

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, December 19, 2018
6:35 pm, Kennedy Room
The Regular Meeting will follow the Annual Meeting

DRAFT AGENDA

I. Call to Order

II. Adoption of Minutes: Regular Meeting, November 14, 2018

III. Public Comment

IV. Friends of the Library

- V. Finance** - Narrative Report (J Mahoney)
*Approval of 2nd Addendum to adjust 2018
Budget lines in excess of budget**
Approval of Disbursements. Month ending November 30, 2018 *
Financial Reports for November 2018 *

VI. Reports

A. Director's Report, – November 12, 2018 – December 13, 2018

B. Board Committees

1. Building & Capital Projects (J Lima)
2. **Finance & Budget** (Rebecca Sanders).
 - a. Adoption of Salary Budget for 2019*
 - b. Adoption of Operating Budget for 2019*
3. Policy (J Lima)
4. Planning (C Mandara)
5. Technology (T Needleman)

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

VIII. New Business

1. Nominations and Election of Officers for the Board of Trustees for 2019 *
2. Schedule of 2019 Regular Board Meetings*
3. Adoption of revised Schedule of Hours as of January 1, 2019*

IX. Announcements

X. Executive Session *

XI. Adjournment *

*=*motion required*

12.12.18

Next Scheduled Meeting:
Wednesday, January 16th 2019 at 6:30 pm

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

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

Minutes

Attendees: Jennifer Lima, Rebecca Sanders, Christina Mandara, Terry Marsico, Theodore Needleman, James Mahoney (Director)

Absent: Michele Rinaldi and Dorothy Flora

I. **Call to Order** by Jennifer Lima at 6:31pm

II. **Adoption of Minutes:**

Motion to accept the Minutes for the Regular Meeting for October 17, 2018 by Ms. Sanders, 2nd by Mrs. Mandara. Motion passed.

III. **Public Comment** - None

IV. **Friends of the Library –**

Friends bank account has a balance of \$2,657.08 before expenses from Harry Potter event.

V. **Finance** - Narrative Report (J Mahoney) (*Revised*)

Motion to Approve the “Addendum to adjust Budget lines in excess of budget” made by Mr. Needleman, 2nd by Ms. Sanders. Motion passed.

Motion to Approve the Disbursements and Financial Reports for month ending October 31, 2018 by Ms. Sanders, 2nd by Mrs. Mandara. Motion passed.

The Town Council also approved a \$40,000 increase to our budget for FY 2019. Mr. Mahoney will send a Thank you note to Mr. Monaghan and Mr. Smith at Town Hall.

VI. **Reports**

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

Mr. Mahoney updated the Trustees about the highlights of the month, particularly his attendance at the NYLA Conference in Rochester, NY. He will write up a summary of the conference for us.

The Youth Services Librarian secured a grant for \$300 to purchase items to help transform story times and enhance literacy.

B. Board Committees

1. Building & Capital Projects (J Lima) – see Old Business
2. Finance & Budget (Rebecca Sanders) - The 2019 budget has already been drafted and reviewed by the Board in preparation of going to the Town for an increase. The vote to adopt will occur at the December meeting.
3. Policy (J Lima) - None

- 4 Planning (C Mandara) – Ms. Mandara met with Mr. Mahoney about some future ideas.
5. Technology (T Needleman) – Mr. Needleman has seen a lot of STEM items in the course of his work that could be used by the Library. He has asked some suppliers for donations.

VII. Old Business

1. Real property report (61 East Main) – No news. The offer is still pending resolution of decisions at the Town level.

VIII. New Business

1. Possible date for Holiday party set for January 4th. Location: Lynch's unless there are other suggestions.
2. Mr. Mahoney gave all of the Trustees a new 2018 Trustees handbook for review.
3. Mr. Needleman suggested that we send James Skoufis a congratulations letter for winning the State Senate seat and thanking him for his past support.
4. Two potential new Board members will attend the December Board meeting.

IX. Announcements

(Jennifer Lima) The Farm Share (CSA) ends on 11/21. The regular season had 75 families receive fresh organic produce from Blooming Hill Farm for 20 weeks. The extension for 5 weeks had 29 families. Once per month Moon Valley farm sold local organic grass fed beef, Poultry and pork. Helen Perkins sold jams, and baked good. Any shares that were not picked up were donated to the Food Pantry. Everyone is looking forward to the 2019 season; we plan to also add a fish monger to the monthly vendors. We are also investigating other possible vendors.

X. Executive Session - None

XI. Adjournment

Motion to adorn made by Ms. Lima at 7:56, 2nd by Mr. Marsico. Motion passed.

***Next Scheduled Meeting:
Wednesday, December 19, 2018 6:30 pm***

Rose Memorial Library

Financial Report

For Board Meeting December 19, 2018

The financial reports for this month reflect income and expenses as of November 30, 2018. As of November 30th we had \$ 177,816 left in the TD Bank Operating account.

We had income of \$ 5,974 in November and expenses of \$ 42,220

The **Merrill Lynch** Accounts had a value of \$ 451,079 as of November 30 2018.

Our bookkeeper, Laura Grisar has prepared a more comprehensive *Addendum to Cash Receipt Disbursements Report* presenting all lines that were over budget as of month's end. The increases to 2018 Budget are \$ 20,304, of which \$ 10,613 was already approved at the November meeting and \$9,691 is presented here for the first time.

