

ROSE MEMORIAL LIBRARY ASSOCIATION
79 East Main Street, Stony Point, New York 10980

Regular Meeting of the Board of Trustees

Wednesday, December 20, 2017

To follow the Annual Meeting, Kennedy Room

Agenda

I. Call to Order

II. Adoption of Minutes: Regular Meeting, November 15, 2017 *

III. Public Comment

IV. Friends of the Library

V. Finance - Narrative Report (J Mahoney)

Addendum to the Cash Receipts & Disbursements Report *

(Year-end Budget Adjustments

Approval of Disbursements. Month ending November 30, 2017*

Financial Reports for November 2016 *

VI. Reports

A. Director' Report, November 14, 2017 – December 15, 2017

B. Board Committees

1. Building Committee

2. Finance & Budget Budget Committee Meeting Report (R Sanders)

2. Facilities & Capital Projects (J Lima)

3. Policy (J Lima)

4. Planning (C Mandara)

5. Technology (T Needleman)

VII. Old Business

New Trustee appointments (January?)

VIII. New Business

A. Nominations & Election of Officers for the Board of Trustees for 2018 *

B. Schedule of 2018 Board of Trustee Meetings *

C. Motion to grant Director time rollover for vacation time from 2017 *

D. Establish a 403b Annuity Plan for staff retirement savings

IX. Announcements

X. Executive Session *

XI. Adjournment *

**=motion required*

Next Scheduled Meeting:
Wednesday, January 17, 2018 @ 6:30 P.M.

Rose Memorial Library Association Cash Disbursement Report As of November 30, 2017

1000 - Operating Account - TD Bank				
Date	Num	Name	Memo	Paid Amount
11/01/2017	7959	Kurt Gallagher	Music Concert -11/21/2017	(150)
11/01/2017	7960	PlayMove&Sing Inc.	Sukey Molloy - 11/8/2017	(150)
11/01/2017	7961	PlayMove&Sing Inc.	Sukey Molloy - 11/29/2017	(150)
11/01/2017	7962	Valerie Vendrame	Little Yoga -11/6/2017	(75)
11/10/2017			Deposit	2,238
11/10/2017	7966	Audio Editions	288246	(30)
11/10/2017	7967	Avaya Financial Services	753-0013903-000	(90)
11/10/2017	7968	Berard&Associates CPA's P.C.	Preparation of audit for 12/31/2016 (2nd installment)	(2,233)
11/10/2017	7969	Brodart - Books	314998A	(4,086)
11/10/2017	7970	Children's Plus Inc.		(127)
11/10/2017	7971	Communications Services		0
11/10/2017	7972	Demco Software	VOID:	
11/10/2017	7973	Journal News	Annual Subscription - Evanced	(1,260)
11/10/2017	7974	KeyBank	Daily service from 11/11/17-1/31/18 plus gratuity	(275)
11/10/2017	7975	Midwest Tape		(1,433)
11/10/2017	7976	Office Dynamics Inc.	10980	(26)
11/10/2017	7977	Oscar Chrin	Repair coinbox for copier	(360)
11/10/2017	7978	Parly-Whats, Inc. db/a Vanguard Cleani	Travel Reimbursement -	(96)
11/10/2017	7979	Rockland Carling	190708	(675)
11/10/2017	7980	Staples	NYC 1009485	(100)
11/10/2017	7981	Star Press, Inc.		(108)
11/10/2017	7982	Tech Spectrum IT Consulting, Inc.	2 new pc's, software & monitor	(1,025)
11/10/2017	7983	Communications Services	PAYROLL PROCESSING FEES -	(1,410)
11/10/2017		ADP	Funds Transfer	(6,109)
11/13/2017		Intuit	Form 1099, Checks and envelopes	(61)
11/13/2017			Deposit	(14,700)
11/15/2017			Deposit	(406)
11/20/2017		Pitney Bowes - reserve acct	44175388	8
11/21/2017			Deposit	(125)
11/24/2017	7984	Amazon.com	6045 7817 0018 7544	243
11/24/2017	7985	Berard&Associates CPA's P.C.	Preparation of audit for 12/31/2016 (final installment)	(450)
11/24/2017	7986	Center Point Large Print		(2,234)
11/24/2017	7987	Communications Services	New letterhead, envelopes and business cards	(107)
11/24/2017	7988	Computers		(624)
11/24/2017	7989	Cornell Cooperative Extension of Rockland	Snug as a Hug on a Rug - 11/20/17	(751)
11/24/2017	7990	EJ Stubbenvoll Landscaping LLC		(85)
11/24/2017	7991	Jennifer Lima	Reimbursement Postage - Notice of Termination	(2,500)
11/24/2017	7992	O & R	72647-23003	(7)
11/24/2017	7993	Orange & Rockland	26290-56026	(549)
11/24/2017	7994	Purchase Power	8000-9090-0173-7100	(43)
11/24/2017	7995	Showcases	DVD Cases	(56)
11/24/2017	7996	Staples	NYC 1009485	(22)
11/24/2017	7997	SUEZ Water New York	Account # 20008129710000	(289)
11/24/2017	7997	Whiteman Osterman & Hanna LLP		(28)
11/24/2017	7998		Funds Transfer	(39,173)
				(15,300)

