

Fallsburg Library Trustee Monthly Meeting
August 25, 2022
*Meeting held at Fallsburg Library *

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Renee Kates, Trustee	Present
Annette Conklin, Trustee	Present
Judith Merone, Trustee	Present
Amanda Letohic, staff	Present

Meeting Commenced at 5:16 PM

Public Comment

Mr. Devito, who is interested in the vacant board seat, will come to meet the whole board at our next regular meeting.

Correspondence

None

Approval of Minutes

- **July 28, 2022-Regular Meeting Minutes-** Board member Ronnie Cohen moved and board member Renee Kates seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of July 31, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 30,280.89
Money Market	\$ 228,887.55
	<hr/>
	\$259,168.44

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

7/11/2022	\$290.00
7/27/2022	\$341.00
7/31/2022	\$58.22 *interest*

As of June 30, 2022 North East Community Bank Statement:

Interest account \$758,238.52
Total Interest Earned as of 6/30/2022 \$1,888.04

Financial Officer Ronnie Cohen spoke of opening a new CD account with higher interest at the same bank that holds our interest account. She will speak with Treasurer Scott in the coming weeks to discuss. Current interest rate was changed from 1% to 1.5%.

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

Approval of Warrants

August 15, 2022 in the amount of \$6,462.75.

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

August 22, 2022 in the amount of \$7,592.63.

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

August 24, 2022 in the amount of \$1,320.99.

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

Old Business

N/A

New Business

Amanda's Report: We had a table at the Hurleyville Summer Festival and it went well.

Trying to figure out dates for inventory in mid October. Once dates are chosen will put in a request to RCLS for “mobile circ” units and all the reports needed. Amanda requested to change date of September board meeting due to a conflict. All present board members approved a new September meeting date of Wednesday September 21st at 5pm. Amanda has been reaching out to head start to try and get story time up and running again. She will start in person crafts late fall.

Director Search- Board President Laurie said she had a meeting the next day to post the job search on ‘ZipRecruiter’. Board members asked if any requirements could be waived for the position. Amanda said she would reach out to someone at RCLS or Civil Service to find out.

Committee Reports

Personnel- Judith Merone and David Lawrence

President Laurie Burke-Deutsch called an executive session at 5:46pm. Executive session was ended at 5:46pm

Budget- Ronnie Cohen

N/A

Building/Grounds- Renee Kates.

N/A

Adjournment

Board member Judith Merone moved and board member Renee Kates seconded the motion to adjourn the meeting at 5:47 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
August 25, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - July 28, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - August 15, 2022
 - August 22, 2022
 - August 24, 2022
- Old Business
- New Business
 - Amanda's Report
 - Director Search
 - Inventory Dates
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
August 25, 2022
Financial Report

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

Summary of Account:

Checking	\$	30,280.89
Money Market		228,887.55
<hr/>		
	\$	259,168.44

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

7/11/2022	\$	290.00
7/27/2022	\$	341.00
7/31/2022	\$	58.22 *Interest*

As of June 30, 2022 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	758,238.52
Total interest earned as of 6/30/2022	\$	1,888.04

Interest was raised from 1% to 1.5%

Fallsburg Library Transactions by Account

As of August 15, 2022
Mer Ctr

Accounts Payable

Type	Date	Name	Split	Amount	Balance
Bill	08/15/2022	AIR Rent Property Group LLC	453 Rent	3,400.00	3,400.00
Bill	08/15/2022	Charter Communications	456 Internet Service	119.99	3,519.99
Bill	08/15/2022	DeLage Landen Financial Services	200 Equipment	88.35	3,608.34
Bill	08/15/2022	The Electronic Business Products, Inc	430 Office/Book/Library supply	136.98	3,745.32
Bill	08/15/2022	fox Ledge, Inc	451 Custodial Supplies	9.85	3,755.17
Bill	08/15/2022	Greenwald-Doherty LLP	437 Professional Fees	352.50	4,107.67
Bill	08/15/2022	Kanopy, INC.	415 e-content	14.00	4,121.67
Bill	08/15/2022	Micro Marketing LLC	412 Recordings /Tapes, discs	28.00	4,149.67
Bill	08/15/2022	Modern Marketing	479 Programming	810.41	4,960.08
Bill	08/15/2022	MVP Health Care Inc	P9060.800 Health Insurance	930.46	5,890.54
Bill	08/15/2022	NYSEG	450 Utilities-Electric, Propane	160.45	6,050.99
Bill	08/15/2022	Sullivan County Democrat	434 Advertising	39.72	6,090.71
Bill	08/15/2022	Town of Fallsburg	431 Telephone	70.34	6,161.05
Bill	08/15/2022	United Healthcare prescription	P9060.800 Health Insurance	34.20	6,195.25
Bill	08/15/2022	United Healthcare	P9060.800 Health Insurance	267.50	6,462.75
				<u>6,462.75</u>	<u>6,462.75</u>
				<u>6,462.75</u>	<u>6,462.75</u>

