

Fallsburg Library Trustee Monthly Meeting
October 4, 2023
*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, Library Assistant	Present

Meeting Commenced at 5:05 PM

Public Comment

None

Correspondence

None

Approval of Minutes

- **August 23, 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 August 31, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 13,381.48
Money Market	\$ 358,273.65
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	\$ 371,655.13

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

8/31/2023 \$91.27 *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 Ronnie Cohen moved and board member Judith Merone seconded a motion to approve the Financial Report as presented. All in favor.

Approval of Warrants

September 26, 2023 in the amount of \$8,659.27.

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

October 4, 2023 in the amount of \$2,052.89.

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

Old Business

Parking Issues. Board member Ronnie Cohen asked if we can negotiate with the fire department for a spot next to our building.

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.

Approval of 2024 Holidays - Board member Judith Merone moved and board member David Lawrence seconded to approve the 2024 Holiday closures as presented. All in favor.

Director Search - Grace Riario of RCLS scheduled an interview with someone. Board President Laurie will be setting up a Zoom meeting with her.

Committee Reports

Budget- Ronnie Cohen
N/A

Building/Grounds- Renee Kates.
N/A

Personnel- Judith Merone and David Lawrence

Board President Laurie Burke Deutsch and board member Renee Kates presented the board with the idea of a temporary pay increase for Library Assistant/Acting Director Amanda Letohic due to all the duties she has been and will continue doing until a director is found. Board discussed and said it will be revisited at the next board meeting.

Adjournment

Board member Judith Merone moved and board member Renee Kates seconded the motion to adjourn the meeting at 6:20 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
October 4, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
 - August 23, 2023 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - September 26, 2023
 - October 4th, 2023
- Old Business
- New Business
 - New Hire Search
 - Approval of 2024 Holidays
 - Director Search
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
October 4, 2023
Financial Report

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

Summary of Account:

Checking	\$	13,381.48
Money Market		358,273.65
		<hr/>
	\$	371,655.13

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

8/31/2023 \$ 91.27 *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 September 26, 2023

Type	Date	Num	Name	Memo	Iss	Clr	Split	Amount	Balance
Accounts Payable									
Bill	09/26/2023		AIR Rent Property Group LLC				453 Rent	3,400.00	0.00
Bill	09/26/2023		Card Member Service				437 Professional Fees	46.44	3,446.44
Bill	09/26/2023		Charter Communications				456 Internet Service	119.99	3,566.43
Bill	09/26/2023		DeLage Landen Financial Services				200 Equipment	88.35	3,654.78
Bill	09/26/2023		fox Ledge, Inc				451 Custodial Supplies	15.35	3,670.13
Bill	09/26/2023		Kanopy, INC.				415 e-content	18.00	3,688.13
Bill	09/26/2023		MVP Health Care Inc				P9060.800 Health Insurance	978.27	4,666.40
Bill	09/26/2023		NYSEG				450 Utilities-Electric, Propane	82.38	4,748.78
Bill	09/26/2023		Modern Marketing				479 Programming	58.86	4,807.64
Bill	09/26/2023		Junior Library Guild				410 Books	1,122.24	5,929.88
Bill	09/26/2023		New York State Unem				P9050.800 unemployment ins	251.09	6,180.97
Bill	09/26/2023		Utica National Ins. Group				454 Insurance	2,107.00	8,287.97
Bill	09/26/2023		United Healthcare				P9060.800 Health Insurance	289.50	8,577.47
Bill	09/26/2023		United Healthcare prescription				P9060.800 Health Insurance	81.80	8,659.27
								<u>8,659.27</u>	<u>8,659.27</u>
								<u>8,659.27</u>	<u>8,659.27</u>
Total Accounts Payable									
TOTAL									

Fallsburg Library Transactions by Account

As of October 4, 2023

Type	Date	Num	Name	Ment	Split	Amount	Balance
Accounts Payable							
Bill	10/04/2023		Amazon Capital Service	411 DVDS		255.50	0.00
Bill	10/04/2023		Baker & Taylor Inc / Entertainment	410 Books		231.95	255.50
Bill	10/04/2023		Catskill Delaware Publications	434 Publicity / Printing		43.00	487.45
Bill	10/04/2023		Ramapo Catskill Library System	437 Professional Fees		130.00	530.45
Bill	10/04/2023		Town of Fallsburg	452 cleaning contract 480 town contract 431 telephone		1,392.44	660.45
Total Accounts Payable						2,052.89	2,052.89
TOTAL						2,052.89	2,052.89



