

Fallsburg Library Trustee Monthly Meeting
April 22, 2021

*Meeting held at Fallsburg Library *

Attendance:

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Absent- unexcused
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Sonny Smith, Trustee	Present
David Lawrence, Trustee	Absent- unexcused
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

Presentation from Stephen Hoefler-RCLS

Renovation for the library was discussed. An updated five year plan needs to be completed before starting the renovation process as it needs to tie into the five year plan.

Approval of Minutes

- **March 25, 2021 Regular 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 March 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$13,536.14
Money Market	\$133,521.35
ICS	\$826,417.23
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	\$ 973,474.72

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

3/1/2021	\$251.95
3/11/2021	\$84.00
3/23/2021	\$110.00
3/29/2021	\$70.00
3/31/2021	\$56.61 (interest)

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

Approval of Warrants

April 15, 2021 in the amount of \$181.09.

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

April 20, 2021 in the amount of \$11,609.68.

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

Approval of Budget Amendments

_____ **April 22, 2021** - LLSA funds totaling \$609.80.

Board member, Ronnie Cohen moved and board member, Katherine Rosado-Houser seconded the motion to approve the budget amendments as presented. All in favor.

Director's Report

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

Old Business

Lease discussion- Board will be seeking a long term lease.

New Business

Board member Ronnie Cohen moved and board member Sonny Smith seconded a motion to approve the FY 2021-2022 Budget totaling \$424,484.24 as presented. The tax levy will remain at \$421,184.24. All in favor.

Brief discussion about community survey. Look over the document provided and come to the May meeting with suggestions for survey questions.

Correspondence

Board member Sonny Smith sent a 'thank you' card for the fruit basket she received last month.

Committee Reports

Personnel- Judith Merone and David Lawrence

Board member Judith Merone moved and board member Sonny Smith seconded a motion to enter into executive session at 6:46pm to discuss pending litigation. All in favor.

Board member Judith Merone moved and board member Ronnie Cohen seconded a motion to exit the executive session at 6:59pm. All in favor.

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

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

Adjournment

Board member Sonny Smith moved and board member Judith Merone seconded the motion to adjourn the meeting at 7:00pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
April 22, 2021

- Pledge
- Public Comment
- Presentation from Stephen Hoefer - RCLS
- Approval of Minutes
 - March 25, 2021
- Financial Report
- Approval of Warrant(s)
 - April 15, 2021
 - April 20, 2021
- Approval of Budget Amendments
 - April 22, 2021
- Director Report
- Old Business
 - Lease Discussion
- New Business
 - FY 2021-2022 Budget Approval
- Correspondence
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
April 22, 2021
Financial Report

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Fallsburg Library Transactions by Account

As of April 15, 2021

Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Accounts Payable								
Bill	04/15/2021		Constellation		450 Utilities-Electric, Propane		13.52	13.52
Bill	04/15/2021		NYSEG		450 Utilities-Electric, Propane		96.67	110.19
Bill	04/15/2021		Sullivan County Dramatic Workshop		434 Publicity / Printing		30.00	140.19
Bill	04/15/2021		United Healthcare		P9060.800 Health Insurance		40.90	181.09
							<u>181.09</u>	<u>181.09</u>
							<u>181.09</u>	<u>181.09</u>
							<u>181.09</u>	<u>181.09</u>

Total Accounts Payable
TOTAL

Fallsburg Library

Transactions by Account

As of April 20, 2021

Type	Date	Num	Name	Split	Amount	Balance
Accounts Payable						
Bill	04/20/2021	AFLAC	AFLAC Liab		62.04	0.00
Bill	04/20/2021	AIR Rent Property Group LLC	453 Rent		3,300.00	3,362.04
Bill	04/20/2021	Amazon Capital Service	411/479 Movies/Programming		208.18	3,570.22
Bill	04/20/2021	Baker & Taylor Inc	410 Books		813.82	4,384.04
Bill	04/20/2021	Card Member Service	479 Programming		6.95	4,390.99
Bill	04/20/2021	DeLage Landen Financial Services	200 Equipment		88.35	4,479.34
Bill	04/20/2021	fox Ledge, Inc	451 Custodial Supplies		2.00	4,481.34
Bill	04/20/2021	MVP Health Care Inc	P9060.800 Health Insurance		926.34	5,407.68
Bill	04/20/2021	Over Drive, Inc	415 e-content		435.33	5,843.01
Bill	04/20/2021	Quill Corporation	430/451 Library supplies/Custodial supplies		199.09	6,042.10
Bill	04/20/2021	Ramapo Catskill Library System	415/432/436 e-content/Telecommunications/ANSER		5,332.35	11,374.45
Bill	04/20/2021	Sullivan County Democrat	434 Publicity/Printing		39.00	11,413.45
Bill	04/20/2021	Time Warner Cable	456 Internet Service		119.99	11,533.44
Bill	04/20/2021	Town of Fallsburg	431 Telephone		76.24	11,609.68
Total Accounts Payable					11,609.68	11,609.68
TOTAL					11,609.68	11,609.68

