



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Regular Board Meeting  
May 13, 2024  
Jeffersonville Branch, 5:30pm  
and via videoconference

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of April 8, 2024 meeting minutes
- VI. Financial Reports
  - a. Treasurer's Report
  - b. Monthly Financial Reports through May 12, 2024
  - c. Payment of Bills through May 12, 2024
- VII. Director's Report
- VIII. New Business
  - a. Delaware Free Restoration Project Contract
  - b. 2024/2025 Budget Vote and Trustee Election Results
  - c. Cleaning Contract
  - d. Tusten-Heritage Community Garden Sign Permit
  - e. Out-of-District Fees 2024/2025
  - f. Staff Appointment
  - g. Executive Session
- IX. Unfinished Business
  - a. Tusten Heritage Community Garden Lease
- X. Committee Reports
  - Building
  - Personnel
  - Donations
  - Finance
  - Bylaws
  - Nominating
  - FOL Liaison
  - Executive
  - Strategic Planning
- XI. Dates to Remember
  - a. See monthly online newsletter
- XII. Correspondence
- XIII. Adjournment

Next Meeting: Monday, June 10, 2024, Tusten-Cochecton Branch



# Western Sullivan Public Library

## I. New Business

- a. Delaware Free Restoration Project Contract: Review and approve the AIA contract between WSPL and Ganem Contracting Corp.
- b. Adopt the 2024/2025 Budget Vote and Trustee Election Results.

	Yes	No	Pomes	Write-In
Delaware Free	16	2	10	
Absentee Ballots	9	2	10	
Tusten-Cochecton	24	2	26	
Absentee Ballots	5	2	5	
Jeffersonville	24	3	23	
Absentee Ballots	13	6	16	
<b>TOTALS</b>	<b>91</b>	<b>17</b>	<b>90</b>	

Michelle Schroeder received 8 write-in votes.

Tax appropriation: \$1,095,105

- c. Cleaning Contract: Review the contract for 2024/2025.
- d. Tusten Heritage Community Garden Sign Permit: Review the sign permit and sign application upon approval.
- e. Out-of-District Fees 2024/2025: Update out-of-district fees for the new fiscal year.
- f. Staff Appointment: Appoint Kaitlyn Danielson as permanent part-time Library Clerk at \$16.72 per hour as of 5/3/2024.
- g. Executive Session: Make a motion to go into executive session to discuss the evaluation of the Director.

## II. Unfinished Business

- a. Tusten Heritage Community Garden Lease



# Western Sullivan Public Library

## Regular Board Meeting

April 8, 2024

Delaware Free Branch, 5:30pm

Unapproved Minutes

Members Present: Frances Cape, Pam Reinhardt, Sue Bodenstein, Kevin McDonough, Barbara Winfield, Phyllis Haynes, and Linda Pomes.

Absent: Evan Eisenberg  
and Amber Novikov

**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 Phyllis Haynes and seconded by Kevin McDonough, the agenda was approved as amended by unanimous consent.

**Public Comment:** Michelle Schroeder attended the meeting ,was interested in how the library operated “behind the scenes.” Expressed interest in joining us.

**Approval of Meeting Minutes:** On a motion by Barbara Winfield and seconded by Pam Reinhardt, the March 11, 2024, meeting minutes were approved as amended. Frances Cape abstained.

### **Financial Reports:**

- a. On a motion by Kevin McDonough and seconded by Pam Reinhardt, the monthly Treasurer’s Report was approved by unanimous consent.
- b. On a motion by Pam Reinhardt and seconded by Barbara Winfield, the monthly Financial Reports through April 7, 2024, were approved by unanimous consent.



# Western Sullivan Public Library

- c. On a motion by Kevin McDonough and seconded by Frances Cape, the payment of bills through April 7, 2024, were approved by unanimous consent.

## **New Business:**

- a. The contract for the Delaware Free HVAC project by the Avolio Brothers in Norwich was approved for the price of \$65,000.00 on a motion made by Pam Reinhardt and seconded by Phyllis Haynes and approved by unanimous consent.
- b. On a motion by Kevin McDonough and seconded by Barbara Winfield, a motion was made to approve a deposit in the amount of \$26,000 to Avolio Brothers, which represents the required 40% deposit at this time. This was approved by unanimous consent.
- c. A motion was made by Barbara Winfield and seconded by Frances Cape to accept the bid from Ganem Contracting Corp. in the amount of \$285,000.00. for the Delaware Free Restoration. Approved by unanimous consent.
- d. The Trustees accept with regret the retirement of Irma Schilling as of 3/11/2024 on a motion made by Pam Reinhardt and seconded by Kevin McDonough. Approved by unanimous consent.
- e. Alexa Simonelli was appointed to permanent full-time Library Branch Manager as of April 9, 2024 on a motion made by Frances Cape and seconded by Barbara Winfield. Approved by unanimous consent.

