

Fallsburg Library Trustee Monthly Meeting  
October 28, 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 5:18 P.M.

**Public Comment**

N/A

**Correspondence**

N/A

**Approval of Minutes**

- **September 23, 2021-Regular Meeting Minutes-** Board member Judy Merone moved and board member Renee Kates seconded a motion to approve the regular meeting minutes as presented.

**Financial Report**

As of September 30, 2021 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$29,542.89
<b>Money Market</b>	\$40,500.54
<b>ICS</b>	\$752,590.80
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	\$822,634.223

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)

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

### **Approval of Warrants**

**October 18, 2021** in the amount of \$4,442.12.

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

**October 25, 2021** in the amount of \$8,945.26.

Board member, Katherine Rosado-Houser moved and board member Ronnie Cohen, 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**

**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**

#### **2022 Holiday Closings**

Board member Judith Merone moved and board member Katherine Rosado-Houser seconded a motion to approve the 2022 Holiday Closings as presented. All in favor.

### **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 executive session at 5:38 pm to discuss pending litigation and employment history of a specific person. All in favor.

Board member Katherine Rosado-Houser moved and board member Judy Merone seconded a motion to exit the executive session at 6:02pm. All in favor.

### **Additional Board Action**

Board member Sonny Smith moved and board member Katherine Rosado-Houser seconded a motion to pay Director Wells for her unused accumulated time as of November 15, 2021. All in favor.

Board member Judy Merone moved and board member Sonny Smith seconded a motion to pay Kelly Wells \$35/hr as a consultant while a new director is sought. This will just be for a couple hours/week and to attend board meetings.

### **Adjournment**

Board member Sonny Smith moved and board member Katherine Rosado-Houser seconded the motion to adjourn the meeting at 6:32 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
October 28, 2021

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
  - September 23, 2021 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
  - October 18, 2021
  - October 25, 2021
- Director Report
- Old Business
  - Latest on NYS Mask Guidance
- New Business
  - 2022 Holiday Closings
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
October 28, 2021  
Financial Report

As of the September 30, 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 October 18, 2021

Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Bill	10/18/2021		AIR Rent Property Group LLC			453 Rent	3,600.00	0.00
Bill	10/18/2021		Ameri Gas			450 Utilities-Electric, Propane	24.82	3,600.00
Bill	10/18/2021		Card Member Service			479 Programming	163.59	3,624.82
Bill	10/18/2021		Constellation			450 Utilities-Electric, Propane	22.11	3,788.41
Bill	10/18/2021		Greenwald-Doherty LLP			437 Professional Fees	240.00	3,810.52
Bill	10/18/2021		Kanopy, INC.			415 e-content	40.00	4,050.52
Bill	10/18/2021		NYSEG			450 Utilities-Electric, Propane	101.60	4,090.52
Bill	10/18/2021		United Healthcare			P9060.800 Health Insurance	250.00	4,192.12
							<u>4,442.12</u>	<u>4,442.12</u>
							<u>4,442.12</u>	<u>4,442.12</u>

Accounts Payable

Total Accounts Payable

**TOTAL**

# Fallsburg Library

## Transactions by Account

As of October 25, 2021

Type	Date	It	Name	Split	Amount	Balance
<b>Accounts Payable</b>						
Bill	10/25/2021	AFLAC	AFLAC Liab		62.04	0.00
Bill	10/25/2021	Amazon Capital Service	411/479 Movies/programming		130.80	192.84
Bill	10/25/2021	Baker & Taylor Inc / Entertainment	410 Books		983.63	1,176.47
Bill	10/25/2021	Catskill Delaware Publications	434 Publicity / Printing		42.00	1,218.47
Bill	10/25/2021	Delage Landen Financial Services	200 Equipment		88.35	1,306.82
Bill	10/25/2021	fox Ledge, Inc	451 Custodial Supplies		2.00	1,308.82
Bill	10/25/2021	Micro Marketing LLC	412 Recordings /Tapes, discs		199.96	1,508.78
Bill	10/25/2021	MidWest Tape	411 Movies		52.48	1,561.26
Bill	10/25/2021	MVP Health Care Inc	P9060.800 Health Insurance		930.46	2,491.72
Bill	10/25/2021	Nanuet Public Library	410 Books		30.00	2,521.72
Bill	10/25/2021	National Pen	434 Publicity / Printing		175.94	2,697.66
Bill	10/25/2021	Newburgh Library	410 Books		27.99	2,725.65
Bill	10/25/2021	Over Drive, Inc	415 econtent		458.85	3,184.50
Bill	10/25/2021	Quill Corporation	430/451/479 office/custodial/programming supplies		204.95	3,389.45
Bill	10/25/2021	Ramapo Catskill Library System	415/430/432/436 econtent/office supplies/telecommunication/ANSER		5,342.10	8,731.55
Bill	10/25/2021	Sloatsburg Public Library	410 Books		15.99	8,747.54
Bill	10/25/2021	Time Warner Cable	456 Internet Service		119.99	8,867.53
Bill	10/25/2021	United Healthcare prescription	P9060.800 Health Insurance		40.90	8,908.43
Bill	10/25/2021	Kelly Wells - petty cash	430/479 office/programming supplies		36.83	8,945.26
Total Accounts Payable					8,945.26	8,945.26
<b>TOTAL</b>					<b>8,945.26</b>	<b>8,945.26</b>

