

Fallsburg Library Trustee Monthly Meeting  
March 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 5:01 pm.

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 February 22, 2018 minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 2/28/2018

Checking	\$ 41,800.17
Money Market	\$107,508.58
ICS	\$221,245.46
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 Cohen stated Sterling National Bank's cd rates are .015% which is less than they currently receive from Catskill Hudson Bank.

Board member Smith moved and Board member Ward 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 March 13, 2018 totaling \$125.99. All in favor.

Board member Cohen moved and Board member Ward seconded a motion to approve the warrant dated March 20, 2018 totaling \$12,257.11. All in favor.

Board member Smith moved and Board member Lawrence seconded a motion to approve the Budget Amendment dated March 22, 2018 totaling \$2,659.32. All in favor.

Correspondence:

N/A

Director Report:

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

New Business:

N/A

Old Business:

Discussion ensued regarding the "Free Fine" initiative.

Discussion ensued regarding the Q'cumber's property, which is now back in the Bankruptcy Courts.

Committee Reports:

Board member Smith will look into the property next to Zakarin and Sons.

Board member Cohen stated that the Budget Committee met and with the Director's incredible help, the budget will be presented at the April meeting.

Board member Smith moved and Board member Lawrence seconded a motion to enter into executive session at 5:28 pm to discuss personnel matters regarding the status of specific employees. All in favor.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to end executive session at 5:59pm. All in favor.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to approve the hiring of Theresa Toledo as temporary relief beginning in April 2018. All in favor.

Board member Lawrence moved and Board member Cohen seconded a motion to approve the payment of overtime to Amanda Letohic and the issuance of comp time to Rena Kalanick (as requested by the employees) for the extra hours each will work during Director Wells' vacation April 13-April 23, 2018. All in favor.

Board member Cohen moved and Board member Burke-Deutsch seconded a motion to adjourn at 6:02pm. All in favor.

# Fallsburg Library Trustee Monthly Meeting

## Agenda

March 22, 2018

- Pledge
- Public Comment
- Approval of Minutes
  - February 22, 2018
- Treasurer's Report
- Approval of Warrant(s)
  - March 13, 2018
  - March 20, 2018
- Budget Amendments
  - March 22, 2018
- Correspondence
- Director Report
- New Business
- Old Business
  - Fine Free Handout
  - Update on Q'Cumbers
- Committee Reports
- Adjournment

Board of Trustees Meeting  
March 22, 2018  
Treasurer Report

As of the February 28, 2018 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	41,800.17
Money Market		107,508.58
ICS		221,245.46
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/>
		\$ 670,554.21

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

2/5/2018	\$	75.50
2/9/2018		1,431.47
2/12/2018		75.00
1/16/2018		143.00
2/20/2018		53.00
2/26/2018		58.00
2/26/2018		822.62
2/28/2018		1,027.62
2/28/2018		40.62 (Interest)

Fallsburg Library  
 Transactions by Account  
 As of March 13, 2018

Type	Date	Name	Split	Amount	Balance
<b>Accounts Payable</b>					
Bill	3/13/2018	Amazon Capital Services, Inc.	411 DVDs	125.99	125.99
Total Accounts Payable				125.99	125.99
<b>Total</b>				<b>125.99</b>	<b>125.99</b>

