

Fallsburg Library Trustee Monthly Meeting  
June 27, 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 – Unexcused
Kelly Wells, Director	Present

Meeting Commenced at 6:02pm.

The Pledge of Allegiance was recited.

Public Comment

Helen Rados from the RCLS Board of Trustees presented information to the Board. Discussion ensued regarding the Sullivan County opening on the RCLS Board of Trustees, the Friends of Library NYLA scholarship offered, the RCLS Legislative Breakfast, the RCLS Executive Director search, the regional battle of the books, the Great Give Back Day, and the 2020 Census. Emphasis was placed on the fact that there are many scammer apps that are being created – the official 2020 Census will NOT be available to complete through an app. The Board thanked Ms. Rados for her visit and all the information provided.

Approval of Minutes

Board member Smith moved and Board member Merone seconded a motion to accept the May 23, 2019 Regular Meeting minutes. All in favor.

Board member Merone moved and Board member Smith seconded a motion to accept the May 23, 2019 Public Hearing minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 5/31/2019

Checking	\$ 26,829.31
Money Market	\$240,742.26
ICS	\$122,493.28
CD – 1	\$50,501.11
CD – 2	\$50,501.11
CD – 3	\$101,203.88

CD – 4

\$101,203.88

Board member Cohen discussed the different options that she has been looking into for CDs 1 and 2, as they are scheduled to mature 7/11/2019. Consensus was to have Catskill Hudson Bank place the money into our checking account for the time being, while Board member Cohen explores more options.

Board member Merone moved and Board member Smith 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 June 17, 2019 totaling \$7,971.82, June 24, 2019 totaling \$6,916.35, June 27, 2019 totaling \$858.34, and July 1, 2019 totaling \$2,781.83. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the Budget Transfers dated June 27, 2019 totaling \$1,059.23. All in favor.

#### Correspondence

N/A

#### Director's Report

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

#### Old Business

Board member Merone moved and Board member Smith seconded a motion to approve the Procurement Policy and Guidelines as presented. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the Policies and Procedures Regarding Internet Only Cards as presented. All in favor.

Director Wells stated that the permanent resident/temporary resident policies were still being worked on, as well as the circulation policy and budget policy.

#### New Business

Discussion ensued regarding going fine free. Director Wells presented a snapshot of fines owed to the Fallsburg Library by Fallsburg patrons – broken down by intended audience of materials (juvenile, young adult, and adult). Discussion of possibly going fine free on teen materials ensued, but it was decided that more Board members should be present before making any decisions.

Board member Smith moved and Board member Merone seconded a motion to approve appointment of Terry Toledo for the temporary position of Summer Program Help – Page. All in favor.

#### Committee Reports

Board President Burke-Deutsch stated that the Golds seemed very agreeable to working with us on expanding our space here. Although more formal discussions need to take place, this does seem like our best option.

Board member Smith moved and Board member Merone seconded a motion to adjourn at 7:27pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
June 27, 2019

- Pledge
- Helen Rados – from RCLS Board of Trustees
- Public Comment
- Approval of Minutes
  - May 23, 2019
  - May 23, 2019 – Public Hearing minutes
- Financial Report
  - CD discussion
- Approval of Warrant(s)
  - June 17, 2019
  - June 24, 2019
  - June 27, 2019
  - July 1, 2019 (FY 19-20)
- Budget Transfers
  - June 27, 2019
- Correspondence
- Director Report
- Old Business
  - Procurement Policy (for approval)
  - Internet Only Card Policy (for approval)
  - Permanent Resident/Temporary Resident Policies (still being updated)
  - Circulation Policy (still being updated – pending fine free discussion)
  - Budget Policy (still being updated)
- New Business
  - Fine Free Information/Discussion
  - Approval of Program Help – Terry Toledo
- Committee Reports
  - Personnel
  - Budget
  - Building/Grounds
- Adjournment

Board of Trustees Meeting  
June 27, 2019  
Financial Report

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

Summary of Account:

Checking	\$	26,829.31
Money Market		240,742.26
ICS		122,493.28
CD – 1		50,501.11
CD – 2		50,501.11
CD – 3		101,203.88
CD – 4		101,203.88
<hr/>		
	\$	693,474.83

