

Fallsburg Library Trustee Monthly Meeting
April 23, 2020
Meeting held via Zoom due to COVID-19 pandemic

Attendance:

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

Meeting Commenced at 5:21pm. Board members Merone and Smith each had trouble accessing the meeting through Zoom. Director Wells tried to talk each one through the process, but each experienced technical difficulties that could not be talked through.

Public Comment

N/A

Approval of Minutes

Board member Cohen moved and Board member Lawrence seconded a motion to accept the March 16, 2020 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 3/31/2020

Checking	\$ 44,218.88
Money Market	\$370,563.25
ICS	\$123,416.23
CD – 1	\$100,000 (NECB)
CD – 2	\$103,500.33
CD – 3	\$103,500.33

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

Board member Lawrence moved and Board member Kates seconded a motion to approve the warrants dated April 13, 2020 totaling \$5,656.29 and April 20, 2020 totaling \$2,732.23. All in favor.

Director's Report

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

Old Business

Nothing to discuss regarding policies still being updated.

Nothing to discuss regarding new lease/expansion.

The Library will remain closed through at least May 15, 2020 due to the COVID-19 pandemic and the Governor's orders. As we get closer to the date, we will see what we are allowed to do.

New Business

Board member Cohen moved and Board member Kates seconded a motion to approve the FY 2020-2021 budget that does not show an increase to the tax levy. All in favor.

Committee Reports

N/A

Board member Cohen moved and Board member Lawrence seconded a motion to adjourn at 5:29pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
April 23, 2020

- Pledge
- Public Comment
- Approval of Minutes
 - March 16, 2020
- Financial Report
- Approval of Warrant(s)
 - April 13, 2020
 - April 20, 2020
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
 - Expansion/New lease discussion
 - Coronavirus Update
- New Business
 - Budget FY 2020-2021
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
April 23, 2020
Financial Report

As of the March 31, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 44,218.88
Money Market	370,563.25
ICS	123,513.47
CD – 1	100,000.00 (NECB – Due July 2020)
CD – 2	103,500.33 (Due May 2020)
CD – 3	103,500.33 (Due November 2020)
<hr/>	
	\$ 845,296.26

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

3/3/2020	\$ 1,286.44
3/9/2020	64.00
3/31/2020	346.27 (interest)

Fallsburg Library Transactions by Account

As of April 13, 2020

Accounts Payable

Type	Date	Num	Name	Memo Class	Split	Amount	Balance
Bill	04/13/2020		NYS 529 Direct Plan		NYS 529 SAVINIG PLAN	60.00	0.00
Bill	04/13/2020		NYSEG		450 Utilities-Electric, Propane	76.77	60.00
Bill	04/13/2020		Town of Fallsburg		431 Telephone	74.45	136.77
Bill	04/13/2020		AFLAC		AFLAC Liab	93.06	211.22
Bill	04/13/2020		AIR Rent Property Group LLC		453 Rent	2,704.42	3,008.70
Bill	04/13/2020		Amazon Capital Services		411 Movies	86.84	3,095.54
Bill	04/13/2020		Ameri Gas		450 Utilities-Electric, Propane	367.18	3,462.72
Bill	04/13/2020		Collaborative Summer Lib. Program		479 Programming	368.90	3,831.62
Bill	04/13/2020		Crystal Run Health Ins Company		P9060.800 Health Insurance	1,460.86	5,292.48
Bill	04/13/2020		DeLage Landen Financial Services		200 Equipment	88.35	5,380.83
Bill	04/13/2020		fox Ledge, Inc		451 Custodial Supplies	2.00	5,382.83
Bill	04/13/2020		Micro Marketing LLC		412 Recordings /Tapes, discs	55.98	5,438.81
Bill	04/13/2020		Mid West Tape		411 Movies	22.49	5,461.30
Bill	04/13/2020		Time Warner Cable		456 Internet Service	119.99	5,581.29
Bill	04/13/2020		Upstate Locksmith		429 Misc.	75.00	5,656.29
						5,656.29	5,656.29
						5,656.29	5,656.29