The largest increases over the course of the year 2018 budget lines were:

- \$4750 for overages in computer technology assistance;
- \$3587 for the new book return drop;
- \$2,842 in one-time charges in Insurance fees (claim deductible);
- \$1,599 for
- \$1,458 in Supplies for quantity of new patron library cards
- \$1192 for one-fee for stabling a 403b retirement account;
- \$1169 for tree work at 61 E Main;
- \$1,025 for restoring Museum passes that had been cut out at budget time
- \$17,622 (the rest is minor adjustments)

Budget adjustments will be addressed again at the January 2019 Meeting, once the income and expenses have been finalized.

James Mahoney
Library Director

ADDENDUM TO CASH RECPTS DISBURSEMENTS REPORT

January 1, 2018 - December 31, 2018

As of November 30, 2018

Budget Line/ Description	Jan-Nov 30	Budget	\$ Over Budget	Increase	Revised Budget
4038 Rental Income Increase never applied	\$ 12,250	\$ 15,300		\$ (600)	\$ 14,700
6002 Benefits Disability & Worker's Comp	\$ 34,152	\$ 33,764	\$ 388	\$ 388	\$ 34,152
6007 Office Postage Homebound reimbursement from LARC \$764	\$ 2,127	\$ 1,500	\$ 627	\$ 627	\$ 2,127
6008 Accounting & Prof Fees 403B Mgt fee \$1000	\$ 1,792	\$ 600	\$ 1,192	\$ 1,192	\$ 1,792
6010 Repairs and Maintenance Roof & tree work @ 61 E Main	\$ 22,745	\$ 21,576	\$ 1,169	\$ 1,169	\$ 22,745
6018 Insurance Claim Deduction \$2500 plus another \$4000 Dec	\$ 7,692	\$ 4,850	\$ 2,842	\$ 2,842	\$ 7,692
6028 Sewer Taxes	\$ 1,307	\$ 1,300	\$ 7	\$ 7	\$ 1,307
6031 Internet Access Arrears on Optimum	\$ 2,177	\$ 1,629	\$ 548	\$ 548	\$ 2,177
6032 Anser Service Fee	\$ 11,654	\$ 10,055	\$ 1,599	\$ 1,599	\$ 11,654
6045 Advertising & Promo Harry Potter Festival plus Rosina anniversary	\$ 1,256	\$ 500	\$ 756	\$ 756	\$ 1,256
		reimbursement applied \$2100			
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
6101 Capital Expenditures Book Drop & cart	\$ 43,658	\$ 40,071	\$ 3,587	\$ 3,587	\$ 43,658
6125 Serials Consumer Reports online	\$ 4,278	\$ 3,485	\$ 793	\$ 793	\$ 4,278

ADDENDUM TO CASH RECEIPTS DISBURSEMENTS REPORT

January 1, 2018 - December 31, 2018

As of November 30, 2018

6200	Programs	\$	11,775	\$	10,750	\$	1,025	\$	1,025	\$	11,775
	Children's and Museum passes										

6300	Supplies	\$	11,458	\$	10,000	\$	1,458	\$	1,458	\$	11,458
	Patron cards & Shredder										

December 19, 2018 new total of Addendum	\$	20,304	\$	131,095
Approved October 17, 2018	\$	10,613		
New changes Dec 19, 2018	\$	9,691		

Rose Memorial Library Association

Profit & Loss

November 2018

Nov 18

Ordinary Income/Expense

Income

4010 · LLSWA State Aid	441
4011 · Grants & Aid	300
4014 · Fundraising Income - Appeal	210
4015 · Investment Income	3,320
4016 · Gifts and Donations	21
4031 · Library Charges	215
4032 · Other Income	242
4038 · Rental Income - 61 E. Main	1,225

Total Income 5,974

Gross Profit 5,974

Expense

6001 · Salaries	28,260
6002 · Benefits	2,466
6007 · Office Postage	215
6010 · Repairs and Maintenance	3,326
6011 · Health Insurance Premiums Paid	1,377
6015 · Telecommunications	120
6017 · Utilities	28
6019 · Dues/Fees	68
6031 · Internet Access	136
6035 · Newsletters	1,025
6036 · Fundraising	1,540
6043 · Retirement 403B	0
6045 · Advertising and Promotion	(2,100)
6101 · Capital Expenditures	3,876
6125 · Serials	414
6200 · Programs	475
6300 · Supplies	994

Total Expense 42,220

Net Ordinary Income (36,246)

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income (36,246)

