



Western Sullivan Public Library

BOARD MEETING AGENDA Regular Board Meeting via Zoom December 13, 2021 at 5:30PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Public Comment Period
- V. Approval of November 8, 2021 regular meeting minutes
- VI. Financial Reports
 - a. Treasurer's Report
 - b. Monthly Financial Reports through December 12, 2021Payment of Bills through December 12, 2021
- VII. Director's Report
- VIII. New Business
 - a. Board Meeting Schedule 2022
 - b. Holiday Closings 2022
 - c. Workers Compensation Insurance Renewal
- IX. Old Business
 - a. Reopening Plan
- X. Committee Reports
 - Building
 - Personnel
 - Donations
 - Finance
 - By Laws
 - Nominating
 - FOL Liaison
 - Executive
 - Outreach
- XI. Tusten Heritage Community Garden Quarterly Report
- XII. Dates to Remember
 - a. See monthly [online newsletter](#)
 - b. [Trustee Training Registration](#)
- XIII. Correspondence
- XIV. Adjournment

Next Meeting: Monday, January 10, 2022 5:30pm, via zoom



Western Sullivan Public Library

Approved Minutes of the Board of Trustees Meeting Via Zoom

Dec. 13, 2021

Members Present: Marge Brown, Francis Cape, Kevin McDonough, Chris Peacock, Linda Pomes (President), Pam Reinhardt, Barbara Winfield
Absent: Evan Eisenberg, Amber Novikov

Staff Present: Audra Everett (Director)

Call to Order:

At 5:37 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

Adoption of Agenda:

On a motion by Marge Brown seconded by Barbara Winfield, the agenda was approved by unanimous consent.

Public Comment Period:

None

Approval of Nov. 8, 2021 Meeting Minutes:

On a motion made by Pam Reinhardt seconded by Kevin McDonough, the amended minutes of the Regular Meeting was approved by unanimous consent.

On a motion by Pam Reinhardt seconded by Marge Brown, the amended minutes of the Oct. 12, 2021 Regular Meeting was approved by unanimous consent.

Financial Report:

- a. On a Motion by Marge Brown seconded by Francis Cape, the Treasurer's Report was approved by unanimous consent.
- b. On a Motion by Barbara Winfield seconded by Kevin McDonough, the Monthly Financial Reports through Dec. 12, 2021 were approved by unanimous consent.
- c. On a Motion by Kevin McDonough seconded by Chris Peacock, the Payment of Bills through Dec. 12, 2021 was approved by unanimous consent.

Director's Report: (see attached)

New Business:

- a. On a Motion by Chris Peacock seconded by Francis Cape, the 2022 Board Meeting Schedule was approved by unanimous consent.
- b. On a Motion by Barbara Winfield seconded by Marge Brown, the amended 2022 Holiday Closings schedule was approved by unanimous consent.



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- c. On a Motion by Kevin McDonough seconded by Pam Reinhardt, payment of the Workers Compensation Insurance Renewal to Utica National Insurance Group was approved by unanimous consent.

Old Business:

- a. Reopening Plan — No action.

Committee Reports

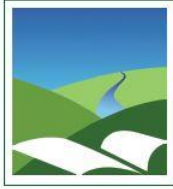
- **Building**
- **Personnel**
- **Donations**
- **Finance**
- **By Laws**
- **Nominating**
- **FOL Liaison**
- **Executive**

Adjournment:

On a motion made by Marge Brown seconded by Barbara Winfield, the meeting adjourned at 6:06 p.m. by unanimous consent.

Next Meeting: Monday January 10, 2021, 5:30 p.m. via Zoom.

Chris Peacock
Secretary



Western Sullivan Public Library

Unapproved Minutes of the Board of Trustees Meeting Via Video Conference

Nov. 8 , 2021

Members Present: Marge Brown, Francis Cape, Evan Eisenberg, Kevin McDonough, Amber Novikov, Chris Peacock, Linda Pomes (President), Pam Reinhardt, Barbara Winfield

Staff Present: Audra Everett (Director)

Call to Order:

At 5:31 p.m. the meeting was called to order by President Linda Pomes with the Pledge of Allegiance.

Adoption of Agenda:

On a motion by Marge Brown seconded by Barbara Winfield, the agenda was approved by unanimous consent.