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

5/6/2019	\$	135.00
5/13/2019		45.50
5/20/2019		126.00
5/28/2019		556.30
5/31/2019		221.39 (Interest)

## Fallsburg Library Transactions by Account As of June 17, 2019

Accounts Payable	Type	Date	Name	Split	Amount	Balance
					0.00	
	Bill	06/17/2019	AC Moore		275.60	275.60
	Bill	06/17/2019	AFLAC		62.04	337.64
	Bill	06/17/2019	Amazon Capital Service		147.77	485.41
	Bill	06/17/2019	Apple Books		1,375.21	1,860.62
	Bill	06/17/2019	Baker & Taylor Inc		485.53	2,529.15
	Bill	06/17/2019	Todd Bonkosky		114.00	2,643.15
	Bill	06/17/2019	Card Member Service		260.23	2,903.38
	Bill	06/17/2019	Coast to Coast Solutions		377.06	3,280.44
	Bill	06/17/2019	DeLage Landen Financial Services		89.74	3,370.18
	Bill	06/17/2019	Scott DuBois		500.00	3,870.18
	Bill	06/17/2019	EA Morse & Co		138.80	4,008.98
	Bill	06/17/2019	Fallsburg Gas		2,648.52	6,657.50
	Bill	06/17/2019	Selby Feldman		114.00	6,771.50
	Bill	06/17/2019	HR Direct		78.99	6,850.49
	Bill	06/17/2019	Brent Lawrence		123.50	6,973.99
	Bill	06/17/2019	Modern Marketing		289.85	7,263.84
	Bill	06/17/2019	Monticello Greenhouse		53.00	7,316.84
	Bill	06/17/2019	NYSEG		120.97	7,437.81
	Bill	06/17/2019	Quill Corporation		230.44	7,668.25
	Bill	06/17/2019	Royal Publishing		40.00	7,708.25
	Bill	06/17/2019	Sullivan County Democrat		263.57	7,971.82
Total Accounts Payable					<u>7,971.82</u>	<u>7,971.82</u>
<b>TOTAL</b>					<u><b>7,971.82</b></u>	<u><b>7,971.82</b></u>

**Fallsburg Library**  
**Transactions by Account**  
As of June 24, 2019

Accounts Payable		Type	Date	Name	Split	Amount	Balance
		Bill	06/24/2019	Amazon Capital Service		78.90	78.90
		Bill	06/24/2019	Ron Cain		335.00	413.90
		Bill	06/24/2019	Constellation		33.77	447.67
		Bill	06/24/2019	Crystal Run Health Ins Company		1,362.18	1,809.85
		Bill	06/24/2019	John Conway		150.00	1,959.85
		Bill	06/24/2019	fox Ledge, Inc		9.75	1,969.60
		Bill	06/24/2019	Jester Jim Inc		575.00	2,544.60
		Bill	06/24/2019	Amanda Letohic		331.76	2,876.36
		Bill	06/24/2019	Library Trustees Association		120.00	2,996.36
		Bill	06/24/2019	Little Adventures, LLC DBA Hobby Que		190.00	3,186.36
		Bill	06/24/2019	Mad Science of the Mid-Hudson		275.00	3,461.36
		Bill	06/24/2019	MidWest Tape		874.86	4,336.22
		Bill	06/24/2019	Outragehiss Pet, Inc.		450.00	4,786.22
		Bill	06/24/2019	Over Drive, Inc		510.85	5,297.07
		Bill	06/24/2019	Ramapo Catskill Library System		30.00	5,327.07
		Bill	06/24/2019	Peter Robbins		150.00	5,477.07
		Bill	06/24/2019	Town of Fallsburg		1,439.28	6,916.35
Total Accounts Payable						<u>6,916.35</u>	<u>6,916.35</u>
<b>TOTAL</b>						<b><u>6,916.35</u></b>	<b><u>6,916.35</u></b>

