

Fallsburg Library Trustee Monthly Meeting
August 26, 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

- **July 22, 2021- Regular Meeting-** Board member Judith Merone moved and board member Sonny Smith, seconded a motion to approve regular meeting minutes.

Financial Reports

As of July 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$25,563.56
Money Market	\$17,177.58
ICS	\$827,246.23
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	\$869,987.37

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

7/7/2021	\$140.00
7/12/2021	\$116.00
7/15/2021	\$146.00
7/22/2021	\$112.00
7/29/2021	\$ 69.00
7/31/2021	\$ 8.90 (interest)

Board member Judith Merone moved and board member Renee Kates seconded a motion to approve the Financial Report as presented. All in favor.

Approval of Warrants

August 18, 2021 in the amount of \$6,848.94

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

August 24, 2021 in the amount of \$8,549.08.

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- AIR Real Property Group LLC/ Adam Gold, Manager

Lease is considered for a 20 year lease with an increment in rent per month every 5 years.

Board will try to negotiate a 3% increase per 5 years with the 10 year option.

Latest on NYS Mask Guidelines- Board consensus that masks are to continue to be worn in the library, regardless of vaccination status. 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

Executive Session

Board member Judith Merone moved and board member Sonny Smith seconded the motion to go into executive session at 6:21 pm to discuss pending litigation. All in favor.

Board member Ronnie Cohen moved and board member Katherine Rosado-Houser seconded a motion to exit the executive session at 6:23pm. All in favor.

Adjournment

Board member Judith Merone moved and board member Sonny Smith seconded the motion to adjourn the meeting at 6:25 PM All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
August 24, 2021

- Pledge
- Public Comment
- Approval of Minutes
 - July 22, 2021 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - August 18, 2021
 - August 24, 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
August 26, 2021
Financial Report

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Fallsburg Library

Transactions by Account

As of August 18, 2021

Accounts Payable

Type	Date	Name	Memo	Class	C	Split	Amount	Balance
Bill	08/18/2021	Constellation				450 Utilities-Electric, Propane	36.50	36.50
Bill	08/18/2021	Electronic Business Products, Inc				430 Library/office supplies	115.87	152.37
Bill	08/18/2021	fox Ledge, Inc				451 Custodial Supplies	14.67	167.04
Bill	08/18/2021	Kanopy, INC.				415 e-content	25.00	192.04
Bill	08/18/2021	NYSEG				450 Utilities-Electric, Propane	118.31	310.35
Bill	08/18/2021	United Healthcare				P9060.800 Health Insurance	40.90	351.25
Bill	08/18/2021	United Healthcare				P9060.800 Health Insurance	250.00	601.25
Bill	08/18/2021	Utica National Ins. Group				454 Insurance	6,247.69	6,848.94
							<u>6,848.94</u>	<u>6,848.94</u>
							<u>6,848.94</u>	<u>6,848.94</u>

Total Accounts Payable
TOTAL

Fallsburg Library Transactions by Account

As of August 24, 2021

Type	Date	Nt	Name	Memo Class	Split	Amount	Balance
Bill	08/24/2021	AFLAC	AFLAC	AFLAC Liab		62.04	0.00
Bill	08/24/2021	AIR Rent Property Group LLC	AIR Rent Property Group LLC	453 Rent		3,300.00	62.04
Bill	08/24/2021	Amazon Capital Service	Amazon Capital Service	411 Movies		121.78	3,362.04
Bill	08/24/2021	Baker & Taylor Inc	Baker & Taylor Inc	410 Books		884.50	3,483.82
Bill	08/24/2021	DeLage Landen Financial Services	DeLage Landen Financial Services	200 Equipment		88.35	4,368.32
Bill	08/24/2021	Junior Library Guild	Junior Library Guild	410 Books		927.50	4,456.67
Bill	08/24/2021	Mid America Books	Mid America Books	410 Books		125.70	5,384.17
Bill	08/24/2021	MidWest Tape	MidWest Tape	411 Movies		29.99	5,509.87
Bill	08/24/2021	Modern Marketing	Modern Marketing	483 LLSA		475.03	5,539.86
Bill	08/24/2021	MVP Health Care Inc	MVP Health Care Inc	P9060.800 Health Insurance		926.34	6,014.89
Bill	08/24/2021	Over Drive, Inc	Over Drive, Inc	415 econtent		723.26	6,941.23
Bill	08/24/2021	People	People	413 Periodicals		44.50	7,664.49
Bill	08/24/2021	Ramapo Catskill Library System	Ramapo Catskill Library System	415/428/430 econtent/envisionwa		499.57	7,708.99
Bill	08/24/2021	Reader's Digest	Reader's Digest	413 Periodicals		29.96	8,208.56
Bill	08/24/2021	Sullivan County Democrat	Sullivan County Democrat	434 Publicity/printing		42.00	8,238.52
Bill	08/24/2021	Sullivan County Democrat	Sullivan County Democrat	413 Periodicals		69.00	8,280.52
Bill	08/24/2021	Time Warner Cable	Time Warner Cable	456 Internet Service		119.99	8,349.52
Bill	08/24/2021	Town of Fallsburg	Town of Fallsburg	431 Telephone		79.57	8,469.51
Total Accounts Payable						8,549.08	8,549.08
TOTAL						8,549.08	8,549.08