Public Comment Period: None

Approval of Oct. 12 , 2021 Meeting Minutes:

On a motion made by Marge Brown seconded by Pam Reinhardt, the Oct. 12, 2021 Regular Meeting minutes was approved by unanimous consent.

Financial Report:

- a. On a Motion made by Amber Novikov seconded by Pam Reinhardt, the Treasurer's Report was approved by unanimous consent.
- b. On a Motion made by Kevin McDonough seconded by Marge Brown, the Monthly Financial Reports through November 7, 2021 were approved by unanimous consent.
- c. On a Motion made by Chris Peacock seconded by Barbara Winfield, Payment of Bills through November 7, 2021 was approved by unanimous consent.

Director's Report: (see attached)

New Business:

- a. With a Resolution by Kevin McDonough, seconded by Amber Novikov, the board approved by unanimous consent the early payment of \$51,941.00 to the New York State and Local Retirement System. Early payment saves the library \$431.00.

Old Business:

- a. On a Motion by Marge Brown, seconded by Barbara Winfield, the board approved by roll call vote to make exception to the Community Room policy so that the Friends of the Library can hold its December book sale at the Jeffersonville branch that follows the library's existing pandemic protocols: Marge Brown, aye; Francis Cape, aye; Evan Eisenberg, aye; Kevin McDonough, aye; Amber Novikov, aye; Chris Peacock, aye; Pam Reinhardt, aye; Barbara Winfield, aye.



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- b. On a Motion by Kevin McDonough, seconded by Francis Cape, the board approved by unanimous consent to hold monthly Board of Trustees meetings via video conference until Jan. 15, 2022.

Committee Reports

- **Building**
- **Personnel**
- **Donations**
- **Finance**
- **By Laws**
- **Nominating**
- **FOL Liaison** — October meeting focused on recruiting new members.
- **Executive**
- **Outreach**

Adjournment:

On a motion made by Marge Brown seconded by Evan Eisenberg, the meeting adjourned at 6:06 p.m.

Next Meeting: Monday, December 13, 2021, 5:30 p.m. via video conference.

Chris Peacock
Secretary

Western Sullivan Public Library

Balance Sheet

As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Operating Account - 8139	40,008.33
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>
204 · Credit Card Transfer Acct- 7669	2,182.27
205 · WSPL IMM Acct - 1647	
Adelaide Schadt - Jeff Branch	10,000.00
205 · WSPL IMM Acct - 1647 - Other	1,108,948.65
Total 205 · WSPL IMM Acct - 1647	<u>1,118,948.65</u>
206 · Capital Fund - 8355	1,958.02
Total Checking/Savings	<u>1,163,247.27</u>
Other Current Assets	
A391 · Due From Other Funds	3,224.38
Total Other Current Assets	<u>3,224.38</u>
Total Current Assets	<u>1,166,471.65</u>
TOTAL ASSETS	<u><u>1,166,471.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
SUI Payable	1,207.59
637 · Due to Retirement	11,404.00
L-Accrued Liabilities	24,014.45
607 · NYS & Local Retirement	-106.71
608.2 · T AFLAC payable	-13.52
Total Other Current Liabilities	<u>36,505.81</u>
Total Current Liabilities	<u>36,505.81</u>
Total Liabilities	36,505.81
Equity	
909 · Fund Balance - WSPL	302,723.58
910 · Reserve Fund Balance	90,478.25
911 · Retained Earnings	293,560.94
Net Income	443,203.07
Total Equity	<u>1,129,965.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,166,471.65</u></u>

