

Fallsburg Library Trustee Monthly Meeting
September 24, 2020
*Meeting held at Fallsburg Library *

Attendance:

| | |
|---|----------------|
| Laurie Burke-Deutsch, President | Present |
| Renee Kates, Vice President | Present |
| Ronnie Cohen, Financial Officer | Present |
| Judith Merone, Trustee | Absent-excused |
| Sonny Smith, Trustee | Present |
| David Lawrence, Trustee | Present |
| Katherine Rosado-Houser Board Secretary | Absent-excused |
| Kelly Wells, Director | Present |

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

Public Comment-
N/A

Approval of Minutes

- **August 31, 2020 Regular Meeting-** Board member Ronnie Cohen moved and board member, Sonny Smith, seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of August 31, 2020 Catskill Hudson Bank Statement:
Summary of Account:

| | |
|---------------------|----------------------------------|
| Checking | \$45,393.63 |
| Money Market | \$461,181.28 |
| ICS | \$123,892.97 |
| CD | \$103,500.33 (Due November 2020) |
| <hr/> | |
| | \$733,968.21 |

Board member David Lawrence moved and Board member Sonny Smith seconded a motion to approve the Financial Report as presented. All in favor

Approval of Warrants

September 22, 2020 in the amount of \$7,390.48

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

September 24, 2020 in the amount of \$116.28

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

Director's Report

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

Old Business

New 1-year lease agreement - a couple of things are still being finalized.

New Business

Board member David Lawrence moved and board member Ronnie Cohen seconded a motion to approve the RCLS 2021 Budget. All in favor.

Correspondence

Discussion about resuming weekend hours. With COVID numbers in the County increasing, our usage numbers remaining low, and no requests for weekend hours - we just are not at the point of resuming Sunday hours yet.

Committee Reports

Personnel- Judith Merrone and David Lawrence
N/A

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

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

Adjournment

Board member Ronnie Cohen moved and Board member Sonny Smith seconded the motion to adjourn the meeting at 5:36 P.M. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
September 24, 2020

- Pledge
- Public Comment
- Approval of Minutes
 - August 31, 2020
- Financial Report
- Approval of Warrant(s)
 - September 22, 2020
 - September 24, 2020
- Director Report
- Old Business
 - Lease discussion
- New Business
 - RCLS 2021 Budget
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
September 24, 2020
Financial Report

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

Summary of Account:

| | |
|--------------|--------------------------------|
| Checking | \$ 45,393.63 |
| Money Market | 461,181.28 |
| ICS | 123,892.97 |
| CD | 103,500.33 (Due November 2020) |
| <hr/> | |
| | \$ 733,968.21 |

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

| | |
|-----------|-------------------|
| 8/04/2020 | 59.46 |
| 8/25/2020 | 80.50 |
| 8/31/2020 | 378.51 (interest) |

Fallsburg Library

Transactions by Account

As of September 22, 2020

| Type | Date | Nu | Name | Split | Amount | Balance |
|-------------------------|------------|----------------------------------|---|-------|-----------------|-----------------|
| Accounts Payable | | | | | | |
| Bill | 09/22/2020 | AFLAC | AFLAC Liab | | 93.06 | 0.00 |
| Bill | 09/22/2020 | Amazon Capital Service | 411/479 Movies/Programming | | 141.76 | 234.82 |
| Bill | 09/22/2020 | Ameri Gas | 450 Utilities-Electric, Propane | | 23.98 | 258.80 |
| Bill | 09/22/2020 | Baker & Taylor Inc | 410 Books | | 905.18 | 1,163.98 |
| Bill | 09/22/2020 | Constellation | 450 Utilities-Electric, Propane | | 44.46 | 1,208.44 |
| Bill | 09/22/2020 | Crystal Run Health Ins Company | P9060.800 Health Insurance | | 1,460.86 | 2,669.30 |
| Bill | 09/22/2020 | DeLage Landen Financial Services | 200 Equipment | | 88.35 | 2,757.65 |
| Bill | 09/22/2020 | fox Ledge, Inc | 451 Custodial Supplies | | 2.00 | 2,759.65 |
| Bill | 09/22/2020 | Greenwald-Doherty LLP | 437 Professional Fees | | 35.00 | 2,794.65 |
| Bill | 09/22/2020 | NYSEG | 450 Utilities-Electric, Propane | | 77.13 | 2,871.78 |
| Bill | 09/22/2020 | Over Drive, Inc | 415 e-content | | 353.23 | 3,225.01 |
| Bill | 09/22/2020 | The Penworthy Company | 410 Books | | 666.83 | 3,891.84 |
| Bill | 09/22/2020 | Quill Corporation | 430/451 Office supplies/custodial supplies | | 63.97 | 3,955.81 |
| Bill | 09/22/2020 | Time Warner Cable | 456 Internet Service | | 119.99 | 4,075.80 |
| Bill | 09/22/2020 | Town of Fallsburg | 431/452/480 telephone/cleaning contract/town contract | | 1,404.68 | 5,480.48 |
| Bill | 09/22/2020 | Utica National Ins. Group | P9040.800 Workers' Comp | | 1,910.00 | 7,390.48 |
| Total Accounts Payable | | | | | 7,390.48 | 7,390.48 |
| TOTAL | | | | | 7,390.48 | 7,390.48 |

