

RCS Community Library
Balance Sheet
As of June 30, 2015
Jun 30, 15

ASSETS

Current Assets

Checking/Savings

L200-00 Cash-Operating	-19,769.70
L201-00 Cash Payroll	469.89
L202-00 Petty Cash	806.13
L203-00 Cash-Savings	216,393.58
L204-00 Desk Receipts	-219.35
L205-00 Cash-Capital Savings	39,152.04
L207-00 Cash-Reserve Savings	9,200.31
L209-10 Tech. Reserve Savings	4,551.98
L211-00 Acoustic Doorways Sav	1,734.65
L212-00 Capital Fund Checking	276.00

Total Checking/Savings 252,595.53

Other Current Assets

L380-12 Misc. Receivable	-1,999.00
Undeposited Funds	200.00

Total Other Current Assets -1,799.00

Total Current Assets 250,796.53

Fixed Assets

L500-11 Computer Equipment	38,184.80
L500-12 Furniture & Fixtures	111,867.54
L510-00 Accumulated Depreciatio	-74,476.42

Total Fixed Assets 75,575.92

TOTAL ASSETS 326,372.45

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

L600-00 Accounts Payable	17,415.88
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Total Accounts Payable 17,415.88

Other Current Liabilities

L602-00 Accrued Vacation	18,289.48
L700-00 FICA Payable	-299.29
L710-00 SWT PAYABLE	-56.39
L720-00 NY 414Y Payable	13,319.36
L720-05 FSA deduction (p/r)	784.36
L720-10 Medical Deduction (p/r)	5,325.62
L730-00 AFLACA/P	-221.36

Total Other Current Liabilities 37,141.78

Total Current Liabilities 54,557.66

Total Liabilities 54,557.66

Equity

L909-00 Unrestricted Fund Balan	-2,064.68
Opening Bal Equity	134,466.08

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07/10/15
Accrual Basis

RCS Community Library
Balance Sheet

As of June 30, 2015
Jun 30, 15

Unrestricted Net Assets	<u>151,987.87</u>
Net Income	-12,574.48
Total Equity	<u>271,814.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>326,372.45</u></u>

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
 July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>
Income		
1000-TAX LEVY	0.00	
1001-MISC DESK RECEIPTS	0.00	
1002-GRANTS	0.00	
1003-GIFTS	0.00	
1004-INTEREST	0.00	
1005-FUNDRAISING	0.00	
1006-ERATE	0.00	
1007-LOCAL LIBRARY SERVICE	0.00	
bank deposit correction	0.00	
E Rate	641.87	
L1000 Operating Savings Balance	0.00	
L1001-00 TAX LEVY	538,108.00	538,108.00
L1010-00 Grant Recon. Entrance	0.00	
L1020-00 Grant Outreach Story	0.00	
L206-00 Cash-Reserve Fund-Check	0.00	
L207-00 Cash Reserve Fund- Sav.	0.00	
L2082-11 Misc. Desk Receipts	8,496.93	2,200.00
L2082-12 Fines	809.04	6,270.00
L2082-13 Copies	569.15	2,530.00
L2401-00 Interest-Savings	947.74	850.00
L2401-10 Interest Endowment	0.00	
L2401-20 Interest-Reserve Fund	35.84	
L2401-30 Interest-CD's	0.00	
L2401-40 Interest-Tech. Reserve	13.07	
L2500-00 Other Grants	6,921.73	
L2514-2014NYS-PL-Consrtr. Grant	0.00	
L2600-00 Fundraising Receipts	2,031.66	200.00
L2600-01 Acoustic Drwy Proceeds	590.00	
L2600-02 Acoustic Drwy Fundrais	3,195.00	
L2603-00 Contrib - Cap Cam	42,529.00	
L2604-00 Cap Fund-Donor Restrict	180.00	
L2705-00 Donations/Gifts	5,317.82	500.00
L2760-11 UHLS	200.00	
L2760-12 Local Library Service	3,856.00	3,815.00
L2770 00 Sale of Fixed Assets	0.00	
Total Income	<u>614,442.85</u>	<u>554,473.00</u>
Cost of Goods Sold		
Cost of Goods Sold	0.00	
Total COGS	<u>0.00</u>	
Gross Profit	<u>614,442.85</u>	<u>554,473.00</u>
Expense		
2000-RENT	0.00	
2001-WATER/SEWER	0.00	