Western Sullivan Public Library Check List by Date

November 7 through December 11, 2021

Type	Date	Num	Name	Memo	Split	Amount
Nov 7 - Dec 11, 21						
Check	11/08/2021	18101	NYS & Local Retirement System	2022 Annual Invoice	90108 - Annual Retirement	-51,941.00
Check	11/17/2021	18102	Utica National Insurance Group	Acct #201466023	-SPLIT-	-3,279.00
Check	11/17/2021	18104	Verizon	845 887 49679 346 24 5	74106.6 - Elevator Service	-31.77
Check	12/01/2021	18105	NYSEG	1001-1281-077	Fuel & Electric-JEF	-519.35
Check	12/01/2021	18106	NYSEG	1001-0704-798	Fuel & Electric-NAR	-224.71
Check	12/01/2021	18107	AARP Medicare Rx Preferred (PDP)	member ID 0140089751	90608 - Employee Health Insurance	-94.80
Check	12/11/2021	18108	Maryann Oumrim	12/11/21 Cookie Program	Children's Programs	-170.00
Check	12/11/2021	18109	Brodart Co.	Account 311663	-SPLIT-	-380.75
Check	12/11/2021	18110	DJS Plumbing & Heating	Inv. # 11466	-SPLIT-	-610.09
Check	12/11/2021	18111	RCLS General	invoice 30315	-SPLIT-	-61.23
Check	12/11/2021	18113	Cooper Arias, LLP		Accounting	-1,500.00
Check	12/11/2021	18114	Cardmember Services	acct ending 4182	601 - Jeff Bank Visa	-2,350.16
Check	12/11/2021	18115	Staples Contract & Commercial	Cust RCH 1721174	-SPLIT-	-928.76
Check	12/11/2021	18116	Time Warner Cable - Spectrum	Account # 107605001	-SPLIT-	-459.90
Check	12/11/2021	18117	NYSEG	1001-3155-188	Fuel & Electric-DEL	-19.60
Check	12/11/2021	18118	NYSEG	1003-8570-692	Fuel & Electric-DEL	-23.34
Check	12/11/2021	18119	OverDrive, Inc.	Cust ID 1052-1001	-SPLIT-	-414.47
Check	12/11/2021	18120	Roscoe Public Library		-SPLIT-	-24.00
Check	12/11/2021	18121	Fox Ledge, Inc.	Account 005821	-SPLIT-	-56.86
Check	12/11/2021	18122	Heckman Refrigeration Inc.		-SPLIT-	-725.00
Check	12/11/2021	18123	MaryAnn Paparella		-SPLIT-	-2,050.00
Check	12/11/2021	18124	Times Herald-Record		Periodicals-JEF	-244.00
Check	12/11/2021	18125	Kanopy LLC		Digital Downloads - WSPL	-644.00
Check	12/11/2021	18126	Callicoon Supply Inc.	Acct # 4675	-SPLIT-	-11.58
Check	12/11/2021	18127	Christina Mace		Bookkeeper	-420.00
Check	12/11/2021	18128	Ehrlich	Client 014604441	Misc O&M-DEL	-240.00
Check	12/11/2021	18129	United Healthcare Insurance Company	Member ID 333329276-1	90608 - Employee Health Insurance	-267.50
Check	12/11/2021	18130	Buselli Plumbing Heating and Electric	Invoice # 10962	Labor	-650.00
Check	12/11/2021	18131	Joseph E. Schultz	invoice #2782, 2785, 2786	-SPLIT-	-185.67
Check	12/11/2021	18132	Peck's Market	Acct 4394 & C966	Periodicals-JEF	-105.00
Check	12/11/2021	18133	Midwest Tape		-SPLIT-	-791.59
Check	12/11/2021	18134	Baker & Taylor Books #510486		-SPLIT-	-3,601.24

