

Fallsburg Library Trustee Monthly Meeting
August 31, 2020

*Meeting held at Fallsburg Library **Rescheduled date

Attendance:

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Absent-listened in via phone
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Sonny Smith, Trustee	Present
David Lawrence, Trustee	Absent-arrived at 5:35 P.M
Katherine Rosado-Houser Board Secretary	Present
Kelly Wells, Director	Present

Meeting Commenced at 5:15 P.M.
The Pledge of Allegiance was recited.

Public Comment-

N/A

Approval of Minutes

- **July 23, 2020 Regular Meeting-** Board member Sonny Smith moved and board member, Ronnie Cohen, seconded a motion to approve board minutes as presented. All in favor.
- **August 17, 2020 Special meeting-** Board member Ronnie Cohen, moved and board member, Judith Merone, seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of July 31, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$30,253.57
Money Market	\$500,662.81
ICS	\$123,823.43
CD	\$103,500.33 (Due November 2020)
<hr/>	
	\$758,240.14

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

7/08/2020	\$127.00
7/20/2020	\$103,400.78 (NECB CD maturation +)
7/31/2020	\$371.20 (interest)*

Board member Katherine Rosado-Houser moved and Board member Judith Merone seconded a motion to approve the Financial Report as presented. All in favor

Approval of Warrants

August 17, 2020 in the amount of \$264.29

Board member, Sonny Smith moved and board member, Ronnie Cohen seconded the motion to approve the warrant as presented. All in favor.

August 19, 2020 in the amount of \$8,074.68

Board member, Ronnie Cohen moved and board member, Sonny Smith seconded the motion to approve the warrant as presented. All in favor.

August 25, 2020- in the amount of \$8,162.85

Board member, Ronnie Cohen moved and board member, Sonny Smith seconded the motion to approve the warrant as presented. All in favor.

September 1, 2020 in the amount of \$2,748.32

Board member Ronnie Cohen moved and board member Sonny Smith seconded the motion to approve the warrant present. All in favor.

Director's Report

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

Discussion about reopening to the public and different concerns and steps to take.

Old Business

Permanent/temporary resident policies still being updated

Circulation policy still being updated

Budget policy still being updated

New Business

New 1-year lease agreement

The amount still needs to be discussed.

Correspondence

Email from a summer patron. It was thanking the staff for helping their family continue their love of reading.

Committee Reports

Personnel- Judith Merrone and David Lawrence
Part time employees were informed of the decrease in hours.

Budget- Ronnie Cohen and Katherine Rosado-Houser
N/A

Building/Grounds- Sonny Smith and Renee Kates.
N/A

Adjournment

Board member Judith Merone moved and Board member Sonny Smith seconded the motion to adjourn the meeting at 5:50 P.M. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
August 31, 2020**Rescheduled Date

- Pledge
- Public Comment
- Approval of Minutes
 - July 23, 2020 – Regular Meeting Minutes
 - August 17, 2020 – Special Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - August 17, 2020
 - August 19, 2020
 - August 25, 2020
 - September 1, 2020
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
- New Business
 - Lease discussion
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Fallsburg Library Trustee Monthly Meeting
Agenda
August 27, 2020

- Pledge
- Public Comment
- Approval of Minutes
 - July 23, 2020 – Regular Meeting Minutes
 - August 17, 2020 – Special Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - August 17, 2020
 - August 19, 2020
 - August 25, 2020
 - September 1, 2020
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
- New Business
 - New 1 Year Lease Agreement
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
August 27, 2020
Financial Report

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

Summary of Account:

Checking	\$ 30,253.57
Money Market	500,662.81
ICS	123,823.43
CD	103,500.33 (Due November 2020)
<hr/>	
	\$ 758,240.14

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

7/08/2020	127.00
7/20/2020	103,400.78 (NECB CD maturation +)
7/31/2020	371.20 (interest)

Fallsburg Library Transactions by Account

As of August 17, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	08/17/2020		Harland Clarke	430 Office/Book/Library supply		264.29	264.29
Bill Pmt -Check	08/17/2020	eft	Harland Clarke	CATSKILL CHECKING		-264.29	0.00
						0.00	0.00
						<u>264.29</u>	<u>264.29</u>