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through August 24, 2021

	Jul 1 - Aug 24, 21	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	373.00	250.00	123.00	149.2%
P2401 Interest and Earnings	219.63	1,000.00	-780.37	21.96%
P2705.00 Gifts and Donations	8.70	50.00	-41.30	17.4%
P2770.99 Copy Mach/Fax fees	401.30	2,000.00	-1,598.70	20.07%
Total Income	1,002.63	424,484.24	-423,481.61	0.24%
Expense				
200 Equipment	265.05	1,400.00	-1,134.95	18.93%
410 BooKs	1,937.70	9,500.00	-7,562.30	20.4%
411 Films,DVD or VHS	248.57	2,500.00	-2,251.43	9.94%
412 Recordings /Tapes, discs	0.00	750.00	-750.00	0.0%
413 Periodicals	102.46	1,000.00	-897.54	10.25%
415 e-content	1,897.30	10,000.00	-8,102.70	18.97%
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	307.31	3,000.00	-2,692.69	10.24%
431 Telephone	79.57	1,200.00	-1,120.43	6.63%
432 Telecommunications	675.67	3,500.00	-2,824.33	19.31%
433 Postage	0.00	400.00	-400.00	0.0%
434 Publicity / Printing	111.00	500.00	-389.00	22.2%
435 Travel / Meal	0.00	2,000.00	-2,000.00	0.0%
436 Anser/Automation	4,189.49	20,000.00	-15,810.51	20.95%
437 Professional Fees	0.00	10,250.00	-10,250.00	0.0%
438 Membership dues	0.00	800.00	-800.00	0.0%
450 Utilities-Electric, Propane	154.81	6,000.00	-5,845.19	2.58%
451 Custodial Supplies	92.19	700.00	-607.81	13.17%
452 Cleaning Contract	0.00	1,800.00	-1,800.00	0.0%
453 Rent	6,600.00	43,000.00	-36,400.00	15.35%
454 Insurance	6,247.69	6,100.00	147.69	102.42%
456 Internet Service	359.97	1,700.00	-1,340.03	21.18%
469 Oper. & Mant. Exp-Sec sys	219.92	800.00	-580.08	27.49%
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%
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%
483 Local Lib Service Aid	475.03	0.00	475.03	100.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	0.00	27,000.00	-27,000.00	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 24, 2021

	<u>Jul 1 - Aug 24, 21</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	3,360.82	27,500.00	-24,139.18	12.22%
Total P9060.800 Health Insurance	<u>3,360.82</u>	<u>31,500.00</u>	<u>-28,139.18</u>	<u>10.67%</u>
Payroll Expenses				
Direct Deposit Fees	0.00	400.00	-400.00	0.0%
P7410.141 Library Director	0.00	61,000.00	-61,000.00	0.0%
P7410.143 Library Clerk	0.00	35,547.20	-35,547.20	0.0%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	0.00	15,964.00	-15,964.00	0.0%
P7410.147 Clerk	0.00	18,293.60	-18,293.60	0.0%
P7410.148 Page	0.00	3,000.00	-3,000.00	0.0%
P7410.150 page	0.00	33,966.40	-33,966.40	0.0%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	750.00	-750.00	0.0%
Payroll Expenses - Other	23,277.11	0.00	23,277.11	100.0%
Total Payroll Expenses	<u>23,277.11</u>	<u>205,241.20</u>	<u>-181,964.09</u>	<u>11.34%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	1,440.70	0.00	1,440.70	100.0%
Medical	336.94	0.00	336.94	100.0%
P9030.800 SS / Med - Other	0.00	15,413.04	-15,413.04	0.0%
Total P9030.800 SS / Med	<u>1,777.64</u>	<u>15,413.04</u>	<u>-13,635.40</u>	<u>11.53%</u>
Total Payroll Taxes	<u>1,777.64</u>	<u>15,413.04</u>	<u>-13,635.40</u>	<u>11.53%</u>
Total Expense	<u>52,696.35</u>	<u>424,484.24</u>	<u>-371,787.89</u>	<u>12.41%</u>
Net Ordinary Income	<u>-51,693.72</u>	<u>0.00</u>	<u>-51,693.72</u>	<u>100.0%</u>
Net Income	<u><u>-51,693.72</u></u>	<u><u>0.00</u></u>	<u><u>-51,693.72</u></u>	<u><u>100.0%</u></u>

Director's Report
August 24, 2021

I just submitted our Annual Update Document to the NYS Comptroller's Office – ahead of the August 30th deadline. It would have been submitted at the end of July, but I had to wait for a number from the NYS Retirement system, which was not posted until today (8/24).

Our Summer Reading program wrapped up a couple of weeks ago. Amanda is on vacation this week so I was not able to get any official numbers for the meeting. All 50 of the summer reading bags that we had made up were taken, as well as several of our “uh-oh” bags – so despite the weirdness of this summer, I think our program was as successful as it could be. As of right now, we're still on track for resuming in person programs come October.

Since our summer rush ended a bit earlier this year than normal, I have been able to jump back into weeding our children's collection and getting things straightened up a bit back there. Once I finish weeding upstairs, I'll start down here again. Through the Sustainable Shelves program with Baker and Taylor we already have an account credit of \$91.18 from the weeding I did pre-summer and it is looking like we'll be adding at least another \$25 or so from what I've done so far. I'll be using that account credit to try and repurchase some titles that go out frequently and have seen much better days.

Respectfully submitted,
Kelly