

Fallsburg Library Trustee Monthly Meeting
January 25, 2018

Attendance:

Laurie Burke-Deutsch, Board Secretary	Absent - Excused
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	Present
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 Cohen seconded a motion to accept the December 7, 2017 minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 12/31/2017

Checking	\$ 13,929.64
Money Market	\$182,112.03
ICS	\$221,102.47
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 Lawrence seconded a motion to accept the Treasurer's Report. All in favor.

Board member Lawrence moved and Board member Smith seconded a motion to approve the warrant dated December 20, 2017 totaling \$505.67. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the warrant dated January 5, 2018 totaling \$788.65. All in favor.

Board member Lawrence moved and Board member Smith seconded a motion to approve the warrant dated January 23, 2018 totaling \$16,033.87. All in favor.

Correspondence:

N/A

Director Report:

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

Discussion ensued regarding Fallsburg library going "fine free".

New Business:

The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2017 Annual Report was reviewed and accepted by the Board. Board member Lawrence moved and Board member Smith seconded a motion to approve the Annual Report. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the Director's vacation dates April 13 – 23, 2018. All in favor.

Old Business:

N/A

Committee Reports:

N/A

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

Fallsburg Library Trustee Monthly Meeting
Agenda
January 25, 2018

- Pledge
- Public Comment
- Approval of Minutes
 - December 7, 2017
- Treasurer's Report
- Approval of Warrant(s)
 - December 20, 2017
 - January 5, 2018
 - January 23, 2018
- Correspondence
- Director Report
- New Business
 - Resolution to Accept 2017 State Annual Report
 - Vacation Request
- Old Business
- Committee Reports
- Adjournment

Board of Trustees Meeting
January 25, 2018
Treasurer Report

As of the December 31, 2017 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	13,929.64
Money Market		182,112.03
ICS		221,102.47
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
		<hr/>
	\$	717,114.14

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

12/4/2017	\$	75.51
12/4/2017		116.00
12/11/2017		144.00
12/11/2017		330.00
12/18/2017		53.86
12/26/2017		57.00
12/31/2017		61.77 (Interest)

3:09 PM
 12/20/17
 Accrual Basis

Fallsburg Library
Transactions by Account
 As of December 20, 2017

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Accounts Payable									
Bill	12/20/2017		Fallsburg Gas				450 Utilities-El...	62.64	0.00
Bill	12/20/2017		Town of Fallsburg				-SPLIT- 1431 - Telephone	75.22	62.64
Bill	12/20/2017		NYSEG				450 Utilities-El...	106.12	137.86
Bill	12/20/2017		Amazon Capital Ser...				-SPLIT- 0411 - PDVICES	261.69	243.98
Total Accounts Payable									
								505.67	505.67
TOTAL									
								<u>505.67</u>	<u>505.67</u>

