

Fallsburg Library Trustee Monthly Meeting
December 28, 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	Absent (excused)
David Lawrence	Present
Amanda Letohic, staff	Present

Meeting Commenced at 4:44 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **November 16, 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 November 30, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 44,719.85
Money Market	\$ 525,068.07
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	\$ 569,787.92

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

11/30/2022 \$135.62 *interest paid*

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

Interest account \$761,311.54
Total Interest Earned as of 9/30/2022 \$3,073.03

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

Approval of Warrants

December 2, 2022 in the amount of \$1,153.27.
Board member Ronnie Cohen moved and board member Annette Conklin seconded the motion to approve the warrant as presented. All in favor.

December 14, 2022 in the amount of \$12,098.36.
Board member Ronnie Cohen moved and board member Annette Conklin seconded the motion to approve the warrant as presented. All in favor.

December 22, 2022 in the amount of \$2,747.70.
Board member Ronnie Cohen moved and board member Annette Conklin seconded the motion to approve the warrant as presented. All in favor.

Old Business

No old business

New Business

Director Search- No change this month.

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 4:50pm. Executive session was ended at 5:49pm

Adjournment

Board member Ronnie Cohen moved and board member Renee Kates seconded the motion to adjourn the meeting at 5:50 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
December 28, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - November 16, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - December 2, 2022
 - December 14, 2022
 - December 22, 2022
- Old Business
- New Business
 - Director Search
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
December 28, 2022
Financial Report

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

Summary of Account:

Checking	\$	44,719.85
Money Market		525,068.07
		<hr/>
	\$	569,787.92

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

11/30/2022 \$135.62 *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 December 2, 2022

Type	Date	Nr	Name	Memo	Split	Amount	Balance
							0.00
Bill	12/02/2022		Amanda Letohic	435 Travel		175.00	175.00
Bill	12/02/2022		MVP Health Care Inc	P9060.800 Health Insurance		978.27	1,153.27
						<u>1,153.27</u>	<u>1,153.27</u>
						<u>1,153.27</u>	<u>1,153.27</u>

Accounts Payable

Total Accounts Payable

TOTAL

Fallsburg Library Transactions by Account

As of December 14, 2022

Type	Date	Num	Name	Clr	Split	Amount	Balance
Accounts Payable							
Bill	12/14/2022		AIR Rent Property Group LLC		453 Rent	3,400.00	3,400.00
Bill	12/14/2022		Amazon Capital Service		411 DVDs 479 Program Supplies	290.33	3,690.33
Bill	12/14/2022		Ameri Gas		450 Utilities-Electric, Propane	830.82	4,521.15
Bill	12/14/2022		Baker & Taylor Inc		410 Books	713.38	5,234.53
Bill	12/14/2022		Card Member Service		479 Program Supplies	40.04	5,274.57
Bill	12/14/2022		Charter Communications		456 Internet Service	119.99	5,394.56
Bill	12/14/2022		DeLage Landen Financial Services		200 Equipment	88.35	5,482.91
Bill	12/14/2022		Demco		430 Library Supplies	32.93	5,515.84
Bill	12/14/2022		Scott DuBois		437 Professional Fees	1,000.00	6,515.84
Bill	12/14/2022		Fallsburg Central School Districts		434 Publicity / Printing	30.00	6,545.84
Bill	12/14/2022		fox Ledge, Inc		451 Custodial Supplies	2.00	6,547.84
Bill	12/14/2022		Kanopy, INC.		415 e-content	25.00	6,572.84
Bill	12/14/2022		Modern Marketing		430 Library Supplies	269.60	6,842.44
Bill	12/14/2022		MVP Health Care Inc		P9060.800 Health Insurance	978.27	7,820.71
Bill	12/14/2022		NYSEG		450 Utilities-Electric, Propane	95.92	7,916.63
Bill	12/14/2022		Over Drive, Inc		415 e-content	370.97	8,287.60
Bill	12/14/2022		PN Fire & Burglar Alarm Co. Inc		469 Oper. & Mant. Exp-Sec sys	19.50	8,307.10
Bill	12/14/2022		Standard Security Life Ins. Co. of NY		454 Insurance	136.80	8,443.90
Bill	12/14/2022		Sullivan County Democrat		434 Publicity Printing	42.00	8,485.90
Bill	12/14/2022		Sullivan County Septic Service, Inc		450 Utilities-Electric, Propane	378.00	8,863.90
Bill	12/14/2022		Town of Fallsburg		431 Phone 452 Cleaning Contract 480 Town Contract	2,786.06	11,649.96
Bill	12/14/2022		United Healthcare		P9060.800 Health Insurance	267.50	11,917.46
Bill	12/14/2022		United Healthcare prescription		P9060.800 Health Insurance	40.90	11,958.36
Bill	12/14/2022		U.S. Postal Service		433 Postage	140.00	12,098.36
Total Accounts Payable						12,098.36	12,098.36
TOTAL						12,098.36	12,098.36

