

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
On-line meeting with Board and Director
No public can attend due to CoronaVirus-19 restrictions

Wednesday, November 18, 2020 6:30 pm

AGENDA

I. Call to Order

II. Adoption of Minutes

Regular Meeting, October 21, 2020 *

III. Public Comments

IV. Finance

- a. Narrative Report (Director)
- b. Approval of Disbursements. Month ending October 31, 2020 *
- d. Financial Reports for October 2020 * Current month and YTD

V. Reports

a. **Director's Report, Sept 13, 2020 — November 6, 2020**

b. Board Committees

Marketing & Fundraising -
Facilities & Capital Projects
Finance & Budget -
Long Range Plan Committee - Amanda Pagan-Glass
Technology

VI Old Business

a. Progress of sale of 61 East Main St Property:

VII. New Business

Approval of new Job Descriptions for Children's Room Assistant
and Circulation Assistant

VIII. Executive Session *

IX Announcements

X. Adjournment*

**=motion required*

*Next Scheduled Meeting Wednesday December 16, 2020 at 6:30 pm**

11.06.20

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

On-line meeting with Board and Director

This meeting was not video recorded due to technical difficulty, nor was there more than a small
written outline of the proceedings

Thursday October 22, 2020 6:30 pm

Minutes

I. Call to Order

Present: (5) James Brooks, Hollis Griffin, Theodore Needleman,
Amanda Pagan-Glass, Rebecca Sanders James Mahoney (Library Director)

II. Adoption of Minutes

Regular Meeting, September 16, 2020 *

III. Public Comments NONE

IV. Finance

a. Narrative Report (Director) **NONE Available**

b. Approval of Disbursements. Month ending October 31, 2020 *
Unanimously approved

d. Financial Reports for September 2020 * Current month and YTD
"Accept Financial Reports for September 2020 as provided in the report

e. Discussion on revision of financial reports including the work of the bookkeeper.
Future meetings to take place with Trustees, Director, and Bookkeeper to develop new
requirements.

V. Reports

a. **Director's Report**, Sept 13, 2020 - November 6, 2020 Director unable to create
monthly report due to illness and has submitted letter of intent to retire by the end of
the year. Proposed by Director to work 20 hours per week in November and 15
hours per week in December. Further discussion projected.

b. Board Committees

Marketing & Fundraising -

Facilities & Capital Projects

Finance & Budget -

Long Range Plan Committee - Amanda Pagan-Glass

Technology

VI Old Business

a. Progress of sale of 61 East Main St Property:

VII. New Business

a. Approval of new Job Descriptions for Children's Room Assistant
and Circulation Assistant NOT PRESENTED AT THIS MEETING

Rose Memorial Library Association
Profit & Loss
 October 2020

	Oct 20
Ordinary Income/Expense	
Income	
4000 · Tax Levy	200,000
4010 · LLSWA State Aid	3,097
4014 · Fundraising Income - Appeal	543
4015 · Investment Income	1,179
4016 · Gifts and Donations	6
4031 · Library Charges	333
4032 · Other Income	233
4038 · Rental Income - 61 E. Main	1,225
Total Income	206,616
Gross Profit	206,616
Expense	
6001 · Salaries	25,480
6002 · Benefits	2,237
6007 · Office Postage	156
6009 · Legal	725
6010 · Repairs and Maintenance	2,158
6011 · Health Insurance Premiums Paid	(78)
6015 · Telecommunications	111
6017 · Utilities	523
6019 · Dues/Fees	126
6031 · Internet Access	145
6032 · Ansernet Service Fee	3,243
6043 · Retirement 403B	0
6051 · Computer Technical Support	618
6101 · Capital Expenditures	
6100 · Books	3,244
6150 · AV	1,152
Total 6101 · Capital Expenditures	4,396
6125 · Serials	1,732
6300 · Supplies	756
6819 · Covid 19 Expenses	199
Total Expense	42,526
Net Ordinary Income	164,090
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	164,090

