

Fallsburg Library Trustee Monthly Meeting  
July 28, 2022  
\*Meeting held at Fallsburg Library \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Renee Kates, Trustee	Present
Annette Conklin, Trustee	Present
Amanda Letohic, staff	Present

Meeting Commenced at 5:32 PM

**Public Comment**

Sullivan Renaissance employee Shannon came in to present a draft/plan for “beautification” of the outside of the Library.

**Correspondence**

None

**Approval of Minutes**

- **June 23, 2022-Regular Meeting Minutes-** Board member Ronnie Cohen moved and board member Annette Conklin seconded a motion to approve the regular meeting minutes as presented. All in favor.

**Financial Report**

As of June 30, 2022 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$ 47,678.95
<b>Money Market</b>	\$ 228,198.33
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	\$275,877.28

The following deposits were made to the money market account during this statement period:

6/15/2022	\$135.00
6/30/2022	\$543.00

As of June 30, 2022 North East Community Bank Statement:

<b>Interest account</b>	\$758,238.52
Total Interest Earned as of 6/30/2022	\$1,888.04

Board member Ronnie Cohen moved and board member Annette Conklin seconded a motion to approve the Financial Report as presented. All in favor.

### **Approval of Warrants**

**July 15, 2022** in the amount of \$4,046.43.

Board member Ronnie Cohen moved and board member Annette Conklin seconded the motion to approve the warrant as presented. All in favor.

### **Old Business**

**Latest on NYS Mask Guidelines-** Masks are recommended but not required.

### **New Business**

Amanda spoke about the library's displays, Sullivan Renaissance project, and her outreach at National Night Out on Tuesday August 2, 2022.

Sullivan Renaissance Beautification. All present board members approve the starting stage.

Director Search- Board President Laurie asked that Amanda look into making our own Indeed Account to make it simpler for the board to go through candidates on that platform. Also spoke about setting up a 'ZipRecruiter' account.

Vacant Board Seat - Board member Ronnie Cohen and staff Amanda Letohic mentioned a new person to try out for the board and they will be present at the August meeting to introduce themselves to the rest of the board.

### **Committee Reports**

Personnel- Judith Merone and David Lawrence

President Laurie Burke-Deutsch called an executive session at 5:54pm. Executive session was ended at 6:37pm

Budget- Ronnie Cohen

N/A

Building/Grounds- Renee Kates.

N/A

### **Adjournment**

Board member Renee Kates moved and board member Annette Conklin seconded the motion to adjourn the meeting at 6:40 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
July 28, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
  - June 23, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
  - July 15, 2022
- Old Business
  - Latest on NYS Mask Guidance
- New Business
  - Amanda's Report
  - Sullivan Renaissance Beautification
  - Director Search
  - Vacant Board Seat
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
July 28, 2022  
Financial Report

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Summary of Account:

Checking	\$	47,678.95
Money Market		228,198.33
		<hr/>
	\$	275,877.28

The following deposits were made to the money market account during this statement period:

6/15/2022	\$	135.00
6/30/2022	\$	543.00
5/31/2022	\$	65.32 *Interest*

As of June 30, 2022 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	758,238.52
Total interest earned as of 6/30/2022	\$	1,888.04

# Fallsburg Library Transactions by Account

As of July 15, 2022

Type	Date	Num	Name	Meass	Split	Amount	Balance
Accounts Payable							
Bill	06/30/2022		Kanopy, INC.		415 e-content	24.00	24.00
Bill	06/30/2022		NYSEG		450 Utilities-Electric, Propane	125.63	149.63
Bill	07/05/2022		NYS 529 Direct Plan		NYS 529 SAVINIG PLAN	60.00	209.63
Bill Pmt -Check	07/05/2022	3561	NYS 529 Direct Plan		CATSKILL CHECKING	-60.00	149.63
Bill	07/14/2022		Charter Communications		456 Internet Service	119.99	269.62
Bill	07/14/2022		Coast to Coast Solutions		479 Programming 430 Library Supplies	1,598.03	1,867.65
Bill	07/14/2022		DeLage Landen Financial Services		200 Equipment	88.35	1,956.00
Bill	07/14/2022		Demco		430 Book Supplies	371.60	2,327.60
Bill	07/14/2022		fox Ledge, Inc		451 Custodial Supplies	2.00	2,329.60
Bill	07/14/2022		Humpty Dumpty Magazine		413 Periodicals	14.00	2,343.60
Bill	07/14/2022		MidWest Tape		411 DVDs	29.99	2,373.59
Bill	07/14/2022		Motor Trend		413 Periodicals	14.00	2,387.59
Bill	07/14/2022		MVP Health Care Inc		P9060.800 Health Insurance	930.46	3,318.05
Bill	07/14/2022		People		413 Periodicals	44.00	3,362.05
Bill	07/14/2022		Town of Fallsburg		431 Telephone	67.68	3,429.73
Bill	07/14/2022		United Healthcare		P9060.800 Health Insurance	267.50	3,697.23
Bill	07/14/2022		United Healthcare prescription		P9060.800 Health Insurance	34.20	3,731.43
Bill	07/14/2022		Kelly Wells 1		437 Professional Fees	315.00	4,046.43
Total Accounts Payable						4,046.43	4,046.43
<b>TOTAL</b>						<b>4,046.43</b>	<b>4,046.43</b>

