

Fallsburg Library Trustee Monthly Meeting
November 8, 2022
*Meeting held at Fallsburg Library *

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Renee Kates, Trustee	Absent (excused)
Annette Conklin, Trustee	Absent (excused)
Judith Merone, Trustee	Present
David Lawrence	Present
Amanda Letohic, staff	Present

Meeting Commenced at 5:01 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **September 21, 2022-Regular Meeting Minutes-** Board member Ronnie Cohen moved and board member Judith Merone seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of September 30, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 11,519.61
Money Market	\$ 192,448.99
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	\$203,968.60

Committee Reports

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.
N/A

Personnel- Judith Merone and David Lawrence
President Laurie Burke-Deutsch called an executive session at 5:11pm. Executive session was ended at 5:42pm

Adjournment

Board member Judith Merone moved and board member David Lawrence seconded the motion to adjourn the meeting at 5:43 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
November 8, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - September 21, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - October 17, 2022
 - October 25, 2022
- Old Business
- New Business
 - Amanda's Report
 - Change of November Meeting Date Approval
 - 2023 Holidays
 - Director Search
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
November 8, 2022
Financial Report

As of the September 30, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	11,519.61
Money Market		192,448.99
		<hr/>
	\$	203,968.60

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

NO DEPOSITS

9/30/2022 \$47.45 *interest paid*

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

Summary of Account:

Interest Bearing Account	\$	761,311.54
Total interest earned as of 9/30/2022	\$	3,073.03

Fallsburg Library

Transactions by Account

As of October 17, 2022

Type	Date	Num	Name	Mei	Split	Amount	Balance
Accounts Payable							
Bill	10/17/2022		Catskill Delaware Publications		434 Publicity / Printing	40.72	0.00
Bill	10/17/2022		Charter Communications		456 Internet Service	119.99	40.72
Bill	10/17/2022		Coast to Coast Solutions		479 Programming	1,598.43	160.71
Bill	10/17/2022		DeLage Landen Financial Services		200 Equipment	88.35	1,759.14
Bill	10/17/2022		fox Ledge, Inc		451 Custodial Supplies	9.85	1,847.49
Bill	10/17/2022		Greenwald-Doherty LLP		437 Professional Fees	142.50	1,857.34
Bill	10/17/2022		Kanopy, INC.		415 e-content	20.00	1,999.84
Bill	10/17/2022		MVP Health Care Inc		P9060.800 Health Insurance	930.46	2,019.84
Bill	10/17/2022		NYSEG		450 Utilities-Electric, Propane	173.76	2,950.30
Bill	10/17/2022		Over Drive, Inc		415 e-content	256.85	3,124.06
Bill	10/17/2022		Ramapo Catskill Library System		436 ANSER 432 telecommunications	4,330.13	3,380.91
Bill	10/17/2022		Town of Fallsburg		431 telephone	67.13	7,711.04
Bill	10/17/2022		United Healthcare prescription		P9060.800 Health Insurance	34.20	7,778.17
Bill	10/17/2022		United Healthcare		P9060.800 Health Insurance	267.50	7,812.37
						<u>8,079.87</u>	<u>8,079.87</u>
						<u>8,079.87</u>	<u>8,079.87</u>
Total Accounts Payable							
TOTAL							

Fallsburg Library

Transactions by Account

As of October 25, 2022

Type	Date	Num	Name	mo	Split	Amount	Balance
Accounts Payable							
Bill	10/25/2022		NYS 529 Direct Plan		NYS 529 SAVINIG PLAN	60.00	0.00
Bill Pmt	10/25/2022	3665	NYS 529 Direct Plan		CATSKILL CHECKING	-60.00	60.00
Bill	10/25/2022		AIR Rent Property Group LLC		453 Rent	3,400.00	0.00
Bill	10/25/2022		Amazon Capital Service		411 DVDs 430 Lib. Supplies 479 Programming	409.11	3,400.00
Bill	10/25/2022		Baker & Taylor Inc		410 Books	796.22	3,809.11
Bill	10/25/2022		Modern Marketing		430 Library Supplies	350.00	4,605.33
Bill	10/25/2022		Ramapo Catskill Library System		415 e-content 416 RCLS Fees	384.91	4,955.33
						<u>5,340.24</u>	<u>5,340.24</u>
						<u>5,340.24</u>	<u>5,340.24</u>

Total Accounts Payable

TOTAL

Amanda's Report
October 27, 2022

We finished inventory last week. Theresa and I came in Saturday to finish scanning everything. We haven't gotten the final results of it as of the time I'm writing this, we're waiting on RCLS to run the final report.

Friday evening I'll be attending the safe Trick or Treat at the elementary school representing the library. We have candy and bags to color for the kids. I'll also be setting up a pin the face on the pumpkin for the kids to play and I'll take a few prizes I have leftover from summer reading to give away. Jumping a little ahead, I'll also have a place at the Holiday in Hurleyville event in December. I also have been invited to a Fallsburg Lions Club meeting to speak about the library on the date of our next board meeting so I was hoping to change it to November 16th instead.