FALLSBURG LIBRARY

Fallsburg Library Holiday Closings for 2024

Monday January 2 nd	New Year's Day
Monday January 15 th	Martin Luther King Jr. Day
Monday February 19 th	President's Day
Sunday March 31 st	Easter Sunday
Monday May 27 th	Memorial Day
Wednesday June 19 th	Juneteenth
Thursday July 4 th	Independence Day
Monday September 2 nd	Labor Day
Monday October 14 th	Columbus Day
Friday November 11 th	Veteran's Day
Wednesday November 27 th	Thanksgiving Eve (Close @ 3pm)
Thursday & Friday November 28 th & 29 th	Thanksgiving Observance
Tuesday & Wednesday December 24 th & 25 th	Christmas Observance
Tuesday December 31 st	New Year's Eve (Close @ 3pm)

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through October 4, 2023

	Jul 1 - Oct 4, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	0.00	445,862.51	-445,862.51	0.0%
P2082 Book Fines	0.00	250.00	-250.00	0.0%
P2401 Interest and Earnings	99.14	1,000.00	-900.86	9.91%
P2705.00 Gifts and Donations	0.00	50.00	-50.00	0.0%
P2770.99 Copy Mach/Fax fees	0.00	2,000.00	-2,000.00	0.0%
Total Income	99.14	449,162.51	-449,063.37	0.02%
Expense				
200 Equipment	265.05	1,400.00	-1,134.95	18.93%
410 Books	2,587.24	9,500.00	-6,912.76	27.23%
411 Films,DVD or VHS	389.15	2,000.00	-1,610.85	19.46%
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	467.50	11,000.00	-10,532.50	4.25%
416 Service & Web Fees	0.00	2,100.00	-2,100.00	0.0%
417 Web Host	0.00	150.00	-150.00	0.0%
418 licenses	0.00	400.00	-400.00	0.0%
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	1,534.02	3,000.00	-1,465.98	51.13%
431 Telephone	202.22	1,200.00	-997.78	16.85%
432 Telecommunications	1,472.50	3,500.00	-2,027.50	42.07%
433 Postage	6.15	400.00	-393.85	1.54%
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	2,697.97	20,000.00	-17,302.03	13.49%
437 Professional Fees	4,179.32	10,250.00	-6,070.68	40.77%
438 Membership dues	0.00	800.00	-800.00	0.0%
450 Utilities-Electric, Propane	370.63	10,000.00	-9,629.37	3.71%
451 Custodial Supplies	15.35	700.00	-684.65	2.19%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	10,200.00	43,000.00	-32,800.00	23.72%
454 Insurance	2,107.00	6,500.00	-4,393.00	32.42%
456 Internet Service	359.97	1,700.00	-1,340.03	21.18%
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	0.00	900.00	-900.00	0.0%
479 Programming	1,335.84	4,000.00	-2,664.16	33.4%
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%
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%

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through October 4, 2023

	Jul 1 - Oct 4, 23	Budget	\$ Over Budget	% of Budget
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	3,926.01	27,500.00	-23,573.99	14.28%
Total P9060.800 Health Insurance	<u>3,926.01</u>	<u>31,500.00</u>	<u>-27,573.99</u>	<u>12.46%</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	3,010.00	0.00	3,010.00	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%
Total Payroll Expenses	<u>37,003.70</u>	<u>223,385.60</u>	<u>-186,381.90</u>	<u>16.57%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	2,290.01	13,825.11	-11,535.10	16.56%
Medical	535.56	3,121.80	-2,586.24	17.16%
Total P9030.800 SS / Med	<u>2,825.57</u>	<u>16,946.91</u>	<u>-14,121.34</u>	<u>16.67%</u>
Total Payroll Taxes	<u>2,825.57</u>	<u>16,946.91</u>	<u>-14,121.34</u>	<u>16.67%</u>
Total Expense	<u>73,734.45</u>	<u>449,162.51</u>	<u>-375,428.06</u>	<u>16.42%</u>
Net Ordinary Income	<u>-73,635.31</u>	<u>0.00</u>	<u>-73,635.31</u>	<u>100.0%</u>
Net Income	<u><u>-73,635.31</u></u>	<u><u>0.00</u></u>	<u><u>-73,635.31</u></u>	<u><u>100.0%</u></u>