

Fallsburg Library Trustee Monthly Meeting
November 18, 2021
*Meeting held at Fallsburg Library *

Attendance:

| | |
|---|-----------------------------|
| Laurie Burke-Deutsch, President | Absent- Excused |
| Renee Kates, Vice President | Present - Arrived at 5:21pm |
| Ronnie Cohen, Financial Officer | Present |
| Judith Merone, Trustee | Present |
| Sonny Smith, Trustee | Present |
| David Lawrence, Trustee | Absent- Excused |
| Katherine Rosado-Houser Board Secretary | Present |
| | |
| Kelly Wells, Consultant | Present |

Meeting Commenced at 5:15PM

Public Comment

N/A

Correspondence

N/A

Approval of Minutes

- **October 28, 2021-Regular Meeting Minutes-** Board member Judy Merone moved and board member Katherine Rosado-Houser seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of October 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

| | |
|---------------------|----------------|
| Checking | \$51,136.53 |
| Money Market | \$211,400.26 |
| ICS | \$752,590.80 |
| <hr/> | |
| | \$1,015,127.59 |

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

| | |
|------------|--------------------|
| 10/7/2021 | \$210,613.12 |
| 10/21/2021 | \$234.95 |
| 10/31/2021 | \$51.65 (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

November 16, 2021 in the amount of \$3,896.48.

Board member Judith Merone moved and board member Sonny Smith seconded the motion to approve the warrant as presented. All in favor.

November 17, 2021 in the amount of \$23,885.79.

Board member Judith Merone moved and board member Sonnie Smith seconded the motion to approve the warrant as presented. All in favor.

Old Business

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

Committee Reports

Personnel- Judith Merone and David Lawrence
Applications have been received for a new Library Director. Interviews will follow.

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 Renee Kates seconded the motion to go into executive session at 5:24 PM to discuss pending litigation and the employment history of a particular person(s).

Board member Judith Merone moved and board member Sonny Smith seconded a motion to exit the executive session at 5:40PM. All in favor.

Adjournment

Board member Judith Merone moved and board member Sonny Smith seconded the motion to adjourn the meeting at 5:45 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
November 18, 2021

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - October 28, 2021 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - November 16, 2021
 - November 17, 2021
- Old Business
 - Latest on NYS Mask Guidance
- New Business
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
November 18, 2021
Financial Report

As of the October 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

| | | |
|--------------|----|------------|
| Checking | \$ | 29,542.89 |
| Money Market | | 40,500.54 |
| ICS | | 752,590.80 |
| <hr/> | | |
| | \$ | 822,634.23 |

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

| | |
|-----------|--------------------|
| 9/2/2021 | \$145.00 |
| 9/9/2021 | \$2,744.00 |
| 9/22/2021 | \$110.00 |
| 9/30/2021 | \$90.50 |
| 9/30/2021 | \$13.71 (interest) |

Please note – the first ½ of our tax money was deposited on 10/7/2021 and is NOT reflected in the numbers above.

Fallsburg Library Transactions by Account

As of November 16, 2021

Accounts Payable

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|------|------------|-----|-----------------------------------|------|---------------------------------|------------------------|------------------------|
| Bill | 11/16/2021 | | AIR Rent Property Group LLC | | 453 Rent | 3,400.00 | 0.00 |
| Bill | 11/16/2021 | | Ameri Gas | | 450 Utilities-Electric, Propane | 80.92 | 3,480.92 |
| Bill | 11/16/2021 | | Kanopy, INC. | | 415 e-content | 46.00 | 3,526.92 |
| Bill | 11/16/2021 | | NYSEG | | 450 Utilities-Electric, Propane | 104.48 | 3,631.40 |
| Bill | 11/16/2021 | | fox Ledge, Inc | | 451 Custodial Supplies | 10.92 | 3,642.32 |
| Bill | 11/16/2021 | | Quill Corporation | | 451 Custodial Supplies | 103.98 | 3,746.30 |
| Bill | 11/16/2021 | | Electronic Business Products, Inc | | 430 Office Supplies | 150.18 | 3,896.48 |
| | | | | | | <u>3,896.48</u> | <u>3,896.48</u> |
| | | | | | | <u>3,896.48</u> | <u>3,896.48</u> |