## **Unfinished Business:**

- a. Tusten Heritage Community Garden Lease Renewal to be discussed at the May meeting

## **Committee Reports:**

- Building- had a meeting May 25<sup>th</sup>, next one in June. Narrowsburg needs four new toilets. Audra is meeting with NYSE&G to learn more about rebates to help with costs of LED lights.
- Personnel- Frances Cape still needs three director's evaluations
- Donations



# Western Sullivan Public Library

- Finance-Budget Vote will be April 17, 2024
- Bylaws
- Nominating
- FOL Liaison
- Executive
- Strategic Planning- to meet in June

## **Dates to Remember:**

- a. See monthly online newsletter
- b. Volunteer Appreciation Celebration, April 27, 2024, 10 a.m. at the Blue Fox Motel

**Adjournment:** On a motion made by Kevin McDonough and seconded by Frances Cape, the board voted by unanimous consent to adjourn the meeting at 6:15 pm.

**Next Meeting:** Monday, May 13, 2024, Jeffersonville Branch.

Sue Bodenstein  
Acting Secretary

# Western Sullivan Public Library

## Treasurer's Report

Report for:            May 13                            2024  
                                  Month and Day                            Year

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

Balance on hand as of:	<u>March 31 2024</u>	\$48,758.56
Plus Deposits:		
Accounts Receivable	\$68,504.48	
Transfers from IMM	\$0.00	
Interest	\$0.64	
Other	<u>\$0.00</u>	
Total Deposits		\$68,505.12
Less Disbursements:		
Transfer to IMM	\$65,000.00	
Operating Expenses	<u>\$3,199.86</u>	
Total Disbursements		\$68,199.86
Balance on hand as of:	<u>April 30, 2024</u>	<u><u>\$49,063.82</u></u>

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

Balance on hand as of:	<u>March 31 2024</u>	\$947,460.72
Plus Deposits:		
Annual Tax Portion & PILOT	\$0.00	
Interest	\$43.20	
Other		
Total Deposits		\$43.20
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>April 30, 2024</u>	<u><u>\$882,503.92</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>March 31, 2024</u>	\$3,049.23
Plus Deposits:		
Credit Card Payments	<u>\$0.00</u>	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$2,049.00</u>	
Total Disbursements		\$2,049.00
Balance on hand as of:	<u>April 30, 2024</u>	<u><u>\$1,000.23</u></u>

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

Balance on hand as of:	<u>March 31, 2024</u>	\$309,771.44
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other		
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	<u>\$0.00</u>	
Total Disbursements		\$0.00
Balance on hand as of:	<u>April 30, 2024</u>	<u><u>\$309,771.44</u></u>
Account opened December 10, 2019		

## Western Sullivan Public Library

**Balance Sheet**  
As of June 30, 2024

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
200 · Operating Account - 8139	36,074.36
204 · Credit Card Transfer Acct- 7669	1,000.23
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	807,503.92
<b>Total 205 · WSPL IMM Acct - 1647</b>	817,503.92
206 · Capital Fund - 8355	283,971.44
210 · Petty Cash	
Petty Cash-DEL	47.00
Petty Cash-JEF	50.00
Petty Cash-NAR	50.00
<b>Total 210 · Petty Cash</b>	147.00
<b>Total Checking/Savings</b>	1,138,696.95
<b>Other Current Assets</b>	
2100 · Employee Advance DBL pmts	139.21
A391 · Due From Other Funds	3,224.38
<b>Total Other Current Assets</b>	3,363.59
<b>Total Current Assets</b>	1,142,060.54
<b>TOTAL ASSETS</b>	<b>1,142,060.54</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
L-Accrued Liabilities	9,487.88
SUI Payable	1,347.07
606 · SWT Payable	-18.28
607 · NYS & Local Retirement	538.20
609 · Income Execution	177.18
611 · DD for savings/c'king	250.00
637 · Due to Retirement	12,176.00
691 · Deferred Revenue	2,300.00
<b>Total Other Current Liabilities</b>	26,258.05
<b>Total Current Liabilities</b>	26,258.05
<b>Total Liabilities</b>	26,258.05
<b>Equity</b>	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	550,427.34
Net Income	172,173.32
<b>Total Equity</b>	1,115,802.49
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,142,060.54</b>



