

Fallsburg Library Trustee Monthly Meeting  
May 10, 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	Present
Amanda Letohic, staff	Present

Meeting Commenced at 5:08 PM

**Public Comment**

None

**Correspondence**

None

**Approval of Minutes**

- **March 29, 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 April 28, 2023 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$ 55,671.97
<b>Money Market</b>	\$ 426,926.30
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	\$ 482,598.27

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

3/31/2023	\$117.71 *interest paid*
4/19/2023	\$566.11
4/26/2023	\$7,500.00
4/30/2023	\$109.76 *interest paid*

As of March 31, 2023 North East Community Bank Statement:

<b>Interest account</b>	\$773,036.68
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**

**April 17, 2023** in the amount of \$5,954.10.

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

**April 26, 2023** in the amount of \$6,635.56.

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**

**Approval of Budget** - Board member Ronnie Cohen moved and board member Judith Merone seconded a motion to approve the 2023-2024 budget with no tax levy increase.

**Approval Election Staff and Wages**- Board member Judith Merone moved and board member Renee Kates seconded the motion to approve the appointment of Lisa Acosta as Chief Election Inspector at \$25/hr, Judy Heaney as Election Inspector for \$20/hr and Patricia Boswell as Election Inspector at \$20/hr. All in favor.

**Approval of Summer Page, Hours, & Pay** - Board member Judith Merone moved and board member Annette Conklin seconded the hire of James Letohic III at \$15/hr for 20 hours a week starting the end of June and ending the end of August. All in favor.

**New Hire Search** - Amanda Letohic asked the board to make Theresa Toledo full time and inquired about hiring a part time employee at \$15/hr. Board member Judith Merone made a motion and board member Annette Conklin seconded the motion to make Theresa Toledo a full time employee and approve the hire of one (1) part time employee. All in favor.

**Director Search** - Board President Laurie Burke-Deutsch asked that board member Judith Merone and Acting Director Letohic go forward with looking into pricing and posting the job description on Indeed.com to make our chances of finding someone better. Board member Judith Merone will be corresponding with any potential hires.

### **Committee Reports**

Budget- Ronnie Cohen  
N/A

Building/Grounds- Renee Kates.  
N/A

Personnel- Judith Merone and David Lawrence

Board President Laurie Burke-Deutsch moved to go into executive session at 5:26pm.  
Executive session ended at 5:48pm

### **Adjournment**

Board member Judith Merone moved and board member Annette Conklin seconded the motion to adjourn the meeting at 5:50 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
May 10, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
  - March 29, 2023 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
  - April 17, 2023
  - April 26, 2023
- Old Business
- New Business
  - Approval of Budget
  - Approval of Election Staff & Wages
  - Approval of Summer Page/Hours/Pay
  - New Hire Search
  - Director Search
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
May 10, 2023  
Financial Report

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Summary of Account:

Checking	\$	55,671.97
Money Market		426,926.30
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As of March 31, 2023 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	773,036.68
Total interest earned as of 12/31/2022	\$	6,529.31

# Fallsburg Library Transactions by Account

As of April 17, 2023

Type	Date	Num	Name	Meass	Clr	Split	Amount	Balance
Accounts Payable								
Bill	04/17/2023		AIR Rent Property Group LLC			453 Rent	3,400.00	3,400.00
Bill	04/17/2023		Charter Communications			456 Internet Service	119.99	3,519.99
Bill	04/17/2023		Ramapo Catskill Library System			415 e-content 416 service and web fees	369.90	3,889.89
Bill	04/17/2023		NYSEG			450 Utilities-Electric, Propane	246.53	4,136.42
Bill	04/17/2023		MVP Health Care Inc			P9060.800 Health Insurance	978.27	5,114.69
Bill	04/17/2023		Kanopy, INC.			415 e-content	14.00	5,128.69
Bill	04/17/2023		fox Ledge, Inc			451 Custodial Supplies	15.70	5,144.39
Bill	04/17/2023		DeLage Landen Financial Services			200 Equipment	88.35	5,232.74
Bill	04/17/2023		Card Member Service			433 postage 477 meeting registration	270.96	5,503.70
Bill	04/17/2023		Greenwald-Doherty LLP			437 Professional Fees	120.00	5,623.70
Bill	04/17/2023		United Healthcare			P9060.800 Health Insurance	289.50	5,913.20
Bill	04/17/2023		United Healthcare prescription			P9060.800 Health Insurance	40.90	5,954.10
Total Accounts Payable							5,954.10	5,954.10
<b>TOTAL</b>							<b>5,954.10</b>	<b>5,954.10</b>

