

Fallsburg Library Trustee Monthly Meeting
May 24, 2018

Attendance:

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

Meeting Commenced at 5:05 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 April 26, 2018 minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 4/30/2018

Checking	\$ 37,433.50
Money Market	\$ 69,908.82
ICS	\$221,393.40
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 Lawrence moved and Board member Smith 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 May 21, 2018 totaling \$9,335.60. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to approve the warrant dated May 23, 2018 totaling \$2,470.51. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to approve the warrant dated May 24, 2018 totaling \$556.51. All in favor.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to approve the Budget Transfer dated May 24, 2018 totaling \$1,390.75. All in favor.

Director Wells stated that Board member Cohen has been in contact with Scott DuBois and being that he has a relationship with different banks, he will inquire to see if we can get better rates.

Correspondence:

Director Wells stated that Senator Bonacic is retiring and managed to secure \$3,000 in bullet aid for the library.

Director Wells gave the Board a thank you note from Virginia for the fruit basket.

Director Report:

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

New Business:

N/A

Old Business:

N/A

Committee Reports:

N/A

Board member Smith moved and Board member Lawrence second a motion to entered executive session at 5:28 pm to discuss the possible acquisition of various real estate properties.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to end executive session at 5:50pm. All in favor.

May 24, 2018

Ordinary Income/Expense
Income

Jul

411,756.63

411,756.63

0.00

100.0%

Board member Smith moved and Board member Burke-Deutsch seconded a motion to adjourn at 5:51pm. All in favor.

May 24, 2018

Fallsburg Library Trustee Monthly Meeting
Agenda
May 24, 2018

- Pledge
- Public Comment
- Approval of Minutes
 - April 26, 2018
- Treasurer's Report
- Approval of Warrant(s)
 - May 21, 2018
 - May 23, 2018
 - May 24, 2018
- Budget Transfers
 - May 24, 2018
- Correspondence
- Director Report
- New Business
- Old Business
- Committee Reports
- Adjournment

Board of Trustees Meeting
May 24, 2018
Treasurer Report

As of the April 30, 2018 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	37,433.50
Money Market		69,908.82
ICS		221,393.40
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/>
		\$ 628,735.72

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

4/2/2018	\$	71.50
4/9/2018		111.00
4/13/2018		31.00
4/24/2018		136.00
4/27/2018		822.62
4/30/2018		27.93 (Interest)

Fallsburg Library Transactions by Account As of May 21, 2018

Accounts Payable	Type	Date	Number	Name	Measure	Split	Amount	Balance
	Bill	05/21/2018		Demco			112.36	112.36
	Bill	05/21/2018		Micro Marketing LLC	430 Library supplies		112.36	367.23
	Bill	05/21/2018		Mid America Books	412 Recordings /Tapes, discs		254.87	670.43
	Bill	05/21/2018		Card Member Service	410 Books		303.20	896.67
	Bill	05/21/2018		Amazon Capital Service	479 Programming		226.24	1,080.82
	Bill	05/21/2018		Baker & Taylor Inc	411 Movies		184.15	1,861.52
	Bill	05/21/2018		AC Moore	410/411 Books/Movies		780.70	1,970.81
	Bill	05/21/2018		Staples Credit Plan	479 Programming		109.29	2,061.40
	Bill	05/21/2018		The Penworthy Company	430/451/479 Office supplies/custodial/programming		90.59	2,892.83
	Bill	05/21/2018		AFLAC	485 GRANT BONACIC		831.43	3,061.40
	Bill	05/21/2018		DeLage Landen Financial Services	AFLAC Liab		168.57	3,135.01
	Bill	05/21/2018		Time Warner Cable	200 Equipment		73.61	3,235.00
	Bill	05/21/2018		fox Ledge, Inc	456 Internet Service		99.99	3,248.50
	Bill	05/21/2018		Monticello Greenhouse	451 Custodial Supplies		13.50	3,295.50
	Bill	05/21/2018		Cooking Light	429 Misc.		47.00	3,311.50
	Bill	05/21/2018		AlR Rent Property Group LLC	413 Periodicals		16.00	5,910.91
	Bill	05/21/2018		Recorded Books, LLC	453 Rent		2,599.41	6,195.71
	Bill	05/21/2018		Paige Bakken	412 Recordings /Tapes, discs		284.80	6,270.71
	Bill	05/21/2018		EA Morse & Co	437 Professional Fees		75.00	6,328.25
	Bill	05/21/2018		Cintas Fire Protection	451 Custodial Supplies		57.54	6,456.83
	Bill	05/21/2018		Quill Corporation	469 Oper. & Mant. Exp-Sec sys		128.58	7,045.08
	Bill	05/21/2018		Ramapo Catskill Library System	430/451/479 Office supplies/custodial/programming		588.25	8,609.36
	Bill	05/21/2018		Sullivan County Democrat	416/430 Service Fees/library supplies		1,564.28	8,722.66
	Bill	05/21/2018		NYSEG	475 Annual Election		113.30	8,780.48
	Bill	05/21/2018		Over Drive, Inc	450 Utilities-Electric, Propane		57.82	9,269.47
	Bill	05/21/2018		Costellation New Energy Inc	485 GRANT BONACIC		488.99	9,335.60
	Bill	05/21/2018			450 Utilities-Electric, Propane		66.13	9,335.60
							9,335.60	9,335.60
							<u>9,335.60</u>	<u>9,335.60</u>