On the warrants this month there is a large check to Coast to Coast marketing. That was used to buy pencils that will last us three to four years for outreach. That is why it's such a large amount. We won't need to buy any outreach materials for a long time.

I have spoken to Grace about our library charter and I have to answer some questions for her and she will be able to make it so we keep our charter for a bit longer. I'm not sure of the exact amount of time. I did reach out to Ziprecruiter and I'll be posting the job and paying for the ad tomorrow if you all approve.

Next month I will have an instructor for an in-house program for beginning crocheting making a pot holder and in the beginning of December another one for a bit more advanced crocheting making a little gnome.

To wrap this up, I plan on reaching out to Head Start AGAIN to try and get a preschool story time started for the new year as I know the holidays are chaotic for the schools.

Respectfully submitted,
Amanda Letohic
Acting Director

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through October 25, 2022

	Jul 1 - Oct 25, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	439,287.71	-18,103.47	95.88%
P2082 Book Fines	442.00	250.00	192.00	176.8%
P2401 Interest and Earnings	111.21	1,000.00	-888.79	11.12%
P2705.00 Gifts and Donations	21.55	50.00	-28.45	43.1%
P2760.30 LSG Local Lib Serv.Aid	3,212.00	0.00	3,212.00	100.0%
P2770.99 Copy Mach/Fax fees	765.45	2,000.00	-1,234.55	38.27%
Total Income	425,736.45	442,587.71	-16,851.26	96.19%
Expense				
200 Equipment	353.40	1,400.00	-1,046.60	25.24%
410 BooKs	3,979.21	9,500.00	-5,520.79	41.89%
411 Films,DVD or VHS	701.11	2,000.00	-1,298.89	35.06%
412 Recordings /Tapes, discs	104.55	750.00	-645.45	13.94%
413 Periodicals	376.12	1,000.00	-623.88	37.61%
415 e-content	2,045.70	11,000.00	-8,954.30	18.6%
416 Service & Web Fees	29.50	2,100.00	-2,070.50	1.41%
417 Web Host	0.00	150.00	-150.00	0.0%
418 licenses	0.00	400.00	-400.00	0.0%
428 Envisionware	317.08	500.00	-182.92	63.42%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	1,995.82	3,000.00	-1,004.18	66.53%
431 Telephone	272.94	1,200.00	-927.06	22.75%
432 Telecommunications	1,365.96	3,500.00	-2,134.04	39.03%
433 Postage	0.00	400.00	-400.00	0.0%
434 Publicity / Printing	247.78	500.00	-252.22	49.56%
435 Travel / Meal	0.00	2,000.00	-2,000.00	0.0%
436 Anser/Automation	7,294.30	20,000.00	-12,705.70	36.47%
437 Professional Fees	1,155.00	10,250.00	-9,095.00	11.27%
438 Membership dues	242.50	800.00	-557.50	30.31%
450 Utilities-Electric, Propane	480.27	10,000.00	-9,519.73	4.8%
451 Custodial Supplies	23.70	700.00	-676.30	3.39%
452 Cleaning Contract	0.00	1,800.00	-1,800.00	0.0%
453 Rent	13,600.00	43,000.00	-29,400.00	31.63%
454 Insurance	8,158.69	6,500.00	1,658.69	125.52%
456 Internet Service	479.96	1,700.00	-1,220.04	28.23%
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	2,901.02	4,000.00	-1,098.98	72.53%
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%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through October 25, 2022

	Jul 1 - Oct 25, 22	Budget	\$ Over Budget	% of Budget
P9040.800 Workers Compensation	0.00	2,800.00	-2,800.00	0.0%
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	4,928.64	27,500.00	-22,571.36	17.92%
Total P9060.800 Health Insurance	4,928.64	31,500.00	-26,571.36	15.65%
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	3,600.00	0.00	3,600.00	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	33,363.73	0.00	33,363.73	100.0%
Total Payroll Expenses	36,963.73	217,605.20	-180,641.47	16.99%
Payroll Taxes				
P9030.800 SS / Med				
FICA	2,286.46	0.00	2,286.46	100.0%
Medical	534.74	0.00	534.74	100.0%
P9030.800 SS / Med - Other	0.00	16,482.51	-16,482.51	0.0%
Total P9030.800 SS / Med	2,821.20	16,482.51	-13,661.31	17.12%
Total Payroll Taxes	2,821.20	16,482.51	-13,661.31	17.12%
Total Expense	90,838.18	442,587.71	-351,749.53	20.52%
Net Ordinary Income	334,898.27	0.00	334,898.27	100.0%
Net Income	334,898.27	0.00	334,898.27	100.0%