

Fallsburg Library Trustee Monthly Meeting
November 16, 2022
*Meeting held at Fallsburg Library *

Attendance:

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

Meeting Commenced at 5:02 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **November 8, 2022-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.

Financial Report

As of October 31, 2022 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 30,533.38
Money Market	\$ 574,932.45
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	\$ 605,465.83

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

10/03/2022	\$1,174.00
10/13/2022	\$421,203.24
10/30/2022	\$106.22 *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 Renee Kates moved and board member Ronnie Cohen seconded a motion to approve the Financial Report as presented. All in favor.

Approval of Warrants

November 10, 2022 in the amount of \$5,890.52.

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

November 16, 2022 in the amount of \$14,356.00.

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

Old Business

No old business

New Business

Director Search- Board President Laurie said 'ZipRecruiter' has given us a new customer service representative to work with as the last one did not work out. She will be sharing that information with Amanda so she can post the job description in the near future.

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 5:09pm. Executive session was ended at 5:35pm

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
November 16, 2022

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - November 8, 2022 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - November 10, 2022
 - November 16, 2022
- Old Business
- New Business
 - Director Search
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
November 16, 2022
Financial Report

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Summary of Account:

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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 November 10, 2022
 Me: Clr

Accounts Payable

Type	Date	Name	Me: Clr	Split	Amount	Balance
Bill	11/10/2022	AIR Rent Property Group LLC		453 Rent	3,400.00	0.00
Bill	11/10/2022	Ameri Gas		450 Utilities-Electric, Propane	779.20	3,400.00
Bill	11/10/2022	Charter Communications		456 Internet Service	119.99	4,179.20
Bill	11/10/2022	DeLage Landen Financial Services		200 Equipment	88.35	4,299.19
Bill	11/10/2022	fox Ledge, Inc		451 Custodial Supplies	2.00	4,387.54
Bill	11/10/2022	Kanopy, INC.		415 e-content	30.00	4,389.54
Bill	11/10/2022	MVP Health Care Inc		P9060.800 Health Insurance	930.46	4,419.54
Bill	11/10/2022	NYSEG		450 Utilities-Electric, Propane	116.32	5,350.00
Bill	11/10/2022	PN Fire & Burglar Alarm Co. Inc		469 Oper. & Mant. Exp-Sec sys	122.50	5,466.32
Bill	11/10/2022	United Healthcare		P9060.800 Health Insurance	267.50	5,588.82
Bill	11/10/2022	United Healthcare prescription		P9060.800 Health Insurance	34.20	5,856.32
Total Accounts Payable					5,890.52	5,890.52
TOTAL					5,890.52	5,890.52

Fallsburg Library

Transactions by Account

As of November 16, 2022

Type	Date	Num	Name	Class	Split	Amount	Balance
Accounts Payable							
Bill	11/16/2022		Baker & Taylor Inc / Entertainment		410 books	162.15	0.00
Bill	11/16/2022		Card Member Service		434 publicity & printing 433 postage	198.88	162.15
Bill	11/16/2022		Greenwald-Doherty LLP		437 Professional Fees	240.00	361.03
Bill	11/16/2022		Mid America Books		410 Books	192.65	601.03
Bill	11/16/2022		PN Fire & Burglar Alarm Co. Inc		469 Oper. & Mant. Exp-Sec sys	288.00	793.68
Bill	11/16/2022		Ramapo Catskill Library System		418 licenses	387.00	1,081.68
Bill	11/16/2022		Jacqueline Williams		479 Programming	50.00	1,468.68
Bill Pmt -Check	11/16/2022	3684	Baker & Taylor Inc / Entertainment		CATSKILL CHECKING	-162.15	1,518.68
Bill Pmt -Check	11/16/2022	3685	Card Member Service		CATSKILL CHECKING	-198.88	1,356.53
Bill Pmt -Check	11/16/2022	3686	Greenwald-Doherty LLP		CATSKILL CHECKING	-240.00	1,157.65
Bill Pmt -Check	11/16/2022	3687	Jacqueline Williams		CATSKILL CHECKING	-50.00	917.65
Bill Pmt -Check	11/16/2022	3688	Mid America Books		CATSKILL CHECKING	-192.65	867.65
Bill Pmt -Check	11/16/2022	3689	PN Fire & Burglar Alarm Co. Inc		CATSKILL CHECKING	-288.00	675.00
Bill Pmt -Check	11/16/2022	3690	Ramapo Catskill Library System		CATSKILL CHECKING	-387.00	387.00
Bill	11/16/2022		NY State Retirement		P 9010.800 NYS Retirement	14,356.00	0.00
Total Accounts Payable						14,356.00	14,356.00
TOTAL						14,356.00	14,356.00

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through November 16, 2022

	Jul 1 - Nov 16, 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	441.75	1,400.00	-958.25	31.55%
410 Books	4,334.01	9,500.00	-5,165.99	45.62%
411 Films,DVD or VHS	701.11	2,000.00	-1,298.89	35.06%
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	2,075.70	11,000.00	-8,924.30	18.87%
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	1,995.82	3,000.00	-1,004.18	66.53%
431 Telephone	272.94	1,200.00	-927.06	22.75%
432 Telecommunications	1,365.96	3,500.00	-2,134.04	39.03%
433 Postage	60.00	400.00	-340.00	15.0%
434 Publicity / Printing	386.66	500.00	-113.34	77.33%
435 Travel / Meal	0.00	2,000.00	-2,000.00	0.0%
436 Anser/Automation	7,294.30	20,000.00	-12,705.70	36.47%
437 Professional Fees	1,395.00	10,250.00	-8,855.00	13.61%
438 Membership dues	242.50	800.00	-557.50	30.31%
450 Utilities-Electric, Propane	1,375.79	10,000.00	-8,624.21	13.76%
451 Custodial Supplies	25.70	700.00	-674.30	3.67%
452 Cleaning Contract	0.00	1,800.00	-1,800.00	0.0%
453 Rent	17,000.00	43,000.00	-26,000.00	39.54%
454 Insurance	8,158.69	6,500.00	1,658.69	125.52%
456 Internet Service	599.95	1,700.00	-1,100.05	35.29%
469 Oper. & Mant. Exp-Sec sys	410.50	800.00	-389.50	51.31%
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	2,951.02	4,000.00	-1,048.98	73.78%
480 T/ Falls Contract	0.00	3,500.00	-3,500.00	0.0%
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 November 16, 2022

	<u>Jul 1 - Nov 16, 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	0.00	2,000.00	-2,000.00	0.0%
P9060.800 Health Insurance - Other	<u>6,160.80</u>	<u>27,500.00</u>	<u>-21,339.20</u>	<u>22.4%</u>
Total P9060.800 Health Insurance	6,160.80	31,500.00	-25,339.20	19.56%
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	4,560.00	0.00	4,560.00	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	<u>11,943.00</u>	<u>0.00</u>	<u>11,943.00</u>	<u>100.0%</u>
Total Payroll Expenses	45,919.02	217,605.20	-171,686.18	21.1%
Payroll Taxes				
P9030.800 SS / Med				
FICA	2,841.09	0.00	2,841.09	100.0%
Medical	664.44	0.00	664.44	100.0%
P9030.800 SS / Med - Other	0.00	16,482.51	-16,482.51	0.0%
Total P9030.800 SS / Med	<u>3,505.53</u>	<u>16,482.51</u>	<u>-12,976.98</u>	<u>21.27%</u>
Total Payroll Taxes	3,505.53	16,482.51	-12,976.98	21.27%
Total Expense	<u>122,243.00</u>	<u>442,587.71</u>	<u>-320,344.71</u>	<u>27.62%</u>
Net Ordinary Income	<u>306,613.92</u>	<u>0.00</u>	<u>306,613.92</u>	<u>100.0%</u>
Net Income	<u><u>306,613.92</u></u>	<u><u>0.00</u></u>	<u><u>306,613.92</u></u>	<u><u>100.0%</u></u>