

Fallsburg Library Trustee Monthly Meeting  
April 26, 2018

Attendance:

Laurie Burke-Deutsch, Board Secretary	Absent - Excused
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
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 Silverman moved and Board member Smith seconded a motion to accept the March 22, 2018 minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 3/31/2018

Checking	\$ 17,963.07
Money Market	\$108,630.77
ICS	\$221,320.63
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 Silverman 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 April 25, 2018 totaling \$15,059.63. All in favor.

Board member Silverman moved and Board member Smith seconded a motion to approve the Budget Transfer dated April 26, 2018 totaling \$1,244.00. All in favor.

Correspondence:

N/A

Director Report:

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

Board member Silverman moved and Board member Smith seconded a motion to approve New Lending/Fine Rate for DVD's. (Blu Rays/DVDs to be checked out for 7 days [as opposed to 3 days] and to decrease the fines on older DVDs to \$0.50/day as opposed to \$1.00/day). All in favor.

New Business:

Board member Smith moved and Board member Silverman seconded a motion to appoint election works as follows:

Brent Lawrence, Chief Election Inspector - \$13.00/hour  
Todd Bonkosky, Election Inspector - \$12.00/hour  
Selby Feldman, Election Inspector - \$12.00/hour  
Patricia Boswell, Alternate Election Inspector - \$12.00/hour

All in favor.

Board member Smith moved and Board member Cohen seconded a motion to accept the proposed FY 2018-2019 budget as presented. All in favor.

Old Business:

N/A

Committee Reports:

N/A

Board member Cohen moved and Board member Silverman seconded a motion to adjourn at 5:26 pm. All in favor.

ees Meeting Rubric

Fallsburg Library Trustee Monthly Meeting  
Agenda  
April 26, 2018

- Pledge
- Public Comment
- Approval of Minutes
  - March 22, 2018
- Treasurer's Report
- Approval of Warrant(s)
  - April 25, 2018
- Budget Transfers
  - April 26, 2018
- Correspondence
- Director Report
  - Approval of New Lending/Fine Rate for DVDs
- New Business
  - Appointment of Election Workers
  - FY 2018-2019 Budget
- Old Business
- Committee Reports
- Adjournment

Board of Trustees Meeting  
April 26, 2018  
Treasurer Report

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

Summary of Account:

Checking	\$	17,963.07
Money Market		108,630.77
ICS		221,320.63
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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	\$	647,914.47

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

3/5/2018	\$	85.50
3/12/2018		88.00
3/12/2018		721.94
3/19/2018		90.00
3/27/2018		100.00
3/31/2018		36.75 (Interest)

11:01 AM  
04/25/18  
Accrual Basis

## Fallsburg Library Transactions by Account As of April 25, 2018

Accounts Payable		Type	Date	Nu	Name	Split	Amount	Balance
								0.00
Bill			04/24/2018		Amazon Capital Service	411 Movies	302.31	302.31
Bill			04/24/2018		MidAmerica Books	410 Books	201.45	503.76
Bill			04/24/2018		Recorded Books, LLC	412 Recordings /Tapes, discs	198.00	701.76
Bill			04/24/2018		Modern Marketing	483 LLSA	272.82	974.58
Bill			04/24/2018		Fallsburg Gas	450 Utilities-Electric, Propane	1,689.34	2,663.92
Bill			04/24/2018		Kelly Wells 1	433/435/479/483 Postage/Mileage/Programs/LLSA	224.54	2,888.46
Bill			04/24/2018		Amanda Letonic	435/476 Mileage/Continuing Ed	580.97	3,469.43
Bill			04/24/2018		Over Drive, Inc	415/485 e-content/Bonacic Grant	214.99	3,684.42
Bill			04/24/2018		NYSEG	450 Utilities-Electric, Propane	62.79	3,747.21
Bill			04/24/2018		Constellation	450 Utilities-Electric, Propane	34.97	3,782.18
Bill			04/24/2018		Baker & Taylor Inc	410/411 Books/Movies	741.15	4,523.33
Bill			04/24/2018		Ramapo Catskill Library System	415/432/436/483 e-content/telecomm/ANSER	4,702.17	9,225.50
Bill			04/24/2018		Newburgh Library	410 Books	16.95	9,242.45
Bill			04/24/2018		Chester Public Library	410 Books	48.95	9,291.40
Bill			04/24/2018		Time and The Valley's Museum	485 GRANT BONACIC	40.00	9,331.40
Bill			04/24/2018		Tumble Bus NY	479 Programming	280.00	9,611.40
Bill			04/24/2018		fox Ledge, Inc	451 Custodial Supplies	19.25	9,910.65
Bill			04/24/2018		The Library Store, Inc	430 Office Supplies	22.77	9,933.42
Bill			04/24/2018		AFLAC	AFLAC Liab	112.38	10,045.80
Bill			04/24/2018		AIR Rent Property Group LLC	453 Rent	2,599.41	12,645.21
Bill			04/24/2018		Paige Bakken	437 Professional Fees	75.00	12,720.21
Bill			04/24/2018		Crystal Run Health Ins Company	P9060.800 Health Insurance	2,165.82	14,886.03
Bill			04/24/2018		DeLage Landen Financial Services	200 Equipment	73.61	14,959.64
Bill			04/24/2018		Time Warner Cable	456 Internet Service	99.99	15,059.63
Total Accounts Payable							15,059.63	15,059.63
<b>TOTAL</b>							<b>15,059.63</b>	<b>15,059.63</b>