Total Accounts Payable
TOTAL

Fallsburg Library
Transactions by Account

As of May 23, 2018

Accounts Payable	Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
	Bill	05/23/2018		Fallsburg Gas				2,470.51	0.00
						450 Utilities-Electric, Propane		2,470.51	2,470.51
TOTAL								<u>2,470.51</u>	<u>2,470.51</u>

Fallsburg Library
Transactions by Account
 As of May 24, 2018

Accounts Payable	Type	Date	Num	Name	Memo	Split	Amount	Balance
	Bill	05/24/2018		S & S Worldwide	479 Programming		331.79	331.79
	Bill	05/24/2018		Quill Corporation	479 Programming		224.72	556.51
TOTAL							<u>556.51</u>	<u>556.51</u>
Total Accounts Payable							<u>556.51</u>	<u>556.51</u>

FY 2017-2018
 Fallsburg Library
 Budget Transfers
 Board of Trustees Monthly Meeting
 May 24, 2018

Increase

Decrease

<u>Increase</u>			<u>Decrease</u>		
Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.416	Service & Webs Fees	\$390.75	P9010.800	NYS Retirement	\$1,390.75
P7410.450	Utilities	\$1,000.00			
	Total Increase	\$1,390.75		Total Decrease	\$1,390.75

Fallsburg Library
Profit & Loss Budget vs. Actual
July 2017 through May 2018

Ordinary Income/Expense	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
Income				
P1001 Property Taxes	411,756.63	411,756.63	0.00	100.0%
P2082 Book Fines	2,774.03	2,700.00	74.03	102.74%
P2401 Interest and Earnings	3,278.20	500.00	2,778.20	655.64%
P2680 Insurance Recoveries	656.55			
P2705.00 Gifts and Donations	157.35	150.00	7.35	104.9%
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			
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%
P2770.90 School District	1,600.00			
P2770.99 Copy Mach/Fax fees	2,224.75	1,700.00	524.75	130.87%
Reimbursements	600.68			
Total Income	432,147.61	425,676.75	6,470.86	101.52%
Expense				
200 Equipment	883.32	1,383.37	-500.05	63.85%
410 Books	8,465.32	8,800.00	-334.68	96.2%
411 Films,DVD or VHS	3,354.68	4,200.00	-845.32	79.87%
412 Recordings /Tapes, discs	2,402.47	3,500.00	-1,097.53	68.64%
413 Periodicals	1,149.28	1,400.00	-250.72	82.09%
415 e-content	2,000.00	2,000.00	0.00	100.0%
416 Service & Web Fees	1,514.78	1,124.03	390.75	134.76%
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.	47.00	200.00	-153.00	23.5%
430 Office/Book/Library supply	3,247.93	4,000.00	-752.07	81.2%
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	220.70	275.00	-54.30	80.26%
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	15,286.00	0.00	100.0%
437 Professional Fees	1,250.00	2,650.00	-1,400.00	47.17%
438 Membership dues	697.00	697.00	0.00	100.0%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	5,709.08	5,000.00	709.08	114.18%
451 Custodial Supplies	498.77	700.00	-201.23	71.25%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	35,599.34	43,900.00	-8,300.66	81.09%
454 Insurance	5,148.29	5,300.00	-151.71	97.14%
456 Internet Service	1,199.88	1,200.00	-0.12	99.99%
469 Oper. & Mant. Exp-Sec sys	392.58	400.00	-7.42	98.15%
475 Annual Election	113.30	900.00	-786.70	12.59%

Fallsburg Library
Profit & Loss Budget vs. Actual
July 2017 through May 2018

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
476 Education / Training	884.61	2,000.00	-1,115.39	44.23%
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	2,392.96	4,100.00	-1,707.04	58.37%
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	2,939.65	3,000.00	-60.35	97.99%
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	27,756.00	-4,089.12	85.27%
P9040.800 Workers Compensation	2,711.00	2,711.00	0.00	100.0%
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	19,363.68	29,400.00	-10,036.32	65.86%
Total P9060.800 Health Insurance	20,862.07	32,900.00	-12,037.93	63.41%
Payroll Expenses				
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	35,174.51	0.00	35,174.51	100.0%
Total Payroll Expenses	145,959.86	206,357.04	-60,397.18	70.73%
Payroll Taxes				
P9030.800 SS / Med				
FICA	9,233.38	0.00	9,233.38	100.0%
Medical	2,159.42	2,879.80	-720.38	74.99%
P9030.800 SS / Med - Other	722.18	12,753.39	-12,031.21	5.66%
Total P9030.800 SS / Med	12,114.98	15,633.19	-3,518.21	77.5%
Total Payroll Taxes	12,114.98	15,633.19	-3,518.21	77.5%
THIRD PARTY SICK PAY ACCOUNT	210.69			
Total Expense	312,506.73	425,676.75	-113,170.02	73.41%
Net Ordinary Income	119,640.88	0.00	119,640.88	100.0%
Net Income	119,640.88	0.00	119,640.88	100.0%