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through October 25, 2021

	Jul 1 - Oct 25, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	2,212.90	531.10	124.0%
P2770.99 Copy Mach/Fax fees	810.90	2,000.00	-1,189.10	40.55%
<b>Total Income</b>	<b>215,232.23</b>	<b>426,697.14</b>	<b>-211,464.91</b>	<b>50.44%</b>
<b>Expense</b>				
200 Equipment	441.75	1,400.00	-958.25	31.55%
410 BookKs	4,572.11	9,500.00	-4,927.89	48.13%
411 Films,DVD or VHS	570.04	2,500.00	-1,929.96	22.8%
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	3,376.29	10,000.00	-6,623.71	33.76%
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	392.48	3,000.00	-2,607.52	13.08%
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	240.00	10,250.00	-10,010.00	2.34%
438 Membership dues	115.00	800.00	-685.00	14.38%
450 Utilities-Electric, Propane	529.03	6,000.00	-5,470.97	8.82%
451 Custodial Supplies	232.84	700.00	-467.16	33.26%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	13,500.00	43,000.00	-29,500.00	31.4%
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	297.65	4,000.00	-3,702.35	7.44%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
483 Local Lib Service Aid	475.03	2,212.90	-1,737.87	21.47%
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	1,851.00	2,800.00	-949.00	66.11%



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through October 25, 2021

	<u>Jul 1 - Oct 25, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P9055.800 disability	0.00	330.00	-330.00	0.0%
<b>P9060.800 Health Insurance</b>				
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%
<b>P9060.800 Health Insurance - Other</b>	<u>5,799.42</u>	<u>27,500.00</u>	<u>-21,700.58</u>	<u>21.09%</u>
<b>Total P9060.800 Health Insurance</b>	<u>5,799.42</u>	<u>31,500.00</u>	<u>-25,700.58</u>	<u>18.41%</u>
<b>Payroll Expenses</b>				
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	<u>5,842.30</u>	<u>0.00</u>	<u>5,842.30</u>	<u>100.0%</u>
<b>Total Payroll Expenses</b>	<u>46,259.64</u>	<u>205,241.20</u>	<u>-158,981.56</u>	<u>22.54%</u>
<b>Payroll Taxes</b>				
<b>P9030.800 SS / Med</b>				
FICA	2,863.32	0.00	2,863.32	100.0%
Medical	669.66	0.00	669.66	100.0%
<b>P9030.800 SS / Med - Other</b>	<u>0.00</u>	<u>15,413.04</u>	<u>-15,413.04</u>	<u>0.0%</u>
<b>Total P9030.800 SS / Med</b>	<u>3,532.98</u>	<u>15,413.04</u>	<u>-11,880.06</u>	<u>22.92%</u>
<b>Total Payroll Taxes</b>	<u>3,532.98</u>	<u>15,413.04</u>	<u>-11,880.06</u>	<u>22.92%</u>
<b>Total Expense</b>	<u>101,650.53</u>	<u>426,697.14</u>	<u>-325,046.61</u>	<u>23.82%</u>
<b>Net Ordinary Income</b>	<u>113,581.70</u>	<u>0.00</u>	<u>113,581.70</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>113,581.70</u></u>	<u><u>0.00</u></u>	<u><u>113,581.70</u></u>	<u><u>100.0%</u></u>

Director's Report  
October 25, 2021

We're continuing to plan for 'Take and Make' programs through November and December. At this point, programs will likely remain 'take and make' and/or virtual through much of the winter. As an FYI, the Friends group is paying for the supplies for the adult 'take and make' craft for December.

There might be some big changes coming from RCLS with how IT support is done and billed – the way it has been discussed thus far, those changes won't occur until 2023 (as long as the Directors Association approves the changes). Depending on how things go, there might not be much of an impact on us, as all of our computers are fully supported by RCLS now and I don't foresee that changing at this point – though a new director might opt to.

I've been working this month mostly on wrapping up what I can before I leave. I'm keeping my report short as I know there will be lots to discuss later in the meeting.

Respectfully submitted,  
Kelly



## FALLSBURG LIBRARY

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### Fallsburg Library Holiday Closings for 2022

Sunday January 2 <sup>nd</sup>	New Year's (?)
Monday January 17 <sup>th</sup>	Martin Luther King Jr. Day
Monday February 21 <sup>st</sup>	President's Day
Sunday April 17 <sup>th</sup>	Easter Sunday
Monday May 30 <sup>th</sup>	Memorial Day
Sunday June 19 <sup>th</sup>	Juneteenth
Monday July 4 <sup>th</sup>	Independence Day
Monday September 5 <sup>th</sup>	Labor Day
Monday October 10 <sup>th</sup>	Columbus Day
Friday November 11 <sup>th</sup>	Veteran's Day
Wednesday November 23 <sup>rd</sup>	Thanksgiving Eve (Close @ 3pm)
Thursday & Friday November 24 <sup>th</sup> & 25 <sup>th</sup>	Thanksgiving Observance
Sunday & Monday December 25 <sup>th</sup> & 26 <sup>th</sup>	Christmas Observance
	<i>New Year's Eve (Close @ 3pm)</i>