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

	<u>Jan - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	4,414	4,370	44	101%
4011 · Grants & Aid	1,300	1,000	300	130%
4014 · Fundraising Income - Appeal	8,971	10,000	(1,029)	90%
4015 · Investment Income	26,450	24,900	1,550	106%
4016 · Gifts and Donations	562			
4018 · Friends - Income	15	600	(585)	3%
4031 · Library Charges	5,452	8,000	(2,548)	68%
4032 · Other Income	4,284	2,000	2,284	214%
4038 · Rental Income - 61 E. Main	13,475	15,300	(1,825)	88%
Total Income	<u>519,923</u>	<u>521,170</u>	<u>(1,247)</u>	<u>100%</u>
Gross Profit	519,923	521,170	(1,247)	100%
Expense				
6001 · Salaries	319,631	359,985	(40,354)	89%
6002 · Benefits	34,152	33,764	388	101%
6007 · Office Postage	2,127	1,500	627	142%
6008 · Accounting & Other Prof Fees	1,792	600	1,192	299%
6009 · Legal	1,938	2,100	(162)	92%
6010 · Repairs and Maintenance	22,745	21,576	1,169	105%
6011 · Health Insurance Premiums Paid	19,618	29,000	(9,382)	68%
6015 · Telecommunications	1,915	2,858	(943)	67%
6017 · Utilities	8,048	9,100	(1,052)	88%
6018 · Insurance	7,692	4,850	2,842	159%
6019 · Dues/Fees	1,773	2,165	(392)	82%
6028 · Sewer Taxes	1,307	1,300	7	101%
6031 · Internet Access	2,177	1,629	548	134%
6032 · Ansernet Service Fee	11,654	10,055	1,599	116%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	7,926	8,000	(74)	99%
6036 · Fundraising	1,984	2,650	(666)	75%
6043 · Retirement 403B	0			
6045 · Advertising and Promotion	1,256	500	756	251%
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	43,658	40,071	3,587	109%
6125 · Serials	4,278	3,485	793	123%
6200 · Programs	11,775	10,750	1,025	110%
6300 · Supplies	11,458	10,000	1,458	115%
Total Expense	<u>530,207</u>	<u>563,438</u>	<u>(33,231)</u>	<u>94%</u>

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

	<u>Jan - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	(10,284)	(42,268)	31,984	24%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(10,284)</u>	<u>(42,268)</u>	<u>31,984</u>	<u>24%</u>
Cash Balances:	01-Jan-18		31-Nov-18	
Operating Acct - TD Bank	\$88,659.22		\$177,816.13	
Payroll Acct - TD Bank	\$99.43		\$32.09	
Savings Acct - TD Bank	\$8,288.07		\$8,291.86	
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		\$4,784.65	
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		\$77,189.96	
Merrill Lynch Municipal Bonds - Future Fund	\$125,669.20		\$85,669.20	
Merrill Lynch Premiums/Discounts - Future Fund	\$0.00		\$1,240.40	
	<u>\$647,481.86</u>		<u>\$637,296.84</u>	

**Rose Memorial Library
Library Director's Report
November 12, 2018 – December 18, 2018**

**For Board Meeting December 19, 2018
By James Mahoney, Library Director**



General Overview -

In this period I was still working on the back-up of paperwork in my desk area, and organizing files for storage and office cabinets. I have Carole Gomez and Georgiana helping me but their time here is limited so this process is progressing slowly. I have also been revising the Salary Budget and the general Operating Budget for 2019. There are not major changes. But mostly accommodations for some increases that have come up since the Budget was drafted.

Personnel : Staff is still adjusting to the announcement that we will be cutting back hours starting January 1st. I have been a little more generous in raises, than I had planned, to help soften the impact of the loss of hours. Unfortunately since most of the changes are at the end of the day, the cutback affects few people, but especially Rosina, Gretchen, and Janet during the week and anyone who works on Saturday.

Building:

Technology: Oscar and I have had a preliminary discussion about new technology (non-computer) and he is doing some research about 3-D, etc.

RCLS: The trial on automatic renewals is still on-going; likewise the “no-fines” for children’s materials now taking place in a limited number of libraries (not at RML)

Appointments/Meetings

Monday, November 12th Rose Memorial Library was open all day

Wednesday, November 14th Library Board Meeting, RMLA

Thursday, November 15th LARC Board Meeting, Haverstraw Kings Daughters (Garnerville)
(Library Association of Rockland County)

Wednesday, November 21st, Library closed at 5:00 (Thanksgiving Eve)

Thursday, November 22nd Library CLOSED all day. Thanksgiving

Friday, November 23rd , Rose Memorial Library was open all day

Wednesday, December 4-6th Director OFF for personal meeting in Pennsylvania

Monday, December 10th System Services Committee, RCLS (Middletown, NY)

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

I went to the Westchester Library System HQ on December 3rd to visit their Leader Lab. I got to see their 3D printers (a Makerbot Replicator and a Lulzbot) and get a brief tutorial in using the free 3D modeling software Tinkercad to make and print a luggage tag. The intention of this program was to teach librarians how to make the project and then be able to teach it to patrons. This was especially interesting to me because whenever I think about 3D printers in libraries, I usually only think of patrons bringing in their own projects to print but some of the other participants in the class actually run programs and guide patrons in making a 3D model to print. While I was there, I also got a lot of good information on 3D printers (and a little bit on vinyl cutters too) from Allison, their technology trainer.

I've kept programming for December pretty light since attendance dwindles during the cold weather (especially around the holidays) but we do have a Red Cross Blood Drive coming up next week (on Thursday, December 27th from 1-6pm). I have been posting about it frequently on Facebook (which Christina helpfully cross-posted to the North Rockland Community page) and I sent copies of the flyers over to Tomkins Cove and Haverstraw Libraries. If any board members would like to help spread the word, I would really appreciate it!

**Youth Services Report
December 2018
Susan Babcock, Head of Youth Services**

Weekly Programs were well attended in November. We also hosted a successful Fizz Boom Science Program for Grades 2-5. The kids conducted experiments using different varieties of candy. We finished off the program with a "Gumdrop Engineering" contest in which the kids had to build the tallest tower with gumdrops and toothpicks in 10 minutes. It was more challenging than they thought but they had a great time!

Hot Cocoa from Around the World for teens was a hit! 16 teens participated in making and sampling 3 varieties of hot cocoa as well as creating a cocoa mix to gift. They also made a Mexican hot cocoa smores dip. They all seemed to love the program and I received many compliments from the parents. The program was presented by Nancy Kaufer . She presents cooking programs for kids, teens and adults at various libraries in the system.

