

Fallsburg Library Trustee Monthly Meeting

February 23, 2022

*Meeting held at Fallsburg Library *

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Sonny Smith, Trustee	Present

Amanda Letohic, staff	Present
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Grace Riario, Executive Director of RCLS	Present
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Meeting Commenced at 5:15 PM

Public Comment

Grace Riario, Executive Director of RCLS, came to discuss hiring a director and helping to make an ad.

Correspondence

Katherine Rosado-Houser resignation letter to be forwarded to board from Laurie Burke-Deutsch.

Approval of Minutes

- **January 27, 2022-Regular Meeting Minutes-** Board member Judith Merone moved and board member Ronnie Cohen seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of January 31, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 42,394.09
Money Market	\$ 343,760.26
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	\$386,154.35

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

1/20/2022	\$486.00
1/27/2022	\$107.00

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

Interest account \$753,847.27

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

Approval of Warrants

February 22, 2022 in the amount of \$18,154.57.

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

February 23, 2022 in the amount of \$953.57.

Board member Ronnie Cohen moved and board member Judith Merone 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 continuing for one more month.

Director search is still ongoing.

New Business

Budget being worked on by Amanda with assistance from consultant Kelly Wells. Lori, Ronnie, and Amanda will meet to discuss once finished.

Annual Report Approval; board member Laurie Burke-Deutsch and board member Ronnie Cohen seconded a motion to approve the following resolution; The Fallsburg Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2021 Annual Report was reviewed and accepted by the Board

Workshop Pay Policy: Employees will no longer be able to earn a pay increase for participation in workshops as of February 23, 2022. Board member Ronnie Cohen moved and board member Sonny Smith seconded.

Summer Reading: Hiring a part timer was discussed.

Committee Reports

Personnel- Judith Merone and David Lawrence
N/A

Budget- Ronnie Cohen
N/A

Building/Grounds- Sonny Smith and Renee Kates.
N/A

Adjournment

Board member Sonny Smith moved and board member Judith Merone seconded the motion to adjourn the meeting at 6:23 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
February 23, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - January 27, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - February 22, 2022
 - February 23, 2022
- Old Business
 - Latest on NYS Mask Guidance
- New Business
 - Budget Discussion
 - Annual Report Approval
 - Workshop Pay Policy
 - Summer Reading
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
February 23, 2022
Financial Report

As of the January 31, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	42,394.09
Money Market		343,760.26
		<hr/>
	\$	386,154.35

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

1/20/2022	486.00
1/27/2022	107.00

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

Summary of Account:

Interest Bearing	\$	753,847.27
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Fallsburg Library Transactions by Account

As of February 17, 2022

Type	Date	Name	Mem	Split	Amount	Balance
Bill	02/17/2022	AIR Rent Property Group LLC	453 Rent		3,400.00	3,400.00
Bill	02/17/2022	Ameri Gas	450 Utilities-Electric, Propane		6,370.52	9,770.52
Bill	02/17/2022	Constellation	450 Utilities-Electric, Propane		24.05	9,794.57
Bill	02/17/2022	Card Member Service	417 Web Host		103.68	9,898.25
Bill	02/17/2022	Catskill Delaware Publications	434 Publicity / Printing		42.00	9,940.25
Bill	02/17/2022	DeLage Landen Financial Services	200 Equipment		88.35	10,028.60
Bill	02/17/2022	Electronic Business Products, Inc	430 Library Supplies		79.99	10,108.59
Bill	02/17/2022	Food Network Magazine	413 Periodicals		12.00	10,120.59
Bill	02/17/2022	fox Ledge, Inc	451 Custodial Supplies		2.00	10,122.59
Bill	02/17/2022	Good Old Days	413 Periodicals		29.97	10,152.56
Bill	02/17/2022	Kanopy, INC.	415 e-content		42.00	10,194.56
Bill	02/17/2022	MVP Health Care Inc	P9060.800 Health Insurance		930.46	11,125.02
Bill	02/17/2022	NYSEG	450 Utilities-Electric, Propane		119.98	11,245.00
Bill	02/17/2022	Over Drive, Inc	415 e-content		587.47	11,832.47
Bill	02/17/2022	Readers Digest	413 Periodicals		20.00	11,852.47
Bill	02/17/2022	Ramapo Catskill Library System	415 econtent 436 ANSER 432 telecommuni		4,871.31	16,723.78
Bill	02/17/2022	Reminisce Magazine	413 Periodicals		15.00	16,738.78
Bill	02/17/2022	Sullivan Public Library Alliance	438 Membership dues		50.00	16,788.78
Bill	02/17/2022	Time Warner Cable	456 Internet Service		119.99	16,908.77
Bill	02/17/2022	Town of Fallsburg	430 Library Supplies		5.80	16,914.57
Bill	02/17/2022	United Healthcare	P9060.800 Health Insurance		267.50	17,182.07
Bill	02/17/2022	United Healthcare prescription	P9060.800 Health Insurance		27.50	17,209.57
Bill	02/17/2022	Kelly Wells 1	437 Prof Fees		945.00	18,154.57
Total Accounts Payable					18,154.57	18,154.57
TOTAL					18,154.57	18,154.57