Fallsburg Library

Transactions by Account

As of March 20, 2018

Accounts Payable	Type	Date	Name	Split	Amount	Balance
	Bill	3/20/2018	The Penworthy Company	410 Books	465.63	465.63
	Bill	3/20/2018	Baker & Taylor Inc	410/411 Books/Movie	525.77	991.4
	Bill	3/20/2018	Amazon Capital Services Inc	411 Movies	166.65	1,158.05
	Bill	3/20/2018	Amazon Capital Services Inc	411 Movies	292.72	1,450.77
	Bill	3/20/2018	MidAmerica Books	410 Books	68.8	1,519.57
	Bill	3/20/2018	AC Moore	479 Programming	49.47	1,569.04
	Bill	3/20/2018	Staples Credit Plan	430/451 Office/Cleani	198.11	1,767.15
	Bill	3/20/2018	Ethelbert B. Crawford Public Library	410 Books	4	1,771.15
	Bill	3/20/2018	Cornwall Public Library	411 Movies	5	1,776.15
	Bill	3/20/2018	Recorded Books, LLC	412 BCDs	181.2	1,957.35
	Bill	3/20/2018	Overdrive, Inc	415 e-content	480.82	2,438.17
	Bill	3/20/2018	Ramapo Catskill Library System	485 Bonacic Grant	669.5	3,107.67
	Bill	3/20/2018	Bedik Communications	485 Bonacic Grant	190	3,297.67
	Bill	3/20/2018	Mad Science of the Mid-Hudson	479 Programming	50	3,347.67
	Bill	3/20/2018	Fox Ledge, Inc	451 Cleaning Supplies	7.75	3,355.42
	Bill	3/20/2018	Constellation New Energy	450 Utilities	24.24	3,379.66
	Bill	3/20/2018	NYSEG	450 Utilities	52.05	3,431.71
	Bill	3/20/2018	Delage Landen Financial Services	200 Equipment	73.61	3,505.32
	Bill	3/20/2018	Crystal Run Health Insurance	P9060.800 Health Ins.	2,165.82	5,671.14
	Bill	3/20/2018	Personnel Concepts	430 Office Supplies	193.95	5,865.09
	Bill	3/20/2018	Time Warner Cable	456 Internet Services	99.99	5,965.08
	Bill	3/20/2018	AFLAC	Liab	112.38	6,077.46
	Bill	3/20/2018	AIR Rent Property Group	453 Rent	2,599.41	8,676.87
	Bill	3/20/2018	Paige Bakken	437 Professional Servic	75	8,751.87
	Bill	3/20/2018	Card Member Service	417/477/479/485	239.23	8,991.10
	Bill	3/20/2018	Coast to Coast Solutions	483 Local Library Aid	255.04	9,246.14
	Bill	3/20/2018	Modern Marketing	483/485	552.28	9,798.42
	Bill	3/20/2018	Family Fun	413 Periodicals	9.99	9,808.41
	Bill	3/20/2018	Kelly Wells	P9060.800 Health Flex	314.42	10,122.83
	Bill	3/20/2018	Electronic Business Products	430 Office Supplies	184.28	10,307.11
	Bill	3/20/2018	Town of Fallsburg	430/452/480	1,950	12,257.11
<b>Total Accounts Payable</b>					<b>12,257.11</b>	<b>12,257.11</b>

FY 2017-2018  
 Fallsburg Library  
 Budget Amendments  
 Board of Trustees Monthly Meeting  
 March 22, 2018

**Increase**

**Increase**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Rev. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.492	PILOT	\$2,659.32	P2770.80	PILOT	\$2,659.32
	<b>Total Increase</b>	<b>\$2,659.32</b>		<b>Total Increase</b>	<b>\$2,659.32</b>



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2017 through March 21, 2018

	Jul 1, '17 - Mar 21, 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	2,439.97	2,700.00	-260.03	90.37%
P2401 Interest and Earnings	2,123.91	500.00	1,623.91	424.78%
P2705.00 Gifts and Donations	152.65	150.00	2.65	101.77%
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	0.00	2,659.32	100.0%
P2770.99 Copy Mach/Fax fees	1,812.85	1,700.00	112.85	106.64%
Reimbursements	600.68	0.00	600.68	100.0%
<b>Total Income</b>	<b>427,986.11</b>	<b>423,017.43</b>	<b>4,968.68</b>	<b>101.18%</b>
<b>Expense</b>				
200 Equipment	736.10	1,383.37	-647.27	53.21%
410 Books	6,544.99	8,800.00	-2,255.01	74.38%
411 Films,DVD or VHS	2,762.05	4,200.00	-1,437.95	65.76%
412 Recordings /Tapes, discs	1,664.80	3,500.00	-1,835.20	47.57%
413 Periodicals	1,133.28	1,400.00	-266.72	80.95%
415 e-content	1,679.21	2,000.00	-320.79	83.96%
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	2,559.86	4,000.00	-1,440.14	64.0%
431 Telephone	533.02	1,200.00	-666.98	44.42%
432 Telecommunications	1,097.19	1,600.00	-502.81	68.57%
433 Postage	214.50	275.00	-60.50	78.0%
434 Publicity / Printing	345.44	400.00	-54.56	86.36%
435 Travel / Meal	925.25	1,500.00	-574.75	61.68%
436 Anser/Automation	11,373.20	14,800.00	-3,426.80	76.85%
437 Professional Fees	1,100.00	2,650.00	-1,550.00	41.51%
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	1,327.52	5,000.00	-3,672.48	26.55%
451 Custodial Supplies	336.66	700.00	-363.34	48.09%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	30,400.52	43,900.00	-13,499.48	69.25%
454 Insurance	5,148.29	5,300.00	-151.71	97.14%
456 Internet Service	999.90	1,200.00	-200.10	83.33%
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	33.93%