Fallsburg Library  
**Transactions by Account**  
 As of June 27, 2019

Accounts Payable	Type	Date	Num	Name	Memo	Split	Amount	Balance
	Bill	06/27/2019		MidWest Tape		411 Movies	42.97	42.97
	Bill	06/27/2019		Virginia Faustner		Health Flex Plan	500.00	542.97
	Bill	06/27/2019		Kelly Wells		435 Travel/Health Flex Plan	275.92	818.89
	Bill	06/27/2019		Kelly Wells		479 Programming	39.45	858.34
Total Accounts Payable							858.34	858.34
<b>TOTAL</b>							<b>858.34</b>	<b>858.34</b>



Fallsburg Library  
**Transactions by Account**  
 As of July 1, 2019

Accounts Payable	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
	Bill	07/01/2019		ALR Rent Property Group LLC			453 Rent		2,651.90	2,651.90
	Bill	07/01/2019		Good Old Days			413 Periodicals		29.94	2,681.84
	Bill	07/01/2019		Time Warner Cable			456 Internet Service		99.99	2,781.83
Total Accounts Payable									2,781.83	2,781.83
<b>TOTAL</b>									<b>2,781.83</b>	<b>2,781.83</b>

## Fallsburg Library

# Profit & Loss Budget vs. Actual

July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	2,492.81	2,000.00	492.81	124.64%
P2401 Interest and Earnings	3,996.50	500.00	3,496.50	799.3%
P2680 Insurance Recoveries	272.00			
P2705.00 Gifts and Donations	167.05	150.00	17.05	111.37%
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%
P2770.95 Ins Dividends	473.30			
P2770.99 Copy Mach/Fax fees	2,766.50	1,700.00	1,066.50	162.74%
<b>Total Income</b>	<b>439,180.98</b>	<b>433,362.82</b>	<b>5,818.16</b>	<b>101.34%</b>
<b>Expense</b>				
200 Equipment	825.84	1,383.37	-557.53	59.7%
410 Books	8,800.00	8,800.00	0.00	100.0%
411 Films,DVD or VHS	4,181.37	4,200.00	-18.63	99.56%
412 Recordings /Tapes, discs	2,047.10	3,000.00	-952.90	68.24%
413 Periodicals	1,391.16	1,400.00	-8.84	99.37%
415 e-content	4,173.40	4,173.40	0.00	100.0%
416 Service & Web Fees	1,909.07	1,909.07	0.00	100.0%
417 Web Host	114.00	114.00	0.00	100.0%
418 licenses	368.00	368.00	0.00	100.0%
428 Envisionware	357.31	500.00	-142.69	71.46%
429 Misc.	355.95	302.95	53.00	117.5%
430 Office/Book/Library supply	3,000.00	3,000.00	0.00	100.0%
431 Telephone	625.10	1,200.00	-574.90	52.09%
432 Telecommunications	1,382.70	1,600.00	-217.30	86.42%
433 Postage	344.92	275.00	69.92	125.43%
434 Publicity / Printing	336.94	500.00	-163.06	67.39%
435 Travel / Meal	1,500.00	1,500.00	0.00	100.0%
436 Anser/Automation	15,898.40	15,898.40	0.00	100.0%
437 Professional Fees	2,200.00	3,400.00	-1,200.00	64.71%
438 Membership dues	782.50	782.50	0.00	100.0%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	5,154.65	5,000.00	154.65	103.09%
451 Custodial Supplies	644.47	700.00	-55.53	92.07%
452 Cleaning Contract	1,800.00	1,800.00	0.00	100.0%
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	436.65	0.00	100.0%
475 Annual Election	682.94	900.00	-217.06	75.88%
476 Education / Training	34.28	2,000.00	-1,965.72	1.71%
477 Meetings/ Registration Fee	404.55	900.00	-495.45	44.95%