Director's Report
May 24, 2018

Our budget vote and trustee election will be on Tuesday June 5th 11am-8pm here at the Library. Be sure to mark your calendars and come down to vote that day! As a reminder, Sonia and Jenny's seats are up for election. Something to think about as we get ready for June...our June meeting will be June 28th – we then need to schedule a reorganizational meeting within the first 14 days of July – we can't schedule that yet as we do not know who will win the 2 seats yet, but just start thinking about dates that are good for you so we can get it schedule ASAP after the election.

Virginia has returned to work! She's been back for a couple of weeks now and wanted to give her thanks to the Board and the Library for the lovely fruit basket she received while out. Be sure to welcome her back when you see her!

We will likely be returning to our summer hours on June 18th – before then I will be scheduling a staff meeting so there might be a day when the Library is closed for a few hours in the morning or afternoon. It's always good for the staff to have a refresher before we get hit with the summer rush. Our summer hours are not much different from our year round hours anymore – but there is a slight change to Friday and Sunday hours.

Amanda has been working diligently getting ready for summer reading this year. Please encourage any kids/teens that you may know to sign up, track their reading, and/or come to some of our awesome programs this year. We're also changing the way we're doing our prizes this year to try and make it fairer across the board. Those signed up for summer reading will be able to turn in/show us their reading logs once a week to earn tickets – they will then use those tickets to "buy" prizes and/or enter raffles for some of our larger giveaways. Amanda was able to secure a pair of passes to Comic-Con again this year, as well as a promise of prizes from the NY Jets and the NY Giants (all are donations). We're excited for summer this year!

I have been working a lot trying to ensure that wrapping up our fiscal year will be relatively smooth and simple this year. I'm really hoping that we'll be able to get

everything wrapped up by our organizational meeting in July so that I can jump right into the report that's due to the NYS comptroller's office by August 30th.

I have also been working on compiling some graphs based on information from reports I have been gathering since becoming director in 2016. I'm hoping to have those complete for next month's meeting for you all to review and for us to discuss leading into working on our next long range plan. The current plan that we have is good through June 2019, so it's time to start thinking about where we are and where we want to go based on our community's wants and needs. We'll have to come up with a survey again to distribute to gather information from. It would be helpful if in July at the reorganizational meeting another committee was formed for the long range plan – just something to think about, nothing needs to be done and decided tonight.

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! I'll start registering those of you who would like to attend at the July meeting – it's still too far out now to register anyone.

Respectfully submitted,
Kelly

5/16/17

PROPOSED BUDGET
FALLSBURG LIBRARY 2018-2019

EXPENSES

⊕ Personnel	\$212,659.60
⊕ Employee Benefits	\$81,191.28
⊕ Library Materials (books, audiobooks, DVD/blu-rays, periodicals, e-content)	\$20,400.00
⊕ Building Operations and Maintenance (rent, utilities, insurance, etc.)	\$55,350.00
⊕ Building (Capital) Fund	\$10,000.00
⊕ Professional Fees/Contracts	\$8,700.00
⊕ Computer/Network/Internet Service (includes website host fee)	\$18,526.21
⊕ Professional Development (education, trainings, meetings, travel, membership dues)	\$4,950.00
⊕ Programs and Licenses	\$4,175.00
⊕ Library Operations/Office Supplies (equipment, postage, publicity, telephone, election, etc.)	\$9,482.15

LESS Library Operational Revenues (fines/copy & fax fees/donations/interest)	- \$4,250.00
GRAND TOTAL TAX LEVY	\$421,184.24

Please Note:
The proposed tax levy is under the state mandated tax cap!
If your property is assessed at \$150,000 – this would mean an increase of \$0.26/month to your library taxes. This equates to about \$11.45/month for the library. Borrow 1 movie or 1 book each month and you have more than paid for your library!



Reminder!
Library Budget Vote and Trustee Election is slated for
June 5, 2018
11am-8pm @ the Library!

8:17 AM
06/27/18
Accrual Basis

Fallsburg Library
Profit & Loss Budget vs. Actual
July 2017 through June 2018

June 08, 2018

11:24 AM
06/28/18
Accrual Basis

Fallsburg Library Trustee Monthly Meeting
Public Hearing
May 24, 2018

Attendance:

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

Board President Sabourin called the public hearing to order at 6:02pm.

No public in attendance.

Board member Silverman moved and Board member Burke-Deutsch seconded a motion to close the public hearing. All in favor.

The Public Hearing closed at 6:15pm.

Fallsburg Library