**Western Sullivan Public Library**  
**Operating Account Check List**  
 April 6 through May 10, 2024

Type	Date	Num	Name	Memo	Split	Amount
<b>Apr 6 - May 10, 24</b>						
Check	04/08/2024	19394	The River Reporter	1538 4/30/2023	Periodicals-JEF	-72.00
Check	04/08/2024	19395	GOVCONNECTION, INC.		74102.2 · Equipment - Technology	-23.12
Check	04/15/2024	19396	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.63
Check	04/15/2024	19397	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-290.08
Check	04/15/2024	19398	Fowler Oil Co., Inc.	Account # 020825	Fuel & Electric-DEL	-591.09
Check	04/15/2024	19399	Town of Delaware Callicoon Water District	SBL 14-5-54 Acct # 0258	Sewer & Water-DEL	-155.00
Check	04/24/2024	19401	NYSEG	1001-0704-798	Fuel & Electric-NAR	-240.21
Check	05/10/2024	19403	Cash	Cash replenishment for DEL	Petty Cash-DEL	-23.50
Check	05/10/2024	19404	Cash	Cash replenishment for JEF	Petty Cash-JEF	-37.66
Check	05/10/2024	19405	Cash	Cash replenishment for NAR	Petty Cash-NAR	-12.46
Check	05/10/2024	19406	Amazon Capital Services	Acct # A1W8QRKQNHJJEH	601.2 · Amazon Business	-309.35
Check	05/10/2024	19407	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-607.70
Check	05/10/2024	19408	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-1,130.88
Check	05/10/2024	19409	Finkelstein Memorial Library		Fines & Fees-JEF	-7.99
Check	05/10/2024	19410	Postmaster	postage DEL	Postage	-68.00
Check	05/10/2024	19411	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-349.15
Check	05/10/2024	19412	Christina Mace		Bookkeeper	-620.00
Check	05/10/2024	19413	Rich Rogers Construction LLC		-SPLIT-	-897.00
Check	05/10/2024	19414	Sullivan County Democrat		Election & Budget	-251.37
Check	05/10/2024	19415	Liberty Press	Inv # 65857	-SPLIT-	-85.00
Check	05/10/2024	19416	ES11, LLC	Inv. #401-9085	Website Development & Services	-225.00
Check	05/10/2024	19417	Ciera Moore (reimb)		Travel & Continuing Education	-135.94
Check	05/10/2024	19418	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	05/10/2024	19419	Jason Macey	6.7.2024	Adult Programs	-200.00
Check	05/10/2024	19420	Claudine Luchsinger	5.20.2024	Children's Programs	-100.00
Check	05/10/2024	19421	Joseph Kennedy	05-20-2024	Children's Programs	-100.00
Check	05/10/2024	19422	NYSEG	1001-1281-077	Fuel & Electric-JEF	-527.33
Check	05/10/2024	19423	NYSEG	1003-8570-692	Fuel & Electric-DEL	-13.37
Check	05/10/2024	19424	NYSEG	1001-3155-188	Fuel & Electric-DEL	-24.54

**Western Sullivan Public Library**  
**Operating Account Check List**  
 April 6 through May 10, 2024

Check	05/10/2024	19425	Ehrlich		-SPLIT-	-70.85
Check	05/10/2024	19426	Richard Pomes		Election & Budget	-112.00
Check	05/10/2024	19427	Tara Meyer		Election & Budget	-112.00
Check	05/10/2024	19428	Brandy Snedeker		Election & Budget	-112.00
Check	05/10/2024	19429	Eileen DeVagno		Election & Budget	-112.00
Check	05/10/2024	19430	Patrcia Ellmauer		Election & Budget	-112.00
Check	05/10/2024	19431	Deborah Burke		Election & Budget	-112.00
Check	05/10/2024	19432	Brodart Co.	Account 311663	-SPLIT-	-157.50
Check	05/10/2024	19433	Demco, Inc	Invoice # 7466770	-SPLIT-	-254.88
Check	05/10/2024	19434	RCLS General	invoice 33206	-SPLIT-	-2,138.25
Check	05/10/2024	19435	RCLS General	invoice 33205	-SPLIT-	-2,527.00
Check	05/10/2024	19436	RCLS General	invoice 33112	-SPLIT-	-3,157.50
Check	05/10/2024	19437	RCLS General	invoice 33204	-SPLIT-	-2,322.25
Check	05/10/2024	19438	RCLS General	invoice 33152	Databases (Elec Material)	-166.00
Check	05/10/2024	19439	RCLS General	invoice 33177	Databases (Elec Material)	-448.00
Check	05/10/2024	19440	Kanopy LLC		Digital Downloads - WSPL	-652.00
Check	05/10/2024	19441	Ethelbert B Crawford Public Library		Fines & Fees-NAR	-11.99
Check	05/10/2024	19442	Stonybrook FDN, Inc.	3 drawing session	Adult Programs	-75.00
Check	05/10/2024	19443	Union Works Print Pack and Ship	# 19995	Office Supplies - DEL	-8.22
Check	05/10/2024	19444	United Healthcare Insurance Company	Member ID 351736481-1	90608 - Employee Health Insurance	-268.50
Check	05/10/2024	19445	The River Reporter	Advertiser # 6928	Advertising	-90.00
Check	05/10/2024	19446	Pete's Market	cust #845	-SPLIT-	-17.68
Check	05/10/2024	19447	Peck's Market	Acct 4394 & C966	-SPLIT-	-244.63
Check	05/10/2024	19448	Midwest Tape LLC		-SPLIT-	-963.64
Check	05/10/2024	19449	Baker & Taylor Books #510486		-SPLIT-	-3,111.36
Check	05/10/2024	19450	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	05/10/2024	19451	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 - Employee Health Insurance	-8,086.44
Check	05/10/2024	19452	Cardmember Services	acct ending 4182	601.1 - Jeff Bank Visa	-1,716.42
Liability Check	04/15/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # 106764110	-SPLIT-	-702.84
Liability Check	04/15/2024	E-pay	NYS Employment Taxes (2)	9310135 8 QB Tracking # 111015110	-SPLIT-	-2,330.59
Liability Check	04/19/2024	19400	Commissioner of Taxation and Finance	E-034204795-E003-8	609 - Income Execution	-177.18

