

Fallsburg Library Trustee Monthly Meeting
July 22, 2021

*Meeting held at Fallsburg Library *

Attendance:

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

Meeting Commenced at 5:15 P.M.

Public Comment

N/A

Approval of Minutes

- **June 24, 2021- Regular Meeting-** Board member Judith Merone moved and board member Sonny Smith, seconded a motion to approve regular meeting minutes.
- **July 15, 2021 - Reorganization Meeting Minutes-** Board member Judith Merone moved and board member Ronnie Cohen, seconded a motion to approve reorganization minutes as presented. All in favor.

Financial Reports

As of June 30, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$21,880.51
Money Market	\$56,585.68
ICS	\$827,035.50

\$905,501.69

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

6/2/2021	\$767.00
6/10/2021	\$ 53.00
6/22/2021	\$116.00

6/30/2021 \$381.00
6/30/2021 \$ 13.83 (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

June 25, 2021 in the amount of \$603.72.

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

June 30, 2021 in the amount of \$1,396.22.

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

July 15, 2021 in the amount of \$1,384.68.

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

July 21, 2021 in the amount of \$10,994.98.

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

_____ **Lease discussion-** An addendum would be added to the lease if more space is used at a greater expense to the library for monthly rent.

Latest on NYS Mask Guidelines- Board consensus that masks are to continue to be worn in the library, regardless of vaccination status. Mask wearing will be re-evaluated at the next Board meeting. All in favor.

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

Adjournment

Board member Renee Kates moved and board member, David Lawrence seconded the motion to adjourn the meeting at 5:59 PM pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
July 22, 2021

- Pledge
- Public Comment
- Approval of Minutes
 - June 24, 2021 – Regular Meeting Minutes
 - July 15, 2021 – Reorganization Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - June 25, 2021
 - June 30, 2021
 - July 15, 2021
 - July 21, 2021
- Director Report
- Old Business
 - Lease Discussion
 - Latest on NYS Mask Guidance
- New Business
- Correspondence
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
July 22, 2021
Financial Report

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6/30/2021	\$381.00
6/30/2021	\$13.83 (interest)

7:37 AM
 06/25/21
 Accrual Basis

Fallsburg Library
Transactions by Account
 As of June 25, 2021

Accounts Payable	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
	Bill	06/24/2021		Micro Marketing LLC				412 Recordings /Tapes, discs	353.72	353.72
	Bill	06/24/2021		United Healthcare				P9060.800 Health Insurance	250.00	603.72
									603.72	603.72
Total Accounts Payable									603.72	603.72
TOTAL									603.72	0.00

Fallsburg Library
Transactions by Account
As of June 30, 2021

Accounts Payable	Type	Date	Num	Name	Class	Split	Amount	Balance
	Bill	06/30/2021		Aramco Inc.	451 Custodial Supplies		123.14	123.14
	Bill	06/30/2021		Baker & Taylor Inc	410 Books		574.03	697.17
	Bill	06/30/2021		Constellation	450 Utilities-Electric, Propane		10.71	707.88
	Bill	06/30/2021		Etheelbert B. Crawford Public Library	410 Books		52.00	759.88
	Bill	06/30/2021		fox Ledge, Inc	451 Custodial Supplies		2.00	761.88
	Bill	06/30/2021		Greenwald-Doherty LLP	437 Professional Fees		420.00	1,181.88
	Bill	06/30/2021		Kanopy, INC.	415 e-content		34.00	1,215.88
	Bill	06/30/2021		NYSEG	450 Utilities-Electric, Propane		95.14	1,311.02
	Bill	06/30/2021		Pearl River Publice Library	410 Books		8.00	1,319.02
	Bill	06/30/2021		Town of Fallsburg	431 telephone		77.20	1,396.22
Total Accounts Payable							<u>1,396.22</u>	<u>1,396.22</u>
TOTAL							<u>1,396.22</u>	<u>1,396.22</u>

