

Fallsburg Library Trustee Monthly Meeting  
December 7, 2017

Attendance:

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

Meeting Commenced at 5:00 pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Smith moved and Board member Burke-Deutsch seconded a motion to accept the November 16, 2017 minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 11/30/2017

Checking	\$ 59,981.33
Money Market	\$181,273.89
ICS	\$221,027.37
CD - 1	\$ 50,000.00
CD - 2	\$ 50,000.00
CD - 3	\$ 50,000.00
CD - 4	\$ 50,000.00
CD - 5	\$ 50,000.00
CD - 6	\$ 50,000.00

Board member Smith moved and Board member Burke-Deutsch seconded a motion to accept the Treasurer's Report. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to approve the warrant dated November 30, 2017 totaling \$23,873.00. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to approve the warrant dated December 5, 2017 totaling \$6,279.17. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the warrant dated December 7, 2017 totaling \$3,319.61. All in favor.

Correspondence:

N/A

Director Report:

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

New Business:

N/A

Old Business:

Board member Cohen moved and Board member Smith seconded a motion to approve the Privacy/Confidentiality Policy. All in favor.

ASK Exercise tabled.

Committee Reports:

N/A

Board member Burke-Deutsch moved and Board member Smith seconded a motion to adjourn at 5:25 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
December 7, 2017

- Pledge
- Public Comment
- Approval of Minutes
  - November 16, 2017
- Treasurer's Report
- Approval of Warrant(s)
  - November 30, 2017
  - December 5, 2017
  - December 7, 2017
- Correspondence
- Director Report
- New Business
- Old Business
  - Privacy/Confidentiality Policy (review tonight, vote on in December)
  - ASK Exercise
- Committee Reports
- Adjournment

Board of Trustees Meeting  
December 7, 2017  
Treasurer Report

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

Summary of Account:

Checking	\$ 59,981.33
Money Market	181,273.89
ICS	221,027.37
CD – 1	50,000.00
CD – 2	50,000.00
CD – 3	50,000.00
CD – 4	50,000.00
CD – 5	50,000.00
CD – 6	50,000.00

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\$ 762,282.59

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

11/6/2017	\$ 25.17
11/6/2017	131.17
11/13/2017	61.00
11/20/2017	121.50
11/20/2017	721.94
11/27/2017	78.00
11/30/2017	89.62 (Interest)

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Accounts Payable Bill	11/30/2017		NY State Retirement				P 9010.800 NY...	23,873.00	23,873.00
Total Accounts Payable								23,873.00	23,873.00
TOTAL								<u>23,873.00</u>	<u>23,873.00</u>

1:53 PM

12/05/17

Accrual Basis

**Fallsburg Library**  
**Transactions by Account**  
 As of December 5, 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Accounts Payable</b>									
Bill	12/04/2017		AC Moore				-SPLIT- 4179 Programming	745.94	0.00
Bill	12/04/2017		Card Member Service				-SPLIT- 4306 4331 4179	75.62	45.94
Bill	12/04/2017		Fallsburg Central Sc...				434 Publicity / ...	30.00	121.56
Bill	12/04/2017		Amazon Capital Ser...				-SPLIT- 4111 Movies	204.29	151.56
Bill	12/04/2017		Baker & Taylor Inc				-SPLIT- 4110 Books	370.55	355.85
Bill	12/04/2017		Recorded Books, LLC				412 Recording...	115.92	726.40
Bill	12/04/2017		Paige Bakken				437 Profession...	75.00	842.32
Bill	12/04/2017		ALR Rent Property G...				453 Rent	2,599.41	917.32
Bill	12/04/2017		AFLAC				AFLAC Liab	112.38	3,516.73
Bill	12/04/2017		DeLage Landen Fin...				200 Equipment	73.61	3,629.11
Bill	12/04/2017		Time Warner Cable				456 Internet S...	99.99	3,702.72
Bill	12/04/2017		Town of Fallsburg				-SPLIT- 4151 4180	1,325.00	3,802.71
Bill	12/04/2017		Scott DuBois				437 Profession...	500.00	5,127.71
Bill	12/04/2017		Ramapo Catskill Lib...				-SPLIT- 4118	173.68	5,627.71
Bill	12/04/2017		Suffern Free Library				410 Books	5.00	5,801.39
Bill	12/04/2017		Cornewall Public Libr...				410 Books	6.99	5,808.39
Bill	12/04/2017		Rena Kalanick 1				-SPLIT- 4000 800 HRA	32.12	5,813.38
Bill	12/04/2017		POSTMASTER				433 Postage	116.00	5,845.50
Bill	12/04/2017		S & S Worldwide				479 Programm...	118.07	5,961.50
Bill	12/04/2017		Sullivan County Dra...				434 Publicity / ...	40.00	6,079.57
Bill	12/04/2017		Mid America Books				410 Books	159.60	6,119.57
<b>Total Accounts Payable</b>									6,279.17
<b>TOTAL</b>									<u>6,279.17</u>
									<u>6,279.17</u>