12.18.18

Rose Memorial Library Statistics

	November 2018	YTD 2018	November 2017	YTD 2017
Circulation:	4069	45087	3482	43077
Inter Library Loan				
- Borrowed	636	7647	656	8746
- Loaned	724	8360	808	8117
Registered Users	5678	N/A	5733	N/A
Reference Transactions				
- Adult	436	5110	465	4322
- Children's	108	1265	0	0
Library Visitors	2673	34433	3265	36005
Public Computer Sessions	87	1489	216	2721
Web Analytics				
- Visitors	594	7391	661	8997
-Number of Visits	1274	15728	1199	16632
- Page Visits	2107	27224	2029	27870

Programs: (Breakdown attached)	November 2018		November 2017	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	11	62	13	35
- Young Adult	2	19	7	33
- Children's	27	276	35	574

	November YTD 2018		November YTD 2017	
Adult Collection				
Fiction Books	390	5172	335	5173
New Fiction	24	325	44	426
Express Books	366	4112	338	4353
Large Print Books	208	2348	143	2088
Non Fiction Books	181	2203	193	2740
Total Adult Books	1169	14160	1053	14780
CD/Audio	143	1627	148	1615
DVD	565	7265	616	7763
Misc.	3	47	0	63
Periodicals	78	935	64	713
TOTAL ADULT CIRC	1958	24034	1881	24934
Juvenile Collection				
Fiction Books	1434	13971	1081	11304
Non-Fiction Books	142	1551	98	1390
Express Books	0	6	0	3
Total Juv Books	1576	15528	1179	12697
CD/Audio	7	108	9	100
DVD	294	2797	239	3183
Misc.	0	0	0	0
Periodicals	3	58	8	61
TOTAL Juvenile Circ	1880	18491	1435	16041
YA Collection				
Fiction Books	41	602	27	556
Non-Fiction Books	23	169	13	168
Express Books	1	2	0	1
CD/Audio	0	12	2	14
DVD	3	44	0	14
TOTAL YA Circ	68	829	42	753
Graphic Books	144	1397	87	881
Games	19	336	37	468
GRAND TOTAL	4069	45087	3482	43077
All Books	2954	31858	2359	29083
All AV	1012	11853	1014	12689
Periodicals	81	993	72	774
Games	19	336	37	468
Misc	3	47	0	63
	4069	45087	3482	43077

Children's		
Date	Program	Attendance
2-Nov	Lego Preschool 10:30 am	13
5-Nov	Rhymes, Bounce & Giggle	11
5-Nov	Stony Point Reading Adventures	25
6-Nov	Preschool Storytime 10:30 am	6
6-Nov	Preschool Storytime 1:30pm	3
6-Nov	Eat Smart NY	cancelled
7-Nov	Thanksgiving Film & Coloring 10:30 am	6
7-Nov	Thanksgiving Film & Coloring 1:30pm	11
8-Nov	Walk & Wiggle	17
8-Nov	Toddler Storytime	25
12-Nov	Rhymes, Bounce & Giggle	11
12-Nov	Lego Builders 5& up	11
13-Nov	Preschool Storytime 10:30 am	11
13-Nov	Preschool Storytime 1:30 pm	14
15-Nov	Walk & Wiggle	cancelled
15-Nov	Toddler Storytime	cancelled
16-Nov	Goosebumps	4
19-Nov	Rhymes, Bounce & Giggle	4
20-Nov	Preschool Storytime 10:30 am	11
20-Nov	Preschool Storytime 1:30 pm	12
26-Nov	Rhymes, Bounce & Giggle	11
26-Nov	Fizz, Boom, Science	5
27-Nov	Preschool Storytime 10:30 am	14
27-Nov	Preschool Storytime 1:30pm	10
28-Nov	Fun with Play Dough 10:30 am	9
29-Nov	Walk & Wiggle	10
29-Nov	Toddler Storytime	22

Teen		
Date	Program	Attendance
14-Nov	TAG Meeting	3
29-Nov	Hot Cocoa Around the World	16

Adult		
Date	Program	Attendance
1-Nov	Chair Yoga	12
8-Nov	Chair Yoga	13
12-Nov	Armistice Day Presentation	3
13-Nov	Career Counseling 1 on 1	Cancelled due to no sign ups
14-Nov	Jigsaw Puzzle Swap	3
15-Nov	Chair Yoga	9
15-Nov	Third Thursday Book Club	Cancelled due to snow
19-Nov	Movie Monday	3
19-Nov	Rockland Office for the Agin Drop In	5
28-Nov	Mini Canvas Painting	5
29-Nov	Chair Yoga	9

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
DESCRIPTION					
INCOME					
4000	Tax Levy				
	North Rockland School District	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
4001	Public Funds				
	Town of Stony Point	\$ 255,000	\$ 255,000	\$ 255,000	\$ 40,000
					\$ 255,000
					\$ 295,000
4010	State Aid				
4010	Local Library Services Aid (LLSA) (RCLS)	\$ 4,375	\$ 4,370	4413	\$ 4,400
		\$ 4,375	\$ 4,370	\$ 4,413	\$ 4,400
4011	Grants & Aid				
	NYS Legislature Fixed Assets				
	NYS Legislature Security System			0	
4012	RCLS Grant			\$ 300	
4013	Other Grants				
4013	Kurtz Foundation	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
4014	Fundraising Income				
4014	Annual Appeal	\$ 8,000	\$ 8,000	\$ 8,227	\$ 8,200
4040	Newsletter Quarterly	\$ 2,000	\$ 2,000	\$ 775	\$ 1,000
4041	Book Sales	\$ 100		5	
4049	Fundraising - Event (Lynch's)	\$ 150			
4042	Other	\$ 1,000			
4051	Donations Adult Programs	\$ 11,250	\$ 10,000	\$ 239	\$ 9,200
		\$ 11,250	\$ 10,000	\$ 9,246	\$ 9,200