## Fallsburg Library Transactions by Account

As of April 26, 2023

Accounts Payable

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Bill	04/26/2023		The Nyack Library			479 Programming	42.00	0.00
Bill	04/26/2023		Modern Marketing			479 Programming	671.89	42.00
Bill	04/26/2023		Coast to Coast Solutions			415 Library Supplies	718.54	713.89
Bill	04/26/2023		Town of Fallsburg			431 Telephone	67.75	1,432.43
Bill	04/26/2023		Micro Marketing LLC			412 Recordings /Tapes, discs	149.07	1,500.18
Bill	04/26/2023		Ramapo Catskill Library System			436 ANSER 432 Telecommunications	4,161.50	1,649.25
Bill	04/26/2023		Quill Corporation			451 Custodial Supplies	66.96	5,810.75
Bill	04/26/2023		Baker & Taylor Inc / Entertainment			410 Books	677.48	5,877.71
Bill	04/26/2023		Amazon Capital Service			411 DVDs	80.37	6,555.19
							<u>6,635.56</u>	<u>6,635.56</u>
							<u><b>6,635.56</b></u>	<u><b>6,635.56</b></u>

Total Accounts Payable  
**TOTAL**

Fallsburg Library Proposed Budget 2023-2024

CODE	DESCRIPTION	2022-2023	2023-2024 Using Fund Balance
EXPENDITURES			
SALARIES			
P 7410.141	Director of Library Services	\$ 67,000.00	\$67,000.00
P 7410.143	Personnel- Library Clerk F/T Virginia	\$ 37,003.20	\$39,083.20 [1]
P 7410.144	Personnel - Library Staff /FT Theresa	\$ 34,320.00	\$35,464.00 [2]
P 7410.145	Personnel- Library Clerk P/T	\$ 16,692.00	\$16,120.00
P 7410.147	Personnel- Library Clerk P/T	\$ 19,021.60	\$16,120.00
P 7410.148	Personnel - Library Page P/T Seasonal	\$ 3,168.00	\$3,600.00 [3]
P 7410.150	Personnel- Library Clerk F/T Amanda	\$ 36,878.40	\$39,998.40 [4]
P 7410.151	Overtime	\$ 2,000.00	\$2,000.00
P 7410.154	Personnel- Library Page Prog. Seasonal Terry	\$ 3,600.00	\$3,600.00
	TOTAL SALARIES	\$ 219,683.20	\$222,985.60
EMPLOYEE BENEFITS			
P 9010.800	NYS Retirement	\$ 27,000.00	\$27,000.00
P 9030.800	Social Security	\$ 13,446.26	\$13,825.11 [5]
	Medicare	\$ 3,036.25	\$3,121.80 [6]
P 9040.800	Workman's Compensation	\$ 2,800.00	\$2,800.00
P 9055.800	Disability Insurance	\$ 330.00	\$330.00
P 9060.800	Health Insurance	\$ 27,500.00	\$27,500.00 [7]
	Health Insurance Buyout	\$ 2,000.00	\$2,000.00
	Health Flex Plan	\$ 2,000.00	\$2,000.00
P 9089.800	Direct Deposit Fees	\$ 400.00	\$400.00
	TOTAL EMPLOYEE BENEFITS	\$ 78,512.51	\$78,976.91
OPERATIONS			
P 7410.200	Equipment	\$ 1,400.00	\$1,400.00
P 7410.410	Books	\$ 9,500.00	\$9,500.00
P 7410.411	Films/dvd	\$ 2,000.00	\$2,000.00
P 7410.412	Recordings, CD, Tapes,E-Books	\$ 750.00	\$750.00
P 7410.413	Periodicals	\$ 1,000.00	\$1,000.00
P 7410.415	E-Content, E-books	\$ 11,000.00	\$11,000.00
P 7410.416	RCLS- Service Fee	\$ 2,100.00	\$2,100.00
P 7410.417	Web Host Fee	\$ 150.00	\$150.00
P 7410.418	Licenses	\$ 400.00	\$400.00
p 7410.428	Envisionware	\$ 500.00	\$500.00



