

Fallsburg Library Trustee Monthly Meeting
August 23, 2023
*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
David Lawrence	Absent
Amanda Letohic, Library Assistant	Present

Meeting Commenced at 5:09 PM

Public Comment

Grace Riario, Executive Director of Ramapo Catskill Library System was in attendance to offer help with our director search. She asked the board for permission to actively be involved in the search and speak to Sullivan County Personnel (civil service) on our behalf. Board member Judith Merone moved and board member Annette Conklin seconded a motion allowing Grace Riario to speak with Sullivan County Personnel (civil service) on our behalf.

Correspondence

None

Approval of Minutes

- **July 26, 2023-Regular Meeting Minutes-** Board member Judith Merone moved and board member Annette Conklin seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of July 31, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 46,241.96
Money Market	\$ 358,182.38
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	\$ 404,424.34

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

7/31/2023 \$99.14 *interest paid*

As of June 30, 2023 North East Community Bank Statement:

Interest account	\$78,506.57
Total Interest Earned as of 6/30/2023	\$7,542.19

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 17, 2023 in the amount of \$7,893.01.

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

August 23, 2023 in the amount of \$703.22.

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

Old Business

Parking Issues. Board president Laurie Burke-Deutsch spoke to our landlord and was told we can park on the other side of the parking lot by his building.

New Business

New Hire Search - Amanda Letohic said there has still not been interest in the clerk position as of this meeting. She will continue searching.

Director Search - Refer back to public comment with Grace Riario. Amanda Letohic & Judith Merone will call our prior applicants references.

Committee Reports

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.
N/A

Personnel- Judith Merone and David Lawrence
N/A

Adjournment

Board member Judith Merone moved and board member Ronnie Cohen seconded the motion to adjourn the meeting at 5:58 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
August 23, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - July 26, 2023 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - August 17, 2023
 - August 23, 2023
- Old Business
- New Business
 - New Hire Search
 - Director Search
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
August 23, 2023
Financial Report

As of the July 31, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	46,241.96
Money Market		358,182.38
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	\$	404,424.34

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

7/31/2023 \$99.14 *interest paid*

As of June 30, 2023 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	78,506.57
Total interest earned as of 3/31/2022	\$	7,542.19

Fallsburg Library Transactions by Account

As of August 17, 2023

Type	Date	Name	Cir	Split	Amount	Balance
Bill	08/17/2023	Town of Fallsburg		431 telephone	134.78	0.00
Bill	08/17/2023	DeLage Landen Financial Services		200 Equipment	88.35	134.78
Bill	08/17/2023	The Penworthy Company		410 Books	262.52	223.13
Bill	08/17/2023	Charter Communications		456 Internet Service	119.99	485.65
Bill	08/17/2023	Over Drive, Inc		415 e-content	47.50	605.64
Bill	08/17/2023	Kanopy, INC.		415 e-content	18.00	653.14
Bill	08/17/2023	Electronic Business Products, Inc		430 Library Supplies	83.29	671.14
Bill	08/17/2023	Card Member Service		437 Professional Fees	46.44	754.43
Bill	08/17/2023	AIR Rent Property Group LLC		453 Rent	3,400.00	800.87
Bill	08/17/2023	United Healthcare		P9060.800 Health Insurance	289.50	4,200.87
Bill	08/17/2023	United Healthcare prescription		P9060.800 Health Insurance	40.90	4,490.37
Bill	08/17/2023	Coast to Coast Solutions		430 Library Supplies	1,377.42	4,531.27
Bill	08/17/2023	Demco		430 Library Supplies	73.31	5,908.69
Bill	08/17/2023	Modern Marketing		479 Programming	640.86	5,982.00
Bill	08/17/2023	Greenwald-Doherty LLP		437 Professional Fees	212.50	6,622.86
Bill	08/17/2023	Sullivan County Democrat		434 Publicity	47.00	6,835.36
Bill	08/17/2023	Amazon Capital Service		410 Books	32.38	6,882.36
Bill	08/17/2023	MVP Health Care Inc		P9060.800 Health Insurance	978.27	6,914.74
Total Accounts Payable					7,893.01	7,893.01
TOTAL					7,893.01	7,893.01