11:49 AM  
 12/07/17  
 Accrual Basis

Fallsburg Library  
 Transactions by Account  
 As of December 7, 2017

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
<b>Accounts Payable</b>									
Bill	12/07/2017		Recorded Books, LLC				412 Recording...	174.25	0.00
Bill	12/07/2017		Standard Security Li...				P9055.800 dis...	255.60	429.85
Bill	12/07/2017		fox Ledge, Inc				451 Custodial ...	2.00	431.85
Bill	12/07/2017		Crystal Run Health L...				P9060.800 He...	2,887.76	3,319.61
Total Accounts Payable									
								3,319.61	3,319.61
<b>TOTAL</b>								<b>3,319.61</b>	<b>3,319.61</b>

Fallsburg Library  
Profit & Loss Budget vs. Actual  
July 1 through December 7, 2017

	Jul 1 - Dec 7, 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	1,925.36	2,700.00	-774.64	71.3%
P2401 Interest and Earnings	740.83	500.00	240.83	148.2%
P2705.00 Gifts and Donations	140.00	150.00	-10.00	93.3%
P2760.30 LSG Local Lib Serv.Aid	3,097.80	3,097.80	0.00	100.0%
P2760.40 Library System Grant	113.00	113.00	0.00	100.0%
P2770.50 GRANT IN AID	304.81	0.00	304.81	100.0%
P2770.80 PILLOT	3,000.00	3,000.00	0.00	100.0%
P2770.99 Copy Mach/Fax fees	200.23	0.00	200.23	100.0%
Reimbursements	1,234.15	1,700.00	-465.85	72.6%
	25.17	0.00	25.17	100.0%
Total Income	422,537.98	423,017.43	-479.45	99.9%
Expense				
200 Equipment	515.27	1,383.37	-868.10	37.2%
410 Books	3,713.78	8,800.00	-5,086.22	42.2%
411 Films,DVD or VHS	1,383.33	4,200.00	-2,816.67	32.9%
412 Recordings /Tapes, discs	1,124.32	3,500.00	-2,375.68	32.1%
413 Periodicals	723.77	1,400.00	-676.23	51.7%
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	173.68	175.00	-1.32	99.2%
428 Envisionware	327.98	500.00	-172.02	65.6%
429 Misc.	0.00	200.00	-200.00	0.0%
430 Office/Book/Library supply	866.62	4,000.00	-3,133.38	21.7%
431 Telephone	310.70	1,200.00	-889.30	25.9%
432 Telecommunications	740.14	1,600.00	-859.86	46.3%
433 Postage	165.00	275.00	-110.00	60.0%
434 Publicity / Printing	305.44	400.00	-94.56	76.4%
435 Travel / Meal	717.67	1,500.00	-782.33	47.8%
436 Anser/Automation	7,460.40	14,800.00	-7,339.60	50.4%
437 Professional Fees	875.00	2,650.00	-1,775.00	33.0%
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	480.78	5,000.00	-4,519.22	9.6%
451 Custodial Supplies	121.29	700.00	-578.71	17.3%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	22,602.29	43,900.00	-21,297.71	51.5%
454 Insurance	5,162.29	5,300.00	-137.71	97.4%
456 Internet Service	699.93	1,200.00	-500.07	58.3%
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	678.60	2,000.00	-1,321.40	33.9%



