

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

Wednesday, July 18, 2018
6:30 pm, Library Office

Agenda

- I. **Call to Order**
- II. **Adoption of Minutes:** Regular Meeting, June 26, 2018
- III. **Public Comment**
- IV. **Friends of the Library**
- V. **Finance -** Narrative Report (J Mahoney)
Approval of Disbursements. Month ending June 20, 2018 *
Financial Reports for June 2018 *
- VI. **Reports**
 - A. **Director' Report,** June 18, 2018 – July 13, 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**
 - 1. Insurance renewal
 - 2. Harry Potter Birthday – July 31st
 - 3. Vacation modification – Personnel Policy
- VIII. **New Business**
- IX. **Announcements**
- X. **Executive Session ***
- XI. **Adjournment ***

**=motion required*

7.18.18

Next Scheduled Meeting:
Tuesday, August 14, 2018 6:30 pm

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

Regular Meeting of the Board of Trustees

Meeting Minutes for June 25, 2018

Kennedy Room

Attendees (5): Jennifer Lima, Theodore Needleman, Rebecca Sanders, Terri Marsico, Dorothy Flora, James Mahoney (Director), Guest: Susan Babcock Not Present (2): Christina Mandara, Michele Rinaldi

I. Call to Order by J. Lima at 6:33 PM

II. Adoption of Minutes: Minutes accepted with corrections.¹

Motion made to accept the minutes from May 2018 regular board meeting by T. Marsico 1st and ___R. Sanders 2nd. Motion passed.

III. Public Comment – Susan Babcock was introduced to Board as the new Children’s Librarian. Ms. Babcock will join RML officially on July 9, 2018.

IV. Friends of the Library - None

V. Finance - Board reviewed:

Narrative Report (J Mahoney)

Financial Reports for May 2018 *

Disbursements for Month ending May 31, 2018*

T. Needleman suggested the Town could possibly help RML with Capitol Expenses. J. Mahoney to raise issue with Town Supervisor after review of budget with R. Sanders.

Motion made to accept the Financial Reports and Disbursements by R. Sanders 1st and T. Needleman 2nd, Motion passed.

VI. Reports

A. Director’ Report May 15, 2018 – June 22, 2018

1. Notice of injury trial planned for September (trip/fall) from 2015 was received from attorneys. Jury selection/trial to begin Sept 24th

2. Board to seek advice from Cynthia Branca regarding investments. Rebecca to participate in that conversation with J. Mahoney.

3. J. Mahoney hired handyman, Vernon Lyons to install book return and to do general repairs as an hourly worker.

4. J. Mahoney presented possible Harry Potter activities for July 31st Party. Activities included House assignments via a scroll, scarves, wands, HP glasses made from pipe filters, and “live” owls.

B. Board Committees

1. Building & Capital - J. Lima – All prospective buyers of 61 Main St. property are to be directed to Town Supervisor per his suggestion.

2. Finance & Budget - Rebecca Sanders to review budget with J. Mahoney to prepare for meeting with Town Supervisor and meet with Cynthia Branca regarding investments.

¹ (B). Board Committees) (1) second line final word: correct the spelling of Building; (B.5 Technology) 2d line strike the words STAC, and

3. Policy - J. Lima – Vacation Leave policy to be developed for RML employees. J. Mahoney presented other Library vacation leave policies for examples. Board to make new policy.
4. Planning - C. Mandara – D. Flora presented on behalf of Planning Committee regarding ticket sales and front page newspaper article. D. Flora to seek permission from Town to host July 31, 2018 festivities/tent on Town Hall lawn. (Tent could possibly be donated) All are urged to promote ticket sales until the drawing. J. Lima to share news article on Facebook. Bookmarks were donated by Shell Ann Printing and merchant has requested future business from RML with competitive quotes.
5. Technology - T. Needleman - None

VII. Old Business

A. In the absence of R. Schofield's review, T. Needleman suggested we proceed with adopting the 403b Pension Plan for employees.

Motion to Adopt 403B Pension Plan by T. Needleman 1st and J. Lima 2nd; Motion passed.

VIII. New Business - None

IX. Announcements - None

X. Executive Session - None

XI. Adjournment

Motion made to adjourn the regular meeting at 8:03 pm by T. Marsico 1st and T. Needleman 2nd; Motion passed.

Next scheduled meeting Wednesday July 18, 2018

Rose Memorial Library

Financial Report

For Board Meeting July 18, 2018

The financial reports for this month reflect income and expenses as of June 30, 2018. As of that date we had \$73,500 in the **TD Bank Operating account**. By July 9th after bills were paid that was down to \$40,600.

