

Fallsburg Library Trustee Monthly Meeting
February 22, 2018

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	Present
David Lawrence, Trustee	Present
Kelly Wells, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting Commenced at 5:02 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 January 25, 2018 minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 1/31/2018

Checking	\$ 26,857.27
Money Market	\$143,924.75
ICS	\$221,177.59
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 Burke-Deutsch moved and Board member Smith seconded a motion to accept the Treasurer's Report. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the warrant dated February 7, 2018 totaling \$619.11. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to approve the warrant dated February 8, 2018 totaling \$30.00. All in favor.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to approve the warrant dated February 20, 2018 totaling \$7,230.23. All in favor.

Correspondence:

N/A

Director Report:

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

New Business:

Director Wells stated that Adam Gold informed her that they were planning on moving the Sullivan Sprinkler offices into the old bank. The present offices which are in the rear of the library are approximately 800 square feet. He offered the square footage to the library. Director Wells stated that he did not mention raising the rent and did not have any further details. Board member Smith stated that the additional square footage is not advantageous to the library and she would vote no. Board member Cohen stated that the cost to renovate that additional 800 square feet does not equal the gain of space to the library. She would vote no. Board consensus not to take on that additional 800 square feet.

Discussion ensued regarding the Q'Cumbers building and adjoining lot in rear of that parcel. The following are the main points:

1. Do not accept the Q'Cumbers parcel without the adjoining rear lot.
2. Concerns regarding meeting lot requirements (front, side and rear yard requirements, lot coverage, parking) and the requirements of a variance.
3. Locating an Architect with library experience.
4. Potentially visiting more libraries.
5. Pursue members of the public with grants and construction experience to sit on the advisory board.
6. Once we have plans in place (preferably virtual plans as well as paper), invite other library directors to view and give their input and advice.
7. The County expressed a willingness to work with the Library to offer very favorable terms for the property as long as we keep them apprised of our planning and can show that we are following our due diligence.

Board member Cohen moved and Board member Smith seconded a motion to approve the sending of a letter to the Sullivan County Legislature expressing the Library Board's united front in following due diligence to pursue the Q'Cumber's property as the potential site for a new library building. All in favor.

Old Business:

N/A

Committee Reports:

N/A

Board member Burke-Deutsch moved and Board member Smith seconded a motion to adjourn at 5:52 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
February 22, 2018

- Pledge
- Public Comment
- Approval of Minutes
 - January 25, 2018
- Treasurer's Report
- Approval of Warrant(s)
 - February 7, 2018
 - February 8, 2018
 - February 20, 2018
- Correspondence
- Director Report
- New Business
 - Current Location
 - Q'Cumbers Building
- Old Business
- Committee Reports
- Adjournment

Board of Trustees Meeting
February 22, 2018
Treasurer Report

As of the January 31, 2018 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 26,857.27
Money Market	143,924.75
ICS	221,177.59
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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	\$ 691,959.61

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

1/2/2018	\$ 83.00
1/8/2018	56.00
1/8/2018	500.00
1/16/2018	143.00
1/22/2018	50.00
1/22/2018	772.28
1/29/2018	158.10
1/31/2018	50.34 (Interest)

Fallsburg Library
Transactions by Account
As of February 7, 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Accounts Payable									
Bill	02/06/2018		NYS 529 Direct Plan				NYS 529 SAVI...	60.00	0.00
Bill Pmt - Check	02/06/2018	1969	NYS 529 Direct Plan				CATSKILL CH...	-60.00	0.00
Bill	02/06/2018		Amazon Capital Ser...				-SPLIT - <i>gulf movies</i>	103.50	103.50
Bill	02/06/2018		Over Drive, Inc				415 e-content	163.97	267.47
Bill	02/06/2018		Demco				-SPLIT- <i>479 programs</i>	288.47	555.94
Bill	02/06/2018		Junior Library Guild				410 Books	63.17	619.11
Total Accounts Payable									
								619.11	619.11
TOTAL								619.11	619.11

