

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Tuesday, March 26, 2019
Meeting Date Changed from 3/20/19
6:30 pm, Kennedy Room

AGENDA

I. **Call to Order**

II. **Adoption of Minutes:** Regular Meeting, February 26, 2019

III. **Public Comment**

IV. **Friends of the Library**

V. **Finance** - Narrative Report (J Mahoney)
Approval of Disbursements. Month ending February 28, 2019 *
Financial Reports for February 2019 *

VI. **Reports**

A. **Director's Report**, February 26, 2019 – March 25, 2019

A. **Board Committees**

1. Planning
2. Building & Capital Projects
3. Finance & Budget
3. Policy
5. Technology

VII. **Old Business** - Long Range Plan 2019 – 2021 (in progress for future meeting)

VIII. **New Business** Listing of property at 61 East Main St, Stony Point

IX. **Executive Session** * Real property negotiations

X. **Announcements**

XI. **Adjournment** *

**=motion required*

Next Scheduled Meeting:

3.19.19+02
15* 0

Wednesday, April 17, 2019 at 6:30 pm

Rose Memorial Library

Financial Report

For Board Meeting March 26, 2019

The financial reports for this month reflect income and expenses as of February 28, 2019. As of that date we had \$ 352,512 (TD Bank statement) on deposit in the TD Bank Operating account.

We had income of \$ 297,109 in February and expenses of \$ 39,072

The **Merrill Lynch** Accounts had a value of \$ 455,276 as of 2/28/19 as compared with \$444,262 as of 1/31/19.

The Check arrived from the Town of Stony Point for \$295,000

There were two payrolls in February.

Cash Disbursements of note were book purchases of Stubenvoll Landscaping (\$3,813) for Spring/Summer work at both locations; Oxford Health Plans (\$1,455) for 2 employees; Payroll (\$28,068); benefits, taxes: (\$2,355)

SUMMARY CASH FLOW							
November '2018 Thru December 2019							
Projection of Cash Flow		Other Income	Actual	Projections	Actual	Projection TD Checking	Actual
Month ending	Governmen t IN	IN	IN	OUT	OUT	Balance	Checking Statement
Nov 30 2018	\$ 200,000	\$ 4,184	\$ 5,974	\$ 37,877	\$42,220	\$ 166,307	\$177,816
Dec 31, 2018		\$ 4,184	\$ 7,450	\$ 40,745	\$ 41,439	\$ 129,746	\$143,347
Jan 31 2019		\$ 10,184	\$ 5,397	\$ 47,058	\$ 53,209	\$ 92,872	\$94,499
February 28 2019	\$ 255,000	\$ 6,184	\$ 297,109	\$ 40,080	\$39,072	\$ 313,976	\$ 352,513
March YTD (3/20)		\$4,851		\$41,702		\$309,949 3/31	\$ 312,210 3/20

James Mahoney
Library Director

03.20.19

Rose Memorial Library Association

Profit & Loss

February 2019

Feb 19

Ordinary Income/Expense

Income

4001 · Local Public Funds	295,000
4014 · Fundraising Income - Appeal	320
4015 · Investment Income	76
4016 · Gifts and Donations	2
4031 · Library Charges	217
4032 · Other Income	269
4038 · Rental Income - 61 E. Main	1,225

Total Income 297,109

Gross Profit 297,109

Expense

6001 · Salaries	28,068
6002 · Benefits	2,355
6007 · Office Postage	135
6010 · Repairs and Maintenance	4,503
6011 · Health Insurance Premiums Paid	1,377
6017 · Utilities	67
6019 · Dues/Fees	5
6035 · Newsletters	460
6043 · Retirement 403B	0
6051 · Computer Technical Support	700
6053 · Website Hosting Fee	180
6101 · Capital Expenditures	460
6125 · Serials	100
6200 · Programs	200
6300 · Supplies	463