## Fallsburg Library Profit & Loss Budget vs. Actual July 1 - 15, 2022

	Jul 1 - 15, 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	0.00	219,643.86	-219,643.86	0.0%
P2082 Book Fines	154.00	125.00	29.00	123.2%
P2401 Interest and Earnings	0.00	500.00	-500.00	0.0%
P2705.00 Gifts and Donations	2.35	25.00	-22.65	9.4%
P2770.99 Copy Mach/Fax fees	133.65	1,000.00	-866.35	13.37%
<b>Total Income</b>	<b>290.00</b>	<b>221,293.86</b>	<b>-221,003.86</b>	<b>0.13%</b>
<b>Expense</b>				
200 Equipment	88.35	700.00	-611.65	12.62%
410 BookKs	0.00	4,750.00	-4,750.00	0.0%
411 Films,DVD or VHS	29.99	1,000.00	-970.01	3.0%
412 Recordings /Tapes, discs	0.00	375.00	-375.00	0.0%
413 Periodicals	72.00	500.00	-428.00	14.4%
415 e-content	0.00	5,500.00	-5,500.00	0.0%
416 Service & Web Fees	0.00	1,050.00	-1,050.00	0.0%
417 Web Host	0.00	75.00	-75.00	0.0%
418 licenses	0.00	200.00	-200.00	0.0%
428 Envisionware	0.00	250.00	-250.00	0.0%
429 Misc.	0.00	150.00	-150.00	0.0%
430 Office/Book/Library supply	1,477.76	1,500.00	-22.24	98.52%
431 Telephone	67.68	600.00	-532.32	11.28%
432 Telecommunications	0.00	1,750.00	-1,750.00	0.0%
433 Postage	0.00	200.00	-200.00	0.0%
434 Publicity / Printing	0.00	250.00	-250.00	0.0%
435 Travel / Meal	0.00	1,000.00	-1,000.00	0.0%
436 Anser/Automation	0.00	10,000.00	-10,000.00	0.0%
437 Professional Fees	315.00	5,125.00	-4,810.00	6.15%
438 Membership dues	0.00	400.00	-400.00	0.0%
450 Utilities-Electric, Propane	0.00	5,000.00	-5,000.00	0.0%
451 Custodial Supplies	2.00	350.00	-348.00	0.57%
452 Cleaning Contract	0.00	900.00	-900.00	0.0%
453 Rent	0.00	21,500.00	-21,500.00	0.0%
454 Insurance	0.00	3,250.00	-3,250.00	0.0%
456 Internet Service	119.99	850.00	-730.01	14.12%
469 Oper. & Mant. Exp-Sec sys	0.00	400.00	-400.00	0.0%
475 Annual Election	0.00	650.00	-650.00	0.0%
476 Education / Training	0.00	1,000.00	-1,000.00	0.0%
477 Meetings/ Registration Fee	0.00	450.00	-450.00	0.0%
479 Programming	491.87	2,000.00	-1,508.13	24.59%
480 T/ Falls Contract	0.00	1,750.00	-1,750.00	0.0%
499 Volunteer Recognition/Staff	0.00	125.00	-125.00	0.0%
P 9010.800 NYS Retirement	0.00	13,500.00	-13,500.00	0.0%
P9040.800 Workers Compensation	0.00	1,400.00	-1,400.00	0.0%
P9060.800 Health Insurance				
Health Flex Plan	0.00	1,000.00	-1,000.00	0.0%