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through October 2020

Ordinary Income/Expense	Jan - Oct 20	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	3,097	3,960	(863)	78%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	2,727	8,208	(5,481)	33%
4015 · Investment Income	16,496	16,667	(171)	99%
4016 · Gifts and Donations	209	0	209	100%
4018 · Friends - Income	0	167	(167)	0%
4031 · Library Charges	1,082	3,333	(2,251)	32%
4032 · Other Income	1,663	3,250	(1,587)	51%
4038 · Rental Income - 61 E. Main	12,250	0	12,250	100%
Total Income	532,524	531,585	939	100%
Gross Profit	532,524	531,585	939	100%
Expense				
6001 · Salaries	298,802	293,194	5,608	102%
6002 · Benefits	27,741	29,007	(1,266)	96%
6007 · Office Postage	1,591	1,667	(76)	95%
6008 · Accounting & Other Prof Fees	5,519	1,125	4,394	491%
6009 · Legal	3,170	6,100	(2,930)	52%
6010 · Repairs and Maintenance	25,660	15,324	10,336	167%
6011 · Health Insurance Premiums Paid	15,620	19,452	(3,832)	80%
6015 · Telecommunications	1,229	2,537	(1,308)	48%
6017 · Utilities	7,563	7,208	355	105%
6018 · Insurance	4,632	4,631	1	100%
6019 · Dues/Fees	2,306	1,513	793	152%
6028 · Sewer Taxes	1,456	700	756	208%
6031 · Internet Access	1,586	1,348	238	118%
6032 · Ansernet Service Fee	13,641	12,039	1,602	113%
6034 · Software Licencing Fees	0	1,760	(1,760)	0%
6035 · Newsletters	1,512	5,531	(4,019)	27%
6036 · Fundraising	538	550	(12)	98%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	1,936	3,583	(1,647)	54%
6046 · Movie Licencing Contract	387	565	(178)	68%
6050 · RCLS Service Fee	2,195	2,195	0	100%
6051 · Computer Technical Support	5,960	2,500	3,460	238%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	420	600	(180)	70%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	413	2,250	(1,837)	18%
6100 · Books	19,407	22,542	(3,135)	86%
6150 · AV	15,982	11,918	4,064	134%
Total 6101 · Capital Expenditures	35,802	36,710	(908)	98%
6125 · Serials	3,947	3,528	419	112%
6200 · Programs	3,180	9,097	(5,917)	35%
6300 · Supplies	7,994	14,083	(6,089)	57%
6819 · Covid 19 Expenses	4,566			
Total Expense	478,953	477,047	1,906	100%
Net Ordinary Income	53,571	54,538		
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	53,571	54,538		

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through October 2020

	<u>Jan - Oct 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cash Balances:				
	01/01/2020	10/31/2020		
Operating Acct - TD Bank	108931.84	194320.86		
Payroll Acct - TD Bank	45.32	229.15		
Savings Acct - TD Bank	7497.25	7500.38		
Bank CDs - Future Fund	0	0		
Bank CDs - Other	0	0		
Petty Cash	97.01	131.26		
Merrill Lynch	468760.24	436721.24		
Total	585331.66	638,902.89		

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January through October 2020

