

# Rose Memorial Library

79 East Main Street, Stony Point, New York 10980

Regular Meeting of the Board of Trustees

~~Wednesday, October 16, 2019~~ **Postposed to Monday, October 28, 2019**

6:30 pm, Kennedy Room

## AGENDA

- I. **Call to Order**
- II. **Adoption of Minutes:**
  - Special Meeting, July 22, 2019 \*
  - Regular Meeting, September 25 2019 \*
- III. **Public Comments**
- IV. **Finance –**
  - a. Narrative Report (Director)
  - b. Approval of Disbursements. Month ending September 30, 2019 \*
  - c. Financial Reports for September 2019 \*
- V. **Reports**
  - A. **Director's Report**, September 16, 2019 – October 11, 2019
  - B. **Action Items** Sept 16, 2019 – October 11, 2019
  - C. **Board Committees**
    - a. Marketing & Fundraising -
    - b. Facilities & Capital Projects -
    - c. **Finance & Budget – Investments & Investment Policy Revised \***  
*Waiting for committee review*
    - d. **Policy - Financial Procedures – Draft in process**
    - e. **Technology Tech Grant** (Ted Needleman)
    - f. Planning - (Strategy)
- VI. **Old Business**
  - a. Progress of 2018 Audit (Berard & Associates)*Still in process - backlogged*
  - b. Progress of sale of 61 East Main St Property:  
*Buyer is wrapping up the details of his proposed labor to add to the contract*
  - c. Review/Adoption of 2020 priorities (Christina) (in process)
  - d. TD Bank Savings Account:  
*Waiting for funding from school district as backup; bookkeeper has isolated deposits made to this account over the years from Friends book sales to be transferred to Friends account \**
  - e. Shredding of unneeded records: Pickup, 22 boxes, scheduled for mid-October
- VII. **New Business**
  - Approval of Ramapo Catskill Library System 2020 Budget
- VIII. **Executive Session \***
- XII. **Announcements**
- XIII. **Adjournment\***

**Next Scheduled Meeting November 20, 2019 at 6:30 pm\***  
~~10.14.19~~ 10.28.19

**=motion required**

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

**Regular Meeting of the Board of Trustees  
Meeting Minutes for Wednesday September 25, 2019  
Kennedy Room**

Attendees: Christina Mandara, Theodore Needleman, Rebecca Sanders, Dorothy Flora, James Brooks, Amanda Pagan-Glass, James Mahoney (Director)  
Absent: T. Marsico

I. Call to Order by C. Mandara at 6:36 pm

II. Adoption of Minutes: Motion to Accept July 2019 Minutes to Regular Meeting by T. Needleman, C. Mandara, All  
Pending Minutes to July Special Meeting

III. Public Comment - None

IV. Finance

A. Approval of Disbursements. Month ending July 31, 2019

Motion to Accept July 2019 Disbursements by R. Sanders, J. Brooks, All  
-Reinforce Director approval for Programs over \$300; Seek Board Approval for Programs over \$1000

-Establish guidelines for spending .

-November Meeting to plan coming year events.

-Place \$1000 in savings for contingencies.

-Separate breakdown on events in Disbursements.

B. Approval of Disbursements. month ending August 31, 2019

Motion to Accept August Disbursements by R. Sanders, J. Brooks, All

C. Financial Reports for July 2019

Motion to Accept July Financial Report by C. Mandara, T. Needleman, All

D. Financial Reports for August 2019

Motion to Accept August 2019 Financial Report by A. Pagan-Glass, J. Brooks, All

-Place Merrill Lynch earnings in savings account for contingency per T. Needleman

V. Reports

Directors Report July 12, 2019 - September 16, 2019

Action Items July 17-September 16, 2019

Board Committees

a. Marketing and Fundraising

b. Facilities and Capital Projects

c. Finance and Budget - Investments and Investment Policy Revisited

d. Policy

- e. Technology
- f. Planning (strategy)