## Fallsburg Library Profit & Loss Budget vs. Actual July 1 - 15, 2022

	Jul 1 - 15, 22	Budget	\$ Over Budget	% of Budget
Health Insurance Buyout	0.00	1,000.00	-1,000.00	0.0%
P9060.800 Health Insurance - Other	1,232.16	13,750.00	-12,517.84	8.96%
<b>Total P9060.800 Health Insurance</b>	<b>1,232.16</b>	<b>15,750.00</b>	<b>-14,517.84</b>	<b>7.82%</b>
<b>Payroll Expenses</b>				
Direct Deposit Fees	0.00	200.00	-200.00	0.0%
P7410.141 Library Director	0.00	33,500.00	-33,500.00	0.0%
P7410.142 Principal Library	240.00	0.00	240.00	100.0%
P7410.143 Library Clerk	0.00	18,501.60	-18,501.60	0.0%
P7410.144 Library page 1	0.00	17,160.00	-17,160.00	0.0%
P7410.145 Library clerk	0.00	8,346.00	-8,346.00	0.0%
P7410.147 Clerk	0.00	9,510.80	-9,510.80	0.0%
P7410.148 Page	0.00	1,584.00	-1,584.00	0.0%
P7410.150 page	0.00	18,439.20	-18,439.20	0.0%
P7410.151 Page	0.00	1,000.00	-1,000.00	0.0%
P7410.154 Library Page	0.00	396.00	-396.00	0.0%
P9055.800 DBL	0.00	165.00	-165.00	0.0%
Payroll Expenses - Other	4,108.88	0.00	4,108.88	100.0%
<b>Total Payroll Expenses</b>	<b>4,348.88</b>	<b>108,802.60</b>	<b>-104,453.72</b>	<b>4.0%</b>
<b>Payroll Taxes</b>				
<b>P9030.800 SS / Med</b>				
FICA	269.01	0.00	269.01	100.0%
Medical	62.91	0.00	62.91	100.0%
P9030.800 SS / Med - Other	0.00	8,241.25	-8,241.25	0.0%
<b>Total P9030.800 SS / Med</b>	<b>331.92</b>	<b>8,241.25</b>	<b>-7,909.33</b>	<b>4.03%</b>
<b>Total Payroll Taxes</b>	<b>331.92</b>	<b>8,241.25</b>	<b>-7,909.33</b>	<b>4.03%</b>
<b>Total Expense</b>	<b>8,577.60</b>	<b>221,293.85</b>	<b>-212,716.25</b>	<b>3.88%</b>
<b>Net Ordinary Income</b>	<b>-8,287.60</b>	<b>0.01</b>	<b>-8,287.61</b>	<b>-82,876,000.0%</b>
<b>Net Income</b>	<b>-8,287.60</b>	<b>0.01</b>	<b>-8,287.61</b>	<b>-82,876,000.0%</b>



## Amanda's Report July 28, 2022

Summer is moving right along. We're not as busy as pre-COVID, but the amount of people is definitely more than last year.

Theresa and I have been working monthly to change up our displays and it seems to be working as most of our display books get checked out rather quickly. Theresa has taken a big lead on the displays while I'm busy doing other things throughout the library. She also has been doing most of the training of our summer page Danielle.

Sean Wall-Carty, Fallsburg Deputy Supervisor, spoke with Sullivan Renaissance and they're interested in "beautify-ing" our outdoor area including better signage and better curb appeal. They reached out to me and asked that I present it to you to be approved.

National Night Out is next Tuesday 5:30-8:30 in Woodridge and Theresa and I will have a table representing the library there. We'll be having kids make sand art and beaded bracelets and we'll also be bringing some of our "giant" games like Jenga and checkers. All of the supplies were things I had on hand in the library from a couple years back when the event was cancelled last time so I'm excited to be doing it.

Respectfully submitted,

Amanda



SULLIVAN RENAISSANCE PLACEMAKING PROJECT  
SOUTH FALLSBURG RAILROAD PLAZA  
PROPOSED / DRAFT PLAN  
TBD, 2022 10a-3p



**Goal:** To engage the South Fallsburg community in a day of activity that would result in tangible, physical improvements and beautification in a targeted area.

**Focus Area:** Intersection of Main Street and Railroad Plaza; Railroad Plaza civic spaces with special focus on Fallsburg Public Library

**Approach:** A small committee will convene to lead the event planning. This committee would include representatives from the Town of Fallsburg, Sullivan Renaissance and the Library. (Other community partners may be identified.) The Town and Library would serve as the lead on volunteer recruitment, and identifying potential projects. Sullivan Renaissance will provide support for planning, materials, and outreach.

#### 1. PLANNING PHASE

- a. Sullivan Renaissance met with representatives from the Town to walk Main Street and discuss potential project/s. During this visit, the Fallsburg Library was identified as an anchor in the community that would benefit from improved signage and curb appeal.
- b. Sullivan Renaissance had a phone conference with Amanda Letohic from Fallsburg Library to discuss potential improvements to be made at the library, including designated parking, signage from Main Street, building signage, outdoor seating, flowers, public art, and more.
- c. Sullivan Renaissance has obtained verbal permission and commitment from the Library building owner, Adam Gold, to assist with improvements. Once we have a plan we will reconnect with Mr. Gold.

2. COMMUNITY STAKEHOLDER ENGAGEMENT – For the library exterior redesign and placemaking, Sullivan Renaissance will work with the Library to set up a table where SR will share the potential plan and ideas with library patrons and community members to solicit input.

3. CLEAN SWEEP (DAY OF) – all-day event with measurable, reasonable volunteer beautification tasks that can be accomplished in one day

- a. Complete distinct projects identified during walkthrough and community engagement steps

4. POST-CLEAN SWEEP FOLLOW UP – convene a follow-up meeting with planning team to address ideas/issues/future projects that came out as a result of the Clean Sweep