## Western Sullivan Public Library Operating Account Check List April 6 through May 10, 2024

Liability Check	04/19/2024	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	04/19/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 106540110	-SPLIT-	-4,025.38
Liability Check	04/29/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # 1707809110	-SPLIT-	-708.99
Liability Check	05/03/2024	19402	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	05/03/2024	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	05/03/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 1707517110	-SPLIT-	-4,084.00
Liability Check	05/10/2024	19403	NYS & Local Retirement System	51404	-SPLIT-	-850.24
Liability Check	05/10/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # -151814694	-SPLIT-	-713.74
Paycheck	04/19/2024	2024041901	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041902	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041903	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041904	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041905	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041906	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041907	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041908	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041909	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041910	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041911	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041912	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041913	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041914	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041915	Employee		-SPLIT-	
					Total Payroll 2024-04-19	-14,141.99
Paycheck	05/03/2024	2024050301	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050302	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050303	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050304	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050305	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050306	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050307	Employee		-SPLIT-	

May 10, 2024

**Western Sullivan Public Library  
Operating Account Check List  
April 6 through May 10, 2024**

Paycheck	05/03/2024	2024050308	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050309	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050310	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050311	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050312	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050313	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050314	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050315	Employee	-SPLIT-	
				Total Payroll 2024-05-03	-14,156.67

**Apr 6 - May 10, 24**

**Total: -79,369.18**

**Western Sullivan Public Library**  
**Operating Account Check List**  
 April 6 through May 10, 2024

Type	Date	Num	Name	Memo	Split	Amount
<b>Apr 6 - May 10, 24</b>						
Check	04/08/2024	19394	The River Reporter	1538 4/30/2023	Periodicals-JEF	-72.00
Check	04/08/2024	19395	GOVCONNECTION, INC.		74102.2 · Equipment - Technology	-23.12
Check	04/15/2024	19396	Verizon	845 887 49679 346 24 5	74106.6 · Elevator Service	-32.63
Check	04/15/2024	19397	Narrowsburg Water & Sewer	Acct #100900	Sewer & Water-NAR	-290.08
Check	04/15/2024	19398	Fowler Oil Co., Inc.	Account # 020825	Fuel & Electric-DEL	-591.09
Check	04/15/2024	19399	Town of Delaware Callicoon Water District	SBL 14-5-54 Acct # 0258	Sewer & Water-DEL	-155.00
Check	04/24/2024	19401	NYSEG	1001-0704-798	Fuel & Electric-NAR	-240.21
Check	05/10/2024	19403	Cash	Cash replenishment for DEL	Petty Cash-DEL	-23.50
Check	05/10/2024	19404	Cash	Cash replenishment for JEF	Petty Cash-JEF	-37.66
Check	05/10/2024	19405	Cash	Cash replenishment for NAR	Petty Cash-NAR	-12.46
Check	05/10/2024	19406	Amazon Capital Services	Acct # A1W8QRKQNHJJEH	601.2 · Amazon Business	-309.35
Check	05/10/2024	19407	OverDrive, Inc.	Cust ID 1052-1001	Digital Downloads - WSPL	-607.70
Check	05/10/2024	19408	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-1,130.88
Check	05/10/2024	19409	Finkelstein Memorial Library		Fines & Fees-JEF	-7.99
Check	05/10/2024	19410	Postmaster	postage DEL	Postage	-68.00
Check	05/10/2024	19411	Cochecton Oil, Inc.	Account # 283-1	Fuel & Electric-NAR	-349.15
Check	05/10/2024	19412	Christina Mace		Bookkeeper	-620.00
Check	05/10/2024	19413	Rich Rogers Construction LLC		-SPLIT-	-897.00
Check	05/10/2024	19414	Sullivan County Democrat		Election & Budget	-251.37
Check	05/10/2024	19415	Liberty Press	Inv # 65857	-SPLIT-	-85.00
Check	05/10/2024	19416	ES11, LLC	Inv. #401-9085	Website Development & Services	-225.00
Check	05/10/2024	19417	Ciera Moore (reimb)		Travel & Continuing Education	-135.94
Check	05/10/2024	19418	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	05/10/2024	19419	Jason Macey	6.7.2024	Adult Programs	-200.00
Check	05/10/2024	19420	Claudine Luchsinger	5.20.2024	Children's Programs	-100.00
Check	05/10/2024	19421	Joseph Kennedy	05-20-2024	Children's Programs	-100.00
Check	05/10/2024	19422	NYSEG	1001-1281-077	Fuel & Electric-JEF	-527.33
Check	05/10/2024	19423	NYSEG	1003-8570-692	Fuel & Electric-DEL	-13.37
Check	05/10/2024	19424	NYSEG	1001-3155-188	Fuel & Electric-DEL	-24.54

