

Fallsburg Library Trustee Monthly Meeting  
December 17, 2020  
\*Meeting held via Zoom \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Present
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Absent - Excused (difficulty connecting)
Sonny Smith, Trustee	Absent - Excused
David Lawrence, Trustee	Absent - Excused
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

- **November 19, 2020 Regular Meeting-** Board member Ronnie Cohen moved and board member, Renee Kates seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of November 30, 2020 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$24,488.07
<b>Money Market</b>	\$210,292.66
<b>ICS</b>	\$825,053.28
	<hr/>
	\$1,059,834.01

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

**Approval of Warrants**

**December 15, 2020** in the amount of \$9,721.09.

Board member Ronnie Cohen moved and board member Renee Kates 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).

RCLS trustee training and/or trustee open forum sessions with Grace Riario. All are being done remotely via Zoom. The sessions start in January and this is the schedule for those as of now:

**Tuesday, January 5th at 10am:** trustee open forum about advocacy,

**Tuesday, January 12th at 7pm:** trustee 101 training,

**Tuesday, January 26th at 6pm:** trustee open forum about the minimum standards for libraries.

**Old Business**

N/A

**New Business**

N/A

**Correspondence**

N/A

**Committee Reports**

Personnel- Judith Merone and David Lawrence

N/A

Budget- Ronnie Cohen and Katherine Rosado-Houser

N/A

Building/Grounds- Sonny Smith and Renee Kates.

N/A

**Executive session**

Board member Ronnie Cohen moved and board member Renee Kates seconded the motion to go into an executive session at 5:22pm to discuss personnel matters and pending litigation. All in favor.

Board member Katherine Rosado-Houser moved and board member Ronnie Cohen seconded the motion to exit executive session at 5:26pm. All in favor.

**Adjournment**

Board member Ronnie Cohen moved and board member Katherine Rosado-Houser seconded the motion to adjourn the meeting at 5:27pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
December 17, 2020

- Pledge
- Public Comment
- Approval of Minutes
  - November 19, 2020
- Financial Report
- Approval of Warrant(s)
  - December 15, 2020
- Director Report
- Old Business
- New Business
- Correspondence
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
December 17, 2020  
Financial Report

As of the November 30, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 24,488.07
Money Market	210,292.66
ICS	825,053.28
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	\$ 1,059,834.01

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

11/2/2020	\$210,695.12 (includes last ½ tax money)
11/5/2020	\$105,217.44 (CD maturation)
11/16/2020	\$103.05
11/30/2020	\$189.61 (Interest)

# Fallsburg Library Transactions by Account

As of December 15, 2020

Type	Date	Nu	Name	Split	Amount	Balance
<b>Accounts Payable</b>						
Bill	12/15/2020	AFLAC	AFLAC Liab		62.04	0.00
Bill	12/15/2020	AIR Rent Property Group LLC	453 Rent		3,300.00	3,362.04
Bill	12/15/2020	Amazon Capital Service	411/479 Movies/Programming		280.04	3,642.08
Bill	12/15/2020	Ameri Gas	450 Utilities-Electric, Propane		188.14	3,830.22
Bill	12/15/2020	Baker & Taylor Inc	410 Books		123.99	3,954.21
Bill	12/15/2020	Card Member Service	479 Programming		139.31	4,093.52
Bill	12/15/2020	DeLage Landen Financial Services	200 Equipment		88.35	4,181.87
Bill	12/15/2020	Scott DuBois	437 Professional Fees		1,000.00	5,181.87
Bill	12/15/2020	fox Ledge, Inc	451 Custodial Supplies		2.00	5,183.87
Bill	12/15/2020	MidWest Tape	411/412 Movies/Audiobooks		59.98	5,243.85
Bill	12/15/2020	MVP Health Care Inc	P9060.800 Health Insurance		926.34	6,170.19
Bill	12/15/2020	MVP Health Care Inc	P9060.800 Health Insurance		926.34	7,096.53
Bill	12/15/2020	NYSEG	450 Utilities-Electric, Propane		68.65	7,165.18
Bill	12/15/2020	Over Drive, Inc	415 e-books		325.34	7,490.52
Bill	12/15/2020	Ramapo Catskill Library System	418 licenses		387.00	7,877.52
Bill	12/15/2020	Standard Security Life Ins. Co. of NY	P9055.800 disability		176.40	8,053.92
Bill	12/15/2020	Taste of Home	413 Periodicals		25.98	8,079.90
Bill	12/15/2020	Time Warner Cable	456 Internet Service		119.99	8,199.89
Bill	12/15/2020	Town of Fallsburg	431/452/480 telephone/cleaning contract/town contract		1,401.20	9,601.09
Bill	12/15/2020	U.S. Postal Service	433 Postage		120.00	9,721.09
Total Accounts Payable					9,721.09	9,721.09
<b>TOTAL</b>					<b>9,721.09</b>	<b>9,721.09</b>

