Narrowsburg	<i>Narrowsburg</i>
6.	Zip Code (5 digits only)	12764	<i>12764</i>
7.	E-mail address	kevin.tvguy@gmail.com	<i>kevin.tvguy@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2020	<i>07/13/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2020	<i>07/13/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Pamela	<i>Pamela</i>
3.	Last Name of Board Member	Reinhardt	<i>Reinhardt</i>
4.	Mailing Address	PO Box 74	<i>PO Box 74</i>
5.	City	Hankins	<i>Hankins</i>
6.	Zip Code (5 digits only)	12741	<i>12741</i>
7.	E-mail address	pamelareinhardt39@gmail.com	<i>pamelareinhardt39@gmail.com</i>
8.	Office Held or Trustee	Financial Officer	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2027	<i>2027</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2022	<i>07/11/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/12/2022	<i>07/12/2022</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Barbara	<i>Barbara</i>
3.	Last Name of Board Member	Winfield	<i>Winfield</i>
4.	Mailing Address	PO Box 322	<i>PO Box 322</i>
5.	City	Jeffersonville	<i>Jeffersonville</i>
6.	Zip Code (5 digits only)	12748	<i>12748</i>
7.	E-mail address	babadada46@gmail.com	<i>babadada46@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2027	<i>2027</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2022	07/11/2022
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/12/2022	07/12/2022
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Amber	<i>Amber</i>
3.	Last Name of Board Member	Novikov	<i>Novikov</i>
4.	Mailing Address	80 Westervelt Rd	<i>80 Westervelt Rd</i>
5.	City	Cochecton	<i>Cochecton</i>
6.	Zip Code (5 digits only)	12726	<i>12726</i>
7.	E-mail address	amsyrs@yahoo.com	<i>amsyrs@yahoo.com</i>
8.	Office Held or Trustee	Secretary	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2020	<i>2020</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/13/2020	<i>07/13/2020</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/13/2020	<i>07/13/2020</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Francis	<i>Francis</i>
3.	Last Name of Board Member	Cape	<i>Cape</i>
4.	Mailing Address	358 Gables Rd	<i>358 Gables Rd</i>
5.	City	Narrowsburg	<i>Narrowsburg</i>
6.	Zip Code (5 digits only)	12764	<i>12764</i>
7.	E-mail address	utopianbenches@gmail.com	<i>utopianbenches@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2027	<i>2027</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/11/2022	<i>07/11/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/12/2022	<i>07/12/2022</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Phyllis	<i>Chris</i>
3.	Last Name of Board Member	Haynes	<i>Peacock</i>
4.	Mailing Address	PO Box 74	<i>262 Lux Rd</i>
5.	City	Narrowsburg	<i>Callicoon</i>
6.	Zip Code (5 digits only)	12764	<i>12723</i>
7.	E-mail address	phyllhay3@gmail.com	<i>peacock.chris@gmail.com</i>
8.	Office Held or Trustee	Trustee	<i>Secretary</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2018</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2028	<i>2023</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/10/2023	07/09/2018
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/10/2023	07/10/2018
16.	Is this a brand new trustee?	Y	N
1.	Status	Filled	
2.	First Name of Board Member	Linda	
3.	Last Name of Board Member	Pomes	
4.	Mailing Address	19 Tyler Rd	
5.	City	Narrowsburg	
6.	Zip Code (5 digits only)	12764	
7.	E-mail address	Impomes@gmail.com	
8.	Office Held or Trustee	President	
9.	Term Begins - Month	July	
10.	Term Begins - Year (year)	2019	
11.	Term Expires	June	
12.	Term Expires - Year (yyyy)	2024	

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/08/2019

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/09/2019

16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Local Public Funds / System Cash Grants / Other State

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Sullivan West Central School District	<i>Sullivan West Central School District</i>
3.	Amount	\$1,003,723	<i>\$952,938</i>
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	Y
5.	Written Contractual Agreement	N	N

11.2	TOTAL LOCAL PUBLIC FUNDS	\$1,003,723	\$952,938
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$3,011	\$3,021
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11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	\$0
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11.5	Additional State Aid received from the System	\$0	\$0
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11.6	Federal Aid received from the System	\$0	\$0
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11.7	Other Cash Grants	\$5,614	\$2,401
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11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$8,625	\$5,422
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OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0	\$3,580
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Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
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11.11	Other Federal Aid	\$0	\$0
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11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0	\$0
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$3,855	\$7,772
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11.15	Fund Raising	\$0	\$0
11.16	Income from Investments	\$301	\$111
11.17	Library Charges	\$8,970	\$7,184
11.18	Other	\$33,637	\$21,413
11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$46,763	\$36,480
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$1,059,111	\$998,420

