

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, November 20, 2019

AGENDA

- I. **Call to Order**
- II. **Adoption of Minutes:**
 - Special Meeting, July 22, 2019 *
 - Regular Meeting, October 28, 2019 *
- III. **Public Comments**
- IV. **Finance –**
 - a. Narrative Report (Director)
 - b. Approval of Disbursements. Month ending October 31, 2019 *
 - c. Financial Reports for October 2019 *
- V. **Reports**
 - A. **Director's Report**, October 11, 2019 – November 19, 2019
 - B. **Action Items** October 11, 2019 – November 19, 2019
 - C. **Board Committees**
 - a. Marketing & Fundraising -
 - b. Facilities & Capital Projects - Completion of Draft Renovation sketch
 - c. Finance & Budget – Investments & Investment Policy Revised *
 - d. Policy - Financial Procedures – Draft in process
 - e.. Technology Computer Budget and Gift of Computers
- VI. **Old Business**
 - a. 2018 Audit (Berard & Associates) *Completed – need Audit Committee*
 - b. Progress of sale of 61 East Main St Property:
Buyer has submitted details of his proposed labor to add to the contract
 - c. Review/Adoption of 2020 priorities (Christina) (in process)
 - d. TD Bank Savings Account
 - e. Shredding of unneeded records - Completed
 - f. Approval of Ramapo Catskill Library System 2020 Budget
- VII. **New Business**
 - Adoption of the 2020 Operating Busget
- VIII. **Executive Session ***
- IX. **Announcements**
- X. **Adjournment***

*Next Scheduled Meeting December 18, 2019 at 6:30 pm**
11.20.19

=motion required

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

Regular Meeting of the Board of Trustees

Wednesday, October 16, 2019 Meeting moved to Monday October 28, 2019

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

I. Call to Order 6:36 pm by C. Mandara, T. Marsico, All

II. Adoption of Minutes:

Special Meeting - minutes from July 2019 Special Meeting pending.

Regular Meeting - Motion to accept with edits - \$4000 in contingency: T. Needleman, A, Pagan-Glass, All

III. Public Comment - None

IV. Finance

A. Narrative Report (Director)

B. Approved of Disbursements. Month ending September 30, 2019 - verify with Mr. Scofield if \$4000 can be earmarked from savings fir vote yes campaign. Motion to approve Disbursements by C. Mandara, T. Marsico, All

V. Reports - Board reviewed:

A. Directors Report, September 16, 2019 - October 11, 2019

B. Action Items - September 16, October 11, 2019

C. Board Committees

A. a Marketing & Capital Projects - 70th Birthday Celebration a success

B. Facilities & Capital Projects - Mike Melitta Labor Contribution to be clarified to cover \$15,000

C. Finance & Budget - Investments and Investment Policy being revised- Committees review pending and 2020 budget being worked on.

D. Policy- Financial Procedures - draft in progress

E. Technology Tech Grant (Ted Needleman)

F. Planning - committee to Develop future library plans and explore Focus Groups

VI. Old Business

a. Progress of 2018 Audit (Bernard & Associates) still in process

b Progress of sale of 61xEast Main St. - Buyer is wrapped up the details of his proposed labor to be added to contract

c. Review/Adoption of 2020 priorities (Christina) in process- Develop long wrangle plan/strategic plan

- d. TD Bank Savings Account - Waiting for funding from school district as back-up;
- e. Shredding of unneeded records.

VIII. New Business - Approval of Ramapo Catskills Library System 2020 Budget

IX. Executive Session

X. Announcements - None

X.I Adjournment Motion to adjourn at 8:01 pm by C. Mandara, D. Flora, All

Next meeting November 20, 2019 at 6:30 pm

Library Director's Report
By James Mahoney, Library Director
October 15, 2019 - November 20, 2019
For Board Meeting November 20, 2019



General Overview -

Since there is just 3 weeks since the last Board Meeting, there is not much new to report. My time was spent revising and revising the 2020 Operating Budget, and meeting with the Budget/Finance Committee as well and the Technology Committee and the Facilities and Capital Projects Committee.

