

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, February 19, 2020

AGENDA

- I. Call to Order
- II. Adoption of Minutes
Regular Meeting, January 15, 2020 *
- III. Public Comments
- IV. (Election of Trustees to fill vacancies?_)
 - One Three-year term (exp. end of 2022)* (Mandara)
 - a. One One-Year term (exp. end of 2020)* (Flora)
- V. Finance –
 - a. Narrative Report (Director)
 - b. Approval of Disbursements. Month ending January 31, 2020 *
 - c. Financial Reports for January 2020 *
- VI. Reports
 - a. Director's Report, January 14 2020 – February 14, 2020
 - b. Action Items December - January - February
 - c. Board Committees
 - Marketing & Fundraising
 - Facilities & Capital Projects - Repair of exterior rear railing *
 - Finance & Budget –*
 - Policy - Financial Procedures – Draft in process
 - Technology: Gift of Computers (Report)
- VII Old Business
 - a. Appointment of an Audit Committee continued
 - b. Progress of sale of 61 East Main St Property:
Buyer suggests a revision of the contract
- VIII. New Business
 - A. Report of annual report on NYS Library
 - B. Appointment of *ad hoc* Long Range Planning Committee
 - C. Conversion of 403b to library-contributing form
- X Executive Session *
- XI Announcements
- XI Adjournment*

Next Scheduled Meeting March 18 2020 at 6:30 pm

*=*motion required*

19.
2.19.2020
7

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

Regular Meeting of the Board of Trustees

Wednesday, January 15, 2020

Attendees: James Brooks, Terry Marsico, Theodore Needleman
Amanda Pagan-Glass, Rebecca Sanders (5/7)
There are two trustee vacancies. James Mahoney (Director)

I. Call to Order 6:30 pm by J. Brooks,

II. Adoption of Minutes: for Regular Meeting, December 18, 2019

Motion to accept by Mr. Needleman, 2nd by Mr. Brooks, unanimously approved

III. Public Comment – None

IV. Finance:

- a. Narrative Report (none)
- b. Approval of Disbursements and Financial Reports for the month ending December 31, 2019.
Discussion was held regarding the expenses for the year on line 6010 (Repairs and Maintenance) to be reported back

Motion by Mr. Needleman 2d by Mr Brooks, to accept the monthly disbursements and reports. Unanimously approved.

V. Reports

- a. Director's Report was accepted.
- b. Action Items - none

A. Board Committees

- A. a Marketing & Capital Projects -
- B. Facilities & Capital Projects –
- C. Finance & Budget - Investments and Investment Policy being revised-
- D. Policy- Financial Procedures - draft in progress
- E. Technology Tech Grant (Ted Needleman)
- F. Events in 2020 to be described in January meeting
- G. Planning - March 15th Event Kick-off

VI. Old Business

- a. **Progress of 2018 Audit** (Bernard & Associates) – completed: An Audit Committee consisting of Rebecca, Ted, and James Brooks, was appointed to the review the Audit completed by Berard and Associates for 2018 and report back to the Board with comments and recommendations. There are two parts to the report: “Financial Statements for the Year Ending December 31, 2018 and 2017” and “Reports to the Board December 31, 2018”
- b. **Progress of sale of 61 East Main St.** – Mr. Melita upon advice of this attorney, has presented a revised all cash offer, without any labor on his part for Library renovations. He has 60 days to complete due diligence items. Mr Brooks made a motion:

to accept the revised offer by Michael Melita to purchase the property at 61 East Main St, for \$210,000. Ms Sanders 2d the motion. Mr Brooks, Ms Pagan-Glass, Ms Sanders and Mr. Needleman (4) voted in favor of the motion and Mr. Marsico cast a negative vote. The Result was 4-1(7) and so the motion carried.

c. 2020 Operating Budget (Revised)

Upon motion by Mr. Needleman and 2d by Mr. Marsico, the board unanimously approved the general 2020 increase of staff compensation to 1.6%, and thus the Complete 2020 Library Operating Budget was raised to \$ 566,848.

VII. New Business

a. Election of Officers of the Board

By consensus, the following nominations were presented: for President: James Brooks; for Vice President: Amanda Pagan-Glass; for Secretary: Terry Marsico; for Treasurer: Rebecca Sanders. The candidates were unanimously elected to their respective offices for the year 2020. (5/7)

b. Approval of bid for Chimney Repair: Upon motion by Mr Brooks and 2nd by Ms Sanders the Board unanimously approved the bid of \$2,500 from All-American Masonry and Stamped Concrete of Stony Point, take down and rebuild the top six courses of the main chimney. (5/7)

c. Fund Raising: Discussion on the need for addition fundraising: strong support for a semi-annual approach to the 'Annual Appeal' making it a July and December event.

