

Fallsburg Library Trustee Monthly Meeting
July 18, 2019

Attendance:

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

Meeting Commenced at 5:20pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Merone moved and Board member Smith seconded a motion to accept the June 27, 2019 Regular Meeting minutes. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to accept the July 11, 2019 Reorganizational Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 6/30/2019

Checking	\$ 40,801.12
Money Market	\$201,488.36
ICS	\$122,593.99
CD – 1	\$50,501.11
CD – 2	\$50,501.11
CD – 3	\$101,203.88
CD – 4	\$101,203.88

Board member Cohen explained that CDs 1 & 2 had matured July 11. \$100,000 was then taken and used to open a new CD on July 15 with North East Community Bank as had been discussed. The new CD is for a term of 1 year at 3.31%.

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 Merone seconded a motion to approve the warrants dated June 30, 2019 totaling \$168.14 and July 15, 2019 totaling \$12,800.74. All in favor.

Director Wells explained that Spectrum raised our rate before our contract with Time Warner was due to expire. Spectrum refused to continue to honor the Time Warner contract. Discussion ensued regarding Internet options and fios. Board member Smith will contact Assemblywoman Gunther's office about this issue.

Board member Cohen moved and Board member Merone seconded a motion to approve the Budget Transfers dated July 18, 2019 totaling \$150.00. All in favor.

Board member Lawrence moved and Board member Cohen seconded a motion to approve the Budget Amendments dated July 18, 2019 totaling \$555.00. All in favor.

Correspondence

Board President Burke-Deutsch requested that 'Correspondence' be moved to the end of the meeting. Board consensus that that was ok.

Director's Report

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

Old Business

Director Wells stated that permanent and temporary resident policies, circulation policy, and budget policy are all still being updated.

New Business

Board member Cohen moved and Board member Smith seconded a motion to approve appointment of Ta'Nari Russell for the temporary position of Seasonal Library Page. All in favor.

Committee Reports

Board President Burke-Deutsch contacted RCLS about architects. The Golds' are willing to work with us to expand our space here – have to get information together to start getting into more specifics with them.

Correspondence

Board President Burke-Deutsch regrettably read and accepted the resignation from the Board of Carol Jenny Silverman, effective July 14, 2019.

Board member Smith moved and Board member Lawrence seconded a motion to adjourn at 5:49pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
July 18, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - June 27, 2019
 - July 11, 2019 – Reorganizational Meeting
- Financial Report
- Approval of Warrant(s)
 - June 30, 2019 (FY 18-19)
 - July 15, 2019 (FY 19-20)
- Budget Transfers
 - July 18, 2019
- Budget Amendments
 - July 18, 2019
- Correspondence
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated – pending fine free discussion)
 - Budget Policy (still being updated)
- New Business
 - Approval of Seasonal Library Page – Ta’Nari Russell
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
July, 2019
Financial Report

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

Summary of Account:

Checking	\$ 40,801.12
Money Market	201,488.36
ICS	122,593.99
CD – 1	50,501.11
CD – 2	50,501.11
CD – 3	101,203.88
CD – 4	101,203.88
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	\$ 668,293.45

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

6/3/2019	\$ 81.00
6/10/2019	148.11
6/17/2019	83.50
6/24/2019	88.00
6/28/2019	155.00
6/30/2019	190.49 (interest)

Please note, on July 11, 2019 CDs 1 & 2 matured at \$51,518.46 each. On July 15, 2019 \$100,000 was used to open a CD account at North East Community Bank in Monroe, NY for 12 months at 3.25%.

Fallsburg Library
Transactions by Account
As of June 30, 2019

Accounts Payable	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
	Bill	06/30/2019		Constellation				450 Utilities-Electric, Propane	40.59	40.59
	Bill	06/30/2019		Fallsburg Gas				450 Utilities-Electric, Propane	23.98	64.57
	Bill	06/30/2019		NYSEG				450 Utilities-Electric, Propane	103.57	168.14
Total Accounts Payable									168.14	168.14
TOTAL									168.14	168.14

