

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980

Wednesday, November 14, 2018
6:30 pm, Kennedy Room

AGENDA

I. Call to Order

II. Adoption of Minutes: Regular Meeting, October 17, 2018

III. Public Comment

IV. Friends of the Library

V. Finance - Narrative Report (J Mahoney) *(Revised)*
*Approval of Addendum to adjust Budget lines in excess of budget **
Approval of Disbursements. Month ending October 31, 2018 *
Financial Reports for October 2018 *

VI. Reports

A. Director' Report, – October 16, 2018 – November 12, 2018

B. Board Committees

1. Building & Capital Projects (J Lima)
2. Finance & Budget (Rebecca Sanders).
3. Policy (J Lima)
4. Planning (C Mandara)
5. Technology (T Needleman)

VII. Old Business Real property report (61 East Main)

VIII. New Business

IX. Announcements

X. Executive Session *

XI. Adjournment *

**=motion required*

Next Scheduled Meeting:

Wednesday, December 19, 2018 6:30 pm

11.12.18

**Rose Memorial Library Association
79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees
Meeting Minutes for October 17, 2018
Kennedy Room**

Attendees: (7) Jennifer Lima, Theodore Needleman, Rebecca Sanders, Christina Mandara, Terri Marsico, Michelle Rinaldi; Dorothy Flora. Not Present (0) James Mahoney (Director)

I. Call to Order by J. Lima at 6:34 PM

II. Adoption of Minutes:

Motion made to accept the minutes from September 2018 regular board meeting with corrections by T. Marsico 1st and T. Needleman 2nd : All. Motion passed.

III. Public Comment – None

IV. Friends of the Library - None

V. Finance - Board reviewed:

Narrative Report (J Mahoney)

Financial Reports September 2018

Disbursements for Month ending September 30, 2018

1. The Board approved the Financial Statements and Disbursements for September 2018. Motion made by T. Needleman and 2d by C. Mandara, unanimously approved.
2. Director received school district check for \$200,000 for our operating budget
3. Director to reimburse the Library budget from the Friends account to offset expenditures for Harry Potter Event.

VI. Reports

A. Director' Report January – September 2018

1. Motion to accept Budget increases YTD 2018 (see Addendum) Motion made by C. Mandara, 1st, T. Marsico 2nd, All Motion passed.
2. Motion to accept disbursements for September 2018. Motion made by T. Marsico 1st, C. Mandara 2nd, All Motion Passed
3. Motion to instruct bookkeeper Laura Grisar to present summary line reports in Cash Disbursements & Financial Statements on website. Motion made by M. Rinaldi 1st, T. Needleman 2nd, All Motion Passed.
4. Motion made to accept RCLS budget for 2019. Motion made by T. Marsico 1st, J. Lima 2nd, All Motion Passed.

B. Board Committees

1. Building & Capitol Projects (J. Lima)
 - a. Sale of property at 61 Main Street on Hold for now.
2. Finance & Budget (R. Sanders)
3. Policy (J. Lima) - None
4. Planning (C. Mandara) – Brief discussion on possible programs of bus trips
5. Technology - T. Needleman –

VII. Old Business - None

VIII. New Business – Town Council to vote on Final 2019 Town Budget probably on October 23rd, including an increase to Rose Memorial Library budget.

IX. Announcements - None

X. Executive Session - None

XI. Adjournment


Motion made to adjourn the regular meeting at 7:50 pm by M. Rinaldi, 1st and T. Needleman 2nd; All Motion passed.

Next scheduled meeting Wednesday November 14, 2018



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STATEMENT OF ACCOUNT

000059937 01 AV 2 470 20120104011021850711 0007 07 05
 FRIENDS OF THE ROSE MEMORIAL LIBRARY
 79 E MAIN STREET
 STONY POINT NY 10980



Page: 1 of 2
Statement Period: Oct 01 2018-Oct 31 2018
Cust Ref #: 4
Primary Account #: 1157



TD Business Simple Checking

FRIENDS OF THE ROSE MEMORIAL LIBRARY

Account #

ACCOUNT SUMMARY

Beginning Balance	2,669.08	Average Collected Balance	2,669.08
		Interest Earned This Period	0.00
Service Charges	12.00	Interest Paid Year-to-Date	0.00
Ending Balance	2,657.08	Annual Percentage Yield Earned	0.00%
		Days in Period	31

DAILY ACCOUNT ACTIVITY

Service Charges

Service Charges		AMOUNT
POSTING DATE	DESCRIPTION	
10/31	MAINTENANCE FEE	10.00
10/31	PAPER STATEMENT FEE	2.00
	Subtotal:	12.00

DAILY BALANCE SUMMARY

DAILY BALANCE SUMMARY			
DATE	BALANCE	DATE	BALANCE
09/30	2,669.08	10/31	2,657.08

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

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Rose Memorial Library

Financial Report

For Board Meeting November 14, 2018

The financial reports for this month reflect income and expenses as of October 31, 2018. As of October 31st we had \$217,300.70 left in the TD Bank Operating account.

