

Fallsburg Library Trustee Monthly Meeting

February 25, 2021

\*Meeting held at Fallsburg Library \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Present
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Sonny Smith, Trustee	Present
David Lawrence, Trustee	Present via Zoom
Katherine Rosado-Houser Board Secretary	Present
Kelly Wells, Director	Present

Meeting Commenced at 5:15 P.M.  
The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

- **January 28, 2021 Regular Meeting-** Board member Ronnie Cohen moved and board member, Katherine Rosado-Houser seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of January 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$31,117.41
<b>Money Market</b>	\$171,185.79
<b>ICS</b>	\$825,754.14

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\$1,028,057.34

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

1/15/2021	\$197.00
1/28/2021	\$65.00
1/31/2021	\$72.63 (interest)

Board member Ronnie Cohen moved and board member Katherine Rosado-Houser seconded a motion to approve the Financial Report as presented. All in favor

**Approval of Warrants**

**February 17, 2021** in the amount of \$3,598.71

Board member, Ronnie Cohen moved and board member, Judith Merone seconded the motion to approve the warrant as presented. All in favor.

**February 25, 2021** in the amount of \$2,536.53.

Board member, Ronnie Cohen moved and board member, Judith Merone seconded the motion to approve the warrant as presented. All in favor.

**Approval of Budget Amendments**

**February 25, 2021-** PILOT funds that increases revenue

Board member, Ronnie Cohen moved and board member, Renee Kates seconded the motion to approve the budget amendments as presented. All in favor.

**Director's Report**

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

**Old Business**

N/A

**New Business**

Board member Judith Merone moved and board member Sonny Smith seconded a motion to approve the following resolution for the 2020 Annual Report:

“The Library operated under its plan of service in accordance with the provisions of Education Law and Regulations of the Commissioner, and assures that the 2020 Annual Report was reviewed and accepted by the Board.”

Long range plan updated to include fiscal year 2021-2022. Board member Judith Merone moved and board member Ronnie Cohen seconded a motion to approve the updated long range plan as presented. All in favor.

**Correspondence**

N/A

### **Committee Reports**

Personnel- Judith Merone and David Lawrence  
N/A

Budget- Ronnie Cohen and Katherine Rosado-Houser  
N/A

Building/Grounds- Sonny Smith and Renee Kates.  
N/A

### **Adjournment**

Board member Katherine Rosado-Houser moved and board member Renee Kates seconded the motion to adjourn the meeting at 5:55pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
February 25, 2021

- Pledge
- Public Comment
- Approval of Minutes
  - January 28, 2021
- Financial Report
- Approval of Warrant(s)
  - February 17, 2021
  - February 25, 2021
- Approval of Budget Amendments
  - February 25, 2021
- Director Report
- Old Business
- New Business
  - Resolution to approve Annual Report 2020
  - Long Range Plan – updating current plan to go through FY2021/2022
- Correspondence
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
February 25, 2021  
Financial Report

As of the January 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	31,117.41
Money Market		171,185.79
ICS		825,754.14
<hr/>		
	\$	1,028,057.34

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

1/5/2021	\$477.90
1/28/2021	\$65.00
1/31/2021	\$72.63 (Interest)

Fallsburg Library  
Transactions by Account  
As of February 17, 2021

Accounts Payable

Type	Date	Num	Name	Memo Class	Split	Amount	Balance
Bill	02/17/2021	AFLAC	AFLAC		AFLAC Liab	62.04	62.04
Bill	02/17/2021	AIR Rent Property Group LLC	AIR Rent Property Group LLC		453 Rent	3,300.00	3,362.04
Bill	02/17/2021	Card Member Service	Card Member Service		417/179 Web host/Programming	112.03	3,474.07
Bill	02/17/2021	fox Ledge, Inc	fox Ledge, Inc		451 Custodial Supplies	2.00	3,476.07
Bill	02/17/2021	NYSEG	NYSEG		450 Utilities-Electric, Propane	75.01	3,551.08
Bill	02/17/2021	S & S Worldwide	S & S Worldwide		479 Programming	6.73	3,557.81
Bill	02/17/2021	United Healthcare prescription	United Healthcare prescription		P9060.800 Health Insurance	40.90	3,598.71
						<u>3,598.71</u>	<u>3,598.71</u>
						<u><b>3,598.71</b></u>	<u><b>3,598.71</b></u>