11.21 **BUDGET LOANS** \$0 \$0

Transfers / Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0	\$24,218
11.23	From Other Funds	\$0	\$0
11.24	TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$0	\$24,218

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 12.39 of previous year if fiscal year has not changed) \$486,167 \$626,147

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE** (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40) \$1,545,278 \$1,648,785

12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital
Operation and Maintenance**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$66,678	\$62,943
12.2	Other Staff	\$403,256	\$388,548
12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$469,934	\$451,491
12.4	Employee Benefits Expenditures	\$183,073	\$227,495
12.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$653,007	\$678,986

COLLECTION EXPENDITURES

12.6	Print Materials Expenditures	\$39,361	\$41,156
12.7	Electronic Materials Expenditures	\$17,876	\$15,292
12.8	Other Materials Expenditures	\$13,394	\$12,057
12.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$70,631	\$68,505

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10	From Local Public Funds (71PF)	\$0	\$17,754
12.11	From Other Funds (71OF)	\$0	\$0
12.12	Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0	\$17,754

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13	From Local Public Funds (72PF)	\$10,640	\$9,342
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12.14	From Other Funds (72OF)	\$0	\$0
12.15	Total Repairs (Add Questions 12.13 and 12.14)	\$10,640	\$9,342
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$73,391	\$76,095
12.17	Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$84,031	\$85,437

MISCELLANEOUS EXPENSES

12.18	Office and Library Supplies	\$16,787	\$15,177
12.19	Telecommunications	\$5,059	\$5,979
12.21	Professional & Consultant Fees	\$13,239	\$14,011
12.22	Equipment	\$16,936	\$5,954
12.23	Other Miscellaneous	\$30,897	\$20,043
12.24	Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$82,918	\$62,144

Contracts / Debt Service / Transfers / Grand Total

12.25	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$29,266	\$24,792
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26	From Local Public Funds (73PF)	\$0	\$0
12.27	From Other Funds (73OF)	\$0	\$0
12.28	Total (Add Questions 12.26 and 12.27)	\$0	\$0

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0	\$0
12.30	Short-Term Loans	\$0	\$0
12.31	Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$919,853	\$937,618

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$18,000	\$225,000
12.34	From Other Funds (76OF)	\$0	\$0
12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$18,000	\$225,000
12.36	Transfer to Other Funds	\$0	\$0
12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$18,000	\$225,000
12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$937,853	\$1,162,618
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2023	\$607,425	\$486,167
12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,545,278	\$1,648,785

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/11/2024	03/15/2023
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	06/22/2021	06/22/2021
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2019-06/30/2020	707/01/2019-06/30/2020
12.44	Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

12.45	Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y	Y
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0	\$0
13.2	All Other Revenues from Local Sources	\$0	\$0
13.3	Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

13.4	State Aid Received for Construction	\$161,929	\$10,866
13.5	Other State Aid	\$0	\$0
13.6	Total State Aid (Add Questions 13.4 and 13.5)	\$161,929	\$10,866

FEDERAL AID FOR CAPITAL PROJECTS

13.7	TOTAL FEDERAL AID	\$0	\$0
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INTERFUND REVENUE

13.8	Transfer from Operating Fund (Same as Question 12.35)	\$18,000	\$225,000
13.9	TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$179,929	\$235,866
13.10	NON-REVENUE RECEIPTS	\$0	\$0
13.11	TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$179,929	\$235,866
13.12	BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2023 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$219,834	\$31,159
13.13	TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$399,763	\$267,025

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1	Construction	\$39,845	\$22,973
14.2	Incidental Construction	\$0	\$0

Other Disbursements

14.3	Purchase of Buildings	\$0	\$0
14.4	Interest	\$0	\$0
14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0

14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$39,845	\$22,973
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14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$24,218
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$39,845	\$47,191
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2023	\$359,918	\$219,834
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$399,763	\$267,025

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.88	0.88
16.2	Total Librarians	0.88	0.88
16.3	All Other Paid Staff	11.10	10.61
16.4	Total Paid Employees	11.98	11.49
16.5	State Government Revenue	\$3,011	\$6,601
16.6	Federal Government Revenue	\$0	\$0
16.7	Other Operating Revenue	\$52,377	\$38,881
16.8	Total Operating Revenue	\$1,059,111	\$998,420
16.9	Other Operating Expenditures	\$196,215	\$172,373
16.10	Total Operating Expenditures	\$919,853	\$919,864