FY 2020-2021
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 April 22, 2021

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.483	LLSA	\$609.80	P2760.30	LLSA	\$609.80
	Total Increase	\$609.80		Total Increase	\$609.80

Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2020 through April 20, 2021

	Jul 1, '20 - Apr 20, 21	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	403.76	500.00	-96.24	80.75%
P2401 Interest and Earnings	5,508.82	1,000.00	4,508.82	550.88%
P2705.00 Gifts and Donations	104.70	50.00	54.70	209.4%
P2760.30 LSG Local Lib Serv.Aid	3,048.80	2,439.00	609.80	125.0%
P2770.80 PILOT	1,588.59	1,588.59	0.00	100.0%
P2770.95 Ins Dividends	436.40	0.00	436.40	100.0%
P2770.99 Copy Mach/Fax fees	1,128.00	2,000.00	-872.00	56.4%
Total Income	433,403.31	428,761.83	4,641.48	101.08%
Expense				
200 Equipment	971.85	1,400.00	-428.15	69.42%
410 BookS	6,250.88	9,500.00	-3,249.12	65.8%
411 Films,DVD or VHS	929.34	4,000.00	-3,070.66	23.23%
412 Recordings /Tapes, discs	132.96	2,000.00	-1,867.04	6.65%
413 Periodicals	582.15	1,400.00	-817.85	41.58%
415 e-content	6,467.83	6,000.00	467.83	107.8%
416 Service & Web Fees	0.00	2,000.00	-2,000.00	0.0%
417 Web Host	103.68	150.00	-46.32	69.12%
418 licenses	387.00	400.00	-13.00	96.75%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	104.00	300.00	-196.00	34.67%
430 Office/Book/Library supply	1,650.58	3,000.00	-1,349.42	55.02%
431 Telephone	546.14	1,200.00	-653.86	45.51%
432 Telecommunications	2,753.78	3,500.00	-746.22	78.68%
433 Postage	175.00	400.00	-225.00	43.75%
434 Publicity / Printing	329.94	500.00	-170.06	65.99%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	16,355.54	20,000.00	-3,644.46	81.78%
437 Professional Fees	4,222.50	10,650.00	-6,427.50	39.65%
438 Membership dues	437.50	800.00	-362.50	54.69%
450 Utilities-Electric, Propane	1,126.90	6,000.00	-4,873.10	18.78%
451 Custodial Supplies	656.57	700.00	-43.43	93.8%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	32,404.42	48,000.00	-15,595.58	67.51%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	1,319.89	1,700.00	-380.11	77.64%
469 Oper. & Mant. Exp-Sec sys	458.32	800.00	-341.68	57.29%
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	1,603.18	4,000.00	-2,396.82	40.08%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,478.20	2,439.00	-960.80	60.61%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2020 through April 20, 2021

	Jul 1, '20 - Apr 20, 21	Budget	\$ Over Budget	% of Budget
492 Pilot	0.00	1,588.59	-1,588.59	0.0%
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%
P9055.800 disability	176.40	330.00	-153.60	53.46%
P9060.800 Health Insurance				
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	14,458.66	30,000.00	-15,541.34	48.2%
Total P9060.800 Health Insurance	15,294.95	34,000.00	-18,705.05	44.99%
Payroll Expenses				
Direct Deposit Fees	203.00	400.00	-197.00	50.75%
P7410.141 Library Director	44,624.00	58,000.00	-13,376.00	76.94%
P7410.143 Library Clerk	25,632.00	33,321.60	-7,689.60	76.92%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	6,702.19	15,152.80	-8,450.61	44.23%
P7410.147 Clerk	7,680.75	16,816.80	-9,136.05	45.67%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	24,464.00	31,803.20	-7,339.20	76.92%
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	5,360.80	0.00	5,360.80	100.0%
Total Payroll Expenses	114,666.74	195,383.20	-80,716.46	58.69%
Payroll Taxes				
P9030.800 SS / Med				
FICA	7,127.14	12,088.96	-4,961.82	58.96%
Medical	1,666.83	2,882.08	-1,215.25	57.83%
Total P9030.800 SS / Med	8,793.97	14,971.04	-6,177.07	58.74%
Total Payroll Taxes	8,793.97	14,971.04	-6,177.07	58.74%
Total Expense	254,334.33	428,761.83	-174,427.50	59.32%
Net Ordinary Income	179,068.98	0.00	179,068.98	100.0%
Net Income	179,068.98	0.00	179,068.98	100.0%

