

Fallsburg Library Trustee Monthly Meeting
September 26, 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	Absent – Unexcused
Vacant	
Kelly Wells, Director	Present

Meeting Commenced at 5:23pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Cohen moved and Board member Smith seconded a motion to accept the August 29, 2019 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 8/31/2019

Checking	\$ 22,556.68
Money Market	\$167,618.55
ICS	\$122,802.40
CD – 1	\$100,000.00 (NEBC)
CD – 2	\$101,203.88
CD – 3	\$101,203.88

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

Board member Smith moved and Board member Cohen seconded a motion to approve the warrants dated September 20, 2019 totaling \$7,071.62 and September 25, 2019 totaling \$1,904.75. All in favor.

Director's Report

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

Old Business

Policies are still being updated.

Discussion about filling the Board vacancy.

Discussion about implementing a time clock. The Board would like to have a demo of the software from the company Board President Burke-Deutsch has been in contact with. They would also like to know exactly what the monthly maintenance fee is for. Board President Burke-Deutsch will email the Board and the Director the info that has been passed along to her from the representative she's been in touch with. We would like to get the time clock implemented ASAP.

New Business

Discussion about adding new wording to our Program Policy. Director Wells explained that we're having a continued problem of people signing up for programs, we buy the material anticipating a certain number, and then many don't end up showing up, and it's often the same individuals. We do NOT want to begin charging for programs – even if it's a refundable deposit, as feedback from those who do come is that they will no longer attend programs. Director Wells explained wording that her and Amanda have discussed – Board consensus was that added language was okay. Director Wells will put added language into existing policy for the Board to vote on approving at the October meeting.

Committee Reports

Brief discussion about our existing lease and expanding our space here. Terms need to be worked on that are favorable to the Library and the landlord. Need to start negotiating with them ASAP, as our current lease expires August 2020.

Board member Smith discussed various properties she has been looking at.

Correspondence

Director Wells reported that she has received a resignation letter from Library Page, Rena Kalanick, effective October 9, 2019 – she is moving to Florida.

Board member Cohen moved and Board member Merone seconded a motion to adjourn at 6:11pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
September 26, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - August 29, 2019
- Financial Report
- Approval of Warrant(s)
 - September 20, 2019
 - September 25, 2019
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
 - Filling Board Vacancy
 - Time Clock Discussion
- New Business
 - Program Policy
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
September 26, 2019
Financial Report

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

Summary of Account:

Checking	\$	22,556.68
Money Market		167,618.55
ICS		122,802.40
CD – 1		100,000.00 (NECB)
CD – 2		101,203.88
CD – 3		101,203.88
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	\$	615,385.39

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

8/5/2019	\$	172.00
8/12/2019		201.50
8/19/2019		196.00
8/26/2019		164.00
8/31/2019		146.39 (interest)

Please note, figures above do NOT include the first half of our tax levy for \$210,592.12 which was received and deposited on 9/24/19.

Fallsburg Library
Transactions by Account
As of September 20, 2019

Accounts Payable	Type	Date	Cur	Name	Split	Amount	Balance
	Bill	09/20/2019		AC Moore		117.71	117.71
	Bill	09/20/2019		AFLAC		62.04	179.75
	Bill	09/20/2019		AIR Rent Property Group LLC		2,704.42	2,884.17
	Bill	09/20/2019		Apple Books		20.78	2,904.95
	Bill	09/20/2019		Card Member Service		83.11	2,988.06
	Bill	09/20/2019		Costellation New Energy Inc		110.95	3,099.01
	Bill	09/20/2019		Crystal Run Health Ins Company		1,362.18	4,461.19
	Bill	09/20/2019		Delage Landen Financial Services		88.35	4,549.54
	Bill	09/20/2019		Demco		437.30	4,986.84
	Bill	09/20/2019		Fallsburg Gas		23.98	5,010.82
	Bill	09/20/2019		fox Ledge, Inc		7.75	5,018.57
	Bill	09/20/2019		Rena Kalanick 1		22.00	5,040.57
	Bill	09/20/2019		Modern Marketing		238.71	5,279.28
	Bill	09/20/2019		NYSEG		134.63	5,413.91
	Bill	09/20/2019		Muse		21.95	5,435.86
	Bill	09/20/2019		Sullivan County Chamber of Commerce		115.00	5,550.86
	Bill	09/20/2019		Time Warner Cable		114.99	5,665.85
	Bill	09/20/2019		Town of Fallsburg		1,405.77	7,071.62
Total Accounts Payable						<u>7,071.62</u>	<u>7,071.62</u>
TOTAL						<u>7,071.62</u>	<u>7,071.62</u>