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through December 16, 2020

	Jul 1 - Dec 16, 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	284.56	500.00	-215.44	56.91%
P2401 Interest and Earnings	1,733.67	1,000.00	733.67	173.37%
P2705.00 Gifts and Donations	27.20	50.00	-22.80	54.4%
P2760.30 LSG Local Lib Serv.Aid	2,195.00	0.00	2,195.00	100.0%
P2770.99 Copy Mach/Fax fees	591.25	2,000.00	-1,408.75	29.56%
<b>Total Income</b>	<b>426,015.92</b>	<b>424,734.24</b>	<b>1,281.68</b>	<b>100.3%</b>
<b>Expense</b>				
200 Equipment	618.45	1,400.00	-781.55	44.18%
410 BookS	3,930.95	9,500.00	-5,569.05	41.38%
411 Films,DVD or VHS	480.94	4,000.00	-3,519.06	12.02%
412 Recordings /Tapes, discs	92.97	2,000.00	-1,907.03	4.65%
413 Periodicals	428.15	1,400.00	-971.85	30.58%
415 e-content	3,613.79	6,000.00	-2,386.21	60.23%
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	387.00	400.00	-13.00	96.75%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	48.00	300.00	-252.00	16.0%
430 Office/Book/Library supply	666.46	3,000.00	-2,333.54	22.22%
431 Telephone	315.46	1,200.00	-884.54	26.29%
432 Telecommunications	1,402.44	3,500.00	-2,097.56	40.07%
433 Postage	175.00	400.00	-225.00	43.75%
434 Publicity / Printing	186.94	500.00	-313.06	37.39%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	7,976.56	20,000.00	-12,023.44	39.88%
437 Professional Fees	1,785.00	10,650.00	-8,865.00	16.76%
438 Membership dues	127.50	800.00	-672.50	15.94%
450 Utilities-Electric, Propane	749.49	6,000.00	-5,250.51	12.49%
451 Custodial Supplies	539.75	700.00	-160.25	77.11%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	19,204.42	48,000.00	-28,795.58	40.01%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	839.93	1,700.00	-860.07	49.41%
469 Oper. & Mant. Exp-Sec sys	170.32	800.00	-629.68	21.29%
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	348.00	900.00	-552.00	38.67%
478 Building Fund	0.00	1,500.00	-1,500.00	0.0%
479 Programming	726.24	4,000.00	-3,273.76	18.16%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,501.16	29,000.00	-7,498.84	74.14%
P9040.800 Workers Compensation	1,910.00	2,800.00	-890.00	68.21%

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through December 16, 2020

	Jul 1 - Dec 16, 20	Budget	\$ Over Budget	% of Budget
P9055.800 disability	176.40	330.00	-153.60	53.46%
<b>P9060.800 Health Insurance</b>				
Health Flex Plan	336.29	2,000.00	-1,663.71	16.82%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	9,548.80	30,000.00	-20,451.20	31.83%
<b>Total P9060.800 Health Insurance</b>	<b>10,385.09</b>	<b>34,000.00</b>	<b>-23,614.91</b>	<b>30.54%</b>
<b>Payroll Expenses</b>				
Direct Deposit Fees	90.00	400.00	-310.00	22.5%
P7410.141 Library Director	20,080.80	58,000.00	-37,919.20	34.62%
P7410.143 Library Clerk	11,534.40	33,321.60	-21,787.20	34.62%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	3,948.47	15,152.80	-11,204.33	26.06%
P7410.147 Clerk	4,285.05	16,816.80	-12,531.75	25.48%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	11,008.80	31,803.20	-20,794.40	34.62%
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	15,961.55	0.00	15,961.55	100.0%
<b>Total Payroll Expenses</b>	<b>66,909.07</b>	<b>195,383.20</b>	<b>-128,474.13</b>	<b>34.25%</b>
<b>Payroll Taxes</b>				
<b>P9030.800 SS / Med</b>				
FICA	4,171.74	12,088.96	-7,917.22	34.51%
Medical	975.65	2,882.08	-1,906.43	33.85%
<b>Total P9030.800 SS / Med</b>	<b>5,147.39</b>	<b>14,971.04</b>	<b>-9,823.65</b>	<b>34.38%</b>
<b>Total Payroll Taxes</b>	<b>5,147.39</b>	<b>14,971.04</b>	<b>-9,823.65</b>	<b>34.38%</b>
<b>Total Expense</b>	<b>159,712.83</b>	<b>424,734.24</b>	<b>-265,021.41</b>	<b>37.6%</b>
<b>Net Ordinary Income</b>	<b>266,303.09</b>	<b>0.00</b>	<b>266,303.09</b>	<b>100.0%</b>
<b>Net Income</b>	<b>266,303.09</b>	<b>0.00</b>	<b>266,303.09</b>	<b>100.0%</b>

Director's Report  
December 17, 2020

I don't have much to report this month since I was off for the past two weeks. You guys should have gotten an email or notice from RCLS about trustee trainings and/or trustee open forum sessions with Grace Riario – all are being done remotely via Zoom, so I STRONGLY encourage you guys to participate. The sessions start in January and this is the schedule for those as of now:

Tuesday January 5<sup>th</sup> 10am – Trustee Open Forum about Advocacy

Tuesday January 12<sup>th</sup> 7pm – Trustee 101

Tuesday January 26<sup>th</sup> 6pm – Trustee Open Forum about Minimum Standards for Libraries.

That's all for now, Happy Holidays everyone!

Respectfully submitted,  
Kelly