Total Accounts Payable

TOTAL

Fallsburg Library

Transactions by Account

As of November 17, 2021

| Type | Date | Num | Name | Me | Split | Amount | Balance |
|--------------|------------|-----|----------------------------------|------------|-----------------------------|------------------|------------------|
| Bill | 11/17/2021 | | Amazon Capital Service | 411/479 | Movies/Programming | 146.80 | 0.00 |
| Bill | 11/17/2021 | | Baker & Taylor Inc | 410 | Books | 486.46 | 146.80 |
| Bill | 11/17/2021 | | Card Member Service | 479 | Programming | 78.81 | 633.26 |
| Bill | 11/17/2021 | | Constellation | 450 | Utilities-Electric, Propane | 21.73 | 712.07 |
| Bill | 11/17/2021 | | Greenwald-Doherty LLP | 437 | Professional Fees | 30.00 | 733.80 |
| Bill | 11/17/2021 | | MidWest Tape | 411 | Movies | 35.98 | 763.80 |
| Bill | 11/17/2021 | | New York State & Local Employees | P 9010.800 | NYS Retirement | 22,400.00 | 799.78 |
| Bill | 11/17/2021 | | Over Drive, Inc | 415 | econtent | 436.01 | 23,199.78 |
| Bill | 11/17/2021 | | United Healthcare | P9060.800 | Health Insurance | 250.00 | 23,635.79 |
| | | | | | | 23,885.79 | 23,885.79 |
| TOTAL | | | | | | 23,885.79 | 23,885.79 |

Accounts Payable

Total Accounts Payable

TOTAL

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through November 17, 2021

| | Jul 1 - Nov 17, 21 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------------|-------------------|--------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| P1001 Property Taxes | 210,592.12 | 421,184.24 | -210,592.12 | 50.0% |
| P2082 Book Fines | 478.65 | 250.00 | 228.65 | 191.46% |
| P2401 Interest and Earnings | 585.66 | 1,000.00 | -414.34 | 58.57% |
| P2705.00 Gifts and Donations | 20.90 | 50.00 | -29.10 | 41.8% |
| P2760.30 LSG Local Lib Serv.Aid | 2,744.00 | 2,744.00 | 0.00 | 100.0% |
| P2770.99 Copy Mach/Fax fees | 810.90 | 2,000.00 | -1,189.10 | 40.55% |
| Total Income | 215,232.23 | 427,228.24 | -211,996.01 | 50.38% |
| Expense | | | | |
| 200 Equipment | 441.75 | 1,400.00 | -958.25 | 31.55% |
| 410 BookKs | 4,932.87 | 9,500.00 | -4,567.13 | 51.93% |
| 411 Films,DVD or VHS | 722.88 | 2,500.00 | -1,777.12 | 28.92% |
| 412 Recordings /Tapes, discs | 324.73 | 750.00 | -425.27 | 43.3% |
| 413 Periodicals | 102.46 | 1,000.00 | -897.54 | 10.25% |
| 415 e-content | 3,858.30 | 10,000.00 | -6,141.70 | 38.58% |
| 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 | 542.66 | 3,000.00 | -2,457.34 | 18.09% |
| 431 Telephone | 159.21 | 1,200.00 | -1,040.79 | 13.27% |
| 432 Telecommunications | 1,351.34 | 3,500.00 | -2,148.66 | 38.61% |
| 433 Postage | 110.00 | 400.00 | -290.00 | 27.5% |
| 434 Publicity / Printing | 328.94 | 500.00 | -171.06 | 65.79% |
| 435 Travel / Meal | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 436 Anser/Automation | 8,378.98 | 20,000.00 | -11,621.02 | 41.9% |
| 437 Professional Fees | 270.00 | 10,250.00 | -9,980.00 | 2.63% |
| 438 Membership dues | 115.00 | 800.00 | -685.00 | 14.38% |
| 450 Utilities-Electric, Propane | 736.16 | 6,000.00 | -5,263.84 | 12.27% |
| 451 Custodial Supplies | 347.74 | 700.00 | -352.26 | 49.68% |
| 452 Cleaning Contract | 450.00 | 1,800.00 | -1,350.00 | 25.0% |
| 453 Rent | 16,900.00 | 43,000.00 | -26,100.00 | 39.3% |
| 454 Insurance | 6,247.69 | 6,100.00 | 147.69 | 102.42% |
| 456 Internet Service | 599.95 | 1,700.00 | -1,100.05 | 35.29% |
| 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 | 406.40 | 4,000.00 | -3,593.60 | 10.16% |
| 480 T/ Falls Contract | 875.00 | 3,500.00 | -2,625.00 | 25.0% |
| 483 Local Lib Service Aid | 475.03 | 2,744.00 | -2,268.97 | 17.31% |
| 499 Volunteer Recognition/Staff | 0.00 | 250.00 | -250.00 | 0.0% |
| P 9010.800 NYS Retirement | 22,400.00 | 27,000.00 | -4,600.00 | 82.96% |