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
DESCRIPTIOIN					
4016	Gifts & Donations				
4016	Memorials, general donations, misc.	\$ 4,000		562.7	
0	Friends Income				
4018	Friends Income Other	\$ 200	\$ 200	\$ 15	\$ 200
4044	Friends Raffles				
4046	Friend's Fundraiser				
4047	Friends Book Sale	\$ 400	\$ 400		
		\$ 600	\$ 600	\$ 15	\$ 200
4031 & 4050	Library Charges				
4031	Fines	\$ 9,100	\$ 8,000	\$ 5,659	\$ 6,000
4050	Program Reimbursement				
	Other				
		\$ 9,100	\$ 8,000	\$ 5,659	\$ 6,000
4032 & 4060	Other Income - Photocopier etc				
4032	Other Income - Photocopier	\$ 2,000	\$ 2,000	\$ 4,386	\$ 3,000
4060	Insurance Reimbursements				
		\$ 2,000	\$ 2,000	\$ 4,386	\$ 3,000
4033 & 4034	Investment Income				
4015	Investment Income - Other				
4033	Interest Income	\$ 30,500	\$ 24,000	\$ 23,272	\$ 24,000
4034	Dividend Income	\$ 1,000	\$ 500	\$ 485	\$ 500
4035	Gain/Loss on Sale	\$ 500	\$ 400		\$ 400
4036	Other Investment Related Income			\$ 1,026	\$ 500
		\$ 32,000	\$ 24,900	\$ 26,450	\$ 25,900
4038	Rental Income - 61 E Main				
4038	Rental of apartment	\$ 14,700	\$ 15,300	\$ 14,700	\$ 14,700

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	DESCRIPTION	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
3998	Fund Balance Appropriation					
3998	Operating Budget		\$ 59,663	\$ 41,268		9
	Building Project					0
			\$ 59,663	\$ 41,268	\$ -	\$ 9
TOTAL REVENUE			\$ 593,688	\$ 562,438	\$ 521,432	\$ 559,409

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	DESCRIPTION	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
6007	Postage - Office (\$125/mo.) Postage Machine Additional Postage		\$ 1,500 \$ 300 \$ 1,800	\$ 1,000 \$ 500 \$ 1,500	\$ 2,002 \$ 2,002	\$ 1,000 \$ 500 \$ 1,500
6008	Accounting & Prof Fees Accounting Auditor	990 Audit	\$ 600 \$ 6,700 \$ 7,300	\$ 600 \$ 600	\$ 187 \$ 187	\$ 700 \$ 700
6009	Legal Fees (Quarterly retainer \$500) Billable Expenses	Whiteman Osterman Whiteman Osterman	\$ 2,000 \$ 100 \$ 2,100	\$ 2,000 \$ 100 \$ 2,100	\$ 1,938 \$ 100 \$ 1,938	\$ 2,000 \$ 100 \$ 2,100
6011	Health Insurance Health Republic / Cigna (\$595.35 per person per month) Aetna Insurance		\$ 30,133 \$ 30,133	\$ 29,000 \$ 29,000	\$ 19,579 \$ 19,579	\$ 25,000 \$ 25,000
6012	CD/DVD/Game - Repairs & Maint Nyack Library cleaning discs		\$ 75 \$ 75	\$ - \$ -	\$ - \$ -	\$ - \$ -
6013	Office and Library Supplies Library Supplies Office Supplies	Budget less toner	\$ 1,600 \$ 4,000 \$ 5,600	\$ 1,600 \$ 4,000 \$ 5,600	\$ 1,972 \$ 6,314 \$ 8,285	\$ 2,000 \$ 5,000 \$ 7,000

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	DESCRIPTION	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
6014	Equipment - Repairs & Maintenance					
	Telephone	Optima	\$ 852	\$ 1,076		\$ 1,076
	Telephone Repairs & Service		\$ 250	\$ 250		\$ 250
	Other Equipment R & M					
			\$ 1,102	\$ 1,326	\$ 1,719	\$ 1,326
6015	Telecommunications					
	Verizon	\$119.14	\$ 1,400	\$ 1,430	\$ 1,915	\$ 1,430
	Telecom fee	ANSER	\$ 1,480	\$ 1,428		\$ 1,428
			\$ 2,880	\$ 2,858	\$ 1,915	\$ 2,858
6017	Utilities 79 East Main (Library)					
	Water	Suez	\$ 260	\$ 260	\$ 348	\$ 260
	Gas & Electric	Library - 79 E Main Orange & Rockland	\$ 8,390	\$ 8,390	\$ 7,910	\$ 8,390
			\$ 8,650	\$ 8,650	\$ 8,258	\$ 8,650
6018	Property Insurance					
	Price, Capell & Assoc. Inc.	Package	\$ 4,725	\$ 5,017	\$ 11,631	\$ 3,206
	Umbrella			\$ 745	\$ 487	\$ 250
	Automobile			\$ 250	\$ 173	\$ 125
			\$ 4,725	\$ 6,012	\$ 12,290	\$ 3,456
6019	Dues, Fees					
	North Rockland Chamber of Commerce					
	North Rockland Rotary		\$ 250	\$ 250	\$ 280	\$ 250
	NYS Library Trustees		\$ 175	\$ 175		
	Amazon Membership				\$ 50	\$ 50
	NYLA Memberships		\$ 200	\$ 200	\$ 100	\$ 200
	ALA Membership		\$ 385	\$ 385		\$ 385
	LARC memberships		\$ 220	\$ 255	\$ 340	\$ 260
			\$ 1,230	\$ 1,265	\$ 770	\$ 1,145

