

**Rose Memorial Library**  
**79 East Main Street, Stony Point, New York 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, January 16, 2019**  
**6:35 pm, Kennedy Room**

**AGENDA**

**I. Call to Order**

**II. Adoption of Minutes:** Regular Meeting, December 19, 2018

**III. Public Comment**

**IV. Friends of the Library**

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

*Approval of Final Addendum to adjust 2018*

*Budget lines in excess of budget\**

Approval of Disbursements. Month ending December 31, 2018 \*

Financial Reports for December 2018 \*

**VI. Reports**

**A. Director's Report,** December 13, 2018 – January 11, 2019

**B. Board Committees**

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

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

**VIII. New Business**

- a. Conflict of Interest Policy – Annual compliance
- b. Checking account signers

**IX. Announcements**

**X. Executive Session \***

**XI. Adjournment \***

*\*=motion required*

1.16.19

**Next Scheduled Meeting:**  
**Tuesday, February 12 2019 at 6:30 pm**

**Rose Memorial Library**  
**79 East Main Street, Stony Point, New York 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, December 19, 2018**  
**6:30 pm, Kennedy Room**

I. **Call to Order** Call to Order at 6:39 pm; Attendees – Trustees (7) J. Lima, T. Marsico, T. Needleman, R. Sanders, D. Flora, C. Mandara, M. Rinaldi; Trustee Candidates: J. Brooks, A. Pagan- Gloss and J. Mahoney (Director)

II. **Adoption of Minutes:** Regular Meeting, November 14, 2018  
Motion to Accept Minutes: Motion by T. Marsico, R. Sanders, All

III. **Public Comment**

Introductions from Amanda Pagan-Gloss and James Brooke

IV. **Friends of the Library** - None

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

*Approval of 2<sup>nd</sup> Addendum to adjust 2018  
Budget lines in excess of budget\**

Motion to Accept 2018 budget adjustments: Motion by R. Sanders, T. Needleman, All

Approval of Disbursements. Month ending November 30, 2018 \*

Financial Reports for November 2018 \*

Motion to Accept November Disbursements ; Motion by R. Sanders, C. Mandara, All

VI. **Reports**

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

B. **Board Committees**

1. Building & Capital Projects (J Lima) - Potential second buyer for 61 Main Street property. waiting to hear back.

2. **Finance & Budget** (Rebecca Sanders).

a. Adoption of Salary Budget for 2019\* -

Motion to Accept salary budget for 2019; Motion made by T. Needleman, M. Rinaldi; All

b. Adoption of Operating Budget for 2019\*

Motion to hold off on accepting 2019 Operating Budget until new Members have a chance to review and vote. Motion by T. Needleman, R. Sanders, All

3. Policy (J Lima) - None

- 4 Planning (C Mandara) - Consider "Books to Broadway", local theater and STEM Program.
5. Technology (T Needleman)- 3D Printer donation and program suggested.

VII. **Old Business** - See above VI,B,1.

VIII. **New Business**

1. Nominations and Election of Officers for the Board of Trustees for 2019 \*  
- Motion to Accept Christina Mandara as President, R Sanders as Treasurer, T. Marsico as Vice President and Dorothy Flora as Secretary. J. Lima, M. Rinaldi, All
2. Schedule of 2019 Regular Board Meetings\* - Review of 2019 Board Meeting Schedule resulted in the following changes. February 20th Meeting moved to February 12th due to Holiday and August 21st Meeting was canceled. Motion to Accept 2019 Board Meeting Schedule; J. Lima, C. Mandara, All
3. Adoption of revised Schedule of Hours as of January 1, 2019\*- Motion to Accept revised schedule of Library hours for 2019; C. Mandara, T. Needleman, All
4. Staff invite to Holiday Dinner at Lynch's in Stony Point, NY. Motion to Accept Staff Notice: T. Needleman, C. Mandara, All

IX. **Announcements - None**

X. **Executive Session - None**

XI. **Adjournment \*** - Motion to Adjourn at 8:25 pm: Motion by J. Lima, M. Rinaldi, All

***Next Scheduled Meeting:  
Wednesday, January 16<sup>th</sup> 2019 at 6:30 pm***

# Rose Memorial Library

## Financial Report

### For Board Meeting January 16, 2018

The financial reports for this month reflect income and expenses as of December 31, 2018. As of December 31<sup>st</sup> we had \$ 143,347 left in the TD Bank Operating account.