**Rose Memorial Library Association
Cash Disbursement Report
As of November 30, 2017**

Date	Num	Name	Memo	Paid Amount
11/24/2017	EFT		PAYROLL PROCESSING FEES -	(61)
11/30/2017			Interest	44
Total 1000 - Operating Account - TD Bank				(95,004)
1005 - Payroll Acct - TD Bank				
11/13/2017			Funds Transfer	14,700
11/15/2017	eft		PAYROLL ending 11/11/2017	(10,334)
11/15/2017	eft			(4,304)
11/24/2017			Funds Transfer	15,300
11/29/2017	EFT		PAYROLL ending 11/25/2017	(10,781)
11/29/2017	EFT			(4,526)
Total 1005 - Payroll Acct - TD Bank				55
1006 - Savings - Special Funds				
11/30/2017			Interest	0
Total 1006 - Savings - Special Funds				0
1040 - Petty Cash				
Total 1040 - Petty Cash				(94,948)
TOTAL				(94,948)

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
 January through November 2017

Ordinary Income/Expense	Jan - Nov 17	Budget	\$ Over Budget	% of Budget
Income				
4 · Contributed support	0	0	0	0%
4000 · Tax Levy	200,000	200,000	0	100%
4001 · Local Public Funds	255,000	255,000	0	100%
4010 · LLSWA State Aid	4,370	4,375	(5)	100%
4011 · Grants & Aid	1,000	1,000	0	100%
4014 · Fundraising Income - Appeal	5,010	11,250	(6,240)	45%
4015 · Investment Income	25,824	32,000	(6,176)	81%
4016 · Gifts and Donations	101	4,000	(3,899)	3%
4018 · Friends - Income	611	600	11	102%
4031 · Library Charges	6,907	9,100	(2,193)	76%
4032 · Other Income	2,332	2,000	332	117%
4038 · Rental Income - 61 E. Main	13,475	14,700	(1,225)	92%
Total Income	514,630	534,025	(19,395)	96%
Gross Profit	514,630	534,025	(19,395)	96%
Expense				
6001 · Salaries	313,617	351,750	(38,133)	89%
6002 · Benefits	34,230	35,584	(1,354)	96%
6007 · Office Postage	1,357	1,800	(443)	75%
6008 · Accounting & Other Prof Fees	33,268	7,300	25,968	456%
6009 · Legal	2,000	2,100	(100)	95%
6010 · Repairs and Maintenance	22,758	22,177	581	103%
6011 · Health Insurance Premiums Paid	18,758	30,133	(11,375)	62%
6015 · Telecommunications	1,122	2,880	(1,758)	39%
6017 · Utilities	8,344	9,100	(756)	92%
6018 · Insurance	7,907	4,725	3,182	167%
6019 · Dues/Fees	1,559	4,480	(2,921)	35%
6028 · Sewer Taxes	1,293	1,225	68	106%
6031 · Internet Access	1,158	1,632	(474)	71%
6032 · Ansernet Service Fee	11,081	12,274	(1,193)	90%
6034 · Software Licensing Fees	0	1,395	(1,395)	0%
6035 · Newsletters	8,569	8,000	569	107%
6036 · Fundraising	0	2,650	(2,650)	0%
6045 · Advertising and Promotion	1,270	1,600	(330)	79%
6046 · Movie Licensing Contract	474	540	(66)	88%
6050 · RCLS Service Fee	1,310	1,742	(432)	75%
6051 · Computer Technical Support	2,141	500	1,641	428%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	555	360	195	154%
6099 · Friends Expenditures	0	500	(500)	0%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases				
6400 · New Site Plan Expenses	58,243			
6401 · Architect Fees	10,388			
6022 · Fixed Asset & Capital Purchases - Other	8,835	7,300	1,535	121%
Total 6022 · Fixed Asset & Capital Purchases	77,466	7,300	70,166	1,061%
6100 · Books	33,284	35,000	(1,716)	95%
6150 · AV				
6110 · AV-Audio	3,126	3,100	26	101%
6130 · Video Tapes and DVDs	5,171	6,000	(829)	86%
6140 · Databases	0	1,800	(1,800)	0%
6141 · Digital Reading Technology	3,371	4,740	(1,369)	71%
6160 · Software	3,490	1,000	2,490	349%
Total 6150 · AV	15,158	16,640	(1,482)	91%
Total 6101 · Capital Expenditures	125,908	58,940	66,968	214%