

Fallsburg Library Trustee Monthly Meeting
November 19, 2018
(*Snow Date from 11/15/2018)

Attendance:

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

Meeting Commenced at 5:15 pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Cohen moved and Board member Ward seconded a motion to accept the October 25, 2018 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 10/31/2018

Checking	\$ 17,318.53
Money Market	\$239,876.16
ICS	\$121,807.28
CD - 1	\$ 50,501.11
CD - 2	\$ 50,501.11
CD - 3	\$ 50,000.00
CD - 4	\$ 50,000.00
CD - 5	\$ 50,000.00
CD - 6	\$ 50,000.00

Financial Officer Cohen stated that currently the ICS account is at .75. She is negotiating to get that raised and should know tomorrow. CD's 3-6 matured on November 9, 2018 and were reinvested as 2 CDs of \$101,203.88 each with a 2.25% interest rate.

Board member Silverman moved and Board member Ward seconded a motion to accept the Financial Report. All in favor.

Board member Smith moved and Board member Silverman seconded a motion to approve the warrant dated November 13, 2018 totaling \$28,965.83. All in favor.

Board member Smith moved and Board member Ward seconded a motion to approve the warrant dated November 19, 2018 totaling \$561.76. All in favor.

Board member Smith moved and Board member Silverman seconded a motion to approve the budget amendment dated November 19, 2018 totaling \$312.80. All in favor.

Correspondence:

N/A

Director Report:

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

Old Business:

President Burke-Deutsch stated that she is inquiring about the vacant property next to Service Scaffold and has not yet heard back from Tim Pantel.

New Business:

Board member Smith moved and Board member Merone seconded a motion to approve the Records Destruction Authorization form dated October 25, 2018 - November 1, 2018. All in favor.

Board discussion ensued regarding the emailed survey from Grace at RCLS.

Committee Reports:

N/A

Board member Smith moved and Board member Silverman seconded a motion to adjourn at 5:41 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
November 19, 2018
(*Snow Date from 11/15/18)

- Pledge
- Public Comment
- Approval of Minutes
 - October 25, 2018
- Financial Report
- Approval of Warrant(s)
 - November 13, 2018
 - November 19, 2018
- Budget Amendments
 - November 19, 2018
- Correspondence
- Director Report
- Old Business
- New Business
 - Records Destruction Authorization
- Committee Reports
- Adjournment

Board of Trustees Meeting
November 15, 2018
Financial Report

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

Summary of Account:

Checking	\$	17,318.53
Money Market		239,876.16
ICS		121,807.28
CD - 1		50,501.11
CD - 2		50,501.11
CD - 3		50,000.00
CD - 4		50,000.00
CD - 5		50,000.00
CD - 6		50,000.00
		<hr/>
		\$ 680,004.19

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

10/2/2018	\$	81.00
10/9/2018		133.00
10/15/2018		49.50
10/22/2018		130.54
10/29/2018		96.00
10/31/2018		152.59 (Interest)

Please note, we received and deposited the last half of our tax money, for \$210,592.12, on November 5, 2018 – this is not reflected in the numbers above.

Also note, CDs 3-6 matured on November 9, 2018 and were reinvested as 2 CDs of \$101,203.88 each with a 2.25% interest rate.

Fallsburg Library

Transactions by Account

As of November 13, 2018

Type	Date	Num	Name	Memo	Split	Amount	Balance
							0.00
Accounts Payable							
Bill	11/13/2018		Card Member Service		479 Programming	32.77	32.77
Bill	11/13/2018		Mid America Books		410 Books	119.70	152.47
Bill	11/13/2018		Town of Fallsburg		450 Utilities-Electric, Propane	360.49	512.96
Bill	11/13/2018		Constellation		450 Utilities-Electric, Propane	94.71	607.67
Bill	11/13/2018		Amazon Capital Service		411 Movies	185.10	792.77
Bill	11/13/2018		Baker & Taylor Inc		410/411 Books/Movies	537.64	1,330.41
Bill	11/13/2018		Recorded Books, LLC		412 Recordings /Tapes, discs	46.37	1,376.78
Bill	11/13/2018		Fallsburg Gas		450 Utilities-Electric, Propane	11.99	1,388.77
Bill	11/13/2018		Crystal Run Health Ins Company		P9060.800 Health Insurance	1,362.18	2,750.95
Bill	11/13/2018		AFLAC		AFLAC Liab	62.04	2,812.99
Bill	11/13/2018		AIR Rent Property Group LLC		453 Rent	2,651.90	5,464.89
Bill	11/13/2018		Paige Bakken		437 Professional Fees	75.00	5,539.89
Bill	11/13/2018		DeLage Landen Financial Services		200 Equipment	73.61	5,613.50
Bill	11/13/2018		The Library Store, Inc		430 Library supplies	240.68	5,854.18
Bill	11/13/2018		Amanda Letohic		435 Travel / Meal	200.56	6,054.74
Bill	11/13/2018		Virginia Fausther		435 Travel / Meal	39.43	6,094.17
Bill	11/13/2018		Time Warner Cable		456 Internet Service	99.99	6,194.16
Bill	11/13/2018		E.A. Morse & Co		451 Custodial Supplies	58.76	6,252.92
Bill	11/13/2018		Rena Kalanick 1		P9060.800 HRA	112.69	6,365.61
Bill	11/13/2018		NYSEG		450 Utilities-Electric, Propane	60.31	6,425.92
Bill	11/13/2018		Quill Corporation		430/451/479 Office/Custodial/Programming	308.03	6,733.95
Bill	11/13/2018		Kelly Wells 1		435 Travel / Meal	212.55	6,946.50
Bill	11/13/2018		Kelly Wells 1		P9060.800 HRA	204.58	7,151.08
Bill	11/13/2018		Vanessa Fraser		479 Programming	50.00	7,201.08
Bill	11/13/2018		fox Ledge, Inc		451 Custodial Supplies	7.75	7,208.83
Bill	11/13/2018		NY State Retirement		P 9010.800 NYS Retirement	21,757.00	28,965.83
Total Accounts Payable						<u>28,965.83</u>	<u>28,965.83</u>
TOTAL						<u><u>28,965.83</u></u>	<u><u>28,965.83</u></u>