Fallsburg Library
Transactions by Account
As of September 24, 2020

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|------------------|------------|-----|---------------------|------|-------|-----|------------------------------|---------------|---------------|
| Accounts Payable | | | | | | | | | 0.00 |
| Bill | 09/24/2020 | | Amanda Letohic | | | | P9060.800 Health Flex Plan | 92.29 | 92.29 |
| Bill | 09/24/2020 | | Micro Marketing LLC | | | | 412 Recordings /Tapes, discs | 23.99 | 116.28 |
| | | | | | | | | 116.28 | 116.28 |
| | | | | | | | | 116.28 | 116.28 |

Total Accounts Payable
TOTAL

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through September 24, 2020

| | Jul 1 - Sep 24, 20 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------------|-------------------|--------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| P1001 Property Taxes | 0.00 | 421,184.24 | -421,184.24 | 0.0% |
| P2082 Book Fines | 254.51 | 500.00 | -245.49 | 50.9% |
| P2401 Interest and Earnings | 1,028.55 | 1,000.00 | 28.55 | 102.86% |
| P2705.00 Gifts and Donations | 14.70 | 50.00 | -35.30 | 29.4% |
| P2770.99 Copy Mach/Fax fees | 142.75 | 2,000.00 | -1,857.25 | 7.14% |
| Total Income | 1,440.51 | 424,734.24 | -423,293.73 | 0.34% |
| Expense | | | | |
| 200 Equipment | 353.40 | 1,400.00 | -1,046.60 | 25.24% |
| 410 BookKs | 2,724.84 | 9,500.00 | -6,775.16 | 28.68% |
| 411 Films,DVD or VHS | 155.76 | 4,000.00 | -3,844.24 | 3.89% |
| 412 Recordings /Tapes, discs | 62.98 | 2,000.00 | -1,937.02 | 3.15% |
| 413 Periodicals | 357.21 | 1,400.00 | -1,042.79 | 25.52% |
| 415 e-content | 1,937.02 | 6,000.00 | -4,062.98 | 32.28% |
| 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 | 426.85 | 3,000.00 | -2,573.15 | 14.23% |
| 431 Telephone | 79.68 | 1,200.00 | -1,120.32 | 6.64% |
| 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 | 785.00 | 10,650.00 | -9,865.00 | 7.37% |
| 438 Membership dues | 127.50 | 800.00 | -672.50 | 15.94% |
| 450 Utilities-Electric, Propane | 264.19 | 6,000.00 | -5,735.81 | 4.4% |
| 451 Custodial Supplies | 522.25 | 700.00 | -177.75 | 74.61% |
| 452 Cleaning Contract | 450.00 | 1,800.00 | -1,350.00 | 25.0% |
| 453 Rent | 5,408.84 | 48,000.00 | -42,591.16 | 11.27% |
| 454 Insurance | 5,848.28 | 6,100.00 | -251.72 | 95.87% |
| 456 Internet Service | 479.96 | 1,700.00 | -1,220.04 | 28.23% |
| 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 | 15.98 | 4,000.00 | -3,984.02 | 0.4% |
| 480 T/ Falls Contract | 875.00 | 3,500.00 | -2,625.00 | 25.0% |
| 499 Volunteer Recognition/Staff | 0.00 | 250.00 | -250.00 | 0.0% |
| P 9010.800 NYS Retirement | -260.84 | 29,000.00 | -29,260.84 | -0.9% |
| P9040.800 Workers Compensation | 1,910.00 | 2,800.00 | -890.00 | 68.21% |
| P9055.800 disability | 0.00 | 330.00 | -330.00 | 0.0% |