*We had income of \$ 7,415 in December and expenses of \$ 41,439*

The **Merrill Lynch** Accounts had a value of \$451,521 as of 12/31/18 as compared with \$451,079 as of 11/30/18.

Our bookkeeper, Laura Grisar has prepared a more Final **Addendum to Cash Receipt Disbursements Report** presenting all lines that were over budget as of year's end. The increases to the 2018 Budget are \$26,572, of which \$20,304 was already approved at the November and December meetings and \$6,268 is presented here for the first time.

We fell \$2,235 short of our budget for Library Charges (Fines, fees, etc). Due to a miscommunication, we wound up needing to pay the entire balance on our Insurance line (\$4598) instead of just the 4<sup>th</sup> quarter installment.

I have revised the 2019 Budget since it was originally presented in the fall, now that I have better figures for expenses for automation and other RCLS charges, many of the consortium costs have been increased for 2019 as costs have risen. I will have a narrative report on the Budget ready soon, and will forward it on.

<b>SUMMARY CASH FLOW</b>		November '18	thru December 2019		
		Other Income	Projections	Projection TD Checking	Actual Checking
	Government	IN	OUT	Balance	Statement
Nov 30 2018	\$ 200,000	\$4,184	\$ 37,877	\$ 166,307	\$177,816
Dec 31, 2018		4,184	40,745	129,746	\$143,347
Jan 31 2019		10,184	47,058	92,872	*119,094

\*=Jan 9, 2019

James Mahoney  
Library Director

**ADDENDUM TO CASH RECEIPTS DISBURSEMENTS REPORT**

**January 1, 2018 - December 31, 2018**

**As of December 31, 2018**

Budget Line/ Description	Jan-Dec 31	Budget	\$ Over Budget	Increase	Revised Budget
4018 Friends Income	\$ 15	\$ 600	\$ (585)	\$ (585)	\$ 15
4031 Library Charges	\$ 5,765	\$ 8,000	\$ (2,235)	\$ (2,235)	\$ 5,765
4038 Rental Income Increase never applied	\$ 12,250	\$ 15,300	\$ (3,050)	\$ (600)	\$ 12,250
6002 Benefits	\$ 37,352	\$ 33,764	\$ 3,588	\$ 388	\$ 34,152
6007 Office Postage	\$ 2,137	\$ 1,500	\$ 637	\$ 627	\$ 2,127
6008 Accounting & Prof Fees 403B Mgt fee \$1000	\$ 1,792	\$ 600	\$ 1,192	\$ 1,192	\$ 1,792
6010 Repairs and Maintenance	\$ 23,495	\$ 21,576	\$ 1,919	\$ 1,919	\$ 23,495
6017 Utilities	\$ 9,552	\$ 9,100	\$ 452	\$ 452	\$ 9,552
6018 Insurance Claim Deduction \$2500	\$ 12,290	\$ 4,850	\$ 7,440	\$ 7,440	\$ 12,290
6028 Sewer Taxes	\$ 1,307	\$ 1,300	\$ 7	\$ 7	\$ 1,307
6031 Internet Access	\$ 2,313	\$ 1,629	\$ 684	\$ 684	\$ 2,313
6032 Ansernet Service Fee	\$ 11,654	\$ 10,055	\$ 1,599	\$ 1,599	\$ 11,654
6035 Newsletters	\$ 8,525	\$ 8,000	\$ 525	\$ 525	\$ 8,525
6045 Advertising & Promo Harry Potter Festival	\$ 1,281	\$ 500	\$ 781	\$ 781	\$ 1,281
		Reimbursement applied			
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	\$ 45,066	\$ 40,071	\$ 4,995	\$ 4,995	\$ 45,066

**ADDENDUM TO CASH RECEIPTS DISBURSEMENTS REPORT**

**January 1, 2018 - December 31, 2018**

**As of December 31, 2018**

<b>6125</b>	<b>Serials</b>	\$	4,278	\$	3,485	\$	793	\$	793	\$	4,278
<b>6200</b>	<b>Programs</b>	\$	11,775	\$	10,750	\$	1,025	\$	1,025	\$	11,775
<b>6300</b>	<b>Supplies</b>	\$	12,237	\$	10,000	\$	2,237	\$	2,237	\$	12,237
								\$	26,572	\$	211,177

	<b>Dec 18</b>
Ordinary Income/Expense	
Total Income	7,415
Gross Profit	7,415
Expense	
6101 · Capital Expenditures	1,408
Total Expense	41,440
Net Ordinary Income	(34,025)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
<b>Net Income</b>	<b>(34,025)</b>

