

Fallsburg Library Trustee Monthly Meeting
January 27, 2022
*Meeting held at Fallsburg Library *

Attendance:

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Present-via phone
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, Consultant	Present
Amanda Letohic, staff	Present

Meeting Commenced at 5:15 PM

Public Comment

N/A

Correspondence

N/A

Approval of Minutes

- **December 16, 2022-Regular Meeting Minutes-** Board member Judith Merone moved and board member Sonny Smith seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of December 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 14,598.87
Money Market	\$ 383,073.54
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	\$397,672.41

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

12/27/2022 \$567.55

As of December 31, 2021 North East Community Bank Statement:

Interest account \$754,487.80

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

January 20, 2022 in the amount of \$7,827.19.

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

January 26, 2022 in the amount of \$520.89.

Board member Judith Merone moved and board member Sonny Smith 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.

Director search is still ongoing.

Discussion ensued regarding concerns about renovations and finding architectural firms.

New Business

Annual Report being worked on by Kelly and Amanda.

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

Adjournment

Board member Judith Merone moved and board member Sonny Smith seconded the motion to adjourn the meeting at 6:17 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
January 27, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - December 16, 2021 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - January 20, 2022
 - January 26, 2022
- Old Business
 - Latest on NYS Mask Guidance
- New Business
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
January 27, 2022
Financial Report

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

Summary of Account:

Checking	\$	14,598.87
Money Market		383,073.54
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	\$	397,672.41

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

12/27/2021	\$567.55
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As of November 30, 2021 North East Community Bank Statement:

Summary of Account:

Interest Bearing	\$	754,487.80
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Fallsburg Library Transactions by Account

As of January 20, 2022

Type	Date	Num	Name	Mem	Split	Amount	Balance
Accounts Payable							
Bill	01/19/2022		NYS 529 Direct Plan		NYS 529 SAVINIG PLAN	60.00	0.00
Bill Pmt -Check	01/19/2022	3383	NYS 529 Direct Plan		CATSKILL CHECKING	-60.00	60.00
Bill	01/19/2022		Baker & Taylor Inc		410 Books	287.24	0.00
Bill	01/19/2022		AIR Rent Property Group LLC		453 Rent	3,400.00	287.24
Bill	01/19/2022		Amazon Capital Service		411 DVDs	138.74	3,687.24
Bill	01/19/2022		ASK		413 Periodicals	21.95	3,825.98
Bill	01/19/2022		Baker & Taylor Inc		410 Books	578.29	3,847.93
Bill	01/19/2022		Constellation		450 Utilities-Electric, Propane	29.40	4,426.22
Bill	01/19/2022		Consumer Reports /Subscription Department		413 Periodicals	29.00	4,455.62
Bill	01/19/2022		DeLage Landen Financial Services		200 Equipment	88.35	4,484.62
Bill	01/19/2022		fox Ledge, Inc		451 Custodial Supplies	2.00	4,572.97
Bill	01/19/2022		HR Direct		430 Library Supplies	84.99	4,574.97
Bill	01/19/2022		Kanopy, INC.		415 e-content	28.00	4,659.96
Bill	01/19/2022		MVP Health Care Inc		P9060.800 Health Insurance	930.46	4,687.96
Bill	01/19/2022		National Geographic kids		413 Periodicals	30.00	5,618.42
Bill	01/19/2022		NYSEG		450 Utilities-Electric, Propane	94.92	5,648.42
Bill	01/19/2022		Over Drive, Inc		415 e-content	805.60	5,743.34
Bill	01/19/2022		PN Fire & Burglar Alarm Co. Inc		469 Oper. & Mant. Exp-Sec sys	288.00	6,548.94
Bill	01/19/2022		Popular Mechanics		413 Periodicals	34.00	6,836.94
Bill	01/19/2022		Time Warner Cable		456 Internet Service	119.99	6,870.94
Bill	01/19/2022		Town of Fallsburg		431 telephone	77.09	7,068.02
Bill	01/19/2022		United Healthcare		P9060.800 Health Insurance	267.50	7,335.52
Bill	01/19/2022		United Healthcare prescription		P9060.800 Health Insurance	34.20	7,369.72
Bill	01/19/2022		Kelly Wells 1		437 Professional Fees	437.50	7,807.22
Bill	01/19/2022		WOMAN'S DAY		413 Periodicals	19.97	7,827.19
Total Accounts Payable						7,827.19	7,827.19
TOTAL						7,827.19	7,827.19

