

Fallsburg Library Trustee Monthly Meeting  
April 25, 2019

Attendance:

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

Meeting Commenced at 5:20pm.  
The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Smith moved and Board member Merone seconded a motion to accept the March 28, 2019 Regular Meeting minutes. All in favor.

Board member Merone moved and Board member Smith seconded a motion to accept the April 9, 2019 Special Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 3/31/2019

Checking	\$ 48,002.30
Money Market	\$278,881.75
ICS	\$122,288.75
CD – 1	\$50,501.11
CD – 2	\$50,501.11
CD – 3	\$101,203.88
CD – 4	\$101,203.88

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

Board member Cohen moved and Board member Smith seconded a motion to approve the warrants dated April 22, 2019 totaling \$11,566.72 and April 23, 2019 totaling \$275.03. All in favor.

### Correspondence

A 'thank you' card from Paige Bakken was passed around.

### Director's Report

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

Discussion ensued regarding proper disposal for our fluorescent bulbs and the possibility of changing out to LEDs.

### Old Business

Procurement and Budget Policies still need to be worked on.

### New Business

Proposals for a new copier contract were distributed to the Board. Discussion ensued regarding the different proposals.

Board member Cohen moved and Board member Smith seconded a motion to accept the proposal from the Library's current company, Electronic Business Products, with the discussed rates. All in favor.

Board member Cohen moved and Board member Merone seconded a motion to appoint election workers for June 4, 2019 as follows:

Brent Lawrence, Chief Election Inspector - \$13.00/hour  
Todd Bonkosky, Election Inspector - \$12.00/hour  
Selby Feldman, Election Inspector - \$12.00/hour  
Patricia Boswell, Alternate Election Inspector - \$12.00/hour

Board member Cohen moved and Board member Smith seconded a motion to approve the FY 2019-2020 Budget as presented. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to eliminate the position of Principal Library Clerk. All in favor.

### Committee Reports

Discussion ensued regarding the property the Library had looked at. President Burke-Deutsch will follow up with the realtor about the activity that has been noticed on the property.

Board member Merone moved and Board member Smith seconded a motion to adjourn at 5:58pm. All in favor.

Fallsburg Library Trustee Monthly Meeting

Agenda

April 25, 2019

- Pledge
- Public Comment
- Approval of Minutes
  - March 28, 2019
  - Special Meeting April 9, 2019
- Financial Report
- Approval of Warrant(s)
  - April 22, 2019
  - April 23, 2019
- Correspondence
- Director Report
- Old Business
  - Procurement Policy – Still in Google Drive for updates
  - Budget Policy - Still needs to be worked on
- New Business
  - New Copier Proposals
  - Approval of Election Personnel for 6/4/19
  - Budget for FY 2019-2020
- Committee Reports
  - Personnel
  - Budget
  - Building/Grounds
- Adjournment

Board of Trustees Meeting  
April 25, 2019  
Financial Report

As of the March 31, 2019 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 48,002.30
Money Market	278,881.75
ICS	122,288.75
CD - 1	50,501.11
CD - 2	50,501.11
CD - 3	101,203.88
CD - 4	101,203.88
<hr/>	
	\$ 752,582.78

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

3/4/2019	\$ 50.50
3/11/2019	41.00
3/18/2019	73.00
3/25/2019	52.00
3/31/2019	257.48 (Interest)

