

Fallsburg Library Trustee Monthly Meeting
July 26, 2018

Attendance:

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

Meeting Commenced at 5:18 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 June 28, 2018 Regular Meeting minutes. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to accept the July 5, 2018 Reorganizational Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 6/30/2018

Checking	\$ 43,268.98
Money Market	\$108,413.13
ICS	\$121,535.96
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 Lawrence moved and Board member Smith seconded a motion to approve the warrant dated June 29, 2018 totaling \$1,008.21. All in favor.

Board member Lawrence moved and Board member Smith seconded a motion to approve the warrant dated July 24, 2018 totaling \$10,260.78. All in favor.

Discussion ensued regarding CD rates and movement of funds. The Board stated that Board member Cohen is doing an excellent job as Financial Officer.

Discussion ensued regarding the likely increase in health insurance costs. Director Wells stated that for this budget cycle we should be good, but we will need to increase the budget line next year.

Correspondence:

Director Wells read from two letters of interest for vacant board seats (copies attached). The Board tabled this matter until next meeting to enable the Director to contact RCLS regarding proper steps to handle this matter.

Director Report:

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

New Business:

Appointment to committees was tabled until next month as President Burke-Deutsch was on the budget committee and a replacement needs to be appointed.

Board member Smith moved and Board member Cohen seconded a motion to approve the appointment of Theresa Toledo to the position of part-time library clerk. All in favor.

The Board asked Board member Smith to send Board member Silverman a fruit basket and well wishes for a speedy recovery.

The Board changed the time of the start of the meetings from 5:00 pm to 5:15 pm.

Old Business:

N/A

Committee Reports:

Discussion ensued regarding potential size requirements for new building.

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

Fallsburg Library Trustee Monthly Meeting
Agenda
July 26, 2018

- Pledge
- Public Comment
- Approval of Minutes
 - June 28, 2018
 - Reorg. Meeting – July 5, 2018
- Treasurer's Report
- Approval of Warrant(s)
 - June 29, 2018
 - July 24, 2018
- Correspondence
 - Letters of interest for vacant Board seat
- Director Report
- Old Business
- New Business
 - Committee assignments for FY 18-19
 - Approval of appointment of part-time library clerk
- Committee Reports
- Adjournment

Board of Trustees Meeting
July 26, 2018
Treasurer Report

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

Summary of Account:

Checking	\$ 43,268.98
Money Market	108,413.13
ICS	121,535.96
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

\$ 573,218.07

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

6/4/2018	\$ 84.00
6/4/2018	378.00
6/11/2018	797.45
6/11/2018	832.18
6/15/2018	149.00
6/22/2018	845.00
6/25/2018	1,663.00
6/26/2018	100,000.00 (from ICS)
6/29/2018	278.00
6/30/2018	15.53 (Interest)

*These CDs matured on 7/13/18 at \$50,501.11 each. Each CD was renewed for 12 months at 2%. The new amounts for those CDs will be reflected next months' report.

Fallsburg Library Transactions by Account

As of June 29, 2018

Accounts Payable		Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
		Bill	06/29/2018		Micro Marketing LLC		412 Recordings /Tapes, discs		228.74	228.74
		Bill	06/29/2018		Baker & Taylor Inc		411/492 Movies/P/LOT Funds		296.76	525.50
		Bill	06/29/2018		Recorded Books, LLC		412 Recordings /Tapes, discs		181.20	706.70
		Bill	06/29/2018		Sullivan County Democrat		434 Publicity/Printing		41.00	747.70
		Bill	06/29/2018		NYSEG		450 Utilities-Electric, Propane		60.63	808.33
		Bill	06/29/2018		Fallsburg Gas		450 Utilities-Electric, Propane		11.99	820.32
		Bill	06/29/2018		HR Direct		430/492 Office Supplies/P/LOT Funds		78.99	899.31
		Bill	06/29/2018		Constellation		450 Utilities-Electric, Propane		28.48	927.79
		Bill	06/29/2018		Town of Fallsburg		431 Telephone		78.42	1,006.21
		Bill	06/29/2018		fox Ledge, Inc		451 Custodial Supplies		2.00	1,008.21
Total Accounts Payable									1,008.21	1,008.21
TOTAL									1,008.21	1,008.21