Fallsburg Library Transactions by Account

As of December 22, 2022

Type	Date	Name	Class	Clr	Split	Amount	Balance
Bill	12/22/2022	Amazon Capital Service				136.40	136.40
Bill	12/22/2022	Baker & Taylor Inc / Entertainment				323.98	460.38
Bill	12/22/2022	Coast to Coast Solutions				833.05	1,293.43
Bill	12/22/2022	Greenwald-Doherty LLP				1,177.50	2,470.93
Bill	12/22/2022	Quill Corporation				276.77	2,747.70
						<u>2,747.70</u>	<u>2,747.70</u>
						<u>2,747.70</u>	<u>2,747.70</u>

Accounts Payable

Total Accounts Payable
TOTAL

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through December 22, 2022

	Jul 1 - Dec 22, 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	3,231.68	1,000.00	2,231.68	323.17%
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	428,856.92	442,587.71	-13,730.79	96.9%
Expense				
200 Equipment	530.10	1,400.00	-869.90	37.86%
410 BookS	5,371.37	9,500.00	-4,128.63	56.54%
411 Films,DVD or VHS	1,009.97	2,000.00	-990.03	50.5%
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	2,471.67	11,000.00	-8,528.33	22.47%
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	387.00	400.00	-13.00	96.75%
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	2,575.12	3,000.00	-424.88	85.84%
431 Telephone	409.00	1,200.00	-791.00	34.08%
432 Telecommunications	1,365.96	3,500.00	-2,134.04	39.03%
433 Postage	200.00	400.00	-200.00	50.0%
434 Publicity / Printing	458.66	500.00	-41.34	91.73%
435 Travel / Meal	175.00	2,000.00	-1,825.00	8.75%
436 Anser/Automation	7,294.30	20,000.00	-12,705.70	36.47%
437 Professional Fees	3,572.50	10,250.00	-6,677.50	34.85%
438 Membership dues	242.50	800.00	-557.50	30.31%
450 Utilities-Electric, Propane	2,680.53	10,000.00	-7,319.47	26.81%
451 Custodial Supplies	27.70	700.00	-672.30	3.96%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	20,400.00	43,000.00	-22,600.00	47.44%
454 Insurance	8,295.49	6,500.00	1,795.49	127.62%
456 Internet Service	719.94	1,700.00	-980.06	42.35%
469 Oper. & Mant. Exp-Sec sys	430.00	800.00	-370.00	53.75%
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	3,941.98	4,000.00	-58.02	98.55%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	14,356.00	27,000.00	-12,644.00	53.17%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through December 22, 2022

	<u>Jul 1 - Dec 22, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	480.00	2,000.00	-1,520.00	24.0%
P9060.800 Health Insurance - Other	8,425.74	27,500.00	-19,074.26	30.64%
Total P9060.800 Health Insurance	8,905.74	31,500.00	-22,594.26	28.27%
Payroll Expenses				
Direct Deposit Fees	70.00	400.00	-330.00	17.5%
P7410.141 Library Director	0.00	67,000.00	-67,000.00	0.0%
P7410.142 Principal Library	5,520.00	0.00	5,520.00	100.0%
P7410.143 Library Clerk	9,962.40	37,003.20	-27,040.80	26.92%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	3,932.26	16,692.00	-12,759.74	23.56%
P7410.147 Clerk	4,096.96	19,021.60	-14,924.64	21.54%
P7410.148 Page	1,425.60	3,168.00	-1,742.40	45.0%
P7410.150 page	9,928.80	36,878.40	-26,949.60	26.92%
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	23,962.97	0.00	23,962.97	100.0%
Total Payroll Expenses	58,898.99	217,605.20	-158,706.21	27.07%
Payroll Taxes				
P9030.800 SS / Med				
FICA	3,673.74	0.00	3,673.74	100.0%
Medical	859.17	0.00	859.17	100.0%
P9030.800 SS / Med - Other	0.00	16,482.51	-16,482.51	0.0%
Total P9030.800 SS / Med	4,532.91	16,482.51	-11,949.60	27.5%
Total Payroll Taxes	4,532.91	16,482.51	-11,949.60	27.5%
Total Expense	152,729.68	442,587.71	-289,858.03	34.51%
Net Ordinary Income	276,127.24	0.00	276,127.24	100.0%
Net Income	276,127.24	0.00	276,127.24	100.0%