Accounts Payable

Total Accounts Payable

TOTAL

Fallsburg Library

Transactions by Account

As of August 19, 2020

Type	Date	Name	Split	Amount	Balance
Bill	08/19/2020	AFLAC	AFLAC Liab	62.04	0.00
Bill	08/19/2020	Amazon Capital Service	411 Movies	29.98	62.04
Bill	08/19/2020	Ameri Gas	450 Utilities-Electric, Propane	23.98	92.02
Bill	08/19/2020	Card Member Service	451 Custodial Supplies	265.47	116.00
Bill	08/19/2020	Constellation	450 Utilities-Electric, Propane	7.66	381.47
Bill	08/19/2020	Crystal Run Health Ins Company	P9060.800 Health Insurance	1,460.86	389.13
Bill	08/19/2020	DeLage Landen Financial Services	200 Equipment	88.35	1,849.99
Bill	08/19/2020	EA Morse & Co	451 Custodial Supplies	119.74	1,938.34
Bill	08/19/2020	Electronic Business Products, Inc	430 Office Supplies	55.70	2,058.08
Bill	08/19/2020	fox Ledge, Inc	451 Custodial Supplies	2.00	2,113.78
Bill	08/19/2020	MidWest Tape	411 Movies	38.99	2,115.78
Bill	08/19/2020	NYSEG	450 Utilities-Electric, Propane	86.98	2,154.77
Bill	08/19/2020	Over Drive, Inc	415 e-content	600.39	2,241.75
Bill	08/19/2020	Ramapo Catskill Library System	428/432/436 Envisionware/telecommunications/ANSER	5,006.55	2,842.14
Bill	08/19/2020	Sullivan County Democrat	413 Periodicals	64.00	7,848.69
Bill	08/19/2020	Sullivan County Democrat	434 Publicity / Printing	42.00	7,912.69
Bill	08/19/2020	Time Warner Cable	456 Internet Service	119.99	7,954.69
				8,074.68	8,074.68
				8,074.68	8,074.68

Accounts Payable

Total Accounts Payable
TOTAL

Fallsburg Library

Transactions by Account

As of August 25, 2020

Accounts Payable

Type	Date	Num	Name	Split	Amount	Balance
Bill	08/25/2020		Baker & Taylor Inc		330.63	0.00
Bill	08/25/2020		Junior Library Guild		822.20	330.63
Bill	08/25/2020		Popular Mechanics		34.00	1,152.83
Bill	08/25/2020		TCM		203.31	1,186.83
Bill	08/25/2020		WOMAN'S DAY		12.00	1,390.14
Bill	08/25/2020		Quill Corporation		162.43	1,402.14
Bill	08/25/2020		David Suss, CPA		750.00	1,564.57
Bill	08/25/2020		Ulrica National Ins. Group		5,848.28	2,314.57
					<u>8,162.85</u>	<u>8,162.85</u>
					<u>8,162.85</u>	<u>8,162.85</u>

Total Accounts Payable
TOTAL

Fallsburg Library Transactions by Account

As of September 1, 2020

Type	Date	Num	Name	Mer	Split	Amount	Balance
Accounts Payable							
Bill	09/01/2020		AIR Rent Property Group LLC	453 Rent		2,704.42	2,704.42
Bill	09/01/2020		Cricket Media	413 Periodicals		43.90	2,748.32
						<u>2,748.32</u>	<u>2,748.32</u>
						<u>2,748.32</u>	<u>2,748.32</u>

Total Accounts Payable
TOTAL

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through August 26, 2020

Ordinary Income/Expense	Jul 1 - Aug 26, 20	Budget	\$ Over Budget	% of Budget
Income				
P1001 Property Taxes	0.00	421,184.24	-421,184.24	0.0%
P2082 Book Fines	248.46	500.00	-251.54	49.69%
P2401 Interest and Earnings	450.03	1,000.00	-549.97	45.0%
P2705.00 Gifts and Donations	12.45	50.00	-37.55	24.9%
P2770.99 Copy Mach/Fax fees	97.05	2,000.00	-1,902.95	4.85%
Total Income	807.99	424,734.24	-423,926.25	0.19%
Expense				
200 Equipment	265.05	1,400.00	-1,134.95	18.93%
410 Books	1,152.83	9,500.00	-8,347.17	12.14%
411 Films,DVD or VHS	29.98	4,000.00	-3,970.02	0.75%
412 Recordings /Tapes, discs	38.99	2,000.00	-1,961.01	1.95%
413 Periodicals	313.31	1,400.00	-1,086.69	22.38%
415 e-content	1,583.79	6,000.00	-4,416.21	26.4%
416 Service & Web Fees	0.00	2,000.00	-2,000.00	0.0%
417 Web Host	0.00	150.00	-150.00	0.0%
418 licenses	0.00	400.00	-400.00	0.0%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	399.05	3,000.00	-2,600.95	13.3%
431 Telephone	0.00	1,200.00	-1,200.00	0.0%
432 Telecommunications	701.22	3,500.00	-2,798.78	20.04%
433 Postage	0.00	400.00	-400.00	0.0%
434 Publicity / Printing	42.00	500.00	-458.00	8.4%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	3,988.28	20,000.00	-16,011.72	19.94%
437 Professional Fees	750.00	10,650.00	-9,900.00	7.04%
438 Membership dues	127.50	800.00	-672.50	15.94%
450 Utilities-Electric, Propane	118.62	6,000.00	-5,881.38	1.98%
451 Custodial Supplies	484.08	700.00	-215.92	69.15%
452 Cleaning Contract	0.00	1,800.00	-1,800.00	0.0%
453 Rent	2,704.42	48,000.00	-45,295.58	5.63%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	359.97	1,700.00	-1,340.03	21.18%
469 Oper. & Mant. Exp-Sec sys	0.00	800.00	-800.00	0.0%
475 Annual Election	0.00	1,300.00	-1,300.00	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	1,500.00	-1,500.00	0.0%
479 Programming	0.00	4,000.00	-4,000.00	0.0%
480 T/ Falls Contract	0.00	3,500.00	-3,500.00	0.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	0.00	29,000.00	-29,000.00	0.0%
P9040.800 Workers Compensation	0.00	2,800.00	-2,800.00	0.0%
P9055.800 disability	0.00	330.00	-330.00	0.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through August 26, 2020