VIII. Executive Session None

IX. Announcements - None

X.I Adjournment: Motion to adjourn at 8 pm. All

Submitted by James Mahoney
Library Director

Next meeting February 19, 2020 at 6:30 pm

FINANCIAL NARRATIVE

For Board Meeting February 19, 2020

The financial reports for this month reflect income and expenses as of January 31, 2020. As of that date we had \$ **52,624.47** on deposit in our TD Bank operating account.

We had income of \$ 6,088 in January and expenses of \$ 53,201

The **Merrill** investment accounts had a value of \$ 476,621 as of Jan 31, 2020

There were two payrolls in January (transfers of 29,300)

The largest expenditures were for: Lynch's (\$1,000); monthly staff Health Insurance January (\$1,585) + Feb \$1,585; Berard & Assoc for final payment on 2018 audit (\$5,519) the prior payments were in 2019, and the final payment was delayed until 2020 requiring a budget amendment; Standard Security Ins, for annual Worker's Comp Insurance \$1,498; All American Masonry for Chimney Repair \$2,500; Ramapo Catskill Library System for 1Q ANSER fees and Telecom \$3,578. Sewer taxes and rental income at 61 East Main property were not expected at budget time and will also require a budget amendment. There are two movie-licensing contracts and one is now paid for the year. Supplies included shredding of old records, new letterhead and the staff/trustee gathering. ANSER fees paid quarterly

02/17/20


Library Director

4:10 PM

02/12/20

Cash Basis

Rose Memorial Library Association

Profit & Loss

January 2020

	Jan 20
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	1,290
4015 · Investment Income	3,095
4016 · Gifts and Donations	32
4031 · Library Charges	224
4032 · Other Income	222
4038 · Rental Income - 61 E. Main	1,225
Total Income	6,088
Gross Profit	6,088
Expense	
6001 · Salaries	27,187
6002 · Benefits	4,004
6007 · Office Postage	460
6008 · Accounting & Other Prof Fees	5,519
6009 · Legal	613
6010 · Repairs and Maintenance	4,208
6011 · Health Insurance Premiums Paid	3,092
6015 · Telecommunications	226
6017 · Utilities	1,533
6019 · Dues/Fees	152
6028 · Sewer Taxes	1,456
6031 · Internet Access	286
6032 · Ansernet Service Fee	3,578
6036 · Fundraising	538
6043 · Retirement 403B	0
6046 · Movie Licensing Contract	387
6101 · Capital Expenditures	
6100 · Books	848
6150 · AV	1,647
Total 6101 · Capital Expenditures	2,495
6125 · Serials	100
6200 · Programs	725
6300 · Supplies	2,732
Total Expense	59,289
Net Ordinary Income	(53,201)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(53,201)

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January 2020

\$.33 / one month

	Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	0	295,000	(295,000)	0%
4010 · LLSWA State Aid	0	4,400	(4,400)	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	1,290	9,250	(7,960)	14%
4015 · Investment Income	3,095	20,000	(16,905)	15%
4016 · Gifts and Donations	32	0	32	100%
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	224	4,000	(3,776)	6%
4032 · Other Income	222	3,900	(3,678)	6%
4038 · Rental Income - 61 E. Main	1,225	0	1,225	100%
Total Income	6,088	537,750	(531,662)	1%
Gross Profit	6,088	537,750	(531,662)	1%
Expense				
6001 · Salaries	27,187	351,833	(324,646)	8%
6002 · Benefits	4,004	34,809	(30,805)	12%
6007 · Office Postage	460	2,000	(1,540)	23%
6008 · Accounting & Other Prof Fees	5,519	1,350	4,169	409%
6009 · Legal	613	6,100	(5,487)	10%
6010 · Repairs and Maintenance	4,208	20,069	(15,861)	21%
6011 · Health Insurance Premiums Pa	3,092	23,342	(20,250)	13%
6015 · Telecommunications	226	3,044	(2,818)	7%
6017 · Utilities	1,533	8,650	(7,117)	18%
6018 · Insurance	0	6,174	(6,174)	0%
6019 · Dues/Fees	152	1,815	(1,663)	8%
6028 · Sewer Taxes	1,456	700	756	208%
6031 · Internet Access	286	1,618	(1,332)	18%
6032 · Ansernet Service Fee	3,578	12,039	(8,461)	30%
6034 · Software Licensing Fees	0	1,760	(1,760)	0%
6035 · Newsletters	0	7,375	(7,375)	0%
6036 · Fundraising	538	2,950	(2,412)	18%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	0	4,300	(4,300)	0%
6046 · Movie Licensing Contract	387	565	(178)	68%
6050 · RCLS Service Fee	0	2,195	(2,195)	0%
6051 · Computer Technical Support	0	3,000	(3,000)	0%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	0	600	(600)	0%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purcl	0	2,700	(2,700)	0%
6100 · Books	848	27,050	(26,202)	3%
6150 · AV	1,647	14,301	(12,654)	12%
Total 6101 · Capital Expenditures	2,495	44,051	(41,556)	6%
6125 · Serials	100	4,234	(4,134)	2%
6200 · Programs	725	10,500	(9,775)	7%
6300 · Supplies	2,732	11,275	(8,543)	24%
Total Expense	59,291	566,848	(507,557)	
Net Ordinary Income	(53,203)	(29,098)	(24,105)	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(53,203)	(29,098)	(24,105)	183%