Fallsburg Library

Transactions by Account

As of July 24, 2018

Accounts Payable		Type	Date	Num	Name	Mem	Split	Amount	Balance
Bill			07/24/2018		NYS 529 Direct Plan		NYS 529 SAVING PLAN	60.00	0.00
Bill Pmt-Check			07/24/2018	2169	NYS 529 Direct Plan		CATSKILL CHECKING	-60.00	60.00
Bill			07/24/2018		Amazon Capital Service		411 Movies	137.75	0.00
Bill			07/24/2018		R C L S General		415/428/432/436	4,901.98	137.75
Bill			07/24/2018		Baker & Taylor Inc		410 Books	296.66	5,039.73
Bill			07/24/2018		AC Moore		479 Programming	29.61	5,336.39
Bill			07/24/2018		AFLAC		AFLAC Liab	62.04	5,366.00
Bill			07/24/2018		AIR Rent Property Group LLC		453 Rent	2,599.41	5,428.04
Bill			07/24/2018		Palge Bakken		437 Professional Fees	75.00	8,027.45
Bill			07/24/2018		Delage Landen Financial Services		200 Equipment	73.61	8,102.45
Bill			07/24/2018		Time Warner Cable		456 Internet Service	99.99	8,176.06
Bill			07/24/2018		SENYLRC		477 Meetings/ Registration Fee	65.00	8,276.05
Bill			07/24/2018		Crystal Run Health Ins Company		P9060.800 Health Insurance	1,443.88	8,341.05
Bill			07/24/2018		The Times Herald Record		413 Periodicals	390.00	9,784.93
Bill			07/24/2018		Kalmbach Publishing Co.		413 Periodicals	44.95	10,174.93
Bill			07/24/2018		S & S Worldwide		479 Programming	40.90	10,219.88
Total Accounts Payable								10,260.78	10,260.78
TOTAL								10,260.78	10,260.78

Director's Report
July 26, 2018

We're just about 3 weeks into Summer Reading & we have already surpassed many of our numbers from last year! We have over 150 (almost double from last year) children & teens signed up for summer reading and have received reading logs back from more than 30 different children (double the number we received back last year). As you can see by the poster on the wall, the children who have reported back to us have read over 600 books so far! We still have 3 weeks of Summer Reading programs left, and it's not too late to sign up.

We received our movable display and set up our 'Early Learning Station' in the back a couple weeks ago. We've had many parents compliment the selection of early learning toys, puzzles, & books that we've put on display for use, and the kids have enjoyed it as well. Be sure to go check it out before you leave, if you haven't already.

Now that our fiscal year has finally wrapped up, I've been working on our Annual Update Document for the NYS Comptroller's Office. The report is due by August 30th, so we're well on schedule for that to be completed & submitted on time.

I have also been in the process of exploring various online calendars for our website. The one that we currently use will no longer be supported by the end of this year/early next year. Some of the leads that RCLS has provided to us to explore for other calendars are very expensive, and I feel are not worth the cost. I MAY have found a couple of free solutions that MAY give us more functionality than our current calendar (i.e. online registrations). I'm still exploring those options to see how well the calendar will integrate with our current website and how easy they are to edit. I'll keep you posted as I get closer to making a decision.

As an FYI, at the last Director's Association meeting it was approved to start another 'pool' of money (\$40,000) for the purchase of an online database to be used by all libraries. It's unclear at this time how the cost will be broken up between libraries, but I will say we can safely expect to have to pay between \$500- \$1,000/year for this. Myself and 7 or 8 other directors voted against the creation of the pool, but we were overruled. Luckily, we have bullet aid coming

from Senator Bonacic that can pick up the cost this year, but it's something that we'll have to add to our budget for next year.

Back in May I had mentioned that I was working on creating charts/graphs from statistics that I have been pulling for the last few years. One of the ones that I'm presenting to you tonight has to do with circulation of materials checked out at our Library – whether through ILL or our own materials. (These numbers do NOT include items that we send to other libraries for circulation). The other chart is for the “circulation” of e-content by our patrons through Overdrive. As you can see, there has been a steady decline in circulation of print materials, & e-content circulation has been all over the place. But so far this year, we seem to be on track for an increase in e-content use – I suspect some of this increase is due to us purchasing our own ‘advantage’ titles which I select based on our patrons’ holds as well as patron recommendations. By doing this, it helps cut down on the wait time patrons have been experiencing while waiting for a title to become available – which makes for an overall better experience for the patron. This is a trend pretty well reflected in libraries system wide, as well as nationwide. Just something to be aware of and think about as we get ready to plan our next ‘long-range’ plan.