	Jul 1 - Dec 7, 17	Budget	\$ Over Budget	% of Budget
477 Meetings/ Registration Fee	590.00	900.00	-310.00	65.6%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	993.29	4,100.00	-3,106.71	24.2%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
83 Local Lib Service Aid	945.97	3,097.80	-2,151.83	30.5%
84 Library System Grant	113.00	113.00	0.00	100.0%
85 GRANT BONACIC	0.00	3,000.00	-3,000.00	0.0%
99 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
9010.800 NYS Retirement	23,873.00	29,000.00	-5,127.00	82.3%
9040.800 Workers Compensation	1,587.00	2,100.00	-513.00	75.6%
9055.800 disability	255.60	0.00	255.60	100.0%
9060.800 Health Insurance	491.97	2,500.00	-2,008.03	19.7%
Health Flex Plan	500.00	1,000.00	-500.00	50.0%
Health Insurance Buyout	12,866.22	29,400.00	-16,533.78	43.8%
P9060.800 Health Insurance - Other				
Total P9060.800 Health Insurance	13,858.19	32,900.00	-19,041.81	42.1%
Payroll Expenses				
Direct Deposit Fees	153.75	400.00	-246.25	38.4%
P7410.141 Library Director	22,096.80	52,227.84	-30,131.04	42.3%
7410.142 Principal Library	7,040.31	44,782.40	-37,742.09	15.7%
P7410.143 Library Clerk	11,660.00	27,560.00	-15,900.00	42.3%
P7410.144 Library page 1	10,345.20	24,627.20	-14,282.00	42.0%
P7410.145 Library clerk	3,688.80	9,921.60	-6,232.80	37.2%
7410.147 Clerk	5,702.40	13,478.40	-7,776.00	42.3%
7410.148 Page	2,328.00	3,492.00	-1,164.00	66.7%
7410.150 page	11,501.60	27,185.60	-15,684.00	42.3%
7410.151 Page	960.30	2,100.00	-1,139.70	45.7%
7410.154 Library Page	0.00	582.00	-582.00	0.0%
P9055.800 DBL	0.00	330.00	-330.00	0.0%
Total Payroll Expenses	75,477.16	206,687.04	-131,209.88	36.5%
Other Taxes				
030.800 SS / Med	4,701.05	0.00	4,701.05	100.0%
FICA	1,099.44	2,879.80	-1,780.36	38.2%
Medical	0.00	12,753.39	-12,753.39	0.0%
P9030.800 SS / Med - Other				
Total P9030.800 SS / Med	5,800.49	15,633.19	-9,832.70	37.1%
Payroll Taxes	5,800.49	15,633.19	-9,832.70	37.1%
License	176,166.58	423,017.43	-246,850.85	41.6%
Net Income	246,371.40	0.00	246,371.40	100.0%
Total	246,371.40	0.00	246,371.40	100.0%

Director's Report  
December 7, 2017

Last week I mailed out letters, about 20-25 in total, to patrons who currently have 1 or more of our items listed as "Lost" (over the past 12 months) on their account. In the letter I expressed a willingness to extend some form of fine amnesty should our items be returned, and in good condition, before the end of the year. I'm hoping that this will help prompt somebody who may have forgotten that they have our items out to bring them back. We did something similar about 3 or 4 years ago – on a larger scale – and received quite a few items back or money for replacement of the items. There has been much discussion in the library world of going "fine free" and while I'm <sup>not</sup> completely "all – in" on that idea, it is something for us to keep in mind – especially as we craft our budget.

I have started to peruse the budget for FY '18-'19 to get an idea of what we're looking at. The budget committee usually meets end of February/early March to go over it before it comes to the whole Board for voting. With looking at the budget, and having some staff concerns expressed to me regarding salaries, I have also started the multi-faceted challenge of trying to come up with a salary scale for the different levels of positions in the library. I will be reaching out to RCLS after the New Year for some guidance as I try to tackle this challenge. It is something Paula had looked into a bit while she was here, but at that point (and I think it still remains true today) no other library in the system – let alone Sullivan County, had anything similar to go off of. Creating one is especially difficult when considering the minimum wage increases that are occurring, and will continue to occur over the next several years and trying to keep a budget that is appropriate for our tax base.

In January I will be presenting you with suggestions for changing some of the lending parameters associated with our items. These suggestions will be based on recommendations made by a subcommittee of Directors for all libraries to adopt, what we currently do, as well as what some patrons have been asking for. We're trying to be better from a customer service stand point and I think some of the suggestions will definitely reflect that.

RCLS will be offering the Trustee 101 Orientation training on Wednesday May 2<sup>nd</sup> at E.B. Crawford Library 5:30pm-8:30pm. They will be offering the Trustee 102

Intermediate training the following Wednesday May 9<sup>th</sup> 5:30pm-8:30pm. I STRONGLY urge you all to go and attend, especially since they'll be in our back yard.

Mark your calendars now for the RCLS Legislative Breakfast and Annual meeting. This year it will be Friday September 14<sup>th</sup> starting at 8am at The Sullivan in Rock Hill. After repeated requests from Sullivan County trustees to have it closer to home, they have obliged so it is imperative that as many trustees from Sullivan County libraries show up as possible!

Respectfully submitted,  
Kelly