Personnel: All our staff and trustees have completed the prescribed Sexual Harassment Prevention Training program, using a variety of on-line and in-person options.

Technology: The Technology Committee, Ted Needleman, Christina Mandara and myself, met to address the prospect of the technology budget coming in at just over \$30,000. We were of one mind to whittle that down considerably. In the end we cut new computer equipment down from \$8,700 to \$2,000; Computer Technical Support from \$8,400 to \$3,000; while the ANSER services thru RCLS stands at \$11,964; and the Telecommunications fees continue at \$1,337. Thus, the recommended technology budget is \$18,301. All this was possible as the result of Ted's announcement that he has secured the donation of 9 new Lenovo computers (from Lenovo), and the reduction of outside technical assistance.

RCLS:

Financial:

Highlights of the Budget Changes:

Investment Income down to \$20,000
Loss of Rental Income \$14,700
Withdraw from Fund Balance \$27,934

Salaries up \$2,747 (1%)
No Audit for 2019 (\$7,000)
Insurance up \$2,593 (Bookkeeping error)
Computer Equipment new: \$2,000
Renovations: new \$3,000
Newsletter \$1,495 Print 5x/year instead of 4
Budget Vote Expenses new: \$2,500
Computer Assistance (outside) down \$3,000 for \$6K
Software: add \$560 for anti-virus
Museum Passes: down \$465
Expenses for 61 E Main \$4,625 (eliminated)

Our CDs are currently with First Republic Bank San Francisco. \$40,000 with a yield of 1.45%

Director's Appointments/Meetings:

Vacation - Oct 21st to Oct 27th

Oct. 23rd Monitoring at Stony Point Candidates Forum, Fieldstone Middle School

Wed. November 6th RCLS Directors' Association

Mon. Nov 18 Rose Memorial Lib.

Technology Committee & Facilities & Capital Projects

Finance and Budget Committee

Rose Memorial Library Association

Profit & Loss

October 2019

	<u>Oct 19</u>
Ordinary Income/Expense	
Income	
4000 · Tax Levy	200,000
4014 · Fundraising Income - Appeal	219
4015 · Investment Income	1,099
4016 · Gifts and Donations	15
4031 · Library Charges	244
4032 · Other Income	585
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>203,388</u>
Gross Profit	203,388
Expense	
6001 · Salaries	43,707
6002 · Benefits	4,342
6007 · Office Postage	260
6009 · Legal	883
6010 · Repairs and Maintenance	797
6011 · Health Insurance Premiums Paid	1,468
6015 · Telecommunications	232
6017 · Utilities	906
6019 · Dues/Fees	76
6031 · Internet Access	276
6032 · Ansernet Service Fee	3,134
6035 · Newsletters	273
6043 · Retirement 403B	0
6051 · Computer Technical Support	700
6101 · Capital Expenditures	
6100 · Books	2,663
6150 · AV	2,805
Total 6101 · Capital Expenditures	<u>5,468</u>
6200 · Programs	900
6300 · Supplies	1,010
Total Expense	<u>64,430</u>
Net Ordinary Income	138,957
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>138,957</u></u>