Total Accounts Payable

**TOTAL**

# Fallsburg Library

## Transactions by Account

As of February 25, 2021

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Bill	02/23/2021		Amazon Capital Service					210.43	0.00
Bill	02/23/2021		Baker & Taylor Inc					258.30	210.43
Bill	02/23/2021		Constellation					8.08	468.73
Bill	02/23/2021		DeLage Landen Financial Services					88.35	476.81
Bill	02/23/2021		Electronic Business Products, Inc					72.42	565.16
Bill	02/23/2021		MVP Health Care Inc					926.34	637.58
Bill	02/23/2021		Over Drive, Inc					558.92	1,563.92
Bill	02/23/2021		Sullivan Public Library Alliance					35.00	2,122.84
Bill	02/23/2021		Time Warner Cable					119.99	2,157.84
Bill	02/23/2021		Town of Fallsburg					8.70	2,277.83
Bill	02/23/2021		United Healthcare					250.00	2,286.53
								<u>2,536.53</u>	<u>2,536.53</u>
								<u><u>2,536.53</u></u>	<u><u>2,536.53</u></u>

Accounts Payable

Total Accounts Payable

TOTAL

**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1, 2020 through February 25, 2021

	<u>Jul 1, '20 - Feb 25, 21</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	338.81	500.00	-161.19	67.76%
P2401 Interest and Earnings	4,729.71	1,000.00	3,729.71	472.97%
P2705.00 Gifts and Donations	74.30	50.00	24.30	148.6%
P2760.30 LSG Local Lib Serv.Aid	2,195.00	2,195.00	0.00	100.0%
P2770.80 PILOT	1,588.59	0.00	1,588.59	100.0%
P2770.95 Ins Dividends	436.40	0.00	436.40	100.0%
P2770.99 Copy Mach/Fax fees	908.40	2,000.00	-1,091.60	45.42%
<b>Total Income</b>	<b>431,455.45</b>	<b>426,929.24</b>	<b>4,526.21</b>	<b>101.06%</b>
<b>Expense</b>				
200 Equipment	795.15	1,400.00	-604.85	56.8%
410 Books	4,721.69	9,500.00	-4,778.31	49.7%
411 Films,DVD or VHS	691.37	4,000.00	-3,308.63	17.28%
412 Recordings /Tapes, discs	132.96	2,000.00	-1,867.04	6.65%
413 Periodicals	464.15	1,400.00	-935.85	33.15%
415 e-content	5,120.35	6,000.00	-879.65	85.34%
416 Service & Web Fees	0.00	2,000.00	-2,000.00	0.0%
417 Web Host	103.68	150.00	-46.32	69.12%
418 licenses	387.00	400.00	-13.00	96.75%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	104.00	300.00	-196.00	34.67%
430 Office/Book/Library supply	827.57	3,000.00	-2,172.43	27.59%
431 Telephone	391.31	1,200.00	-808.69	32.61%
432 Telecommunications	2,078.11	3,500.00	-1,421.89	59.38%
433 Postage	175.00	400.00	-225.00	43.75%
434 Publicity / Printing	216.94	500.00	-283.06	43.39%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	12,166.05	20,000.00	-7,833.95	60.83%
437 Professional Fees	1,785.00	10,650.00	-8,865.00	16.76%
438 Membership dues	162.50	800.00	-637.50	20.31%
450 Utilities-Electric, Propane	936.07	6,000.00	-5,063.93	15.6%
451 Custodial Supplies	606.49	700.00	-93.51	86.64%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	25,804.42	48,000.00	-22,195.58	53.76%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	1,079.91	1,700.00	-620.09	63.52%
469 Oper. & Mant. Exp-Sec sys	458.32	800.00	-341.68	57.29%
475 Annual Election	0.00	1,300.00	-1,300.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	348.00	900.00	-552.00	38.67%
478 Building Fund	0.00	1,500.00	-1,500.00	0.0%
479 Programming	917.67	4,000.00	-3,082.33	22.94%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
483 Local Lib Service Aid	383.20	2,195.00	-1,811.80	17.46%



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2020 through February 25, 2021