16.11	Total Capital Expenditures	\$39,845	\$64,945
16.12	Print Materials	63,621	65,133
16.12a	Total Physical Items in Collection	74,141	75,353
16.13	Total Registered Borrowers	3,769	3,974
16.14	Other Capital Revenue and Receipts	\$18,000	\$225,000
16.15	Number of Internet Computers Used by General Public	20	20
16.16	Total Uses (sessions) of Public Internet Computers Per Year	2,022	2,046
16.17	Wireless Sessions	82,150	44,256
16.18	Total Capital Revenue	\$179,929	\$235,866

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	7200593350	7200593350
17.2	<i>Interlibrary Relationship Code</i>	ME	ME
17.3	<i>Legal Basis Code</i>	LD	LD
17.4	<i>Administrative Structure Code</i>	MO	MO
17.5	<i>FSCS Public Library Definition</i>	Y	Y
17.6	<i>Geographic Code</i>	SU1	SU1
17.7	<i>FSCS ID</i>	NY9015	NY9015
17.8	<i>SED CODE</i>	591502700002	591502700002
17.9	<i>INSTITUTION ID</i>	800000055895	800000055895

SUGGESTED IMPROVEMENTS

Library Name:	WESTERN SULLIVAN PUBLIC LIBRARY	<i>WESTERN SULLIVAN PUBLIC LIBRARY</i>
Library System:	Ramapo Catskill Library System	<i>Ramapo Catskill Library System</i>
Name of Person Completing Form:	Audra Everett	<i>Audra Everett</i>
Phone Number:	(845) 482-4350	<i>(845) 482-4350</i>
I am satisfied that this resource (Collect) is meeting library needs:	Agree	<i>Neither Agree nor Disagree</i>
Applying this resource (Collect) will help improve library services to the public:	Agree	<i>Agree</i>

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

Construction Project Completion

The library received NYS Library Construction Aid totaling \$60,385 to assist in completing the Jeffersonville parking lot project. This project included paving the deteriorating lot behind the library along with upgrading the lighting system to LED fixtures, replacing the sewer lateral and restoring the retaining wall. Below are before and after photos of the parking lot.



Upcoming projects at the Delaware Free Branch include the replacement of the failing HVAC as well as a restoration project which includes repointing, window restoration and restoring and replacing part of the cornice. Both Delaware Free and Tusten-Cochecton Branches will upgrade to energy efficient LED fixtures.

Board of Trustees

Linda Pomes, President
Evan Eisenberg, Vice-President
Pam Reinhardt, Financial Officer

Amber Novikov, Secretary
Susan Bodenstein
Francis Cape

Phyllis Haynes
Kevin McDonough
Barbara Winfield

Branches and Contact Information

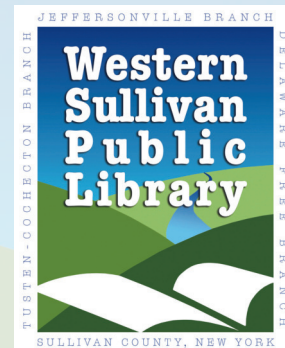
Delaware Free Branch
Laura Moran, Branch Manager
45 Lower Main St, Callicoon, NY
845-887-4040

Jeffersonville Branch
Jennifer Olsen, Branch Manager
19 Center St, Jeffersonville, NY
845-582-4350

Tusten-Cochecton Branch
Alexa Simonelli, Branch Manager
198 Bridge St, Narrowsburg, NY
845-252-3360

Audra Everett, Library Director

Visit www.WSPLonline.org to view the library's Five-Year Long Range Strategic Plan.



2023 Annual Report to the Community

WSPL Mission

The WSPL shall provide our communities with welcoming centers of information and discovery and provide our patrons with tools for lifelong learning, creativity and enrichment. We open our doors to every open mind.

Visit www.WSPLonline.org to learn more about the library.

Library Programs and Services

In-person programming was back in full swing in 2023. We welcomed the first graders back to the Jeffersonville Branch in June and students explored the library and got their first library card.

The library offered 270 programs for all ages from July 2022 to June 2023. The increased number of programs resulted in doubling attendance to 2,555 participants.