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

Ordinary Income/Expense	Jan - Oct 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Tax Levy	200,000	200,000	0	100%
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 - Appeal	3,744	9,200	(5,456)	41%
4015 · Investment Income	14,400	25,900	(11,500)	56%
4016 · Gifts and Donations	609			
4018 · Friends - Income	10	200	(190)	5%
4031 · Library Charges	2,802	5,500	(2,698)	51%
4032 · Other Income	4,838	3,900	938	124%
4038 · Rental Income - 61 E. Main	12,250	14,700	(2,450)	83%
Total Income	538,627	559,800	(21,173)	96%
Gross Profit	538,627	559,800	(21,173)	96%
Expense				
6001 · Salaries	307,658	348,005	(40,347)	88%
6002 · Benefits	29,835	34,949	(5,114)	85%
6007 · Office Postage	1,470	2,000	(530)	74%
6008 · Accounting & Other Prof Fees	3,850	1,000	2,850	385%
6009 · Legal	2,383	2,100	283	113%
6010 · Repairs and Maintenance	16,349	20,501	(4,152)	80%
6011 · Health Insurance Premiums Pa	15,927	25,000	(9,073)	64%
6015 · Telecommunications	1,193	2,767	(1,574)	43%
6017 · Utilities	7,472	9,125	(1,653)	82%
6018 · Insurance	1,930	3,456	(1,526)	56%
6019 · Dues/Fees	1,840	1,735	105	106%
6028 · Sewer Taxes	1,350	1,325	25	102%
6031 · Internet Access	1,358	1,800	(442)	75%
6032 · Ansernet Service Fee	12,535	11,198	1,337	112%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	5,706	5,880	(174)	97%
6036 · Fundraising	532	2,650	(2,118)	20%
6043 · Retirement 403B	1,125			
6045 · Advertising and Promotion	3,461	1,900	1,561	182%
6046 · Movie Licensing Contract	568	562	6	101%
6050 · RCLS Service Fee	2,275	2,275	0	100%
6051 · Computer Technical Support	6,300	6,000	300	105%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	700	450	250	156%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purch	3,275	500	2,775	655%
6100 · Books	19,003	26,900	(7,897)	71%
6150 · AV	13,808	14,988	(1,180)	92%
Total 6101 · Capital Expenditures	36,086	42,388	(6,302)	85%
6125 · Serials	3,908	3,820	88	102%
6200 · Programs	9,368	10,965	(1,597)	85%
6300 · Supplies	9,982	11,275	(1,293)	89%
8500 · Misc expenses	800			
Total Expense	485,961	555,151	(69,190)	
Net Ordinary Income	52,666	4,649	48,017	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	52,666	4,649	48,017	

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

	<u>Jan - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cash Balances:				
	1-Jan-19	31-Oct-19		
Operating Acct - TD Bank	143,472.62	\$183,412.77		
Payroll Acct -TD Bank	35.66	\$60.16		
Savings Acct - TD Bank	8,292.21	\$7,496.62		
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	\$584.35		
Merrill Lynch Certificates of Deposit	0.00	\$34,000.00		
Merrill	282,101.92	\$263,263.03		
Merrill Lynch Premiums/Discounts	93.56	\$93.56		
Merrill Lynch Cash Acct - Future Fund	77,211.57	\$604.53		
Merrill Lynch Municipal Bonds - Future Fund	85,669.20	\$165,669.20		
Merrill Lynch Premiums/Discounts - Future F	1,240.40	\$785.20		
	603,398.77	<u>\$656,066.43</u>		

Rose Memorial Library Statistics

	October 2019	YTD 2019	October 2018	YTD 2018
Circulation:	4111	40448	4571	41018
Inter Library Loan				
- Borrowed	713	7060	803	7011
- Loaned	937	8001	885	7636
Registered Users	5567	N/A	5658	N/A
Reference Transactions				
- Adult	549	5476	566	4674
- Children's	113	1111	206	1157
Library Visitors	3145	30533	2758	31760
Public Computer Sessions	120	1335	139	1402
Web Analytics				
- Visitors	898	7898	636	6797
-Number of Visits	1655	15219	1392	14454
- Page Visits	2519	22999	2301	25117

Programs: (Breakdown attached)	October 2019		October 2018	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	15	106	11	119
- Young Adult	3	18	2	10
- Children's	22	305	29	422

