

Fallsburg Library Trustee Monthly Meeting
March 29, 2023
*Meeting held at Fallsburg Library *

Attendance:

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

Meeting Commenced at 4:59 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **February 1, 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 February 28, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 24,235.49
Money Market	\$ 486,444.73
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	\$ 510,680.22

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

2/1/2023	\$693.00
2/28/2023	\$111.94 *interest paid*

As of December 31, 2022 North East Community Bank Statement:

Interest account	\$766,507.36
Total Interest Earned as of 12/31/2022	\$5,195.82

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

Approval of Warrants

February 21, 2023 in the amount of \$11,184.60.

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

March 21, 2023 in the amount of \$6,251.67.

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

Old Business

No old business

New Business

Director Search- Board member Judith Merone contacted the people on the civil service Library Director list. Two were not interested in the job and one lives on Long Island and asked that we send her the job description and salary scale. Those were emailed to the candidate.

Approval of Annual Report- Board member Judith Merone moved and board member Annette Conklin seconded the motion to approve the annual report. All in favor.

Committee Reports

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.

N/A

Personnel- Judith Merone and David Lawrence

Board member Ronnie Cohen moved to go into executive session at 5:10pm. Executive session ended at 5:23pm

Adjournment

Board member Ronnie Cohen moved and board member RJudith Merone seconded the motion to adjourn the meeting at 5:24 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
March 29, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - February 1, 2023 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - February 21, 2023
 - March 21, 2023
- Old Business
- New Business
 - Director Search
 - Approval of Annual Report
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
March 29, 2023
Financial Report

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Summary of Account:

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Money Market		486,444.73
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As of December 31, 2022 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	766,507.36
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Total interest earned as of 12/31/2022	\$	5,195.82
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Fallsburg Library

Transactions by Account

As of March 21, 2023

Type	Date	Num	Name	Metass	Clr	Split	Amount	Balance
Accounts Payable								
Bill	03/21/2023		Town of Fallsburg			431 Telephone	66.47	0.00
Bill	03/21/2023		Greenwald-Doherty LLP			437 Professional Fees	570.00	636.47
Bill	03/21/2023		Charter Communications			456 Internet Service	119.99	756.46
Bill	03/21/2023		DeLage Landen Financial Services			200 Equipment	88.35	844.81
Bill	03/21/2023		MVP Health Care Inc			P9060.800 Health Insurance	978.27	1,823.08
Bill	03/21/2023		Kanopy, INC.			415 e-content	11.00	1,834.08
Bill	03/21/2023		fox Ledge, Inc			451 Custodial Supplies	2.00	1,836.08
Bill	03/21/2023		AIR Rent Property Group LLC			453 Rent	3,400.00	5,236.08
Bill	03/21/2023		Baker & Taylor Inc / Entertainment			410 Books	221.42	5,457.50
Bill	03/21/2023		United Healthcare			P9060.800 Health Insurance	289.50	5,747.00
Bill	03/21/2023		United Healthcare prescription			P9060.800 Health Insurance	40.90	5,787.90
Bill	03/21/2023		HR Direct			430 Library Supplies	84.99	5,872.89
Bill	03/21/2023		Krist Office Supply			200 Equipment	219.00	6,091.89
Bill	03/21/2023		Sullivan Public Library Alliance			438 Membership dues	50.00	6,141.89
Bill	03/21/2023		NYSEG			450 Utilities-Electric, Propane	109.78	6,251.67
							<u>6,251.67</u>	<u>6,251.67</u>
							<u>6,251.67</u>	<u>6,251.67</u>

Total Accounts Payable
TOTAL

Fallsburg Library Transactions by Account

As of February 21, 2023

Accounts Payable

Type	Date	NI	Name	Memt Ctr	Split	Amount	Balance
Bill	02/21/2023		Sullivan County Democrat				0.00
Bill	02/21/2023		Ramapo Catskill Library System		434 Publicity/Printing	42.00	42.00
Bill	02/21/2023		United Healthcare		436 ANSER 432 Telecommunications	4,161.50	4,203.50
Bill	02/21/2023		Greenwald-Doherty LLP		P9060.800 Health Insurance	289.50	4,493.00
Bill	02/21/2023		Electronic Business Products, Inc		437 Professional Fees	980.00	5,473.00
Bill	02/21/2023		Town of Fallsburg		430 Library Supplies	84.94	5,557.94
Bill	02/21/2023		DeLage Landen Financial Services		431 Telephone 437 Professional Fees	743.42	6,301.36
Bill	02/21/2023		AIR Rent Property Group LLC		200 Equipment	88.35	6,389.71
Bill	02/21/2023		fox Ledge, Inc		453 Rent	3,400.00	9,789.71
Bill	02/21/2023		Kanopy, INC.		451 Custodial Supplies	2.00	9,791.71
Bill	02/21/2023		MVP Health Care Inc		415 e-content	21.00	9,812.71
Bill	02/21/2023		NYSEG		P9060.800 Health Insurance	978.27	10,790.98
Bill	02/21/2023		Charter Communications		450 Utilities-Electric, Propane	129.05	10,920.03
Bill	02/21/2023		Card Member Service		456 Internet Service	119.99	11,040.02
Bill	02/21/2023		United Healthcare prescription		417 Web Host	103.68	11,143.70
					P9060.800 Health Insurance	40.90	11,184.60
						11,184.60	11,184.60
						11,184.60	11,184.60