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>
2002-ELECTRIC	0.00	
2003-FUEL	0.00	
2004-TRASH	0.00	
2005-CUSTODIAL SUPPLIES	0.00	
2006-VOICE LINES	0.00	
2007-TELECOMMUNICATION COSTS	0.00	
2008-CAPITAL RESERVE	0.00	
2009-PROPERTY/LIABILITY INSURAN	0.00	
2010-LANDORD'S LIABILITY	0.00	
3000-DIRECTOR SALARY	0.00	
3001-LIBRARIAN SALARY	0.00	
3002-LIBRARY ASSISTANT	0.00	
3003-LIBRARY CLERK	0.00	
3004-Summer Program	0.00	
3005-ACCOUNTING	0.00	
3006-CUSTODIAN	0.00	
4000-NYSERS	0.00	
4001-FICA/EMPLOYER	0.00	
4002-WORKERS COMP/DISABILITY	0.00	
4003-UNEMPLOYMENT INSURANCE	0.00	
4004-HEALTH & FLEX	0.00	
5000-JUVENILE BOOKS	0.00	
5001-ADULT BOOKS	0.00	
5002-ADULT AUDIO	0.00	
5003-PERIODICALS & SUBSCRIPTION	0.00	
5004-MUSIC	0.00	
5005-DVD'S	0.00	
5006-ELECTRONIC CONTENT	0.00	
5007-UHLS CATALOG	0.00	
6000-PROGRAMMING	0.00	
6001-SUMMER READING PROGRAM	0.00	
6002-SRP PERFORMERS	0.00	
7000-SUPPLIES	0.00	
7001-SUPPLIES-PROCESSING	0.00	
7002-POSTAGE	0.00	
7003-ANNUAL MAILING	0.00	
7004-PUBLICITY / SIGNWORK	0.00	
7100-MEMBERSHIP DUES	0.00	
7101-CONFERENCE & STAFF DEV	0.00	
7102-TRAVEL	0.00	
7200-D & O INSURANCE	0.00	
7201-AUDITOR	0.00	
7202-LEGAL CONSULTANT	0.00	
7300-COPIER LEASE	0.00	

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget
7301-SOFTWARE & LICENSES	0.00	
7302-TECHNOLOGY RESERVE	0.00	
7304-TONER	0.00	
Architecture/Engineering	0.00	
Flexible Spending Account -Hlth	0.00	
L380-15 Grants Receivable	0.00	
L7400-00 Accrued Expense	408.94	
L7400-01 Accrued Payroll	0.00	
L7410-11 Director/Librarian	58,276.14	60,000.00
L7410-12 Librarian	90,000.04	90,000.00
L7410-13 Non-Prof Salaries	151,499.28	154,901.00
L7410-15 Accrued Vacation Chng	-869.03	1,400.00
L7410-20 Purchased Fixed Assets	0.00	
L7410-21-01 Capital Furn./Shlvg	13,126.58	
L7410-21 Furniture & Shelving	11,558.94	3,000.00
L7410-22-01 Capital-Equip Purch	4,435.43	
L7410-22 Equipment Purch/Lease	3,008.71	3,500.00
L7410-23 Equipment Maintenance	0.00	750.00
L7410-29 Community Outreach	861.13	1,000.00
L7410-30 Special Projects	0.00	
L7410-31 Programming Performer	4,066.00	900.00
L7410-32 Programming Supplies	3,179.39	700.00
L7410-33 Fundraising Expense	0.00	
L7410-34 Summer Outreach Progrm	356.41	1,000.00
L7410-40 Reference Material	107.40	100.00
L7410-41 Books-Adult	11,022.17	12,250.00
L7410-42 Books-Juvenile	7,742.20	7,000.00
L7410-43 Periodicals & Subscrip	1,665.72	1,350.00
L7410-44-0 Rec. Music	1,100.42	1,600.00
L7410-44-1 Electronic Content	1,586.02	2,500.00
L7410-44 Video/DVD's	2,163.81	2,200.00
L7410-45 Software & Licenses	1,154.78	500.00
L7410-46 Access to UHLAN	4,686.00	4,778.00
L7410-47 Board Expenses	200.00	
L7410-48 Supplies-Public Compnr	258.06	1,200.00
L7410-49 Supplies-Automatd Circ	380.00	50.00
L7410-51 Rent - 95 Main Street	58,477.17	58,153.00
L7410-52 Taxes	0.00	
L7410-53 Telephone-Voice Lines	780.52	1,350.00
L7410-54-1 Liab/Prop Ins.	4,021.88	4,500.00
L7410-54-2 Director/Offic. Ins.	675.00	850.00
L7410-54-3 Surety Bond	561.00	
L7410-55 Bldg. Maint/Custodial	1,583.68	1,400.00
L7410-56-01 Capital Facly Impro	0.00	