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January 2020

Jan 20	Budget	\$ Over Budget	% of Budget
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Cash Balances:	1/1/2020	1/31/2020
Operating Acct - TD Bank	108,931.84	52,624.47
Payroll Acct -TD Bank	45.32	98.96
Savings Acct - TD Bank	7,497.25	7,497.57
Bank CDs - Future Fund	0.00	0.00
Bank CDs - Other	0.00	0.00
Petty Cash	97.01	84.00
Merrill Lynch Cash Acct	2,344.57	49,384.72
Merrill Lynch Certificates of Deposit	45,000.00	0.00
Merri	258,263.03	258,263.03
Merrill Lynch Premiums/Discounts	93.56	93.56
Merrill Lynch Cash Acct - Future Fund	1,604.68	2,629.81
Merrill Lynch Municipal Bonds - Future Fu	160,669.20	160,669.20
Merrill Lynch Premiums/Discounts - Future	785.20	785.20
	585,331.66	532,130.52

Rose Memorial Library, Stony Point, NY

Special Report of breakdown of 2019 Expenses on Operating Budget line 6010 (Repairs and Maintenance)

Avaya telephone equipment = new desk handsets and related apparatus	\$ 1,076.28
Optima Service =	\$ 318.00
New color HP printer for the front desk and networked	\$ 385.00
Steubenvoll Grounds 61 East Main St	\$ 3,090.00
Steubenvoll Grounds 79 East Main St (Library) including shoveling & salting	\$ 4,348.00
Custodial supplies 3 restrooms	\$ 1,984.99
Vanguard Cleaning (3 evenings per week)	\$ 7,200.00
Reddi Alarm (quarterly fire test and monitoring 24/7)	\$ 672.00
Custodial supplies 3 restrooms	\$ 1,984.99
Vanguard Cleaning (3 evenings per week)	\$ 7,200.00
Reddi Alarm (quarterly test and monitoring 24/7)	\$ 336.00
Campbell Fire Extinguishers Annual testing, carding and replacements	\$ 188.00
Rockland Carting (trash and re-cycle)	\$ 660.00
Painting of exterior window and door frames (contract)	\$ 1,700.00
Plumber at 61 East Main	\$ <u>208.00</u>

Total:

\$ 21,571.27

Budget was \$20,826

Library Director's Report
By James Mahoney, Library Director
January 14, 2020 - February 18, 2020
For Board Meeting February 19, 2020
Public



General Overview -

This period we were concentrating on completing our 50-page Annual Report to NYS Department of Library Development. It was 20% larger than last year and we only had two weeks to get it in on time. We also had to close two days to allow the masons to repair out main chimney, deal with snow and carry on with lots of "usual" business.

Personnel: I was out numerous days because of illness.

Building:

The main Library chimney, which stands over the ramp in the rear has been speedily repaired by removing the top six courses on bricks, patching as needed and replaced with as many of our bricks that could be salvaged (only about 30 or so) and the rest from a source that looked as close to our brickwork as possible. The fire inspector has pointed out the rotted condition of the 40-foot railing along the ramp. It is only about 20-years old, but it has suffered from water damage at the bottom of the posts that go into the floor of the ramp. It would be very expensive to replace the whole line, so the contractors have quoted us based upon removing as much railing as is necessary in order to gauge out the three posts that have become completely rotted out and detached at the base, welding a new post section onto the railing and replacing the whole railing back into the post holes. They will also put some mortar or compound into the depressed "cups" that fill up with water at the base, and cause the posts to sit in a pool of water whenever it rains or snows.

Technology: Most of the donated Lenovo computers have been assigned new spaces, and we are still waiting for the Bookkeeper's computer to be updated, and we are being careful to make sure that due to the nature of the data stored on that computer, special care is being given to that unit.

Other matters on the Agenda will have special material in the packet.