We had income of \$203,301 in October and expenses of \$59,105

The **Merrill Lynch** Accounts had a value of \$447,829 as of October 31st, 2018.

Our bookkeeper, Laura Grisar has prepared a more comprehensive *Addendum to Cash Receipt Disbursements Report* than I had presented last month and has brought this up through October 31st.

The total adjustment to the 2018 Budget is an increase of \$15,629. This includes what was approved last month (\$10,613) plus another \$ 5,016. None of the Addendum figures are reflected in the YTD Profit & Loss Report for Oct 31, 2018, which still shows the original budget amounts. Absent from the P&L is also the Budget Income line of \$ 41,268 for Fund Balance Appropriation, which would help balance the budget. Budget adjustments will be addressed again at the January 2019 Meeting, once the income and expenses have been finalized.

I have deposited a check for \$2,100 from the Friends of the Library to offset expenses on the budget line for Advertising and Promotion for the Harry Potter Birthday Festival in July. This leaves about \$550.00 in that account.

James Mahoney
Library Director

11.12.18

ADDENDUM TO CASH RECEIPTS DISBURSEMENTS REPORT

January 1, 2018 - December 31, 2018

As of October 31, 2018

Budget Line/ Description	Jan-Oct 31	Budget	\$ Over Budget	Increase	Revised Budget
4038 Rental Income Increase never applied	\$ 12,250	\$ 15,300		\$ (600)	\$ 14,700
6007 Office Postage	\$ 1,912	\$ 1,500	\$ 412	\$ 412	\$ 1,912
6008 Accounting & Prof Fees 403B Mgt fee \$1000	\$ 1,792	\$ 600	\$ 1,192	\$ 1,192	\$ 1,792
6018 Insurance Claim Deduction \$2500	\$ 7,692	\$ 4,850	\$ 2,842	\$ 2,842	\$ 7,692
6028 Sewer Taxes	\$ 1,307	\$ 1,300	\$ 7	\$ 7	\$ 1,307
6031 Internet Access	\$ 2,041	\$ 1,629	\$ 412	\$ 412	\$ 2,041
6032 Ansernet Service Fee	\$ 11,654	\$ 10,055	\$ 1,599	\$ 1,599	\$ 11,654
6045 Advertising & Promo Harry Potter Festival Will apply reimbursement	\$ 3,356	\$ 500	\$ 2,856	\$ 2,856	\$ 3,356
6046 Movie Licensing Contract	\$ 485	\$ 465	\$ 20	\$ 20	\$ 485
6050 RCLS Service Fee	\$ 1,748	\$ 1,350	\$ 398	\$ 398	\$ 1,748
6051 Computer Tech Support Overhaul of equipment/new vendor	\$ 8,550	\$ 3,800	\$ 4,750	\$ 4,750	\$ 8,550
6053 Website Hosting Fee	\$ 520	\$ 360	\$ 160	\$ 160	\$ 520
6125 Serials	\$ 3,864	\$ 3,485	\$ 379	\$ 379	\$ 3,864
6200 Programs	\$ 11,300	\$ 10,750	\$ 550	\$ 550	\$ 11,300
6300 Supplies	\$ 10,464	\$ 10,000	\$ 464	\$ 464	\$ 10,464
				\$ 15,629	\$ 64,773

Rose Memorial Library Association

Profit & Loss

October 2018

Oct 18

Ordinary Income/Expense

Income

4000 · Tax Levy	200,000
4014 · Fundraising Income - Appeal	152
4015 · Investment Income	1,062
4016 · Gifts and Donations	151
4031 · Library Charges	289
4032 · Other Income	422
4038 · Rental Income - 61 E. Main	1,225