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
 July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>
L7410-56 Facility Improvement	22,486.21	
L7410-57 Water & Sewer	323.85	670.00
L7410-58 Electric Expense	6,884.63	7,500.00
L7410-59 Fuel Expense	4,858.21	6,365.00
L7410-60 Trash/Recycling	600.00	600.00
L7410-61 Supplies-Office	2,223.39	1,600.00
L7410-62 Supplies-Processing	1,223.63	1,400.00
L7410-63-0 Bulk Postage	725.99	1,400.00
L7410-63 Postage	271.60	1,000.00
L7410-64 Publicity, Signwork	241.67	300.00
L7410-65 Printing	3,331.71	3,000.00
L7410-66 Telecomm Costs	719.88	720.00
L7410-67 Membership Dues	1,226.00	975.00
L7410-68 Travel	1,496.96	1,800.00
L7410-69 Conference & Staff Dev	869.50	900.00
L7410-99 Cash Variance	0.00	
L9010-81 NYS ERS/Employer	44,852.51	45,206.00
L9030-00 FICA/Employer	22,508.99	23,432.00
L9040-00 Workers Compens	4,582.00	2,300.00
L9045-00 Depreciation	0.00	
L9050-00 Unemployment Insurance	2,916.38	1,650.00
L9055-00 Disability Insurance	541.26	800.00
L9060-00 Health Insurance	34,213.06	29,700.00
L9060.01 Flexible Spnding -Hlth	7,775.17	234.00
L9065-11 Legal Consultation	0.00	3,700.00
L9065-12 Automation Supp/Consul	165.00	
L9065-13 Accounting/Audit	8,566.70	6,550.00
L9065-14 Architecture/Engineer	0.00	
L9065-15 Misc. Consulting	513.13	
L9999-99 DEPRECIATION	0.00	
Payroll Expenses	62.99	
Reconciliation Discrepancies	-2,599.76	
Total Expense	609,654.45	558,734.00
Net Income	4,788.40	-4,261.00

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
 July 2014 through June 2015

	<u><u>\$ Over Budget</u></u>
Income	
1000-TAX LEVY	
1001-MISC DESK RECEIPTS	
1002-GRANTS	
1003-GIFTS	
1004-INTEREST	
1005-FUNDRAISING	
1006-ERATE	
1007-LOCAL LIBRARY SERVICE	
bank deposit correction	
E Rate	
L1000 Operating Savings Balance	
L1001-00 TAX LEVY	0.00
L1010-00 Grant Recon. Entrance	
L1020-00 Grant Outreach Story	
L206-00 Cash-Reserve Fund-Check	
L207-00 Cash Reserve Fund- Sav.	
L2082-11 Misc. Desk Receipts	6,296.93
L2082-12 Fines	-5,460.96
L2082-13 Copies	-1,960.85
L2401-00 Interest-Savings	97.74
L2401-10 Interest Endowment	
L2401-20 Interest-Reserve Fund	
L2401-30 Interest-CD's	
L2401-40 Interest-Tech. Reserve	
L2500-00 Other Grants	
L2514-2014NYS-PL-Consrtr. Grant	
L2600-00 Fundraising Receipts	1,831.66
L2600-01 Acoustic Drwy Proceeds	
L2600-02 Acoustic Drwy Fundrais	
L2603-00 Contrib - Cap Cam	
L2604-00 Cap Fund-Donor Restrict	
L2705-00 Donations/Gifts	4,817.82
L2760-11 UHLS	
L2760-12 Local Library Service	41.00
L2770 00 Sale of Fixed Assets	
Total Income	<u>59,969.85</u>
Cost of Goods Sold	
Cost of Goods Sold	
Total COGS	
Gross Profit	<u>59,969.85</u>
Expense	
2000-RENT	
2001-WATER/SEWER	