That should see us through some time around early-August, when we will need to withdraw funds from the Merrill Lynch Cash account. I will first pull out the 2018 interest receipts YTD as of 6/30 (\$12,408.94 less adjustments), and then as much from the Operating Fund Balance as is necessary. Given the distance of three months until we see the School District funding (\$200,000 sometime in the final weeks of October) it puts us in tight position. The average monthly expenses with 2 payrolls is about \$42,000, a month with 3 payrolls is about \$56,000.

Need: 2.5 months @ \$42,000 = \$105,000 + 1 month @ \$56,000 = \$161,000

Available:	Balance in Operating Checking a/c	\$40,000
	Transfer '18 Interest from Merrill Lynch Cash Fund	<u>\$12,400</u>
	Balance in Operating Checking a/c	\$52,400

Need: = **108,600**

Merrill Lynch Cash Fund June 1, 2018	\$ 121,039
Fees	(300.00)
Called Bond: South Carolina Jobs	20,000
Dividends & Interest	871
Total June 30, 2018	\$141,610
Transfer to Operating Fund August 1	(\$108,600)

Balance Merrill Lynch Cash Fund August **\$ 33,010**

My object **was** to stretch us out without excessive fund withdrawal, before we receive the \$200,000 in School District taxes in October, but I see that is not possible. -

The **Merrill Lynch** Accounts had a value of \$557,484.90 as of May 31, 2018. Speaking of the bond funds at Merrill Lynch : In the past month or so, we've received three Full Call notices on bonds that had very good yields. Together they total about \$74,000, and the proceeds will be deposited in our Merrill Lynch Cash Account for the time being. Leaving that money there would mean a reduction of the income we receive from bond interest, and we traditionally count on that as part of our annual operating budget. These three bonds had an estimated 2018 yield of \$4,295, (or 17.7% of our bond interest budget). The annual yields were 4.98%, 8.93%, and 4.99%.

James Mahoney
Library Director

Cash Flow Projection 2018++

Month		Out	In/Balance	ML Cash Bal	ML Bonds	All ML
July 9th			\$ 40,000	\$ 141,610	\$ 409,379	\$ 550,989
Mid July	1	\$ 20,000	\$ 20,000			
Aug 1st	ML Interest		\$ 12,400			
			\$ 32,400	\$ (108,600)		
Aug 1st	TRF ML Cash		\$ 108,600	\$ 33,010	\$ 409,379	\$ 442,389
Aug-18	2	\$ 42,000	\$ 99,000			
Sep-18	2	\$ 42,000	\$ 57,000			
Oct-18	3	\$ 56,000	\$ 1,000			
NRCSD			\$ 200,000			
Nov-18	2	\$ 42,000	\$ 158,000			
Dec-18	2	\$ 42,000	\$ 116,000			
Jan-19	2	\$ 42,000	\$ 74,000			
Feb-19	3	\$ 56,000	\$ 18,000			
Town SP			\$ 255,000			
Mar-19	2	\$ 42,000	\$ 231,000			
Apr-19	2	\$ 42,000	\$ 189,000			
May-19	3	\$ 56,000	\$ 133,000			
Jun-19	2	\$ 42,000	\$ 91,000			
Jul-19	2	\$ 42,000	\$ 49,000	\$ (33,100)	\$ 116,900	
TRF ML			\$ 150,000		0	\$ 292,479
			\$ 199,000			
Aug-19	2	\$ 42,000	\$ 157,000			
Sep-19	2	\$ 42,000	\$ 115,000			
Oct-19	3	\$ 56,000	\$ 59,000			
Town SP			\$ 255,000			
Nov-19	2	\$ 42,000	\$ 272,000			
Dec-19	2	\$ 42,000	\$ 230,000			
Jan-20	3	\$ 56,000	\$ 174,000			
Feb-20	2	\$ 42,000	\$ 132,000			
Town SP			\$ 255,000			
Mar-20	2	\$ 42,000	\$ 345,000			
Apr-20						