Total Expense 39,073

Net Ordinary Income 258,036

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income 258,036

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	0	4,400	(4,400)	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	2,096	9,200	(7,104)	23%
4015 · Investment Income	3,852	25,900	(22,048)	15%
4016 · Gifts and Donations	258			
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	848	5,500	(4,652)	15%
4032 · Other Income	688	3,900	(3,212)	18%
4038 · Rental Income - 61 E. Main	2,450	14,700	(12,250)	17%
Total Income	<u>305,192</u>	<u>559,800</u>	<u>(254,608)</u>	<u>55%</u>
Gross Profit	305,192	559,800	(254,608)	55%
Expense				
6001 · Salaries	55,578	348,005	(292,427)	16%
6002 · Benefits	6,057	34,949	(28,892)	17%
6007 · Office Postage	420	2,000	(1,580)	21%
6008 · Accounting & Other Prof Fees	1,350	1,000	350	135%
6009 · Legal	500	2,100	(1,600)	24%
6010 · Repairs and Maintenance	5,601	20,501	(14,900)	27%
6011 · Health Insurance Premiums Paid	4,210	25,000	(20,790)	17%
6015 · Telecommunications	120	2,767	(2,647)	4%
6017 · Utilities	872	9,125	(8,253)	10%
6018 · Insurance	0	3,456	(3,456)	0%
6019 · Dues/Fees	163	1,735	(1,572)	9%
6028 · Sewer Taxes	1,350	1,325	25	102%
6031 · Internet Access	136	1,800	(1,664)	8%
6032 · Ansernet Service Fee	3,134	11,198	(8,064)	28%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	1,485	5,880	(4,395)	25%
6036 · Fundraising	532	2,650	(2,118)	20%
6043 · Retirement 403B	0			
6045 · Advertising and Promotion	0	1,900	(1,900)	0%
6046 · Movie Licensing Contract	368	562	(194)	65%
6050 · RCLS Service Fee	0	2,275	(2,275)	0%
6051 · Computer Technical Support	700	6,000	(5,300)	12%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	180	450	(270)	40%
6101 · Capital Expenditures	6,003	42,388	(36,385)	14%
6125 · Serials	461	3,820	(3,359)	12%
6200 · Programs	625	10,965	(10,340)	6%
6300 · Supplies	2,434	11,275	(8,841)	22%
Total Expense	<u>92,279</u>	<u>555,151</u>	<u>(462,872)</u>	<u>17%</u>
Net Ordinary Income	<u>212,913</u>	<u>4,649</u>	<u>208,264</u>	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	<u>0</u>			
Net Other Income	<u>0</u>			
Net Income	<u><u>212,913</u></u>	<u><u>4,649</u></u>	<u><u>208,264</u></u>	

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through February 2019

Jan - Feb 19	Budget	\$ Over Budget	% of Budget
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Cash Balances:	01-Jan-19	28-Feb-19
Operating Acct - TD Bank	\$143,347.62	\$352,512.55
Payroll Acct -TD Bank	\$35.66	\$36.95
Savings Acct - TD Bank	\$8,292.21	\$8,292.88
Bank CDs - Future Fund	\$0.00	\$0.00
Bank CDs - Other	\$0.00	\$0.00
Petty Cash	\$77.07	\$67.97
Merrill Lynch Cash Acct	\$5,204.56	\$7,892.75
Merrill Lynch Certificates of Deposit	\$0.00	\$0.00
Merrill	\$282,101.92	\$282,101.92
Merrill Lynch Premiums/Discounts	\$93.56	\$93.56
Merrill Lynch Cash Acct - Future Fund	\$77,211.57	\$78,278.23
Merrill Lynch Municipal Bonds - Future Fund	\$85,669.20	\$85,669.20
Merrill Lynch Premiums/Discounts - Future Fur	\$1,240.40	\$1,240.40
	<u>\$603,273.77</u>	<u>\$816,186.41</u>

January 1, 2019 - February 28, 2019

Capital Expenditures

	Jan - Feb 19	Budget	% of Budget	2 months
				16.7%
6101 - Capital Expenditures				
Adult Books	\$ 2,068	\$ 18,500	11%	
Children's Books	\$ 519	\$ 7,000	7%	
YA Books	\$ 207	\$ 1,400	15%	
Books -Other	\$ 34	\$ 800	4%	
Sub Total (Books)	\$ 2,828	\$ 27,700	10%	
6150 Audio Books	\$ 380	\$ 2,000	19%	
6120 Music	\$ 42	\$ 750	6%	
6130 DVDs	\$ 298	\$ 5,500	5%	
6141 Digital Reading Technology	\$ 1,136	\$ 4,528	25%	
6161 Video Games	\$ 60	\$ 650	9%	
6160 Software - Other	\$ 1,260	\$ 1,100	115%	
	\$ 6,003	\$ 42,228	14%	
Unassigned		160		
		\$ 42,388		

