

Fallsburg Library Trustee Monthly Meeting
October 26, 2017

Attendance:

| | |
|---------------------------------------|------------------|
| Livia Sabourin, President | Present |
| Sonny Smith, Vice President | Present |
| Ronnie Cohen, Financial Officer | Present |
| Laurie Burke-Deutsch, Board Secretary | Absent – Excused |
| Jenny Silverman, Trustee | Present |
| Sonia Ward, Trustee | Present |
| David Lawrence, Trustee | Present |
| Kelly Wells, Director | Present |
| Paige Bakken, Recording Secretary | Absent – Excused |

Meeting Commenced at 5:00pm

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Smith moved and Board member Ward seconded a motion to accept the September 28, 2017 minutes. All in favor.

Financial Report:

Catskill Hudson Bank as of 9/30/2017

| | |
|--------------|--------------|
| Checking | \$ 49,627.93 |
| Money Market | \$239,945.44 |
| ICS | \$220,879.68 |
| CD – 1 | \$ 50,000.00 |
| CD – 2 | \$ 50,000.00 |

Board member Cohen stated she is looking into doing another 1 year CD since it does not appear that we will need money for a building project/property just yet. She has already checked with a local bank who was not offering favorable interest rates to municipalities. There are a few others that she will check, and she will check with Catskill Hudson since they have been willing to work with us in the past. As a municipality we have certain guidelines to follow with where we can invest our money.

Board member Silverman moved and Board member Ward seconded a motion to accept the Treasurer's Report. All in favor.

Board member Silverman moved and Board member Ward seconded a motion to approve the warrant dated October 24, 2017 totaling \$14,668.72. All in favor.

Board member Lawrence moved and Board member Ward seconded a motion to approve the budget amendments dated October 26, 2017. All in favor.

Director Wells mentioned that the increase in \$100.00 to the programming line was due to a donation received from a patron, who did not leave his name, but asked specifically that the money be used towards programming. Board member Cohen stated that she has mentioned at classes about donating to the Library or to the Friends of the Library – when she's done this at programs, Amanda L. has mentioned that donors can ask that it be used specifically for programming if they wish.

Correspondence:

N/A

Director Report:

Director Wells read from her director's report (copy attached).

New Business:

The 2018 Holiday schedule was presented. Board member Silverman moved and Board member Lawrence seconded a motion to approve the schedule as presented with the stipulation that the Library will be closed Sunday November 11th AND Monday November 12th in observance of Veteran's Day. All in favor.

Old Business:

Staff/Volunteer Dinner will be held on Thursday December 7th at Yiasou Café in Liberty. A brief Board meeting will be held at 5pm immediately preceding the dinner, with the dinner to start at 6pm. Staff will be paid for by the Library, all others are asked to pay \$30/person. This includes tip. Menu will be same as last year, assortment of appetizers, choice of chicken parm, eggplant parm, or salmon for dinner, and a selection of dessert.

Committee Reports:

Discussion ensued regarding different parcels of land in South Fallsburg. Building committee will explore more.

Board member Sabourin discussed workshop on Open Meetings Law that her and Director Wells attended earlier in the month. She mentioned the overuse of executive sessions that some Boards tend to do. Reminded everyone it's important to be mindful of that to ensure we do not fall into that as well. Discussion about FOIL procedures – should someone request physical copies of documents, they have to pay the copy rate that the library charges, currently \$0.25/page.

Board member Silverman moved and Board member Lawrence seconded a motion to adjourn at 5:43pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
October 26, 2017

- Pledge
- Public Comment
- Approval of Minutes
 - September 28, 2017
- Treasurer's Report
- Approval of Warrant(s)
 - October 24, 2017
- Budget Amendments
 - October 26, 2017
- Correspondence
- Director Report
- New Business
 - Approval of 2018 Holiday Closings
- Old Business
 - Staff/volunteer recognition dinner/holiday dinner
- Committee Reports
- Adjournment

Board of Trustees Meeting
October 26, 2017
Treasurer Report

As of the September 30, 2017 Catskill Hudson Bank Statement:

Summary of Account:

| | | |
|--------------|----|------------|
| Checking | \$ | 49,627.93 |
| Money Market | | 239,945.44 |
| ICS | | 220,879.68 |
| CD – 1 | | 50,000.00 |
| CD – 2 | | 50,000.00 |
| | | <hr/> |
| | \$ | 610,453.05 |

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

| | | |
|-----------|----|------------------|
| 9/1/2017 | \$ | 152.40 |
| 9/11/2017 | | 99.00 |
| 9/18/2017 | | 104.50 |
| 9/18/2017 | | 205,878.32 |
| 9/25/2017 | | 79.00 |
| 9/30/2017 | | 51.43 (Interest) |

Please note that on 10/3/17 we received and deposited the second half of the taxes from the school for the amount of \$205,878.31. This is NOT reflected in any of the numbers above.

