

Fallsburg Library Trustee Monthly Meeting
July 26, 2023
*Meeting held at Fallsburg Library *

Attendance:

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

Meeting Commenced at 5:07 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **June 28, 2023-Regular Meeting Minutes-** Board member Judith Merone moved and board member Ronnie Cohen seconded a motion to approve the regular meeting minutes as presented. All in favor.
- **July 12, 2023-Reorganization Meeting Minutes-** Board member Judith Merone moved and board member Ronnie Cohen seconded a motion to approve the regular meeting minutes as presented. All in favor.

Financial Report

As of June 30, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 26,902.15
Money Market	\$ 398,083.24
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	\$ 424,985.39

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

6/30/2023 \$98.15 *interest paid*

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

Interest account	\$78,506.57
Total Interest Earned as of 3/31/2023	\$6,529.31

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

Approval of Warrants

July 25, 2023 in the amount of \$13,726.98.

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

July 26, 2023 in the amount of \$580.21.

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

Old Business

None

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 - As of this meeting, no one has applied since last time.

Committee Reports

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.
Issues with parking spaces. Laurie will speak to the landlord about it.

Personnel- Judith Merone and David Lawrence
Board President Laurie Burke-Deutsch spoke about having a zoom meeting with our legal counsel about our policies that were reviewed. All agreed to a zoom meeting for this particular thing.

Adjournment

Board member Judith Merone moved and board member Ronnie Cohen seconded the motion to adjourn the meeting at 5:36 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
July 26, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - June 28, 2023 – Regular Meeting Minutes
 - July 12, 2023 – Reorganization Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - July 25, 2023
 - July 26, 2023
- Old Business
- New Business
 - New Hire Search
 - Director Search
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
July 26, 2023
Financial Report

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

Summary of Account:

Checking	\$	26,902.15
Money Market		398,083.24
		<hr/>
	\$	424,985.39

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

6/30/2023 \$98.15 *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 July 25, 2023

Type	Date	Num	Name	Clr	Split	Amount	Balance
Accounts Payable							
Bill	07/25/2023		Kanopy, INC.			24.00	0.00
Bill	07/25/2023		AIR Rent Property Group LLC			3,400.00	24.00
Bill	07/25/2023		DeLage Landen Financial Services			88.35	3,424.00
Bill	07/25/2023		Charter Communications			119.99	3,512.35
Bill	07/25/2023		New York State Unem			15.59	3,632.34
Bill	07/25/2023		Greenwald-Doherty LLP			3,697.50	3,647.93
Bill	07/25/2023		United Healthcare			289.50	7,345.43
Bill	07/25/2023		Card Member Service			176.48	7,634.93
Bill	07/25/2023		S & S Worldwide			212.30	7,811.41
Bill	07/25/2023		NYSEG			194.53	8,023.71
Bill	07/25/2023		MVP Health Care Inc			978.27	8,218.24
Bill	07/25/2023		Ramapo Catskill Library System			4,530.47	9,196.51
						13,726.98	13,726.98
						13,726.98	13,726.98
Total Accounts Payable							
TOTAL							

Fallsburg Library Transactions by Account

As of July 26, 2023

Type	Date	Name	Split	Amount	Balance
Bill	07/26/2023	S & S Worldwide	479 programming	77.30	77.30
Bill	07/26/2023	Baker & Taylor Inc / Entertainment	410 books	328.65	405.95
Bill	07/26/2023	Amazon Capital Service	411 DVDs	133.65	539.60
Bill	07/26/2023	Ronnie Cohen	435 Travel / Meal	40.61	580.21
				<u>580.21</u>	<u>580.21</u>
				<u>580.21</u>	<u>580.21</u>