Circulation Statistics

Rose Memorial Library

	February YTD		February YTD	
	2019	2019	2018	2018
Adult Collection				
Fiction Books	415	851	405	801
New Fiction	18	32	25	51
Express Books	333	646	347	766
Large Print Books	179	357	140	357
Non Fiction Books	169	364	214	458
Total Adult Books	1114	2250	1131	2433
CD/Audio	123	279	158	309
DVD	635	1254	617	1213
Misc.	1	1	3	4
Periodicals	108	179	83	182
TOTAL ADULT CIRC	1981	3963	1992	4141
Juvenile Collection				
Fiction Books	1334	2397	1161	2023
Non-Fiction Books	167	301	254	372
Express Books	0	0	0	0
Total Juv Books	1501	2698	1415	2395
CD/Audio	14	26	8	11
DVD	272	484	226	428
Misc.	0	0	0	0
Periodicals	2	7	4	6
TOTAL Juvenile Circ	1789	3215	1653	2840
YA Collection				
Fiction Books	39	79	29	55
Non-Fiction Books	18	31	6	13
Express Books	0	0	0	0
CD/Audio	0	1	4	6
DVD	8	18	2	3
TOTAL YA Circ	65	129	41	77
Graphic Books	137	252	82	165
Games	31	63	37	73
GRAND TOTAL	4003	7622	3805	7296
All Books	2809	5310	2663	5061
All AV	1052	2062	1015	1970
Periodicals	110	186	87	188
Games	31	63	37	73
Misc	1	1	3	4
	4003	7622	3805	7296

Rose Memorial Library Statistics

	February 2019	YTD 2019	February 2018	YTD 2018
Circulation:	4003	7622	3805	7296
Inter Library Loan				
- Borrowed	661	1422	613	1351
- Loaned	846	1643	729	1471
Registered Users	5389	N/A	5467	N/A
Reference Transactions				
- Adult	601	1073	453	796
- Children's	161	266	0	0
Library Visitors	2870	5425	2909	5908
Public Computer Sessions	140	232	141	296
Web Analytics				
- Visitors	734	1494	546	1180
-Number of Visits	1388	2874	1154	2542
- Page Visits	2369	5102	2073	4584

Programs: (Breakdown attached)	February 2019		February 2018	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	7	45	8	27
- Young Adult	2	4	8	30
- Children's	35	334	39	523

Date	Children's Program	Attendance
1-Feb	Preschool Lego Builders ages 3-5 10:30 am	2
1-Feb	Preschool Lego Builders ages 3-5 1:30pm	8
4-Feb	Rhyme Bounce and Giggle 10:30 am	8
5-Feb	Preschool Storytime 10:30 am	9
5-Feb	Preschool Storytime 1:30 pm	8
6-Feb	Valentine Film and Dot Painting 10:30 am	2
6-Feb	Valentine Film and Dot Painting 1:30pm	7
6-Feb	Elementary Explorers 4:30pm Grades k-2	14
7-Feb	Walk& Wiggle 10:30 am	10
7-Feb	Toddler Storytime 11:30 am	12
11-Feb	Rhyme, Bounce and Giggle 10:30 am	12
11-Feb	Valentine Pajamarama ages 3 and up 6:30 pm	12
12-Feb	Preschool Storytime 10:30 am	cancelled
12-Feb	Preschool Storytime 1:30 pm	cancelled
12-Feb	Valentine's Craft K&up 4:30 pm	35
14-Feb	Walk& Wiggle 10:30 am	2
14-Feb	Toddler Storytime 11:30 am	8
15-Feb	Goosebumps 4:15 pm	3
18-Feb	Rhyme Bounce and Giggle 10:30 am	8
19-Feb	Preschool Storytime 10:30 am	6
19-Feb	Preschol Storytime 1:30 pm	8
19-Feb	Eat Smart NY Ages 5 and up 3:30 pm	18
20-Feb	Fun with Playdough 10:30 am	18
20-Feb	Fun with Playdough 1:30 pm	3
20-Feb	Paws for a Cause 6pm	cancelled snow
21-Feb	Walk& Wiggle 10:30 am	8
21-Feb	Toddler Storytime 11:30 am	13
21-Feb	Zumbini ages 2-4 2:30 pm	32
22-Feb	Lego builders age 5 and up 3:30 pm	6
25-Feb	Rhyme Bounce and Giggle 10:30 am	12
26-Feb	Preschool Storytime 10:30 am	14
26-Feb	Preschool Storytime 1:30 pm	13
27-Feb	Elementary Explorers 4:30pm Grades k-2	cancelled
28-Feb	Walk& Wiggle 10:30 am	8
28-Feb	Toddler Storytime 11:30 am	15
Date	Young Adult Program	Attendance
7-Feb	Instagram Valentines	4
13-Feb	TAG	cancelled
Date	Adult Program	Attendance
6-Feb	East Smart NY: Healthy Eating	5
8-Feb	Folded Heart Book Craft	11
16-Feb	Saturday Matinee	11
20-Feb	Mason Jar Luminaries	cancelled due to weather
21-Feb	Third Thursday Book Club	8
25-Feb	Learn to Use Hoopla	7
28-Feb	Medicare 101	3