Circulation Statistics

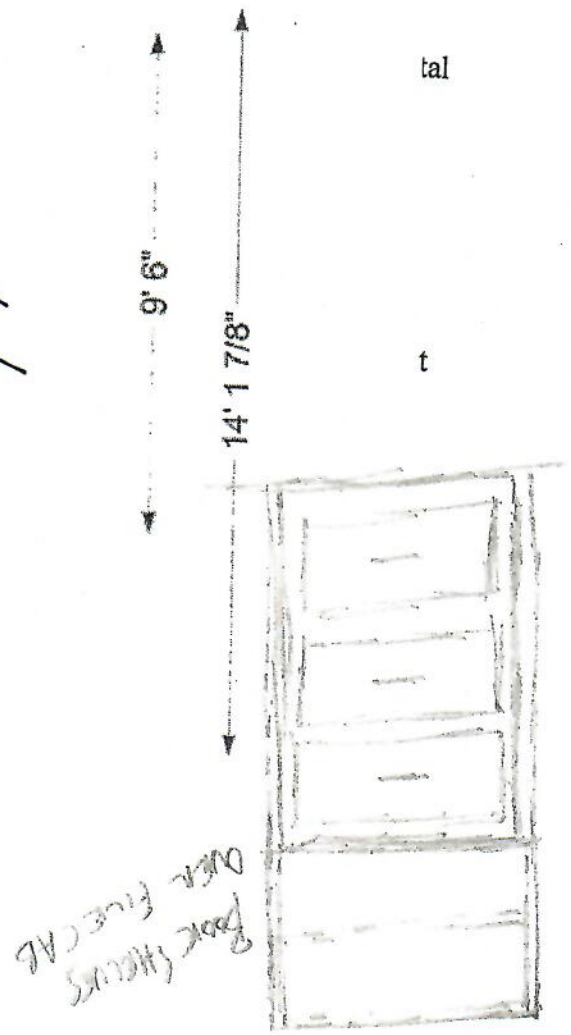
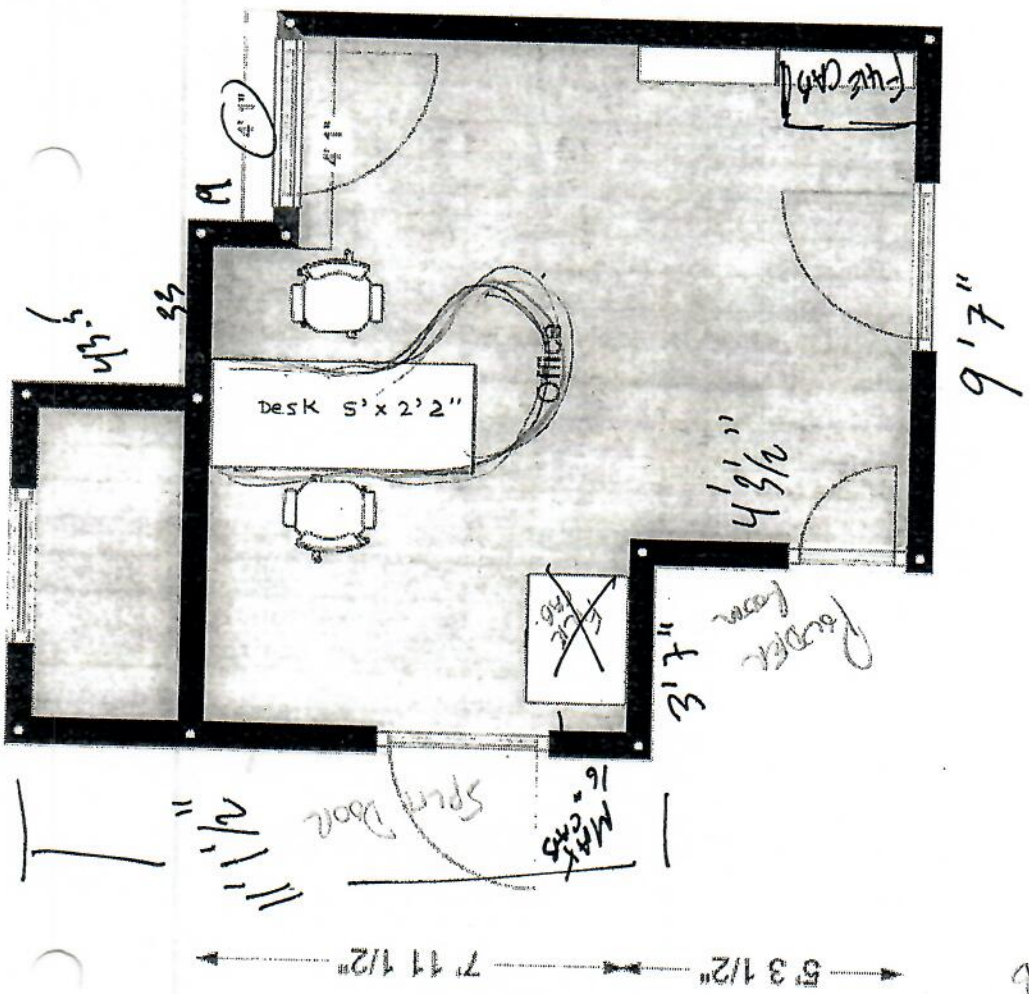
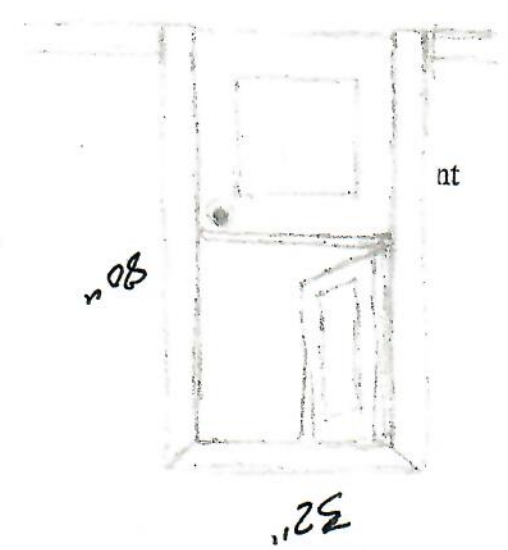
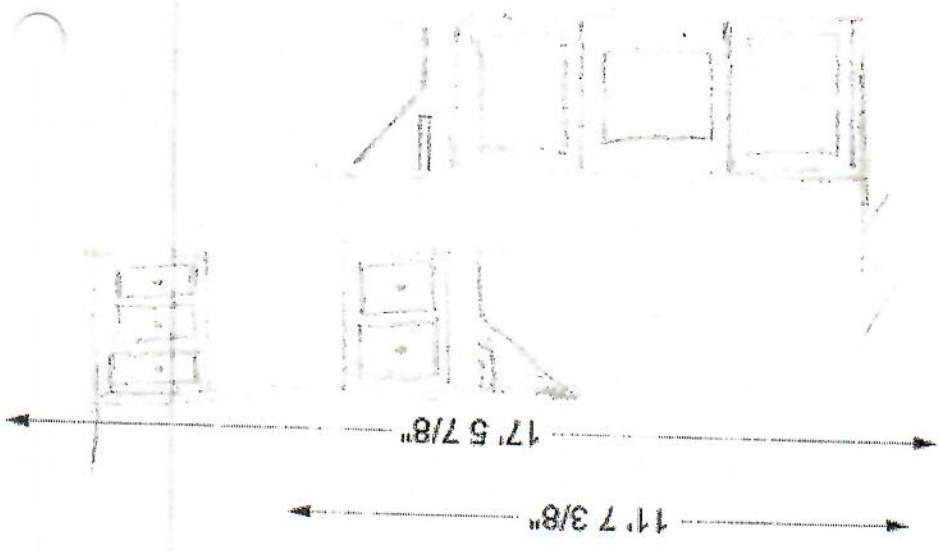
Rose Memorial Library