Fallsburg Library

Transactions by Account

As of July 15, 2019

Accounts Payable	Type	Date	Num	Name	Split	Amount	Balance
	Bill	07/15/2019		Mid West Tape	411/412 Movies/Audiobooks	279.85	279.85
	Bill	07/15/2019		AIR Rent Property Group LLC	453 Rent	2,651.90	2,931.75
	Bill	07/15/2019		AFLAC	AFLAC Liab	62.04	2,993.79
	Bill	07/15/2019		Amazon Capital Service	411 Movies	207.62	3,201.41
	Bill	07/15/2019		Baker & Taylor Inc	410 Books	522.07	3,723.48
	Bill	07/15/2019		Delage Landen Financial Services	200 Equipment	88.35	3,811.83
	Bill	07/15/2019		Delage Landen Financial Services	200 Equipment	88.35	3,900.18
	Bill	07/15/2019		Crystal Run Health Ins Company	P9060.800 Health Insurance	1,362.18	5,262.36
	Bill	07/15/2019		Crystal Run Health Ins Company	P9060.800 Health Insurance	1,362.18	6,624.54
	Bill	07/15/2019		Modern Marketing	483 LLSA	247.50	6,872.04
	Bill	07/15/2019		Over Drive, Inc	415 e-content	483.43	7,355.47
	Bill	07/15/2019		The Penworthy Company	410 Books	387.13	7,742.60
	Bill	07/15/2019		Ramapo Catskill Library System	415/432/436 e-content/telecommunications/ANSER	4,852.01	12,594.61
	Bill	07/15/2019		Time Warner Cable	456 Internet Service	114.99	12,709.60
	Bill	07/15/2019		Time Warner Cable	456 Internet Service	15.00	12,724.60
	Bill	07/15/2019		Kelly Wells (petty cash)	484 Gunther Grant	76.14	12,800.74
Total Accounts Payable						<u>12,800.74</u>	<u>12,800.74</u>
TOTAL						<u>12,800.74</u>	<u>12,800.74</u>

FY 2018-2019
 Fallsburg Library
 Budget Transfers
 Board of Trustees Monthly Meeting
 July 18, 2019

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.450	Utilities	\$150.00	P7410.142	Principal Library Clerk	\$150.00
	Total Increase	\$150.00		Total Decrease	\$150.00

FY 2019-2020
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 July 18, 2019

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.484	Library System Grant - Gunther	\$555.00	P2760.10	LSG Children's Program - Gunter	\$555.00
	Total Increase	\$555.00		Total Increase	\$555.00

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>
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	2,579.61	2,000.00	579.61	128.98%
P2401 Interest and Earnings	4,287.70	500.00	3,787.70	857.54%
P2680 Insurance Recoveries	272.00			
P2705.00 Gifts and Donations	169.25	150.00	19.25	112.83%
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	2,832.50	1,700.00	1,132.50	166.62%
Total Income	439,627.18	433,362.82	6,264.36	101.45%
Expense				
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	355.95	0.00	100.0%
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	344.92	0.00	100.0%
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	5,261.51	5,300.00	-38.49	99.27%
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%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
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%
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%
Total P9060.800 Health Insurance	19,254.04	32,500.00	-13,245.96	59.24%
Payroll Expenses				
Direct Deposit Fees	316.75	400.00	-83.25	79.19%
P7410.141 Library Director	54,017.60	54,017.60	0.00	100.0%
P7410.142 Principal Library	0.00	43,049.88	-43,049.88	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	10,519.60	0.00	100.0%
P7410.147 Clerk	14,287.60	14,287.60	0.00	100.0%
P7410.148 Page	1,992.00	2,496.00	-504.00	79.81%
P7410.150 page	29,127.11	29,127.11	0.00	100.0%
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	216.00	330.00	-114.00	65.46%
Total Payroll Expenses	165,809.04	211,398.99	-45,589.95	78.43%
Payroll Taxes				
P9030.800 SS / Med				
FICA	10,423.84	13,184.05	-2,760.21	79.06%
Medical	2,437.83	2,977.23	-539.40	81.88%
Total P9030.800 SS / Med	12,861.67	16,161.28	-3,299.61	79.58%
Total Payroll Taxes	12,861.67	16,161.28	-3,299.61	79.58%
THIRD PARTY SICK PAY ACCOUNT	65.03			
Total Expense	340,701.02	433,362.82	-92,661.80	78.62%
Net Ordinary Income	98,926.16	0.00	98,926.16	100.0%
Net Income	98,926.16	0.00	98,926.16	100.0%

Director's Report
July 18, 2019

I'm still working on wrapping up our fiscal year – just waiting for a couple more bills and then we'll be able to close it out.

Assemblywoman Gunther gave the libraries in her district a grant for summer reading for this year. We received and deposited our check for \$555 – which came from her campaign funds – which is more like coming out of her own pocket than the normal grant process is. Be sure to thank her if you see her out and about. I'll be sending her a 'thank you' letter and pictures at the end of the summer to show her how some of the funds were used. Amanda and I are still brainstorming for that. RCLS will be applying for a larger grant from her for next summer (on behalf of all her district libraries) around December/January.

I believe we will be getting \$2,000 from Senator Metzger this year as well as part of the "bullet-aid" funds that they're often given. I haven't received a formal letter from her office stating that, but in the RCLS weekly memo from July 8, we are listed as receiving those funds from her. I'll give you more information as I get it – in the past the only stipulation with the money was that it no be used for salaries.

I've started the process of creating an employee handbook/code of conduct/etc. I've found a couple samples from other RCLS libraries that I really like and have copied little blurbs from other libraries' that I liked. I was hoping to have everything melded together for tonight, but it will have to wait for the August meeting.

Respectfully submitted,
Kelly