

Fallsburg Library Trustee Monthly Meeting
November 21, 2019

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Sonny Smith, Vice President	Present
Sonia Ward, Trustee	Absent – Excused
Judith Merone, Trustee	Present
David Lawrence, Board Secretary	Present
Renee Kates, Trustee	Present
Kelly Wells, Director	Present

Meeting Commenced at 5:19pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Smith moved and Board member Merone seconded a motion to accept the October 17, 2019 Regular Meeting minutes. All in favor.

Board member Smith moved and Board member Merone seconded a motion to accept the November 4, 2019 Special Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 10/31/2019

Checking	\$ 43,046.89
Money Market	\$299,722.43
ICS	\$123,007.79
CD – 1	\$100,000.00 (NEBC)
CD – 2	\$101,203.88
CD – 3	\$101,203.88

Board member Merone moved and Board member Smith seconded a motion to accept the Financial Report. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the warrants dated November 14, 2019 totaling \$24,928.60 and November 19, 2019 totaling \$4,257.85. All in favor.

Director's Report

Director Wells read from her director's report (copy attached).

Old Business

Policies are still being updated.

New Business

Discussion about inviting Grace Riario to our January meeting to discuss strategic/long range planning.

Committee Reports

Continued discussion about the lease and need to negotiate new terms with expansion.

Correspondence

N/A

Board member Merone moved and Board member Lawrence seconded a motion to adjourn at 6:09pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
November 21, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - October 17, 2019
 - November 4, 2019 Special Meeting
- Financial Report
- Approval of Warrant(s)
 - November 14, 2019
 - November 19, 2019
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
- New Business
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
November 21, 2019
Financial Report

As of the October 31, 2019 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 43,046.89
Money Market	299,722.43
ICS	123,007.79
CD – 1	100,000.00 (NECB)
CD – 2	101,203.88
CD – 3	101,203.88
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	\$ 768,184.87

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

10/7/2019	\$ 82.00
10/16/2019	95.50
10/30/2019	185.14
10/31/2019	270.68 (interest)

*Please note the above totals do NOT include the 2nd half of our tax money for \$210,592.12 which was received and deposited November 4, 2019.

*CDs 2 & 3 matured on November 7, 2019 at \$103,500.33 each. CD 2 was renewed for a 6 month term at 1.65% and CD 3 was renewed for a 12 month term at 1.65%.

Fallsburg Library Transactions by Account

As of November 14, 2019

Type	Date	Num	Name	Memc Ctr	Split	Amount	Balance
Accounts Payable							
Bill	11/14/2019		AFLAC		AFLAC Liab	62.04	62.04
Bill	11/14/2019		AIR Rent Property Group LLC		453 Rent	2,704.42	2,766.46
Bill	11/14/2019		Coast to Coast Solutions		483 Local Lib Service Aid	369.13	3,135.59
Bill	11/14/2019		DeLage Landen Financial Services		200 Equipment	88.35	3,223.94
Bill	11/14/2019		Fallsburg Gas		450 Utilities-Electric, Propane	128.07	3,352.01
Bill	11/14/2019		fox Ledge, Inc		451 Custodial Supplies	7.75	3,359.76
Bill	11/14/2019		iPromoteu		483 Local Lib Service Aid	309.01	3,668.77
Bill	11/14/2019		National Pen		483 Local Lib Service Aid	185.84	3,854.61
Bill	11/14/2019		NY State Retirement		P 9010.800 NYS Retirement	20,959.00	24,813.61
Bill	11/14/2019		Time Warner Cable		456 Internet Service	114.99	24,928.60
						24,928.60	24,928.60
						24,928.60	24,928.60
						24,928.60	24,928.60