RCLS:

Director's Appointments/Meetings:

Thurs Jan 16. Library Association of Rockland County Board Meeting, New City

Friday, Jan 17 Digital Census Prep Training, Southeastern New York Library Resources Council,
Highland, NY 9:30-4pm

Mon. Jan, 20: Martin Luther King Day: Library Open. Special Programs

Wed Jan 22 Tests at Westchester Medical Center

Mon Jan 27: Contractor inspection of ramp railings

Thurs Jan 30 Westchester Medical Center

Week of Feb 3rd Sick days with UTI infection

Mon Feb 10 Robert Manea Frontline Technology

Wed Feb 12: Ramapo Catskill Library System, Middletown, Director's Association

Mon. Feb 17: President's Day, Library OPEN Special Children's Programs

James Mahoney

Library Director

	January 2020	YTD 2020	January 2019	YTD 2019
Adult Collection				
Fiction Books	425	425	436	436
New Fiction	24	24	14	14
Express Books	373	373	313	313
Large Print Books	159	159	178	178
Non Fiction Books	190	190	195	195
Total Adult Books	1171	1171	1136	1136
CD/Audio	115	115	156	156
DVD	557	557	619	619
Misc.	0	0	0	0
Periodicals	87	87	71	71
TOTAL ADULT CIRC	1930	1930	1982	1982
Juvenile Collection				
Fiction Books	948	948	1063	1063
Non-Fiction Books	180	180	134	134
Express Books	2	2	0	0
Total Juv Books	1130	1130	1197	1197
CD/Audio	7	7	12	12
DVD	239	239	212	212
Misc.	0	0	0	0
Periodicals	7	7	5	5
TOTAL Juvenile Circ	1383	1383	1426	1426
YA Collection				
Fiction Books	60	60	40	40
Non-Fiction Books	2	2	13	13
Express Books	0	0	0	0
CD/Audio	0	0	1	1
DVD	6	6	10	10
TOTAL YA Circ	68	68	64	64
Graphic Books	116	116	115	115
Games	26	26	32	32
GRAND TOTAL	3523	3523	3619	3619
All Books	2479	2479	2501	2501
All AV	924	924	1010	1010
Periodicals	94	94	76	76
Games	26	26	32	32
Misc	0	0	0	0
	3523	3523	3619	3619

Rose Memorial Library Statistics

	January 2020	YTD 2020	January 2019	YTD 2019
Circulation:	3523	3523	3619	3619
Inter Library Loan				
- Borrowed	599	599	761	761
- Loaned	741	741	797	797
Registered Users	5615	N/A	5718	N/A
Reference Transactions				
- Adult	503	503	472	472
- Children's	43	43	105	105
Library Visitors	2514	2514	2555	2555
Public Computer Sessions	94	94	92	92
Web Analytics				
- Visitors	803	803	760	760
-Number of Visits	1590	1590	1486	1486
- Page Visits	2648	2648	2733	2733

	January 2020		January 2019	
Programs: (Breakdown attached)	# of Programs	Attendance	# of Programs	Attendance
- Adult	9	45	5	15
- Young Adult	1	2	1	6
- Children's	14	199	24	283

Date	Children's Programs	Attendance
7-Jan	Little Yoga 10:30 am 3,4,5,	12
7-Jan	Little Yoga 11:15 2&3	10
9-Jan	Sandcastle Fun 10:30 am	16
14-Jan	Little Yoga 10:30 am 3,4,5,	11
14-Jan	Little Yoga 11:15 2&3	14
15-Jan	Paws for a Cause 6pm	4
16-Jan	Drive -in Movie 11am	14
20-Jan	Do you want to Build a Snowman craft K-5 3pm	19
21-Jan	Little Yoga 10:30am 3,4,5	13
21-Jan	Little Yoga 11:15 am 2&3	16
27-Jan	Sensory Playtime 10:30 am	25
28-Jan	Little yoga 3,4,5 10:30 am	13
28-Jan	Little Yoga 11:15 2&3 11:15	9
29-Jan	Sparkling Paper Snowflakes	23
	14 Programs	199

Young Adult Programs	
15-Jan	TAG

2

Adult Programs	
7-Jan	Open Play Mah-Jongg
9-Jan	Sushi Making
14-Jan	Open Play Mah-Jongg
16-Jan	Third Thursday Book Club
21-Jan	Open Play Mah-Jongg
22-Jan	Learn to borrow eBooks
27-Jan	Movie Monday
28-Jan	Open Play Mah-Jongg
30-Jan	Aboriginal Dot Painting (rescheduled)
	9 Programs

1

10

8

2

9

Cancelled - Chimney Repair

1

4

10

45



OF ROCKLAND, INC.
HIC LIC. # H12-4786

499 OLD NYACK TURNPIKE
NANUET, NEW YORK 10954
PHONE: 845-352-2525
PHONE: 914-592-6500
FAX: 845-352-2580
EMAIL: anchorfence@aol.com

Date: January 28, 2020

Purchaser: Rose Memorial Library
7 E Main Street
Stony Point, New York

Ship To: Railing Repair
Steel
Phone: 845-786-2100 x10
Email: jmahoney@rcls.org

Attention: James

Repair or Replace:

Approx:

Repair existing damaged wrought iron handrail. Handrail will be repaired on site in current location, will have posts re-welded/rebuilt/replaced as necessary (3 required), cold galvanized and painted black at repair. Anchor Fence will install posts in core drill holes and reset using hydraulic anchoring cement. Railing will be welded on site as required.

