

Fallsburg Library Trustee Monthly Meeting

June 23, 2022

*Meeting held at Fallsburg Library *

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
David Lawrence, Trustee	Present

Annette Conklin, Newly Elected Trustee	Present
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Amanda Letohic, staff	Present
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Meeting Commenced at 5:16 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **June 2, 2022-Regular Meeting Minutes-** Board member Judith Merone moved and board member David Lawrence seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of May 31, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 33,012.02
Money Market	\$ 267,455.01
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	\$300,467.03

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

5/13/2022	\$83.00
5/27/2022	\$89.00
5/31/2022	\$68.11 *interest*

As of June 22, 2022 North East Community Bank Statement:

Interest Bearing Account	\$757,615.57
Interest earned as of 3/31/2022	\$1,862.68

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

Approval of Warrants

June 15, 2022 in the amount of \$9,257.86.

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

June 21, 2022 in the amount of \$4,787.35.

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 remain strongly recommended. Amanda will make a sign saying if you are coughing or sneezing a mask is required. Please do not come in if you're sick.

Approval of Budget Transfer and Budget Amendment

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

New Business

Director Search. Board spoke of raising salary for the position, periodic increases to salary. Laurie Burke-Deutsch will forward all new applicants from here on to board members Judith Merone and David Lawrence and Staff Amanda Letohic.

Amanda's report; Amanda spoke of a visit from Assemblyperson Aileen Gunther to talk about our Books, Bikes, and Brew promotion going on. A reporter from the Hurleyville Sentinel was present for the visit and will report on it in the July issue. Amanda also spoke of the promotion having an article in the Democrat. Kelly Wells, the previous Director, is finishing up transferring of passwords and everything to Amanda and Kelly's email will be deactivated in the middle of July.

Reorganizational Meeting; Board all agreed meeting will take place at 5:15pm on Thursday July 14th.

Vacant Board Seat of Sonya (Sonny) Smith. Whole board will keep an eye out for someone to fill the seat.

Committee Reports

Personnel- Judith Merone and David Lawrence
Board member Laurie Burke-Deutsch called an executive session at 5:56. Executive session ended at 6:13.

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.

Adjournment

Board member Judith Merone moved and board member Ronnie Cohen seconded the motion to adjourn the meeting at 6:15 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
June 23, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - June 2, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - June 15, 2022
 - June 21, 2022
- Old Business
 - Latest on NYS Mask Guidance
- Approval of Budget Transfer and Budget Amendment
June 23, 2022
- New Business
 - Director Search
 - Amanda's Report
 - Reorganization Meeting (within first 15 days of July)
 - Vacant Board Seat
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
June 23, 2022
Financial Report

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As of June 22, 2022 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	757,615.57
Total interest earned as of 3/31/2022	\$	1,862.68

Fallsburg Library Transactions by Account

As of June 15, 2022

Type	Date	Num	Name	a Clr	Split	Amount	Balance
Bill	06/15/2022		United Healthcare prescription		P9060.800 Health Insurance	34.20	0.00
Bill	06/15/2022		United Healthcare		P9060.800 Health Insurance	267.50	34.20
Bill	06/15/2022		Charter Communications		456 Internet Service	119.99	301.70
Bill	06/15/2022		The Penworthy Company		410 Books	703.09	421.69
Bill	06/15/2022		NYSEG		450 Utilities-Electric, Propane	116.44	1,124.78
Bill	06/15/2022		Ramapo Catskill Library System		416 Service and Web Fees	1,951.54	1,241.22
Bill	06/15/2022		Catskill Delaware Publications		434 Publicity / Printing	268.12	3,192.76
Bill	06/15/2022		Kanopy, INC.		415 e-content	16.00	3,460.88
Bill	06/15/2022		Modern Marketing		479 programming	80.87	3,476.88
Bill	06/15/2022		DeLage Landen Financial Services		200 Equipment	88.35	3,557.75
Bill	06/15/2022		Mid America Books		410 Books	279.30	3,646.10
Bill	06/15/2022		Scott DuBois		437 Professional Fees	1,000.00	3,925.40
Bill	06/15/2022		AIR Rent Property Group LLC		453 Rent	3,400.00	4,925.40
Bill	06/15/2022		fox Ledge, Inc		451 Custodial Supplies	2.00	8,325.40
Bill	06/15/2022		MVP Health Care Inc		P9060.800 Health Insurance	930.46	8,327.40
						9,257.86	9,257.86
						<u>9,257.86</u>	<u>9,257.86</u>