Total Income 203,301

Gross Profit 203,301

Expense

6001 · Salaries	40,810
6002 · Benefits	3,216
6007 · Office Postage	215
6009 · Legal	500
6010 · Repairs and Maintenance	1,316
6011 · Health Insurance Premiums Paid	1,338
6015 · Telecommunications	120
6017 · Utilities	670
6019 · Dues/Fees	73
6031 · Internet Access	136
6032 · Ansernet Service Fee	2,914
6035 · Newsletters	296
6043 · Retirement 403B	0
6051 · Computer Technical Support	1,425
6101 · Capital Expenditures	4,166
6125 · Serials	10
6200 · Programs	350
6300 · Supplies	1,550

Total Expense 59,105

Net Ordinary Income 144,196

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income 144,196

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through October 2018

	Jan - Oct 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Tax Levy	200,000	200,000	0	100%
4001 · Local Public Funds	255,000	255,000	0	100%
4010 · LLSWA State Aid	3,973	4,370	(397)	91%
4011 · Grants & Aid	1,000	1,000	0	100%
4014 · Fundraising Income - Appeal	8,761	10,000	(1,239)	88%
4015 · Investment Income	23,130	24,900	(1,770)	93%
4016 · Gifts and Donations	541			
4018 · Friends - Income	15	600	(585)	3%
4031 · Library Charges	5,237	8,000	(2,763)	65%
4032 · Other Income	4,042	2,000	2,042	202%
4038 · Rental Income - 61 E. Main	12,250	15,300	(3,050)	80%
Total Income	513,949	521,170	(7,221)	99%
Gross Profit	513,949	521,170	(7,221)	99%
Expense				
6001 · Salaries	291,371	359,985	(68,614)	81%
6002 · Benefits	31,686	33,764	(2,078)	94%
6007 · Office Postage	1,912	1,500	412	127%
6008 · Accounting & Other Prof Fees	1,792	600	1,192	299%
6009 · Legal	1,938	2,100	(162)	92%
6010 · Repairs and Maintenance	19,419	21,576	(2,157)	90%
6011 · Health Insurance Premiums Paid	18,241	29,000	(10,759)	63%
6015 · Telecommunications	1,795	2,858	(1,063)	63%
6017 · Utilities	8,020	9,100	(1,080)	88%
6018 · Insurance	7,692	4,850	2,842	159%
6019 · Dues/Fees	1,705	2,165	(460)	79%
6028 · Sewer Taxes	1,307	1,300	7	101%
6031 · Internet Access	2,041	1,629	412	125%
6032 · Ansernet Service Fee	11,654	10,055	1,599	116%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	6,901	8,000	(1,099)	86%
6036 · Fundraising	444	2,650	(2,206)	17%
6043 · Retirement 403B	0			
6045 · Advertising and Promotion	3,356	500	2,856	671%
6046 · Movie Licensing Contract	485	465	20	104%
6050 · RCLS Service Fee	1,748	1,350	398	129%
6051 · Computer Technical Support	8,550	3,800	4,750	225%
6053 · Website Hosting Fee	520	360	160	144%
6101 · Capital Expenditures	39,782	40,071	(289)	99%
6125 · Serials	3,864	3,485	379	111%
6200 · Programs	11,300	10,750	550	105%
6300 · Supplies	10,464	10,000	464	105%
Total Expense	487,987	563,438	(75,451)	87%

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through October 2018

	<u>Jan - Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	25,962	(42,268)	68,230	(61%)
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>25,962</u>	<u>(42,268)</u>	<u>68,230</u>	<u>(61%)</u>

Cash Balances:	<u>01-Jan-18</u>	<u>31-Oct-18</u>
Operating Acct - TD Bank	\$88,659.22	\$217,300.70
Payroll Acct - TD Bank	\$99.43	\$43.40
Savings Acct - TD Bank	\$8,288.07	\$8,291.52
Bank CDs - Future Fund	\$0.00	\$0.00
Bank CDs - Other	\$0.00	\$0.00
Petty Cash	\$25.87	\$77.07
Merrill Lynch Cash Acct	\$65,396.33	\$2,554.84
Merrill Lynch Certificates of Deposit	\$0.00	\$0.00
Merrill Lynch Municipal Bonds	\$316,101.92	\$282,101.92
Merrill Lynch Premiums/Discounts	-\$862.81	\$93.56
Merrill Lynch Cash Acct - Future Fund	\$44,104.63	\$76,169.07
Merrill Lynch Municipal Bonds - Future F	\$125,669.20	\$85,669.20
Merrill Lynch Premiums/Discounts - Futu	\$0.00	\$1,240.40
	<u>\$647,481.86</u>	<u>\$673,541.68</u>

**Rose Memorial Library
Library Director's Report
October 11, 2018 – November 12, 2018**

**For Board Meeting November 14, 2018
By James Mahoney, Library Director**

General Overview -

In this period I concentrated on getting a handle on the back-up of paperwork in my desk area, and organizing files for storage and office cabinets.