Top off all remaining posts with Quik Rok hydraulic anchoring cement as required.

Price quoted includes materials and labor as described above. Concealed damage, un-anticipated conditions, additional materials, etc. is not included in price and can be invoiced as additional time and materials (if applicable). All new railing posts will be supplied in natural color and will not match existing weathered railing. It is the expectation that new materials will eventually weather to similar color and condition. Price quoted does not include prevailing/union wage rates. Posts will be set in cylindrical concrete footings of sufficient depth and diameter for their purpose. Customer must have vehicles removed from parking area for duration of installation. Delays due to vehicle removal or working around parked vehicles will be invoiced as additional labor. Posts will be core drilled into poured concrete and will be secured with hydraulic anchoring cement. Use of hydraulic cement is most effective in temperatures above 50 degrees and may require delay of repair due to weather. Anchoring cement will be poured to finished surface and will dry to white-grey color. Customer will hold Anchor Fence harmless from any and all claims due to damage to stone or concrete. Necessary repairs (if any) will be performed by others and is not included in price quoted. Anchor Fence makes no representation as to the sufficiency of said concrete to accept or structurally maintain itself or new railing. Customer to allow latitude for expectation of repair results due to age and deterioration of existing railing. Customer to have private underground lines (if any, including but not limited to sprinkler, pool, electric, gas, etc) clearly defined prior to commencement of installation and will hold Anchor Fence harmless from any and all claims regarding but not limited to damage or injury to persons or property. Anchor Fence will commence installation in the absence of marks as it will be assumed no underground lines are present. Customer will accept and understand that this is a repair performed with limited end result expectation due to age and condition of existing materials and will hold Anchor Fence harmless from any and all claims regarding this repair. Payment is due upon completion of project.

Price for the above as described delivered and installed \$1,499.00.

Thank you!

This contract is subject to terms, covenants and conditions on the reverse side thereof.

~~6.10 – 6.11 **Other Staff** – Count all other paid staff positions not previously counted on questions 6.2 – 6.9.~~

~~6.14 – 6.15 **Salary Information Entry Level Librarian** – Report the entry level librarian FTE (based on the number of hours reported on question 6.1) and the current annual salary as of the end of the fiscal year for this position, even if vacant. If a position is vacant, indicate the FTE and annual salary that the employee would earn at the entry level, as if the position were filled. If there is no set “annual” salary figure for any position, then multiply the hourly salary by the number of hours worked per week by 52 weeks (i.e., salary x number of hours worked per week x 52 weeks). FTE should not be greater than one. The numbers of hours worked per week should not be greater than 40.~~

~~6.16 – 6.19 **Salary Information Library Director or Library Manager** – Libraries must report FTE and salary for Library Director (certified) or Library Manager (not certified), not both. Report the FTE (based on the number of hours reported on question 6.1) and the current annual salary as of the end of the fiscal year for this position, even if vacant. If a position is vacant, indicate the FTE and annual salary that the employee would earn if the position were filled. If there is no set “annual” salary figure for any position, then multiply the hourly salary by the number of hours worked per week by 52 weeks (i.e., salary x number of hours worked per week x 52 weeks). FTE should not be greater than one. The numbers of hours worked per week should not be greater than 40.~~

Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS

Questions 7.1–7.19 Minimum Public Library Standards (Current)

- Please report all information as of **December 31, 2019**
- Library Development continues to track each library's progress in meeting the minimum standards. Indicate whether the library is able to meet each of the minimum public library standards.
- If the library has not met one or more of the standards, please use the variance request form link in the edit check for that question. Please complete the variance form and send to your system for review.

The following table describes each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

- A library may answer YES to Standards (8e.) restroom, (9b.) photocopier and (9e.) telefacsimile machine or capability if the restroom, photocopier or fax equipment is located within the same facility in which the library is located.
- The public must have access to the restroom in order for the library to answer YES to standard 8e. (restroom). *Note:* The restroom does not have to be ADA compliant to meet the standard.
- At minimum, the library staff must have full access to the photocopier and/or faxing capability in order for the library to answer YES to (9b.) and (9e.).