Fallsburg Library Proposed Budget 2023-2024

P 7410.429	Miscellaneous	\$ 300.00	\$300.00
P 7410.430	Office, Book and Library Supplies	\$ 3,000.00	\$3,000.00
P 7410.431	Telephone	\$ 1,200.00	\$1,200.00
p 7410.432	Telecommunications	\$ 3,500.00	\$3,500.00
P 7410.433	Postage	\$ 400.00	\$400.00
P 7410.434	Publicity & Printing	\$ 500.00	\$500.00
P 7410.435	Travel/Meals	\$ 2,000.00	\$2,000.00
P 7410.436	ANSER Computer	\$ 20,000.00	\$20,000.00
P 7410.437	Professional fees		
	Auditor	\$ 750.00	\$750.00
	Treasurer	\$ 2,000.00	\$2,000.00
	Attorney	\$ 7,500.00	\$7,500.00
	Board Secretary	\$ -	
P 7410.438	Membership Dues	\$ 800.00	\$800.00
P 7410.439	Office Equipment Maintenance	-	
P 7410.450	Utilities-Electric, Propane Gas	\$ 10,000.00	\$10,000.00
P 7410.451	Custodial Supplies	\$ 700.00	\$700.00
P 7410.452	Cleaning Contract	\$ 1,800.00	\$1,800.00
P 7410.453	Rent	\$ 43,000.00	\$43,000.00
P 7410.454	Insurance	\$ 6,500.00	\$6,500.00
P 7410.455	Building Project	\$ -	
P 7410.456	Internet Services	\$ 1,700.00	\$1,700.00
P 7410.469	Oper & Maint Exp-Sec. Sys.	\$ 800.00	\$800.00
P 7410.475	Annual Election	\$ 1,300.00	\$1,300.00
P 7410.476	Education & Training	\$ 2,000.00	\$2,000.00
P 7410.477	Meetings/Registration Fees	\$ 900.00	\$900.00
P 7410.478	Building Fund	\$ -	
P 7410.479	Library Programs	\$ 4,000.00	\$4,000.00
P 7410.480	Town of Fallsburg Contract	\$ 3,500.00	\$3,500.00
P 7410.499	Volunteer/Staff Recognition	\$ 250.00	\$250.00
	TOTAL OPERATIONS	\$ 147,200.00	\$147,200.00
	TOTAL EXPENDITURES	\$ 445,395.71	\$449,162.51

REVENUES

OPERATIONAL REVENUES

P 2082.000	Book Fines	\$ 250.00	\$250.00
P 2401.000	Interest & Earnings	\$ 1,000.00	\$1,000.00
P 2705.000	Gifts and Donations	\$ 50.00	\$50.00
P 2770.000	Fund Balance		
P 2770.990	Copy Machine Fax Fees	\$ 2,000.00	\$2,000.00
	TOTAL OPERATIONAL REVENUES	\$ 3,300.00	\$3,300.00

Fallsburg Library Proposed Budget 2023-2024

P	TAXES		
1001.000	Real Property Taxes	\$ 442,095.71	\$442,095.71
	TOTAL REVENUES	\$ 445,395.71	\$445,395.71
	Increase of taxes	\$ 18,103.47	\$3,766.80

[1] \$1.00 per hour increase from previous year \$17.79

[2] \$1.00 increase from previous year \$16.05

[3] Summer Page at \$15.00 per hour

[4] \$1.50 hourly increase from previous year @ 17.73

[5] 6.2% of all salaries

[6] 1.4% of all salaries

[7] Health Insurance for 3 full timers



## **FALLSBURG LIBRARY**

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### **Proposed Election Personnel/ Pay Rates**