	Jan - Oct 20	Jan - Oct 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Tax Levy	200,000.00	200,000.00	0.00	0.0%
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	3,097.00	3,974.40	-877.40	-22.08%
4011 · Grants & Aid	0.00	1,000.00	-1,000.00	-100.0%
4014 · Fundraising Income - Appeal	2,727.17	3,743.97	-1,016.80	-27.16%
4015 · Investment Income	16,495.78	7,344.44	9,151.34	124.6%
4016 · Gifts and Donations	209.41	608.90	-399.49	-65.61%
4018 · Friends - Income	0.00	10.00	-10.00	-100.0%
4031 · Library Charges	1,082.42	2,802.10	-1,719.68	-61.37%
4032 · Other Income	1,663.10	4,837.82	-3,174.72	-65.62%
4038 · Rental Income - 61 E. Main	12,250.00	12,250.00	0.00	0.0%
Total Income	532,524.88	531,571.63	953.25	0.18%
Gross Profit	532,524.88	531,571.63	953.25	0.18%
Expense				
6001 · Salaries	298,801.52	307,658.04	-8,856.52	-2.88%
6002 · Benefits	27,740.92	29,835.10	-2,094.18	-7.02%
6007 · Office Postage	1,590.74	1,469.70	121.04	8.24%
6008 · Accounting & Other Prof Fees	5,519.00	3,850.00	1,669.00	43.35%
6009 · Legal	3,170.00	2,382.50	787.50	33.05%
6010 · Repairs and Maintenance	25,660.37	16,348.91	9,311.46	56.96%
6011 · Health Insurance Premiums Paid	15,620.49	15,926.95	-306.46	-1.92%
6015 · Telecommunications	1,228.65	1,192.99	35.66	2.99%
6017 · Utilities	7,563.13	7,471.70	91.43	1.22%
6018 · Insurance	4,632.35	1,930.00	2,702.35	140.02%
6019 · Dues/Fees	2,306.31	1,839.72	466.59	25.36%
6028 · Sewer Taxes	1,455.73	1,349.73	106.00	7.85%
6031 · Internet Access	1,585.64	1,358.45	227.19	16.72%
6032 · Ansernet Service Fee	13,641.38	12,535.28	1,106.10	8.82%
6034 · Software Licensing Fees	0.00	563.55	-563.55	-100.0%
6035 · Newsletters	1,512.08	5,706.09	-4,194.01	-73.5%
6036 · Fundraising	537.99	532.25	5.74	1.08%
6043 · Retirement 403B	0.00	1,125.00	-1,125.00	-100.0%
6045 · Advertising and Promotion	1,936.00	3,461.37	-1,525.37	-44.07%
6046 · Movie Licensing Contract	387.00	567.70	-180.70	-31.83%
6050 · RCLS Service Fee	2,195.23	2,275.04	-79.81	-3.51%
6051 · Computer Technical Support	5,960.00	6,300.00	-340.00	-5.4%
6053 · Website Hosting Fee	419.68	699.71	-280.03	-40.02%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases				
6400 · New Site Plan Expenses	0.00	2,842.00	-2,842.00	-100.0%
6022 · Fixed Asset & Capital Purch:	413.46	432.53	-19.07	-4.41%
Total 6022 · Fixed Asset & Capital Pur	413.46	3,274.53	-2,861.07	-87.37%
6100 · Books	19,407.35	19,002.57	404.78	2.13%
6150 · AV	15,982.02	13,244.79	2,737.23	20.67%
Total 6101 · Capital Expenditures	35,802.83	35,521.89	280.94	0.79%
6125 · Serials	3,947.21	3,908.18	39.03	1.0%
6200 · Programs	3,180.00	9,367.50	-6,187.50	-66.05%
6300 · Supplies	7,993.64	9,982.04	-1,988.40	-19.92%
6819 · Covid 19 Expenses	4,565.76	0.00	4,565.76	100.0%
8500 · Misc expenses	0.00	800.00	-800.00	-100.0%
Total Expense	478,953.65	485,959.39	-7,005.74	-1.44%
Net Ordinary Income	53,571.23	45,612.24	7,958.99	17.45%
Other Income/Expense				
Other Income				
6800* · Unrealized gain (loss)	0.00	14,589.09	-14,589.09	-100.0%
Total Other Income	0.00	14,589.09	-14,589.09	-100.0%
Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	14,589.09	-14,589.09	-100.0%
Net Income	53,571.23	60,201.33	-6,630.10	-11.01%

ADDENDUM TO CASH RECEIPTS DISBURSEMENTS REPORT

January 1, 2020 - December 31, 2020

As of October 31, 2020

Budget Line/ Description	Jan-Oct 31	Budget	\$ Over Budget	Increase	Revised Budget
4038 Rental Income 61 E. Main not budgeted	\$ 12,250	\$ -	\$ 12,250	\$ 14,700	\$ 14,700
6001 Salaries	\$ 298,802	\$ 293,194	\$ 5,608	\$ 5,608	\$ 298,802
6008 Accounting & Prof Fees Sale of 61 E. Main	\$ 5,519	\$ 1,125	\$ 4,394	\$ 4,394	\$ 5,519
6010 Repairs and Maintenance	\$ 25,660	\$ 15,324	\$ 10,336	\$ 10,336	\$ 25,660
6017 Utilities 61 E. Main not budgeted	\$ 7,563	\$ 7,208	\$ 355	\$ 355	\$ 7,563
6018 Insurance	\$ 4,632	\$ 4,631	\$ 1	\$ 1	\$ 4,632
6019 Dues/Fees	\$ 2,306	\$ 1,513	\$ 793	\$ 793	\$ 2,306
6028 Sewer Taxes 61 E. Main not budgeted	\$ 1,456	\$ 700	\$ 756	\$ 756	\$ 1,456
6031 Internet Access	\$ 1,586	\$ 1,348	\$ 238	\$ 238	\$ 1,586
6032 Ansernet Service Fee	\$ 13,641	\$ 12,039	\$ 1,602	\$ 1,602	\$ 13,641
6051 Computer Tech Support	\$ 5,960	\$ 2,500	\$ 3,460	\$ 3,460	\$ 5,960
6125 Serials	\$ 3,947	\$ 3,528	\$ 419	\$ 419	\$ 3,947
6819 Covid 19 Expenses	\$ 4,566	\$ -	\$ 4,566	\$ 4,566	\$ 4,566
				\$ 26,920	\$ 76,836

Rose Memorial Library Association
Cash Disbursement Report
As of October 31, 2020

