

Fallsburg Library Trustee Monthly Meeting  
May 23, 2019

Attendance:

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

Meeting Commenced at 5:15pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Merone moved and Board member Lawrence seconded a motion to accept the April 25, 2019 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 4/30/2019

Checking	\$ 20,170.30
Money Market	\$279,658.07
ICS	\$122,389.30
CD – 1	\$50,501.11
CD – 2	\$50,501.11
CD – 3	\$101,203.88
CD – 4	\$101,203.88

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

Board member Silverman moved and Board member Cohen seconded a motion to approve the warrants dated May 17, 2019 totaling \$4,179.40 and May 20, 2019 totaling \$5,384.31. All in favor.

Board member Silverman moved and Board member Merone seconded a motion to approve the Budget Transfers dated May 23, 2019 totaling \$2,725.98. All in favor.

### Correspondence

N/A

### Director's Report

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

### Old Business

Procurement Policy is just about complete. Director Wells will re-share the link to the Google Doc on Tuesday so the Board has plenty of time to review it before voting on it in June. Budget Policy will be ready for the June meeting also.

### New Business

Board member Cohen moved and Board member Lawrence seconded a motion to approve the Records Destruction Authorization dated January 10, 2019 – February 28, 2019. All in favor.

Board member Silverman moved and Board member Merone seconded a motion to charge \$0.25/per color print from the computer and \$0.40/per color copy. All in favor.

Director Wells stated that the circulation policy and permanent, temporary, and Internet only card policies will be added to Google Docs for updating at the June meeting.

Board member Cohen raised a question about the fine free juvenile/YA trials that had been done. Discussion ensued. The Board asked Director Wells to have a breakdown of current fines based on age ranges and materials for the June meeting for the Board to review.

Board member Cohen mentioned the Trustee 101 training that she had recently attended and expressed how very valuable she found it. She encouraged others to participate the next time it is offered.

### Committee Reports

N/A

Board member Silverman moved and Board member Lawrence seconded a motion to adjourn at 5:38pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
May 23, 2019

- Pledge
- Public Comment
- Approval of Minutes
  - April 25, 2019
- Financial Report
- Approval of Warrant(s)
  - May 17, 2019
  - May 20, 2019
- Budget Transfers
  - May 23, 2019
- Correspondence
- Director Report
- Old Business
  - Procurement Policy
  - Budget Policy
- New Business
  - Records Destruction Authorization
    - January 10, 2019 – February 28, 2019
  - Approval for charges for color copies/color prints
  - Circulation Policy – being put in Google Drive to update
  - Permanent Resident/Temporary Resident/Internet Only Card Policies – being put in Google Drive to update
- Committee Reports
  - Personnel
  - Budget
  - Building/Grounds
- Adjournment

Board of Trustees Meeting  
May 23, 2019  
Financial Report

As of the April 30, 2019 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	20,170.30
Money Market		279,658.07
ICS		122,389.30
CD – 1		50,501.11
CD – 2		50,501.11
CD – 3		101,203.88
CD – 4		101,203.88
<hr/>		
	\$	725,627.65

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

4/1/2019	\$	58.00
4/8/2019		112.50
4/15/2019		154.29
4/22/2019		95.00
4/29/2019		127.00
4/30/2019		229.53 (Interest)