Fallsburg Library
Transactions by Account
As of October 24, 2017

| Accounts Payable | Type | Date | Nu | Name | Split | Amount | Balance |
|------------------------|------|------------|----|---|---------------------------------|------------------|------------------|
| | Bill | 10/24/2017 | | Penworthy Company | 410 Books | 204.83 | 0.00 |
| | Bill | 10/24/2017 | | Amazon Capital Service | 411 DVDs | 273.83 | 204.83 |
| | Bill | 10/24/2017 | | Baker & Taylor Inc | 410/411 Books/DVDs | 509.00 | 478.66 |
| | Bill | 10/24/2017 | | Amanda Letohic | 435 Travel / Meal | 342.40 | 987.66 |
| | Bill | 10/24/2017 | | Kelly Wells (petty cash) | 479 Programming | 61.29 | 1,330.06 |
| | Bill | 10/24/2017 | | Recorded Books, LLC | 412 Recordings /Tapes, discs | 280.20 | 1,391.35 |
| | Bill | 10/24/2017 | | Consumer Reports /Subscription Department | 413 Periodicals | 29.00 | 1,671.55 |
| | Bill | 10/24/2017 | | Cosopolitan | 413 Periodicals | 29.97 | 1,700.55 |
| | Bill | 10/24/2017 | | Card Member Service | 477/479 Meeting Fees/Programmir | 112.44 | 1,730.52 |
| | Bill | 10/24/2017 | | Monroe Free Library | 410 Books | 24.99 | 1,842.96 |
| | Bill | 10/24/2017 | | NYSEG | 450 Utilities-Electric, Propane | 67.13 | 1,867.95 |
| | Bill | 10/24/2017 | | R C L S General | 477 Meetings/Registration Fee | 500.00 | 1,935.08 |
| | Bill | 10/24/2017 | | Town of Fallsburg | 431 Telephone | 76.43 | 2,435.08 |
| | Bill | 10/24/2017 | | AIR Rent Property Group LLC | 453 Rent | 2,599.41 | 2,511.51 |
| | Bill | 10/24/2017 | | AIR Rent Property Group LLC (taxes) | 453 Rent | 4,476.00 | 5,110.92 |
| | Bill | 10/24/2017 | | AC Moore | 479 Programming | 73.39 | 9,586.92 |
| | Bill | 10/24/2017 | | R C L S General | 415/432/436 | 4,465.07 | 9,660.31 |
| | Bill | 10/24/2017 | | DeLage Landen Financial Services | 200 Equipment | 73.61 | 14,125.38 |
| | Bill | 10/24/2017 | | Catskill Delaware Publications | 434 Publicity / Printing | 40.00 | 14,198.99 |
| | Bill | 10/24/2017 | | fox Ledge, Inc | 451 Custodial Supplies | 19.25 | 14,238.99 |
| | Bill | 10/24/2017 | | Time Warner Cable | 456 Internet Service | 99.99 | 14,258.24 |
| | Bill | 10/24/2017 | | Demco | 430 Library supplies | 171.44 | 14,358.23 |
| | Bill | 10/24/2017 | | Fallsburg Gas | 450 Utilites-Electric, Propane | 26.67 | 14,529.67 |
| | Bill | 10/24/2017 | | AFLAC | AFLAC Liab | 112.38 | 14,556.34 |
| Total Accounts Payable | | | | | | 14,668.72 | 14,668.72 |
| TOTAL | | | | | | 14,668.72 | 14,668.72 |

FY 2017-2018
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 October 26, 2017

Increase

Increase

| Exp. Code | Description | Amount | Rev. Code | Description | Amount |
|------------------|---------------------------|-------------------|------------------|---------------------------|-------------------|
| P7410.479 | Programming | \$100.00 | P2705.00 | Gifts and Donations | \$100.00 |
| P7410.483 | Local Library Service Aid | \$309.80 | P2760.30 | Local Library Service Aid | \$309.80 |
| P7410.485 | Grant-Bonacic | \$3,000.00 | P2770.50 | Grant in Aid | \$3,000.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | Total Increase | \$3,409.80 | | Total Increase | \$3,409.80 |