**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1, 2017 through March 21, 2018

	Jul 1, '17 - Mar 21, 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	1,728.34	4,100.00	-2,371.66	42.16%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,551.99	3,097.80	-1,545.81	50.1%
484 Library System Grant	113.00	113.00	0.00	100.0%
485 GRANT BONACIC	1,380.21	3,000.00	-1,619.79	46.01%
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	82.32%
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	18,641.74	29,400.00	-10,758.26	63.41%
<b>Total P9060.800 Health Insurance</b>	<b>20,140.13</b>	<b>32,900.00</b>	<b>-12,759.87</b>	<b>61.22%</b>
Payroll Expenses				
Direct Deposit Fees	224.25	400.00	-175.75	56.06%
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	11,542.79	0.00	11,542.79	100.0%
<b>Total Payroll Expenses</b>	<b>122,328.99</b>	<b>206,357.04</b>	<b>-84,028.05</b>	<b>59.28%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	7,771.01	0.00	7,771.01	100.0%
Medical	1,817.42	2,879.80	-1,062.38	63.11%
P9030.800 SS / Med - Other	0.00	12,753.39	-12,753.39	0.0%
<b>Total P9030.800 SS / Med</b>	<b>9,588.43</b>	<b>15,633.19</b>	<b>-6,044.76</b>	<b>61.33%</b>
<b>Total Payroll Taxes</b>	<b>9,588.43</b>	<b>15,633.19</b>	<b>-6,044.76</b>	<b>61.33%</b>
THIRD PARTY SICK PAY ACCOUNT	210.69	0.00	210.69	100.0%
<b>Total Expense</b>	<b>261,829.42</b>	<b>423,017.43</b>	<b>-161,188.01</b>	<b>61.9%</b>
<b>Net Ordinary Income</b>	<b>166,156.69</b>	<b>0.00</b>	<b>166,156.69</b>	<b>100.0%</b>
<b>Net Income</b>	<b>166,156.69</b>	<b>0.00</b>	<b>166,156.69</b>	<b>100.0%</b>

Director's Report  
March 22, 2018

The past few weeks I have been working on getting things together for the election and budget vote coming up on June 5<sup>th</sup> – I've been working with Sarah Ungerleider at the school to make sure that we get everything done as needed and that we get on the Board of Ed's Agenda as they have to pass a resolution for us to hold our budget vote/election. As a reminder, 2 seats will be up for election this coming June. Jenny and Sonia's seats are the ones coming up – petitions will be available starting April 6<sup>th</sup> to pick up.

NYLA Advocacy Day was pretty successful. Amanda went to Albany to represent us and deliver letters to our representatives (in total we sent 40-50 to each Senator Bonacic and Assemblywoman Gunther), as I had too many things going on here to be able to take the day to make the trip. The different proposed budgets from the State Senate and State Assembly each had an increase in Library Aid and Public Library Construction Aid over what the Governor had proposed. There's still plenty of work to be done and I will be sending an email out to everyone with links to do further advocacy as those in Albany continue to negotiate a new budget.

There has continued to be much discussion about going 'Fine Free' amongst directors – with a potentially new added functionality to our ILS dealing with automatic renewals. This is something that was mentioned at our Director's meeting last week – but is still very much in the early stages with very little details available just yet. I also have a handout that was distributed about going 'Fine Free' for your information. As I have said before, I'm just passing this information along to you guys because this is something being discussed A LOT in the library world and we need to stay up to date with it and continue to think about potential impacts to us, our patrons, and the community.