1000 - Operating Account - TD Bank					
Date	Num	Name	Memo	Paid Amount	
10/02/2020			Deposit	204	
10/02/2020			Deposit	1,131	
10/09/2020	EFT	ADP	PAYROLL PROCESSING FEES -	(69)	
10/10/2020			Deposit	1,625	
10/13/2020		Haverstraw Stony Point School Distric	Funds Transfer - Payroll	(13,300)	
10/13/2020			Deposit	200,000	
10/14/2020	9157	Avaya Financial Services	Deposit	138	
10/14/2020	9158	Blackstone Audio, Inc.	Phone Rental	(90)	
10/14/2020	9159	Brodant - Books	Audio Books	(105)	
10/14/2020	9160	Brodant - Supplies	Books	(3,093)	
10/14/2020	9161	Jan Way	Library Supplies	(20)	
10/14/2020	9162	KeyBank	Curbside Bags	(199)	
10/14/2020	9163	Midwest Tape		(213)	
10/14/2020	9164	Parly-Whats Inc. db/a Vanguard Cleani	Digital Reading Technology	(185)	
10/14/2020	9165	Pitney Bowes Global Financial Services LL	Monthly Cleaning - October 2020	(1,250)	
10/14/2020	9166	Ramapo Catskill Library System	Postage Meter rental 10/20/2020-1/19/2021	(60)	
10/14/2020	9167	RCLS Automation	4th Qtr Consumer Reports and Annual Hoopia	(318)	
10/14/2020	9168	Staples	4th Qtr Answer Fees	(3,243)	
10/14/2020	9169	Tech Spectrum IT Consulting, Inc.	Remote Monitoring, Patron 3&4 Major Release	(165)	
10/14/2020	9170	Thomson Gale	Books	(618)	
10/14/2020	9171	Whiteman Osterman & Hanna LLP	4th Qtr Retainer & Legal Fees Sale 61 E. Main	(151)	
10/20/2020			Deposit	(725)	
10/20/2020	EFT	Pitney Bowes - reserve acct	Deposit	3,332	
10/23/2020		ADP	Replenish Postage Reserve Account	(125)	
10/24/2020			PAYROLL PROCESSING FEES -	(68)	
10/27/2020			Funds Transfer - Payroll	(14,200)	
10/28/2020	9172	Amazon.com	Deposit	29	
10/28/2020	9173	Hudson Valley Magazine	Serial	(850)	
10/28/2020	9174	O & R	Gas & Electric 79 E. Main	(18)	
10/28/2020	9175	OPTIMUM	Phone & Internet	(456)	
10/28/2020	9176	Orange & Rockland	Gas & Electric 61 E. Main	(256)	
10/28/2020	9177	Popular Subscription Service	Serials - Magazines	(42)	
10/28/2020	9178	Purchase Power	Postage	(1,714)	
10/28/2020	9179	SUEZ Water New York	Water Bill	(31)	
10/28/2020	9180	Super Reoler	Emergency Call: Bathroom Back Up	(25)	
10/28/2020	9181	Utica National	Workers Comp Installation	(800)	
10/31/2020			Interest	(238)	
				47	
				163,979	

Total 1000 - Operating Account - TD Bank

Rose Memorial Library Association
Balance Sheet
 As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating Account - TD Bank	194,320.86
1005 · Payroll Acct - TD Bank	229.15
1006 · Savings - Special Funds	7,500.38
1040 · Petty Cash	131.26
Total Checking/Savings	202,181.65
Accounts Receivable	
1110 · Accounts Receivable	
1111 · Accrued Interest Income	-7,678.72
1110 · Accounts Receivable - Other	1,089.63
Total 1110 · Accounts Receivable	-6,589.09
Total Accounts Receivable	-6,589.09
Other Current Assets	
1033 · Merrill Lynch Cash Acct	47,963.98
1036 · Merrill Lynch Cash - Future Fund	2,480.15
1201 · Merrill Lynch Investment Acct	
1202 · Municipal Bonds	
1206 · Discount/Premiums Paid	34,245.46
1202 · Municipal Bonds - Other	252,188.37
Total 1202 · Municipal Bonds	286,433.83
1208 · Municipal Bonds - Future Fund	
1209 · Discounts/Premiums-Future Fund	11,445.20
1208 · Municipal Bonds - Future Fund - Other	153,748.00
Total 1208 · Municipal Bonds - Future Fund	165,193.20
1201 · Merrill Lynch Investment Acct - Other	-66,372.77
Total 1201 · Merrill Lynch Investment Acct	385,254.26
1450 · Prepaid expenses	4,036.25
Total Other Current Assets	439,734.64
Total Current Assets	635,327.20
Fixed Assets	
1802 · Land - 61 East Main Street	472,263.00
1803 · Land Improvements-61 E. Main	5,850.00
1804 · Land Improve - 61 E. - Acc Depr	-5,096.00
1808 · Land Improve - 79 E - Acc Depr	-93,243.00
1810 · Buildings	
1811 · Acc Depr - Bldg	-114,933.00
1810 · Buildings - Other	137,574.00
Total 1810 · Buildings	22,641.00
1814 · Bldg Improvements-Sewer	186,556.00
1820 · Furniture & Fixtures	
1821 · Acc Depr -F & F	-11,558.00
1820 · Furniture & Fixtures - Other	18,885.13
Total 1820 · Furniture & Fixtures	7,327.13
1830 · Books/Videos	
1831 · Acc Depr - B/V/S	-182,655.00
1830 · Books/Videos - Other	337,578.58
Total 1830 · Books/Videos	154,923.58