Lisa Acosta - Chief Election Inspector \$25/hr

Judy Heaney - Election Inspector \$20/hr

Patricia Boswell – Election Inspector \$20/hr

## Fallsburg Library

# Profit & Loss Budget vs. Actual

July 1, 2022 through April 26, 2023

	Jul 1, '22 - Apr 26, 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	439,287.71	-18,103.47	95.88%
P2082 Book Fines	486.61	250.00	236.61	194.64%
P2401 Interest and Earnings	9,042.40	1,000.00	8,042.40	904.24%
P2680 Insurance Recoveries	7,500.00	0.00	7,500.00	100.0%
P2705.00 Gifts and Donations	27.05	50.00	-22.95	54.1%
P2760.30 LSG Local Lib Serv.Aid	3,569.00	0.00	3,569.00	100.0%
P2770.20 S.C. Legislative Grant	454.55	0.00	454.55	100.0%
P2770.80 PILOT	1,647.99	0.00	1,647.99	100.0%
P2770.95 Ins Dividends	631.00	0.00	631.00	100.0%
P2770.99 Copy Mach/Fax fees	1,307.90	2,000.00	-692.10	65.4%
<b>Total Income</b>	<b>445,850.74</b>	<b>442,587.71</b>	<b>3,263.03</b>	<b>100.74%</b>
<b>Expense</b>				
200 Equipment	1,102.50	1,400.00	-297.50	78.75%
410 Books	9,677.62	9,500.00	177.62	101.87%
411 Films,DVD or VHS	1,243.07	2,000.00	-756.93	62.15%
412 Recordings /Tapes, discs	253.62	750.00	-496.38	33.82%
413 Periodicals	376.12	1,000.00	-623.88	37.61%
415 e-content	4,638.10	11,000.00	-6,361.90	42.17%
416 Service & Web Fees	39.40	2,100.00	-2,060.60	1.88%
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 Mlsc.	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	678.75	1,200.00	-521.25	56.56%
432 Telecommunications	4,310.96	3,500.00	810.96	123.17%
433 Postage	342.93	400.00	-57.07	85.73%
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	12,672.30	20,000.00	-7,327.70	63.36%
437 Professional Fees	6,411.50	10,250.00	-3,838.50	62.55%
438 Membership dues	292.50	800.00	-507.50	36.56%
450 Utilities-Electric, Propane	3,274.15	10,000.00	-6,725.85	32.74%
451 Custodial Supplies	124.21	700.00	-575.79	17.74%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	34,000.00	43,000.00	-9,000.00	79.07%
454 Insurance	8,295.49	6,500.00	1,795.49	127.62%
456 Internet Service	1,199.90	1,700.00	-500.10	70.58%
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	207.96	900.00	-692.04	23.11%
479 Programming	5,746.62	4,000.00	1,746.62	143.67%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%

## Fallsburg Library

# Profit & Loss Budget vs. Actual

July 1, 2022 through April 26, 2023

	Jul 1, '22 - Apr 26, 23	Budget	\$ Over Budget	% of Budget
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%
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	13,660.42	27,500.00	-13,839.58	49.67%
<b>Total P9060.800 Health Insurance</b>	<b>13,660.42</b>	<b>31,500.00</b>	<b>-17,839.58</b>	<b>43.37%</b>
<b>Payroll Expenses</b>				
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	9,920.00	0.00	9,920.00	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	47,650.77	0.00	47,650.77	100.0%
<b>Total Payroll Expenses</b>	<b>110,951.51</b>	<b>217,605.20</b>	<b>-106,653.69</b>	<b>50.99%</b>
<b>Payroll Taxes</b>				
P9030.800 SS / Med				
FICA	6,865.96	0.00	6,865.96	100.0%
Medical	1,605.74	0.00	1,605.74	100.0%
P9030.800 SS / Med - Other	0.00	16,482.51	-16,482.51	0.0%
<b>Total P9030.800 SS / Med</b>	<b>8,471.70</b>	<b>16,482.51</b>	<b>-8,010.81</b>	<b>51.4%</b>
<b>Total Payroll Taxes</b>	<b>8,471.70</b>	<b>16,482.51</b>	<b>-8,010.81</b>	<b>51.4%</b>
<b>Total Expense</b>	<b>251,439.96</b>	<b>442,587.71</b>	<b>-191,147.75</b>	<b>56.81%</b>
<b>Net Ordinary Income</b>	<b>194,410.78</b>	<b>0.00</b>	<b>194,410.78</b>	<b>100.0%</b>
<b>Net Income</b>	<b>194,410.78</b>	<b>0.00</b>	<b>194,410.78</b>	<b>100.0%</b>