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	4,078.53	4,100.00	-21.47	99.48%
480 T/ Falls Contract	3,500.00	3,500.00	0.00	100.0%
483 Local Lib Service Aid	3,128.00	3,128.00	0.00	100.0%
485 GRANT BONACIC	3,000.00	3,000.00	0.00	100.0%
492 Pilot	1,700.58	1,700.58	0.00	100.0%
499 Volunteer Recognition/Staff	180.00	250.00	-70.00	72.0%
P 9010.800 NYS Retirement	21,757.00	27,648.71	-5,891.71	78.69%
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%
P9060.800 Health Insurance				
Health Flex Plan	1,303.02	2,500.00	-1,196.98	52.12%
Health Insurance Buyout	2,000.00	2,000.00	0.00	100.0%
P9060.800 Health Insurance - Other	15,951.02	28,000.00	-12,048.98	56.97%
<b>Total P9060.800 Health Insurance</b>	<b>19,254.04</b>	<b>32,500.00</b>	<b>-13,245.96</b>	<b>59.24%</b>
Payroll Expenses				
Direct Deposit Fees	316.75	400.00	-83.25	79.19%
P7410.141 Library Director	54,017.60	54,000.00	17.60	100.03%
P7410.142 Principal Library	0.00	44,109.11	-44,109.11	0.0%
P7410.143 Library Clerk	29,016.00	29,016.00	0.00	100.0%
P7410.144 Library page 1	25,910.78	26,083.20	-172.42	99.34%
P7410.145 Library clerk	10,519.60	10,467.60	52.00	100.5%
P7410.147 Clerk	14,287.60	14,206.40	81.20	100.57%
P7410.148 Page	1,992.00	2,496.00	-504.00	79.81%
P7410.150 page	29,127.11	28,641.60	485.51	101.7%
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>	<b>165,593.04</b>	<b>211,821.91</b>	<b>-46,228.87</b>	<b>78.18%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	10,423.84	0.00	10,423.84	100.0%
Medical	2,437.83	2,977.23	-539.40	81.88%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
<b>Total P9030.800 SS / Med</b>	<b>12,861.67</b>	<b>16,161.28</b>	<b>-3,299.61</b>	<b>79.58%</b>
<b>Total Payroll Taxes</b>	<b>12,861.67</b>	<b>16,161.28</b>	<b>-3,299.61</b>	<b>79.58%</b>
THIRD PARTY SICK PAY ACCOUNT	65.03			
<b>Total Expense</b>	<b>340,594.16</b>	<b>433,362.82</b>	<b>-92,768.66</b>	<b>78.59%</b>
Net Ordinary Income	98,586.82	0.00	98,586.82	100.0%
Other Income/Expense				
Other Income				
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Net Other Income	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>98,586.82</b>	<b>0.00</b>	<b>98,586.82</b>	<b>100.0%</b>

FY 2018-2019  
 Fallsburg Library  
 Budget Transfers  
 Board of Trustees Monthly Meeting  
 June 27, 2019

**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	\$17.60	P7410.142	Principal Library Clerk	\$1,059.23
P7410.145	Library Clerk	\$52.00			
P7410.147	Library Clerk	\$81.20			
P7410.150	Library Clerk	\$485.51			
P7410.429	Miscellaneous	\$53.00			
P7410.433	Postage	\$69.92			
P7410.450	Utilities	\$300.00			
	<b>Total Increase</b>	<b>\$1,059.23</b>		<b>Total Decrease</b>	<b>\$1,059.23</b>

Director's Report  
June 27, 2019

I've been working diligently to get our fiscal year wrapped up as quickly and seamlessly as possible. Once it is complete I'll be able to start working on our Annual Update Document for the NYS Comptroller's office, which will be due by August 30, 2019.

Summer is here, and we've been steadily welcoming back patrons who winter elsewhere. Amanda has been getting things together for the Summer Reading Program – she's already had about 50 kids signed up already, and most of those came from the school! There are programs for seniors this year on Monday mornings and we have some more things planned for adults. She will be going to the Boys and Girls Club camp on Monday afternoons as well – it will be a jammed pack summer. Be sure to see Amanda to sign yourself up for summer reading too!

We'll need to pick a date to have the reorganization meeting – as a reminder it needs to be within the first 15 days of July. Sonny, Ronnie, and Judy – you guys will need to go over to the Town Clerk to take and file your oath of office – this needs to be done AFTER July 1 but before July 30. Please see about getting a copy for me to file here when you take the oath – at the very least I will need to know the date that you take the oath – that information is included on the yearly report that I have to submit to the state in January/February.