Rose Memorial Library Association

Balance Sheet

As of October 31, 2020

	<u>Oct 31, 20</u>
1835 · Equipment	
1836 · Acc Depr - Equipmnt	-16,017.00
1835 · Equipment - Other	17,140.20
Total 1835 · Equipment	<u>1,123.20</u>
1840 · Building-61 East Main Street	
1841 · Acc Depr-Building-61 East Main	-26,535.00
1840 · Building-61 East Main Street - Other	95,150.26
Total 1840 · Building-61 East Main Street	<u>68,615.26</u>
Total Fixed Assets	<u>820,960.17</u>
TOTAL ASSETS	<u><u>1,456,287.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2150 · Accrued expenses - other	17,219.98
2620 · Escrow Payable-61 East Main	2,400.00
Total Other Current Liabilities	<u>19,619.98</u>
Total Current Liabilities	<u>19,619.98</u>
Total Liabilities	19,619.98
Equity	
3010 · Unrestrict (retained earnings)	-296,305.64
3998 · Fund Balance	1,679,401.80
Net Income	53,571.23
Total Equity	<u>1,436,667.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,456,287.37</u></u>

Rose Memorial Library Statistics

	October 2020	YTD 2020	October 2019	YTD 2019
Circulation:	2239	17435	4111	40448
Inter Library Loan				
- Borrowed	565	3756	713	7060
- Loaned	908	5701	937	8001
Registered Users	5664	N/A	5567	N/A
Reference Transactions				
- Adult	0	1136	549	5476
- Children's	0	131	113	1111
Library Visitors	1409	9465	3145	30533
Public Computer Sessions	34	358	120	1335
Web Analytics				
- Visitors	709	7044	898	7898
- Number of Visits	1412	12859	1655	15219
- Page Visits	2451	22548	2519	22999

Programs: (Breakdown attached)	October 2020		October 2019	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	2	6	15	106
- Young Adult	1	16	3	18
- Children's	1	22	22	305

Circulation Statistics

Rose Memorial Library

	October 2020	YTD 2020	October 2019	YTD 2019
Adult Collection				
Fiction Books	334	2393	497	4661
New Fiction	9	122	17	249
Express Books	223	1584	392	3568
Large Print Books	159	990	192	1925
Non Fiction Books	147	991	224	2271
Total Adult Books	872	6080	1322	12674
CD/Audio	46	505	141	1272
DVD	261	2541	503	5516
Misc.	1	3	1	22
Periodicals	52	426	91	928
TOTAL ADULT CIRC	1232	9555	2058	20412
Juvenile Collection				
Fiction Books	538	4925	1157	12870
Non-Fiction Books	135	848	196	1504
Express Books	0	3	0	11
Total Juv Books	673	5776	1353	14385
CD/Audio	5	32	10	98
DVD	121	943	451	2984
Misc.	0	0	0	0
Periodicals	5	23	5	26
TOTAL Juvenile Circ	804	6774	1819	17493
YA Collection				
Fiction Books	31	299	70	593
Non-Fiction Books	2	31	10	151
Express Books	0	1	1	2
CD/Audio	1	1	0	15
DVD	5	15	5	74
TOTAL YA Circ	39	347	86	835
Graphic Books	142	659	133	1407
Games	22	100	15	301
GRAND TOTAL	2239	17435	4111	40448
All Books	1720	12846	2889	29212
All AV	439	4037	1110	9959
Periodicals	57	449	96	954
Games	22	100	15	301
Misc	1	3	1	22
	2239	17435	4111	40448

Date	Children Programs	Attendance
28-Oct	Take & Make Pumpkin decorating	22
	Young Adult Programs	
30-Oct	Tween/Teen Loot Box	16
	Adult Programs	
13-Oct	Medicare 101	2
28-Oct	Digital Book Club	4