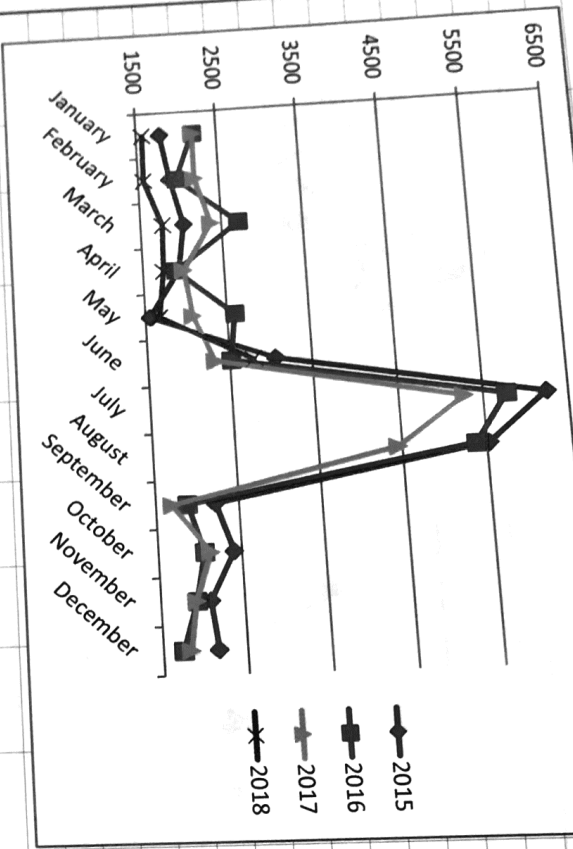
Grace at RCLS will be doing another round of Trustee trainings this fall. They will be held at RCLS starting at 5:30pm with a light dinner for each of the following sessions: Wednesday August 22 – Beginning Training Trustee 101 (good for those who haven't been to any of the previous trainings), Wednesday September 26 – Intermediate Training Trustee 102 (good for those who have been on the Board 3 or more years & have attended the 101 training), & Tuesday October 23 – Advanced Training Trustee 103 (for those who have been on the Board 3 or more years, & have already attended the 101 & 102 trainings). I STRONGLY encourage you guys to go to these trainings, so please sign up for them as you're able.

Another reminder to mark your calendars for the RCLS Legislative Breakfast & Annual meeting. This year it will be Friday September 14th starting at 8am at The Sullivan in Rock Hill. Please let me know if you plan to attend AND if you want me to register you. You can go online to the RCLS calendar (www.rcls.org) then click on the ‘calendar’ tab) and register yourself if you wish.

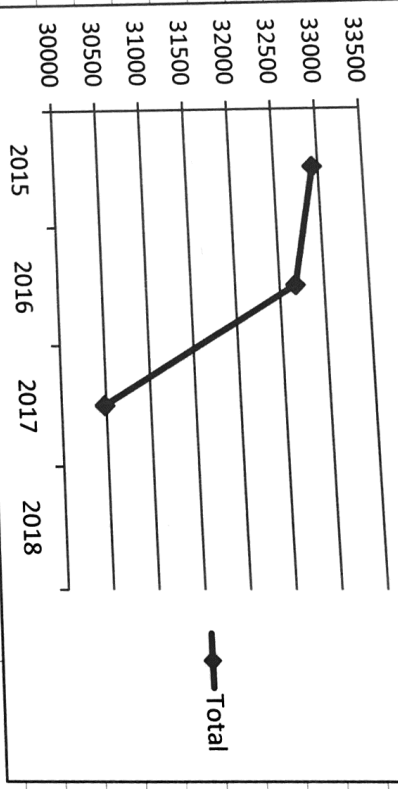
Respectfully submitted,
Kelly

Fallsburg Library Physical Circulation

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015	1793	1891	2032	1943	1554	3060	6250	5528	2218	2408	2098	2163	32938
2016	2201	1972	2710	1905	2598	2520	5779	5378	1883	2057	1932	1744	32679
2017	2200	2198	2369	2000	2081	2322	5281	4451	1694	2130	1925	1832	30483
2018	1574	1565	1771	1752	1675	2797							



Total



Fallsburg Library e-Content Circulation

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015	108	127	155	116	145	149	111	131	163	115	125	125	1445
2016	174	126	160	214	161	172	144	135	96	106	130	145	1763
2017	103	103	93	146	124	111	136	143	130	118	121	140	1338
2018	198	153	177	182	150	186							