I'm still going through files and boxes and both offices look like a disaster area right now! BUT I was able to get some furniture moved around in Pennie's old office – which will eventually become my office. Slowly but surely, I'm making progress!

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

## Procurement Policy & Guidelines

### **Purpose:**

The purpose of these policies and procedures is to protect taxpayers by assuring that competition is sought in a reasonable, cost-effective manner for all Fallsburg Library procurements where practicable and required by law. Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

To further these objectives, the Fallsburg Library Board of Trustees has adopted the following internal policy and procedure governing all procurements of goods and services which are not required to be made pursuant to competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

**Guideline 1:** Only the Library Director, and up to one other staff person as designated by the Library Director AND with Board approval, may commit to purchases on behalf of the Fallsburg Library. With few exceptions described herein and those purchases requiring action to secure the immediate safety of the staff and/or public, all purchases require advanced planning and due diligence on the part of the purchaser to ensure the Library is receiving goods and services at the best value.

Materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner. With the understanding that purchases for library materials and services are often available through local, statewide, or national discount programs and/or contracts, the Board of Trustees establishes the following:

**Guideline 2:** Library Materials: Books, magazines, AV, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.

**Guideline 3: Capital and One-Time Purchases:** The following schedule is related to capital or one-time purchases of non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations:

<b>Purchase Amount</b>	<b>Policy</b>
Up to \$1,999	Discretion of the Library Director
\$2,000-\$3,999	Minimum of three verbal quotes documented by a library representative and approved by the Financial Officer and/or Board President prior to purchase and reported to the Board of Trustees
\$4,000-\$9,999	Minimum of three written quotes approved by the Board of Trustees
Over \$10,000	Formal bid process approved by the Board of Trustees

**Guideline 4: Ongoing Expenditures:** The following schedule applies to purchases where anticipated yearly expenditures are known to have exceeded the following thresholds in any of the prior three fiscal years:

<b>Purchase Amount</b>	<b>Policy</b>
Up to \$2,999	Discretion of the Library Director
\$3,000-\$4,999	Minimum of three verbal quotes documented by a library representative and approved by the Financial Officer and/or Board President prior to purchase and reported to the Board of Trustees
\$5,000-\$9,999	Minimum of three written quotes, approved by the Board of Trustees
Over \$10,000	Formal bid process approved by the Board of Trustees

**Guideline 5: Construction Contracts and/or Public Works:** The Library will comply with all New York State requirements for public works projects. The following schedule applies to construction contracts and/or public works projects:

<b>Construction Contract/Public Works Project Cost</b>	<b>Policy</b>
Up to \$2,999	Discretion of the Library Director
\$3,000-\$6,999	Minimum of three verbal quotes documented by a library representative and approved by the Financial Officer and/or Board President prior to awarding of contract and reported to the Board of Trustees
\$7,000-\$19,999	Minimum of three written quotes, approved by the Board of Trustees
Over \$20,000	Formal bid process approved by the Board of Trustees

Board Approved: December 2002  
 Amended: February 25, 2016  
 Amended:

**Guideline 6:** General Municipal Law 103(4) provides that purchases may be made without competitive bidding in the event that a public emergency arises due to an accident or other unforeseen occurrence. Emergencies do not include situations caused by a lack of planning on the part of the Fallsburg Library. In the event of an emergency over \$2,000, the Library Director will obtain three (3) verbal quotes, if possible. Either the Financial Officer or the Board President will approve the expense. The expense will be reported to the Board of Trustees at their next meeting.

**Guideline 7:** All proposals will describe the goods and services being sought, the quantity and delivery method and/or charges. The purchaser will compile a list of all vendors from whom quotes have been requested, as well as the quotes offered. These quotes will be retained and filed with the records of the purchase and kept in accordance with New York State Records Retention and Disposition Schedule MI-1.

**Guideline 8:** A good faith effort will be made to acquire the required number of proposals. If the purchaser is unable to obtain the required number of proposals, the purchaser will document the attempts made at obtaining the proposals. The inability to obtain proposals under these circumstances will not prohibit the purchase.