**Western Sullivan Public Library**  
**Operating Account Check List**  
 April 6 through May 10, 2024

Check	05/10/2024	19425	Ehrlich		-SPLIT-	-70.85
Check	05/10/2024	19426	Richard Pomes		Election & Budget	-112.00
Check	05/10/2024	19427	Tara Meyer		Election & Budget	-112.00
Check	05/10/2024	19428	Brandy Snedeker		Election & Budget	-112.00
Check	05/10/2024	19429	Eileen DeVagno		Election & Budget	-112.00
Check	05/10/2024	19430	Patrcia Ellmauer		Election & Budget	-112.00
Check	05/10/2024	19431	Deborah Burke		Election & Budget	-112.00
Check	05/10/2024	19432	Brodart Co.	Account 311663	-SPLIT-	-157.50
Check	05/10/2024	19433	Demco, Inc	Invoice # 7466770	-SPLIT-	-254.88
Check	05/10/2024	19434	RCLS General	invoice 33206	-SPLIT-	-2,138.25
Check	05/10/2024	19435	RCLS General	invoice 33205	-SPLIT-	-2,527.00
Check	05/10/2024	19436	RCLS General	invoice 33112	-SPLIT-	-3,157.50
Check	05/10/2024	19437	RCLS General	invoice 33204	-SPLIT-	-2,322.25
Check	05/10/2024	19438	RCLS General	invoice 33152	Databases (Elec Material)	-166.00
Check	05/10/2024	19439	RCLS General	invoice 33177	Databases (Elec Material)	-448.00
Check	05/10/2024	19440	Kanopy LLC		Digital Downloads - WSPL	-652.00
Check	05/10/2024	19441	Ethelbert B Crawford Public Library		Fines & Fees-NAR	-11.99
Check	05/10/2024	19442	Stonybrook FDN, Inc.	3 drawing session	Adult Programs	-75.00
Check	05/10/2024	19443	Union Works Print Pack and Ship	# 19995	Office Supplies - DEL	-8.22
Check	05/10/2024	19444	United Healthcare Insurance Company	Member ID 351736481-1	90608 - Employee Health Insurance	-268.50
Check	05/10/2024	19445	The River Reporter	Advertiser # 6928	Advertising	-90.00
Check	05/10/2024	19446	Pete's Market	cust #845	-SPLIT-	-17.68
Check	05/10/2024	19447	Peck's Market	Acct 4394 & C966	-SPLIT-	-244.63
Check	05/10/2024	19448	Midwest Tape LLC		-SPLIT-	-963.64
Check	05/10/2024	19449	Baker & Taylor Books #510486		-SPLIT-	-3,111.36
Check	05/10/2024	19450	Spectrum - Charter Communications	Account # 107605001	-SPLIT-	-459.90
Check	05/10/2024	19451	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 - Employee Health Insurance	-8,086.44
Check	05/10/2024	19452	Cardmember Services	acct ending 4182	601.1 - Jeff Bank Visa	-1,716.42
Liability Check	04/15/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # 106764110	-SPLIT-	-702.84
Liability Check	04/15/2024	E-pay	NYS Employment Taxes (2)	9310135 8 QB Tracking # 111015110	-SPLIT-	-2,330.59
Liability Check	04/19/2024	19400	Commissioner of Taxation and Finance	E-034204795-E003-8	609 - Income Execution	-177.18

## Western Sullivan Public Library Operating Account Check List April 6 through May 10, 2024

Liability Check	04/19/2024	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	04/19/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 106540110	-SPLIT-	-4,025.38
Liability Check	04/29/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # 1707809110	-SPLIT-	-708.99
Liability Check	05/03/2024	19402	Commissioner of Taxation and Finance	E-034204795-E003-8	609 · Income Execution	-177.18
Liability Check	05/03/2024	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-250.00
Liability Check	05/03/2024	E-pay	IRS USA Tax Payments	14-1825007 QB Tracking # 1707517110	-SPLIT-	-4,084.00
Liability Check	05/10/2024	19403	NYS & Local Retirement System	51404	-SPLIT-	-850.24
Liability Check	05/10/2024	E-pay	NYS Income Tax	141825007 6 QB Tracking # -151814694	-SPLIT-	-713.74
Paycheck	04/19/2024	2024041901	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041902	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041903	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041904	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041905	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041906	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041907	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041908	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041909	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041910	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041911	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041912	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041913	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041914	Employee		-SPLIT-	
Paycheck	04/19/2024	2024041915	Employee		-SPLIT-	
					Total Payroll 2024-04-19	-14,141.99
Paycheck	05/03/2024	2024050301	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050302	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050303	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050304	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050305	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050306	Employee		-SPLIT-	
Paycheck	05/03/2024	2024050307	Employee		-SPLIT-	

May 10, 2024

**Western Sullivan Public Library  
Operating Account Check List  
April 6 through May 10, 2024**

Paycheck	05/03/2024	2024050308	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050309	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050310	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050311	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050312	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050313	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050314	Employee	-SPLIT-	
Paycheck	05/03/2024	2024050315	Employee	-SPLIT-	
				Total Payroll 2024-05-03	-14,156.67

**Apr 6 - May 10, 24**

**Total: -79,369.18**





## DIRECTOR'S REPORT

May 13, 2024

### **Building/Equipment:**

The damaged fascia board at Jeffersonville was replaced with a new 18' board in April.