Fallsburg Library
Transactions by Account
 As of September 25, 2019

Accounts Payable	Type	Date	Num	Name	Split	Amount	Balance
	Bill	09/25/2019		Amazon Capital Service	411 Movies	282.61	0.00
	Bill	09/25/2019		Apple Books	410 Books	40.50	282.61
	Bill	09/25/2019		Baker & Taylor Inc / Entertainment	410 Books	900.36	323.11
	Bill	09/25/2019		Ethelbert B. Crawford Public Library	410 Books	7.00	1,223.47
	Bill	09/25/2019		Mid West Tape	411/412 Movies/audiobooks	351.40	1,230.47
	Bill	09/25/2019		National Pen	434 Publicity / Printing	157.94	1,581.87
	Bill	09/25/2019		Quill Corporation	451/479 Custodial/programming supplies	164.94	1,739.81
Total Accounts Payable						1,904.75	1,904.75
TOTAL						1,904.75	1,904.75

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through September 26, 2019

	Jul 1 - Sep 26, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	210,592.12	421,184.24	-210,592.12	50.0%
P2082 Book Fines	913.80	1,500.00	-586.20	60.92%
P2401 Interest and Earnings	2,990.11	1,000.00	1,990.11	299.01%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	76.65	50.00	26.65	153.3%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	2,817.00	2,817.00	0.00	100.0%
P2770.99 Copy Mach/Fax fees	1,251.55	1,700.00	-448.45	73.62%
Total Income	220,053.73	428,876.24	-208,822.51	51.31%
Expense				
200 Equipment	353.40	1,400.00	-1,046.60	25.24%
410 Books	4,022.78	9,500.00	-5,477.22	42.35%
411 Films,DVD or VHS	1,357.84	4,200.00	-2,842.16	32.33%
412 Recordings /Tapes, discs	782.61	2,500.00	-1,717.39	31.3%
413 Periodicals	145.83	1,400.00	-1,254.17	10.42%
415 e-content	1,197.21	6,000.00	-4,802.79	19.95%
416 Service & Web Fees	0.00	1,610.00	-1,610.00	0.0%
417 Web Host	0.00	120.00	-120.00	0.0%
418 licenses	0.00	375.00	-375.00	0.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	1,079.46	3,000.00	-1,920.54	35.98%
431 Telephone	161.69	1,200.00	-1,038.31	13.47%
432 Telecommunications	334.30	1,600.00	-1,265.70	20.89%
433 Postage	55.00	400.00	-345.00	13.75%
434 Publicity / Printing	199.94	500.00	-300.06	39.99%
435 Travel / Meal	0.00	2,000.00	-2,000.00	0.0%
436 Anser/Automation	4,036.40	16,089.23	-12,052.83	25.09%
437 Professional Fees	0.00	4,150.00	-4,150.00	0.0%
438 Membership dues	115.00	800.00	-685.00	14.38%
450 Utilities-Electric, Propane	475.86	6,000.00	-5,524.14	7.93%
451 Custodial Supplies	111.66	700.00	-588.34	15.95%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	10,712.64	46,000.00	-35,287.36	23.29%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	459.96	1,400.00	-940.04	32.85%
469 Oper. & Mant. Exp-Sec sys	0.00	600.00	-600.00	0.0%
475 Annual Election	0.00	1,000.00	-1,000.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	0.00	900.00	-900.00	0.0%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%
479 Programming	264.90	4,000.00	-3,735.10	6.62%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
483 Local Lib Service Aid	486.21	2,817.00	-2,330.79	17.26%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through September 26, 2019