	<b>Jan - Dec 18</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Ordinary Income/Expense				
Total Income	527,338	521,170	6,168	101%
Gross Profit	527,338	521,170	6,168	101%
Expense				
6101 · Capital Expenditures	45,066	40,071	4,995	112%
Total Expense	571,647	563,438	8,209	101%
Net Ordinary Income	(44,309)	(42,268)	(2,041)	105%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
<b>Net Income</b>	<b>(44,309)</b>	<b>(42,268)</b>	<b>(2,041)</b>	<b>105%</b>
<b>Cash Balances:</b>	<b>01-Jan-18</b>		<b>31-Dec-18</b>	
Operating Acct - TD Bank	\$88,659.22		\$143,347.62	
Payroll Acct - TD Bank	\$99.43		\$35.66	
Savings Acct - TD Bank	\$8,288.07		\$8,292.21	
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		\$5,204.56	
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	\$125,669.20		\$85,669.20	
Merrill Lynch Premiums/Discounts - Future	\$0.00		\$1,240.40	
	<b>\$647,481.86</b>		<b>\$603,252.16</b>	

**Rose Memorial Library Association**  
**Profit & Loss**  
**December 2018**

	Dec 18
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	4,750
4015 · Investment Income	498
4016 · Gifts and Donations	3
4031 · Library Charges	314
4032 · Other Income	625
4038 · Rental Income - 61 E. Main	1,225
<b>Total Income</b>	<b>7,415</b>
<b>Gross Profit</b>	<b>7,415</b>
Expense	
6001 · Salaries	28,194
6002 · Benefits	3,200
6007 · Office Postage	135
6010 · Repairs and Maintenance	750
6011 · Health Insurance Premiums Paid	(78)
6015 · Telecommunications	120
6017 · Utilities	1,504
6018 · Insurance	4,598
6019 · Dues/Fees	70
6031 · Internet Access	136
6035 · Newsletters	475
6036 · Fundraising	124
6043 · Retirement 403B	0
6045 · Advertising and Promotion	25
6101 · Capital Expenditures	1,408
6300 · Supplies	779
<b>Total Expense</b>	<b>41,439</b>
<b>Net Ordinary Income</b>	<b>(34,023)</b>
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
<b>Total Other Expense</b>	<b>0</b>
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>(34,023)</b>



**Rose Memorial Library  
Library Director's Report  
December 18, 2018 – January 11, 2019**

**For Board Meeting January 16, 2019  
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. Material is already being reorganized to be sent down to the file room downstairs, and the Board Minute books are being re-worked to make them easier to handle. Ted Needleman dropped off a good high speed scanner, and we'll put that to use when we get to phase 2 (the reorganization of the file room).

**Personnel:** I would like to discuss in the near future extending personal paid time (sick, vacation, personal) to all permanent staff regardless of the number of hours worked weekly. Currently we have an eligibility threshold of a minimum of 12 hours per week.

It seems that all who attended our holiday party last Friday had a great time at Lynch's.

**Building:** I'd like to pursue bids on painting the exterior window and door frames in the spring, as they are looking shabby. Also we need a new rear entrance door, as it is rotting out at the base.

**Technology:** We have corrected a failure of the software product that is supposed to cancel out the history of usage on the public computers. We were unaware of this until a patron brought it to our attention. I have asked Tech Spectrum to monitor the process periodically as part of our regular block of hours.

**RCLS:** The trial on automatic renewals is still on-going; likewise the "no-fines" for children's materials trial now taking place in a limited number of libraries (not at RML). We have definitely seen an increase in circulation because of the renewals, but a decrease in fine money on the other side. With both Haverstraw and Tomkins Cove eventually participating in these initiatives, I don't see how we cannot adopt the same practices.

The state-mandated Sexual Harassment Prevention Training workshops are being offered in several places, and some of our staff will probably take advantage of the schedule at Westchester Library System. *Description:* Meeting the NYS mandated requirements; this workshop reviews

strategies for preventing and reporting harassment/sexual harassment behaviors in the work environment. I will be going to a special session arranged by RCLS, to be given by Ellen Bach (belonging to our attorney's firm in Albany). Our Trustees are also invited to this presentation which will take place in May.

Trustees and staff are required to be certified by October. We are still waiting for the state to develop some sort of individual on-line workshop, but part of the mandate insists on some interactive participation by each individual, so it favors on-site workshops. Once I have dates I will post them.