FY 2017-2018  
 Fallsburg Library  
 Budget Transfers  
 Board of Trustees Monthly Meeting  
 April 26, 2018

Increase

Decrease

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.436	ANSER	\$486.00	P9010.800	NYS Retirement	\$1,244.00
P7410.438	Membership Dues	\$147.00			
P9040.800	Workers Compensation	\$611.00			
	<b>Total Increase</b>	<b>\$1,244.00</b>		<b>Total Decrease</b>	<b>\$1,244.00</b>

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2017 through April 25, 2018

	Jul 1, '17 - Apr 25, 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	411,756.63	411,756.63	0.00	100.0%
P2082 Book Fines	2,593.97	2,700.00	-106.03	96.07%
P2401 Interest and Earnings	2,896.36	500.00	2,396.36	579.27%
P2705.00 Gifts and Donations	153.25	150.00	3.25	102.17%
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 Unclassified Rev	229.30	0.00	229.30	100.0%
P2770.50 GRANT IN AID	3,000.00	3,000.00	0.00	100.0%
P2770.80 PILOT	2,659.32	2,659.32	0.00	100.0%
P2770.99 Copy Mach/Fax fees	2,041.85	1,700.00	341.85	120.11%
Reimbursements	600.68	0.00	600.68	100.0%
<b>Total Income</b>	<b>429,142.16</b>	<b>425,676.75</b>	<b>3,465.41</b>	<b>100.81%</b>
<b>Expense</b>				
200 Equipment	809.71	1,383.37	-573.66	58.53%
410 Books	7,403.70	8,800.00	-1,396.30	84.13%
411 Films,DVD or VHS	3,148.25	4,200.00	-1,051.75	74.96%
412 Recordings /Tapes, discs	1,862.80	3,500.00	-1,637.20	53.22%
413 Periodicals	1,133.28	1,400.00	-266.72	80.95%
415 e-content	2,000.00	2,000.00	0.00	100.0%
416 Service & Web Fees	0.00	1,124.03	-1,124.03	0.0%
417 Web Host	20.00	20.00	0.00	100.0%
418 licenses	173.68	175.00	-1.32	99.25%
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	2,582.63	4,000.00	-1,417.37	64.57%
431 Telephone	533.02	1,200.00	-666.98	44.42%
432 Telecommunications	1,454.24	1,600.00	-145.76	90.89%
433 Postage	221.20	275.00	-53.80	80.44%
434 Publicity / Printing	345.44	400.00	-54.56	86.36%
435 Travel / Meal	1,500.00	1,500.00	0.00	100.0%
436 Anser/Automation	15,286.00	14,800.00	486.00	103.28%
437 Professional Fees	1,175.00	2,650.00	-1,475.00	44.34%
438 Membership dues	697.00	550.00	147.00	126.73%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	3,114.62	5,000.00	-1,885.38	62.29%
451 Custodial Supplies	355.91	700.00	-344.09	50.84%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	32,999.93	43,900.00	-10,900.07	75.17%
454 Insurance	5,148.29	5,300.00	-151.71	97.14%
456 Internet Service	1,099.89	1,200.00	-100.11	91.66%
469 Oper. & Mant. Exp-Sec sys	264.00	400.00	-136.00	66.0%
475 Annual Election	0.00	900.00	-900.00	0.0%
476 Education / Training	884.61	2,000.00	-1,115.39	44.23%

11:12 AM  
04/25/18  
Accrual Basis

## Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2017 through April 25, 2018