Personnel –

Building: The new Book Drop has finally received a proper interior cart and Bruce Pollock graciously came by (from Pennsylvania) this past Saturday and made all the adjustments necessary to make the unit level and secure. Many thanks, Bruce.

Technology:

RCLS:

NYLA Convention Report

Last Wednesday I drove to Rochester, NY for the New York Library Association's Annual Conference. This year's theme was "Making a Difference...Together". I did not attend the Conference last year due to my surgery in August, but I was pleasantly surprised at this year's offerings. I heard several casual remarks from attendees who said that they thought this was the best conference in years. I was so enthused by what I heard, that I changed my schedule to include Saturday morning for two sessions that looked very promising, and indeed they were. I purposely chose sessions that were focused on current trends, technology and engaging with the public using new services:

“Branding Your Library to Achieve Success”

“Engaging Your Community” Connecting with various constituencies.

“Creating Dynamic Programming Through Community Partnerships”

Personal Conference with Jerry Nichols, Palmer School of Library & Information Science, LIU, and co-editor of the *Handbook for Library Trustees of New York State*.

“From Futuring to Innovation” Explore trends, connect those trends to professional values, and propose a positive future of innovation for libraries.

“Libraries Fostering Entrepreneurship Through Technology” Use Makerspace services to meet the needs of the modern-day user.

“Libraries Supporting Local Businesses and Entrepreneurs” Information services, programming, special events, marketing and outreach.

I will have more to say about the Conference at the Board Meeting and will also make a written report.

Appointments/Meetings

Saturday, October 13th Trustee gathering at Dora Flora and husband's home

Wednesday, October 17th Library Board Meeting, RMLA

Thursday, October 18th LARC Board Meeting, New City Library

(Library Association of Rockland County)

Wednesday, October 24th, Conference with Christina Mandara

Friday, October 26th, Off – Funeral in Latham, NY for Stephen Hoefer's mother

Wednesday, November 7th thru Saturday, November 10th (Rochester, NY) New York Library Association (NYLA) Convention

**Adult Services Report
November 2018
Oscar Chrin, Adult Services Librarian**

Our Food for Fines drive has begun and this year we partnered with Eat Smart NY and their Nourish Your Neighbor healthy food drive initiative. This allowed us to provide extra incentive for patrons to donate and now every donor gets a free grocery tote bag provided by ESNY. The drive runs through Sunday, November 18th and I will be taking the donations to the North Rockland Food Pantry the Monday after.

I attended an all day "Adult Mental Health First Aid" training at the New City Library last Wednesday (11/7). This training provided helpful information about different mental health issues (e.g. depression, substance abuse) and how to handle various scenarios that could arise because of them. They also provided a fairly comprehensive list of resources within Rockland (e.g. support groups, crisis counseling services). I have the text from the course and the resource list at my desk, should anyone ever need to reference it.

I also attended the Reference special interest group meeting at SENYLRC. A wide variety of topics were discussed including customer service, patron privacy, branding/promotion, outreach, and sustainability of reference (and libraries in general) and ways libraries are working to stay relevant.

**Head of Youth Services
November 2018
Susan Babcock**

As a participant of the workshop "Transforming Preschool Storytime" I was eligible to apply for a small grant of \$300 to purchase items to help transform story times and in some way enhance early literacy in our programs. We were awarded the grant and purchased a variety of items including new flannel board sets, a storytelling glove & storytelling sets, alphabet magnets, puzzles and soft alphabet blocks. We began using the items in our programs and many parents have commented positively about the materials. They have been a great addition.

At the end of October we hosted a Teen Pumpkin Carving program and had 6 teens attend. Many had never carved a pumpkin on their own. We provided all the materials including the pumpkins and the teens had a great time. Many carved more than one design on their pumpkin. They spent 2 hours working on them and took them home after.