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION	STANDARD MUST BE MET BY																
1	Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees.	January 1, 1995																
2	Has a board-approved, written long-range plan of service.	January 1, 1995																
3	Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives.	January 1, 1995																
4	Has board-approved written policies for the operation of the library.	January 1, 1995																
5	Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.	January 1, 1995																
6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs.	January 1, 1997																
7	<p>Is open the following scheduled hours:</p> <table><tr><td><u>Population</u></td><td><u>Minimum Weekly Hours Open</u></td></tr><tr><td>Up to 500</td><td>12</td></tr><tr><td>500 – 2,499</td><td>20</td></tr><tr><td>2,500 – 4,999</td><td>25</td></tr><tr><td>5,000 – 14,999</td><td>35</td></tr><tr><td>15,000 – 24,999</td><td>40</td></tr><tr><td>25,000 – 99,999</td><td>55</td></tr><tr><td>100,000 and above</td><td>60</td></tr></table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 – 2,499	20	2,500 – 4,999	25	5,000 – 14,999	35	15,000 – 24,999	40	25,000 – 99,999	55	100,000 and above	60	January 1, 2000
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																	
Up to 500	12																	
500 – 2,499	20																	
2,500 – 4,999	25																	
5,000 – 14,999	35																	
15,000 – 24,999	40																	
25,000 – 99,999	55																	
100,000 and above	60																	
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating and restroom;	January 1, 2000																
9	Provides equipment and connections to meet community needs including, but not limited to, a telephone, photocopier, fax capability and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;	January 1, 2000																
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;	January 1, 1995																

11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	January 1, 2000
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Commissioner's Regulation 90.8 determines educational requirements for directors of public and association libraries.

CR 90.8 Appointment of Library Personnel	
Below 2,500	No requirement
2,500 – 4,999 population	Two years of college or equivalent
5,000 – 7,499 population	Bachelor's degree or equivalent
7,500 or more	N.Y.S. Public Librarian's Certificate

Part 7 – MINIMUM PUBLIC LIBRARY STANDARDS

Questions 7.1–7.14 Minimum Public Library Standards (As of 2021)

As of January 1, 2021, all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. While a response is not required in 2019, please indicate which of these standards your library already meets as of **December 31, 2019**. This 2019 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

Minimum Public Library Standards Descriptions

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION
1	The Library is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.
2	The Library has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.
3	The Library provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.
4	The Library has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.

5	The Library annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.																
6	The Library periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.																
7	<p>The Library is open the following scheduled hours:</p> <table> <tr> <th><u>Population</u></th><th><u>Minimum Weekly Hours Open</u></th></tr> <tr> <td>Up to 500</td><td>12</td></tr> <tr> <td>500 – 2,499</td><td>20</td></tr> <tr> <td>2,500 – 4,999</td><td>25</td></tr> <tr> <td>5,000 – 14,999</td><td>35</td></tr> <tr> <td>15,000 – 24,999</td><td>40</td></tr> <tr> <td>25,000 – 99,999</td><td>55</td></tr> <tr> <td>100,000 and above</td><td>60</td></tr> </table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	Up to 500	12	500 – 2,499	20	2,500 – 4,999	25	5,000 – 14,999	35	15,000 – 24,999	40	25,000 – 99,999	55	100,000 and above	60
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																
Up to 500	12																
500 – 2,499	20																
2,500 – 4,999	25																
5,000 – 14,999	35																
15,000 – 24,999	40																
25,000 – 99,999	55																
100,000 and above	60																
8	The Library maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom.																
9	The Library provides programming to address community needs, as outlined in the library's long-range plan of service.																
10	The Library provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information.																
11	The Library provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.																
12	The Library employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.																
13	The Library provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.																
14	The Library establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.																

Feb 11, 2020

Jim,

I am glad we were finally able to discuss the 403b Plan. As I mentioned, all 403b plans must be restated by March 31, 2020. If the Board wishes to add employer contributions, now is the time to do so.

I have attached frequently asked questions, to help you explain the situation to the Board.

I will call you after your meeting on February 20th to see if a decision was made.

If you have any questions, please call me.

Susan

Susan B. Perry, Financial Planner
Baldino & Perry Associates, Inc.
PO Box 736
10 Oakland Avenue, 2nd Floor
Warwick, NY 10990

Why do I need to restate my 403(b) plan document?

All organizations sponsoring 403(b) plans must now "restate" their plan documents onto an IRS approved document by March 31, 2020. Restatement on an IRS pre-approved plan gives the sponsoring organization reliance that the provisions in the pre-approved plan are compliant with IRS rules and regulations and that the plan assets are protected from taxation. The IRS approvals of these documents are being issued now.

Frequently Asked Questions About The 403(b) Plan Restatement

Q: Is a 403(b) required to have a "plan document"?

A: Yes, the legal requirement applied to all 403(b) plans in 2009.