Total Accounts Payable

TOTAL

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2022 through March 21, 2023

	Jul 1, '22 - Mar 21, 23	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	457.00	250.00	207.00	182.8%
P2401 Interest and Earnings	8,803.14	1,000.00	7,803.14	880.31%
P2705.00 Gifts and Donations	22.25	50.00	-27.75	44.5%
P2760.30 LSG Local Lib Serv.Aid	3,212.00	0.00	3,212.00	100.0%
P2770.95 Ins Dividends	631.00	0.00	631.00	100.0%
P2770.99 Copy Mach/Fax fees	970.75	2,000.00	-1,029.25	48.54%
Total Income	435,280.38	442,587.71	-7,307.33	98.35%
Expense				
200 Equipment	1,014.15	1,400.00	-385.85	72.44%
410 BookS	9,031.14	9,500.00	-468.86	95.07%
411 Films,DVD or VHS	1,162.70	2,000.00	-837.30	58.14%
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	2,873.67	11,000.00	-8,126.33	26.12%
416 Service & Web Fees	29.50	2,100.00	-2,070.50	1.41%
417 Web Host	103.68	150.00	-46.32	69.12%
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	4,123.26	3,000.00	1,123.26	137.44%
431 Telephone	611.00	1,200.00	-589.00	50.92%
432 Telecommunications	2,838.46	3,500.00	-661.54	81.1%
433 Postage	200.00	400.00	-200.00	50.0%
434 Publicity / Printing	500.66	500.00	0.66	100.13%
435 Travel / Meal	234.95	2,000.00	-1,765.05	11.75%
436 Anser/Automation	9,983.30	20,000.00	-10,016.70	49.92%
437 Professional Fees	6,291.50	10,250.00	-3,958.50	61.38%
438 Membership dues	292.50	800.00	-507.50	36.56%
450 Utilities-Electric, Propane	3,027.62	10,000.00	-6,972.38	30.28%
451 Custodial Supplies	41.55	700.00	-658.45	5.94%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	30,600.00	43,000.00	-12,400.00	71.16%
454 Insurance	8,295.49	6,500.00	1,795.49	127.62%
456 Internet Service	1,079.91	1,700.00	-620.09	63.52%
469 Oper. & Mant. Exp-Sec sys	796.00	800.00	-4.00	99.5%
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	5,704.62	4,000.00	1,704.62	142.62%
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%

Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2022 through March 21, 2023

	<u>Jul 1, '22 - Mar 21, 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P 9010.800 NYS Retirement	14,356.00	27,000.00	-12,644.00	53.17%
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	12,351.75	27,500.00	-15,148.25	44.92%
Total P9060.800 Health Insurance	12,351.75	31,500.00	-19,148.25	39.21%
Payroll Expenses				
Direct Deposit Fees	127.00	400.00	-273.00	31.75%
P7410.141 Library Director	0.00	67,000.00	-67,000.00	0.0%
P7410.142 Principal Library	8,630.00	0.00	8,630.00	100.0%
P7410.143 Library Clerk	18,501.60	37,003.20	-18,501.60	50.0%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	7,278.70	16,692.00	-9,413.30	43.61%
P7410.147 Clerk	7,608.64	19,021.60	-11,412.96	40.0%
P7410.148 Page	1,425.60	3,168.00	-1,742.40	45.0%
P7410.150 page	18,439.20	36,878.40	-18,439.20	50.0%
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	24,270.91	0.00	24,270.91	100.0%
Total Payroll Expenses	86,281.65	217,605.20	-131,323.55	39.65%
Payroll Taxes				
P9030.800 SS / Med				
FICA	5,337.98	0.00	5,337.98	100.0%
Medical	1,248.40	0.00	1,248.40	100.0%
P9030.800 SS / Med - Other	0.00	16,482.51	-16,482.51	0.0%
Total P9030.800 SS / Med	6,586.38	16,482.51	-9,896.13	39.96%
Total Payroll Taxes	6,586.38	16,482.51	-9,896.13	39.96%
Total Expense	212,246.19	442,587.71	-230,341.52	47.96%
Net Ordinary Income	223,034.19	0.00	223,034.19	100.0%
Net Income	223,034.19	0.00	223,034.19	100.0%