Fallsburg Library Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun 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	800.09	500.00	300.09	160.02%
P2401 Interest and Earnings	6,193.23	1,000.00	5,193.23	619.32%
P2705.00 Gifts and Donations	116.70	50.00	66.70	233.4%
P2760.30 LSG Local Lib Serv.Aid	3,048.80	3,048.80	0.00	100.0%
P2760.50 LSG-Federal CARES	708.00			
P2770.80 PILOT	1,588.59	1,588.59	0.00	100.0%
P2770.95 Ins Dividends	1,198.71			
P2770.99 Copy Mach/Fax fees	1,534.75	2,000.00	-465.25	76.74%
Total Income	436,373.11	429,371.63	7,001.48	101.63%
Expense				
200 Equipment	1,400.00	1,400.00	0.00	100.0%
410 BookS	8,607.01	9,500.00	-892.99	90.6%
411 Films,DVD or VHS	1,225.19	4,000.00	-2,774.81	30.63%
412 Recordings /Tapes, discs	806.55	2,000.00	-1,193.45	40.33%
413 Periodicals	582.15	1,400.00	-817.85	41.58%
415 e-content	6,912.70	7,000.00	-87.30	98.75%
416 Service & Web Fees	1,887.98	2,000.00	-112.02	94.4%
417 Web Host	121.68	150.00	-28.32	81.12%
418 licenses	387.00	400.00	-13.00	96.75%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	152.00	300.00	-148.00	50.67%
430 Office/Book/Library supply	2,053.63	3,000.00	-946.37	68.45%
431 Telephone	778.74	1,200.00	-421.26	64.9%
432 Telecommunications	2,753.78	3,500.00	-746.22	78.68%
433 Postage	233.28	400.00	-166.72	58.32%
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	11,705.00	13,650.00	-1,945.00	85.75%
438 Membership dues	595.00	800.00	-205.00	74.38%
450 Utilities-Electric, Propane	3,002.91	6,000.00	-2,997.09	50.05%
451 Custodial Supplies	918.75	1,000.00	-81.25	91.88%
452 Cleaning Contract	1,800.00	1,800.00	0.00	100.0%
453 Rent	39,004.42	48,000.00	-8,995.58	81.26%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	1,439.88	1,700.00	-260.12	84.7%
469 Oper. & Mant. Exp-Sec sys	458.32	800.00	-341.68	57.29%
475 Annual Election	48.77	1,300.00	-1,251.23	3.75%
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	3,721.53	4,000.00	-278.47	93.04%
480 T/ Falls Contract	3,500.00	3,500.00	0.00	100.0%

Fallsburg Library Profit & Loss Budget vs. Actual July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
483 Local Lib Service Aid	3,048.80	3,048.80	0.00	100.0%
492 Pilot	1,588.59	1,588.59	0.00	100.0%
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	1,305.44	2,000.00	-694.56	65.27%
Health Insurance Buyout	1,000.00	2,000.00	-1,000.00	50.0%
P9060.800 Health Insurance - Other	15,966.80	25,688.80	-9,722.00	62.16%
Total P9060.800 Health Insurance	18,272.24	29,688.80	-11,416.56	61.55%
Payroll Expenses				
Direct Deposit Fees	267.75	400.00	-132.25	66.94%
P7410.141 Library Director	58,011.20	58,011.20	0.00	100.0%
P7410.143 Library Clerk	33,321.60	33,321.60	0.00	100.0%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	8,355.89	15,152.80	-6,796.91	55.14%
P7410.147 Clerk	9,621.15	16,816.80	-7,195.65	57.21%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	31,803.20	31,803.20	0.00	100.0%
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	141,380.79	195,394.40	-54,013.61	72.36%
Payroll Taxes				
P9030.800 SS / Med				
FICA	8,811.02	12,088.96	-3,277.94	72.89%
Medical	2,060.63	2,882.08	-821.45	71.5%
Total P9030.800 SS / Med	10,871.65	14,971.04	-4,099.39	72.62%
Total Payroll Taxes	10,871.65	14,971.04	-4,099.39	72.62%
Total Expense	316,099.34	429,371.63	-113,272.29	73.62%
Net Ordinary Income	120,273.77	0.00	120,273.77	100.0%
Net Income	120,273.77	0.00	120,273.77	100.0%

Fallsburg Library
Transactions by Account
As of July 15, 2021

Accounts Payable	Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
	Bill	07/14/2021		Delage Landen Financial Services			200 Equipment		88.35	88.35
	Bill	07/14/2021		MVP Health Care Inc			P9060.800 Health Insurance		926.34	1,014.69
	Bill	07/14/2021		Time Warner Cable			456 Internet Service		119.99	1,134.68
	Bill	07/14/2021		United Healthcare			P9060.800 Health Insurance		250.00	1,384.68
Total Accounts Payable									<u>1,384.68</u>	<u>1,384.68</u>
TOTAL									<u>1,384.68</u>	<u>1,384.68</u>