Q: I have a plan document. Why do I have to "restate" it?

A: The document you have now is a "best effort" document but does not have IRS approval. It took the IRS from 2010 until March of 2017 to establish the requirements for approved documents. These Pre-Approved documents will be available this summer.

Q: What is the deadline for getting this done?

A: March 31, 2020, however, there are thousands of these plans and your provider will likely start the work early in order to timely restate your plan.

Q: What if we don't restate our plan?

A: The restatement process not only results in a plan document with the IRS seal of approval but also provides some opportunities to fix errors before they become more serious or are discovered during an IRS or DOL audit. We can expect additional audit activity after 2020 and plans without IRS Pre-Approval are likely to be primary targets.

Q: Is there any benefit to this process other than the IRS Pre-Approval?

A: It is an excellent time to review the plan. Does it work the way you want it to? Is the plan being operated in a manner consistent with its terms?

Susan raised the issue of whether now might be the time to convert our 403b from an employee contribution only plan, to one in which the Library also contributes to the employee's plan. Everyone who takes the plan must be treated equally in the library's %. The Original plan provided by a third party (not the library, and not the financial adviser) cost \$1,000, but the mandated revision will only be \$200, and we can roll in the new material about a library-contributing plan.

-Jim

Cost of an initial 403b Library-contributing plan: Our salary budget is about \$352,000; of this about \$12,500 is earned by staff under the threshold of 10 hours per week, leaving about \$339,888 as the potential for full participation. At the rate of .5% that would be \$1,696.94; and at 1% \$3,393.88

403b reinstatement

2/19/20 2:56 PM

From: Susan Perry <susan.perry@ceteranetworks.com>

To: James Mahoney - STP <jmahoney@rcsls.org>

Jim,

When you present the Board with the option of adding employer contributions to the plan, please note that it can be written as a discretionary match. This way the library is not committed to contributing every year. Only employees who contribute to the plan are eligible for the employer match. Please see the email below from Retirement Management Services, LLC, which outlines their role for administrative services. Please note the additional annual fee for this service. I will be available for the rest of the afternoon if you have any questions.

Hi Susan, per our phone call, I will update the plan document for \$200, which accounts for a discount from our normal charge, since this is a non-profit organization and we do try to reduce our fees a bit when working with non-profits, if we can.

Also, as we discussed, the plan is currently a Salary Reduction only plan, and as such, it is not subject to ERISA, so we really haven't had any involvement with the plan, other than to maintain the legal document.

If the library would like to have the ability to make an employer matching contribution, then the plan would have to be restated onto a different type of legal document that contains provisions related to the matching contribution.

The matching contribution could be discretionary, meaning the employer could decide each year if they want to make the contribution and if so, what formula they want to use. They could contribute the match once per year or put the match in each pay period.

But adding the match subjects the plan to ERISA and at that point in time, you would want to retain our full administrative service offering. Our annual services include :

- Collecting annual data on all employees
- Calculating the match each year, if it is done annually (if it is done each pay period, it would typically be calculated with each payroll run)
- Auditing the plan info each year for checks/balances to make sure the employee contributions and match contributions are correct and were posted correctly and on-time
- Running all necessary compliance tests (may not be an issue if they don't have anyone who earns more than \$125,000 per year, but it is still something we review each year)
- Making sure that no annual plan limits are violated
- Preparing the annual DOL tax filing Form 5500

- Assisting with distributions throughout the year
- If the matching contribution is subject to a vesting schedule, we would determine the vesting each year

Our annual fee for full administrative services (assuming there are fewer than 25 employees) is \$1,200 PLUS \$40 for each eligible participant (regardless of if they have an account). If the library would like to retain us to add an employer contribution and provide full services, I will prepare an engagement letter that outlines our services and fees.

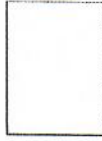
The vesting schedule that is attached to the matching contributions can be structured in various ways, but it must be no more restrictive than:

- 1 year of service = 0%
- 2 years of service = 20%
- 3 years of service = 40%
- 4 years of service = 60%
- 5 years of service = 80%
- 6 years of service = 100%

OR 1-2 years of service = 0%
3 years of service = 100%

We can discuss what vesting makes the most sense if the library wants to move forward with adding the match.
Let me know if I can help with anything else.
Thanks!

