

Fallsburg Library Trustee Monthly Meeting  
June 28, 2018

Attendance:

Laurie Burke-Deutsch, Board Secretary	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
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 5:05 pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Smith moved and Board member Silverman seconded a motion to accept the May 24, 2018 Regular Meeting minutes. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to accept the May 24, 2018 Public Hearing minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 5/31/2018

Checking	\$ 44,336.65
Money Market	\$ 33,370.97
ICS	\$221,468.62
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 June 14, 2018 totaling \$4,531.78. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to approve the warrant dated June 26, 2018 totaling \$10,361.87. All in favor.

Board member Cohen moved and Board member Lawrence seconded a motion to approve the warrant dated June 28, 2018 totaling \$1,616.88. All in favor.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to approve the Budget Amendment dated June 28, 2018 totaling \$1,688.00. All in favor.

Board member Cohen moved and Board member Silverman seconded a motion to approve the Budget Transfer dated June 28, 2018 totaling \$1,483.65. All in favor.

Director Report:

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

New Business:

The reorganizational meeting is set for Thursday, July 5, 2018 at 5:00 pm.

Board member Burke-Deutsch entertained motion to approve appointment of Terry Toledo for the temporary position of Summer Program Help. Board member Silverman seconded. All in favor.

Old Business:

N/A

Committee Reports:

N/A

Correspondence:

1. Thank you from Sonny Smith for flowers/basket for her birthday.
2. List of donations given in Sonny Smith's name for her birthday.
3. Note accompanying donation in Douglas Houser's name.
4. Resignation of part-time library clerk Kathleen Cusick
5. Resignation of principal library clerk Pennie Mercado
6. Resignation of Board President Livia Sabourin.

Director Wells stated that she purchased and is awaiting delivery of shadow boxes from Shutterfly for both Kate and Pennie.

Board member Burke-Deutsch moved and Board member Smith seconded a motion to enter executive session at 5:26pm to discuss the possible acquisition of specific real estate property. All in favor.

Board member Lawrence moved and Board member Ward seconded a motion to end executive session at 5:42pm.

Board member Silverman moved and Board member Cohen seconded a motion to adjourn at 5:43pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
June 28, 2018

- Pledge
- Public Comment
- Approval of Minutes
  - May 24, 2018
  - Public Hearing – May 24, 2018
- Treasurer's Report
- Approval of Warrant(s)
  - June 14, 2018
  - June 26, 2018
  - June 28, 2018
- Budget Amendments
  - June 28, 2018
- Budget Transfers
  - June 28, 2018
- Director Report
- New Business
  - Set Date for July Reorganizational Meeting
  - Approval of Appointment for Summer Program Help
- Old Business
- Committee Reports
- Correspondence
- Adjournment

Board of Trustees Meeting  
June 28, 2018  
Treasurer Report

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

Summary of Account:

Checking	\$	44,336.65
Money Market		33,370.97
ICS		221,468.62
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/>
		\$ 599,176.24

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

5/7/2018	\$	721.94
5/7/2018		772.76
5/14/2018		86.00
5/21/2018		1,683.00
5/25/2018		178.00
5/31/2018		20.45 (Interest)

9:19 AM  
06/14/18  
Accrual Basis

## Fallsburg Library Transactions by Account

As of June 14, 2018

Accounts Payable	Type	Date	Num	Name	Me Cir	Split	Amount	Balance
	Bill	06/14/2018		Crystal Run Health Ins Company		P9060.800 Health Insurance	2,165.82	2,165.82
	Bill	06/14/2018		Costellation New Energy Inc		450 Utilities-Electric, Propane	36.43	2,202.25
	Bill	06/14/2018		Junior Library Guild		492 Pilot	285.40	2,487.65
	Bill	06/14/2018		NYSEG		450 Utilities-Electric, Propane	69.92	2,557.57
	Bill	06/14/2018		Sullivan County Democrat		-SPLT-	169.17	2,726.74
	Bill	06/14/2018		Amazon Capital Service		-SPLT-	174.59	2,901.33
	Bill	06/14/2018		Apple Books		-SPLT-	1,630.45	4,531.78
<b>Total Accounts Payable</b>							<b>4,531.78</b>	<b>4,531.78</b>
<b>TOTAL</b>							<b>4,531.78</b>	<b>4,531.78</b>