2:23 PM  
04/22/19  
Accrual Basis

**Fallsburg Library**  
**Transactions by Account**  
As of April 22, 2019

Accounts Payable		Type	Date	Name	Split	Amount	Balance	
							0.00	
Bill	04/17/2019		04/17/2019	NYS 529 Direct Plan		60.00	60.00	
Bill	04/17/2019		04/17/2019	AC Moore	479 Programming	32.50	92.50	
Bill	04/17/2019		04/17/2019	Over Drive, Inc	415 e-content	382.90	475.40	
Bill	04/17/2019		04/17/2019	AFLAC	AFLAC Lab	62.04	537.44	
Bill	04/17/2019		04/17/2019	AIR Rent Property Group LLC	453 Rent	2,651.90	3,189.34	
Bill	04/17/2019		04/17/2019	Amazon Capital Service	411/479 Movies/Programming	386.63	3,575.97	
Bill	04/17/2019		04/17/2019	Baker & Taylor Inc	410/411 Books/Movies	351.27	3,927.24	
Bill	04/17/2019		04/17/2019	Card Member Service	477 Meeting registration fee	180.00	4,107.24	
Bill	04/17/2019		04/17/2019	Crystal Run Health Ins Company	P9060.800 Health Insurance	1,362.18	5,469.42	
Bill	04/17/2019		04/17/2019	Delage Landen Financial Services	200 Equipment	73.61	5,543.03	
Bill	04/17/2019		04/17/2019	Fallsburg Gas	450 Utilities-Electric, Propane	11.99	5,555.02	
Bill	04/17/2019		04/17/2019	fox ledge, Inc	451 Custodial Supplies	25.00	5,580.02	
Bill	04/17/2019		04/17/2019	Micro Marketing LLC	412 Recordings /Tapes, discs	634.44	6,214.46	
Bill	04/17/2019		04/17/2019	NYSEG	450 Utilities-Electric, Propane	76.71	6,291.17	
Bill	04/17/2019		04/17/2019	Gail O'Neill	479 Programming	75.00	6,366.17	
Bill	04/17/2019		04/17/2019	Ramapo Catskill Library System	415/432/436/438 e-content/telecommunications/ANSER/Membership	4,814.12	11,180.29	
Bill	04/17/2019		04/17/2019	School Life	479 Programming	55.40	11,235.69	
Bill	04/17/2019		04/17/2019	Staples Credit Plan	430/451/479 Office supplies/custodial supplies/programming	124.14	11,359.83	
Bill	04/17/2019		04/17/2019	Sullivan County Dramatic Workshop	434 Publicity / Printing	30.00	11,389.83	
Bill	04/17/2019		04/17/2019	Time Warner Cable	456 Internet Service	99.99	11,489.82	
Bill	04/17/2019		04/17/2019	Town of Fallsburg	431 telephone	76.90	11,566.72	
Total Accounts Payable							11,566.72	11,566.72
<b>TOTAL</b>							<b>11,566.72</b>	<b>11,566.72</b>

Fallsburg Library  
Transactions by Account

As of April 23, 2019

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Bill	04/23/2019		Harland Clarke				430 - Office Supplies	275.03	275.03
								<u>275.03</u>	<u>275.03</u>
								<u>275.03</u>	<u>275.03</u>
									<u>0.00</u>

Accounts Payable

Total Accounts Payable

TOTAL

\*Automatically Deducted from account for 500 checks

**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1, 2018 through April 23, 2019

Ordinary Income/Expense	Jul 1, '18 - Apr 23, 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	2,243.26	2,000.00	243.26	112.16%
P2401 Interest and Earnings	3,341.05	500.00	2,841.05	668.21%
P2680 Insurance Recoveries	272.00	0.00	272.00	100.0%
P2705.00 Gifts and Donations	159.30	150.00	9.30	106.2%
P2760.30 LSG Local Lib Serv.Aid	3,128.00	3,128.00	0.00	100.0%
P2770.50 GRANT IN AID	3,000.00	3,000.00	0.00	100.0%
P2770.80 PILOT	1,700.58	1,700.58	0.00	100.0%
P2770.99 Copy Mach/Fax fees	2,190.50	1,700.00	490.50	128.85%
<b>Total Income</b>	<b>437,218.93</b>	<b>433,362.82</b>	<b>3,856.11</b>	<b>100.89%</b>
<b>Expense</b>				
200 Equipment	736.10	1,383.37	-647.27	53.21%
410 BookKs	8,643.29	8,800.00	-156.71	98.22%
411 Films,DVD or VHS	3,123.25	4,200.00	-1,076.75	74.36%
412 Recordings /Tapes, discs	1,341.51	3,000.00	-1,658.49	44.72%
413 Periodicals	1,369.16	1,400.00	-30.84	97.8%
415 e-content	3,842.62	3,000.00	842.62	128.09%
416 Service & Web Fees	0.00	1,514.78	-1,514.78	0.0%
417 Web Host	96.00	100.00	-4.00	96.0%
418 licenses	368.00	368.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	249.95	200.00	49.95	124.98%
430 Office/Book/Library supply	2,248.21	3,000.00	-751.79	74.94%
431 Telephone	466.91	1,200.00	-733.09	38.91%
432 Telecommunications	1,382.70	1,600.00	-217.30	86.42%
433 Postage	245.62	275.00	-29.38	89.32%
434 Publicity / Printing	296.94	500.00	-203.06	59.39%
435 Travel / Meal	1,025.04	1,500.00	-474.96	68.34%
436 Anser/Automation	15,898.40	15,126.21	772.19	105.11%
437 Professional Fees	1,700.00	3,400.00	-1,700.00	50.0%
438 Membership dues	742.50	550.00	192.50	135.0%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	2,031.06	5,000.00	-2,968.94	40.62%
451 Custodial Supplies	393.89	700.00	-306.11	56.27%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	34,081.91	43,900.00	-9,818.09	77.64%
454 Insurance	5,698.28	5,700.00	-1.72	99.97%
456 Internet Service	1,099.89	1,200.00	-100.11	91.66%
469 Oper. & Mant. Exp-Sec sys	276.00	400.00	-124.00	69.0%
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	284.55	900.00	-615.45	31.62%