Construction began at the Delaware Free Branch.

### **Finance:**

See reports.

Dale completed the Digital Navigator program through the Southeastern NY Library Resources Council and received a \$500 incentive for technology.

### **Personnel:**

The part-time library clerk position at JEF/NAR is filled. An ad for the library page position at NAR is posted.

### **Professional Development/Meetings:**

4/10/24: Directors Association Meeting

4/12/24: SUPLA Meeting

4/19/24: RCLS Construction Workshop

4/30/24: Koha training

5/1/24: Directors Association Executive Committee Meeting

5/2/24: Employee Wellbeing, Time Off & Accommodations in 2024 Session w/ Stephanie Adams Esq.

5/6/24: Open Meetings Law Refresher (see notes on next page)

5/8/24: Directors Association Meeting

5/10/24: SUPLA Meeting

Staff will be attending trainings for KOHA (our new ILS system) during the next few months to prepare for the migration on August 5, 2024.

### **Programs:**

View [newsletter](#).

Ciera collaborated with the Barryville Area Arts Association (BAAA) for the May 4<sup>th</sup> Plein Air program in Callicoon. Kristen is hosting Paint Parties throughout the month of May and is working with the DVAA and BAAA on an art exhibition in August to display the work of these young artists.

### **Strategic Plan Progress:**

Staff visited businesses during National Library Week to help raise awareness of what the library offers and to sign up new members.



# Western Sullivan Public Library

Jeffersonville staff visited 12 businesses and signed up two new library card holders. Many already had library cards. We made connections with two businesses to collaborate on programming.

Narrowsburg staff visited 21 businesses and signed up 15 new library card holders. Spoke with Aaron at One Grand about future programming opportunities. Spoke with Town of Tusten about providing Welcome Packets to new residents, they said they always send residents and tourists over to the library when they are looking for information.

Callicoon staff visited 7 locations in town and distributed bookmarks. They signed up 7 new card holders. But by far the most productive outreach was presenting at the CBA meeting where 5 businesses and organizations offered to display our registration cards with our bookmarks and spread the word to their employees. Job Corps wishes to meet again to explore ideas for their students to get cards. Richard Lowe from the Scenic Byway and Callicoon Depot wants to explore opportunities to support the library from staff card registrations to potential funding sources.

Other Outreach: Laura Moran represented the library at the DVAA's *Sullivan County Arts Leadership Summit* on 4/12/2024. She was on the *Supporting our Communities* panel that explored the vital role of arts organizations in addressing social challenges within our County. During this time, she shared all the library offers to help fill these needs.

## **Monthly Statistics:**

See statistics in "Other Items" on libguide.

## **Other:**

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

Stephen Hoefler sent out the RCLS IT Menu of Services for each branch. They are posted on the libguide under Other Items for the June meeting so you have time to review the document. They are due back to RCLS June 30, 2025.

*Here are some notes and takeaways from the May 6, 2024 Open Meetings Law webinar:*

On April 20, 2024, Governor Hochul signed Chapter 58 of the Laws of 2024 into law, expanding the use of videoconferencing to conduct open meetings under extraordinary circumstances until July 1, 2026.

Under extraordinary circumstances, a member can participate from a private location. A quorum needs to be present in the same location that is open to the public. The person participating remotely needs to be heard, seen and identified. Minutes need to reflect who joined remotely. The meeting needs to be recorded and linked on the website and kept for five years.

Meeting minutes need to be posted to the website within two weeks of the meeting.

Need to make a motion to go into executive session and include specificity of motion.

If you do not participate for an extraordinary circumstance, you can participate via videoconference if you include your home address and open your home to the public and that your home is ADA compliant.

Need to make sure you have the space to accommodate the public at meetings.

If you have a consultant or staff member join via videoconference, you do not have to record the meeting.

**Western Sullivan Public Library**  
 Monthly Reports for All Branches for April 2024

<b>April Circulation</b>	Callicoon	Jeffersonville	Narrowsburg
Adult Books	493	649	497
Young Adult Books	84	24	37
Children's Books	322	445	199
Periodicals	1	26	4
Audiobooks	22	18	8
Museum Pass (Apr-Dec)	1	2	1
DVDs	351	412	95
Other	17	9	9
<b>2024 Totals</b>	<b>1291</b>	<b>1585</b>	<b>850</b>
<b>2023 Totals</b>	<b>1357</b>	<b>1536</b>	<b>976</b>

**Wireless usage per branch**

	April 2023	April 2024
Callicoon	2309	789
Jeffersonville	1686	337
Narrowsburg	1956	436
<b>Total</b>	<b>5951</b>	<b>1562</b>

