

Fallsburg Library Trustee Monthly Meeting
October 17, 2019

Attendance:

Laurie Burke-Deutsch, President	Absent – Excused
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 Cohen moved and Board member Merone seconded a motion to accept the September 26, 2019 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 9/30/2019

Checking	\$ 38,041.30
Money Market	\$339,089.11
ICS	\$122,903.37
CD – 1	\$100,000.00 (NEBC)
CD – 2	\$101,203.88
CD – 3	\$101,203.88

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

Board member Merone moved and Board member Cohen seconded a motion to approve the warrants dated October 9, 2019 totaling \$9,450.44, October 16, 2019 totaling \$6,720.93, and October 17, 2019 totaling \$184.98. 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 Board vacancy and interested candidates. Board member Lawrence moved and Board member Merone seconded a motion to appoint Renee Kates to the vacant Board seat. All in favor.

Discussion about time clocks and security cameras. Board member Merone volunteered to look further into security cameras while Board member Cohen looked into more options for a time clock. The Board will have a special meeting on Monday November 4, 2019 at 5:15pm to share their findings and make a determination on what to purchase.

Board member Merone moved and Board member Cohen seconded a motion to approve the updated Program Policy as presented. All in favor.

New Business

Board member Merone moved and Board member Lawrence seconded a motion to approve the 2020 Holiday Schedule as presented. All in favor.

Committee Reports

Continued discussion about the lease and need to negotiate new terms with expansion.

Correspondence

N/A

Board member Merone moved and Board member Lawrence seconded a motion to adjourn at 6:02pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
October 17, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - September 26, 2019
- Financial Report
- Approval of Warrant(s)
 - October 9, 2019
 - October 16, 2019
 - October 17, 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
 - Program Policy
- New Business
 - 2020 Holiday Schedule
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
October 17, 2019
Financial Report

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

Summary of Account:

Checking	\$ 38,041.30
Money Market	339,089.11
ICS	122,903.37
CD – 1	100,000.00 (NECB)
CD – 2	101,203.88
CD – 3	101,203.88
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	\$ 802,441.54

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

9/3/2019	\$ 446.00
9/9/2019	59.00
9/16/2019	94.00
9/23/2019	78.00
9/25/2019	210,592.12
9/30/2019	45.00
9/30/2019	156.44 (interest)

Fallsburg Library Transactions by Account

As of October 9, 2019

Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Bill	10/09/2019		AFLAC			AFLAC Liab	93.06	0.00
Bill	10/09/2019		AIR Rent Property Group LLC			453 Rent	2,704.42	93.06
Bill	10/09/2019		AIR Rent Property Group LLC			453 Rent	4,512.55	2,797.48
Bill	10/09/2019		Catskill Delaware Publications			434 Publicity / Printing	41.00	7,310.03
Bill	10/09/2019		Fallsburg Gas			450 Utilities-Electric, Propane	24.56	7,351.03
Bill	10/09/2019		Michael Fredrick			410 BookKs	24.00	7,375.59
Bill	10/09/2019		Cricknet Media			413 Periodicals	21.95	7,399.59
Bill	10/09/2019		Home Life, Inc			413 Periodicals	25.00	7,421.54
Bill	10/09/2019		TCM			413 Periodicals	59.90	7,446.54
Bill	10/09/2019		Utica National Ins. Group			P9040.800 Workers' Comp	1,944.00	7,506.44
							9,450.44	9,450.44
							<u>9,450.44</u>	<u>9,450.44</u>

Total Accounts Payable

TOTAL

Fallsburg Library Transactions by Account

As of October 16, 2019

Type	Date	Name	Split	Amount	Balance
Bill	10/16/2019	Amazon Capital Service	411 Movies	33.89	0.00
Bill	10/16/2019	Baker & Taylor Inc	410 Books	804.75	33.89
Bill	10/16/2019	Card Member Service	479 Programming	259.55	838.64
Bill	10/16/2019	Coast to Coast Solutions	483 Local Lib Service Aid	214.46	1,098.19
Bill	10/16/2019	DeLage Landen Financial Services	200 Equipment	88.35	1,312.65
Bill	10/16/2019	fox Ledge, Inc	451 Custodial Supplies	7.75	1,401.00
Bill	10/16/2019	MidWest Tape	411/412 Movies/Audiobooks	231.43	1,408.75
Bill	10/16/2019	NYSEG	450 Utilities-Electric, Propane	81.47	1,640.18
Bill	10/16/2019	Ramapo Catskill Library System	415/432/436 e-content/Telecommunications/ANSER	4,686.62	1,721.65
Bill	10/16/2019	Staples Credit Plan	430 Office supplies	65.46	6,408.27
Bill	10/16/2019	Time Warner Cable	456 Internet Service	114.99	6,473.73
Bill	10/16/2019	Town of Fallsburg	431 Telephone	76.50	6,588.72
Bill	10/16/2019	Kelly Wells (petty cash)	433/479/484 Postage/Programming/Gunther grant	55.71	6,665.22
Total Accounts Payable				6,720.93	6,720.93
TOTAL				6,720.93	6,720.93

Fallsburg Library Transactions by Account

As of October 17, 2019

Type	Date	Num	Name	Memo	Class Clr	Split	Amount	Balance
Accounts Payable								
Bill	10/17/2019		Costellation New Energy Inc		450 Utilities-Electric, Propane		128.06	128.06
Bill	10/17/2019		NYSEG		450 Utilities-Electric, Propane		56.92	184.98
							184.98	184.98
TOTAL							184.98	184.98