Total Accounts Payable
TOTAL

Fallsburg Library

Transactions by Account

As of November 19, 2019

Type	Date	Num	Name	Men	Split	Amount	Balance
Accounts Payable							
Bill	11/19/2019		Amazon Capital Service		411/430 Movies/Office supplies	245.58	245.58
Bill	11/19/2019		Baker & Taylor Inc		410 Books	507.79	753.37
Bill	11/19/2019		Constellation		450 Utilities-Electric, Propane	93.56	846.93
Bill	11/19/2019		Crystal Run Health Ins Company		P9060.800 Health Insurance	1,460.86	2,307.79
Bill	11/19/2019		Electronic Business Products, Inc		430 Office supplies	120.32	2,428.11
Bill	11/19/2019		Amanda Letohic		435 Travel	220.40	2,648.51
Bill	11/19/2019		The Library Store, Inc		430 Library supplies	164.84	2,813.35
Bill	11/19/2019		Mid West Tape		412 Audiobooks	89.98	2,903.33
Bill	11/19/2019		NYSEG		450 Utilities-Electric, Propane	121.01	3,024.34
Bill	11/19/2019		Over Drive, Inc		415 e-content	262.98	3,287.32
Bill	11/19/2019		Quill Corporation		430/451 Office supplies/Custodial supplies	88.94	3,376.26
Bill	11/19/2019		Ramapo Catskill Library System		415/418 e-content/licenses	552.39	3,928.65
Bill	11/19/2019		Town of Fallsburg		431 telephone	76.32	4,004.97
Bill	11/19/2019		Kelly Wells		435 Travel	252.88	4,257.85
Total Accounts Payable						4,257.85	4,257.85
TOTAL						4,257.85	4,257.85

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through November 19, 2019

	<u>Jul 1 - Nov 19, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,055.24	1,500.00	-444.76	70.35%
P2401 Interest and Earnings	4,169.58	1,000.00	3,169.58	416.96%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	90.50	50.00	40.50	181.0%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	2,817.00	2,817.00	0.00	100.0%
P2770.99 Copy Mach/Fax fees	1,595.90	1,700.00	-104.10	93.88%
Total Income	432,324.96	428,876.24	3,448.72	100.8%
Expense				
200 Equipment	530.10	1,400.00	-869.90	37.86%
410 Books	5,359.32	9,500.00	-4,140.68	56.41%
411 Films,DVD or VHS	1,703.05	4,200.00	-2,496.95	40.55%
412 Recordings /Tapes, discs	1,013.30	2,500.00	-1,486.70	40.53%
413 Periodicals	252.68	1,400.00	-1,147.32	18.05%
415 e-content	1,941.50	6,000.00	-4,058.50	32.36%
416 Service & Web Fees	0.00	1,610.00	-1,610.00	0.0%
417 Web Host	0.00	120.00	-120.00	0.0%
418 licenses	387.00	375.00	12.00	103.2%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	1,484.05	3,000.00	-1,515.95	49.47%
431 Telephone	314.51	1,200.00	-885.49	26.21%
432 Telecommunications	668.60	1,600.00	-931.40	41.79%
433 Postage	58.10	400.00	-341.90	14.53%
434 Publicity / Printing	240.94	500.00	-259.06	48.19%
435 Travel / Meal	473.28	2,000.00	-1,526.72	23.66%
436 Anser/Automation	8,072.80	16,089.23	-8,016.43	50.18%
437 Professional Fees	0.00	4,150.00	-4,150.00	0.0%
438 Membership dues	115.00	800.00	-685.00	14.38%
450 Utilities-Electric, Propane	1,109.51	6,000.00	-4,890.49	18.49%
451 Custodial Supplies	187.11	700.00	-512.89	26.73%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	20,634.03	46,000.00	-25,365.97	44.86%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	689.94	1,400.00	-710.06	49.28%
469 Oper. & Mant. Exp-Sec sys	0.00	600.00	-600.00	0.0%
475 Annual Election	0.00	1,000.00	-1,000.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	0.00	900.00	-900.00	0.0%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%
479 Programming	557.06	4,000.00	-3,442.94	13.93%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
483 Local Lib Service Aid	1,564.65	2,817.00	-1,252.35	55.54%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through November 19, 2019