*\*RCLS is troubleshooting the issue*

**Computer Use**

	April 2023	April 2024
Callicoon	57	81
Jeffersonville	49	47
Narrowsburg	51	34
<b>Total</b>	<b>157</b>	<b>162</b>

**Internet/Social Media**

	April 2023	April 2024
Instagram followers	1153	1,259
Facebook followers	1175	1,352
Facebook video views	227	423
Website users	1,405	2,256
Website sessions	2090	3232
Website page views	3085	3864
Podcast Downloads	90	0
Monthly eNewsletter	Sent to 701 subscribers	451 opens/ 69 clicks
Weekly email blasts	5 email blasts sent to 1,307 subscribers	505 avg opens/ 8 avg clicks

**e-Circulation**

Type	Apr 2023	Apr 2024
Callicoon e-content	417	536
Jeffersonville e-content	532	760
Narrowsburg e-content	234	431
Kanopy films (# of videos played)	505	532
<b>Total</b>	<b>1688</b>	<b>2259</b>

**Curbside Pickup Appointments**

Callicoon	0
Jeffersonville	0
Narrowsburg	3

**Patron Count at the Library**

	Apr 2023	Apr 2024
Callicoon	826	940
Jeffersonville	918	974
Narrowsburg	785	784
<b>Total</b>	<b>2529</b>	<b>2698</b>

**Reference questions**

	Apr 2023	Apr 2024
Callicoon	133	161
Jeffersonville	80	73
Narrowsburg	98	83
<b>Total</b>	<b>311</b>	<b>317</b>

**Monthly Volunteer Hours**

Callicoon	29
Jeffersonville	10
Narrowsburg	24

Date	Program	Platform(s)/ Type	Target Audience	Attendance/ Views in 24 hours
<b>ADULT PROGRAMS</b>				
4/1/2024	Narrowsburg Knitters	In-Person	Adult	6
4/4/2024	Sewcial Circle	In-Person	Adult	6
4/5/2024	Open Mic	In-Person	Adult	26
4/6/2024	Catskilled Poetry - Jeff	In-Person	Adult	15
4/6/2024	Catskilled Poetry - Del	In-Person	Adult	15
4/6/2024	Catskilled Poetry - Nar	In-Person	Adult	5
4/8/2024	Narrowsburg Knitters	In-Person	Adult	5
4/9/2024	Decluttering Paperwork & Photos	Virtual	Adult	62
4/11/2024	Sewcial Circle	In-Person	Adult	5
4/12/2024	Jeffersonville Book Club	In-Person	Adult	4
4/15/2024	Narrowsburg Knitters	In-Person	Adult	9
4/16/2024	Callicoon Book Club	In-Person	Adult	6
4/17/2024	Cricut Meet Up	In-Person	Adult	4
4/18/2024	Art of the Eye Workshop	Virtual	Adult	14
4/18/2024	Sewcial Circle	In-Person	Adult	6
4/19/2024	Craft Lovers	In-Person	Adult	2
4/22/2024	Get the Dirt on Soil	In-Person	Adult	7
4/22/2024	Narrowsburg Knitters	In-Person	Adult	11
4/24/2024	Narrowsburg Book Club	In-Person	Adult	3
4/25/2024	Sewcial Circle	In-Person	Adult	6
<b>TECH PROGRAMS</b>				
4/1/2024	Hybrid Open Technical Support	In-Person	Adult	5
4/2/2024	Hybrid Open Technical Support	In-Person	Adult	3
4/3/2024	Hybrid Open Technical Support	In-Person	Adult	2
4/8/2024	Hybrid Open Technical Support	In-Person	Adult	2
4/9/2024	Hybrid Open Technical Support	In-Person	Adult	2
4/10/2024	Hybrid Open Technical Support	In-Person	Adult	2
4/15/2024	Hybrid Open Technical Support	In-Person	Adult	3
4/16/2024	Hybrid Open Technical Support	In-Person	Adult	1
4/22/2024	Hybrid Open Technical Support	In-Person	Adult	2
4/23/2024	Hybrid Open Technical Support	In-Person	Adult	2
4/24/2024	Hybrid Open Technical Support	In-Person	Adult	1
4/29/2024	Hybrid Open Technical Support	In-Person	Adult	3
<b>YOUTH PROGRAMS</b>				
4/1-6/2024	Prek Backpacks	Giveaway	Youth	12
4/1-6/2024	Pirate Backpacks	Giveaway	Youth	6
4/1-6/2024	Craft Backpacks	Giveaway	Youth	9
4/2/2024	Seed Starting	DEL	Youth	3
4/9/2024	Let's Play!	NAR	Youth	10
4/10/2024	Tusten Youth Club	NAR	Youth	5
4/15/2024	Cartoon Club	NAR	Youth	15
4/16/2024	Let's Play!	JEFF	Youth	16
4/29/2024	Narrowsburg Knitters	In-Person	Adult	6
4/17/2024	Tusten Youth Club	NAR	Youth	7
4/22/2024	Tusten Youth Club - Crafterschool	NAR	Youth	8
4/23/2024	Seed Starting	JEFF	Youth	3
4/24/2024	Tusten Youth Club	Town Hall	Youth	27
4/25/2024	Storytime	DEL	Youth	6
4/29/2024	Tusten Youth Club - Crafterschool	NAR	Youth	5