Fallsburg Library

Transactions by Account

As of November 19, 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	11/19/2018		Amazon Capital Service					124.33	0.00
Bill	11/19/2018		Baker & Taylor Inc			411 Movies		124.33	124.33
Bill	11/19/2018		Micro Marketing LLC			410/411 Books/Movies		177.24	301.57
Bill	11/19/2018		NYSEG			412 Recordings /Tapes, discs		164.91	466.48
Bill	11/19/2018		Cosopolitan			450 Utilities-Electric, Propane		77.28	543.76
Bill	11/19/2018		O, The Oprah Magazine			413 Periodicals		10.00	553.76
						413 Periodicals		8.00	561.76
								<u>561.76</u>	<u>561.76</u>
								<u>561.76</u>	<u>561.76</u>

Total Accounts Payable
TOTAL

1:02 PM
 11/19/18
 Accrual Basis

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through November 19, 2018

Ordinary Income/Expense	Jul 1 - Nov 19, 18	Budget	\$ Over Budget	% of Budget
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,643.94	2,000.00	-356.06	82.2%
P2401 Interest and Earnings	1,428.97	500.00	928.97	285.79%
P2705.00 Gifts and Donations	129.05	150.00	-20.95	86.03%
P2760.30 LSG Local Lib Serv.Aid	3,128.00	2,815.20	312.80	111.11%
P2770.99 Copy Mach/Fax fees	1,126.70	1,700.00	-573.30	66.28%
Total Income	428,640.90	428,349.44	291.46	100.07%
Expense				
200 Equipment	368.05	1,383.37	-1,015.32	26.61%
410 Books	5,214.01	8,800.00	-3,585.99	59.25%
411 Films,DVD or VHS	1,441.62	4,200.00	-2,758.38	34.32%
412 Recordings /Tapes, discs	607.13	3,000.00	-2,392.87	20.24%
413 Periodicals	587.94	1,400.00	-812.06	42.0%
415 e-content	1,801.84	3,000.00	-1,198.16	60.06%
416 Service & Web Fees	0.00	1,514.78	-1,514.78	0.0%
417 Web Host	0.00	100.00	-100.00	0.0%
418 licenses	0.00	175.00	-175.00	0.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	98.95	200.00	-101.05	49.48%
430 Office/Book/Library supply	744.63	3,000.00	-2,255.37	24.82%
431 Telephone	148.05	1,200.00	-1,051.95	12.34%
432 Telecommunications	714.10	1,600.00	-885.90	44.63%
433 Postage	50.00	275.00	-225.00	18.18%
434 Publicity / Printing	195.94	500.00	-304.06	39.19%
435 Travel / Meal	452.54	1,500.00	-1,047.46	30.17%
436 Anser/Automation	7,825.60	15,126.21	-7,300.61	51.74%
437 Professional Fees	1,125.00	3,400.00	-2,275.00	33.09%
438 Membership dues	115.00	550.00	-435.00	20.91%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	964.61	5,000.00	-4,035.39	19.29%
451 Custodial Supplies	203.68	700.00	-496.32	29.1%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	17,740.60	43,900.00	-26,159.40	40.41%
454 Insurance	5,698.28	5,700.00	-1.72	99.97%
456 Internet Service	599.94	1,200.00	-600.06	50.0%
469 Oper. & Mant. Exp-Sec sys	0.00	400.00	-400.00	0.0%
475 Annual Election	0.00	900.00	-900.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	84.55	900.00	-815.45	9.39%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	640.52	4,100.00	-3,459.48	15.62%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
483 Local Lib Service Aid	601.28	2,815.20	-2,213.92	21.36%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%