Fallsburg Library
Transactions by Account
As of January 23, 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Accounts Payable									
Bill	01/23/2018		NYS 529 Direct Plan				NYS 529 SAVI...	60.00	0.00
Bill Pmt -Check	01/23/2018	1934	NYS 529 Direct Plan				CATSKILL CH...	-60.00	0.00
Bill	01/23/2018		Recorded Books, LLC				412 Recording...	210.88	210.88
Bill	01/23/2018		Amazon Capital Ser...				-SPLIT- 411 movies	308.71	308.71
Bill	01/23/2018		Baker & Taylor Inc				-SPLIT- 40 full books/movies	792.63	792.63
Bill	01/23/2018		R C L S General				-SPLIT- 4151432/H320	4,574.67	5,367.30
Bill	01/23/2018		Better Homes and G...				413 Periodicals	18.98	5,386.28
Bill	01/23/2018	15	Monroe Free Library				410 Books	24.99	5,411.27
Bill	01/23/2018		Kalmbach Publishin...				413 Periodicals	15.00	5,426.27
Bill	01/23/2018		Crystal Run Health I...				P9060.800 He...	1,443.88	6,870.15
Bill	01/23/2018		Crystal Run Health I...				P9060.800 He...	2,165.82	9,035.97
Bill	01/23/2018		National Geographic...				413 Periodicals	34.00	9,069.97
Bill	01/23/2018		O, The Oprah Maga...				413 Periodicals	32.97	9,102.94
Bill	01/23/2018		Utica National Ins. ...				-SPLIT- P9060.800 comp	1,124.00	10,226.94
Bill	01/23/2018		Fallsburg Gas				450 Utilities-El...	422.52	10,649.46
Bill	01/23/2018		People				413 Periodicals	44.50	10,693.96
Bill	01/23/2018		The Saturday Eveni...				413 Periodicals	38.00	10,731.96
Bill	01/23/2018		Town of Fallsburg				-SPLIT- 431- phone	74.69	10,806.65
Bill	01/23/2018		NYSEG				450 Utilities-El...	93.40	10,900.05
Bill	01/23/2018		PN Fire & Burglar Al...				469 Oper. & M...	264.00	11,164.05
Bill	01/23/2018		Time Warner Cable				456 Internet S...	99.99	11,264.04
Bill	01/23/2018		Delage Landen Fin...				200 Equipment	73.61	11,337.65
Bill	01/23/2018		Card Member Service				-SPLIT- 438/H511499	725.97	12,063.62
Bill	01/23/2018		Modern Marketing				483 Local Lib ...	263.41	12,327.03
Bill	01/23/2018		Eating Well Mag				413 Periodicals	18.98	12,346.01
Bill	01/23/2018		Amanda Letohic				435 Travel / M...	69.55	12,415.56
Bill	01/23/2018		fox Ledge, Inc				451 Custodial ...	25.00	12,440.56
Bill	01/23/2018		Library Trustees Ass...				438 Membersh ...	120.00	12,560.56
Bill	01/23/2018		Rena Kalanick 1				-SPLIT- 142A	66.00	12,626.56
Bill	01/23/2018		AC Moore				-SPLIT- 479- program	84.75	12,711.31
Bill	01/23/2018		ALR Rent Property G...				453 Rent	2,599.41	15,310.72
Bill	01/23/2018		AFLAC				AFLAC Liab	112.38	15,423.10
Bill	01/23/2018		Paige Bakken				437 Profession ...	75.00	15,498.10
Bill	01/23/2018		Mid America Books				410 Books	341.10	15,839.20
Bill	01/23/2018		Kelly Wells 1				-SPLIT- 435- mileage	138.03	15,977.23
Bill	01/23/2018		Kelly Wells 1				-SPLIT- 479 program	56.64	16,033.87
Bill	01/23/2018								
Total Accounts Payable								16,033.87	16,033.87
TOTAL								16,033.87	16,033.87

Petty Cash

Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2017 through January 23, 2018

	Jul 1, '17 - Jan 23, 18	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	2,151.31	2,700.00	-548.69	79.7%
P2401 Interest and Earnings	1,442.92	500.00	942.92	288.6%
P2705.00 Gifts and Donations	147.05	150.00	-2.95	98.0%
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	200.23	0.00	200.23	100.0%
P2770.99 Copy Mach/Fax fees	1,474.15	1,700.00	-225.85	86.7%
Reimbursements	600.68	0.00	600.68	100.0%
Total Income	424,213.07	423,017.43	1,195.64	100.3%
Expense				
200 Equipment	588.88	1,383.37	-794.49	42.6%
410 Books	4,848.39	8,800.00	-3,951.61	55.1%
411 Films,DVD or VHS	1,791.31	4,200.00	-2,408.69	42.7%
412 Recordings /Tapes, discs	1,335.20	3,500.00	-2,164.80	38.1%
413 Periodicals	920.34	1,400.00	-479.66	65.7%
415 e-content	1,034.42	2,000.00	-965.58	51.7%
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	1,057.89	4,000.00	-2,942.11	26.4%
431 Telephone	460.61	1,200.00	-739.39	38.4%
432 Telecommunications	1,097.19	1,600.00	-502.81	68.6%
433 Postage	165.00	275.00	-110.00	60.0%
434 Publicity / Printing	305.44	400.00	-94.56	76.4%
435 Travel / Meal	925.25	1,500.00	-574.75	61.7%
436 Anser/Automation	11,373.20	14,800.00	-3,426.80	76.8%
437 Professional Fees	950.00	2,650.00	-1,700.00	35.8%
438 Membership dues	472.00	550.00	-78.00	85.8%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	1,165.46	5,000.00	-3,834.54	23.3%
451 Custodial Supplies	311.58	700.00	-388.42	44.5%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	25,201.70	43,900.00	-18,698.30	57.4%
454 Insurance	5,162.29	5,300.00	-137.71	97.4%
456 Internet Service	799.92	1,200.00	-400.08	66.7%
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	678.60	2,000.00	-1,321.40	33.9%