Annemarie Keefn, ERPA, QPA, QKA
New Business Consultant



Retirement Management Services, LLC

Susan B. Perry
Financial Planner

Trustee Training Opportunities

Training

Knowledge
useful ability
backbone of
quired for a tr
today

TO REGISTER

for RCLS events or programs, go online to rcls.evanced.info/signup/Calendar

- Go to the event date
- Click on the event title
- Scroll down the drop-down menu and click on "View More"
- Complete the "Register For Event" form
- Click on "Submit"

If you do NOT receive a confirmation e-mail, contact Ruth Daubenspeck at RCLS (845.243.3747, ext. 222)

✓ 101: Basic Library Trustee Education

Tuesday, March 24 from 6:00 p.m. to 8:30 p.m. Light dinner at 5:30 p.m.
Mamakating Library, Wurtsboro

OR

Wednesday, April 15 from 6:00 p.m. to 8:30 p.m. Light dinner at 5:30 p.m.
Ramapo Catskill Library System, Middletown

OR

Saturday, May 30 from 10:00 a.m. to 12:30 p.m.
Nanuet Public Library

This session is designed to give new trustees a basic understanding of their duties and responsibilities. It will cover basic financial practices, essential laws and other critical information you may need to ensure your confidence in serving as a Board member of a Library and a voice of your community. The items covered in this session are limited; it is advised that you familiarize yourself with the New York State Trustee Handbook, which will be distributed to each attendee at the program.

Presenter: Grace Riario, RCLS Executive Director

Register: RCLS Calendar

✓ 102: Intermediate Trustee Education

Tuesday, March 31 from 6:00 p.m. to 8:30 p.m. Light dinner at 5:30 p.m.
Mamakating Library, Wurtsboro

OR

Wednesday, April 22 from 6:00 p.m. to 8:30 p.m. Light dinner at 5:30 p.m.
Ramapo Catskill Library System, Middletown

OR

Saturday, June 6 from 10:00 a.m. to 12:30 p.m.
Nanuet Public Library

If you have served as a Board member of a library for more than three years, you are encouraged to attend this session. This is not an introductory course. A basic knowledge of the role and responsibilities of a library trustee in the State of New York (Session 101) is advised.

This session will cover some of laws and regulations that libraries must comply with, financial reports, motions and fiscal issues you need to be aware of as a Board member. It will also consist of a review of the best practices for running an effective Board meeting, including the role of a Board President.

Presenter: Grace Riario, RCLS Executive Director

Register: RCLS Calendar

5:05 PM

02/12/20

Cash Basis

Friends of the Rose Memorial Library

Profit & Loss

January 2020

	Jan 20
Ordinary Income/Expense	
Income	
46500 · Donation Boxes	16.00
Total Income	16.00
Net Ordinary Income	16.00
Net Income	16.00

FRIENDS OF ROSE MEMORIAL LIBRARY

<i>Date</i>	<i>Deposit</i>	<i>Withdrawal</i>	<i>Comments</i>
7/31/2019	465.08		BALANCE FORWARD
7/31/2019		\$ (10.00)	Service Fee
8/6/2019	\$ 49.65		Donation Boxes
8/13/2019	\$ 121.00		Summer Festival
8/13/2019	\$ 20.13		Donation Boxes
8/13/2019	\$ 45.00		70th Birthday Raffle
8/20/2019	\$ 16.00		Donation Boxes
8/27/2019	\$ 7.10		Donation Boxes
8/27/2019	\$ 40.00		70th Birthday Raffle
8/31/2019		\$ (12.00)	Service Fee
8/31/2019	\$ 2.00		Refund for paperless billing
9/3/2019	\$ 3.36		Donation Boxes
9/3/2019	\$ 20.00		70th Birthday Raffle
9/10/2019	\$ 5.11		Donation Boxes
9/10/2019	\$ 110.00		70th Birthday Raffle
9/17/2019	\$ 12.20		Donation Boxes
9/17/2019	\$ 110.00		70th Birthday Raffle
9/24/2019	\$ 7.10		Donation Boxes
9/24/2019	\$ 205.00		70th Birthday Raffle
9/25/2019	\$ 800.00		Transfer from SA (CM)
10/1/2019		\$ (2.00)	Paper statement fee
10/1/2019	\$ 7.35		Donation Boxes
10/1/2019	\$ 25.00		70th Birthday Raffle
10/8/2019	\$ 8.32		Donation Boxes
10/8/2019	\$ 115.00		70th Birthday Raffle
10/15/2019	\$ 2.15		Donation Boxes
10/15/2019	\$ 30.00		70th Birthday Raffle
10/22/2019	\$ 215.00		70th Birthday Raffle
10/22/2019	\$ 5.55		Donation Boxes
10/29/2019	\$ 2.33		Donation Boxes
11/5/2019	\$ 13.50		Donation Boxes
11/12/2019	\$ 9.25		Donation Boxes
12/10/2019	\$ 16.40		Donation Boxes
1/7/2020	\$ 16.00		Donation Boxes
2/4/2020	\$ 19.30		Donation Boxes
2/18/2020	\$ 23.70		Donation Boxes
\$ 2,547.58	\$ (24.00)	\$	2,523.58