**Guideline 9:** The lowest responsible proposal or quote shall be awarded the purchase of contract unless the purchaser prepares a written justification providing reasons why it is in the best interests of the Library and its taxpayers to make an award to other than the lower bidder. This may include a determination of ‘best value’ from another bidder or a determination of another bidder being more environmentally friendly. The reason the bid was not awarded to the lowest bidder will be including in writing with the records of the purchase.

**Guideline 10:** Since “procurement is a function where the private and public sectors meet to conduct business,” it is critical that all employees, trustees and officers “maintain high ethical standards of conduct and avoid situations where there is even the appearance of impropriety.” The Fallsburg Library requires notification of potential conflicts of interest of its employees, trustees, and officers in procurement. Prohibited interests are avoided. In the even that a conflict or potential conflict of interest is identified, the Board of Trustees will review the situation and take action as appropriate.

**Guideline 11:** The unintentional failure to comply fully with the provisions of General Municipal Law, section 144-b shall not be grounds to void action taken or give rise to a cause of action against the Fallsburg Library, or any officer or employee thereof.

**Guideline 12:** This policy shall be reviewed annually by the Finance Committee at its organizational meeting or as soon thereafter as is reasonably practical.





# Fallsburg Library

## Policies and Procedures Regarding Internet Only Cards

### **Use of Computers WITHOUT a Library Card**

The Fallsburg Library recognizes that visitors to the area may need to utilize the Library's computer services. For visitors who do not have a library card from any RCLS member library, a courtesy guest pass for a ONE TIME ONLY use (per calendar year) can be given. A form of photo ID is required to utilize the guest pass.

A log will be kept at the circulation desk detailing the current date, name, and birthdate of the individual utilizing the guest pass. No individual may be given the guest pass more than one time per year.

### **Internet Only Card**

For visitors needing to utilize computer services on more than one occasion, an Internet Only Card can be purchased for \$5.00 (paid in cash ONLY). The card will be valid for 1 year from the purchase date. The card is only good for use at the Fallsburg Library. A valid photo ID is required to determine eligibility to purchase an Internet Only Card (must be 18 years of age or older and reside outside of the RCLS servicing area).

A replacement card costs \$3.00.

No items may be checked out on this card.

\*Please note – Internet/Computer Only cards from other RCLS member libraries will NOT be honored at the Fallsburg Library.\*

Bills With Outstanding Balance Totals By User Profile/Item Cat 2						
User Profile	Bill Reason	DAMAGE	LOST	OVERDUE	Total	Outstanding Bill Amount
	Item Category	Total	Total	Total	Total	
FBRADULT	ADULT	48.00	1314.90	1015.93	2378.83	
FBRADULT	JUVENILE	7.00	260.45	497.40	764.85	
FBRADULT	TEEN		57.00	64.40	121.40	
FBRNONRES	ADULT			6.10	6.10	
FBRNONRES	JUVENILE			1.10	1.10	
FBRORGAN	JUVENILE		0.00	10.00	10.00	
FBRREPTEMP	ADULT		8.00	3.45	11.45	
FBRREPTEMP	JUVENILE		10.00	15.80	25.80	
FBRTEACHER	ADULT			0.00	0.00	
FBRTEMP	ADULT			0.10	0.10	
FBRADULT	ADULT		299.88	74.35	374.23	
FBRADULT	JUVENILE	2.00	101.20	190.20	293.40	
FBRADULT	TEEN		13.00	42.10	55.10	
Total		57.00	2064.43	1920.93	4042.36	

Total Overdues on Youth cards - \$ 304.65

Total Lost/Damage on Youth cards - \$ 416.08

Fallsburg patrons c/o at Fallsburg vlsu

Outstanding overdues on Juvenile Items: \$ 714.50

Teen Items: \$ 106.50

Adult Items: \$ 1,099.93

Outstanding Lost/Damage on Juvenile Items: \$ 380.65

Teen Items: \$ 70.00

Adult Items: \$ 1,070.78