Western Sullivan Public Library Check List by Date

November 7 through December 11, 2021

Check	12/11/2021	18135	Waste Management		-SPLIT-	-138.60
Check	12/11/2021	18136	MVP Health Care, Inc.	Group # 412828/Sub 0001	90608 · Employee Health Insurance	-9,494.72
Check	12/11/2021	18137	Cash	Cash replenishment for NAR	Petty Cash-NAR	-8.86
Liability Check	11/17/2021	18103	Aflac		608.2 · T AFLAC payable	-27.04
Liability Check	11/19/2021	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-190.00
Liability Check	11/19/2021	eft11443228	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,049.86
Liability Check	11/19/2021	eft3292155	NYS Income Tax	141825007 6	606 · SWT Payable	-635.00
Liability Check	12/01/2021	eft ers	NYS & Local Retirement System	51404	607 · NYS & Local Retirement	-456.77
Liability Check	12/03/2021	eft dd	Direct Deposit Split		611 · DD for savings/c/king	-190.00
Liability Check	12/03/2021	eft3334325	NYS Income Tax	141825007 6	606 · SWT Payable	-635.00
Liability Check	12/03/2021	eft81791435	IRS USA Tax Payments	14-1825007	-SPLIT-	-4,048.76
Liability Check	12/11/2021	18112	Aflac		608.2 · T AFLAC payable	-27.04
Paycheck	11/19/2021	2021111901	Employee		-SPLIT-	-535.66
Paycheck	11/19/2021	2021111902	Employee		-SPLIT-	-1,209.67
Paycheck	11/19/2021	2021111903	Employee		-SPLIT-	-897.70
Paycheck	11/19/2021	2021111904	Employee		-SPLIT-	-117.22
Paycheck	11/19/2021	2021111905	Employee		-SPLIT-	-1,903.63
Paycheck	11/19/2021	2021111906	Employee		-SPLIT-	-666.12
Paycheck	11/19/2021	2021111907	Employee		-SPLIT-	-980.56
Paycheck	11/19/2021	2021111908	Employee		-SPLIT-	-991.61
Paycheck	11/19/2021	2021111909	Employee		-SPLIT-	-1,259.88
Paycheck	11/19/2021	2021111910	Employee		-SPLIT-	-1,004.11
Paycheck	11/19/2021	2021111911	Employee		-SPLIT-	-256.36
Paycheck	11/19/2021	2021111912	Employee		-SPLIT-	-904.69
Paycheck	11/19/2021	2021111913	Employee		-SPLIT-	-620.17
Paycheck	11/19/2021	2021111914	Employee		-SPLIT-	-924.94
Paycheck	11/19/2021	2021111915	Employee		-SPLIT-	-557.79
Paycheck	11/19/2021	2021111916	Employee		-SPLIT-	-117.22
Paycheck	11/19/2021	2021111917	Employee		-SPLIT-	-266.35
Paycheck	11/19/2021	2021111918	Employee		-SPLIT-	-475.61
Paycheck	12/03/2021	2021120301	Employee		-SPLIT-	-535.67
Paycheck	12/03/2021	2021120302	Employee		-SPLIT-	-1,209.68
Paycheck	12/03/2021	2021120303	Employee		-SPLIT-	-897.71
Paycheck	12/03/2021	2021120304	Employee		-SPLIT-	-111.17

Western Sullivan Public Library
Check List by Date
November 7 through December 11, 2021

Paycheck	12/03/2021	2021120305	Employee	-SPLIT-	-1,903.62
Paycheck	12/03/2021	2021120306	Employee	-SPLIT-	-666.11
Paycheck	12/03/2021	2021120307	Employee	-SPLIT-	-980.55
Paycheck	12/03/2021	2021120308	Employee	-SPLIT-	-991.61
Paycheck	12/03/2021	2021120309	Employee	-SPLIT-	-1,259.89
Paycheck	12/03/2021	2021120310	Employee	-SPLIT-	-1,004.10
Paycheck	12/03/2021	2021120311	Employee	-SPLIT-	-256.37
Paycheck	12/03/2021	2021120312	Employee	-SPLIT-	-904.69
Paycheck	12/03/2021	2021120313	Employee	-SPLIT-	-620.19
Paycheck	12/03/2021	2021120314	Employee	-SPLIT-	-924.95
Paycheck	12/03/2021	2021120315	Employee	-SPLIT-	-557.79
Paycheck	12/03/2021	2021120316	Employee	-SPLIT-	-117.23
Paycheck	12/03/2021	2021120317	Employee	-SPLIT-	-266.34
Paycheck	12/03/2021	2021120318	Employee	-SPLIT-	-475.61
Nov 7 - Dec 11, 21					-120,299.59