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through October 25, 2017

| | Jul 1 - Oct 25, 17 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|--------------------|-------------------|-----------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| P1001 Property Taxes | 411,756.63 | 411,756.63 | 0.00 | 100.0% |
| P2082 Book Fines | 1,578.38 | 2,700.00 | -1,121.62 | 58.5% |
| P2401 Interest and Earnings | 475.82 | 500.00 | -24.18 | 95.2% |
| P2705.00 Gifts and Donations | 136.60 | 50.00 | 86.60 | 273.2% |
| P2760.30 LSG Local Lib Serv.Aid | 3,097.80 | 2,788.00 | 309.80 | 111.1% |
| P2760.40 Library System Grant | 113.00 | 113.00 | 0.00 | 100.0% |
| P2770 Unclassified Rev | 229.30 | 0.00 | 229.30 | 100.0% |
| P2770.50 GRANT IN AID | 3,000.00 | 0.00 | 3,000.00 | 100.0% |
| P2770.80 PILOT | 200.23 | 0.00 | 200.23 | 100.0% |
| P2770.99 Copy Mach/Fax fees | 956.85 | 1,700.00 | -743.15 | 56.3% |
| Total Income | 421,544.61 | 419,607.63 | 1,936.98 | 100.5% |
| Expense | | | | |
| 200 Equipment | 368.05 | 1,383.37 | -1,015.32 | 26.6% |
| 410 Books | 2,827.07 | 8,800.00 | -5,972.93 | 32.1% |
| 411 Films,DVD or VHS | 1,092.45 | 4,200.00 | -3,107.55 | 26.0% |
| 412 Recordings /Tapes, discs | 598.75 | 3,500.00 | -2,901.25 | 17.1% |
| 413 Periodicals | 635.84 | 1,400.00 | -764.16 | 45.4% |
| 415 e-content | 729.60 | 2,000.00 | -1,270.40 | 36.5% |
| 416 Service & Web Fees | 0.00 | 1,124.03 | -1,124.03 | 0.0% |
| 417 Web Host | 0.00 | 20.00 | -20.00 | 0.0% |
| 418 licenses | 0.00 | 175.00 | -175.00 | 0.0% |
| 428 Envistionware | 327.98 | 500.00 | -172.02 | 65.6% |
| 429 Misc. | 0.00 | 200.00 | -200.00 | 0.0% |
| 430 Office/Book/Library supply | 825.82 | 4,000.00 | -3,174.18 | 20.6% |
| 431 Telephone | 234.25 | 1,200.00 | -965.75 | 19.5% |
| 432 Telecommunications | 740.14 | 1,600.00 | -859.86 | 46.3% |
| 433 Postage | 0.00 | 275.00 | -275.00 | 0.0% |
| 434 Publicity / Printing | 235.44 | 400.00 | -164.56 | 58.9% |
| 435 Travel / Meal | 578.55 | 1,500.00 | -921.45 | 38.6% |
| 436 Anser/Automation | 7,460.40 | 14,800.00 | -7,339.60 | 50.4% |
| 437 Professional Fees | 225.00 | 2,650.00 | -2,425.00 | 8.5% |
| 438 Membership dues | 145.00 | 550.00 | -405.00 | 26.4% |
| 439 Office Equip Maint | 0.00 | 259.00 | -259.00 | 0.0% |
| 450 Utilites-Electric, Propane | 384.16 | 5,000.00 | -4,615.84 | 7.7% |
| 451 Custodial Supplies | 111.54 | 700.00 | -588.46 | 15.9% |
| 452 Cleaning Contract | 450.00 | 1,800.00 | -1,350.00 | 25.0% |
| 453 Rent | 17,371.11 | 43,900.00 | -26,528.89 | 39.6% |
| 454 Insurance | 5,162.29 | 5,300.00 | -137.71 | 97.4% |
| 456 Internet Service | 499.95 | 1,200.00 | -700.05 | 41.7% |
| 469 Oper. & Mant. Exp-Sec sys | 0.00 | 400.00 | -400.00 | 0.0% |
| 475 Annual Election | 0.00 | 900.00 | -900.00 | 0.0% |
| 476 Education / Training | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 477 Meetings/ Registration Fee | 590.00 | 900.00 | -310.00 | 65.6% |