A Puzzle Swap program, started in January 2023, gave the community a chance to take puzzles and donate others when they finished them.



Over 300 puzzles were taken this past year! Along with all of the programs, all branches continue to offer public computers, wifi, copying and faxing services, tech support, tax forms, local history and other resources both in-house and online.

Library Highlights

In 2023, there were **32,280 visits** to our branches, up 12% from last year. Over **50,680** books, DVDs, audiobooks and other items were checked out. While checkouts for our physical items increased by 1.3%, our digital collection usage went up 15.8% totaling **22,932** e-books, audiobooks, e-magazines downloaded and films streamed.



Photo credit: Jeanne Sager Photography

The library continued to offer One-on-One Computer Help Sessions both in-person and via Zoom, scheduling 309 appointments in 2023. Public computer usage went up 6% this year and WiFi usage continues to rise.

The library added Tutor.com and Mango to the many online resources it offers. The Bethel Woods Museum



Photo credit: Jeanne Sager Photography

passes were borrowed 28 times in 2023 serving over 100 patrons. Based on survey results, the library will add additional passes for patrons to borrow in July 2024.

Grant Supported Programs

Nationally renowned poets graced the stage at the Delaware Free Branch during the *10th Anniversary First Fridays Poetry Series*. *See Yourself @ the Library*, a community art project, resulted in the installation of Pop Art self-portraits on the windows at the Delaware Free Branch for all to enjoy. Both programs were funded through regrant programs administered by the DVAA. Additional funding for the *10th Anniversary First Fridays Poetry Series* was received from Poets & Writers Reading and Workshop grants.



Youth at the Library

This year, the library collaborated with the Tusten Youth Club, Delaware Youth Center and the National Park Service to offer opportunities for children and teens both at the library and in the community.



New mural at the Tusten-Cochecton Branch.



"All Together Now" was the Summer Reading Program theme. The library offered 25 programs with attendance totaling 440.



Library Card Holders

By the end of 2023, there were **3,941 library card holders** at WSPL. New library cards were put into the hands of 382 community members this past year. We would love to double that number, so make sure your friends and family all have a card and have the opportunity to access all of the materials, resources and programs the library offers. Sign up for a library card at www.WSPLonline.org or by visiting one of our branches.

Top Checkouts for 2023

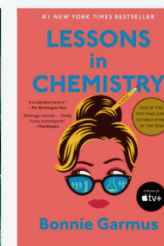
Some of the most borrowed titles in 2023 at the Western Sullivan Public Library.



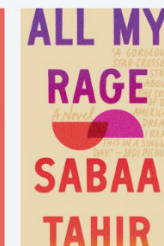
The Five-Star Weekend
Adult Fiction



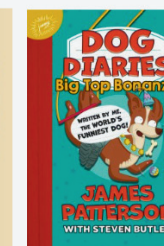
The Wager
Adult Non-Fiction



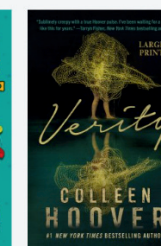
Lessons in Chemistry
Audiobook



All My Rage
Teen



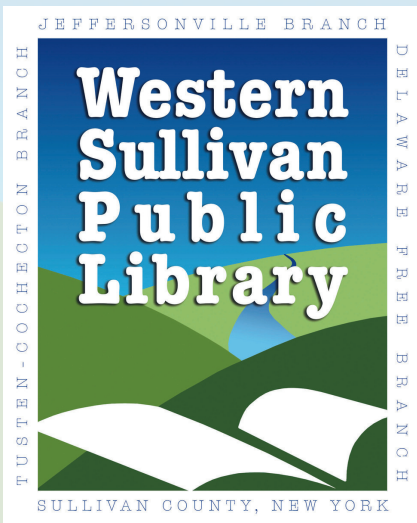
Big Top Bonanza
Children



Verity
eBook



Yellowstone 1923
DVD



2024-2025 Library Budget Vote and Trustee Election

Wednesday, April 17, 2024

Budget Vote and Budget Information Session

The **Library Budget Information Session** will be held on Monday, April 8, 2024 at 5:00pm at the Delaware Free Branch in Callicoon.

The **2024-2025 Budget Vote and Trustee Election** will be held on Wednesday, April 17, 2024 from 2:00pm to 8:00pm at the Delaware Free Branch in Callicoon, the Jeffersonville Branch and the Tusten-Cochecton Branch in Narrowsburg.