Fallsburg Library
Transactions by Account
As of February 20, 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Accounts Payable									
Bill	02/20/2018		NYS 529 Direct Plan				NYS 529 SAVI...	60.00	0.00
Bill Pmt -Check	02/20/2018	1975	NYS 529 Direct Plan				CATSKILL CH...	-60.00	0.00
Bill	02/20/2018		The Penworthy Com...				410 Books	358.56	358.56
Bill	02/20/2018		Baker & Taylor Inc				410 Books	342.41	700.97
Bill	02/20/2018		Amazon Capital Ser...				410/411-SPLIT- Books/movies	160.13	861.10
Bill	02/20/2018		Costellation New En...				411-SPLIT- movies	28.61	889.71
Bill	02/20/2018		Card Member Service				450 Utilities-El...	29.00	918.71
Bill	02/20/2018		Personnel Concepts				430-SPLIT- Office supply	20.90	939.61
Bill	02/20/2018		Humpty Dumpty Ma...				430 Office/Boo...	25.00	964.61
Bill	02/20/2018		The Family Handym...				413 Periodicals	16.98	981.59
Bill	02/20/2018		Country Living				413 Periodicals	24.00	1,005.59
Bill	02/20/2018		The River Reporter				413 Periodicals	72.00	1,077.59
Bill	02/20/2018		Popular Mechanics				413 Periodicals	34.00	1,111.59
Bill	02/20/2018		Catskill Delaware P...				434 Publicity / ...	40.00	1,151.59
Bill	02/20/2018		fox Ledge, Inc				451 Custodial ...	7.75	1,159.34
Bill	02/20/2018		Ethelbert B. Crawfor...				410 Books	5.65	1,164.99
Bill	02/20/2018		NYSEG				450 Utilities-El...	57.16	1,222.15
Bill	02/20/2018		AC Moore				411 Films,DVD...	118.46	1,340.61
Bill	02/20/2018		Cornwall Public Libr...				419-SPLIT- Programs	15.00	1,355.61
Bill	02/20/2018		Kelly Wells 1				411 Films,DVD...	1,414.64	1,414.64
Bill	02/20/2018		Clean Eating				431-SPLIT- Postage/Programs	30.97	1,445.61
Bill	02/20/2018		Recorded Books, LLC				413 Periodicals	148.40	1,594.01
Bill	02/20/2018		Bethel Woods Cent...				412 Recording...	225.00	1,819.01
Bill	02/20/2018		Gail O'Neill				438-SPLIT- Membership dues	75.00	1,894.01
Bill	02/20/2018		Rena Kalanick 1				479 Program...	126.00	2,020.01
Bill	02/20/2018		Town of Fallsburg				430/431-SPLIT- HQA	84.01	2,104.02
Bill	02/20/2018		AFLAC				430/431-SPLIT- Office telephone	112.38	2,216.40
Bill	02/20/2018		AIR Rent Property G...				AFLAC Liab	2,599.41	4,815.81
Bill	02/20/2018		Paige Bakken				453 Rent	75.00	4,890.81
Bill	02/20/2018		Crystal Run Health L...				437 Profession...	2,165.82	7,056.63
Bill	02/20/2018		Delage Landen Fin...				P9060.800 He...	73.61	7,130.24
Bill	02/20/2018		Time Warner Cable				200 Equipment	99.99	7,230.23
Bill	02/20/2018						456 Internet S...		
Total Accounts Payable								7,230.23	7,230.23
TOTAL								7,230.23	7,230.23

	Jul 1, '17 - Feb 20, 18	Budget	\$ Over Budget	% of Budget
ary Income/Expense				
ome				
1001 Property Taxes	411,756.63	411,756.63	0.00	100.0%
2082 Book Fines	2,312.47	2,700.00	-387.53	85.6%
2401 Interest and Earnings	2,123.91	500.00	1,623.91	424.8%
2705.00 Gifts and Donations	152.50	150.00	2.50	101.7%
2760.30 LSG Local Lib Serv.Aid	3,097.80	3,097.80	0.00	100.0%
2760.40 Library System Grant	113.00	113.00	0.00	100.0%
2770 Unclassified Rev	229.30	0.00	229.30	100.0%
2770.50 GRANT IN AID	3,000.00	3,000.00	0.00	100.0%
2770.80 PILOT	1,631.70	0.00	1,631.70	100.0%
2770.99 Copy Mach/Fax fees	1,642.50	1,700.00	-57.50	96.6%
Reimbursements	600.68	0.00	600.68	100.0%
al Income	426,660.49	423,017.43	3,643.06	100.9%
ense				
00 Equipment	662.49	1,383.37	-720.88	47.9%
10 Books	5,585.03	8,800.00	-3,214.97	63.5%
11 Films,DVD or VHS	2,076.45	4,200.00	-2,123.55	49.4%
12 Recordings /Tapes, discs	1,483.60	3,500.00	-2,016.40	42.4%
13 Periodicals	1,123.29	1,400.00	-276.71	80.2%
15 e-content	1,198.39	2,000.00	-801.61	59.9%
16 Service & Web Fees	0.00	1,124.03	-1,124.03	0.0%
17 Web Host	0.00	20.00	-20.00	0.0%
18 licenses	173.68	175.00	-1.32	99.2%
28 Envisionware	327.98	500.00	-172.02	65.6%
29 Misc.	0.00	200.00	-200.00	0.0%
30 Office/Book/Library supply	1,368.10	4,000.00	-2,631.90	34.2%
31 Telephone	533.02	1,200.00	-666.98	44.4%
32 Telecommunications	1,097.19	1,600.00	-502.81	68.6%
33 Postage	215.00	275.00	-60.00	78.2%
34 Publicity / Printing	345.44	400.00	-54.56	86.4%
35 Travel / Meal	925.25	1,500.00	-574.75	61.7%
36 Anser/Automation	11,373.20	14,800.00	-3,426.80	76.8%
37 Professional Fees	1,025.00	2,650.00	-1,625.00	38.7%
38 Membership dues	697.00	550.00	147.00	126.7%
39 Office Equip Maint	0.00	259.00	-259.00	0.0%
50 Utilities-Electric, Propane	1,251.23	5,000.00	-3,748.77	25.0%
51 Custodial Supplies	319.33	700.00	-380.67	45.6%
52 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
53 Rent	27,801.11	43,900.00	-16,098.89	63.3%
54 Insurance	5,162.29	5,300.00	-137.71	97.4%
56 Internet Service	899.91	1,200.00	-300.09	75.0%
69 Oper. & Mant. Exp-Sec sys	264.00	400.00	-136.00	66.0%
75 Annual Election	0.00	900.00	-900.00	0.0%
76 Education / Training	678.60	2,000.00	-1,321.40	33.9%

Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2017 through February 20, 2018

	Jul 1, '17 - Feb 20, 18	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	1,625.64	4,100.00	-2,474.36	39.6%
480 T/Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
483 Local Lib Service Aid	1,209.38	3,097.80	-1,888.42	39.0%
484 Library System Grant	113.00	113.00	0.00	100.0%
485 GRANT BONACIC	0.00	3,000.00	-3,000.00	0.0%
499 Volunteer Recognition/Staff	180.00	250.00	-70.00	72.0%
P 9040.800 NYS Retirement	23,873.00	29,000.00	-5,127.00	82.3%
P9055.800 Workers Compensation	2,711.00	2,100.00	611.00	129.1%
P9060.800 Health Insurance	255.60	330.00	-74.40	77.5%
Health Flex Plan	683.97	2,500.00	-1,816.03	27.4%
Health Insurance Buyout	500.00	1,000.00	-500.00	50.0%
P9060.800 Health Insurance - Other	17,919.80	29,400.00	-11,480.20	61.0%
Total P9060.800 Health Insurance	19,103.77	32,900.00	-13,796.23	58.1%
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%
P7410.142 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%
P7410.147 Clerk	5,702.40	13,478.40	-7,776.00	42.3%
P7410.148 Page	2,328.00	3,492.00	-1,164.00	66.7%
P7410.150 page	11,501.60	27,185.60	-15,684.00	42.3%
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%
Payroll Expenses - Other	29,461.92	0.00	29,461.92	100.0%
Total Payroll Expenses	104,939.08	206,357.04	-101,417.96	50.9%
Payroll Taxes				
P9030.800 SS / Med	6,694.07	0.00	6,694.07	100.0%
FICA	1,565.54	2,879.80	-1,314.26	54.4%
Medical	0.00	12,753.39	-12,753.39	0.0%
Total P9030.800 SS / Med	8,259.61	15,633.19	-7,373.58	52.8%
Total Payroll Taxes	8,259.61	15,633.19	-7,373.58	52.8%
THIRD PARTY SICK PAY ACCOUNT	210.69	0.00	210.69	100.0%
Total Expense	232,307.35	423,017.43	-190,710.08	54.9%
Net Ordinary Income	194,353.14	0.00	194,353.14	100.0%

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02/20/18

Accrual Basis

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1, 2017 through February 20, 2018

	Jul 1, '17 - Feb 20, 18	Budget	\$ Over Budget	% of Budget
Net Income	194,353.14	0.00	194,353.14	100.0%

Director's Report
February 22, 2018

NYLA Advocacy Day is next Wednesday February 28th in Albany. The Governor has proposed a cut to general library aid as well as to the public library construction fund, so advocating to our state senators and assembly people is crucial. There are letters at the desk – one addressed to Senator Bonacic and one addressed to Assemblywoman Gunter – to fill out. We are collecting them and sending them to each. There will also be a link in our Spring Newsletter (being emailed next week) where you can email them letters as well urging them to support library funding.

Amanda and I have been looking into updating our website. Initially we were going to try to go with a different website host, but realized that we would not be able to take our current website address with us. As a result we will likely just upgrade our subscription to our webhost (Wordpress) which will run at the most \$100/year as opposed to the \$20/year we currently pay. The format will look much nicer and more professional – plus it will get rid of the annoying ads that are currently popping up on our webpage.

Last month I completed our first 'advantage' purchase through Overdrive. Titles purchased through our Overdrive Advantage account work similarly in regards to holds as our physical books – our patrons get priority preference in the 'holds' queue to books that we purchase – if none of our patrons are waiting for a specific title then it will go to whoever is next in line. Use of e-content is slowly starting to increase so cutting down on people's wait times for popular titles should only help to increase its use, while making our patrons happier.

I think (I keep going back and tweaking things here and there) I've completed my budget proposal for FY 2018-2019 – so after the meeting the budget committee can set up a day/time to meet to go over it before it's presented to the whole board, and then to the public.

A reminder that 2 seats will be up for election this coming June. Jenny and Sonia's seats are the ones coming up – petitions will be available sometime in April to pick up.

As a reminder RCLS will be offering the Trustee 101 Orientation training on Wednesday May 2nd at E.B. Crawford Library 5:30pm-8:30pm. They will be offering the Trustee 102 Intermediate training the following Wednesday May 9th 5:30pm-8:30pm. I STRONGLY urge you all to go and attend, especially since they'll be in our back yard.

Another reminder to mark your calendars for the RCLS Legislative Breakfast and Annual meeting. This year it will be Friday September 14th 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