Rose Memorial Library Statistics

	October 2018	YTD 2018	October 2017	YTD 2017
Circulation:	4571	41018	4179	39595
Inter Library Loan				
- Borrowed	803	7011	884	8090
- Loaned	885	7636	832	7309
Registered Users	5658	N/A	5714	N/A
Reference Transactions				
- Adult	566	4674	548	3857
- Children's	206	1157	0	0
Library Visitors	2758	31760	3779	32740
Public Computer Sessions	139	1402	335	2505
Web Analytics				
- Visitors	636	6797	704	8336
-Number of Visits	1392	14454	1412	15433
- Page Visits	2301	25117	2275	25841

	October 2018		October 2017	
Programs: (Breakdown attached)	# of Programs	Attendance	# of Programs	Attendance
- Adult	11	119	17	77
- Young Adult	2	10	4	9
- Children's	29	422	41	625

	October 2018	YTD 2018	October 2017	YTD 2017
Adult Collection				
Fiction Books	484	4782	452	4838
New Fiction	27	301	49	382
Express Books	382	3746	406	4015
Large Print Books	257	2140	174	1945
Non Fiction Books	190	2022	243	2547
Total Adult Books	1340	12991	1324	13727
CD/Audio	135	1484	159	1467
DVD	629	6700	759	7147
Misc.	8	44	4	63
Periodicals	76	857	95	649
TOTAL ADULT CIRC	2188	22076	2341	23053
Juvenile Collection				
Fiction Books	1741	12537	1146	10223
Non-Fiction Books	155	1409	191	1292
Express Books	2	6	0	3
Total Juv Books	1898	13952	1337	11518
CD/Audio	8	101	3	91
DVD	252	2503	219	2944
Misc.	0	0	0	0
Periodicals	2	55	16	53
TOTAL Juvenile Circ	2160	16611	1575	14606
YA Collection				
Fiction Books	55	561	54	529
Non-Fiction Books	14	146	15	155
Express Books	1	1	0	1
CD/Audio	2	12	1	12
DVD	8	41	2	14
TOTAL YA Circ	80	761	72	711
Graphic Books	124	1253	150	794
Games	19	317	41	431
GRAND TOTAL	4571	41018	4179	39595
All Books	3432	28904	2880	26724
All AV	1034	10841	1143	11675
Periodicals	78	912	111	702
Games	19	317	41	431
Misc	8	44	4	63
	4571	41018	4179	39595

Date	Children's	Attendance
1-Oct	Rhymes, Bounce & Giggle	13
2-Oct	Preschool Storytime 10:30 am	30
2-Oct	preschool Storytime 1:30 pm	8
4-Oct	Walk & Wiggle	8
4-Oct	Toddler Storytime	21
5-Oct	Spooktacular Lego Building Preschool 10:30am	11
5-Oct	Spooktacular Lego Building Preschool 1:30pm	7
8-Oct	Rhymes, Bounce & Giggle	12
8-Oct	Spooktacular Lego Building ages 5& up	29
9-Oct	Preschool Storytime 10:30 am	17
9-Oct	Preschool Storytime 1:30 pm	5
10-Oct	Not So Spooky Preschool Film and Coloring 10:30am	9
10-Oct	Not so Spooky Preschool Film and Coloring 1:30pm	5
11-Oct	Walk & Wiggle	14
11-Oct	Toddler Storytime	20
15-Oct	Rhymes, Bounce & Giggle	15
16-Oct	Preschool Storytime 10:30 am	18
16-Oct	Preschool Storytime 1:30 pm	7
17-Oct	Paws for a Cause	Cancelled
18-Oct	Walk & Wiggle	6
18-Oct	Toddler Storytime	23
19-Oct	Goosebumps	19
20-Oct	Family Storytime	3
22-Oct	Silly Songs with Mr. Kurt	43
23-Oct	Halloween Craft	18
24-Oct	Fun with Play Dough 10:30 am	16
24-Oct	Fun with Play Dough 1:30pm	9
30-Oct	Film & Pumpkin Decorating 10:30 am	20
30-Oct	Film & Pumpkin Decorating 1:30pm	16
	29 Programs	422

Date	Teen	Attendance
10-Oct	TAG Meeting	4
26-Oct	Pumpkin carving	6
	2 programs	10

Date	Adult	Attendance
4-Oct	Chair Yoga	12
9-Oct	College Financial Aid 101	8
11-Oct	Chair Yoga	11
11-Oct	Rockland Recycles	Cancelled
12-Oct	Defensive Driving	36
15-Oct	Hudson Valley Historic Haunts	17
18-Oct	Chair Yoga	9
23-Oct	Cooking Demonstration: Garde Manger	5
24-Oct	Tabletop Game Night	3
25-Oct	Chair Yoga	14
27-Oct	Saturday Matinee	4
	11 programs	119