Fallsburg Library Transactions by Account As of February 23, 2022

Accounts Payable

Type	Date	Amount	Name	Split	Amount	Balance
Bill	02/23/2022	137.95	Amazon Capital Service	411 DVDs 479 Program Supplies	137.95	137.95
Bill	02/23/2022	785.63	Baker & Taylor Inc	410 Books	785.63	923.58
Bill	02/23/2022	29.99	MidWest Tape	411 DVDs	29.99	953.57
		<u>953.57</u>			<u>953.57</u>	<u>953.57</u>

Total Accounts Payable
TOTAL

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2021 through February 23, 2022

	Jul 1, '21 - Feb 23, 22	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	583.65	250.00	333.65	233.46%
P2401 Interest and Earnings	1,789.92	1,000.00	789.92	178.99%
P2705.00 Gifts and Donations	126.50	50.00	76.50	253.0%
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%
P2770.80 PILOT	1,473.20	0.00	1,473.20	100.0%
P2770.99 Copy Mach/Fax fees	1,300.40	2,000.00	-699.60	65.02%
Total Income	429,656.46	427,228.24	2,428.22	100.57%
Expense				
200 Equipment	706.80	1,400.00	-693.20	50.49%
410 Books	6,855.96	9,500.00	-2,644.04	72.17%
411 Films,DVD or VHS	1,211.61	2,500.00	-1,288.39	48.46%
412 Recordings /Tapes, discs	324.73	750.00	-425.27	43.3%
413 Periodicals	314.35	1,000.00	-685.65	31.44%
415 e-content	6,361.02	10,000.00	-3,638.98	63.61%
416 Service & Web Fees	0.00	2,000.00	-2,000.00	0.0%
417 Web Host	103.68	150.00	-46.32	69.12%
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	762.52	3,000.00	-2,237.48	25.42%
431 Telephone	394.33	1,200.00	-805.67	32.86%
432 Telecommunications	2,034.32	3,500.00	-1,465.68	58.12%
433 Postage	240.00	400.00	-160.00	60.0%
434 Publicity / Printing	400.94	500.00	-99.06	80.19%
435 Travel / Meal	112.00	2,000.00	-1,888.00	5.6%
436 Anser/Automation	12,026.13	20,000.00	-7,973.87	60.13%
437 Professional Fees	2,950.00	10,250.00	-7,300.00	28.78%
438 Membership dues	165.00	800.00	-635.00	20.63%
450 Utilities-Electric, Propane	7,495.49	6,000.00	1,495.49	124.93%
451 Custodial Supplies	392.10	700.00	-307.90	56.01%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	27,100.00	43,000.00	-15,900.00	63.02%
454 Insurance	6,247.69	6,100.00	147.69	102.42%
456 Internet Service	959.92	1,700.00	-740.08	56.47%
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	661.46	4,000.00	-3,338.54	16.54%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2021 through February 23, 2022

	Jul 1, '21 - Feb 23, 22	Budget	\$ Over Budget	% of Budget
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	1,432.00	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	9,786.80	27,500.00	-17,713.20	35.59%
Total P9060.800 Health Insurance	10,436.80	31,500.00	-21,063.20	33.13%
Payroll Expenses				
Direct Deposit Fees	125.75	400.00	-274.25	31.44%
P7410.141 Library Director	29,945.93	61,000.00	-31,054.07	49.09%
P7410.142 Principal Library	1,320.00	0.00	1,320.00	100.0%
P7410.143 Library Clerk	17,773.60	35,547.20	-17,773.60	50.0%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	6,312.70	15,964.00	-9,651.30	39.54%
P7410.147 Clerk	4,573.40	18,293.60	-13,720.20	25.0%
P7410.148 Page	0.00	3,000.00	-3,000.00	0.0%
P7410.150 page	16,664.77	33,966.40	-17,301.63	49.06%
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	15,251.13	0.00	15,251.13	100.0%
Total Payroll Expenses	91,967.28	205,241.20	-113,273.92	44.81%
Payroll Taxes				
P9030.800 SS / Med				
FICA	5,722.88	0.00	5,722.88	100.0%
Medical	1,338.42	0.00	1,338.42	100.0%
P9030.800 SS / Med - Other	0.00	15,413.04	-15,413.04	0.0%
Total P9030.800 SS / Med	7,061.30	15,413.04	-8,351.74	45.81%
Total Payroll Taxes	7,061.30	15,413.04	-8,351.74	45.81%
Total Expense	215,438.07	427,228.24	-211,790.17	50.43%
Net Ordinary Income	214,218.39	0.00	214,218.39	100.0%
Net Income	214,218.39	0.00	214,218.39	100.0%