Total Accounts Payable

TOTAL

Fallsburg Library

Transactions by Account

As of April 20, 2020

Type	Date	Num	Name	Memo	Class	Ci	Split	Amount	Balance
Accounts Payable									
Bill	04/20/2020		Amazon Capital Service				411 Movies	86.84	-86.84
Bill	04/20/2020		Greenwald-Doherty LLP				437 Professional Fees	2,450.00	2,450.00
Bill	04/20/2020		Ramapo Catskill Library System				415 e-content	165.39	2,615.39
Bill	04/20/2020		Sullivan County Dramatic Workshop				434 Publicity / Printing	30.00	2,645.39
Total Accounts Payable								2,732.23	2,645.39
TOTAL								2,732.23	2,645.39

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2019 through April 20, 2020

	Jul 1, '19 - Apr 20, 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,342.94	1,500.00	-157.06	89.53%
P2401 Interest and Earnings	11,766.76	1,000.00	10,766.76	1,176.68%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	3,114.35	50.00	3,064.35	6,228.7%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	3,130.00	3,130.00	0.00	100.0%
P2770.50 GRANT IN AID	2,000.00	2,000.00	0.00	100.0%
P2770.80 PILOT	1,603.41	1,603.41	0.00	100.0%
P2770.99 Copy Mach/Fax fees	2,397.95	1,700.00	697.95	141.06%
Total Income	447,952.15	432,792.65	15,159.50	103.5%
Expense				
200 Equipment	971.85	1,400.00	-428.15	69.42%
410 BookS	8,128.40	9,500.00	-1,371.60	85.56%
411 Films,DVD or VHS	2,786.07	4,200.00	-1,413.93	66.34%
412 Recordings /Tapes, discs	1,533.46	2,500.00	-966.54	61.34%
413 Periodicals	491.65	1,400.00	-908.35	35.12%
415 e-content	2,572.88	6,000.00	-3,427.12	42.88%
416 Service & Web Fees	0.00	1,610.00	-1,610.00	0.0%
417 Web Host	103.68	120.00	-16.32	86.4%
418 licenses	387.00	387.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	205.97	300.00	-94.03	68.66%
430 Office/Book/Library supply	6,566.29	6,700.00	-133.71	98.0%
431 Telephone	694.30	1,200.00	-505.70	57.86%
432 Telecommunications	1,369.82	1,600.00	-230.18	85.61%
433 Postage	305.44	400.00	-94.56	76.36%
434 Publicity / Printing	341.94	500.00	-158.06	68.39%
435 Travel / Meal	600.28	2,000.00	-1,399.72	30.01%
436 Anser/Automation	12,298.78	16,089.23	-3,790.45	76.44%
437 Professional Fees	3,200.00	4,150.00	-950.00	77.11%
438 Membership dues	425.00	800.00	-375.00	53.13%
450 Utilities-Electric, Propane	3,762.60	6,000.00	-2,237.40	62.71%
451 Custodial Supplies	441.30	700.00	-258.70	63.04%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	38,539.03	46,000.00	-7,460.97	83.78%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	1,279.89	1,400.00	-120.11	91.42%
469 Oper. & Mant. Exp-Sec sys	276.00	600.00	-324.00	46.0%
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	191.59	900.00	-708.41	21.29%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%
479 Programming	1,717.39	4,000.00	-2,282.61	42.94%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1, 2019 through April 20, 2020