For perhaps the first time ever, or at least a long time, we have the opportunity to travel by chartered buses to meet members the legislature in Albany on Wednesday, February 27<sup>th</sup>, *Library Advocacy Day*. Grace Riario, Assistant Director of RCLS has released this memo:

Dear Colleagues,

It is that time of year where we speak up about all the wonderful things we are doing. We ask our legislators for the financial support and show up at Albany.

**The New York Library Association Advocacy Day is Wednesday, February 27, 2019.**

As many of you know, we have some new senators and legislators. Let's be prepared to meet them and be ready to speak up.

Please attend one of the advocacy training session. We have scheduled three sessions for your convenience:

1. Wednesday, January 23 at the Ethelbert B. Crawford Public Library, Monticello at 10 am
2. Thursday, January 24 at the New City Library, New City at 10 am
3. Tuesday, January 29 at the Ramapo Catskill Library System, Middletown at 10 am

Your presence, support, and help are essentials!

Have a happy and healthy Holiday Season.

*Grace Riario*

*Assistant Director & Outreach Coordinator*

Ramapo Catskill Library System (RCLS)

### **Other RCLS News:**

It is expected that NYS Public Libraries will be taking on new roles for the 2020 Census. It seems that the Census Bureau will not be mailing out paper copies, nor sending workers into the field, and the push will be for total on-line entry. Libraries will be a logical local place for people to seek assistance. Several Million \$ are being sought to provide us with training and support.

Our scanners at the checkout desks are capable of recognizing digital library barcodes on cell phones. There is an RCLS App for patron use of this feature.

Library Directors and key staff will be engaged in compiling their library's 2018 Annual Report for the State Library, due in early February.

**Appointments/Meetings:**

Monday, December 17<sup>th</sup> System Services Committee, RCLS (Middletown, NY)  
Wednesday, December 19<sup>th</sup> Regular & Annual Meeting, Rose Memorial Library  
Thursday, December 20<sup>th</sup> Library Association of Rockland County, (LARC) here at RMLA  
Monday, December 24<sup>th</sup> ½ Day Holiday, Christmas Eve  
Tuesday, December 25<sup>th</sup> Library Closed - Christmas  
Monday, December 31<sup>st</sup> ½ Day Holiday, New Year's Eve  
Tuesday, January 1<sup>st</sup> Library Closed – New Year's Day  
Friday, January 4<sup>th</sup> Library Staff and Trustee Holiday Party  
Wednesday, January 9<sup>th</sup> Ramapo Catskill Library System (RCLS) Director's Association  
(Middletown)  
Thursday, January 10<sup>th</sup> Meeting with Photocopier vendor

**Adult Services Report  
January 2019  
Oscar Chrin, Adult Services Librarian**

The first of our (now quarterly) newsletters for 2019 made it out early and registration for adult programs has been good thus far. I have kept programming on the light side for January but I've got more lined up for February and March. Things were quiet in late December, I think because of proximity holidays.

Other than that, it has been more or less business as usual. I have been continuing to work on analyzing our local history collection (e.g. seeing what items we have that are unique to our library), so that if we were going to use that room for different purposes (as Jim has suggested), I would more easily know what would be a good candidate for storage.

**Youth Services Report  
January 2019  
Susan Babcock, Head of Youth Services**

December was a very busy month in the Children's room. We had a really great turn out for the Holiday Cookie Cottages on Saturday December 1st. We had over 20 kids shows up and a nice spread across the ages. I plan to make this an annual event with a small bit of tweaking next year. I think everyone left really happy with their creations and had a lot of fun.

We also had a great turn out for the Holiday Pajamarama Storytime Event. I plan to schedule these on a regular basis with some sort of theme each time. Next one scheduled is for February with a Valentine's Day theme. I think it's a nice option for working families who may not be able to get in for our weekly programs during the day.