Rose Memorial Library Association

YTD Profit & Loss Budget vs. Actual

January through June 2018

Ordinary Income/Expense	Jan - Jun 18	Budget	\$ Over Budget	% of Budget
Income				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	255,000	255,000	0	100%
4010 · LLSWA State Aid	0	4,370	(4,370)	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	8,079	10,000	(1,921)	81%
4015 · Investment Income	14,144	24,900	(10,756)	57%
4016 · Gifts and Donations	104			
4018 · Friends - Income	15	600	(585)	3%
4031 · Library Charges	3,579	8,000	(4,421)	45%
4032 · Other Income	2,527	2,000	527	126%
4038 · Rental Income - 61 E. Main	7,350	15,300	(7,950)	48%
Total Income	290,798	521,170	(230,372)	56%
Gross Profit	290,798	521,170	(230,372)	56%
Expense				
6001 · Salaries	174,711	359,985	(185,274)	49%
6002 · Benefits	19,213	33,764	(14,551)	57%
6007 · Office Postage	1,204	1,500	(296)	80%
6008 · Accounting & Other Prof Fees	682	600	82	114%
6009 · Legal	938	2,100	(1,162)	45%
6010 · Repairs and Maintenance	13,815	21,576	(7,761)	64%
6011 · Health Insurance Premiums Paid	12,771	29,000	(16,229)	44%
6015 · Telecommunications	1,194	2,858	(1,664)	42%
6017 · Utilities	3,870	9,100	(5,230)	43%
6018 · Insurance	6,244	4,850	1,394	129%
6019 · Dues/Fees	1,264	2,165	(901)	58%
6028 · Sewer Taxes	1,307	1,300	7	101%
6031 · Internet Access	1,357	1,629	(272)	83%
6032 · Ansernet Service Fee	5,827	10,055	(4,228)	58%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	4,427	8,000	(3,573)	55%
6036 · Fundraising	444	2,650	(2,206)	17%
6045 · Advertising and Promotion	554	500	54	111%
6046 · Movie Licensing Contract	290	465	(175)	62%
6050 · RCLS Service Fee	1,748	1,350	398	129%
6051 · Computer Technical Support	4,275	3,800	475	113%
6053 · Website Hosting Fee	520	360	160	144%
6101 · Capital Expenditures	23,747	40,071	(16,324)	59%
6125 · Serials	914	3,485	(2,571)	26%
6200 · Programs	4,980	10,750	(5,770)	46%
6300 · Supplies	6,099	10,000	(3,901)	61%
Total Expense	292,395	563,438	(271,043)	52%
Net Ordinary Income	(1,597)	(42,268)	40,671	4%

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

	<u>Jan - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(1,597)</u>	<u>(42,268)</u>	<u>40,671</u>	<u>4%</u>
Cash Balances:	<u>01-Jan-18</u>		<u>30-Jun-18</u>	
Operating Acct - Commerce TD	\$88,659.22		\$73,504.17	
Payroll Acct - Commerce TD	\$99.43		\$62.87	
Savings Acct - Commerce TD	\$8,288.07		\$8,290.12	
Bank CDs - Future Fund	\$0.00		\$0.00	
Bank CDs - Other	\$0.00		\$0.00	
Petty Cash	\$25.87		\$150.00	
Merrill Lynch Cash Acct	\$65,396.33		\$94,554.00	
Merrill Lynch Certificates of Deposit	\$0.00		\$0.00	
Merrill Lynch Municipal Bonds	\$316,101.92		\$296,101.92	
Merrill Lynch Premiums/Discounts	-\$862.81		\$595.59	
Merrill Lynch Cash Acct - Future Fund	\$44,104.63		\$47,055.90	
Merrill Lynch Municipal Bonds - Future Fi	\$125,669.20		\$125,669.20	
Merrill Lynch Premiums/Discounts - Futu	\$0.00		\$0.00	
	<u>\$647,481.86</u>		<u>\$645,983.77</u>	

Rose Memorial Library Association

Profit & Loss

June 2018

Jun 18

Ordinary Income/Expense

Income

4014 · Fundraising Income - Appeal	221
4015 · Investment Income	2,356
4016 · Gifts and Donations	0
4031 · Library Charges	549
4032 · Other Income	203
4038 · Rental Income - 61 E. Main	1,225

Total Income 4,554

Gross Profit 4,554

Expense

6001 · Salaries	24,137
6002 · Benefits	1,969
6007 · Office Postage	260
6008 · Accounting & Other Prof Fees	413
6010 · Repairs and Maintenance	803
6011 · Health Insurance Premiums Paid	1,384
6015 · Telecommunications	119
6017 · Utilities	604
6019 · Dues/Fees	375
6031 · Internet Access	136
6035 · Newsletters	330
6053 · Website Hosting Fee	460
6101 · Capital Expenditures	9,501
6125 · Serials	49
6200 · Programs	1,510
6300 · Supplies	1,532

Total Expense 43,582

Net Ordinary Income (39,028)