VI. Old Business

- A. Progress of 2018 Audit (Bernard and Associates)
- B. Progress of sale of 61 East Main St. property
- C. Review/adoption of 2019 priorities (Christina) (in process)
- D.
- E. VII. New Business
- F. a. TD Bank Savings Account
- G. b. Report of 2019 Shredding of unneeded records

VIII. Announcements - None

XII. Executive Session - None

XIII. Adjournment

Motion made to adjourn the regular meeting at 8:43 pm by T. Needleman, J. Brooks, All

Next meeting proposed for Wednesday, October 16, 2019

Rose Memorial Library Association  
**Profit & Loss**  
September 2019

	<u>Sep 19</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	340
4015 · Investment Income	1,085
4016 · Gifts and Donations	26
4018 · Friends - Income	10
4031 · Library Charges	124
4032 · Other Income	570
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>3,380</u>
Gross Profit	3,380
Expense	
6001 · Salaries	27,691
6002 · Benefits	2,210
6007 · Office Postage	0
6010 · Repairs and Maintenance	1,647
6011 · Health Insurance Premiums Paid	1,507
6017 · Utilities	30
6019 · Dues/Fees	35
6035 · Newsletters	1,149
6043 · Retirement 403B	0
6045 · Advertising and Promotion	1,188
6051 · Computer Technical Support	700
6101 · Capital Expenditures	529
6125 · Serials	1,694
6200 · Programs	508
6300 · Supplies	722
8500 · Misc expenses	800
Total Expense	<u>40,410</u>
Net Ordinary Income	(37,030)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>(37,030)</u></u>

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

	<u>Jan - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	3,974	4,400	(426)	90%
4011 · Grants & Aid	1,000	1,000	0	100%
4014 · Fundraising Income - Ap	3,525	9,200	(5,675)	38%
4015 · Investment Income	13,301	25,900	(12,599)	51%
4016 · Gifts and Donations	594			
4018 · Friends - Income	10	200	(190)	5%
4031 · Library Charges	2,558	5,500	(2,942)	47%
4032 · Other Income	4,253	3,900	353	109%
4038 · Rental Income - 61 E. Mai	11,025	14,700	(3,675)	75%
<b>Total Income</b>	<u>335,240</u>	<u>559,800</u>	<u>(224,560)</u>	<u>60%</u>
<b>Gross Profit</b>	<u>335,240</u>	<u>559,800</u>	<u>(224,560)</u>	<u>60%</u>
<b>Expense</b>				
6001 · Salaries	263,952	348,005	(84,053)	76%
6002 · Benefits	25,493	34,949	(9,456)	73%
6007 · Office Postage	1,210	2,000	(790)	61%
6008 · Accounting & Other Prof	3,850	1,000	2,850	385%
6009 · Legal	1,500	2,100	(600)	71%
6010 · Repairs and Maintenance	15,552	20,501	(4,949)	76%
6011 · Health Insurance Premiur	14,459	25,000	(10,541)	58%
6015 · Telecommunications	961	2,767	(1,806)	35%
6017 · Utilities	6,566	9,125	(2,559)	72%
6018 · Insurance	1,930	3,456	(1,526)	56%
6019 · Dues/Fees	1,764	1,735	29	102%
6028 · Sewer Taxes	1,350	1,325	25	102%
6031 · Internet Access	1,083	1,800	(717)	60%
6032 · Ansernet Service Fee	9,401	11,198	(1,797)	84%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	5,433	5,880	(447)	92%
6036 · Fundraising	532	2,650	(2,118)	20%
6043 · Retirement 403B	1,125			
6045 · Advertising and Promotic	3,461	1,900	1,561	182%
6046 · Movie Licensing Contrac	568	562	6	101%
6050 · RCLS Service Fee	2,275	2,275	0	100%
6051 · Computer Technical Supl	5,600	6,000	(400)	93%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	700	450	250	156%
<b>6101 · Capital Expenditures</b>				
6022 · Fixed Asset & Capital	3,275	500	2,775	655%
6100 · Books	16,340	26,900	(10,560)	61%
6150 · AV	11,003	14,988	(3,985)	73%
<b>Total 6101 · Capital Expenditure</b>	<u>30,618</u>	<u>42,388</u>	<u>(11,770)</u>	<u>72%</u>
6125 · Serials	3,908	3,820	88	102%
6200 · Programs	8,468	10,965	(2,497)	77%
6300 · Supplies	8,972	11,275	(2,303)	80%
8500 · Misc expenses	800			
<b>Total Expense</b>	<u>421,531</u>	<u>555,151</u>	<u>(133,620)</u>	
<b>Net Ordinary Income</b>	<u>(86,291)</u>	<u>4,649</u>	<u>(90,940)</u>	
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0			
<b>Total Other Expense</b>	<u>0</u>			
<b>Net Other Income</b>	<u>0</u>			
<b>Net Income</b>	<u>(86,291)</u>	<u>4,649</u>	<u>(90,940)</u>	