1.16.19

## Rose Memorial Library Statistics

	December 2018	YTD 2018	December 2017	YTD 2017
Circulation:	3390	48477	2862	45939
Inter Library Loan				
- Borrowed	603	8250	577	9323
- Loaned	673	9033	685	8802
Registered Users	5697	N/A	5738	N/A
Reference Transactions				
- Adult	340	5450	318	4640
- Children's	65	1330	0	0
Library Visitors	2376	36809	2712	38717
Public Computer Sessions	88	1577	139	2860
Web Analytics				
- Visitors	616	8007	476	9473
-Number of Visits	1158	16886	923	17555
- Page Visits	2020	29244	1565	29435

Programs: (Breakdown attached)	December 2018		December 2017	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	7	5	9	13
- Young Adult	1	1	8	28
- Children's	26	257	31	409

	December YTD 2018		December YTD 2017	
<b>Adult Collection</b>				
Fiction Books	341	5513	342	5515
New Fiction	16	341	21	447
Express Books	328	4440	337	4690
Large Print Books	159	2507	145	2233
Non Fiction Books	176	2379	158	2898
<b>Total Adult Books</b>	1020	<b>15180</b>	1003	15783
<b>CD/Audio</b>	128	1755	101	1716
<b>DVD</b>	589	7854	596	8359
<b>Misc.</b>	0	47	1	64
<b>Periodicals</b>	78	1013	41	754
<b>TOTAL ADULT CIRC</b>	1815	25849	1742	26676
<b>Juvenile Collection</b>				
Fiction Books	1001	<b>14972</b>	600	11904
Non-Fiction Books	93	<b>1644</b>	159	1549
Express Books	1	<b>7</b>	0	3
<b>Total Juv Books</b>	1095	<b>16623</b>	759	13456
<b>CD/Audio</b>	8	<b>116</b>	2	102
<b>DVD</b>	272	<b>3069</b>	244	3427
<b>Misc.</b>	0	0	0	0
<b>Periodicals</b>	2	<b>60</b>	2	63
<b>TOTAL Juvenile Circ</b>	1377	19868	1007	17048
<b>YA Collection</b>				
Fiction Books	42	<b>644</b>	32	588
Non-Fiction Books	24	<b>193</b>	12	180
Express Books	0	<b>2</b>	0	1
<b>CD/Audio</b>	0	<b>12</b>	2	16
<b>DVD</b>	7	51	0	14
<b>TOTAL YA Circ</b>	73	<b>902</b>	46	799
<b>Graphic Books</b>	95	1492	<b>29</b>	910
<b>Games</b>	30	366	38	506
<b>GRAND TOTAL</b>	3390	<b>48477</b>	2862	45939
All Books	2276	<b>34134</b>	<b>1835</b>	30918
All AV	1004	<b>12857</b>	945	13634
Periodicals	<b>80</b>	<b>1073</b>	43	817
Games	30	366	38	506
Misc	0	<b>47</b>	1	64
	3390	48477	2862	45939

<b>Date</b>	<b>Children's Program</b>	<b>Attendance</b>
1-Dec	Holiday Cookie Cottages	32
3-Dec	Rhymes, Bounce & Giggle	11
3-Dec	Holiday Pajamarama	14
4-Dec	Preschool Storytime 10:30 am	11
4-Dec	Preschool Storytime 1:30pm	14
5-Dec	Holiday Film & coloring 10:30 am	Cancelled
5-Dec	Holiday Film & coloring 1:30pm	6
12/6/2018	Walk & Wiggle	10
12/6/2018	Toddler Storytime	15
12/7/2018	Preschool Lego Builders 10:30 am	5
7-Dec	Preschool Lego Builders 1:30pm	12
10-Dec	Rhymes, Bounce & Giggle	15
12-11 18	Preschool Storytime 10:30 am	Cancelled
11-Dec	Preschool Storytime 1:30 pm	Cancelled
12-Dec	Lego Builders ages 5 & up 4:15pm	9
13-Dec	Walk & Wiggle	2
13-Dec	Toddler Storytime	14
14-Dec	Goosebumps	15
17-Dec	Rhymes, Bounce & Giggle	13
18-Dec	Preschool Storytime 10:30 am	8
18-Dec	Preschool Storytime 1:30pm	7
19-Dec	Fun with Play Dough 10:30 am	11
19-Dec	Fun with Play Dough 1:30 pm	7
19-Dec	Paws for a Cause	7
20-Dec	Walk & Wiggle	6
20-Dec	Toddler Storytime	13

<b>Date</b>	<b>Young Adult Program</b>	<b>Attendance</b>
12-Dec	TAG Meeting	1

<b>Date</b>	<b>Adult Program</b>	<b>Attendance</b>
3-Dec	Caring for Winter Holiday Plants	Cancelled due to low sign up
7-Dec	Coloring for Calm	0
12-Dec	Tabletop Game Night	0
13-Dec	Jigsaw Puzzle Swap	0
15-Dec	Saturday Matinee	3
20-Dec	Third Thursday Book Club	2
27-Dec	Red Cross Blood Drive	Cancelled by Red Cross due to staff issues/illness