

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, May 15, 2019
6:30 pm, Kennedy Room

AGENDA

I. Call to Order

II. Adoption of Minutes: Regular Meeting, April 17, 2019

III. Public Comment

IV. Friends of the Library

V. Finance - Narrative Report (J Mahoney)
Approval of Disbursements. Month ending April 30, 2019 *
Financial Reports for April 2019 *

VI. Reports

A. Director's Report, April 12, 2019 – May 14, 2019

A. Board Committees

1. Planning
2. Facilities & Capital Projects
3. Finance & Budget
3. Policy
5. Technology
6. Marketing & Fundraising

VII. Old Business -

- a. Listing of property for sale at 61 East Main St, Stony Point
- b. Audit for fiscal years 2017 and 2018
- c. Consideration of 414 initiative in 2019

VIII. New Business

IX. Executive Session * Real property considerations

X. Announcements

XI. Adjournment *

**=motion required*

5.14.19

Next Scheduled Meeting:

June 19, 2019 at 6:30 pm

Rose Memorial Library

79 East Main Street, Stony Point, New York 10980

Regular Meeting of the Board of Trustees

Meeting Minutes for Wednesday April 17, 2019

Kennedy Room

Attendees: C. Mandara, T. Marsico (late), T. Needleman, R. Sanders, D. Flora, J. Brooks (absent), A. Pagan-Glass (absent). (5 out of 7) **J. Mahoney (Director)**

- I. Call to Order at 6:00 pm Motion by C. Mandara, T. Needleman, All
- II. Adoption of Minutes: Regular Meeting, February 26, 2019
Motion to Accept Minutes: T. Needleman, C. Mandara, All
- III. Public Comment - None
- IV. Friends of the Library – None
- V. Finance -
 - a. Narrative Report (J Mahoney)
 - b. Approval of Disbursements. Month ending March 31, 2019
 - c. Financial Reports for March 2019

Motion to Accept Disbursements and Financial Report; ;R. Sanders, C. Mandara, All
- VI. Reports
 - A. Director's Report March 25, 2019 – April 12, 2019
 - B. Board Committees – More in depth discussion at next meeting but continuing to collaborate with High School Art Program and Local Businesses this Spring.
 1. Planning - 2019-2021-J. Brooks, T. Needleman
 2. Facilities & Capital Projects - T. Marsico, C. Mandara
 3. Finance and Budget - R. Sanders, A Pagan-Glass
 4. Policy - T. Marsico, D. Flora, R. Sanders
 5. Technology - T. Needleman, C. Mandara
 6. Marketing & Fundraising - A. Pagan-Glass, J. Brooks, C. Mandara
- VII. Old Business- Long Range Plan 2019-2021
Agreement to proceed to speak with Town regarding Library's Plan for future below. A. Pagan-Glass and J. Brooks to be briefed before going to Town.
 - a. 61 Main for Sale by Library with J.Mahoney as primary contact.
 - b. Plan to move forward with 414 Initiative possibly asking for \$10/pp
 - c. Ask Town for money this year
 - d. Consider Special District Status
- VIII. New Business
 - a. Motion to Accept exterior painting quote from Campbell Construction: T. Needleman, C. Mandara, All**
- IX. Executive Session
- X. Announcements - None
- XI. Adjournment 7:16 PM Motion to Adjourn : T. Marsico,, D. Flora, All

Next meeting scheduled for Tuesday, May 28, 2019 at 6:30 PM /

Rose Memorial Library

Financial Report

For Board Meeting May 15, 2019

The financial reports for this month reflect income and expenses as of April 30, 2019. As of that date we had **\$ 255,058** (TD Bank statement) on deposit in the TD Bank Operating account.

We had income of \$ 3,363 in April and expenses of \$ 39,424

The **Merrill Lynch** Accounts had a value of \$ 450,751 as of 4/30/19 as compared with \$444,262 as of 1/31/19.

One investment bond (\$17,000) was called and sold on May 1st and will be reported next month, due to Full Call.