Accounts Payable

Total Accounts Payable

TOTAL

Fallsburg Library Transactions by Account

As of June 21, 2022

Accounts Payable

Type	Date	Num	Name	Mer Cir	Split	Amount	Balance
Bill	06/21/2022		NYS 529 Direct Plan		NYS 529 SAVINIG PLAN	60.00	0.00
Bill Pmt -Check	06/21/2022	3543	NYS 529 Direct Plan		CATSKILL CHECKING	-60.00	60.00
Bill	06/21/2022		Town of Fallsburg		431 Telephone	213.17	0.00
Bill	06/21/2022		Greenwald-Doherty LLP		437 Professional Fees	97.50	213.17
Bill	06/21/2022		Cosopolitan		413 Periodicals	12.97	310.67
Bill	06/21/2022		Amanda Letohic		475 Annual Election	92.00	323.64
Bill	06/21/2022		Amazon Capital Service		479 Programming 411 DVDs	424.49	415.64
Bill	06/21/2022		Baker & Taylor Inc		410 Books	909.38	840.13
Bill	06/21/2022		Kelly Wells 1		437 Prof Fees	175.00	1,749.51
Bill	06/21/2022		Card Member Service		437 Prof Fees	40.47	1,924.51
Bill	06/21/2022		Over Drive, Inc		415 e-content	709.88	1,964.98
Bill	06/21/2022		Amanda Letohic		435 Travel/Meal	72.54	2,674.86
Bill	06/21/2022		Aramco Inc.		430 Office/Book/Library supply	194.08	2,747.40
Bill	06/21/2022		Virginia Faustner		Health Flex Plan	500.00	2,941.48
Bill	06/21/2022		Brent Lawrence		475 Annual Election	237.50	3,441.48
Bill	06/21/2022		Todd Bonkosky		475 Annual Election	190.00	3,678.98
Bill	06/21/2022		Patricia Boswell		475 Annual Election	190.00	3,868.98
Bill	06/21/2022		Modern Marketing		479 Programming	728.37	4,058.98
						<u>4,787.35</u>	<u>4,787.35</u>
						<u>4,787.35</u>	<u>4,787.35</u>

Total Accounts Payable
TOTAL

FY 2021-2022
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 June 23, 2022

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.483	LLSA	\$305.00	P2760.30	LLSA	\$305.00
P7410.492	PILOT	\$1,473.20	P2770.80	PILOT	\$1473.20
	Total Increase	\$ 1,778.20		Total Increase	\$ 1,778.20

FY 2021-2022
 Fallsburg Library
 Budget Transfers
 Board of Trustees Monthly Meeting
 June 23, 2022

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.450	Utilities	\$3,000.00	P9010.800	NYS Retirement	\$3,000.00
P7410.454	Insurance	\$2,647.69	P7410.141	Library Director	\$2,647.69
P7410.469	Oper. & Mant. Exp-Security System	\$541.01	P7410.141	Library Director	\$541.01
P9050.800	Unemployment Ins.	\$1467.00	P7410.141	Library Director	\$1467.00
P7410.142	Principal Library Clerk	\$2,760.00	P7410.141	Library Director	\$2,760.00
	Total Increase	\$10,415.70		Total Decrease	\$10,415.70

Amanda's Report

Summer is starting so we've been seeing an influx of visitors to the library. I've started Summer Reading sign ups and programs will start July 5th. Our new page Danielle starts next week on Wednesday.

On Tuesday we had a visit from assemblyperson Aileen Gunther to talk about our Books, Bikes, and Brew promotion going on. She loved the idea and spoke with a reporter from the Hurleyville Sentinel so we will have an article in the Sentinel about it next month. The promotion was also featured in the Sullivan County Democrats last issue. Picture and all...

Kelly is finishing up transferring passwords and accounts over to me and she will be completely finished no later than the end of July. After that I will put in the Delete Account request through RCLS to have her email shut down completely at her request.

As I am always at the library, I would love if we could revise our director search ad to include my email so I can try to start scheduling interviews soon obviously with Judy and David involved. Like I've told you all before we have until around the start of the new year to find a director and keep our public library charter.

As I mentioned in the email I sent, Laurie, David, and Annette will need to go to the Town Office to take their Oath of Office for the board after July 1st and before our reorganizational meeting.