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1, 2017 through January 23, 2018

	Jul 1, '17 - Jan 23, '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	1,134.68	4,100.00	-2,965.32	27.7%
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 9010.800 NYS Retirement	23,873.00	29,000.00	-5,127.00	82.3%
P9040.800 Workers Compensation	2,711.00	2,100.00	611.00	129.1%
P9055.800 disability	255.60	330.00	-74.40	77.5%
P9060.800 Health Insurance	557.97	2,500.00	-1,942.03	22.3%
Health Flex Plan	500.00	1,000.00	-500.00	50.0%
Health Insurance Buyout	15,753.98	29,400.00	-13,646.02	53.6%
P9060.800 Health Insurance - Other				
Total P9060.800 Health Insurance	16,811.95	32,900.00	-16,088.05	51.1%
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	17,655.14	0.00	17,655.14	100.0%
Total Payroll Expenses	93,132.30	206,357.04	-113,224.74	45.1%
Payroll Taxes				
P9030.800 SS / Med	5,963.52	0.00	5,963.52	100.0%
FICA	1,394.69	2,879.80	-1,485.11	48.4%
Medical	0.00	12,753.39	-12,753.39	0.0%
P9030.800 SS / Med - Other				
Total P9030.800 SS / Med	7,358.21	15,633.19	-8,274.98	47.1%
Total Payroll Taxes	7,358.21	15,633.19	-8,274.98	47.1%
THIRD PARTY SICK PAY ACCOUNT	210.69	0.00	210.69	100.0%
Total Expense	211,640.14	423,017.43	-211,377.29	50.0%
Net Ordinary Income	212,572.93	0.00	212,572.93	100.0%

12:30 PM

01/23/18

Accrual Basis

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1, 2017 through January 23, 2018

	Jul 1, '17 - Jan 23, 18	Budget	\$ Over Budget	% of Budget
Net Income	212,572.93	0.00	212,572.93	100.0%

Director's Report
January 25, 2018

For the last week – week and a half I've been working on our State Annual Report. I completed it yesterday (!) so later in the meeting you'll have to pass a resolution to accept it and then I will submit it to RCLS in the morning for review – which will be a little more than 1 week ahead of the deadline. We saw a slight drop in library visits and in circulation of materials – however we were closed more days plus had more delayed openings/early closings than the previous year mainly because last winter was much worse weather wise than the winter before that. The new library in Monticello opening likely had an impact on those numbers as well.

Last month I had mentioned that I would present some changes regarding our lending parameters for various items. There has been a variety of changes taking place system wide which has caused me to hold off on making any of those suggestions just yet. One of the changes that should be implemented within the next couple of months is all items checked out at the Library will follow our lending rules – items from other libraries have historically followed the lending rules of their home library. The goal behind the DA voting for this change was to make it easier for patrons by allowing for the same due date for like items checked out at once. Another change coming around May is that there are about 7 libraries (with more possibly joining) within RCLS who will be going 'fine free' on juvenile and YA materials. As it stands today, no Sullivan County library will be making this change – however at least one is discussing the possibility of doing so. This may force our hand on the issue so it is something we will have to discuss in depth, as I had mentioned last month.

Monday February 12th RCLS will be hosting an Advocacy session at E.B. Crawford Library at 10am. This is to help provide tools and guidance to become stronger library advocates leading up to NYLA Advocacy Day in Albany on Wednesday February 28th. RCLS and MHLS are providing coach buses at \$5/person for anyone who wishes to attend. I have a flyer with the pick-up locations and times if anyone is interested. Please let me know so I can register you through the RCLS calendar.

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