Fallsburg Library Transactions by Account As of January 26, 2022

Accounts Payable

Type	Date	Num	Name	Split	Amount	Balance
Bill	01/25/2022		Constellation	450 Utilities-Electric, Propane	10.15	10.15
Bill	01/25/2022		Amazon Capital Service	411 DVDs 479 Program Supplies	232.21	242.36
Bill	01/25/2022		Baker & Taylor Inc	410 Books	78.42	320.78
Bill	01/25/2022		Amanda Letohic	P9060.800 HRA	150.00	470.78
Bill	01/25/2022		Quill Corporation	451 Custodial Supplies	40.36	511.14
Bill	01/25/2022		Ramapo Catskill Library System	430 Library Supplies	9.75	520.89
Total Accounts Payable					520.89	520.89
TOTAL					520.89	520.89

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2021 through January 26, 2022

	<u>Jul 1, '21 - Jan 26, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	567.65	250.00	317.65	227.06%
P2401 Interest and Earnings	1,789.92	1,000.00	789.92	178.99%
P2705.00 Gifts and Donations	29.85	50.00	-20.15	59.7%
P2760.30 LSG Local Lib Serv.Aid	2,744.00	2,744.00	0.00	100.0%
P2770.20 S.C. Legislative Grant	454.55	0.00	454.55	100.0%
P2770.99 Copy Mach/Fax fees	1,157.95	2,000.00	-842.05	57.9%
Total Income	427,928.16	427,228.24	699.92	100.16%
Expense				
200 Equipment	618.45	1,400.00	-781.55	44.18%
410 BooKs	6,087.33	9,500.00	-3,412.67	64.08%
411 Films,DVD or VHS	1,094.79	2,500.00	-1,405.21	43.79%
412 Recordings /Tapes, discs	324.73	750.00	-425.27	43.3%
413 Periodicals	237.38	1,000.00	-762.62	23.74%
415 e-content	5,190.37	10,000.00	-4,809.63	51.9%
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.	25.00	300.00	-275.00	8.33%
430 Office/Book/Library supply	676.73	3,000.00	-2,323.27	22.56%
431 Telephone	394.33	1,200.00	-805.67	32.86%
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	2,005.00	10,250.00	-8,245.00	19.56%
438 Membership dues	115.00	800.00	-685.00	14.38%
450 Utilities-Electric, Propane	980.94	6,000.00	-5,019.06	16.35%
451 Custodial Supplies	390.10	700.00	-309.90	55.73%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	23,700.00	43,000.00	-19,300.00	55.12%
454 Insurance	6,247.69	6,100.00	147.69	102.42%
456 Internet Service	839.93	1,700.00	-860.07	49.41%
469 Oper. & Mant. Exp-Sec sys	507.92	800.00	-292.08	63.49%
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	610.34	4,000.00	-3,389.66	15.26%
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%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1, 2021 through January 26, 2022

	<u>Jul 1, '21 - Jan 26, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	1,432.00	2,800.00	-1,368.00	51.14%
P9055.800 disability	176.40	330.00	-153.60	53.46%
P9060.800 Health Insurance				
Health Flex Plan	150.00	2,000.00	-1,850.00	7.5%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	8,561.34	27,500.00	-18,938.66	31.13%
Total P9060.800 Health Insurance	9,211.34	31,500.00	-22,288.66	29.24%
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%
P7410.142 Principal Library	840.00	0.00	840.00	100.0%
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	43,099.99	0.00	43,099.99	100.0%
Total Payroll Expenses	84,357.33	205,241.20	-120,883.87	41.1%
Payroll Taxes				
P9030.800 SS / Med				
FICA	5,252.28	0.00	5,252.28	100.0%
Medical	1,228.37	0.00	1,228.37	100.0%
P9030.800 SS / Med - Other	0.00	15,413.04	-15,413.04	0.0%
Total P9030.800 SS / Med	6,480.65	15,413.04	-8,932.39	42.05%
Total Payroll Taxes	6,480.65	15,413.04	-8,932.39	42.05%
Total Expense	188,156.33	427,228.24	-239,071.91	44.04%
Net Ordinary Income	239,771.83	0.00	239,771.83	100.0%
Net Income	239,771.83	0.00	239,771.83	100.0%