Fallsburg Library  
Transactions by Account  
As of May 17, 2019

Accounts Payable	Type	Date	Num	Name	Split	Amount	Balance
	Bill	05/17/2019		AFLAC	AFLAC Liab	93.06	93.06
	Bill	05/17/2019		AIR Rent Property Group LLC	453 Rent	2,651.90	2,744.96
	Bill	05/17/2019		Blauvelt Free Library	410 Books	9.65	2,754.61
	Bill	05/17/2019		Card Member Service	417/430/479 Web Host/Office Supplies/Program Supplies	59.05	2,813.66
	Bill	05/17/2019		CINTAS FAS Lockbox 636525	469 Operation & Maintenance Security and Fire Systems	160.65	2,974.31
	Bill	05/17/2019		Delage Landen Financial Services	200 Equipment	73.61	3,047.92
	Bill	05/17/2019		Demco	430 Library Supplies	157.96	3,205.88
	Bill	05/17/2019		Fallsburg Gas	450 Utilities-Electric, Propane	198.36	3,404.24
	Bill	05/17/2019		fox Ledge, Inc	451 Custodial Supplies	19.25	3,423.49
	Bill	05/17/2019		Michael Fredrick	410 Books	24.00	3,447.49
	Bill	05/17/2019		Mid America Books	483 Local Lib Service Aid	113.70	3,561.19
	Bill	05/17/2019		Monticello Greenhouse	429 Misc.	53.00	3,614.19
	Bill	05/17/2019		NYSEG	450 Utilities-Electric, Propane	107.94	3,722.13
	Bill	05/17/2019		The Penworthy Company	483 Local Lib Service Aid	227.97	3,950.10
	Bill	05/17/2019		Time and The Valley's Museum	438 Membership dues	40.00	3,990.10
	Bill	05/17/2019		Time Warner Cable	456 Internet Service	99.99	4,090.09
	Bill	05/17/2019		Town of Fallsburg	431 Telephone	79.31	4,169.40
	Bill	05/17/2019		WOMAN'S DAY	413 Periodicals	10.00	4,179.40
Total Accounts Payable						<u>4,179.40</u>	<u>4,179.40</u>
TOTAL						<u>4,179.40</u>	<u>4,179.40</u>

## Fallsburg Library Transactions by Account As of May 20, 2019

Accounts Payable	Type	Date	Name	Merita	Spit	Amount	Balance
	Bill	05/20/2019	Amazon Capital Service	411 Movies		211.87	211.87
	Bill	05/20/2019	Baker & Taylor Inc	410/483 Books/LLSA		690.81	902.68
	Bill	05/20/2019	Constellation	450 Utilities-Electric, Propane		14.03	916.71
	Bill	05/20/2019	Micro Marketing LLC	412 Recordings /Tapes, discs		91.94	1,008.65
	Bill	05/20/2019	Mid West Tape	411/412 Movies/Recordings		315.40	1,324.05
	Bill	05/20/2019	Over Drive, Inc	483 LLSA		436.88	1,760.93
	Bill	05/20/2019	Ramapo Catskill Library System	415/416/430 e-content/service fee/office supplies		2,294.35	4,055.28
	Bill	05/20/2019	Electronic Business Products, Inc	430 Office supplies		135.89	4,191.17
	Bill	05/20/2019	S & S Worldwide	479 Programming		1,147.19	5,338.36
	Bill	05/20/2019	Kelly Wells - petty cash	479 Programming		45.95	5,384.31
Total Accounts Payable						5,384.31	5,384.31
<b>TOTAL</b>						<b>5,384.31</b>	<b>5,384.31</b>

# Fallsburg Library

## Profit & Loss Budget vs. Actual

July 1, 2018 through May 21, 2019

	Jul 1, '18 - May 21, 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	2,341.76	2,000.00	341.76	117.09%
P2401 Interest and Earnings	3,671.13	500.00	3,171.13	734.23%
P2680 Insurance Recoveries	272.00	0.00	272.00	100.0%
P2705.00 Gifts and Donations	163.55	150.00	13.55	109.03%
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	2,511.05	1,700.00	811.05	147.71%
<b>Total Income</b>	<b>437,972.31</b>	<b>433,362.82</b>	<b>4,609.49</b>	<b>101.06%</b>
<b>Expense</b>				
200 Equipment	809.71	1,383.37	-573.66	58.53%
410 Books	8,800.00	8,800.00	0.00	100.0%
411 Films,DVD or VHS	3,421.78	4,200.00	-778.22	81.47%
412 Recordings /Tapes, discs	1,662.19	3,000.00	-1,337.81	55.41%
413 Periodicals	1,379.16	1,400.00	-20.84	98.51%
415 e-content	4,173.40	3,000.00	1,173.40	139.11%
416 Service & Web Fees	1,909.07	1,514.78	394.29	126.03%
417 Web Host	114.00	100.00	14.00	114.0%
418 licenses	368.00	368.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	302.95	200.00	102.95	151.48%
430 Office/Book/Library supply	2,909.67	3,000.00	-90.33	96.99%
431 Telephone	546.22	1,200.00	-653.78	45.52%
432 Telecommunications	1,382.70	1,600.00	-217.30	86.42%
433 Postage	245.07	275.00	-29.93	89.12%
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	782.50	550.00	232.50	142.27%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	2,351.39	5,000.00	-2,648.61	47.03%
451 Custodial Supplies	413.14	700.00	-286.86	59.02%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	36,733.81	43,900.00	-7,166.19	83.68%
454 Insurance	5,698.28	5,700.00	-1.72	99.97%
456 Internet Service	1,199.88	1,200.00	-0.12	99.99%
469 Oper. & Mant. Exp-Sec sys	436.65	400.00	36.65	109.16%
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%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	3,120.14	4,100.00	-979.86	76.1%

## Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2018 through May 21, 2019

	Jul 1, '18 - May 21, 19	Budget	\$ Over Budget	% of Budget
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	2,873.19	3,128.00	-254.81	91.85%
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>	<b>16,293.42</b>	<b>32,500.00</b>	<b>-16,206.58</b>	<b>50.13%</b>
<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%
Payroll Expenses - Other	12,696.30	0.00	12,696.30	100.0%
<b>Total Payroll Expenses</b>	<b>146,542.09</b>	<b>213,389.60</b>	<b>-66,847.51</b>	<b>68.67%</b>
<b>Payroll Taxes</b>				
<b>P9030.800 SS / Med</b>				
FICA	9,183.25	0.00	9,183.25	100.0%
Medical	2,147.69	2,977.23	-829.54	72.14%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
<b>Total P9030.800 SS / Med</b>	<b>11,330.94</b>	<b>16,161.28</b>	<b>-4,830.34</b>	<b>70.11%</b>
<b>Total Payroll Taxes</b>	<b>11,330.94</b>	<b>16,161.28</b>	<b>-4,830.34</b>	<b>70.11%</b>
<b>THIRD PARTY SICK PAY ACCOUNT</b>	<b>65.03</b>	<b>0.00</b>	<b>65.03</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>303,401.62</b>	<b>433,362.82</b>	<b>-129,961.20</b>	<b>70.01%</b>
<b>Net Ordinary Income</b>	<b>134,570.69</b>	<b>0.00</b>	<b>134,570.69</b>	<b>100.0%</b>
<b>Net Income</b>	<b>134,570.69</b>	<b>0.00</b>	<b>134,570.69</b>	<b>100.0%</b>



FY 2018-2019  
 Fallsburg Library  
 Budget Transfers  
 Board of Trustees Monthly Meeting  
 May 23, 2019

**Increase**

**Decrease**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.415	e-Content	\$1,173.40	P7410.142	Principal Library Clerk	\$1,567.69
P7410.416	Service & Web Fees (RCLS)	\$394.29	P9010.800	NYS Retirement	\$1,158.29
P7410.417	Web Host	\$14.00			
P7410.429	Miscellaneous	\$102.95			
P7410.436	ANSER/Automation	\$772.19			
P7410.438	Membership Dues	\$232.50			
P7410.469	Operation & Maintenance Exp- Sec Sys	\$36.65			
	<b>Total Increase</b>	<b>\$2,725.98</b>		<b>Total Decrease</b>	<b>\$2,725.98</b>

Director's Report  
May 23, 2019

Our trustee election is coming up on Tuesday June 4, 2019 11am-8pm here at the Library. All 3 seats are being run unopposed by those currently holding them.

Last Thursday we received our new color printer/copier! It's MUCH quieter than our other machine and is definitely a big step up. Our sales rep and service technician both said that we're the 3<sup>rd</sup> site that they cover to get this model machine, it's THAT new! I think we made a very good choice in sticking with them.