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income (39,028)

6:28 PM

07/09/18

Cash Basis

Rose Memorial Library Association Cash Disbursement Report

As of June 30, 2018

Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank				
06/04/2018	8206	Amazon.com	6045 7817 0018 7544	(924)
06/04/2018	8207	Blackstone Audio, Inc.	Customer # 140854	(64)
06/04/2018	8208	Brodart - Books	314998A	(4,290)
06/04/2018	8209	Brodart - Supplies	314998	(3,220)
06/04/2018	8210	Gretchen Pollack	Reimbursement	(8)
06/04/2018	8211	Intrepid Museum	Museum Pass	(500)
06/04/2018	8212	Jester Jim Inc.	Jester Jim Show -6/21/2018	(400)
06/04/2018	8213	KeyBank	CREDIT CARDS	(854)
06/04/2018	8214	Kurt Gallagher	Music Concert -6/22/2018	(150)
06/04/2018	8215	Making Faces Parties Inc.	Henna class - 6/15/2018	(150)
06/04/2018	8216	Midwest Tape	10980	(127)
06/04/2018	8217	O & R	72647-23003	(503)
06/04/2018	8218	OPTIMUM	Acct # 07882-391439-01-2	(255)
06/04/2018	8219	Orange & Rockland	26290-56026	(43)
06/04/2018	8220	Oscar Chrin	Travel Reimbursement -	(6)
06/04/2018	8221	Parity-Whats, Inc. d/b/a Vanguard Cl...	Monthly Cleaning May 2018 Invoice 25904	(600)
06/04/2018	8222	Purchase Power	8000-9090-0173-7100	(333)
06/04/2018	8223	Rainbow Printing	052122	(650)
06/04/2018	8224	Rochelle Spooner	Chair Yoga - 6/14/2018	(50)
06/04/2018	8225	Rochelle Spooner	Chair Yoga - 6/28/2018	(50)
06/04/2018	8226	Rockland Web Design Inc.	Domain renewal yearly	(460)
06/04/2018	8227	SUEZ Water New York	Account # 20008129710000	(29)
06/04/2018	8228	The Horn Book	The Horn Book Magazine subscription - 1 year	(49)
06/04/2018	8229	Thomson Gale	122519	(29)
06/04/2018	8230	Tony Musso	Hidden Treasures of the Hudson Valley - 6/20/18	(100)
06/04/2018	8231	Valerie Vendrame	Little Yoga -6/12/18	(75)
06/05/2018			Deposit	309
06/06/2018			Deposit	1,425
06/08/2018			PAYROLL PROCESSING FEES -	(60)
06/11/2018	eft	ADP	Funds Transfer	(11,000)
06/13/2018	8235	Anne L. Shaw	Labor Law Consultation - Librarian Search	(413)
06/13/2018	8236	Avaya Financial Services	753-0013903-000	(90)
06/13/2018	8237	Blackstone Audio, Inc.	Customer # 140854	(66)
06/13/2018	8238	Brodart - Supplies	314998	(124)
06/13/2018	8239	James Mahoney - Petty Cash	Replenish Petty Cash	(147)
06/13/2018	8240	Midwest Tape	10980	(45)
06/13/2018	8241	Nate Gross	Cake Decorating - 6/18/18	(260)
06/13/2018	8242	Staples	NYC 1009485	(156)
06/13/2018	8243	Thomson Gale	122519	(119)
06/13/2018	8244	Uline	<i>DD Order</i>	(127)
06/20/2018			Deposit	225
06/20/2018			Deposit	465
06/20/2018	eft	Pitney Bowes - reserve acct	44175388	(125)
06/22/2018	eft	ADP	PAYROLL PROCESSING FEES -	(58)
06/24/2018	8245	Agnes Peterson -	Stern Bookclub	(30)
06/24/2018	8246	Blackstone Audio, Inc.	Customer # 140854	(62)
06/24/2018	8247	Brodart - Supplies	314998	(13)
06/24/2018	8248	DEMCO, Inc.	710111047	(83)