Western Sullivan Public Library

Profit & Loss Budget vs. Actual

	<u>Jul 1 - Dec 12, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
2082 · Library Charges	1,822	1,796	26
2083 · Library Chgs-Registrations	1,963	1,347	616
2401 · Interest & Earnings	27	314	(287)
2655 · Sales, Other	37	45	(8)
2705 · Gifts & Donations	3,676	1,616	2,060
2770 · Grants-Miscellaneous	500	2,245	(1,745)
3003 · State Grants - Miscellaneous	2,719	0	2,719
Total Income	<u>10,744</u>	<u>7,363</u>	<u>3,381</u>
Gross Profit	10,744	7,363	3,381
Expense			
74101 · Salaries	207,314	213,066	(5,752)
74101.7 · Special Projects	0	449	(449)
74102.2 · Equipment - Technology	0	2,469	(2,469)
74102.3 · Equipment - Other	1,913	899	1,014
74104.1 · Books	15,709	16,610	(901)
74104.2 · Serials	2,336	2,022	314
74104.3 · Videos	5,115	7,273	(2,158)
74104.4 · Digital Downloads	4,795	6,303	(1,508)
74104.5 · Databases & Software	2,744	0	2,744
74105.1 · Daily Operating Expenses	8,271	13,513	(5,242)
74105.2 · Repairs/Maint of F&F	0	448	(448)
74105.3 · Repairs/Maint of Lib Equip	0	448	(448)
74105.4 · Daily Maint & Repairs	7,438	5,836	1,602
74105.5 · Building Maintenance	0	8,081	(8,081)
74105.6 · Insurance Policies	8,230	9,751	(1,521)
74106.1 · Phone, Internet, Cable Services	2,759	3,412	(653)
74106.2 · ANSER	13,055	13,468	(413)
74106.4 · Fuel & Electric	5,438	8,979	(3,541)
74106.5 · Sewer & Water	533	1,582	(1,049)
74106.6 · Elevator Service	160	1,796	(1,636)
74106.7 · Cleaning Services	12,300	11,784	516
74107.1 · Professional Services	3,950	7,407	(3,457)
74107.2 · Grant Expenses	0	225	(225)
74107.3 · Programs and Events	2,906	5,387	(2,481)
74106.8 · Operating Overhead Expenses	1,574	4,478	(2,904)
74107.9 · Other Expenses	180	3,300	(3,120)
90000 · Payroll Expenses	129,738	95,689	34,049
Total Expense	<u>436,458</u>	<u>444,675</u>	<u>(8,217)</u>
Net Ordinary Income	<u>(425,714)</u>	<u>(437,312)</u>	<u>11,598</u>
Net Income	<u>(425,714)</u>	<u>(437,312)</u>	<u>11,598</u>

Western Sullivan Public Library

Treasurer's Report

Report for: December 13 2021
 Month and Day Year

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

Balance on hand as of:	<u>October 30, 2021</u>	\$48,098.95
Plus Deposits:		
Accounts Receivable	\$664.29	
Transfers from IMM	\$111,941.00	
Interest	\$1.97	
Other	<u>\$952,938.00</u>	
Total Deposits		\$1,065,545.26
Less Disbursements:		
Transfer to IMM	\$952,938.00	
Operating Expenses	<u>\$135,028.51</u>	
Total Disbursements		\$1,087,966.51
Balance on hand as of:	<u>November 30, 2021</u>	<u><u>\$25,677.70</u></u>

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

Balance on hand as of:	<u>October 30, 2021</u>	\$337,943.34
Plus Deposits:		
Annual Tax Portion & PILOT	\$952,938.05	
Interest	\$8.26	
Other	<u>\$0.00</u>	
Total Deposits		\$952,946.31
Less Disbursements:		
Transfers to Operating Fund	\$111,941.00	
Transfer to Capital Fund	<u>\$0.00</u>	
Total Disbursements		\$111,941.00
Balance on hand as of:	<u>November 30, 2021</u>	<u><u>\$1,178,948.65</u></u>

Western Sullivan Public Library Treasurer's Report

Report for: December 13 2021
 Month and Day Year

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

Balance on hand as of:	<u>October 30, 2021</u>	\$2,182.27
Plus Deposits:		
Credit Card Payments	\$0.00	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	\$0.00	
Total Disbursements		\$0.00
Balance on hand as of:	<u>November 30, 2021</u>	<u><u>\$2,182.27</u></u>

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

Balance on hand as of:	<u>October 30, 2021</u>	\$16,311.52
Plus Deposits:		
Transfers from IMM	\$0.00	
Interest	\$0.00	
Other	\$0.00	
Total Deposits		\$0.00
Less Disbursements:		
Transfers to Operating Fund	\$0.00	
Total Disbursements	\$0.00	\$0.00
Balance on hand as of:	<u>November 30, 2021</u>	<u><u>\$16,311.52</u></u>
Account opened December 10, 2019		


12.11.2021



Western Sullivan Public Library

DIRECTOR'S REPORT

December 13, 2021

Building/Equipment:

Narrowsburg: DJS replaced the timer on the hot water heater.

Callicoon: Split unit update: Buselli Solutions serviced the split units and will monitor the system.