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through October 25, 2017

| | Jul 1 - Oct 25, 17 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|-------------------|--------------------|---------------|
| 478 Building Fund | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 479 Programming | 715.96 | 4,000.00 | -3,284.04 | 17.9% |
| 480 T/Falls Contract | 875.00 | 3,500.00 | -2,625.00 | 25.0% |
| 483 Local Lib Service Aid | 722.63 | 2,788.00 | -2,065.37 | 25.9% |
| 484 Library System Grant | 113.00 | 113.00 | 0.00 | 100.0% |
| 499 Volunteer Recognition/Staff | 0.00 | 250.00 | -250.00 | 0.0% |
| P 9010.800 NYS Retirement | 0.00 | 29,000.00 | -29,000.00 | 0.0% |
| P9040.800 Workers Compensation | 1,587.00 | 2,100.00 | -513.00 | 75.6% |
| P9060.800 Health Insurance | 406.38 | 2,500.00 | -2,093.62 | 16.3% |
| Health Flex Plan | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Health Insurance Buyout | 7,812.64 | 29,400.00 | -21,587.36 | 26.6% |
| P9060.800 Health Insurance - Other | | | | |
| Total P9060.800 Health Insurance | 8,219.02 | 32,900.00 | -24,680.98 | 25.0% |
| Payroll Expenses | | | | |
| Direct Deposit Fees | 78.00 | 400.00 | -322.00 | 19.5% |
| P7410.141 Library Director | 8,035.20 | 52,227.84 | -44,192.64 | 15.4% |
| P7410.142 Principal Library | 2,599.75 | 44,782.40 | -42,182.65 | 5.8% |
| P7410.143 Library Clerk | 4,240.00 | 27,560.00 | -23,320.00 | 15.4% |
| P7410.144 Library page 1 | 3,788.80 | 24,627.20 | -20,838.40 | 15.4% |
| P7410.145 Library clerk | 1,357.86 | 9,921.60 | -8,563.74 | 13.7% |
| P7410.147 Clerk | 2,073.60 | 13,478.40 | -11,404.80 | 15.4% |
| P7410.148 Page | 1,503.50 | 3,492.00 | -1,988.50 | 43.1% |
| P7410.150 page | 4,182.40 | 27,185.60 | -23,003.20 | 15.4% |
| P7410.151 Page | 960.30 | 2,100.00 | -1,139.70 | 45.7% |
| P7410.154 Library Page | 0.00 | 582.00 | -582.00 | 0.0% |
| P9055.800 DBL | 0.00 | 330.00 | -330.00 | 0.0% |
| Payroll Expenses - Other | 28,847.90 | 0.00 | 28,847.90 | 100.0% |
| Total Payroll Expenses | 57,667.31 | 206,687.04 | -149,019.73 | 27.9% |
| Payroll Taxes | | | | |
| P9030.800 SS / Med | 3,568.03 | 0.00 | 3,568.03 | 100.0% |
| FICA | 834.45 | 2,879.80 | -2,045.35 | 29.0% |
| Medical | 0.00 | 12,753.39 | -12,753.39 | 0.0% |
| P9030.800 SS / Med - Other | | | | |
| Total P9030.800 SS / Med | 4,402.48 | 15,633.19 | -11,230.71 | 28.2% |
| Total Payroll Taxes | 4,402.48 | 15,633.19 | -11,230.71 | 28.2% |
| Total Expense | 115,895.79 | 419,607.63 | -303,711.84 | 27.6% |
| Net Ordinary Income | 305,648.82 | 0.00 | 305,648.82 | 100.0% |
| Net Income | 305,648.82 | 0.00 | 305,648.82 | 100.0% |

Director's Report
October 26, 2017

This month we welcomed the Head Start classes back into the library on a weekly basis. I'm very happy to say that we now have 4 classes that are visiting on a rotating schedule! – That's up from 3 last year!

ESL started back up at the library this month also. This year we're partnering with the Literacy Volunteers of Sullivan County to offer it. It is held Monday evenings 6pm-8pm.

I've been reviewing our Long Range Plan to see where we are in meeting some of the goals laid out. We seem to be doing pretty well in most areas – with our monthly articles in the Hurleyville Sentinel, the monthly programming newsletters that get sent home with every kid in the elementary school, and Amanda's social media efforts we do seem to be reaching a larger audience than we had – which can be quantified in greater programming attendance. We do need to work on incorporating more digital literacy programs into our offerings, although we seem to be more successful with just offering 1 on 1 help as it's requested. As a reminder, this long range plan is good thru June 2019, so evaluating this one and starting the planning process for the next plan is just around the corner.

As a reminder, there will be Trustee 102 training on Thursday November 2nd at the Chester Public Library beginning at 5:30pm. Please let me know ASAP if you would like me to register you to go – you can also register yourself by going on to the RCLS website and clicking on their calendar.

As an FYI, I'm planning to have a staff meeting/training on Wednesday November 8th 12:30-3pm. The library will be closed during that time frame.

Respectfully submitted,
Kelly



FALLSBURG LIBRARY

Fallsburg Library Holiday Closings for 2018

| | |
|--|--------------------------------|
| Monday January 1 st | New Year's Day |
| Monday January 15 th | Martin Luther King Jr. Day |
| Monday February 19 th | President's Day |
| Sunday April 1 st | Easter Sunday |
| Monday May 28 th | Memorial Day |
| Wednesday July 4 th | Independence Day |
| Monday September 3 rd | Labor Day |
| Monday October 8 th | Columbus Day |
| Sunday & Monday November 11 th & 12 th | Veteran's Day |
| Wednesday November 21 st | Thanksgiving Eve (Close @ 3pm) |
| Thursday & Friday November 22 nd & 23 rd | Thanksgiving Observance |
| Monday December 24 th | Christmas Eve |
| Tuesday December 25 th | Christmas Day |
| Monday December 31 st | New Year's Eve (Close @ 3pm) |