	<u>Jul 1 - Nov 19, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
484 Library System Grant	236.31	625.00	-388.69	37.81%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	20,959.00	29,000.00	-8,041.00	72.27%
P9040.800 Workers Compensation	1,944.00	2,800.00	-856.00	69.43%
P9055.800 disability	0.00	330.00	-330.00	0.0%
P9060.800 Health Insurance				
Health Flex Plan	22.00	2,000.00	-1,978.00	1.1%
Health Insurance Buyout	865.56	2,000.00	-1,134.44	43.28%
P9060.800 Health Insurance - Other	6,909.58	28,000.00	-21,090.42	24.68%
Total P9060.800 Health Insurance	<u>7,797.14</u>	<u>32,000.00</u>	<u>-24,202.86</u>	<u>24.37%</u>
Payroll Expenses				
Direct Deposit Fees	122.75	400.00	-277.25	30.69%
P7410.141 Library Director	21,736.00	56,500.00	-34,764.00	38.47%
P7410.143 Library Clerk	12,280.00	31,928.00	-19,648.00	38.46%
P7410.144 Library page 1	8,451.00	28,080.00	-19,629.00	30.1%
P7410.145 Library clerk	5,658.00	14,352.00	-8,694.00	39.42%
P7410.147 Clerk	6,080.00	15,808.00	-9,728.00	38.46%
P7410.148 Page	996.24	2,664.00	-1,667.76	37.4%
P7410.150 page	11,760.39	30,180.80	-18,420.41	38.97%
P7410.151 Page	0.00	1,688.00	-1,688.00	0.0%
P7410.154 Library Page	529.70	676.20	-146.50	78.34%
Total Payroll Expenses	<u>67,614.08</u>	<u>182,277.00</u>	<u>-114,662.92</u>	<u>37.09%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	4,238.13	11,357.29	-7,119.16	37.32%
Medical	991.18	2,725.72	-1,734.54	36.36%
Total P9030.800 SS / Med	<u>5,229.31</u>	<u>14,083.01</u>	<u>-8,853.70</u>	<u>37.13%</u>
Total Payroll Taxes	<u>5,229.31</u>	<u>14,083.01</u>	<u>-8,853.70</u>	<u>37.13%</u>
Total Expense	<u>158,600.96</u>	<u>428,876.24</u>	<u>-270,275.28</u>	<u>36.98%</u>
Net Ordinary Income	<u>273,724.00</u>	<u>0.00</u>	<u>273,724.00</u>	<u>100.0%</u>
Net Income	<u><u>273,724.00</u></u>	<u><u>0.00</u></u>	<u><u>273,724.00</u></u>	<u><u>100.0%</u></u>

Director's Report
November 21, 2019

I've been in touch with Kristt Company looking at possibilities for a new circulation desk (s). It's something that has been needed for a LONG time, but keeps getting pushed off with the promise of a new/different/expanded building. I don't want to push it off any longer and there's money in the budget this year to do it. I want to get something that will work better for staff and be more ergonomically friendly. To go along with that, I'm also looking into getting standing desks for each staff workstation – so they can have the choice to sit or stand while doing work. I have one in my office that I brought in from home and it's very useful and has helped to eliminate lower back pains I was starting to experience.

I ordered the security cameras that were discussed at our special meeting the beginning of this month. They were delivered today so I'll take a closer look at them tomorrow and see how/if they will work for us.

I've been going back and forth with the time clock company about different time clocks and trying to figure out what will work best for us, so that has not been ordered yet, but I'm hoping to have all my questions answered and pointed in the right direction soon so that I can order one.

We also need to work on updating our long range/strategic plan so that it's in place before the new minimum standards take effect January 2021. Many of the new standards are based off of information that should be in the strategic plan. If you would like, I can talk to Grace Riario to see if she can come up for our December or January Board meetings to talk to everyone about the long range/strategic plan and what it should entail. Just let me know if you would like for that to be arranged.

Respectfully submitted,
Kelly