	October 2019	YTD 2019	October 2018	YTD 2018
Adult Collection				
Fiction Books	497	4661	484	4782
New Fiction	17	249	27	301
Express Books	392	3568	382	3746
Large Print Books	192	1925	257	2140
Non Fiction Books	224	2271	190	2022
Total Adult Books	1322	12674	1340	12991
CD/Audio	141	1272	135	1484
DVD	503	5516	629	6700
Misc.	1	22	8	44
Periodicals	91	928	76	857
TOTAL ADULT CIRC	2058	20412	2188	22076
Juvenile Collection				
Fiction Books	1157	12870	1741	12537
Non-Fiction Books	196	1504	155	1409
Express Books	0	11	2	6
Total Juv Books	1353	14385	1898	13952
CD/Audio	10	98	8	101
DVD	451	2984	252	2503
Misc.	0	0	0	0
Periodicals	5	26	2	55
TOTAL Juvenile Circ	1819	17493	2160	16611
YA Collection				
Fiction Books	70	593	55	561
Non-Fiction Books	10	151	14	146
Express Books	1	2	1	1
CD/Audio	0	15	2	12
DVD	5	74	8	41
TOTAL YA Circ	86	835	80	761
Graphic Books	133	1407	124	1253
Games	15	301	19	317
GRAND TOTAL	4111	40448	4571	41018
All Books	2889	29212	3432	28904
All AV	1110	9959	1034	10841
Periodicals	96	954	78	912
Games	15	301	19	317
Misc	1	22	8	44
	4111	40448	4571	41018