	<u>Jul 1, '20 - Feb 25, 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,501.16	29,000.00	-7,498.84	74.14%
P9040.800 Workers Compensation	1,910.00	2,800.00	-890.00	68.21%
P9055.800 disability	176.40	330.00	-153.60	53.46%
P9060.800 Health Insurance				
Health Flex Plan	336.29	2,000.00	-1,663.71	16.82%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	12,274.18	30,000.00	-17,725.82	40.91%
<b>Total P9060.800 Health Insurance</b>	<b>13,110.47</b>	<b>34,000.00</b>	<b>-20,889.53</b>	<b>38.56%</b>
Payroll Expenses				
Direct Deposit Fees	173.00	400.00	-227.00	43.25%
P7410.141 Library Director	37,930.40	58,000.00	-20,069.60	65.4%
P7410.143 Library Clerk	21,787.20	33,321.60	-11,534.40	65.39%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	5,784.28	15,152.80	-9,368.52	38.17%
P7410.147 Clerk	6,791.40	16,816.80	-10,025.40	40.39%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	20,794.40	31,803.20	-11,008.80	65.39%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	722.40	-722.40	0.0%
<b>Total Payroll Expenses</b>	<b>93,260.68</b>	<b>195,383.20</b>	<b>-102,122.52</b>	<b>47.73%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	5,802.44	12,088.96	-6,286.52	48.0%
Medical	1,357.01	2,882.08	-1,525.07	47.08%
<b>Total P9030.800 SS / Med</b>	<b>7,159.45</b>	<b>14,971.04</b>	<b>-7,811.59</b>	<b>47.82%</b>
<b>Total Payroll Taxes</b>	<b>7,159.45</b>	<b>14,971.04</b>	<b>-7,811.59</b>	<b>47.82%</b>
<b>Total Expense</b>	<b>206,845.03</b>	<b>426,929.24</b>	<b>-220,084.21</b>	<b>48.45%</b>
<b>Net Ordinary Income</b>	<b>224,610.42</b>	<b>0.00</b>	<b>224,610.42</b>	<b>100.0%</b>
<b>Net Income</b>	<b>224,610.42</b>	<b>0.00</b>	<b>224,610.42</b>	<b>100.0%</b>

FY 2020-2021  
 Fallsburg Library  
 Budget Amendments  
 Board of Trustees Monthly Meeting  
 February 25, 2021

**Increase**

**Increase**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Rev. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.492	PILOT	\$1,588.59	P2770.80	PILOT	\$1,588.59
	<b>Total Increase</b>	<b>\$1,588.59</b>		<b>Total Increase</b>	<b>\$1,588.59</b>

Director's Report  
February 23, 2021

As you all know from the email I had sent a couple weeks ago, the Annual Report was completed and submitted to RCLS, the only thing left to do is for you all to pass the resolution approving it. While we're on the topic of the Annual Report – if you guys can please keep track of any workshops/trainings that you do this year – writing down the date and title of whatever you attend, that will help significantly next year in completing the annual report. There are state regulations coming out (if they aren't out already, which I'm not sure about) that is going to require all trustees to complete annual trainings.

To keep you guys up to date on what's happening at a system level – RCLS and our Central Library (Newburgh) have experienced significant cuts in State Aid thus far. So far the direct impacts on individual libraries hasn't really been felt yet, but it's looking as though some of our e-content may be impacted in the near future. Right now, through OverDrive, patrons have access to numerous e-magazines which is paid for by our Central Library through the state aid they receive. Since they have experienced significant cuts – and the cost for the e-magazines is set to almost double in June we could either lose access to the e-magazines OR a new e-pool may be created so all the member libraries in RCLS contribute funds to pay for the e-magazines, much like we have an e-pool for Consumer Reports database and to help fund OverDrive e-book purchases at a system level. The reason I mention this, is because we are likely going to be shifting money around in our budget lines to take from physical sources and apply to e-resources.

While we're on the topic of e-resources, I have revisited looking into Kanopy for our patrons. Kanopy is a video streaming service in which Fallsburg Library patrons would be able to stream various movies, documentaries, 'Great Courses' titles, and children's content at no cost to them. The Library pays a per circ cost, but we are able to place limits – such as only 2 checkouts per person/per month or no more than \$200/month (these are just numbers that I'm throwing out to give you an idea). I had looked into streaming services pre-pandemic but determined that the cost didn't seem to be justified as OverDrive was only being used by a small handful of patrons. The pandemic has driven up the number of patrons using OverDrive, and I have received a few different requests for Kanopy, so it looks like we will be going this route. To cover the costs of Kanopy, we'll

likely move money out of our Movies/DVD budget line into our e-content line – we’re nowhere near the amount that we budgeted for, for movies, as the pandemic has had a significant impact on what is released on DVD monthly as it is.

I have started the preliminary process of working on our budget for FY2021-2022. With it we’ll have to pass an updated Pay Grades/Salary scale document – which will look a little different since the state has not released what minimum wage will be increasing to at the end of this year. I’ll have that document ready for March’s meeting and will be in touch with the budget committee to review the budget early next month as well – likely within the next 2 weeks.

I’m expecting the March meeting to be a heavier agenda than we normally have – all of the snow this month has really backed up some of the various things I was trying to have completed for this meeting, so they’ll be pushed off to next month as well.

Things are still status quo as far as curbside services and in building appointments. Hopefully as more people get vaccinated and the weather starts to break, we’ll be able to increase our services in some capacity, but for now we’re still at 30 minute appointments in the building per person/per day and doors are kept locked unless we have someone in the building.

Respectfully submitted,  
Kelly



# Fallsburg Library

Long Range Plan  
FY2016 – FY2021

## **Our Mission Statement:**

“The mission of the Fallsburg Library is to provide materials and services for community residents of all ages for personal enrichment, enjoyment, and educational needs. The educational needs of elementary and secondary students will be supported and programs developed to stimulate children’s interests and appreciation for reading and learning.”

## **Introduction:**

During fiscal years 2016-2021 (with the fiscal year beginning July 1<sup>st</sup> of each year), the Fallsburg Library will focus on four service goals to best meet the needs and interests of our community members. Each goal was established based on community feedback from surveys conducted during the 2014 fiscal year, as well as programming surveys conducted during the 2015 fiscal year. The four service goal areas are:

- Library Value/Community Building
- Collection and Technological Services
- Library Programming
- Hours of Operation

For each goal, we have identified objectives and resources as needed.

### Goal 1: Library Value/Community Building

- Build new partnerships and strengthen current partnerships with other community organizations (such as Fallsburg Central School District, Town of Fallsburg, Boys & Girls Club, etc.).  
Timeline: End of FY2021.
- Increase awareness and participation in annual budget vote and trustee election. Timeline: End of FY2021.
- Increase the positive perception of the library by publicizing and showcasing the resources and services offered by the library. Timeline: End of FY2021.

### Resources Needed:

- Dedicated and committed trustees, staff, and Friends.
- Developing and enhancing established community partnerships
- Effective utilization of marketing resources including website, social media outlets, and local newspapers.

### Goal 2: Collection and Technological Services

- Offer one-on-one training sessions for computer applications (email, Google Drive, etc.) and other digital literacy needs. Timeline: End of FY2021.
- Provide a safe and welcoming environment for learning new technologies, such as 3D printers, tablets, smart phones, etc. Timeline: End of FY2021.
- Make community aware of materials available through the library, including new movies, books, e-books, and databases users can access from home. Timeline: Ongoing.
- Allow staff time and resources to maintain (weeding, purchasing, inventory of) the collection to meet and adapt to the changing needs of our community and patrons. Timeline: Ongoing.

#### Resources Needed:

- Continue to allocate adequate money in the budget to allow for staff development and training, especially for new technologies.
- Continue to allocate adequate money in the budget for acquisition of new materials for the collection to meet community wants/needs.
- Dedicated trustees, staff, and Friends who can inform community of resources available through the library.

#### Goal 3: Library Programming

- Provide expanded programs for all ages and promote diversity. Timeline: End of FY2021.
- Offer more “Life Skills” programming such as cooking classes, and “how to” classes. Timeline: End of FY2021.
- Promote programming through a variety of means including flyers, traditional and social media, website, and personal contacts to ensure community awareness.
- Strengthen services and programming to young adults ages 13-19. Timeline: End of FY2021.

#### Resources Needed:

- Partner with local community organizations to promote programs offered.
- Continued support for staff training and development.

#### Goal 4: Hours of Operation

- Evaluate expanding hours to include opening earlier and more evening hours during the week. Timeline: End of FY2021
- Evaluate days of week that library is currently open to determine if changes should be made to better accommodate community members without opening 7 days a week as community voiced concerns about being open 7 days a week. Timeline: End of FY2021
- Evaluate hours of operation for children and teen programming to accommodate working families. Timeline: End of FY2021

#### Resources Needed:

- Adequate budgeting for extra hours
- Adequate staffing of the building to accommodate extra hours
- Continued community and patron input