**Western Sullivan Public Library**  
**Fuel & Electric YTD Comparison**  
 July 1, 2023 through May 10, 2024

	<u>Jul 1, '23 - May 10, 24</u>	<u>Jul 1, '22 - May 10, 23</u>
<b>Expense</b>		
<b>74106.4 · Fuel &amp; Electric</b>		
Fuel & Electric-DEL	4,035.37	6,927.09
Fuel & Electric-JEF	5,398.02	5,512.56
Fuel & Electric-NAR	4,500.76	4,861.93
<b>Total 74106.4 · Fuel &amp; Electric</b>	<u>13,934.15</u>	<u>17,301.58</u>
<b>Total Expense</b>	13,934.15	17,301.58



# Western Sullivan Public Library

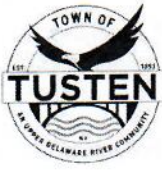
## Fees for Patrons Whose Legal Residence is Outside the Ramapo Catskill Library System.

July 1, 2024 through June 30, 2025

**Memberships will be in effect until June 30, 2025.**

	Local Card Only*	Card with Full Access**
July 2024	\$40.00	<del>\$95.73</del> 93.92
August 2024	\$36.00	\$86.00
September 2024	\$32.00	\$78.00
October 2024	\$29.00	\$70.00
November 2024	\$26.00	\$62.00
December 2024	\$23.00	\$56.00
January 2025	\$20.00	\$48.00
February 2025	\$17.00	\$40.00
March 2025	\$13.00	\$32.00
April 2025	\$10.00	\$24.00
May 2025	\$7.00	\$16.00
June 2025	\$4.00	\$8.00

\* Local Card Only: Cardholder(s) can only use the three branches of the Western Sullivan Public Library. \*\* Card with Full Access: Can be used at all RCLS member libraries.



TOWN OF TUSTEN BUILDING DEPARTMENT  
210 BRIDGE STREET, PO BOX 195  
NARROWSBURG, NEW YORK 12764  
845-252-7146 prompt 2 FAX 845-252-7476  
EMAIL: codeenforce@tusten.org

## APPLICATION FOR SIGN PERMIT

**FEE IS \$25.00 and \$25.00 CERTIFICATE OF COMPLIANCE**

DATE: \_\_\_\_\_

APPLICANT NAME: Tusten Heritage Community Garden

APPLICANT ADDRESS: DeMauro Lane, Narrowsburg NY

APPLICANT TELEPHONE: 646-420-3553

CO-CHAIR  
OWNER NAME: Elizabeth Green

OWNER ADDRESS: 160 New Turnpike Road, Cohecton NY 12726

OWNER TELEPHONE: 646-420-3553

PERSON PREPARING PLANS AND SPECIFICATIONS: Elizabeth Green

PERSON ERECTING OR AFFIXING THE SIGN: \_\_\_\_\_

TAX MAP SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

ZONE DISTRICT \_\_\_\_\_ [AS PER SCHEDULE OF REGULATIONS]

PROPOSED LOCATION OF SIGN SEASONAL ON FENCE

SIZE: 4ft x 8ft (2 Banners, UDSB grant funded \$250)

PLEASE CHECK ONE -- ONE FACE  TWO FACES \_\_\_\_\_

HEIGHT FROM GROUND: (BOTTOM OF SIGN) \_\_\_\_\_

(TOP OF SIGN) \_\_\_\_\_

**PLEASE NOTE THAT THE SIGN PERMIT APPLICATION NUMBER MUST APPEAR ON THE LOWER RIGHT SIDE OF SAID SIGN.**

**PROVIDE, IN TRIPLICATE, A SCALED DRAWING TO SHOW:**

- Location of the building, structure, or zoning lot on which the sign is to be erected or affixed
- Accurate placement of the proposed sign
- Sign dimensions
- Color of graphics
- Illumination Source and location (if any)
- Materials and weight of proposed sign

**PLEASE NOTE THAT WRITTEN CONSENT OF THE OWNER OF THE PROPERTY IS REQUIRED**



In the case of billboards, a copy of stress sheets and calculations prepared or approved by a registered structural engineer, licensed by the State of New York, showing the sign is designed for dead load and wind pressure in any direction in the amount required by this and all other applicable Laws of the Town.

If a sign permit is issued and the sign is not completed and in place within 90 days, said permit shall become null and void.

**INSPECTION REQUIREMENTS:**

- A. Footer inspection on all free standing signs. However, the Code Enforcement Officer (CEO) may waive the required inspection for signs (8) feet or less in height or twenty-four (24) square feet in area.
- B. A final site inspection to ensure the sign has been constructed according to the approved application, including inspection of braces, anchors, supports, connections, wall signs and markings.
- C. Final inspection shall also ensure that applicant has included the permit number in the lower right side of said sign.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

-----

Property Owner Approval \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_