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
July 2014 through June 2015

\$ Over Budget

2002-ELECTRIC
2003-FUEL
2004-TRASH
2005-CUSTODIAL SUPPLIES
2006-VOICE LINES
2007-TELECOMMUNICATION COSTS
2008-CAPITAL RESERVE
2009-PROPERTY/LIABILITY INSURAN
2010-LANDORD'S LIABILITY
3000-DIRECTOR SALARY
3001-LIBRARIAN SALARY
3002-LIBRARY ASSISTANT
3003-LIBRARY CLERK
3004-Summer Program
3005-ACCOUNTING
3006-CUSTODIAN
4000-NYSERS
4001-FICA/EMPLOYER
4002-WORKERS COMP/DISABILITY
4003-UNEMPLOYMENT INSURANCE
4004-HEALTH & FLEX
5000-JUVENILE BOOKS
5001-ADULT BOOKS
5002-ADULT AUDIO
5003-PERIODICALS & SUBSCRIPTION
5004-MUSIC
5005-DVD'S
5006-ELECTRONIC CONTENT
5007-UHLS CATALOG
6000-PROGRAMMING
6001-SUMMER READING PROGRAM
6002-SRP PERFORMERS
7000-SUPPLIES
7001-SUPPLIES-PROCESSING
7002-POSTAGE
7003-ANNUAL MAILING
7004-PUBLICITY / SIGNWORK
7100-MEMBERSHIP DUES
7101-CONFERENCE & STAFF DEV
7102-TRAVEL
7200-D & O INSURANCE
7201-AUDITOR
7202-LEGAL CONSULTANT
7300-COPIER LEASE

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
July 2014 through June 2015

	<u>\$ Over Budget</u>
7301-SOFTWARE & LICENSES	
7302-TECHNOLOGY RESERVE	
7304-TONER	
Architecture/Engineering	
Flexible Spending Account -Hlth	
L380-15 Grants Receivable	
L7400-00 Accrued Expense	
L7400-01 Accrued Payroll	
L7410-11 Director/Librarian	-1,723.86
L7410-12 Librarian	0.04
L7410-13 Non-Prof Salaries	-3,401.72
L7410-15 Accrued Vacation Chng	-2,269.03
L7410-20 Purchased Fixed Assets	
L7410-21-01 Capital Furn./Shlvg	
L7410-21 Furniture & Shelving	8,558.94
L7410-22-01 Capital-Equip Purch	
L7410-22 Equipment Purch/Lease	-491.29
L7410-23 Equipment Maintenance	-750.00
L7410-29 Community Outreach	-138.87
L7410-30 Special Projects	
L7410-31 Programming Performer	3,166.00
L7410-32 Programming Supplies	2,479.39
L7410-33 Fundraising Expense	
L7410-34 Summer Outreach Progrm	-643.59
L7410-40 Reference Material	7.40
L7410-41 Books-Adult	-1,227.83
L7410-42 Books-Juvenile	742.20
L7410-43 Periodicals & Subscrip	315.72
L7410-44-0 Rec. Music	-499.58
L7410-44-1 Electronic Content	-913.98
L7410-44 Video/DVD's	-36.19
L7410-45 Software & Licenses	654.78
L7410-46 Access to UHLAN	-92.00
L7410-47 Board Expenses	
L7410-48 Supplies-Public Comptr	-941.94
L7410-49 Supplies-Automatd Circ	330.00
L7410-51 Rent - 95 Main Street	324.17
L7410-52 Taxes	
L7410-53 Telephone-Voice Lines	-569.48
L7410-54-1 Liab/Prop Ins.	-478.12
L7410-54-2 Director/Offic. Ins.	-175.00
L7410-54-3 Surety Bond	
L7410-55 Bldg. Maint/Custodial	183.68
L7410-56-01 Capital Facly Impro	

RCS Community Library
CASH ACCOUNTS FYTD: Budget vs. Actual
 July 2014 through June 2015