Accounts Payable

Total Accounts Payable

TOTAL

Fallsburg Library Profit & Loss Budget vs. Actual July 1 - 26, 2023

	Jul 1 - 26, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	0.00	373,949.20	-373,949.20	0.0%
P2082 Book Fines	0.00	209.68	-209.68	0.0%
P2401 Interest and Earnings	0.00	838.71	-838.71	0.0%
P2705.00 Gifts and Donations	0.00	41.94	-41.94	0.0%
P2770.99 Copy Mach/Fax fees	0.00	1,677.42	-1,677.42	0.0%
Total Income	0.00	376,716.95	-376,716.95	0.0%
Expense				
200 Equipment	88.35	1,174.19	-1,085.84	7.52%
410 BookS	328.65	7,967.74	-7,639.09	4.13%
411 Films,DVD or VHS	133.65	1,677.42	-1,543.77	7.97%
412 Recordings /Tapes, discs	0.00	629.03	-629.03	0.0%
413 Periodicals	0.00	838.71	-838.71	0.0%
415 e-content	384.00	9,225.81	-8,841.81	4.16%
416 Service & Web Fees	0.00	1,761.29	-1,761.29	0.0%
417 Web Host	0.00	125.81	-125.81	0.0%
418 licenses	0.00	335.48	-335.48	0.0%
428 Envisionware	0.00	419.35	-419.35	0.0%
429 Misc.	0.00	251.61	-251.61	0.0%
430 Office/Book/Library supply	0.00	2,516.13	-2,516.13	0.0%
431 Telephone	0.00	1,006.45	-1,006.45	0.0%
432 Telecommunications	1,472.50	2,935.48	-1,462.98	50.16%
433 Postage	6.15	335.48	-329.33	1.83%
434 Publicity / Printing	0.00	419.35	-419.35	0.0%
435 Travel / Meal	40.61	1,677.42	-1,636.81	2.42%
436 Anser/Automation	2,697.97	16,774.19	-14,076.22	16.08%
437 Professional Fees	3,743.94	8,596.77	-4,852.83	43.55%
438 Membership dues	0.00	670.97	-670.97	0.0%
450 Utilities-Electric, Propane	194.53	8,387.10	-8,192.57	2.32%
451 Custodial Supplies	0.00	587.10	-587.10	0.0%
452 Cleaning Contract	0.00	1,509.68	-1,509.68	0.0%
453 Rent	3,400.00	36,064.52	-32,664.52	9.43%
454 Insurance	0.00	5,451.61	-5,451.61	0.0%
456 Internet Service	119.99	1,425.81	-1,305.82	8.42%
469 Oper. & Mant. Exp-Sec sys	0.00	670.97	-670.97	0.0%
475 Annual Election	66.97	1,090.32	-1,023.35	6.14%
476 Education / Training	0.00	1,677.42	-1,677.42	0.0%
477 Meetings/ Registration Fee	0.00	754.84	-754.84	0.0%
479 Programming	346.52	3,354.84	-3,008.32	10.33%
480 T/ Falls Contract	0.00	2,935.48	-2,935.48	0.0%
499 Volunteer Recognition/Staff	0.00	209.68	-209.68	0.0%
P 9010.800 NYS Retirement	0.00	22,645.16	-22,645.16	0.0%
P9040.800 Workers Compensation	0.00	2,348.39	-2,348.39	0.0%
P9050.800 unemployment ins	15.59	0.00	15.59	100.0%
P9055.800 disability	0.00	276.77	-276.77	0.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 - 26, 2023

	Jul 1 - 26, 23	Budget	\$ Over Budget	% of Budget
P9060.800 Health Insurance				
Health Flex Plan	0.00	1,677.42	-1,677.42	0.0%
Health Insurance Buyout	0.00	1,677.42	-1,677.42	0.0%
P9060.800 Health Insurance - Other	1,267.77	23,064.52	-21,796.75	5.5%
Total P9060.800 Health Insurance	1,267.77	26,419.36	-25,151.59	4.8%
Payroll Expenses				
Direct Deposit Fees	0.00	335.48	-335.48	0.0%
P7410.141 Library Director	0.00	56,193.55	-56,193.55	0.0%
P7410.142 Principal Library	860.00	0.00	860.00	100.0%
P7410.143 Library Clerk	0.00	32,779.46	-32,779.46	0.0%
P7410.144 Library page 1	0.00	29,744.00	-29,744.00	0.0%
P7410.145 Library clerk	0.00	13,520.00	-13,520.00	0.0%
P7410.147 Clerk	0.00	13,520.00	-13,520.00	0.0%
P7410.148 Page	0.00	3,019.35	-3,019.35	0.0%
P7410.150 page	0.00	33,547.05	-33,547.05	0.0%
P7410.151 Page	0.00	1,677.42	-1,677.42	0.0%
P7410.154 Library Page	0.00	3,019.35	-3,019.35	0.0%
Payroll Expenses - Other	9,686.20	0.00	9,686.20	100.0%
Total Payroll Expenses	10,546.20	187,355.66	-176,809.46	5.63%
Payroll Taxes				
P9030.800 SS / Med				
FICA	318.41	11,595.25	-11,276.84	2.75%
Medical	74.46	2,618.28	-2,543.82	2.84%
Total P9030.800 SS / Med	392.87	14,213.53	-13,820.66	2.76%
Total Payroll Taxes	392.87	14,213.53	-13,820.66	2.76%
Total Expense	25,246.26	376,716.92	-351,470.66	6.7%
Net Ordinary Income	-25,246.26	0.03	-25,246.29	-84,154,200.0%
Net Income	-25,246.26	0.03	-25,246.29	-84,154,200.0%