1:02 PM
 11/19/18
 Accrual Basis

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through November 19, 2018

	Jul 1 - Nov 19, 18	Budget	\$ Over Budget	% of Budget
P 9010.800 NYS Retirement	21,757.00	29,000.00	-7,243.00	75.02%
P9040.800 Workers Compensation	1,877.00	2,450.00	-573.00	76.61%
P9060.800 Health Insurance				
Health Flex Plan	317.27	2,500.00	-2,182.73	12.69%
Health Insurance Buyout	1,000.00	2,000.00	-1,000.00	50.0%
P9060.800 Health Insurance - Other	6,415.76	28,000.00	-21,584.24	22.91%
Total P9060.800 Health Insurance	7,733.03	32,500.00	-24,766.97	23.79%
Payroll Expenses				
Direct Deposit Fees	74.00	400.00	-326.00	18.5%
P7410.141 Library Director	12,465.60	54,000.00	-41,534.40	23.08%
P7410.142 Principal Library	0.00	45,676.80	-45,676.80	0.0%
P7410.143 Library Clerk	6,696.00	29,016.00	-22,320.00	23.08%
P7410.144 Library page 1	6,019.20	26,083.20	-20,064.00	23.08%
P7410.145 Library clerk	847.60	10,467.60	-9,620.00	8.1%
P7410.147 Clerk	3,278.40	14,206.40	-10,928.00	23.08%
P7410.148 Page	1,992.00	2,496.00	-504.00	79.81%
P7410.150 page	6,774.88	28,641.60	-21,866.72	23.65%
P7410.151 Page	0.00	1,500.00	-1,500.00	0.0%
P7410.154 Library Page	405.60	572.00	-166.40	70.91%
P9055.800 DBL	0.00	330.00	-330.00	0.0%
Payroll Expenses - Other	25,407.30	0.00	25,407.30	100.0%
Total Payroll Expenses	63,960.58	213,389.60	-149,429.02	29.97%
Payroll Taxes				
P9030.800 SS / Med				
FICA	4,019.98	0.00	4,019.98	100.0%
Medical	940.15	2,977.23	-2,037.08	31.58%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
Total P9030.800 SS / Med	4,960.13	16,161.28	-11,201.15	30.69%
Total Payroll Taxes	4,960.13	16,161.28	-11,201.15	30.69%
Total Expense	149,963.91	428,349.44	-278,385.53	35.01%
Net Ordinary Income	278,676.99	0.00	278,676.99	100.0%
Net Income	278,676.99	0.00	278,676.99	100.0%

FY 2018-2019
Fallsburg Library
Budget Amendments
Board of Trustees Monthly Meeting
November 19, 2018

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.483	LLSA	\$312.80	P2760.30	LLSA	\$312.80
	Total Increase	\$312.80		Total Increase	\$312.80

Director's Report
November 15, 2018

Virginia and I are still plugging away with the records in Pennie's office. There's another records destruction authorization for you guys to approve tonight. Thankfully right after our last meeting there was a shredding event and Virginia was able to take the 2 boxes of approved records to be destroyed – it saved her hours of shredding!

Amanda will be visiting Kids' Club at the elementary school once a month – on Mondays when there's no extended day – to do activities with the kids there. This will be in addition to our usual Monday night programs here at the Library for kids who are able to make it to us. Next month she will also be working with the Town to do crafts with the kids before Santa Express rolls into town – I unfortunately will still be away when it's scheduled for Fallsburg, but Amanda and Linda have it under control.

SUPLA (Sullivan County Public Library Alliance) will be (hopefully) starting a homebound delivery program in January. This service is for people who are temporarily or permanently homebound. We received funding from RCLS's Outreach Grant to pay for the bags that will be used for mailing and we're hoping to receive funds from the County to cover the costs of postage with the project. SUPLA is still ironing out some details of it, but we're very excited about getting it started soon.

I have been working on weeding again in preparation of hopefully doing inventory in January/February. With the use of the barcode readers from RCLS, and because of how successful our last inventory was a couple of years ago, we should be able to effectively complete it this time without having to close.

Respectfully submitted,
Kelly



FALLSBURG LIBRARY

RECORDS DESTRUCTION AUTHORIZATION FORM

October 25, 2018 – November 1, 2018

The Fallsburg Library Board of Trustees has approved the destruction of the attached listed documents.

File #/Name	Description	Retention Period
FBR102518-1	Workforce Development Time Sheets	6 Years
FBR102518-2	Community Service Time Sheets	6 Years
FBR102518-3	Banking	6 Years
FBR102518-4	Programs	6 Years
FBR102518-5	Insurance Proposal	6 Years
FBR102518-6	Movie License Agreement	6 Years
FBR102518-7	Vouchers-7/31/03-6/30/04	6 Years
FBR102518-8	Misc. Packing Slips/ Invoices 3/2003-3/2005	6 Years
FBR110118-1-5	Vouchers 4/23/01- 7/19/2004	6 Year

The preceding files expected date of destruction: 11/07/18

Board Approval Jennifer S. Benke - Deutsch

Date 11/19/18

Destruction Completed: Date 11/27/18

Signature: V. M. Fenster

Witness: Sharon Parker