Projection of Cash Flow		Other Income	Actual	Projections	Actual	Projection TD Checking	Actual
Month ending	Government 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 31, 2019		\$ 4,851	\$3,397	\$ 41,702	\$ 41,039	\$ 259,566	\$ 310,796
April 30, 2019		\$ 4,184	\$ 3,363	\$ 54,567	\$ 39,424	\$ 225,458	\$ 255,058

05.14.19

James Mahoney
Library Director

Rose Memorial Library Association
Profit & Loss
April 2019

	<u>Apr 19</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	296
4015 · Investment Income	1,106
4016 · Gifts and Donations	131
4031 · Library Charges	225
4032 · Other Income	380
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>3,363</u>
Gross Profit	3,363
Expense	
6001 · Salaries	27,220
6002 · Benefits	2,395
6007 · Office Postage	(35)
6009 · Legal	500
6010 · Repairs and Maintenance	1,106
6011 · Health Insurance Premiums Paid	1,387
6015 · Telecommunications	120
6017 · Utilities	1,190
6019 · Dues/Fees	267
6031 · Internet Access	136
6032 · Ansernet Service Fee	3,134
6035 · Newsletters	238
6043 · Retirement 403B	0
6045 · Advertising and Promotion	300
6101 · Capital Expenditures	3,123
6200 · Programs	1,200
6300 · Supplies	505
Total Expense	<u>42,786</u>
Net Ordinary Income	(39,424)
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>(39,424)</u></u>

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

Ordinary Income/Expense	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
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 - Appr	2,542	9,200	(6,658)	28%
4015 · Investment Income	6,224	25,900	(19,676)	24%
4016 · Gifts and Donations	399			
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	1,313	5,500	(4,187)	24%
4032 · Other Income	1,472	3,900	(2,428)	38%
4038 · Rental Income - 61 E. Main	4,900	14,700	(9,800)	33%
Total Income	311,850	559,800	(247,950)	56%
Gross Profit	311,850	559,800	(247,950)	56%
Expense				
6001 · Salaries	110,423	348,005	(237,582)	32%
6002 · Benefits	13,736	34,949	(21,213)	39%
6007 · Office Postage	600	2,000	(1,400)	30%
6008 · Accounting & Other Prof F	1,350	1,000	350	135%
6009 · Legal	1,000	2,100	(1,100)	48%
6010 · Repairs and Maintenance	8,042	20,501	(12,459)	39%
6011 · Health Insurance Premium	6,964	25,000	(18,036)	28%
6015 · Telecommunications	478	2,767	(2,289)	17%
6017 · Utilities	2,461	9,125	(6,664)	27%
6018 · Insurance	0	3,456	(3,456)	0%
6019 · Dues/Fees	952	1,735	(783)	55%
6028 · Sewer Taxes	1,350	1,325	25	102%
6031 · Internet Access	543	1,800	(1,257)	30%
6032 · Ansernet Service Fee	6,268	11,198	(4,930)	56%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	2,749	5,880	(3,131)	47%
6036 · Fundraising	532	2,650	(2,118)	20%
6043 · Retirement 403B	0			
6045 · Advertising and Promotior	300	1,900	(1,600)	16%
6046 · Movie Licensing Contract	368	562	(194)	65%
6050 · RCLS Service Fee	0	2,275	(2,275)	0%
6051 · Computer Technical Supp	1,400	6,000	(4,600)	23%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	180	450	(270)	40%
6101 · Capital Expenditures	12,875	42,388	(29,513)	30%
6125 · Serials	641	3,820	(3,179)	17%
6200 · Programs	2,165	10,965	(8,800)	20%
6300 · Supplies	3,823	11,275	(7,452)	34%
Total Expense	179,200	555,151	(375,951)	32%
Net Ordinary Income	132,650	4,649	128,001	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	132,650	4,649	128,001	

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

Cash Balances:	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
	01-Jan-19	30-Apr-2019		
Operating Acct - TD Bank	\$143,347.62	\$255,058.67		
Payroll Acct -TD Bank	\$35.66	\$5,440.45		
Savings Acct - TD Bank	\$8,292.21	\$8,293.57		
Bank CDs - Future Fund	\$0.00	\$0.00		
Bank CDs - Other	\$0.00	\$0.00		
Petty Cash	\$77.07	\$116.48		
Merrill Lynch Cash Acct	\$5,204.56	\$10,015.05		
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	\$78,321.35		
Merrill Lynch Municipal Bonds - Future	\$85,669.20	\$85,669.20		
Merrill Lynch Premiums/Discounts - Fut	\$1,240.40	\$1,240.40		
	<u>\$603,273.77</u>	<u>\$726,350.65</u>		