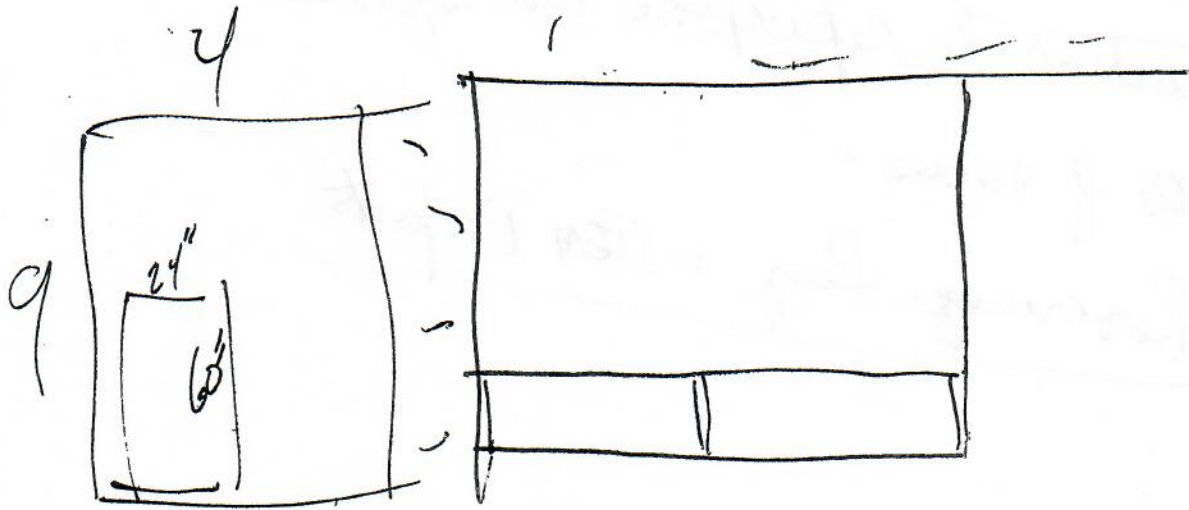
Date	Children's Program	Attendance
1-Oct	Preschool Storytime 10:30 am	17
2-Oct	Film and dot painting 1:30pm	15
3-Oct	Walk & Wiggle 10:30 am	4
3-Oct	Toddler Storytime	11
7-Oct	Rhymes, Bounce & Giggle	12
8-Oct	Preschool Storytime 10:30 am	17
9-Oct	Preschool Lego Building 1:30	25
10-Oct	Walk & Wiggle 10:30 am	8
10-Oct	Toddler Storytime	7
14-Oct	Rhymes, Bounce & Giggle 10:30 am	10
14-Oct	Art Club 1 pm	7
14-Oct	Lego building 57 up 3:30 pm	13
15-Oct	Preschool Storytime 10:30 am	20
16-Oct	Fun with Playdough 10:30 am	16
16-Oct	Paws for a Cause 6pm	4
17-Oct	Walk& wiggle 10:30 am	8
17-Oct	Toddler Storytime 11:30 am	6
21-Oct	Howl & Scream with Mr. Kurt 6pm	58
25-Oct	Goosebumps 4:30 pm	9
28-Oct	Art Club 4:30 pm	7
29-Oct	Film & Pumpkin decorating 10:30 am	22
29-Oct	Film & Pumpkin decorating 1:30 pm	9
	TOTAL	305