	<u>Jul 1, '19 - Apr 20, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,785.71	3,130.00	-1,344.29	57.05%
484 Library System Grant	625.00	625.00	0.00	100.0%
485 GRANT STATE SENATE	0.00	2,000.00	-2,000.00	0.0%
492 Pilot	236.89	1,603.41	-1,366.52	14.77%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,219.84	25,288.00	-4,068.16	83.91%
P9040.800 Workers Compensation	1,769.00	2,800.00	-1,031.00	63.18%
P9055.800 disability	216.00	330.00	-114.00	65.46%
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	15,674.74	28,000.00	-12,325.26	55.98%
Total P9060.800 Health Insurance	<u>16,562.30</u>	<u>32,000.00</u>	<u>-15,437.70</u>	<u>51.76%</u>
Payroll Expenses				
Direct Deposit Fees	202.75	400.00	-197.25	50.69%
P7410.141 Library Director	39,124.80	56,500.00	-17,375.20	69.25%
P7410.143 Library Clerk	22,104.00	31,928.00	-9,824.00	69.23%
P7410.144 Library page 1	8,451.00	28,080.00	-19,629.00	30.1%
P7410.145 Library clerk	10,091.25	14,352.00	-4,260.75	70.31%
P7410.147 Clerk	10,944.00	15,808.00	-4,864.00	69.23%
P7410.148 Page	996.24	2,664.00	-1,667.76	37.4%
P7410.150 page	21,171.97	30,180.80	-9,008.83	70.15%
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%
Payroll Expenses - Other	17,197.20	0.00	17,197.20	100.0%
Total Payroll Expenses	<u>130,812.91</u>	<u>182,277.00</u>	<u>-51,464.09</u>	<u>71.77%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	8,149.64	11,357.29	-3,207.65	71.76%
Medical	1,905.97	2,725.72	-819.75	69.93%
Total P9030.800 SS / Med	<u>10,055.61</u>	<u>14,083.01</u>	<u>-4,027.40</u>	<u>71.4%</u>
Total Payroll Taxes	<u>10,055.61</u>	<u>14,083.01</u>	<u>-4,027.40</u>	<u>71.4%</u>
Total Expense	<u>282,588.46</u>	<u>432,792.65</u>	<u>-150,204.19</u>	<u>65.29%</u>
Net Ordinary Income	<u>165,363.69</u>	<u>0.00</u>	<u>165,363.69</u>	<u>100.0%</u>
Net Income	<u>165,363.69</u>	<u>0.00</u>	<u>165,363.69</u>	<u>100.0%</u>

Director's Report
April 23, 2020

We've been working on completing inventory while we've been closed. It's taking a lot more time because we can only have 1 person in the building at a time but we are very nearly complete. There's just a couple more sections in the children's room that we are working through.

I've been sitting through weekly meetings with some of the RCLS staff and the other Sullivan and Ulster County library directors. Grace is putting together a small committee of directors from each county in the system to work on developing guidelines for all libraries in each county to follow upon reopening. She feels, and I agree, that it's very important for all of us to be on the same page – especially county by county. It'll make it easier on patrons and staff alike if we're all following the same protocols – and if we all reopen at the same time. ILLs will likely not happen for some time after reopening and what we're able to do and/or offer will likely be very different from before the shutdown. I will continue to send you emails with updates as things progress.

Amanda has been doing virtual story times on our Instagram and Facebook pages. Instagram she's been getting between 6-10 each time she does them (Mondays, Wednesdays, Fridays). She did one on Facebook yesterday for the first time, and it had 60 views this morning before she deleted it – which we have to do within a certain time frame due to copyright laws.

I've assigned different tutorials on Niche Academy for staff to complete while we're closed.

We're still waiting on guidance from the Governor's office on what we should do for our budget vote and/or trustee elections. I contacted the District Clerk at the school to see if the school has heard anything or what they're planning on doing and she said they haven't heard anything and they don't know yet. Once I know something I will let you all know.

Respectfully submitted,
Kelly

PROPOSED BUDGET
FALLSBURG LIBRARY 2020-2021

EXPENSES

⊕ Personnel	\$194,983.20
⊕ Employee Benefits	\$81,501.04
⊕ Library Materials (books, audiobooks, DVD/blu-rays, periodicals, e-content)	\$22,900.00
⊕ Building Operations and Maintenance (rent, utilities, insurance, etc.)	\$61,600.00
⊕ Building (Capital) Fund	\$1,500.00
⊕ Professional Fees/Contracts	\$17,950.00
⊕ Computer/Network/Internet Service (includes website host fee)	\$25,850.00
⊕ Professional Development (education, trainings, meetings, travel, membership dues)	\$5,700.00
⊕ Programs and Licenses	\$4,400.00
⊕ Library Operations/Office Supplies (equipment, postage, publicity, telephone, election, etc.)	\$8,350.00

LESS Library Operational Revenues (fines/copy & fax fees/donations/interest)	- \$3,550.00
GRAND TOTAL TAX LEVY	\$421,184.24

Please Note:

There is NO budget vote this year because we are NOT asking for an increase to the tax levy!



Reminder!

Library Trustee Election is slated for

June 9, 2020

Via absentee ballot ONLY