Jeffersonville: Will start the process of collecting proposals for the lighting upgrade that is included in the most recent NYS Construction Aid Application.

Finance:

SUPLA secured County Legislative funding for Sullivan County Library for Summer Reading Program activities. Western Sullivan received \$1,363.65.

The Library received an RCLS COSAG (Coordinated Outreach Services Advisory Group) Grant totaling \$538 for the Holiday Card Drive program. Receipts will be submitted for reimbursement upon completion of the program.

Personnel:

Nothing to report

Professional Development/Meetings:

11/12/2021: SUPLA meeting

11/17/2021: LibCal demo

11/17/2021 and 12/10/2021: WSPL Managers meeting

11/19/2021: RCLS Continuing Education Subcommittee meeting

12/2/2021: Calm, (Legally) Cool, and Collected: Tactics for Libraries Facing Book Challenges and Collection-based Protests

12/2/2021: Honesdale Friends of the Library Annual Meeting

12/10/2021: SUPLA Meeting

Programs:

[View newsletter](#) for information about programs in December.

The library participated in Dickens on the Delaware. The Holiday Card Shower continues through December 18th. Then we will distribute the cards created by the community to local care centers.

Strategic Plan Progress:

Managers will report on their branch progress in January 2022. I will prepare an overall progress report for 2021 for the January meeting as well.

Other:

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

Reminder to complete the Sexual Harassment Prevention Training and send the completed form to Audra by the end of 2021.



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

2022 Board Meeting Schedule

All meetings are at **5:30PM** unless otherwise noted

Monday, January 10

Monday, February 14

Monday, March 14

Monday, April 11

Monday, May 9

Monday, June 13

Monday, July 11

Monday, August 8

Monday, September 12

Tuesday, October 11*

Monday, November 14

Monday, December 12

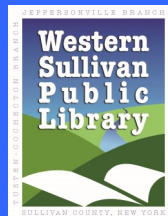
**Meeting day change due to holiday*

Meetings may be via video conference as per Governor's Executive Order due to COVID-19.

Schedule will be updated with locations when in-person meetings resume.

Library Mission Statement

The Western Sullivan Public Library shall provide welcoming centers of information and discovery and provide our communities with tools for lifelong learning, creativity and enrichment.



Delaware Free Branch

45 Lower Main St., Callicoon
(845) 887-4040

Jeffersonville Branch

19 Center St., Jeffersonville
(845) 482-4350

Tusten-Cochecton Branch

198 Bridge St., Narrowsburg
(845) 252-3360

www.WSPLonline.org

@westernsullivan



Western Sullivan Public Library

DELAWARE FREE BRANCH | JEFFERSONVILLE BRANCH | TUSTEN-COCHECTON BRANCH

2022 Holiday Schedule DRAFT

Saturday, January 1	New Year's Day
Monday, January 17	Martin Luther King Jr. Day
Monday, February 21	Presidents' Day
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving
Friday, November 25	Thanksgiving
Saturday, December 24	Christmas Eve
Monday, December 26	Christmas (Observed)
Saturday, December 31-close @3PM	New Year's Eve

Western Sullivan Public Library

Monthly Stats for All Branches for November 2021

October Circulation	Callicoon	Jeffersonville	Narrowsburg
Adult Books	433	546	447
Young Adult Books	19	26	19
Children's Books	435	211	112
Periodicals	5	15	3
Audiobooks	26	13	17
Museum Pass	0	0	0
DVDs	442	352	117
Other	26	14	0
2021 Totals	1386	1177	715
2020 Totals	1540	1287	653

Wireless usage per branch

	November 2020	November 2021
Callicoon	817	2779
Jeffersonville	210	1354
Narrowsburg	no rpt avail.	1350
Total	1027	5483

Computer Use

	November 2020	November 2021
Callicoon	28	53
Jeffersonville	37	57
Narrowsburg	55	36
Total	120	146

Internet/Social Media

	November 2020	November 2021
Instagram followers	966	1100
Facebook followers	930	1037
Facebook video views	872	20
Website users	790	1,023
Website sessions	1422	1642
Website page views	2377	2605
Podcast Downloads	0	130
Monthly eNewsletter	sent to 213 subscribers	104 opens
Mailchimp weekly email blasts	3 emails sent to 1264 subscribers	993 opens

e-Circulation

Type	Nov 2020	Nov 2021
Callicoon e-content	339	378
Jeffersonville e-content	399	463
Narrowsburg e-content	259	152
Kanopy films (# of videos played)	383	471
Total	1380	1464