Special

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
DESCRIPTION					
6020	Custodial Supplies				
6020	Paper towels , tissues etc	\$ 800	\$ 800	\$ 1,298	\$ 900
		\$ 800	\$ 800	\$ 1,298	\$ 900
6021	Conferences			1363.93	
	New York Library Association Conference				
	Registration	\$ 500	250		250
	Hotel	\$ 930	190		350
	Meals and Incidental Expenses	\$ 300	95		125
	Travel	\$ 330	125		125
	LARC Conference				
	e/o yr				
	Registration	\$ 250	100		400
	Mileage	\$ 75	75		75
	Fall Into Books				
	Registration	\$ 70	70		70
	Mileage	\$ 20	45		45
	Other	\$ 500	50		50
		\$ 2,975	1000	1363.93	1490
6022	Fixed Assets & Improvements				
	Computer installation	\$ 500	\$ 500		
	2 laptops for Children's Room	\$ 800	\$ 800		
	Past Computers	\$ 6,000			
	Book Drop	\$ 7,300	\$ 1,300	\$ 4,372	\$ 500
		\$ 7,300	\$ 1,300	\$ 4,372	\$ 500

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
DESCRIPTION					
6023	Payroll Processing Fees	\$ 1,800	\$ 1,800	\$ 1,647	\$ 1,700
6024	Bank & Investment Charges				
6024	Bank Charges	\$ 500	\$ 500	\$ 70	\$ 500
	Investment Fees (Merrill Lynch)	\$ 2,500	\$ 300	\$ 300	\$ 300
	Late fees etc	\$ 250	\$ 100	\$ 30	\$ 100
		\$ 3,250	\$ 900	\$ 400	\$ 900
6028	Property Tax				
	Sewer Tax Library	\$ 675	\$ 850	\$ 666	\$ 750
6029	Grounds Maintenance				
6406	79 E Main St Stubenvoll	\$ 3,000	\$ 3,000	\$ 3,993	\$ 3,000
	Salting (\$65 per day)	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
		\$ 4,200	\$ 4,200	\$ 3,993	\$ 4,200
6030	Building Repairs & Maintenance				
6016	Building				
	Roof repairs - Quatrochi - Gutters				
6405	R & M Building Vanguard (\$600/mon)	\$ 6,300	\$ 7,200	\$ 7,200	\$ 7,200
6030	Carpet Cleaning	\$ 700	\$ 200	\$ 480	\$ 500
6030	Window Washing	\$ 200	\$ 200	\$ 200	\$ 200
6030	Heat & AC	\$ 700	\$ 700	\$ 400	\$ 400
6030	Electrical service (Hush)	\$ 1,800	\$ 1,800	\$ 450	\$ 450
6030	Rockland Carting	\$ 600	\$ 600	\$ 600	\$ 600
6030	Plumbing	\$ 400	\$ 400	\$ 400	\$ 400
6030	Alarms & Locksmith	\$ 600	\$ 600	\$ 336	\$ 500
6030	Fire Protection - Campbell	\$ 250	\$ 250	\$ 278	\$ 250
6030	General			\$ 177	\$ 175
6030	Paint all exterior wood trim and doors	\$ 850			
6030	(excl Big window)	\$ 12,400	\$ 11,750	\$ 9,071	\$ 10,675

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	DESCRIPTION	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
6031	Internet Access	Internet Access Spectrum (\$135.74mo.)	\$ 1,632	\$ 1,629	\$ 2,177	\$ 1,800
6032	ANSER SERVICE FEES	ANSER SERVICE FEES			11654	
	4 Workflow computers	Full Support (\$765)	\$ 2,295	\$ 3,060		\$ 3,060
	4 Workflow computers	PC replacement (\$180)	\$ 555	\$ 720		\$ 720
	Consumption fee		\$ 6,200	\$ 6,200		\$ 6,200
	Readers	3 @ \$25	\$ 75	\$ 75		\$ 75
	2 Workflow computers	Full Support (\$765)	\$ 1,530			
	2 Workflow computers	PC replacement (\$185)	\$ 370			
	2 Limited ANSER	(\$624)	\$ 1,248			
			\$ 12,273	\$ 10,055	\$ 11,654	\$ 10,055
6034	Software Licensing Fees	Software Licensing Fees				
	Deep Freeze (10 licenses)	public	\$ 70	\$ 70		\$ 70
	Dreamweaver		\$ 240.00			
	Evanced	On-line Program Calendar	\$ 1,260	\$ 1,260		\$ 1,260
	Fortres		\$ 65	\$ 65		\$ 65
	Crash Plan	Backup - Server	\$ 130	\$ 130		\$ 130
	Trend Micro	(10 security)				
			\$ 1,395	\$ 1,525	\$ -	\$ 1,525
6035	Newsletter	Newsletter				
	Printing 6x 4X	\$1,025	\$ 5,300	\$ 5,300	\$ 6,150	\$ 4,100
6035	Postage 6x 4X	\$445	\$ 2,700	\$ 2,700	\$ 2,375	\$ 1,780
6037			\$ 8,000	\$ 8,000	\$ 8,525	\$ 5,880
6036	Fundraising Printing	Fundraising				
	Fundraising Printing		\$ 1,700	\$ 1,700	\$ 1,540	\$ 1,700
6036	Advertising & Misc		\$ 500	\$ 500		\$ 500
6036	Fundraising Postage	Annual Appeal	\$ 450	\$ 450	\$ 444	\$ 450
6038			\$ 2,650	\$ 2,650	\$ 1,984	\$ 2,650