Fallsburg Library Transactions by Account

As of August 23, 2023

Type	Date	Num	Name	Meass	Clr	Split	Amount	Balance
Accounts Payable								
Bill	08/23/2023		NYSEG			450 Utilities-Electric, Propane	93.72	93.72
Bill	08/23/2023		Baker & Taylor Inc / Entertainment			410 Books	412.95	506.67
Bill	08/23/2023		MidAmerica Books			410 Books	196.55	703.22
							<u>703.22</u>	<u>703.22</u>
							<u>703.22</u>	<u>703.22</u>
Total Accounts Payable								
TOTAL								

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through August 23, 2023

	Jul 1 - Aug 23, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	0.00	445,862.51	-445,862.51	0.0%
P2082 Book Fines	0.00	250.00	-250.00	0.0%
P2401 Interest and Earnings	0.00	1,000.00	-1,000.00	0.0%
P2705.00 Gifts and Donations	0.00	50.00	-50.00	0.0%
P2770.99 Copy Mach/Fax fees	0.00	2,000.00	-2,000.00	0.0%
Total Income	0.00	449,162.51	-449,162.51	0.0%
Expense				
200 Equipment	176.70	1,400.00	-1,223.30	12.62%
410 BookS	1,233.05	9,500.00	-8,266.95	12.98%
411 Films,DVD or VHS	133.65	2,000.00	-1,866.35	6.68%
412 Recordings /Tapes, discs	0.00	750.00	-750.00	0.0%
413 Periodicals	0.00	1,000.00	-1,000.00	0.0%
415 e-content	449.50	11,000.00	-10,550.50	4.09%
416 Service & Web Fees	0.00	2,100.00	-2,100.00	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	0.00	500.00	-500.00	0.0%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	1,534.02	3,000.00	-1,465.98	51.13%
431 Telephone	134.78	1,200.00	-1,065.22	11.23%
432 Telecommunications	1,472.50	3,500.00	-2,027.50	42.07%
433 Postage	6.15	400.00	-393.85	1.54%
434 Publicity / Printing	47.00	500.00	-453.00	9.4%
435 Travel / Meal	40.61	2,000.00	-1,959.39	2.03%
436 Anser/Automation	2,697.97	20,000.00	-17,302.03	13.49%
437 Professional Fees	4,002.88	10,250.00	-6,247.12	39.05%
438 Membership dues	0.00	800.00	-800.00	0.0%
450 Utilities-Electric, Propane	288.25	10,000.00	-9,711.75	2.88%
451 Custodial Supplies	0.00	700.00	-700.00	0.0%
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	0.00	6,500.00	-6,500.00	0.0%
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	66.97	1,300.00	-1,233.03	5.15%
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	1,276.98	4,000.00	-2,723.02	31.93%
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%
P9050.800 unemployment ins	15.59	0.00	15.59	100.0%
P9055.800 disibility	0.00	330.00	-330.00	0.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through August 23, 2023

	Jul 1 - Aug 23, 23	Budget	\$ Over Budget	% of Budget
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	2,576.44	27,500.00	-24,923.56	9.37%
Total P9060.800 Health Insurance	2,576.44	31,500.00	-28,923.56	8.18%
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	1,720.00	0.00	1,720.00	100.0%
P7410.143 Library Clerk	0.00	39,083.20	-39,083.20	0.0%
P7410.144 Library page 1	0.00	35,464.00	-35,464.00	0.0%
P7410.145 Library clerk	0.00	16,120.00	-16,120.00	0.0%
P7410.147 Clerk	0.00	16,120.00	-16,120.00	0.0%
P7410.148 Page	0.00	3,600.00	-3,600.00	0.0%
P7410.150 page	0.00	39,998.40	-39,998.40	0.0%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	3,600.00	-3,600.00	0.0%
Payroll Expenses - Other	19,717.40	0.00	19,717.40	100.0%
Total Payroll Expenses	21,437.40	223,385.60	-201,948.20	9.6%
Payroll Taxes				
P9030.800 SS / Med				
FICA	1,326.63	13,825.11	-12,498.48	9.6%
Medical	310.27	3,121.80	-2,811.53	9.94%
Total P9030.800 SS / Med	1,636.90	16,946.91	-15,310.01	9.66%
Total Payroll Taxes	1,636.90	16,946.91	-15,310.01	9.66%
Total Expense	46,267.32	449,162.51	-402,895.19	10.3%
Net Ordinary Income	-46,267.32	0.00	-46,267.32	100.0%
Net Income	-46,267.32	0.00	-46,267.32	100.0%