Voter Information and Registration

Register at the District Clerk's Office, 33 Schoolhouse Rd., Jeffersonville, NY from 9:00am to 3:00pm when school is in session through April 12, 2024.

Go to www.swcsd.org (Board of Education dropdown menu) to see if you are registered and where to vote. Please note that the library budget vote is held at the library branches. If you are in the former Delaware Valley Central School District, then you would vote at the Delaware Free Branch in Callicoon (the school's website will list the Delaware Youth Center).

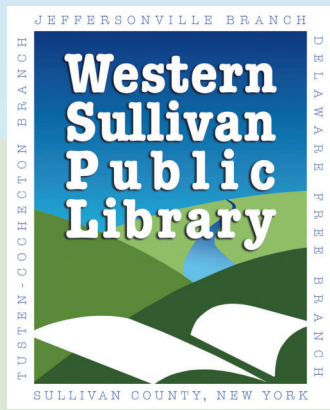
Additional Voting Information

Apply for absentee ballots at the District Clerk's Office at least 7 days before the vote if ballot is being mailed and no later than one day before the vote if ballot is picked up personally by the voter. Absentee ballots must be received in the Office of the District Clerk no later than 5:00pm on April 17, 2024.

Apply for early mail ballots at the District Clerk's Office at least 7 days before the vote if ballot is being mailed and no later than one day before the vote if ballot is picked up personally by the voter. Absentee ballots must be received in the Office of the District Clerk no later than 5:00pm on April 17, 2024.

Military voters may request an application to register as a qualified voter from the District Clerk's Office no later than 5:00pm on March 22, 2024.

[Flip over for the Proposed 2024-2025 Western Sullivan Public Library Budget Summary.](#)



Proposed 2024-2025 Western Sullivan Public Library Budget Summary

The library is committed to providing excellent service to our community. The 2024-2025 Proposed Budget reflects this commitment by allocating funding to maintain our buildings, collections, and programs, and to slightly increase the digital materials, library materials, and technology. This coming year, the library seeing an increase in retirement costs and insurance, as well as a reduction in PILOT (Payment In Lieu of Taxes) received. The state-mandated minimum-wage increase also have an impact on the proposed budget. The library continues to look for ways to save while providing materials, resources, technology, programs and a welcoming space to our community.

Anticipated Expenditures	2023-2024	2024-2025
Staffing Expenses	\$620,663	\$
Insurance	\$164,900	\$
Utilities	\$38,550	\$
Library Supplies	\$19,000	\$
Library Materials	\$124,000	\$
Building Expenses	\$62,600	\$
Equipment & Fixtures	\$7,000	\$
Programming	\$12,500	\$
Misc. Operating Expenses	\$54,600	\$
(Professional Services, Professional Development, Election & Budget Vote, Publicity, Volunteer Recognition)		
Total Expenditures	\$1,103,813	\$
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Anticipated Revenues		
Fines, Fees, and Interest	\$4,500	\$
Registration Fees	\$3,000	\$
Donations and Book Sales	\$3,700	\$
Grants	\$5,000	\$
PILOTs (Payment in Lieu of Taxes)	\$24,000	\$
Total Revenue	\$40,200	\$
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Proposed Tax Appropriation	\$1,063,613	\$



Western Sullivan Public Library

FREE ACCESS FOR MINORS POLICY

Access by Minors

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to library materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors. (Please see WSPL's *Internet Use Policy*.)

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Guidelines on Access to Information

Western Sullivan Public Library is guided by the following American Library Association statements on access to information:

- *The Library Bill of Rights*
- *Freedom to Read Statement*
- *Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources*

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In general, the Library is guided by a commitment to access-to-information policies that provide appropriate protections to its patrons while being consistent with the Library's longstanding commitment to the principles of free expression as set forth in the First Amendment to the United States Constitution.

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ALA's *Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights* states:

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The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

... [P]arents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal



Western Sullivan Public Library

guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

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Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use by minors. Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials.

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Recognizing that libraries cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about content and recommended audiences can be made available in conjunction with nonprint collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional material on videotape packaging, and Motion Picture Association of America (MPAA) ratings *if they are included on the tape or in the packaging by the original publisher* and/or if they appear in review sources or reference works included in the library's collection. Obscuring or removing ratings information from videotape packages constitutes expurgation or censorship.

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MPAA and other rating services are private advisory codes and have no legal standing. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the *Library Bill of Rights*.