Circulation Statistics

Rose Memorial Library

	April 2019	YTD 2019	April 2018	YTD 2018
Adult Collection				
Fiction Books	428	1654	442	1674
New Fiction	32	94	32	111
Express Books	351	1330	341	1433
Large Print Books	166	719	206	757
Non Fiction Books	239	818	155	804
Total Adult Books	1216	4615	1176	4779
CD/Audio	138	529	132	578
DVD	578	2482	739	2785
Misc.	6	9	0	8
Periodicals	116	367	54	311
TOTAL ADULT CIRC	2054	8002	2101	8461
Juvenile Collection				
Fiction Books	1068	4767	1074	4187
Non-Fiction Books	141	639	116	636
Express Books	0	0	1	1
Total Juv Books	1209	5406	1191	4824
CD/Audio	8	42	4	29
DVD	237	1001	249	910
Misc.	0	0	0	0
Periodicals	5	12	3	10
TOTAL Juvenile Circ	1459	6461	1447	5773
YA Collection				
Fiction Books	42	174	56	137
Non-Fiction Books	13	64	16	39
Express Books	0	0	0	0
CD/Audio	0	4	0	6
DVD	13	33	5	18
TOTAL YA Circ	68	275	77	200
Graphic Books	121	511	107	370
Games	35	131	19	116
GRAND TOTAL	3737	15380	3751	14920
All Books	2601	10770	2546	10149
All AV	974	4091	1129	4326
Periodicals	121	379	57	321
Games	35	131	19	116
Misc	6	9	0	8
	3737	15380	3751	14920

Date	Children's Program	Attendance
3-Apr	Springtime Film and Dot Painting 10:30 am	13
3-Apr	Springtime film and dot painting 1:30pm	14
10-Apr	Preschool lego Builders 10:30 am	11
10-Apr	Preschool Lego Builders 1:30pm	12
12-Apr	Zumbini with Flo 11 am	16
12-Apr	Goosebumps 3:30pm	11
15-Apr	Rhyme, Bounce and Giggle 10:30 am	23
16-Apr	Preschool Storytime 10:30 am	8
16-Apr	Preschool Storytime 1:30 pm	10
16-Apr	Mad Science Bubbling Potions 4:30pm	42
17-Apr	Fun with PlayDough 10:30am	20
17-Apr	Fun with Playdough 1:30pm	15
17-Apr	Paws for a Cause 6pm	7
18-Apr	Walk& Wiggle 10:30 am	7
18-Apr	Toddler Storytime 11:30 am	18
19-Apr	Itty Bitty Playdate	3
22-Apr	Rhyme, Bounce & Giggle 10:30 am	13
22-Apr	Mystery Craft Drop-in 2-7pm	17
23-Apr	Preschool Storytime 10:30am	16
23-Apr	Preschool Storytime 1:30pm	10
24-Apr	Elementary Explorers 4:30pm Grades k-2	17
25-Apr	Walk& Wiggle 10:30 am	8
25-Apr	Toddler Storytime 11:30 am	7
25-Apr	Lego Builders ages 5 & up 3:30	14
26-Apr	Itty Bitty Playdate	2
29-Apr	Rhyme. Bounce & Giggle 10:30am	16
30-Apr	Preschool Storytime 10:30am	12
30-Apr	Preschool Storytime 1:30pm	11

Date	Young Adult Program	Attendance
10-Apr	TAG Meeting 5pm	1
29-Apr	VanGogh Iris Art class	11

Date	Adult Program	Attendance
4-Apr	Chair Yoga	19
10-Apr	Exercise & Nutrition	Cancelled by Presenter
11-Apr	Chair Yoga	11
16-Apr	Ukrainian Egg Decoratong	14
18-Apr	Chair Yoga	10
18-Apr	Exercise & Nutrition	6
18-Apr	Third Thursday Book Club	5
24-Apr	Climate Change: What We Can Do About It	4
25-Apr	Chair Yoga	15
27-Apr	SaturdayMatinee	14
30-Apr	Button Necklace Workshop	12

Rose Memorial Library - Board Committees 2019

Finance & Budget

Rebecca Sanders
Amanda Pagan-Glass

Facilities & Capital Projects

Terry Marsico
Christina Mandara

Marketing & Fundraising

Amanda Pagan-Glass
James Brooks
Christina Mandara

Policy

Terry Marsico
Dorothy Flora
Rebecca Sanders

Planning (2019-2021)

James Brooks
Ted Needleman

Technology

Ted Needleman
Christina Mandara

*= Chair