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2021 through June 21, 2022

	Jul 1, '21 - Jun 21, 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	694.45	250.00	444.45	277.78%
P2401 Interest and Earnings	3,980.85	1,000.00	2,980.85	398.09%
P2705.00 Gifts and Donations	129.35	50.00	79.35	258.7%
P2760.30 LSG Local Lib Serv.Aid	3,049.00	2,744.00	305.00	111.12%
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%
P2770.95 Ins Dividends	762.31	0.00	762.31	100.0%
P2770.99 Copy Mach/Fax fees	1,938.25	2,000.00	-61.75	96.91%
Total Income	433,666.20	427,228.24	6,437.96	101.51%
Expense				
200 Equipment	1,283.62	1,400.00	-116.38	91.69%
410 BooKs	10,553.66	9,500.00	1,053.66	111.09%
411 Films,DVD or VHS	1,660.83	2,500.00	-839.17	66.43%
412 Recordings /Tapes, discs	324.73	750.00	-425.27	43.3%
413 Periodicals	431.32	1,000.00	-568.68	43.13%
415 e-content	9,346.09	10,000.00	-653.91	93.46%
416 Service & Web Fees	1,969.54	2,000.00	-30.46	98.48%
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.	35.00	300.00	-265.00	11.67%
430 Office/Book/Library supply	2,421.70	3,000.00	-578.30	80.72%
431 Telephone	764.42	1,200.00	-435.58	63.7%
432 Telecommunications	2,717.30	3,500.00	-782.70	77.64%
433 Postage	286.40	400.00	-113.60	71.6%
434 Publicity / Printing	699.06	500.00	199.06	139.81%
435 Travel / Meal	469.51	2,000.00	-1,530.49	23.48%
436 Anser/Automation	15,673.28	20,000.00	-4,326.72	78.37%
437 Professional Fees	5,485.47	10,250.00	-4,764.53	53.52%
438 Membership dues	440.00	800.00	-360.00	55.0%
450 Utilities-Electric, Propane	7,949.13	6,000.00	1,949.13	132.49%
451 Custodial Supplies	580.50	700.00	-119.50	82.93%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	40,700.00	43,000.00	-2,300.00	94.65%
454 Insurance	8,747.69	6,100.00	2,647.69	143.41%
456 Internet Service	1,439.88	1,700.00	-260.12	84.7%
469 Oper. & Mant. Exp-Sec sys	1,341.01	800.00	541.01	167.63%
475 Annual Election	709.50	1,300.00	-590.50	54.58%
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	3,826.12	4,000.00	-173.88	95.65%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2021 through June 21, 2022

	Jul 1, '21 - Jun 21, 22	Budget	\$ Over Budget	% of Budget
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
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	1,432.00	2,800.00	-1,368.00	51.14%
P9050.800 unemployment ins	1,467.00	0.00	1,467.00	100.0%
P9055.800 disability	176.40	330.00	-153.60	53.46%
P9060.800 Health Insurance				
Health Flex Plan	650.00	2,000.00	-1,350.00	32.5%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	14,715.44	27,500.00	-12,784.56	53.51%
Total P9060.800 Health Insurance	15,865.44	31,500.00	-15,634.56	50.37%
Payroll Expenses				
Direct Deposit Fees	192.75	400.00	-207.25	48.19%
P7410.141 Library Director	29,945.93	61,000.00	-31,054.07	49.09%
P7410.142 Principal Library	3,240.00	0.00	3,240.00	100.0%
P7410.143 Library Clerk	27,344.00	35,547.20	-8,203.20	76.92%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	10,234.63	15,964.00	-5,729.37	64.11%
P7410.147 Clerk	7,036.00	18,293.60	-11,257.60	38.46%
P7410.148 Page	0.00	3,000.00	-3,000.00	0.0%
P7410.150 page	26,289.57	33,966.40	-7,676.83	77.4%
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	17,020.50	0.00	17,020.50	100.0%
Total Payroll Expenses	121,303.38	205,241.20	-83,937.82	59.1%
Payroll Taxes				
P9030.800 SS / Med				
FICA	7,535.94	0.00	7,535.94	100.0%
Medical	1,762.44	0.00	1,762.44	100.0%
P9030.800 SS / Med - Other	0.00	15,413.04	-15,413.04	0.0%
Total P9030.800 SS / Med	9,298.38	15,413.04	-6,114.66	60.33%
Total Payroll Taxes	9,298.38	15,413.04	-6,114.66	60.33%
Total Expense	296,838.36	427,228.24	-130,389.88	69.48%
Net Ordinary Income	136,827.84	0.00	136,827.84	100.0%
Net Income	136,827.84	0.00	136,827.84	100.0%

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