Director's Report
April 20, 2021

Last week the Directors' Association voted to eliminate the quarantine period that had been placed on returned library materials – this was based on information from the CDC that it is extremely unlikely that one would contract COVID-19 through surface contact. We have been continuing to check materials in 'fine free' as a courtesy and I would like to see that continued through at least the end of June. The vast majority of the patrons utilizing us right now have been good about returning their items on time anyways, but I think it's a good will gesture to give them plenty of time and notice before we start charging fines again – unless you all would like to revisit the 'fine free' discussions we've had in the past.

There have been a couple local libraries that have had to close for a couple days or revert back to curbside services due to various COVID-19 cases among staff and/or their service area. We are still doing curbside services and limited, in building appointments Monday-Friday. I have started talking to the staff about unlocking our doors in the not so distant future – though we won't openly advertise that initially – to test out the waters and work out any kinks before summer starts. People will still be limited to just 30 minutes once a day in the building to browse or use the computers. We'll also have a limit on the number of people who can be in the building at a time. The next step after this, depending on how things go, will be adding Sunday hours back into the schedule – I'm not anticipating this happening before June though. I would like to avoid offering added service and then having to pull back those added services as much as possible, so we're taking baby steps forward.

I have been working on weeding the adult non-fiction and fiction collections again. In doing so, I just signed up with Baker & Taylor (our main book vendor) to participate in their 'Sustainable Shelves' program. With this program, I would provide them a least of weeded – or to be weeded – materials and they would then send back whether they would be able to re-sell the book or send it to be recycled sustainably. Any books that they would re-sell we would receive credit for which can be applied to our new book orders that we place through them. This is a win win all around as I normally weed VERY conservatively simply because we don't have space for all of our discarded material. Now, if it's something that likely won't get sold by our Friends group, I am able to send it out

to either be resold or be recycled properly. As of my writing this, I'm just awaiting my log-in information to start using this service. As an added note, Baker & Taylor provide the boxes to pack the books free of charge and they pay for the shipping costs!

Earlier this month we had a company (E Waste+) stop by to pick up all of our electronic equipment that needed recycling. They took 6 hard drives, a large computer monitor, an old copier which stopped working and many things that have been around the library waiting to be properly discarded. There will be a fee for the copier and the light bulbs which they took as well (from our old fixtures which could not be thrown in the garbage) – but that'll be dependent on the weight of the copier.

RCLS has more trustee training sessions on their calendar over the next couple of months. I strongly encourage you guys to attend what you can. You can sign up for any of the training sessions that you are interested in by going to the calendar on the RCLS website – as a reminder, please keep track of what you attend and when – I'll need that information for our annual report next year.

Upcoming Trustee Training sessions include the following (everything being offered online/via Zoom for the time being).

Tuesday May 4 at 6pm – Trustee Training Tuesday – Finances

Tuesday May 18 at 6pm – Trustee Training 102: Intermediate Library Trustee Education

Tuesday May 25 at 6pm – Trustee Training 101: Basic Library Trustee Education

Tuesday June 1 at 6pm – Trustee Training Tuesday – Board Governance

Tuesday June 15 at 6pm – Trustee Training Tuesday – Finances

Tuesday June 22 at 6pm – Trustee Training 101: Basic Library Trustee Education

Respectfully submitted,
Kelly

**PROPOSED BUDGET
FALLSBURG LIBRARY 2021-2022**

EXPENSES

⊕ Personnel	\$204,841.20
⊕ Employee Benefits	\$77,443.04
⊕ Library Materials (books, audiobooks, DVD/blu-rays, periodicals, e-content)	\$23,750.00
⊕ Building Operations and Maintenance (rent, utilities, insurance, etc.)	\$55,900.00
⊕ Professional Fees/Contracts	\$17,550.00
⊕ 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.)	\$9,050.00

LESS Library Operational Revenues (fines/copy & fax fees/donations/interest)	- \$3,300.00
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!



Please Note:

There are no Trustee seats up for election in June 2021, so there will be no budget vote AND no election this year!