Fallsburg Library
Transactions by Account
As of July 21, 2021

Accounts Payable		Type	Date	Name	Split	Amount	Balance
	Bill	07/20/2021	AFLAC	AFLAC Lab		62.04	62.04
	Bill	07/20/2021	AIR Rent Property Group LLC	453 Rent		3,300.00	3,362.04
	Bill	07/20/2021	Amazon Capital Service	411 Movies		96.80	3,458.84
	Bill	07/20/2021	Cintas Fire Protection	469 Oper. & Mant. Exp-Sec sys		219.92	3,678.76
	Bill	07/20/2021	Delage Landen Financial Services	200 Equipment		88.35	3,767.11
	Bill	07/20/2021	Ellenville Public Library	410 Books		12.00	3,779.11
	Bill	07/20/2021	MVP Health Care Inc	P9060.800 Health Insurance		926.34	4,705.45
	Bill	07/20/2021	Over Drive, Inc	415 e-content		681.85	5,387.30
	Bill	07/20/2021	Quill Corporation	430/451 Office supplies/custodial supplies		259.21	5,646.51
	Bill	07/20/2021	Ramapo Catskill Library System	415/432/436 e-content/telecommunications/ANSER		5,159.58	10,806.09
	Bill	07/20/2021	The Saturday Evening Post	413 Periodicals		28.00	10,834.09
	Bill	07/20/2021	Time Warner Cable	456 Internet Service		119.99	10,954.08
	Bill	07/20/2021	United Healthcare prescription	P9060.800 Health Insurance		40.90	10,994.98
Total Accounts Payable						10,994.98	10,994.98
TOTAL						10,994.98	10,994.98

Director's Report
July 22, 2021

With tonight's meeting we will have officially wrapped up our 2020-2021 fiscal year, which means I can start working on the Annual Update Document that we have to file with the NYS Comptroller's Office by August 30th every year. Although the Annual Update Document is shorter than the Annual Report that we have to submit every year in February, the instructions for the Update Document are not as clear, so it's a bit more cumbersome to complete. Thank you for having a 2nd meeting this month as it gives me the time I'll need to get the Annual Update Document completed with relatively little stress.

Our Summer Reading program is going along well, despite being entirely virtual this year. All of the families participating this year are understanding of why it's virtual and are just thankful that we're offering something. Out of the 50 bags Amanda made up for Summer Reading, 46 have been taken thus far. We also have some emergency 'uh-oh' bags should we go over the 50 – the 'uh-oh' bags do not have all of the craft material needed for the various things done online each week, but they have other fun activities, and kids can still follow along with all the videos online.

We are looking to resume in person programs in the fall, hopefully starting in October. We're going to start slow to see what kind of a response we get. We'll be welcoming ESL back on Monday evenings 5:30-7pm starting in October too.

As a reminder of our current open hours: Mondays, Thursdays, and Fridays 9:30am-4pm, Tuesdays and Wednesdays 10:30am-6pm, Sundays 9am-1pm. We're going to see how things look in the fall and we might expand our Mondays and Thursdays back to 5pm, but I want to see how things are looking in the fall before doing that. Before summer started, most days we wouldn't get anyone after 3:30pm (or it would just be one or 2 people after 5pm on Tuesdays and Wednesdays) – so it doesn't make sense to me to expand our hours yet. We are meeting the minimum standards for hours opened for a library servicing a population of our size – 35 hours/week – as we are currently open 39.5 hours/week.

As an FYI, there will be a virtual 'Trustee Handbook Book Club' offered in October, November and December. Jerry Nichols and Rebekkah Smith Aldrich (the authors of the Trustee Handbook) will be leading each 90 minute session, and answering questions anyone may have. I've sent you the link to the registration for each session – which will be through the Mid-Hudson Library System's page. The dates and times are:

Tuesday October 19 5pm-6:30pm (on Duties and Responsibilities of Trustees)

Tuesday November 16 5pm-6:30pm (on Library Board meetings)

Tuesday December 14 5pm-6:30pm (on Personnel)

I do believe these sessions will be recorded. I HIGHLY recommend attending these – Jerry Nichols is a big name in the library world and is very knowledgeable and engaging.

Respectfully submitted,
Kelly