The first bi-annual Sullivan County Youth Book Festival will be this Saturday May 25 10:30am-3:30pm at the library in Monticello. If you'll be around this weekend it'll definitely be something worth checking out.

I'm continuing to work through the file cabinets and some boxes in Pennie's office and getting things organized. Tonight you have a brief Records Destruction Authorization to approve from Virginia. This stuff is mostly registration cards from patrons you have been "purged" from the system by RCLS due to inactivity of 5(+) years, and a variety of correspondence from years ago which there's no need to hang on to.

I've also been able to work on our Procurement Policy – it will be something for you guys to review and vote on at the next meeting, as I changed quite a few things and I want to make sure you guys have plenty of time to read over it and ask questions as needed. I'll email the link to the Google Doc to everyone again next Tuesday (because I've still been making changes to it here and there) so you can easily see what's been crossed out and added in. I will also email you a "pretty" version of the new policy well ahead of the other meeting.

I'm not sure if you guys were aware/noticed, the school district did not increase their tax levy this year either.

Just a reminder to 'save the date' - September 13<sup>th</sup> will be the RCLS legislative breakfast. It will be held at The Sullivan again this year in Rock Hill.

Respectfully submitted,  
Kelly



# FALLSBURG LIBRARY

## RECORDS DESTRUCTION AUTHORIZATION FORM

January 10, 2019 - February 28, 2019

The Fallsburg Library Board of Trustee's has approved the destruction of the attached listed documents.

File # FBR011019-1 Description ASST. Correspondence

File # FBR022819-1 Description Purged Patron Registration Cards (Per/RCLS)

File # FBR022819-2 Description ASST. Correspondence

File # FBR Description \_\_\_\_\_

The preceding files expected date of destruction: After 5/23/19

Board Approval James B. Zwick-Dutsch

Date 5/23/19

Destruction Completed: Date 5/30/19

Signature: W. M. Faucher

Witness [Signature]

Fallsburg Library FY 2019-2020 Budget Public Hearing  
May 23, 2019

Attendance:

Laurie Burke-Deutsch, President	Absent – Excused
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

Board Vice President Smith opened the Public Hearing at 6:00pm.

No public present.

On a motion from Board member Cohen and seconded by Board member Merone, Board Vice President Smith closed the public hearing at 6:15pm.

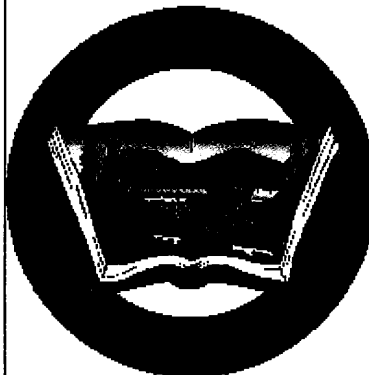
**PROPOSED BUDGET  
FALLSBURG LIBRARY 2019-2020**

**EXPENSES**

⊕ Personnel	\$181,877.00
⊕ Employee Benefits	\$78,613.01
⊕ Library Materials (books, audiobooks, DVD/blu-rays, periodicals, e-content)	\$23,600.00
⊕ Building Operations and Maintenance (rent, utilities, insurance, etc.)	\$58,500.00
⊕ Building (Capital) Fund	\$33,250.00
⊕ Professional Fees/Contracts	\$11,060.00
⊕ Computer/Network/Internet Service (includes website host fee)	\$19,709.23
⊕ Professional Development (education, trainings, meetings, travel, membership dues)	\$5,700.00
⊕ Programs and Licenses	\$4,375.00
⊕ Library Operations/Office Supplies (equipment, postage, publicity, telephone, election, etc.)	\$8,750.00
*****	
LESS Library Operational Revenues (fines/copy & fax fees/donations/interest)	- \$4,250.00
<b>GRAND TOTAL TAX LEVY</b>	<b>\$421,184.24</b>

**Please Note:**

**There is NO budget vote this year because we are NOT asking for an increase to the tax levy!**



**Reminder!**

**Library Trustee Election is slated for**

**June 4, 2019**

**11am-8pm @ the Library!**