

Fallsburg Library Trustee Monthly Meeting
December 16, 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	Absent - Excused
Katherine Rosado-Houser Board Secretary	Absent - Excused
Kelly Wells, Consultant	Present

Meeting Commenced at 5:17PM

Public Comment

N/A

Correspondence

N/A

Approval of Minutes

- **November 18, 2021-Regular Meeting Minutes-** Board member Ronnie Cohen moved and board member Sonny Smith seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of November 30, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$38,173.25
Money Market	\$382,383.52
ICS	\$0.00
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	\$420,556.77

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

11/24/2021 \$283.00

As of November 30, 2021 North East Community Bank Statement

Interest bearing account \$753,847.27

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

Approval of Warrants

November 19, 2021 in the amount of \$182.44.

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

December 15, 2021 in the amount of \$9,225.34.

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

Old Business

Latest on NYS Mask Guidelines- Masks must continue to be worn regardless of vaccination status.

New Business

Briefly reviewed architect proposal from Gallin Beeler - will be coming to the January meeting. Need to find at least 1 more architect to receive proposal from. Discussion about what would like to seen in renovated space. Board member Judy Merone will check with the town about sending surveys with the January tax bill.

Director search is still ongoing.

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 Sonny Smith seconded the motion to go into executive session at 6:02 PM to discuss pending litigation and the employment history of a particular person(s).

Board member Judith Merone moved and board member Renee Kates seconded a motion to exit the executive session at 6:33PM. All in favor.

Additional Board Action

Board member Ronnie Cohen moved and Board member Renee Kates seconded a motion to compensate full time library clerk, Amanda Letohic, an additional \$120/week for additional duties she is completing until a new director is found. She will receive a retroactive check from November 1, 2021 - December 17, 2021 included in the payroll dated December 22, 2021. Thereafter, she will receive an extra check each payroll until a new director is found. 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
December 16, 2021

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - November 18, 2021 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - November 19, 2021
 - December 14, 2021
- Old Business
 - Latest on NYS Mask Guidance
- New Business
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
December 15, 2021
Financial Report

As of the November 30, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	38,173.25
Money Market		382,383.52
ICS		0.00
		<hr/>
	\$	420,556.77

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

11/24/2021 \$283.00

As of November 30, 2021 North East Community Bank Statement:

Summary of Account:

CD \$ 753,847.27

Fallsburg Library Transactions by Account

As of November 19, 2021

Type	Date	Num	Name	Memc	Split	Amount	Balance
Bill	11/19/2021		United Healthcare	P9060.800	Health Insurance	40.90	40.90
Bill	11/19/2021		Town of Fallsburg	431	Telephone	79.50	120.40
Bill	11/19/2021		AFLAC		AFLAC Liab	62.04	182.44
						<u>182.44</u>	<u>182.44</u>
						<u>182.44</u>	<u>182.44</u>

Accounts Payable

Total Accounts Payable

TOTAL

Fallsburg Library

Transactions by Account

As of December 15, 2021

Type	Date	Num	Name	ierf	Split	Amount	Balance
Accounts Payable							
Bill	12/14/2021		AIR Rent Property Group LLC		453 Rent	3,400.00	0.00
Bill	12/14/2021		Amazon Capital Service		411 DVDs 479 program supp	182.41	3,582.41
Bill	12/14/2021		Baker & Taylor Inc		410 books	228.51	3,810.92
Bill	12/14/2021		Coast to Coast Solutions		483 Local Lib Service Aid	169.24	3,980.16
Bill	12/14/2021		DeLage Landen Financial Services		200 Equipment	88.35	4,068.51
Bill	12/14/2021		Scott DuBois		437 Professional Fees	1,000.00	5,068.51
Bill	12/14/2021		Fallsburg Central School Districts		434 Publicity / Printing	30.00	5,098.51
Bill	12/14/2021		Kanopy, INC.		415 e-content	33.00	5,131.51
Bill	12/14/2021		MidWest Tape		411 DVD	22.49	5,154.00
Bill	12/14/2021		MVP Health Care Inc		P9060.800 Health Insurance	930.46	6,084.46
Bill	12/14/2021		NYSEG		450 Utilities-Electric, Propane	88.26	6,172.72
Bill	12/14/2021		Over Drive, Inc		415 e-content	465.47	6,638.19
Bill	12/14/2021		Ramapo Catskill Library System		430 book supplies	39.33	6,677.52
Bill	12/14/2021		Ronnie Cohen		435 Travel / Meal	112.00	6,789.52
Bill	12/14/2021		Standard Security Life Ins. Co. of NY		P9055.800 disability	176.40	6,965.92
Bill	12/14/2021		Time Warner Cable		456 Internet Service	119.99	7,085.91
Bill	12/14/2021		Town of Fallsburg		431 phone 452 cleaning 480 contract	1,403.53	8,489.44
Bill	12/14/2021		United Healthcare		P9060.800 Health Insurance	267.50	8,756.94
Bill	12/14/2021		United Healthcare prescription		P9060.800 Health Insurance	40.90	8,797.84
Bill	12/14/2021		U.S. Postal Service		433 Postage	130.00	8,927.84
Bill	12/14/2021		Kelly Wells 1		437 prof fees	297.50	9,225.34
						9,225.34	9,225.34
						9,225.34	9,225.34