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
DESCRIPTION					
6041	Equipment Rental Copier (\$110/mo.) Postage Machine (\$60/qtrly)	\$ 1,536 \$ 240 \$ 1,776	\$ 360 \$ 240 \$ 600	\$ 563 \$ 563	\$ 360 \$ 240 \$ 600
6043	Retirement 403B				
6045	Advertising & Promotion Advertising Printing flyers etc Extra Programs	\$ 1,000 \$ 450 \$ 150 \$ 1,600	\$ 500 - - \$ 500	-2100 \$ 250 \$ 609 \$ 2,800 \$ 1,559	\$ 500 - - \$ 500
6046	Movie & Software Licensing MPLC Movie Licensing USA Movie Licensing USA (Anime license)	\$ 190 \$ 275 \$ 75 \$ 540	\$ 190 \$ 275 \$ 75 \$ 465	485 \$ 485	\$ 190 \$ 368 \$ 558
6047	Employment Advertising NYLA Job Postings (\$45 per posting)	\$ 200 \$ 200		605 \$ 605	300 - 300
6050	RCLS Service Fee	\$ 1,742	\$ 1,350	\$ 1,748	\$ 1,750
6051	Computer Technology Computer Technical Support CompSonic	\$ 500 \$ 500	\$ 3,800 \$ 3,800	\$ 8,550 \$ 8,550	\$ 6,000
6052	Library Website Library Website Rockland Web Design (Tom Ossa)	\$ 500			\$ 500
6053	Website Hosting Annual website hosting Rockland Web Design	\$ 360	\$ 360	\$ 520	\$ 450

Reimb.

PROPOSED OPERATING BUDGET
2019

ACCOUNT #	ACCOUNT NAME	DESCRIPTION	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
6099	Friends Expenses		\$ 500			
6100	Library Materials					
	Books					
	Adult Books		\$ 18,000	\$ 15,000	\$ 18,144	\$ 15,750
	Express Books	No reserves	\$ 5,000	\$ 3,000		\$ 2,750
	Children's Books		\$ 12,000	\$ 9,000	\$ 5,745	\$ 7,000
	YA Books				\$ 1,803	\$ 1,400
	Audio Books		\$ 2,200	\$ 2,000	\$ 1,981	\$ 2,000
6115	Music - CDs		\$ 900	\$ 750	\$ 598	\$ 750
6120	DVDs		\$ 6,000	\$ 5,500	\$ 5,006	\$ 5,500
6130			\$ 44,100	\$ 35,250	\$ 33,277	\$ 35,150
6125	Serials (Paper copies)					
	Popular Subscription Service		\$ 1,800	\$ 1,800	\$ 1,734	\$ 1,800
	Journal News		\$ 800	\$ 800	\$ 1,342	\$ 800
	School Library Journal		\$ 85	\$ 85	\$ 100	\$ 85
	New York Times		\$ 800	\$ 800	\$ 845	\$ 800
	New subscriptions		\$ 250		\$ 257	\$ 250
			\$ 3,735	\$ 3,485	\$ 4,278	\$ 3,735
6140	Serials (magazine) electronic					
	Hoopla		\$ 1,500	\$ 400		\$ 400
	Learning Express		\$ 2,234			
	TurnleBooks Library Deluxe		\$ 499	\$ 550		
	Zinio		\$ 750			
	Newspaper access		\$ 1,250			
			\$ 1,800	\$ 400	\$ -	\$ 400

**PROPOSED OPERATING BUDGET
 2019**

ACCOUNT #	ACCOUNT NAME	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
	DESCRIPTION				
	Electronic Books (E-books)				
6141	RCLS Shared Content (Overdrive)	\$ 1,832	\$ 2,040	\$ 4,140	\$ 2,040
	Overdrive (local purchases by RML)	\$ 3,366	\$ 1,131	\$	\$ 900
	Consumer Reports	\$	\$ 4,740	\$ 174	\$ 2,940
				\$ 4,314	\$
6160	Software			\$ 1,109	
	Keybank				
6161	Electronic Games				
	Electronic Games	1000	750	591	
6170	Grant Expenditures				
		1000			
		1000	0		0
	Programs				
6200	Adult Program Fees	\$ 3,250	\$ 4,300	\$ 3,568	\$ 3,000
6210	Young Adult Program Fees	\$ 1,100	\$ 1,100	\$ 150	\$ 750
6215	Children's Program Fees	\$ 8,000	\$ 2,800	\$ 3,065	\$ 2,750
6220	Summer Reading Program Fees - Childrens	\$	\$ 4,000	\$ 3,770	\$ 3,000
6251	Summer Reading Program Fees - Young Adult	\$	\$	\$ 150	\$
6253		\$	\$ 12,200	\$ 10,703	\$ 9,500
	Museum Passes				
6225	Boscobel House & Gardens	\$ 125	\$	\$ 150	\$ 125
	Hudson Highlands Nature Museum	\$ 90	\$	\$	\$ 90
	Intrepid Sea, Air & Space Museum	\$ 500	\$	\$ 500	\$ 500
	Museum of the City of New York	\$ 100	\$	\$	\$
	Edward Hopper House	\$	\$	\$	\$
	Storm King Art Center	\$ 125	\$	\$ 125	\$ 125
	Solomon R. Guggenheim Museum	\$	\$	\$	\$
	Amer Museum Natural History	\$ 500	\$	\$ 340	\$ 500
		\$ 1,440	\$	\$ 1,115	\$ 1,340