	Jul 1, '17 - Apr 25, 18	Budget	\$ Over Budget	% of Budget
477 Meetings/ Registration Fee	750.00	900.00	-150.00	83.33%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	2,302.35	4,100.00	-1,797.65	56.16%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,956.35	3,097.80	-1,141.45	63.15%
484 Library System Grant	113.00	113.00	0.00	100.0%
485 GRANT BONACIC	1,619.23	3,000.00	-1,380.77	53.97%
492 Pilot	0.00	2,659.32	-2,659.32	0.0%
499 Volunteer Recognition/Staff	180.00	250.00	-70.00	72.0%
P 9010.800 NYS Retirement	23,666.88	29,000.00	-5,333.12	81.61%
P9040.800 Workers Compensation	2,711.00	2,100.00	611.00	129.1%
P9055.800 disability	255.60	330.00	-74.40	77.46%
P9060.800 Health Insurance				
Health Flex Plan	998.39	2,500.00	-1,501.61	39.94%
Health Insurance Buyout	500.00	1,000.00	-500.00	50.0%
P9060.800 Health Insurance - Other	20,807.56	29,400.00	-8,592.44	70.77%
<b>Total P9060.800 Health Insurance</b>	<b>22,305.95</b>	<b>32,900.00</b>	<b>-10,594.05</b>	<b>67.8%</b>
<b>Payroll Expenses</b>				
Direct Deposit Fees	223.40	400.00	-176.60	55.85%
P7410.141 Library Director	34,149.60	52,227.84	-18,078.24	65.39%
P7410.142 Principal Library	7,040.31	44,782.40	-37,742.09	15.72%
P7410.143 Library Clerk	18,020.00	27,560.00	-9,540.00	65.39%
P7410.144 Library page 1	16,028.40	24,627.20	-8,598.80	65.08%
P7410.145 Library clerk	5,447.34	9,921.60	-4,474.26	54.9%
P7410.147 Clerk	8,812.80	13,478.40	-4,665.60	65.39%
P7410.148 Page	2,328.00	3,492.00	-1,164.00	66.67%
P7410.150 page	17,775.20	27,185.60	-9,410.40	65.39%
P7410.151 Page	960.30	2,100.00	-1,139.70	45.73%
P7410.154 Library Page	0.00	582.00	-582.00	0.0%
Payroll Expenses - Other	23,034.01	0.00	23,034.01	100.0%
<b>Total Payroll Expenses</b>	<b>133,819.36</b>	<b>206,357.04</b>	<b>-72,537.68</b>	<b>64.85%</b>
<b>Payroll Taxes</b>				
P9030.800 SS / Med				
FICA	8,482.11	0.00	8,482.11	100.0%
Medical	1,983.72	2,879.80	-896.08	68.88%
P9030.800 SS / Med - Other	722.18	12,753.39	-12,031.21	5.66%
<b>Total P9030.800 SS / Med</b>	<b>11,188.01</b>	<b>15,633.19</b>	<b>-4,445.18</b>	<b>71.57%</b>
<b>Total Payroll Taxes</b>	<b>11,188.01</b>	<b>15,633.19</b>	<b>-4,445.18</b>	<b>71.57%</b>
<b>THIRD PARTY SICK PAY ACCOUNT</b>	<b>210.69</b>	<b>0.00</b>	<b>210.69</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>289,594.60</b>	<b>425,676.75</b>	<b>-136,082.15</b>	<b>68.03%</b>
<b>Net Ordinary Income</b>	<b>139,547.56</b>	<b>0.00</b>	<b>139,547.56</b>	<b>100.0%</b>
<b>Net Income</b>	<b>139,547.56</b>	<b>0.00</b>	<b>139,547.56</b>	<b>100.0%</b>



Director's Report  
April 26, 2018

Our FY 2018-2019 Budget Vote and Trustee Election is just around the corner, Tuesday June 5, 2018 11am-8pm here at the library. As a reminder, Jenny and Sonia's seats are up for election this year. Petitions are available for pick up at the circulation desk and are due back by **4pm Friday May 4, 2018**. The public hearing for the proposed budget will be Thursday May 24<sup>th</sup> at 6pm – following our May Board meeting.

We're gearing up for Summer Reading which is also just around the corner. This year's theme is 'Libraries Rock!' Thanks largely to a grant secured for us by Assemblywoman Gunther, we have been able to book quite a few different exciting programs for the summer including a 'mad science' lab and an animal program which will also feature information about the music and culture of the different animals' native lands. If you come across Assemblywoman Gunther out and about, be sure to thank her for her Summer Reading Program grant.

As I mentioned a few months ago, there are a variety of changes coming to RCLS in regards to lending parameters for items. To try and make things a bit more user friendly for our patrons, I have been reviewing our lending guidelines (length of checkouts/fines associated with items) and will be making suggestions over the next few months. The first change that I would like for you to approve is to allow Blu Rays/DVDs to be checked out for 7 days (as opposed to 3 days) and to decrease the fines on older DVDs to \$0.50/day as opposed to \$1.00/day. This will put us more in line with the majority of other libraries in RCLS. I would suggest leaving fines at \$1.00/day for newer DVDs (ones that we have had for 3 months or less).

As a reminder 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 2 weeks later on Wednesday May 16<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. Please let me know tonight if you would like for me to register you for one or both of the sessions.

Another reminder to mark your calendars 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

Election Worker Appointments  
June 5, 2018

Election Workers are slated to be as follows:

Chief Election Inspector: Brent Lawrence - \$13.00/hour

Election Inspector: Todd Bonkosky - \$12.00/hour

Election Inspector: Selby Feldman - \$12.00/hour

Alternate Election Inspector: Patricia Boswell - \$12.00/hour (if needed).