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through September 24, 2020

| | <u>Jul 1 - Sep 24, 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|---------------------------|--------------------|--------------------------|----------------------|
| P9060.800 Health Insurance | | | | |
| Health Flex Plan | 92.29 | 2,000.00 | -1,907.71 | 4.62% |
| Health Insurance Buyout | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| P9060.800 Health Insurance - Other | 5,843.44 | 30,000.00 | -24,156.56 | 19.48% |
| Total P9060.800 Health Insurance | <u>5,935.73</u> | <u>34,000.00</u> | <u>-28,064.27</u> | <u>17.46%</u> |
| 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% |
| Payroll Expenses - Other | 11,043.57 | 0.00 | 11,043.57 | 100.0% |
| Total Payroll Expenses | <u>34,945.97</u> | <u>195,383.20</u> | <u>-160,437.23</u> | <u>17.89%</u> |
| Payroll Taxes | | | | |
| P9030.800 SS / Med | | | | |
| FICA | 2,162.94 | 12,088.96 | -9,926.02 | 17.89% |
| Medical | 505.86 | 2,882.08 | -2,376.22 | 17.55% |
| Total P9030.800 SS / Med | <u>2,668.80</u> | <u>14,971.04</u> | <u>-12,302.24</u> | <u>17.83%</u> |
| Total Payroll Taxes | <u>2,668.80</u> | <u>14,971.04</u> | <u>-12,302.24</u> | <u>17.83%</u> |
| Total Expense | <u>71,177.58</u> | <u>424,734.24</u> | <u>-353,556.66</u> | <u>16.76%</u> |
| Net Ordinary Income | <u>-69,737.07</u> | <u>0.00</u> | <u>-69,737.07</u> | <u>100.0%</u> |
| Net Income | <u><u>-69,737.07</u></u> | <u><u>0.00</u></u> | <u><u>-69,737.07</u></u> | <u><u>100.0%</u></u> |

Director's Report
September 24, 2020

RCLS is working on updating their plan of service. To do so, they are hosting virtual Zoom meetings with various groups involved directly with RCLS. I believe you all should have received an email about this – or the email will be forthcoming, but there are 4 dates and times in November that are dedicated to trustees. Monday November 9th at 6pm, Tuesday November 10th at 6pm, Thursday November 19th at 10am, and Saturday November 21st at 10am. You can sign up for whichever date/time works best for you on the RCLS calendar. As it gets closer to the date, you'll be emailed the Zoom link needed to attend the focus group. I'll be sure to remind you guys of this next month as well.

This past Tuesday (September 22nd) RCLS opened up system-wide ILLs again, so we are able to order from every member library again! We're hoping this will help us increase usage some more, as there were quite a few people with things on hold for items only owned by Rockland/Orange County libraries. We were very excited to have a couple of families come in this month to get library cards since the kids don't have access to the school libraries right now. As a reminder, we're still just Monday-Friday for now.

Amanda has put together some craft to go kits for children and adults. They will begin next week after her email blast goes out. Depending on the response for those, Amanda has a few ideas for other programming. There will be a couple of virtual programs offered through Zoom in early October – one is with the Sullivan County Poet Laureate and one is a workshop on Medicare. We've been a bit hesitant with online programming because attendance fell off quite a bit in May/June and with kids being fully remote for school, we really don't want to contribute to their screen burnout. Amanda has been kicking ideas around which we might start to test out end of October/early November as we see how things progress with this pandemic.

Respectfully submitted,
Kelly