**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1, 2018 through April 23, 2019

	<u>Jul 1, '18 - Apr 23, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	1,924.03	4,100.00	-2,175.97	46.93%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,536.54	3,128.00	-1,591.46	49.12%
485 GRANT BONACIC	0.00	3,000.00	-3,000.00	0.0%
492 Pilot	0.00	1,700.58	-1,700.58	0.0%
499 Volunteer Recognition/Staff	180.00	250.00	-70.00	72.0%
P 9010.800 NYS Retirement	21,757.00	28,807.00	-7,050.00	75.53%
P9040.800 Workers Compensation	1,877.00	2,450.00	-573.00	76.61%
P9055.800 disability	216.00	0.00	216.00	100.0%
<b>P9060.800 Health Insurance</b>				
Health Flex Plan	704.58	2,500.00	-1,795.42	28.18%
Health Insurance Buyout	1,000.00	2,000.00	-1,000.00	50.0%
P9060.800 Health Insurance - Other	14,588.84	28,000.00	-13,411.16	52.1%
<b>Total P9060.800 Health Insurance</b>	<u>16,293.42</u>	<u>32,500.00</u>	<u>-16,206.58</u>	<u>50.13%</u>
<b>Payroll Expenses</b>				
Direct Deposit Fees	251.50	400.00	-148.50	62.88%
P7410.141 Library Director	43,629.60	54,000.00	-10,370.40	80.8%
P7410.142 Principal Library	0.00	45,676.80	-45,676.80	0.0%
P7410.143 Library Clerk	23,436.00	29,016.00	-5,580.00	80.77%
P7410.144 Library page 1	20,894.78	26,083.20	-5,188.42	80.11%
P7410.145 Library clerk	8,119.60	10,467.60	-2,348.00	77.57%
P7410.147 Clerk	11,497.60	14,206.40	-2,708.80	80.93%
P7410.148 Page	1,992.00	2,496.00	-504.00	79.81%
P7410.150 page	23,619.11	28,641.60	-5,022.49	82.46%
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%
<b>Total Payroll Expenses</b>	<u>133,845.79</u>	<u>213,389.60</u>	<u>-79,543.81</u>	<u>62.72%</u>
<b>Payroll Taxes</b>				
P9030.800 SS / Med				
FICA	8,397.55	0.00	8,397.55	100.0%
Medical	1,963.95	2,977.23	-1,013.28	65.97%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
<b>Total P9030.800 SS / Med</b>	<u>10,361.50</u>	<u>16,161.28</u>	<u>-5,799.78</u>	<u>64.11%</u>
<b>Total Payroll Taxes</b>	<u>10,361.50</u>	<u>16,161.28</u>	<u>-5,799.78</u>	<u>64.11%</u>
<b>THIRD PARTY SICK PAY ACCOUNT</b>	<u>65.03</u>	<u>0.00</u>	<u>65.03</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>280,000.40</u>	<u>433,362.82</u>	<u>-153,362.42</u>	<u>64.61%</u>
<b>Net Ordinary Income</b>	<u>157,218.53</u>	<u>0.00</u>	<u>157,218.53</u>	<u>100.0%</u>
<b>Net Income</b>	<u>157,218.53</u>	<u>0.00</u>	<u>157,218.53</u>	<u>100.0%</u>