Rose Memorial Library Association Cash Disbursement Report As of June 30, 2018

Date	Num	Name	Memo	Paid Amount
06/24/2018	8249	Midwest Tape	10980	(48)
06/24/2018	8250	Oxford Health Plans	Group # RM18344	(1,455)
06/24/2018	8251	Parity-Whats, Inc. d/b/a Vanguard Cl...	Custodial Supplies	(93)
06/24/2018	8252	Purchase Power	8000-9090-0173-7100	(135)
06/24/2018	8253	Staples	NYC 1009485	(41)
06/24/2018	8254	SUEZ Water New York	Account # 20008129710000	(29)
06/24/2018	8255	Thomson Gale	122519 Books LS	(57)
06/30/2018			Funds Transfer	(12,500)
			Interest	32
Total 1000 · Operating Account - TD Bank				(38,801)
1005 · Payroll Acct - TD Bank				
06/11/2018			Funds Transfer	11,000
06/13/2018	EFT	ADP	PAYROLL ending 6/9/2018	(9,405)
06/24/2018	eft	ADP - taxes		(3,663)
06/25/2018			Funds Transfer	12,500
06/27/2018	EFT	ADP	PAYROLL ending 6/23/2018	(9,197)
06/27/2018	EFT	ADP - taxes		(3,638)
Total 1005 · Payroll Acct - TD Bank				(2,403)
1006 · Savings - Special Funds				
06/30/2018			Interest	0
Total 1006 · Savings - Special Funds				0
1040 · Petty Cash				
06/13/2018		James Mahoney - Petty Cash	Replenish Petty Cash	147
Total 1040 · Petty Cash				147
TOTAL				(41,056)

**Rose Memorial Library
Library Director's Report
June 22, 2018 – July 18, 2018**

**For Board Meeting July 18, 2018
By James Mahoney, Library Director**

General Overview -

In this period I continued with evolving plans for the Harry Potter Birthday celebration on July 31st and the search for our next Youth Librarian to replace Veronica Coffey. I was also out of the office July 2 thru July 12th on vacation, and on July 17th for eye surgery.

Personnel –

We need adjust our vacation benefits, since we are no longer engaging in separate contract agreements with librarians. I still need to have the time to figure out a proposal for the Personnel Policy, but I am closing in on merging the vacation policy from Kings Daughters, Haverstraw with what we had been offering librarians in the old agreement system.

Building: The new exterior book return has arrived and is in storage at the barn, and I'm waiting for Vernon Lyons to give me a date when he can install it.

Harry Potter Birthday Party

We had a staff meeting on preparations for the event with Oscar, Susan, Gretchen and myself, and arrived at some conclusions and assignments.

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

On June 28th, I attended a SEAL (SouthEastern Access to Library) Users Group meeting at the SENYLRC headquarters where recent changes to the web interface (which make it easier to track borrowed and loaned items) was discussed. I am brainstorming ideas of how to make our patrons more aware of this service.

We currently have over 20 participants for our inaugural "summer reading for adults" program, which has exceeded my expectations.

Adult program attendance has generally been doing very well. The "Hidden Treasures of the Hudson Valley" had 16 patrons in attendance and the second round of the "Mah-Jongg for Beginners" class was full (and even had several people on the waiting list).

I have sent off several boxes of discarded and donated books to Better World Books and we're almost at the point where we will get our first sales commission check. I'm currently trying to

coordinate one or two days to meet with some of our teen volunteers so we can box up more books down at the garage.

Head of Youth Services

July 2018

Susan Babcock

Summer Reading Program is moving right along with kids stopping in daily to show their reading logs and get their stickers and prizes. All of the weekly story times are full except Toddler but it is still a nice group. Little Yoga also seems to be a hit with a presenter who has energy that rivals the kids. The Animal Embassy Program Nature Rocks was well attended with 38 people. It was an excellent presentation with a strong focus on kindness to animals and each other as well as the music of nature. Many parents remarked how much they enjoyed the program on the way out.

Daily Attendance - June 2018

Front Door	2429
Back Door	783
Total Library Attendees	<u>3212</u>

Reference Questions - June 2018

Upstairs	587
Downstairs:	190
Total	<u>777</u>

Adult Program Attendance - June 2018

6/5/2018	Coloring for Calm	5
6/7/2018	Defensive Driving	14
6/12/2018	Medicare 101	4
6/14/2018	Chair Yoga	8
6/16/2018	Saturday Matinee	4
6/18/2018	Cake Decorating	16
6/20/2018	Hidden Treasures of the Hudson Valley	16
6/21/2018	Third Thursday Book Club	5
6/28/2018	Chair Yoga	5
	Total	<u>77</u>

Childrens' Room Program Attendance - June 2018

6/1/2018	Movie	0
6/5/2018	Tween Games	9
6/6/2018	Teen Games	0
6/13/2018	Teen Meeting	0
6/14/2018	Teen Kickoff	0
6/28/2018	Fan of Fiction	0
	Total	<u>9</u>