	<u>Jul 1 - Aug 26, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P9060.800 Health Insurance				
Health Flex Plan	0.00	2,000.00	-2,000.00	0.0%
Health Insurance Buyout	0.00	2,000.00	-2,000.00	0.0%
P9060.800 Health Insurance - Other	4,382.58	30,000.00	-25,617.42	14.61%
Total P9060.800 Health Insurance	4,382.58	34,000.00	-29,617.42	12.89%
Payroll Expenses				
Direct Deposit Fees	40.00	400.00	-360.00	10.0%
P7410.141 Library Director	8,924.80	58,000.00	-49,075.20	15.39%
P7410.143 Library Clerk	5,126.40	33,321.60	-28,195.20	15.39%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	2,331.20	15,152.80	-12,821.60	15.39%
P7410.147 Clerk	2,587.20	16,816.80	-14,229.60	15.39%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	4,892.80	31,803.20	-26,910.40	15.39%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	722.40	-722.40	0.0%
Total Payroll Expenses	23,902.40	195,383.20	-171,480.80	12.23%
Payroll Taxes				
P9030.800 SS / Med				
FICA	1,479.47	12,088.96	-10,609.49	12.24%
Medical	346.00	2,882.08	-2,536.08	12.01%
Total P9030.800 SS / Med	1,825.47	14,971.04	-13,145.57	12.19%
Total Payroll Taxes	1,825.47	14,971.04	-13,145.57	12.19%
Total Expense	49,389.50	424,734.24	-375,344.74	11.63%
Net Ordinary Income	-48,581.51	0.00	-48,581.51	100.0%
Net Income	-48,581.51	0.00	-48,581.51	100.0%

Director's Report
August 27, 2020

We began to offer limited, in building services by appointment only on Monday August 10. As you are aware, we have not been anywhere near as busy as we thought and had hoped, plus our curbside pickups have begun to slow down. In conversations with other directors, it seems to be hit or miss around the system as well. Some libraries are very busy, others have seen numbers drop since beginning curbside services in June. On the flip side to that, our digital circulation and use of OverDrive has been steadily increasing. We've had over 50 unique users in the month of August so far, which is up from our normal 20 unique users. As a result, I've done a bit more ordering of e-content for our patrons to have access to first and will continue to monitor this trend. If we continue to see an increase in unique users, I will look into adding other digital services such as Hoopla or Kanopy.

As a reminder, we are still just Monday thru Friday right now with services – there hasn't been a demand for Sunday hours yet. I'm exploring the possibility of adding Sunday hours after Labor Day with the stipulation that Sunday appointments need to be made by a certain time Friday afternoon – if appointments are scheduled then I will look for coverage/come in myself. There are other libraries in the system that are offering weekend hours with this caveat. I'm not sure what kind of traffic we're going to see as schools begin to try and reopen, so we're going to try and be as flexible as we can to best serve the community.

David Suss completed our simple audit for the fiscal year that ended 6/30/2020 (as a reminder we do this every other year, and he offers us a HUGE discount) and I was able to complete the Annual Update Document for the state comptroller's office. This was submitted August 20, ahead of the August 30 deadline. The hold-up was a report from the New York State Retirement System, but as the figure I needed from that particular report won't be released until September this year, I was able to submit the report without it. Whenever it gets reviewed, the state comptroller's office will put in the necessary figure (this has happened here and there in the past as well).

I've been looking into new health insurance. We currently have a Crystal Run plan but that will no longer be offered as of December 1. After a conversation with

Scott last week, I have a couple possibilities that I am working on crunching the numbers for. Once I come up with something that I think is good and realistic for everyone involved, I will let you all know.

Amanda is working on figuring out programming for the fall. We're still unsure when we'll be able to offer in person programs again, so for the time being we're going to continue offering craft kits. We'll be offering one for kids and one for adults each month, starting at the end of September. We're also working on coming up with some online programming ideas, but haven't scheduled anything yet.

Respectfully submitted,
Kelly