

Fallsburg Library Trustee Monthly Meeting
December 27, 2023
*Meeting held at Fallsburg Library *

Attendance:

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

Meeting Commenced at 4:42 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **November 27, 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 November 30, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 13,499.10
Money Market	\$ 713,081.14
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	\$ 726,580.24

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

11/01/2023	\$424,469.28
11/30/2023	\$175.80 *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 Annette Conklin moved and board member Judith Merone seconded a motion to approve the Financial Report as presented. All in favor.

Approval of Warrants

December 21, 2023 in the amount of \$17,577.29.

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

Old Business

Board President Laurie Burke-Deutsch mentioned speaking to an architect in the near future about future building renovations. Nothing further was discussed.

New Business

Approval of Inventory Days - Board member Ronnie Cohen moved and board member Annette Conklin seconded a motion to approve the closure of the library for inventory on January 24th and January 25th. All in favor.

Committee Reports

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.

Spoke again about speaking to the landlord about retaining a couple parking spaces for the library.

Personnel- Judith Merone and David Lawrence

Revised bonus Pay for Library Assistant Amanda Letohic while acting as director. Board President Laurie Burke-Deutsch and Amanda will write up a contract and take it to the notary at the town to sign.

Adjournment

Board member Ronnie Cohen moved and board member Annette Conklin seconded the motion to adjourn the meeting at 5:05 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
December 27, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - November 27, 2023 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - December 21, 2023
- Old Business
- New Business
 - Inventory Days January 24-25
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
December 27, 2023
Financial Report

As of the November 30, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	13,499.10
Money Market		713,081.14
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	\$	726,580.24

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

11/01/2023	\$424,469.28
11/30/2023	\$ 175.80 *Interest*

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

Summary of Account:

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

Transactions by Account

As of December 21, 2023

Type	Date	Num	Name	MeClass	Clr	Split	Amount	Balance
Accounts Payable								0.00
Bill	12/21/2023		AIR Rent Property Group LLC			453 Rent	3,400.00	3,400.00
Bill	12/21/2023		Amazon Capital Service			411 DVDs	151.71	3,551.71
Bill	12/21/2023		Ameri Gas			450 Utilities-Electric, Propane	2,796.82	6,348.53
Bill	12/21/2023		Baker & Taylor Inc			410 Books	403.36	6,751.89
Bill	12/21/2023		Charter Communications			456 Internet Service	119.99	6,871.88
Bill	12/21/2023		DeLage Landen Financial Services			200 Equipment	92.77	6,964.65
Bill	12/21/2023		Scott DuBois			437 Professional Fees	1,500.00	8,464.65
Bill	12/21/2023		Fallsburg Central School Districts			434 Publicity / Printing	30.00	8,494.65
Bill	12/21/2023		Greenwald-Doherty LLP			437 Professional Fees	467.50	8,962.15
Bill	12/21/2023		Kanopy, INC.			415 e-content	31.00	8,993.15
Bill	12/21/2023		Mid America Books			410 Books	137.70	9,130.85
Bill	12/21/2023		MVP Health Care Inc			P9060.800 Health Insurance	1,091.68	10,222.53
Bill	12/21/2023		NYSEG			450 Utilities-Electric, Propane	146.80	10,369.33
Bill	12/21/2023		Sullivan County Democrat			434 Publicity / Printing	47.00	10,416.33
Bill	12/21/2023		Town of Fallsburg			431 Telephone	136.21	10,552.54
Bill	12/21/2023		United Healthcare			P9060.800 Health Insurance	314.75	10,867.29
Bill	12/21/2023		Utica National Ins. Group			454 Insurance	6,558.00	17,425.29
Bill	12/21/2023		POSTMASTER			433 Postage	152.00	17,577.29
Total Accounts Payable							17,577.29	17,577.29
TOTAL							17,577.29	17,577.29