Date	Young Adult Program	Attendance
2-Oct	Stippling Art 6:30 pm	8
9-Oct	TAG meeting 5pm	2
29-Oct	Pumpkin carving	8
	Total	18

Date	Adult Program	Attendance
1-Oct	Fit Body for Life	0
1-Oct	Casual Mah-Jongg Open Play	6
3-Oct	Chair Yoga	14
10-Oct	Chair Yoga	15
11-Oct	Defensive Driving Course	22
15-Oct	Halloween: A Haunted History	3
17-Oct	Chair Yoga	7
17-Oct	Third Thursday Book Club	2
22-Oct	Learn to Borrow eBooks	0
22-Oct	Casual Mah-Jongg Open Play	4
24-Oct	Chair Yoga	10
26-Oct	Saturday Matinee	7
28-Oct	String Art	8
29-Oct	Casual Mah-Jongg Open Play	0
31-Oct	Chair Yoga	8
	Total	106



FRONT DOOR



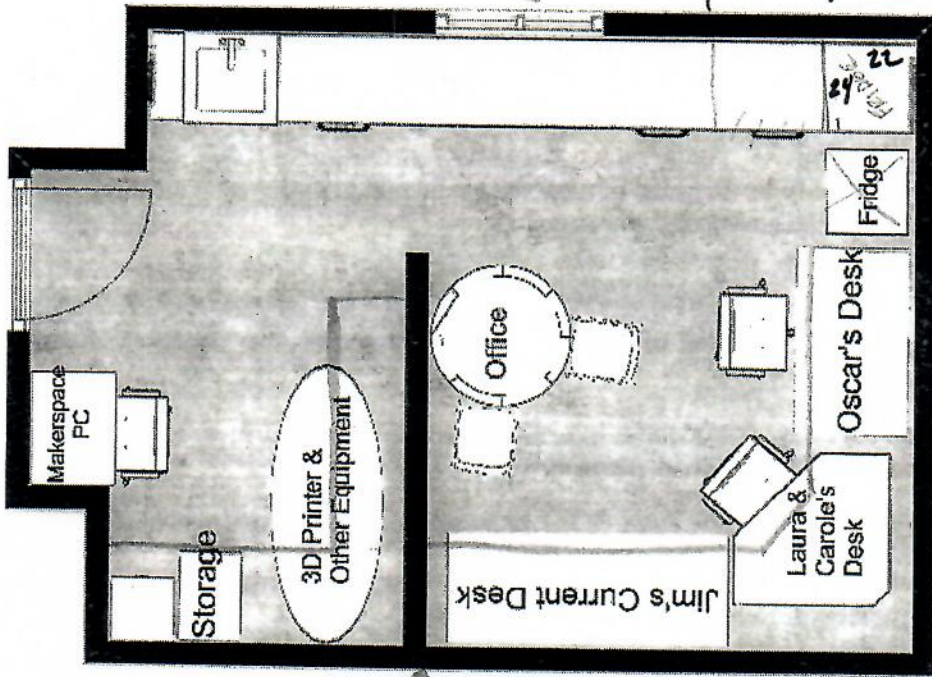
19' 5"

16'

DESK
HEIGHT 30"
MIN

12' WINDOWS 4'

6' 8 5/8"



11' 9"

13'

13' 11 3/4"

6' 1 1/8"

Partition Wall

10' 2"

Roe Bldg space