Total Accounts Payable
TOTAL

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through December 15, 2021

	Jul 1 - Dec 15, 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	555.65	250.00	305.65	222.26%
P2401 Interest and Earnings	765.13	1,000.00	-234.87	76.51%
P2705.00 Gifts and Donations	23.35	50.00	-26.65	46.7%
P2760.30 LSG Local Lib Serv.Aid	2,744.00	2,744.00	0.00	100.0%
P2770.99 Copy Mach/Fax fees	996.45	2,000.00	-1,003.55	49.82%
Total Income	426,268.82	427,228.24	-959.42	99.78%
Expense				
200 Equipment	530.10	1,400.00	-869.90	37.86%
410 Books	5,143.38	9,500.00	-4,356.62	54.14%
411 Films,DVD or VHS	844.73	2,500.00	-1,655.27	33.79%
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	4,356.77	10,000.00	-5,643.23	43.57%
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	581.99	3,000.00	-2,418.01	19.4%
431 Telephone	317.24	1,200.00	-882.76	26.44%
432 Telecommunications	1,351.34	3,500.00	-2,148.66	38.61%
433 Postage	240.00	400.00	-160.00	60.0%
434 Publicity / Printing	358.94	500.00	-141.06	71.79%
435 Travel / Meal	112.00	2,000.00	-1,888.00	5.6%
436 Anser/Automation	8,378.98	20,000.00	-11,621.02	41.9%
437 Professional Fees	1,567.50	10,250.00	-8,682.50	15.29%
438 Membership dues	115.00	800.00	-685.00	14.38%
450 Utilities-Electric, Propane	824.42	6,000.00	-5,175.58	13.74%
451 Custodial Supplies	347.74	700.00	-352.26	49.68%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	20,300.00	43,000.00	-22,700.00	47.21%
454 Insurance	6,247.69	6,100.00	147.69	102.42%
456 Internet Service	719.94	1,700.00	-980.06	42.35%
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	489.45	4,000.00	-3,510.55	12.24%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
483 Local Lib Service Aid	644.27	2,744.00	-2,099.73	23.48%
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%
P9040.800 Workers Compensation	1,851.00	2,800.00	-949.00	66.11%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through December 15, 2021

	<u>Jul 1 - Dec 15, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P9055.800 disability	176.40	330.00	-153.60	53.46%
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	7,329.18	27,500.00	-20,170.82	26.65%
Total P9060.800 Health Insurance	<u>7,829.18</u>	<u>31,500.00</u>	<u>-23,670.82</u>	<u>24.86%</u>
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	31,083.81	0.00	31,083.81	100.0%
Total Payroll Expenses	<u>71,501.15</u>	<u>205,241.20</u>	<u>-133,740.05</u>	<u>34.84%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	4,456.88	0.00	4,456.88	100.0%
Medical	1,042.34	0.00	1,042.34	100.0%
P9030.800 SS / Med - Other	0.00	15,413.04	-15,413.04	0.0%
Total P9030.800 SS / Med	<u>5,499.22</u>	<u>15,413.04</u>	<u>-9,913.82</u>	<u>35.68%</u>
Total Payroll Taxes	<u>5,499.22</u>	<u>15,413.04</u>	<u>-9,913.82</u>	<u>35.68%</u>
Total Expense	<u>166,342.59</u>	<u>427,228.24</u>	<u>-260,885.65</u>	<u>38.94%</u>
Net Ordinary Income	<u>259,926.23</u>	<u>0.00</u>	<u>259,926.23</u>	<u>100.0%</u>
Net Income	<u><u>259,926.23</u></u>	<u><u>0.00</u></u>	<u><u>259,926.23</u></u>	<u><u>100.0%</u></u>