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through November 17, 2021

| | Jul 1 - Nov 17, 21 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|-------------------|--------------------|---------------|
| P9040.800 Workers Compensation | 1,851.00 | 2,800.00 | -949.00 | 66.11% |
| P9055.800 disability | 0.00 | 330.00 | -330.00 | 0.0% |
| P9060.800 Health Insurance | | | | |
| Health Flex Plan | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Health Insurance Buyout | 500.00 | 2,000.00 | -1,500.00 | 25.0% |
| P9060.800 Health Insurance - Other | 6,049.42 | 27,500.00 | -21,450.58 | 22.0% |
| Total P9060.800 Health Insurance | 6,549.42 | 31,500.00 | -24,950.58 | 20.79% |
| Payroll Expenses | | | | |
| Direct Deposit Fees | 67.00 | 400.00 | -333.00 | 16.75% |
| P7410.141 Library Director | 16,424.80 | 61,000.00 | -44,575.20 | 26.93% |
| P7410.143 Library Clerk | 9,570.40 | 35,547.20 | -25,976.80 | 26.92% |
| P7410.144 Library page 1 | 0.00 | 34,320.00 | -34,320.00 | 0.0% |
| P7410.145 Library clerk | 3,066.17 | 15,964.00 | -12,897.83 | 19.21% |
| P7410.147 Clerk | 2,462.60 | 18,293.60 | -15,831.00 | 13.46% |
| P7410.148 Page | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| P7410.150 page | 8,826.37 | 33,966.40 | -25,140.03 | 25.99% |
| 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 | 17,544.00 | 0.00 | 17,544.00 | 100.0% |
| Total Payroll Expenses | 57,961.34 | 205,241.20 | -147,279.86 | 28.24% |
| Payroll Taxes | | | | |
| P9030.800 SS / Med | | | | |
| FICA | 3,618.47 | 0.00 | 3,618.47 | 100.0% |
| Medical | 846.27 | 0.00 | 846.27 | 100.0% |
| P9030.800 SS / Med - Other | 0.00 | 15,413.04 | -15,413.04 | 0.0% |
| Total P9030.800 SS / Med | 4,464.74 | 15,413.04 | -10,948.30 | 28.97% |
| Total Payroll Taxes | 4,464.74 | 15,413.04 | -10,948.30 | 28.97% |
| Total Expense | 142,440.56 | 427,228.24 | -284,787.68 | 33.34% |
| Net Ordinary Income | 72,791.67 | 0.00 | 72,791.67 | 100.0% |
| Net Income | 72,791.67 | 0.00 | 72,791.67 | 100.0% |