11:24 AM  
06/26/18  
Accrual Basis

## Fallsburg Library Transactions by Account As of June 26, 2018

Accounts Payable	Type	Date	Name	Split	Amount	Balance
	Bill	06/25/2018	Amazon Capital Service		173.16	173.16
	Bill	06/25/2018	S & S Worldwide	481/492 LSG Gunther/PILLOT	144.91	318.07
	Bill	06/25/2018	AC Moore	479 Programming	334.36	652.43
	Bill	06/25/2018	fox Ledge, Inc	451 Custodial Supplies	19.25	671.68
	Bill	06/25/2018	Virginia Fauslter	Health Flex Plan	500.00	1,171.68
	Bill	06/25/2018	Baker & Taylor Inc	410/411/492 Books/Movies/PILLOT	725.59	1,897.27
	Bill	06/25/2018	Greenwood Lake Public Library	410 Books	27.00	1,924.27
	Bill	06/25/2018	AIR Rent Property Group LLC	453 Rent	2,599.41	4,523.68
	Bill	06/25/2018	National Geographic	413 Periodicals	39.00	4,562.68
	Bill	06/25/2018	Brent Lawrence	475 Annual Election	123.50	4,686.18
	Bill	06/25/2018	Todd Bonkosky	475 Annual Election	114.00	4,800.18
	Bill	06/25/2018	Selby Feldman	475 Annual Election	114.00	4,914.18
	Bill	06/25/2018	Scott DuBois	437 Professional Fees	500.00	5,414.18
	Bill	06/25/2018	Paige Bakken	437 Professional Fees	75.00	5,489.18
	Bill	06/25/2018	Over Drive, Inc	483 LLSA	488.13	5,957.31
	Bill	06/25/2018	Apple Books	492 PILLOT	21.55	5,978.86
	Bill	06/25/2018	Card Member Service	430/475/476/479 Office/Election/Education/Programming	167.72	6,146.58
	Bill	06/25/2018	Kelly Wells 1	433/477/479 Postage/Meetings/Programming	99.17	6,245.75
	Bill	06/25/2018	John Conway	479 Programming	150.00	6,395.75
	Bill	06/25/2018	John Conway	479 Programming	150.00	6,545.75
	Bill	06/25/2018	The Penworthy Company	485/492 Bonacic/PILLOT	350.69	6,896.44
	Bill	06/25/2018	Making Faces Parties	481 LSG -Gunther	201.25	7,097.69
	Bill	06/25/2018	Little Adventures, LLC DBA Hobby Que	481 LSG -Gunther	330.00	7,427.69
	Bill	06/25/2018	Mad Science of the Mid-Hudson	481 LSG -Gunther	225.00	7,652.69
	Bill	06/25/2018	Animal Wmbassy, LLC	481 LSG -Gunther	385.00	8,037.69
	Bill	06/25/2018	Staples Credit Plan	479 Programming	58.91	8,096.60
	Bill	06/25/2018	Micro Marketing LLC	412 Recordings /Tapes, discs	474.30	8,570.90
	Bill	06/25/2018	Town of Fallsburg	431/433/452/480 Phone/Postage/Cleaning/Town Contract	1,443.12	10,014.02
	Bill	06/25/2018	Reminisce Magazine	413 Periodicals	12.98	10,027.00
	Bill	06/25/2018	AFLAC	AFLAC Liab	62.04	10,089.04
	Bill	06/25/2018	Amanda Letohic	483 LLSA	44.69	10,133.73
	Bill	06/25/2018	Kelly Wells 1	483 LLSA	228.14	10,361.87
					10,361.87	10,361.87