**PROPOSED OPERATING BUDGET
2019**

ACCOUNT #	ACCOUNT NAME	2017 Approved	2018 Approved	2018 YTD 12/18/18	2019 Proposed
DESCRIPTION					
	Program Supplies				
6301	Program Supplies - Adult	\$ 600	\$ 600	\$ 624	\$ 600
6302	Program Supplies - Children	\$ 1,200	\$ 1,000	\$ 1,324	\$ 750
6304	Program Supplies - Young Adult	\$ 900	\$ 900	\$ 702	\$ 500
6252	Summer Reading Expenses - Children	\$ 850	\$ 800	\$ 315	\$ 800
6254	Summer Reading Expenses - YA	\$ 500	\$ 500	\$ 168	\$ 500
		\$ 4,050	\$ 3,800	\$ 3,132	\$ 3,150
6400	Site Plan expenses			\$ 62	
6404	Utilities- 61 East Main Street				
	Orange & Rockland - Electric	\$ 450	\$ 450	\$ 469	\$ 450
6407	Repairs & Maintenance - 61 East Main St				
	Maint Grounds Other - 61 E Main	\$ 3,000	\$ 3,000	\$ 3,490	\$ 3,000
6407	Repairs & Maintenance - 61 E Main	\$ 600	\$ 500	\$ 3,050	
6409	Repairs & Maintenance - 61 E Main	\$ 3,600	\$ 3,500	\$ 7,412	\$ 3,000
6411	Sewer Tax - 61 East Main				
	Sewer tax 61 east main	\$ 550	\$ 600	\$ 641	\$ 600
	Total Expenses	\$ 593,688	\$ 564,877	\$ 552,409	\$ 545,860
TOTAL EXPENSES					
	Total Expenses	2017	2018		2019
		\$ 593,688	\$ 564,877	\$ 545,860	\$ 545,860
	vs Previous Yr		\$ (28,811)	\$ (19,017)	
	Total Income	\$ 593,688	\$ 562,438	\$ 559,409	\$ 559,409
	Income vs expenses	\$ 0	\$ (2,439)	\$ 13,549	\$ 13,549
					2019 vs 2017 \$ (47,828)

2019
OFFICIAL CALENDAR OF LIBRARY
BOARD OF TRUSTEES MEETINGS

Wednesday, January 16, 2019
Wednesday, February 20, 2019
Wednesday, March 20, 2019
Wednesday, April 17, 2019
Wednesday, May 15, 2019
Wednesday, June 19, 2019
Wednesday, July 17, 2019
Wednesday, August 21, 2019
Wednesday, September 18, 2019
Wednesday, October 16, 2019
Wednesday, November 20, 2019
Wednesday, December 18, 2019

6:30 pm, Kennedy Room, Rose Memorial Library,

Third Wednesday, each month.

Check our webpage for agendas and board materials

The public is always invited to our monthly open Board Meetings



**CALENDAR OF LIBRARY CLOSINGS
2019**

Tuesday	January 1	New Year's Day
Sunday	April 21	Easter**
Monday	May 27	Memorial Day
Thursday	July 4	Independence Day
Monday	September 2	Labor Day
Wednesday	November 27	Thanksgiving Eve (close at 5pm)
Thursday	November 28	Thanksgiving Day
Tuesday	December 24	Christmas Eve (close at 2pm)
Wednesday	December 25	Christmas Day
Tuesday	December 31	New Year's Eve (close at 2pm)

With the exception of Easter Sunday**, all full-time staff will be paid for the above six full-day closings and two half-day closings. (Part-time staff whose normal schedule would include any of these days will receive pro-rated holiday pay).



Rose Memorial Library will remain open on the following holidays, but staff will have the option of taking the day off or working their shift at the premium rate of time and one-half *AND* earning a floating holiday. Substitutes will also be offered the premium rate.

Monday	January 14	Martin Luther King Jr. Day
Monday	February 18	President's Day
Monday	October 14	Columbus Day
Monday	November 11	Veteran's Day
Friday	November 29	Day after Thanksgiving

Floating holidays need to be coordinated with coverage requirements and approved by the Library Director at least 30 days in advance. Floating holidays will expire in 180 days.

Regular hours:	Monday through Thursday	10am – 9pm
	Friday	10am – 7pm
	Saturday	10am – 5pm
	Sunday	1pm – 5pm
Summer hours:	Closed Sundays, June 23 through September 1	

Calendar may be subject to change with notice.

ROSE MEMORIAL LIBRARY ASSOCIATION

79 East Main Street, Stony Point, NY 10980

Regular Meeting of the Board of Trustees

December 19, 2018

Election of Officers for 2019

President:

Vice President:

Secretary:

Treasurer:
