

Fallsburg Library Trustee Monthly Meeting
November 27, 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	Absent (unexcused)
Amanda Letohic, Library Assistant	Present

Meeting Commenced at 4:09 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **October 4, 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.

Financial Report

As of October 31, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 42,388.15
Money Market	\$ 288,436.06
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	\$ 330,824.21

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

10/31/2023 \$80.63 *interest paid*

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

Interest account	\$78,506.57
Total Interest Earned as of 6/30/2023	\$7,542.19

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

October 30, 2023 in the amount of \$11,446.12.

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

November 15, 2023 in the amount of \$7,590.97.

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

Old Business

None

New Business

Motion to approve new ILS system through RCLS - WHEREAS Fallsburg Library (the "Library") and Ramapo Catskill Library System ("RCLS") are party to an agreement for Integrated Library System Participation (the "ILS Agreement") with a five-year term beginning January 1, 2023; and

WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Intergrated Library System providers from SirsiDynix to ByWater Solutions.

Approval of 2024 RCLS Budget - Board member Annette Conklin moved and board member Ronnie Cohen seconded to approve the 2024 RCLS Budget as presented. All in favor.

Approval of Scott Dubois Contract - Scott Dubois requested another \$1,000.00 added to his \$2,000.00 per year contract to be paid in December and June. Board member Judith Merone moved and board member Ronnie Cohen seconded. All in favor.

Committee Reports

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.
N/A

Personnel- Judith Merone and David Lawrence
Will revisit Amanda's pay at our next meeting.

Adjournment

Board member Judith Merone moved and board member Renee Kates seconded the motion to adjourn the meeting at 4:30 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
November 27, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - October 4, 2023 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - October 30, 2023
 - November 15, 2023
- Old Business
 - New Hire Search
 - Director Search
- New Business
 - Motion to approve new ILS System through RCLS
 - Approval of 2024 RCLS Budget
 - Scott Dubois Contract
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
November 27, 2023
Financial Report

As of the October 31, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	42,388.15
Money Market		288,436.06
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	\$	330,824.21

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

10/31/2023 \$ 80.63 *Interest*

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 October 30, 2023

Type	Date	Num	Name	Split	Amount	Balance
Accounts Payable						
Bill	10/30/2023		AIR Rent Property Group LLC	453 Rent	3,400.00	3,400.00
Bill	10/30/2023		Amazon Capital Service	411 DVDs	128.35	3,528.35
Bill	10/30/2023		Aramco Inc.	451 Custodial Supplies	274.78	3,803.13
Bill	10/30/2023		Baker & Taylor Inc / Entertainment	410 Books	659.38	4,462.51
Bill	10/30/2023		Card Member Service	477 Meeting Reg 433 Postage 437 Prof Fees	274.88	4,737.39
Bill	10/30/2023		Charter Communications	456 Internet Service	119.99	4,857.38
Bill	10/30/2023		DeLage Landen Financial Services	200 Equipment	88.35	4,945.73
Bill	10/30/2023		fox Ledge, Inc	451 Custodial Supplies	2.00	4,947.73
Bill	10/30/2023		Kanopy, INC.	415 e-content	28.00	4,975.73
Bill	10/30/2023		Mid America Books	410 Books	263.40	5,239.13
Bill	10/30/2023		MVP Health Care Inc	P9060.800 Health Insurance	978.27	6,217.40
Bill	10/30/2023		NYSEG	450 Utilities-Electric, Propane	78.53	6,295.93
Bill	10/30/2023		Ramapo Catskill Library System	436 ANSER 418 Licenses 432 Telecomm 416 Web Fees	4,577.47	10,873.40
Bill	10/30/2023		Sullivan County Chamber of Commerce	438 Membership dues	132.25	11,005.65
Bill	10/30/2023		Town of Fallsburg	431 Telephone	69.17	11,074.82
Bill	10/30/2023		United Healthcare prescription	P9060.800 Health Insurance	81.80	11,156.62
Bill	10/30/2023		United Healthcare	P9060.800 Health Insurance	289.50	11,446.12
Total Accounts Payable					<u>11,446.12</u>	<u>11,446.12</u>
TOTAL					<u><u>11,446.12</u></u>	<u><u>11,446.12</u></u>

Fallsburg Library

Transactions by Account

As of November 15, 2023

Type	Date	Name	Memo	Clr	Split	Amount	Balance
Accounts Payable							
Bill	11/15/2023	AIR Rent Property Group LLC			453 Rent	3,400.00	0.00
Bill	11/15/2023	Amazon Capital Service			411 DVDs	59.88	3,400.00
Bill	11/15/2023	Ameri Gas			450 Utilities-Electric, Propane	173.98	3,459.88
Bill	11/15/2023	Baker & Taylor Inc / Entertainment			410 Books	142.98	3,633.86
Bill	11/15/2023	Card Member Service			450 Utilities 437 Prof Fees 479 Programming	1,705.61	3,776.84
Bill	11/15/2023	Charter Communications			456 Internet Service	119.99	5,482.45
Bill	11/15/2023	DeLage Landen Financial Services			200 Equipment	88.35	5,602.44
Bill	11/15/2023	Electronic Business Products, Inc			430 Library Supplies	66.87	5,690.79
Bill	11/15/2023	fox Ledge, Inc			451 Custodial Supplies	11.85	5,757.66
Bill	11/15/2023	Kanopy, INC.			415 e-content	32.00	5,769.51
Bill	11/15/2023	Mid America Books			410 Books	327.30	5,801.51
Bill	11/15/2023	MVP Health Care Inc			P9060.800 Health Insurance	978.27	6,128.81
Bill	11/15/2023	NYSEG			450 Utilities-Electric, Propane	153.49	7,107.08
Bill	11/15/2023	United Healthcare			P9060.800 Health Insurance	289.50	7,260.57
Bill	11/15/2023	United Healthcare prescription			P9060.800 Health Insurance	40.90	7,550.07
Total Accounts Payable						7,590.97	7,590.97
TOTAL						7,590.97	7,590.97

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through November 15, 2023

	Jul 1 - Nov 15, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	445,862.51	-24,678.27	94.47%
P2082 Book Fines	22.26	250.00	-227.74	8.9%
P2401 Interest and Earnings	190.41	1,000.00	-809.59	19.04%
P2705.00 Gifts and Donations	0.00	50.00	-50.00	0.0%
P2760.30 LSG Local Lib Serv.Aid	3,212.00	0.00	3,212.00	100.0%
P2770.99 Copy Mach/Fax fees	0.00	2,000.00	-2,000.00	0.0%
Total Income	424,608.91	449,162.51	-24,553.60	94.53%
Expense				
200 Equipment	441.75	1,400.00	-958.25	31.55%
410 Books	3,929.52	9,500.00	-5,570.48	41.36%
411 Films,DVD or VHS	577.38	2,000.00	-1,422.62	28.87%
412 Recordings /Tapes, discs	0.00	750.00	-750.00	0.0%
413 Periodicals	0.00	1,000.00	-1,000.00	0.0%
415 e-content	527.50	11,000.00	-10,472.50	4.8%
416 Service & Web Fees	8.97	2,100.00	-2,091.03	0.43%
417 Web Host	0.00	150.00	-150.00	0.0%
418 licenses	407.00	400.00	7.00	101.75%
428 Envisionware	0.00	500.00	-500.00	0.0%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	1,600.89	3,000.00	-1,399.11	53.36%
431 Telephone	271.39	1,200.00	-928.61	22.62%
432 Telecommunications	2,945.00	3,500.00	-555.00	84.14%
433 Postage	72.15	400.00	-327.85	18.04%
434 Publicity / Printing	90.00	500.00	-410.00	18.0%
435 Travel / Meal	40.61	2,000.00	-1,959.39	2.03%
436 Anser/Automation	5,386.97	20,000.00	-14,613.03	26.94%
437 Professional Fees	4,455.05	10,250.00	-5,794.95	43.46%
438 Membership dues	132.25	800.00	-667.75	16.53%
450 Utilities-Electric, Propane	2,162.22	10,000.00	-7,837.78	21.62%
451 Custodial Supplies	303.98	700.00	-396.02	43.43%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	17,000.00	43,000.00	-26,000.00	39.54%
454 Insurance	2,107.00	6,500.00	-4,393.00	32.42%
456 Internet Service	599.95	1,700.00	-1,100.05	35.29%
469 Oper. & Mant. Exp-Sec sys	0.00	800.00	-800.00	0.0%
475 Annual Election	66.97	1,300.00	-1,233.03	5.15%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	116.00	900.00	-784.00	12.89%
479 Programming	1,473.01	4,000.00	-2,526.99	36.83%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	0.00	27,000.00	-27,000.00	0.0%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through November 15, 2023

	<u>Jul 1 - Nov 15, 23</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%
P9050.800 unemployment ins	266.68	0.00	266.68	100.0%
P9055.800 disability	0.00	330.00	-330.00	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	6,584.25	27,500.00	-20,915.75	23.94%
Total P9060.800 Health Insurance	<u>6,584.25</u>	<u>31,500.00</u>	<u>-24,915.75</u>	<u>20.9%</u>
Payroll Expenses				
Direct Deposit Fees	68.25	400.00	-331.75	17.06%
P7410.141 Library Director	0.00	67,000.00	-67,000.00	0.0%
P7410.142 Principal Library	4,300.00	0.00	4,300.00	100.0%
P7410.143 Library Clerk	10,522.40	39,083.20	-28,560.80	26.92%
P7410.144 Library page 1	0.00	35,464.00	-35,464.00	0.0%
P7410.145 Library clerk	9,548.00	16,120.00	-6,572.00	59.23%
P7410.147 Clerk	0.00	16,120.00	-16,120.00	0.0%
P7410.148 Page	3,086.25	3,600.00	-513.75	85.73%
P7410.150 page	10,768.80	39,998.40	-29,229.60	26.92%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	3,600.00	-3,600.00	0.0%
Payroll Expenses - Other	13,241.55	0.00	13,241.55	100.0%
Total Payroll Expenses	<u>51,535.25</u>	<u>223,385.60</u>	<u>-171,850.35</u>	<u>23.07%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	3,189.42	13,825.11	-10,635.69	23.07%
Medical	745.92	3,121.80	-2,375.88	23.89%
Total P9030.800 SS / Med	<u>3,935.34</u>	<u>16,946.91</u>	<u>-13,011.57</u>	<u>23.22%</u>
Total Payroll Taxes	<u>3,935.34</u>	<u>16,946.91</u>	<u>-13,011.57</u>	<u>23.22%</u>
Total Expense	<u>108,362.08</u>	<u>449,162.51</u>	<u>-340,800.43</u>	<u>24.13%</u>
Net Ordinary Income	<u>316,246.83</u>	<u>0.00</u>	<u>316,246.83</u>	<u>100.0%</u>
Net Income	<u>316,246.83</u>	<u>0.00</u>	<u>316,246.83</u>	<u>100.0%</u>