Total Accounts Payable

9:09 AM

06/28/18

Accrual Basis

## Fallsburg Library

### Transactions by Account

As of June 28, 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Accounts Payable</b>									
Bill	06/28/2018		Baker & Taylor Inc				-SPLT-	530.03	0.00
Bill	06/28/2018		Quill Corporation				-SPLT-	95.96	530.03
Bill	06/28/2018		The Library Store, Inc				-SPLT-	707.24	625.99
Bill	06/28/2018		Card Member Service				-SPLT-	235.69	1,333.23
Bill	06/28/2018		Reader's Digest				413 Periodicals	29.96	1,568.92
Bill	06/28/2018		Rachael Ray Every ...				413 Periodicals	18.00	1,598.88
<b>Total Accounts Payable</b>									<b>1,616.88</b>
<b>TOTAL</b>									<b>1,616.88</b>



8:17 AM  
06/27/18  
Accrual Basis

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

	Jul '17 - Jun 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	2,944.38	2,700.00	244.38	109.05%
P2401 Interest and Earnings	3,715.86	500.00	3,215.86	743.17%
P2680 Insurance Recoveries	1,370.55			
P2705.00 Gifts and Donations	580.75	150.00	430.75	387.17%
P2760.10 LSG Children's Program	1,363.00			
P2760.30 LSG Local Lib Serv.Aid	3,097.80	3,097.80	0.00	100.0%
P2760.40 Library System Grant	413.00	113.00	300.00	365.49%
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	2,634.00	1,700.00	934.00	154.94%
Reimbursements	600.68			
<b>Total Income</b>	<b>435,965.27</b>	<b>425,676.75</b>	<b>10,288.52</b>	<b>102.42%</b>
<b>Expense</b>				
200 Equipment	883.32	1,383.37	-500.05	63.85%
410 Books	8,800.00	8,800.00	0.00	100.0%
411 Films,DVD or VHS	4,058.82	4,200.00	-141.18	96.64%
412 Recordings /Tapes, discs	2,876.77	3,500.00	-623.23	82.19%
413 Periodicals	1,249.22	1,400.00	-150.78	89.23%
415 e-content	2,000.00	2,000.00	0.00	100.0%
416 Service & Web Fees	1,514.78	1,514.78	0.00	100.0%
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.	124.75	200.00	-75.25	62.38%
430 Office/Book/Library supply	3,251.51	4,000.00	-748.49	81.29%
431 Telephone	608.08	1,200.00	-591.92	50.67%
432 Telecommunications	1,454.24	1,600.00	-145.76	90.89%
433 Postage	319.23	275.00	44.23	116.08%
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	1,825.00	2,650.00	-825.00	68.87%
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	5,815.43	6,000.00	-184.57	96.92%
451 Custodial Supplies	613.98	700.00	-86.02	87.71%
452 Cleaning Contract	1,800.00	1,800.00	0.00	100.0%
453 Rent	38,198.75	43,900.00	-5,701.25	87.01%
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%