	<u>Jul 1 - Sep 26, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
484 Library System Grant	216.31	625.00	-408.69	34.61%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	0.00	29,000.00	-29,000.00	0.0%
P9040.800 Workers Compensation	0.00	2,800.00	-2,800.00	0.0%
P9055.800 disability	0.00	330.00	-330.00	0.0%
P9060.800 Health Insurance				
Health Flex Plan	22.00	2,000.00	-1,978.00	1.1%
Health Insurance Buyout	0.00	2,000.00	-2,000.00	0.0%
P9060.800 Health Insurance - Other	5,448.72	28,000.00	-22,551.28	19.46%
Total P9060.800 Health Insurance	<u>5,470.72</u>	<u>32,000.00</u>	<u>-26,529.28</u>	<u>17.1%</u>
Payroll Expenses				
Direct Deposit Fees	0.00	400.00	-400.00	0.0%
P7410.141 Library Director	0.00	56,500.00	-56,500.00	0.0%
P7410.143 Library Clerk	0.00	31,928.00	-31,928.00	0.0%
P7410.144 Library page 1	0.00	28,080.00	-28,080.00	0.0%
P7410.145 Library clerk	0.00	14,352.00	-14,352.00	0.0%
P7410.147 Clerk	0.00	15,808.00	-15,808.00	0.0%
P7410.148 Page	0.00	2,664.00	-2,664.00	0.0%
P7410.150 page	0.00	30,180.80	-30,180.80	0.0%
P7410.151 Page	0.00	1,688.00	-1,688.00	0.0%
P7410.154 Library Page	0.00	676.20	-676.20	0.0%
Payroll Expenses - Other	42,416.09	0.00	42,416.09	100.0%
Total Payroll Expenses	<u>42,416.09</u>	<u>182,277.00</u>	<u>-139,860.91</u>	<u>23.27%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	2,625.10	11,357.29	-8,732.19	23.11%
Medical	613.94	2,725.72	-2,111.78	22.52%
Total P9030.800 SS / Med	<u>3,239.04</u>	<u>14,083.01</u>	<u>-10,843.97</u>	<u>23.0%</u>
Total Payroll Taxes	<u>3,239.04</u>	<u>14,083.01</u>	<u>-10,843.97</u>	<u>23.0%</u>
Total Expense	<u>85,159.44</u>	<u>428,876.24</u>	<u>-343,716.80</u>	<u>19.86%</u>
Net Ordinary Income	<u>134,894.29</u>	<u>0.00</u>	<u>134,894.29</u>	<u>100.0%</u>
Net Income	<u>134,894.29</u>	<u>0.00</u>	<u>134,894.29</u>	<u>100.0%</u>

Director's Report
September 26, 2019

This month I've mainly been focusing on weeding and getting books packed up and sent out to Better World Books. Between going through the Friends' shelves and then weeding, I've sent out 6 boxes of books to hopefully be resold. Our shelves were getting cramped – especially in the kids' room, so it was needed. I still have more to do, but running out of space so it'll be done more slowly than this last month.

The RCLS Legislative Breakfast was Friday September 13 at the Sullivan in Rock Hill and they made the announcement that Grace Riario has been appointed to the new executive director of RCLS!

I got word from Adam this morning that all of the light fixtures are in and the electrician wants to install them tomorrow – so the library will be closed while they do the install. We put signs up, posted on social media, and sent out an e-blast so people know we're closed. The phone message will also be changed to reflect that. It should take about 5-6 hours to complete – I'll be here all day and if they're done ahead of 4pm I will open the doors for that time frame – but I feel more comfortable advertising that we will be closed for the day, just in case.

NYS has updated the minimum standards that every public library has to meet to maintain their charter. We have until January 2021 to come into full compliance with them. We're ok with most of them, but we need to update our plan of service to help us with some of them.

SUPLA's Legislative Brunch is coming up on Thursday October 17 at 11am (as a reminder this is the same day as our October Board meeting) at the EB Crawford Public Library. I have invitations for all of you, please let me know if you plan on attending – or you can RSVP to the number listed on the invitation.

Respectfully submitted,
Kelly

Fallsburg Library

Programming Policy and Disclaimer

The Fallsburg Library hosts and conducts programs for the benefit and enjoyment of the Fallsburg Community and neighbors. The goal is to provide programming that is varied and of interest to individuals within the community and to the community as a whole.

We are proud of our programming and want all to attend regardless of their economics. Therefore, all programs at the Fallsburg Library are free to the public.

The Fallsburg Library aims to make space available for community programming and host its own programming consistent with the policies of the American Library Association.

Practical aspects regarding use of space is a foremost consideration when scheduling programs or community use since the Fallsburg Library does not have a space dedicated solely to programming or community use.

The Maximum Person Capacity for the Fallsburg Library is 93.

Barbara Trilhe, Director

Corrected Policy

Adopted by the Board: June 18, 2007