Total Accounts Payable
TOTAL

Fallsburg Library
Transactions by Account
As of August 22, 2022

Type	Date	Num	Name	Split	Amount	Balance
Bill	08/22/2022		Amazon Capital Service	411 DVDs	175.81	175.81
Bill	08/22/2022		Baker & Taylor Inc / Entertainment	410 Books	731.79	907.60
Bill	08/22/2022		Sullivan County Democrat	413 Periodicals	191.00	1,098.60
Bill	08/22/2022		National Pen	434 Publicity / Printing	167.34	1,265.94
Bill	08/22/2022		Utica National Ins. Group	454 Insurance	6,326.69	7,592.63
Total Accounts Payable					7,592.63	7,592.63
TOTAL					7,592.63	7,592.63

Fallsburg Library
 Transactions by Account

As of August 24, 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Bill	08/23/2022		Junior Library Guild			410 BookS	1,020.32	1,020.32
Bill	08/23/2022		Ameri Gas			450 Utilities-Electric, Propane	23.98	1,044.30
Bill	08/23/2022		Over Drive, Inc			415 e-content	276.69	1,320.99
							1,320.99	1,320.99
							<u>1,320.99</u>	<u>1,320.99</u>

Accounts Payable

Total Accounts Payable

TOTAL

Amanda's Report
August 24, 2022

Summer is winding down and this is our page Danielle's last week. I had a table at the Hurleyville Summer Festival last week and it went well. I had sand art and some other things for the kids (and the adults liked it too). I finished the yearly financial report for the state comptroller last week so all of the fiscal year end things are done.

I was thinking of dates for inventory because it hasn't been done in a couple years. Usually we close for 2-3 days in mid-October and Virginia, Theresa, and I will get it all done in those few days. It's definitely something we can handle on our own. Once we choose dates, we will put in a request to RCLS for the inventory tablets because it is MUCH easier to do it electronically, and they will run the reports for us.

I would like to change the date of the September board meeting because I'm unavailable the last two Thursday evenings in September. A Wednesday night would be better. I don't want to do it before the last two weeks because I don't get most of our bills until the second or third week of the month.

I am planning on reaching out to Head Start to try and get our Tuesday morning preschool story time back up and running. I reached out earlier in the summer but have not heard back yet. I also will be reaching out to the elementary school to see if we could start sending home program flyers with the students again. I will still be doing Take & Makes but I'll also start planning for in person programs within the next couple months.