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through December 21, 2023

	<u>Jul 1 - Dec 21, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	445,862.51	-24,678.27	94.47%
P2082 Book Fines	22.26	250.00	-227.74	8.9%
P2401 Interest and Earnings	352.82	1,000.00	-647.18	35.28%
P2705.00 Gifts and Donations	0.00	50.00	-50.00	0.0%
P2760.30 LSG Local Lib Serv.Aid	3,212.00	0.00	3,212.00	100.0%
P2770.99 Copy Mach/Fax fees	0.00	2,000.00	-2,000.00	0.0%
Total Income	424,771.32	449,162.51	-24,391.19	94.57%
Expense				
200 Equipment	534.52	1,400.00	-865.48	38.18%
410 Books	4,470.58	9,500.00	-5,029.42	47.06%
411 Films,DVD or VHS	729.09	2,000.00	-1,270.91	36.46%
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	558.50	11,000.00	-10,441.50	5.08%
416 Service & Web Fees	8.97	2,100.00	-2,091.03	0.43%
417 Web Host	0.00	150.00	-150.00	0.0%
418 licenses	407.00	400.00	7.00	101.75%
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	1,989.88	3,000.00	-1,010.12	66.33%
431 Telephone	407.60	1,200.00	-792.40	33.97%
432 Telecommunications	2,945.00	3,500.00	-555.00	84.14%
433 Postage	224.15	400.00	-175.85	56.04%
434 Publicity / Printing	167.00	500.00	-333.00	33.4%
435 Travel / Meal	40.61	2,000.00	-1,959.39	2.03%
436 Anser/Automation	5,386.97	20,000.00	-14,613.03	26.94%
437 Professional Fees	6,422.55	10,250.00	-3,827.45	62.66%
438 Membership dues	132.25	800.00	-667.75	16.53%
450 Utilities-Electric, Propane	5,105.84	10,000.00	-4,894.16	51.06%
451 Custodial Supplies	303.98	700.00	-396.02	43.43%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	20,400.00	43,000.00	-22,600.00	47.44%
454 Insurance	8,665.00	6,500.00	2,165.00	133.31%
456 Internet Service	719.94	1,700.00	-980.06	42.35%
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	116.00	900.00	-784.00	12.89%
479 Programming	1,473.01	4,000.00	-2,526.99	36.83%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
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 December 21, 2023

	Jul 1 - Dec 21, 23	Budget	\$ Over Budget	% of Budget
P9040.800 Workers Compensation	0.00	2,800.00	-2,800.00	0.0%
P9050.800 unemployment ins	266.68	0.00	266.68	100.0%
P9055.800 disability	0.00	330.00	-330.00	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	7,990.68	27,500.00	-19,509.32	29.06%
Total P9060.800 Health Insurance	7,990.68	31,500.00	-23,509.32	25.37%
Payroll Expenses				
Direct Deposit Fees	68.25	400.00	-331.75	17.06%
P7410.141 Library Director	0.00	67,000.00	-67,000.00	0.0%
P7410.142 Principal Library	5,590.00	0.00	5,590.00	100.0%
P7410.143 Library Clerk	10,522.40	39,083.20	-28,560.80	26.92%
P7410.144 Library page 1	0.00	35,464.00	-35,464.00	0.0%
P7410.145 Library clerk	9,548.00	16,120.00	-6,572.00	59.23%
P7410.147 Clerk	0.00	16,120.00	-16,120.00	0.0%
P7410.148 Page	3,086.25	3,600.00	-513.75	85.73%
P7410.150 page	10,768.80	39,998.40	-29,229.60	26.92%
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	26,483.10	0.00	26,483.10	100.0%
Total Payroll Expenses	66,066.80	223,385.60	-157,318.80	29.58%
Payroll Taxes				
P9030.800 SS / Med				
FICA	4,088.84	13,825.11	-9,736.27	29.58%
Medical	956.26	3,121.80	-2,165.54	30.63%
Total P9030.800 SS / Med	5,045.10	16,946.91	-11,901.81	29.77%
Total Payroll Taxes	5,045.10	16,946.91	-11,901.81	29.77%
Total Expense	141,969.67	449,162.51	-307,192.84	31.61%
Net Ordinary Income	282,801.65	0.00	282,801.65	100.0%
Net Income	282,801.65	0.00	282,801.65	100.0%