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

	<u>Jan - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cash Balances:				
	1/1/2019	9/30/2019		
Operating Acct - TD Bank	143,472.62	29,934.17		
Payroll Acct -TD Bank	35.66	15,621.47		
Savings Acct - TD Bank	8,292.21	7,496.31		
Bank CDs - Future Fund	0.00	0.00		
Bank CDs - Other	0.00	0.00		
Petty Cash	77.07	97.01		
Merrill Lynch Cash Acct	5,204.56	1,544.81		
Merrill Lynch Certificates of Deposit	0.00	32,000.00		
Merril	282,101.92	263,263.03		
Merrill Lynch Premiums/Discounts	93.56	93.56		
Merrill Lynch Cash Acct - Future Func	77,211.57	604.49		
Merrill Lynch Municipal Bonds - Futu	85,669.20	165,669.20		
Merrill Lynch Premiums/Discounts - F	1,240.40	785.20		
	603,398.77	517,109.25		

## Rose Memorial Library Statistics

	September 2019	YTD 2019	September 2018	YTD 2018
Circulation:	3778	36337	4293	36447
Inter Library Loan				
- Borrowed	699	6347	733	6208
- Loaned	778	7064	792	6751
Registered Users	5551	N/A	5637	N/A
Reference Transactions				
- Adult	535	4927	546	4108
- Children's	76	998	148	951
Library Visitors	3041	27388	3209	29002
Public Computer Sessions	97	1215	130	1263
Web Analytics				
- Visitors	916	7000	620	6161
-Number of Visits	1622	13564	1316	13062
- Page Visits	2478	20480	2448	22816

Programs: (Breakdown attached)	September 2019		September 2018	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	16	98	8	39
- Young Adult	2	16	0	0
- Children's	21	245	28	349