While on the topic of 'Fine Free,' I have been in touch with Hurleyville – Sullivan First (who I have to reach out to again) and the Mountindale Action Committee about doing Fine Amnesty programs that coincide with some of the work that they do. Currently, we have a fine amnesty event set up with the Mountindale Action Committee when they do their litter pluck April 21<sup>st</sup> and April 22<sup>nd</sup> in Mountindale. It's for 1 hour each morning and those who attend and help with

the litter pluck will have up to \$5.00 in OVERDUE only charges waived from their account for each day that they help. They won't be able to 'bank' the money for future overdues or use it towards LOST materials. Since I will not be back from vacation by that weekend, this will be something that people have to register with us for if they want fines waived. Amanda will be the library staff person there to oversee our end of things, and I do not want to send her if no one will be taking advantage of it. I will be distributing information about the program by the first week in April. I'm hoping to do similar activities throughout the spring and in various locations throughout our service area.

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.

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

# Fine Free Handout - asFYI

**PROPOSAL/IDEA:** "Free Fine" initiative aimed to eliminate overdue book fines for children.

## **OBJECTIVE:**

- This initiative is designed to bring families and children back to the libraries, to promote reading and to educate community member of the important role libraries served to their communities

## **WHY:**

- Children and teens are embarrassed to ask their parents for money to pay late fees. Consequently, they avoid libraries and eventually stop coming altogether.
- When a child cannot pay their late fees it results in revoked borrowing privileges. That sends conflicting messages that a library's job is not only to encourage reading, but to also perform life lessons about right and wrong. The latter is not the mission of libraries.
- Preventing staff members from confronting young patrons (and/or their parents) that are angry, outraged, or stressed about their overdue fines.
- Removing barriers and lessening the financial burden on library patrons in order to provide access.

## **FINANCIAL CONCERNS ON LOST REVENUE FROM FINES AND FEES:**

- Catherine Savage, a spokeswoman for the Vernon Area Public Library in Lincolnshire, IL, said overdue fines added up to only about half a percent of their annual budget, and eliminating the fines allows them to save money on the staff time and service costs needed to collect them. The library also felt it was not a significant enough source of revenue for them to pester so many patrons (source: WBBM-TV/CBS in Chicago).
- According to a story published in [The Slate](#) (2/6/17):
  - *Some libraries are deciding that imposing late fees and the collection of money isn't worth the hassle.*
  - *Fining patrons works against everything that public libraries ought to stand for.*
  - *With unpredictable costs hovering over each checkout, too many families decide it's safer not to use the library at all. As one California mother told the New York Times last spring, "I try to explain to my daughter, 'Don't take books out. It's so expensive.'"*
  - *Fines rarely make up a meaningful source of income for library systems. For example, The Columbus library system forfeited between \$500,000 and \$600,000 last year. But it only represented less than 1 percent of its overall budget.*

## **CONS OF LATE FEES:**

- A [journal article](#) on libraries and socially excluded communities by librarian, Annette DeFaveri, describes a scenario in which a mother is charged \$25 for a lost children's book: *"If the library does not charge for the damaged book, it loses about \$25.00. But it will cost the library more than \$25.00 to convince this mother to return to the library. It will cost the library more than \$25.00 to persuade this mother that the library is a welcoming community place willing to mount literacy programs aimed at her children, who will not benefit from regular library visits and programs. And when these children are adults, it will cost the library more than \$25.00 to convince them that the library is a welcoming and supportive place for their children."*
- Meg DePriest, the author of a 2016 [white paper](#) recommending that Colorado libraries eliminate fines on children's materials, "the people who can't afford to buy books themselves."

Type	Date	Num	Name
Accounts Payable			

**SPREADING THE WORD THROUGH MEDIA PUBLIC RELATIONS:**

- **Developing Press Materials:** Review, write and create press release, media alerts, key messages, email pitches, etc. that illustrates the benefits of eliminating overdue book fines for children for media to review and consider.
- **Developing Media Lists:** Research key media contacts serving the RCLS community (Orange, Rockland, Sullivan and S. Ulster Counties). Examples of media targets include: *New York Times (Westchester/Rockland Section)*, *News 12*, *Journal News (Rockland Edition)*, *Rockland County Times*, other daily and weekly community newspapers, such as *Times Herald-Record*, *New Paltz Times*, as well as local news radio stations.

**SPREADING THE WORD THROUGH INTERNAL AND EXTERNAL COMMUNICATIONS:**

- Email List
- Newsletter
- E-newsletter
- RCLS and individual library websites
- RCLS and individual library social media (Twitter, Facebook, Instagram, etc.)
- Posters/signage to display in libraries
- Flyers to handout/distribute in libraries