Respectfully submitted,

Amanda

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through August 24, 2022

	Jul 1 - Aug 24, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	0.00	439,287.71	-439,287.71	0.0%
P2082 Book Fines	265.00	250.00	15.00	106.0%
P2401 Interest and Earnings	0.00	1,000.00	-1,000.00	0.0%
P2705.00 Gifts and Donations	4.05	50.00	-45.95	8.1%
P2770.99 Copy Mach/Fax fees	343.95	2,000.00	-1,656.05	17.2%
Total Income	613.00	442,587.71	-441,974.71	0.14%
Expense				
200 Equipment	176.70	1,400.00	-1,223.30	12.62%
410 Books	2,581.62	9,500.00	-6,918.38	27.18%
411 Films,DVD or VHS	408.45	2,000.00	-1,591.55	20.42%
412 Recordings /Tapes, discs	66.99	750.00	-683.01	8.93%
413 Periodicals	376.12	1,000.00	-623.88	37.61%
415 e-content	1,244.96	11,000.00	-9,755.04	11.32%
416 Service & Web Fees	13.00	2,100.00	-2,087.00	0.62%
417 Web Host	0.00	150.00	-150.00	0.0%
418 Licenses	0.00	400.00	-400.00	0.0%
428 Envisionware	0.00	500.00	-500.00	0.0%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	1,614.74	3,000.00	-1,385.26	53.83%
431 Telephone	138.02	1,200.00	-1,061.98	11.5%
432 Telecommunications	682.98	3,500.00	-2,817.02	19.51%
433 Postage	0.00	400.00	-400.00	0.0%
434 Publicity / Printing	207.06	500.00	-292.94	41.41%
435 Travel / Meal	0.00	2,000.00	-2,000.00	0.0%
436 Anser/Automation	3,647.15	20,000.00	-16,352.85	18.24%
437 Professional Fees	705.00	10,250.00	-9,545.00	6.88%
438 Membership dues	127.50	800.00	-672.50	15.94%
450 Utilitles-Electric, Propane	184.43	10,000.00	-9,815.57	1.84%
451 Custodial Supplies	11.85	700.00	-688.15	1.69%
452 Cleaning Contract	0.00	1,800.00	-1,800.00	0.0%
453 Rent	6,800.00	43,000.00	-36,200.00	15.81%
454 Insurance	6,326.69	6,500.00	-173.31	97.33%
456 Internet Service	239.98	1,700.00	-1,460.02	14.12%
469 Oper. & Mant. Exp-Sec sys	0.00	800.00	-800.00	0.0%
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	1,370.23	4,000.00	-2,629.77	34.26%
480 T/ Falls Contract	0.00	3,500.00	-3,500.00	0.0%
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	0.00	2,800.00	-2,800.00	0.0%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through August 24, 2022

	<u>Jul 1 - Aug 24, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P9060.800 Health Insurance				
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%
P9060.800 Health Insurance - Other	<u>2,464.32</u>	<u>27,500.00</u>	<u>-25,035.68</u>	<u>8.96%</u>
Total P9060.800 Health Insurance	<u>2,464.32</u>	<u>31,500.00</u>	<u>-29,035.68</u>	<u>7.82%</u>
Payroll Expenses				
Direct Deposit Fees	0.00	400.00	-400.00	0.0%
P7410.141 Library Director	0.00	67,000.00	-67,000.00	0.0%
P7410.142 Principal Library	1,680.00	0.00	1,680.00	100.0%
P7410.143 Library Clerk	0.00	37,003.20	-37,003.20	0.0%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	0.00	16,692.00	-16,692.00	0.0%
P7410.147 Clerk	0.00	19,021.60	-19,021.60	0.0%
P7410.148 Page	0.00	3,168.00	-3,168.00	0.0%
P7410.150 page	0.00	36,878.40	-36,878.40	0.0%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	792.00	-792.00	0.0%
P9055.800 DBL	0.00	330.00	-330.00	0.0%
Payroll Expenses - Other	<u>17,087.27</u>	<u>0.00</u>	<u>17,087.27</u>	<u>100.0%</u>
Total Payroll Expenses	<u>18,767.27</u>	<u>217,605.20</u>	<u>-198,837.93</u>	<u>8.62%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	1,161.10	0.00	1,161.10	100.0%
Medical	271.54	0.00	271.54	100.0%
P9030.800 SS / Med - Other	<u>0.00</u>	<u>16,482.51</u>	<u>-16,482.51</u>	<u>0.0%</u>
Total P9030.800 SS / Med	<u>1,432.64</u>	<u>16,482.51</u>	<u>-15,049.87</u>	<u>8.69%</u>
Total Payroll Taxes	<u>1,432.64</u>	<u>16,482.51</u>	<u>-15,049.87</u>	<u>8.69%</u>
Total Expense	<u>49,587.70</u>	<u>442,587.71</u>	<u>-393,000.01</u>	<u>11.2%</u>
Net Ordinary Income	<u>-48,974.70</u>	<u>0.00</u>	<u>-48,974.70</u>	<u>100.0%</u>
Net Income	<u><u>-48,974.70</u></u>	<u><u>0.00</u></u>	<u><u>-48,974.70</u></u>	<u><u>100.0%</u></u>