Circulation Statistics	Rose Memorial Library			
	September YTD		September YTD	
	2019	2019	2018	2018
<b>Adult Collection</b>				
Fiction Books	443	4164	451	4298
New Fiction	21	232	27	274
Express Books	341	3176	387	3364
Large Print Books	177	1733	222	1883
Non Fiction Books	199	2047	191	1832
<b>Total Adult Books</b>	<b>1181</b>	<b>11352</b>	<b>1278</b>	<b>11652</b>
CD/Audio	117	1131	<b>159</b>	<b>1349</b>
DVD	490	5013	<b>688</b>	<b>6071</b>
Misc.	2	21	13	36
Periodicals	87	837	84	781
<b>TOTAL ADULT CIRC</b>	<b>1877</b>	<b>18354</b>	<b>2222</b>	<b>19889</b>
<b>Juvenile Collection</b>				
Fiction Books	1293	<b>11713</b>	1374	10796
Non-Fiction Books	141	1308	146	1254
Express Books	3	11	0	4
<b>Total Juv Books</b>	<b>1437</b>	<b>13032</b>	<b>1520</b>	<b>12054</b>
CD/Audio	8	88	<b>17</b>	<b>93</b>
DVD	208	2533	260	2251
Misc.	0	0	0	0
Periodicals	4	21	13	53
<b>TOTAL Juvenile Circ</b>	<b>1657</b>	<b>15674</b>	<b>1810</b>	<b>14451</b>
<b>YA Collection</b>				
Fiction Books	46	523	68	506
Non-Fiction Books	11	141	<b>17</b>	<b>132</b>
Express Books	1	1	0	0
CD/Audio	0	15	2	10
DVD	11	69	7	33
<b>TOTAL YA Circ</b>	<b>69</b>	<b>749</b>	<b>94</b>	<b>681</b>
<b>Graphic Books</b>	<b>158</b>	<b>1274</b>	<b>132</b>	<b>1129</b>
<b>Games</b>	<b>17</b>	<b>286</b>	<b>35</b>	<b>298</b>
<b>GRAND TOTAL</b>	<b>3778</b>	<b>36337</b>	<b>4293</b>	<b>36448</b>
All Books	2834	26323	3015	25473
All AV	834	8849	<b>1133</b>	<b>9807</b>
Periodicals	91	858	97	834
Games	17	286	35	298
Misc	2	21	13	36
	<b>3778</b>	<b>36337</b>	<b>4293</b>	<b>36448</b>

Date	Childrens Programs	Attendance	
9-Sep	Rhyme, Bounce & Giggle	11	
10-Sep	Preschool Storytime 10:30 am	17	
11-Sep	preschool film & coloring 1:30 pm	14	
12-Sep	Walk& wiggle 10:30 am	6	
12-Sep	Toddler Storytime 11:30 am	11	
13-Sep	Lego Builders 5& up 4:30 pm	8	
16-Sep	Rhyme, Bounce & Giggle	13	
17-Sep	Preschool Storytime	15	
18-Sep	Preschool Lego Builder	14	
18-Sep	Paws for a Cause	5	
19-Sep	Walk & Wiggle 10:30 am	10	
20-Sep	Little Yoga 3,4,5, 10:30 am	12	
20-Sep	Little Yoga ,2,3 11:15 am	6	
23-Sep	Rhyme, Bounce & Giggle	16	
24-Sep	Preschool Storytime 10:30 am	20	
25-Sep	Fun with Playdough 10:30 am	25	
25-Sep	Elementary Explorers 4:30 pm	9	
26-Sep	Walk& wiggle 10:30 am	4	
26-Sep	Toddler Storytime 11:30 am	11	
27-Sep	Goosebumps	7	
30-Sep	Rhyme, Bounce & Giggle	11	
	<b>TOTAL</b>		<b>245</b>

Date	Young Adult Programs	Attendance	
11-Sep	TAG Meeting	2	
17-Sep	Sushi	14	
	<b>TOTAL</b>		<b>16</b>

Date	Adult Programs	Attendance	
3-Sep	Casual Mah-Hongg Open Play	2	
5-Sep	Chair Yoga	3	
9-Sep	Fit Body for Life	2	
10-Sep	Casual Mah-Hongg Open Play	4	
10-Sep	Learn to Use Hoopla	4	
12-Sep	Chair Yoga	13	
12-Sep	Wooden Trinket Box	Cancelled due to presenter emergency	
17-Sep	Netted Bracelet Workshop	6	
19-Sep	Chair Yoga	13	
19-Sep	Third Thursday Book Club	3	
21-Sep	Basket Weaving Workshop	5	
23-Sep	Rockland Office for the Aging Drop In	6	
23-Sep	Movie Monday	6	
24-Sep	Casual Mah-Hongg Open Play	4	
25-Sep	The Camp Shanks Legacy	16	
26-Sep	Chair Yoga	11	
	<b>TOTAL</b>		<b>98</b>