Curbside Pickup Appointments

Callicoon	3
Jeffersonville	0
Narrowsburg	10

Patron Count at the Library

	Nov 2020	Nov 2021
Callicoon	589	765
Jeffersonville	475	584
Narrowsburg	315	560
Total	1379	1909

Reference questions

	Nov 2020	Nov 2021
Callicoon	33	90
Jeffersonville	60	68
Narrowsburg	72	148
Total	165	306

Date	Virtual Program	Platform(s)	Target Audience	Attendance/Videos in 24 hours
11/1/2021	Hybrid Open Tech Support	In person		1
11/3/2021	Hybrid Open Tech Support	In person		2
11/3/2021	TTT - Zoom	Zoom		1
11/5/2021	Hybrid Open Tech Support	In person		5
11/7/2021	Owl Ornament	Take-and-Make		11 Kits
11/8/2021	Hybrid Open Tech Support	In person		1
11/9/2021	Virtual Stitch & Listen	Zoom		6
11/10/2021	Hybrid Open Tech Support	Holiday		2
11/10/2021	TTT - Rosetta Stone	Zoom		1
11/10/2021	Tween Among Us	Zoom		6
11/12/2021	Hybrid Open Tech Support	In person		6
11/14/2021	Fall Suncatchers	Take-and-Make		10 Kits
11/15/2021	Hybrid Open Tech Support	In person		3
11/17/2021	Cricut Meet-Up!	In-person		7
11/17/2021	Hybrid Open Tech Support	In person		3
11/17/2021	TTT- Ancestry	Zoom		0
11/18/2021	Virtual Book Club	Zoom		5
11/19/2021	Virtual Craft Lovers	FB/Youtube		70 reaches
11/19/2021	Hybrid Open Tech Support	In person		3
11/21/2021	Goofy Gourds	Take-and-Make		10 Kits

11/22/2021	Hybrid Open Tech Support	In person	4
11/23/2021	Virtual Open Mic	Zoom	10
11/24/2021	TTT - Kanopy	Zoom	0
11/28/2021	Fall Bookmarks	Take-and-Make	12 Kits
11/29/2021	Hybrid Open Tech Support	In person	2
11/30/2021	Memoir Revolution	Zoom	9
Monthly	Homeschool STEM Packet	Pick-up	1
Monthly	Little Roja Riding Hood StoryWalk	Passive	6

Tusten Heritage Community Garden

Narrowsburg NY

POB 343 Narrowsburg, New York 12764

Report to Library Board December 3, 2021

New business:

- Preparing the garden for winter & organizing help for garden maintenance & final cleanup with members.
- Currently in recruitment of new additional officers.
- THCG Board meeting scheduled for December 21 for annual review, fund raising, & planning next season.
- Collaboration with Narrowsburg Beautification Group & DVAA sponsored artist Eliza Evans installation at the THCG entrance (Town property & Narrowsburg Beautification Group's pollinator gardens & orchard site. Opening happened September 18. The event was promoted by DVAA & many people from the community attended for an artist talk. THCG invited the public to view the gardens during the reception. Many children enjoyed seeing all the butterflies & bees on the flowers.
- Ed Wesely past away in May 2021, therefore we did not have the annual Monarch Butterfly release event during the Bee Festival.

Old Business

-Several attempts by our Board to contact Town Supervisor, Ben Johnson, to meet with our Board either Zoom or in person have been unsuccessful. We were requesting information regarding the Town's proposal to turn the THCG into a parking lot. We remain unaware of the Town's intentions.

We have no updates.

THCG Board

Anie Stanley – Chair & Treasurer - Smokey Belles

Juliette Hermant – Vice Chair & Secretary – Maison Bergogne / Fish & Bicycle

Clayton Lewis – Board member

Committee Advisory Board

Tannis Kowalchuk – Willow Wisp Farm

John Gorzynski – Gorzynski Ornery Farm

Andrew Leslie Phillips – Hancock Permaculture Center

Adrienne Picciano - Dirt Diva landscaping

Andrea Reynosa – Founder - SkyDog Projects