## Director's Report

April 25, 2019

At the beginning of the month, Rena and I attended a 2020 Census training at Mamakating Library. It was very informative and showed that Fallsburg had one of the lowest response rates in the County to the 2010 census. Amanda has already talked with one of our ESL teachers who had said she'd be willing to go around with Amanda in the fall to speak to the Spanish speaking community about the importance of participating in the census, and to try and calm any fears that may be associated with it. I'll be attending another workshop next month to learn how to find and utilize the census information which can help when applying for grants and just give us a better picture of our community.

On April 10<sup>th</sup> I attended an emergency preparedness workshop at RCLS given by the director of Nyack. This was the first workshop I've been to on this topic where I felt like I was able to walk away with information that can be applied here. Other ones I've attended focused heavily on active shooter scenarios on college campuses. The Nyack director is also graciously allowing copies of her 'disaster binder' to be distributed to those of us who attended. Creating a Disaster Plan for us is something that has been on my 'to-do' list for a long time – I'm finally getting tools that I feel can help in that! At this workshop, representatives from ServPro were also there, and they offer a free service where they'll come to the library and create a little flip booklet of important information and create an app that we can then update with information as well.

The lease on our copier/printer has expired, so I've been getting quotes from a couple different companies for a new one. I've asked for quotes that include a colored printer because, especially with Staples having closed, I think it would be a good option to offer. We have had people in the past ask if we have colored printing and some get upset when we say that we do not. It will cost us more for a colored printer, but I think the benefits will outweigh the extra cost...plus the extra cost has been budgeted for in the new budget you guys will be reviewing tonight. When you guys vote on the proposal, I would just suggest also passing a motion indicating that colored prints will cost more than B&W. We can discuss and decide upon the price when you approve the proposal/machine/company that we're going to go with.

I've also just started to explore changing out our fluorescent bulbs for LEDs. We've swapped out some bulbs and I now have almost 20 fluorescent bulbs to dispose of. Home Depot no longer takes them, and after contacting the Sullivan County transfer station I was told that they do not accept them from commercial facilities, so I have to find someplace else that does. If the transfer station did accept them, it would also cost \$1/bulb to recycle. LEDs we would be able to return right to Home Depot with no problem – but they cost considerably more. As I said, I'm just in the starting stages of exploring the swap out, and I'm pretty sure there are still programs out there that would assist us. It's also something that we need to know what our long term plans are for here – because if we're going elsewhere, it might not make sense to spend the money to swap them out.

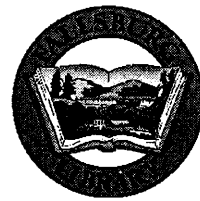
I've also been going through the file cabinets in Pennie's old office some more. Trying to get an idea of what's in there and get rid of things that no longer need to be kept. My plan is to eventually move my office over there and the tech room into my current office. I'm hoping to be able to do that after the summer, but it will definitely take some time.

As a reminder/FYI there are 3 seats up for election this June – Sonny and Ronnie's seats are each up for another 5 year term and Judy's seat is up for a 1 year term which is the remaining balance of the term for the seat that had been vacated last June. Petitions are available at the front desk and need to be returned by 4pm on May 3<sup>rd</sup>.

Also, Wednesday May 8, Basic Library Trustee Education will be held in Monticello at 5:30pm. If you haven't gone to one before, I strongly urge you to try and attend.

Be sure to mark your calendars for Friday September 13<sup>th</sup> as the RCLS Legislative Breakfast will be held at The Sullivan again this year. It appears that a decision was made at RCLS to hold it 2 years in a row in each respective county, so this will be the 2<sup>nd</sup> year it is hosted in Sullivan. Next year will likely be either Orange or Rockland.

Respectfully submitted,  
Kelly



## **FALLSBURG LIBRARY**

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### Proposed 2019 Election Workers and Pay Rates

Chief Election Inspector – Brent Lawrence - \$13.00/hour

Election Inspector – Todd Bonkosky - \$12.00/hour

Election Inspector – Selby Feldman - \$12.00/hour

Alternate Election Inspector – Patricia Boswell - \$12.00/hour