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
475 Annual Election	711.35	900.00	-188.65	79.04%
476 Education / Training	909.61	2,000.00	-1,090.39	45.48%
477 Meetings/ Registration Fee	771.40	900.00	-128.60	85.71%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	4,125.00	4,100.00	25.00	100.61%
480 T/ Falls Contract	3,500.00	3,500.00	0.00	100.0%
481 LSG -Children's Program	1,363.00	0.00	1,363.00	100.0%
483 Local Lib Service Aid	3,097.80	3,097.80	0.00	100.0%
484 Library System Grant	413.00	113.00	300.00	365.49%
485 GRANT BONACIC	3,000.00	3,000.00	0.00	100.0%
492 Pilot	2,481.94	2,659.32	-177.38	93.33%
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	1,498.39	2,500.00	-1,001.61	59.94%
Health Insurance Buyout	1,500.00	1,000.00	500.00	150.0%
P9060.800 Health Insurance - Other	20,807.56	28,009.25	-7,201.69	74.29%
<b>Total P9060.800 Health Insurance</b>	<b>23,805.95</b>	<b>31,509.25</b>	<b>-7,703.30</b>	<b>75.55%</b>
Payroll Expenses				
Direct Deposit Fees	330.40	400.00	-69.60	82.6%
P7410.141 Library Director	52,228.80	52,227.84	0.96	100.0%
P7410.142 Principal Library	7,040.31	44,782.40	-37,742.09	15.72%
P7410.143 Library Clerk	27,560.00	27,560.00	0.00	100.0%
P7410.144 Library page 1	24,553.20	24,627.20	-74.00	99.7%
P7410.145 Library clerk	5,447.34	9,921.60	-4,474.26	54.9%
P7410.147 Clerk	13,478.40	13,478.40	0.00	100.0%
P7410.148 Page	3,557.80	3,492.00	65.80	101.88%
P7410.150 page	28,058.26	27,185.60	872.66	103.21%
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%
<b>Total Payroll Expenses</b>	<b>163,214.81</b>	<b>206,357.04</b>	<b>-43,142.23</b>	<b>79.09%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	10,362.59	0.00	10,362.59	100.0%
Medical	2,423.51	2,879.80	-456.29	84.16%
P9030.800 SS / Med - Other	0.00	12,753.39	-12,753.39	0.0%
<b>Total P9030.800 SS / Med</b>	<b>12,786.10</b>	<b>15,633.19</b>	<b>-2,847.09</b>	<b>81.79%</b>
<b>Total Payroll Taxes</b>	<b>12,786.10</b>	<b>15,633.19</b>	<b>-2,847.09</b>	<b>81.79%</b>
THIRD PARTY SICK PAY ACCOUNT	210.69			
<b>Total Expense</b>	<b>347,688.86</b>	<b>425,676.75</b>	<b>-77,987.89</b>	<b>81.68%</b>
<b>Net Ordinary Income</b>	<b>88,276.41</b>	<b>0.00</b>	<b>88,276.41</b>	<b>100.0%</b>
<b>Net Income</b>	<b>88,276.41</b>	<b>0.00</b>	<b>88,276.41</b>	<b>100.0%</b>

FY 2017-2018  
 Fallsburg Library  
 Budget Amendments  
 Board of Trustees Monthly Meeting  
 June 28, 2018

**Increase**

**Increase**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Rev. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.479	Programming	\$25.00	P2705.00	Gifts & Donations	\$25.00
P7410.481	LSG – Gunther	\$1,363.00	P2760.10	LSG – Gunther	\$1,363.00
P7410.484	LSG – Children/Family	\$300.00	P2760.40	LSG – Children/Family	\$300.00
	<b>Total Increase</b>	<b>\$1,688.00</b>		<b>Total Increase</b>	<b>\$1,688.00</b>

FY 2017-2018  
 Fallsburg Library  
 Budget Transfers  
 Board of Trustees Monthly Meeting  
 June 28, 2018

**Increase**

**Decrease**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.141	Library Director	\$0.96	P7410.142	Principal Library	\$939.42
P7410.148	Page	\$65.80			
P7410.150	Page	\$872.66			
P7410.433	Postage	\$44.23	P9010.800	NYS Retirement	\$44.23
P9060.800	Health Insurance Buyout	\$500.00	P9060.800	Health Insurance	\$500.00
	<b>Total Increase</b>	<b>\$1,483.65</b>		<b>Total Decrease</b>	<b>\$1,483.65</b>

Director's Report  
June 28, 2018

Summer is officially here! We returned to our summer hours last Monday and the past week has seen a large increase in daily visits which has been great. We've been seeing some familiar faces returning as well as new. We've been pushing Summer Reading heavily, and so far Amanda has about 60 children/teens signed up – with more signing up every day. Summer Reading officially starts here on Monday July 9<sup>th</sup>.

We received our grant money from Aileen Gunther to be used on Summer Reading this year. We've used the money to pay for multiple programs throughout the summer, as well as to pay for crafts that Amanda can easily transport to the Boys & Girls Club over the summer. She has set it up with their camp where she'll be able to visit on rainy days to do stories and crafts with the kids. Of course it won't be EVERY rainy day but we're thinking maybe weekly/bi-weekly visits.

We also received a small grant for early literacy from RCLS. The money will be used to buy a movable display that we can set up in the back which will house our early learning toys.

I have been working very diligently on getting our fiscal year wrapped up and making sure everything is squared away. We still have some bills that I'm waiting to come in to pay out of this year's money, but we're still in very good shape with the budget.

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! 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