Total Accounts Payable

TOTAL

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through October 17, 2019

	Jul 1 - Oct 17, 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	952.15	1,500.00	-547.85	63.48%
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	83.65	50.00	33.65	167.3%
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	1,428.70	1,700.00	-271.30	84.04%
Total Income	220,276.23	428,876.24	-208,600.01	51.36%
Expense				
200 Equipment	441.75	1,400.00	-958.25	31.55%
410 Books	4,851.53	9,500.00	-4,648.47	51.07%
411 Films,DVD or VHS	1,482.45	4,200.00	-2,717.55	35.3%
412 Recordings /Tapes, discs	923.32	2,500.00	-1,576.68	36.93%
413 Periodicals	252.68	1,400.00	-1,147.32	18.05%
415 e-content	1,513.13	6,000.00	-4,486.87	25.22%
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	1,144.92	3,000.00	-1,855.08	38.16%
431 Telephone	238.19	1,200.00	-961.81	19.85%
432 Telecommunications	668.60	1,600.00	-931.40	41.79%
433 Postage	58.10	400.00	-341.90	14.53%
434 Publicity / Printing	240.94	500.00	-259.06	48.19%
435 Travel / Meal	0.00	2,000.00	-2,000.00	0.0%
436 Anser/Automation	8,072.80	16,089.23	-8,016.43	50.18%
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	766.87	6,000.00	-5,233.13	12.78%
451 Custodial Supplies	119.41	700.00	-580.59	17.06%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	17,929.61	46,000.00	-28,070.39	38.98%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	574.95	1,400.00	-825.05	41.07%
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	557.06	4,000.00	-3,442.94	13.93%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
483 Local Lib Service Aid	700.67	2,817.00	-2,116.33	24.87%

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through October 17, 2019

	Jul 1 - Oct 17, 19	Budget	\$ Over Budget	% of Budget
484 Library System Grant	236.31	625.00	-388.69	37.81%
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	1,944.00	2,800.00	-856.00	69.43%
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	365.56	2,000.00	-1,634.44	18.28%
P9060.800 Health Insurance - Other	5,448.72	28,000.00	-22,551.28	19.46%
Total P9060.800 Health Insurance	5,836.28	32,000.00	-26,163.72	18.24%
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	55,857.14	0.00	55,857.14	100.0%
Total Payroll Expenses	55,857.14	182,277.00	-126,419.86	30.64%
Payroll Taxes				
P9030.800 SS / Med				
FICA	3,479.54	11,357.29	-7,877.75	30.64%
Medical	813.76	2,725.72	-1,911.96	29.86%
Total P9030.800 SS / Med	4,293.30	14,083.01	-9,789.71	30.49%
Total Payroll Taxes	4,293.30	14,083.01	-9,789.71	30.49%
Total Expense	116,283.60	428,876.24	-312,592.64	27.11%
Net Ordinary Income	103,992.63	0.00	103,992.63	100.0%
Net Income	103,992.63	0.00	103,992.63	100.0%

Director's Report
October 17, 2019

We have new lights! The work was completed in less than 1 day and they look SO much better than the old fixtures.

Rena's last day was October 6. While I am away on vacation everyone is picking up some extra hours to keep everything covered. I informed everyone that I will not be making any permanent changes to accommodate Rena's departure until after I have returned from vacation. I don't want to make any permanent changes and then leave for more than a week.

Grace is doing the trustee trainings of 101 and 102 again in November. Both will be down at RCLS. The 101 training will be Thursday November 7 @ 5:30pm and 102 will be Tuesday November 12 @ 5:30pm. If you haven't been to one or both of them, I strongly encourage you to try and attend. You can register via the RCLS calendar online.

Last meeting I mentioned the changes to the NYS minimum standards which will be taking effect starting January 2021. Grace will be hosting various trainings on that sometime in the new year – when I get the dates and places I will let you all know. It is important that at least a couple of you attend one. The focus will largely be on the strategic/long range plan – because so many of the new standards will tie in to the strategic/long range plan. Ours needs to be updated.

SUPLA received funding from Senator Metzger and Assemblywoman Gunther to help cover the postage costs of a 'library by mail' program. SUPLA is planning on making the announcement that the program will start November 1. I'm waiting for the finalized details for policies and procedures to be emailed out before training/assigning someone to handle the requests we might receive. This will require us to purchase a postage scale from Amazon so weigh the books and pay postage online for what gets sent out.

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 its 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.

Some programs, especially craft programs, may require pre-registration to ensure enough supplies for all participants. In appreciation to the time and money put into craft/food related programs especially, the Fallsburg Library requests that those who pre-register inform library personnel ASAP if they are no longer able to attend a program for which they are registered. Inasmuch, the Fallsburg Library will NOT guarantee supplies for an individual who is a 'No Call – No Show' for three craft/food related programs. The individual is still invited to attend program, and should there be supplies available, will be invited to participate. This may be re-evaluated at the start of a new calendar year.

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.



FALLSBURG LIBRARY

Fallsburg Library Holiday Closings for 2020

Wednesday January 1 st	New Year's Day
Monday January 20 th	Martin Luther King Jr. Day
Monday February 17 th	President's Day
Sunday April 12 th	Easter Sunday
Monday May 25 th	Memorial Day
Friday July 3 rd	Independence Day
Monday September 7 th	Labor Day
Monday October 12 th	Columbus Day
Wednesday November 11 th	Veteran's Day
Wednesday November 25 th	Thanksgiving Eve (Close @ 3pm)
Thursday & Friday November 26 th & 27 th	Thanksgiving Observance
Thursday December 24 th	Christmas Eve
Friday December 25 th	Christmas Day
Thursday December 31 st	New Year's Eve (Close @ 3pm)