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Reminder to Parents and Legal Guardians

You are the only individuals who may restrict your own children's access to library materials and services. Parents or legal guardians who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

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Western Sullivan Public Library

From: American Library Association's [Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights](#)



Western Sullivan Public Library

LIBRARY DELIVERY POLICY

Any resident of the Sullivan West Central School District who is unable to come to the Library because of limited mobility, illness, or disability is eligible for library delivery from the Western Sullivan Public Library.

Residents interested in library delivery will be asked to complete a questionnaire, as well as an application for a library card if they do not already have one. Once eligibility is established, the patron will be able to telephone the library and request materials. To identify homebound patrons, enter the patron's telephone number in the computer as follows: h845-555-5555. The PTYPE for the patron will be designated "Outreach" (SP).

Materials will be delivered to the patron unless other arrangements have been made. Upon approval by the Director, staff members or trustees, at their convenience, may deliver materials to patrons approved for this service. Mileage reimbursement will be paid at the monthly board meeting upon completion of WSPL's Mileage Record.

The loan period for WSPL-owned materials sent to the patron, with the exception of new items, may be extended to 30 days.

Patrons will be responsible for any fees incurred as a result of loss of or damage to library materials.

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Western Sullivan Public Library
P.O. Box 594



Western Sullivan Public Library

Jeffersonville, NY 12748

Questionnaire for patrons applying for library delivery:

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Name: _____

Address: _____

Phone #: _____ Email: _____

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What are the best days and times for you to receive a delivery?

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Commented [5R4]: "Caregiver" could be read to include relatives etc. My impression is that we want certification from a qualified professional. We could even add a space for professional title or degree. But do we want to include, say, a home health aid who is not credentialed?

Commented [6R4]: Is all of this consistent with the presentation we saw last Fall on access?

Commented [7R4]: I like the idea of adding the space for professional title or degree and also a home health aid too.

Comments: _____

TO BE CERTIFIED BY A PHYSICIAN, NURSE, OR SOCIAL WORKER:

I certify that _____ is physically unable to travel to the Library.

print applicant name

CERTIFIER'S NAME: _____ AFFILIATION: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

CERTIFIER'S SIGNATURE*: _____ DATE: _____

(*An original signature is required)

If disability is temporary, please estimate length _____

For Office Use:

Approved by: _____ Date: _____



Western Sullivan Public Library

NEPOTISM POLICY

Decisions about hiring, promoting, evaluating, awarding salary increases to, and terminating employees are based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism and conflicts of interest in employment decisions and we reserve the right to take action when relationships or associations of our employees impact our mission.

The Nepotism Policy of the Western Sullivan Public Library prohibits any employee from working in the same chain of command as a family member. “Family member” is defined as an employee’s parent, child, spouse, domestic partner, brother, sister, grandparent, or any step relations corresponding to the preceding categories. The policy also prohibits the hiring of any family member, similarly defined, of any member of the Board of Directors. Employees are required to disclose changes in their personal situations that may affect their status under the Nepotism Policy.

The policy is intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflicts in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

Where Civil Service regulation or other county, state, or Federal law determines the hiring of an individual, this policy may be set aside.

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Invoice

4 York Avenue
 West Caldwell, NJ 07006
 Phone # (973) 618-9545
 Fax # (973) 618-9638
 Email: lisanorvis@mobilityelevator.com

Date	Invoice #
2/13/2024	83776

Bill To
Western Sullivan Public Library PO Box 594 Jeffersonville, NY 12748

Ship To
Delaware Free Branch 45 Lower Main Street Callicoon, NY 12723

P.O. No.	Terms	Rep	Ship Date	COUNTY	State
	Due on receipt	SM	2/13/2024	SULLIVAN	NY

Qty	Item	Description	Rate	Amount
1	Renewal	COMMERCIAL PREVAILING MAINTENANCE AGREEMENT 3/22/23 - 3/21/24 Includes (1) maintenance visit(s). Mon-Fri (up to 1 hour labor) All parts, labor & trip receive 25% discount. Equipment: Orion Klara (Ext. 31) schedules routine maintenance visits. CONTRACT MUST BE PAID IN FULL BEFORE BECOMING ACTIVE DOES NOT INCLUDE ANNUAL INSPECTION	2,145.00	2,145.00
	Annual Inspectio...	45 Lower Main Street	1,496.25	1,496.25

If you have any questions call Diane EXT 28. * Contracts are non-refundable*	Total	\$3,641.25
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