	<u>\$ Over Budget</u>
L7410-56 Facility Improvement	
L7410-57 Water & Sewer	-346.15
L7410-58 Electric Expense	-615.37
L7410-59 Fuel Expense	-1,506.79
L7410-60 Trash/Recycling	0.00
L7410-61 Supplies-Office	623.39
L7410-62 Supplies-Processing	-176.37
L7410-63-0 Bulk Postage	-674.01
L7410-63 Postage	-728.40
L7410-64 Publicity, Signwork	-58.33
L7410-65 Printing	331.71
L7410-66 Telecomm Costs	-0.12
L7410-67 Membership Dues	251.00
L7410-68 Travel	-303.04
L7410-69 Conference & Staff Dev	-30.50
L7410-99 Cash Variance	
L9010-81 NYS ERS/Employer	-353.49
L9030-00 FICA/Employer	-923.01
L9040-00 Workers Compens	2,282.00
L9045-00 Depreciation	
L9050-00 Unemployment Insurance	1,266.38
L9055-00 Disability Insurance	-258.74
L9060-00 Health Insurance	4,513.06
L9060.01 Flexible Spndng -Hlth	7,541.17
L9065-11 Legal Consultation	-3,700.00
L9065-12 Automation Supp/Consul	
L9065-13 Accounting/Audit	2,016.70
L9065-14 Architecture/Engineer	
L9065-15 Misc. Consulting	
L9999-99 DEPRECIATION	
Payroll Expenses	
Reconciliation Discrepancies	
Total Expense	<u>50,920.45</u>
Net Income	<u><u>9,049.40</u></u>

June 2015 Director's Report

Outreach

Created e-library cards for middle schoolers at the request of a special education teacher's assistant.

Sent applications for Library cards to all Kindergarteners at Peter B. Coeymans in advance of their field trip to visit the Library.

Met with Rafaella Dewsbury, director of Little Feet Daycare, to talk about the needs of the families she serves and the center she runs.

Library participated in the planning for the Ravena Community Events Day, which was scheduled to be held on June 28th but was cancelled on account of rain.

Facilities

Radio completed construction of meeting space on Main St. side of Foyer. The space is well used.

Program Highlights

Stuffed animal sleepover- this repeat program was a success as a result of the numerous teen volunteers who came in to stage the stuffed animals. The resulting video is posted on our FB and You Tube pages.

Mac & Cheese bake-off. We had substantially more tasters than bakers for this program, but the mac & cheese was delicious and we had a lot of positive feedback about the idea.

Science of Soda: Young scientists experimented with the density and carbonation of soda and made root beer (with a very strong peppermint accent) from scratch. Thanks to Laurie Dickerson for the use of her carbonator.

Baseball Trivia- Baseball buffs competed to win tickets to the Tri-City Valley cats.

Makedo-Upper Hudson purchased a kit which allows kids to build structures from cardboard using plastic saws and rivets. We held an impromptu program in order to be able to test it before demoing it at the UHLS annual dinner.

Boys rule the Library – Following two successful after-hours events for upper-elementary aged girls, we held a similar event for boys. The 11 attendees played video games, built Lego and raced cars through the Library on a Friday evening.

Misc.

Attended American Library Association Conference in San Francisco

Worked with Tim Burke and Mary Fellows to hire new Adult Services and Outreach coordinator for Upper Hudson Library System.

The Library received a FOIL request for electronic purchasing records. We do not keep our

June 2015 Statistics

Circulation

	7-Jul	6-Jul	Change
Adult Audio	384	410	-6.3%
Adult Fiction	1126	1051	7.1%
Adult Nonfiction	378	382	-1.0%
Adult Video	1159	958	21.0%
Electronic	3	12	-75.0%
Juvenile Audio	41	35	17.1%
Juvenile Fiction	1089	889	22.5%
Juvenile Nonfiction	150	143	4.9%
Juvenile Video	463	329	40.7%
Miscellaneous	5	20	-75.0%
YA Fiction	157	194	-19.1%
YA Nonfiction	2	8	-75.0%
econtent	461	358	28.8%
total	5418	4983	8.7%

new borrowers 69 37 86.5%

Computer

sessions 873

PROGRAMS	Attendance Youth	Attendance Adults	Total Attendance	Sessions
E/C - library	64	35	99	9
E/C - outreach	278	50	328	17
school aged-lib	63	0	63	5
school aged-outreach	0	0	0	0
Teen	52		52	5
Adult		12	4	2
Tech		19	19	11
Grand Totals	457	104	561	49
Volunteer Hours	23	6.5	29.5	
# of days with volunteers	10	8	18	

June 2015 Statistics



RCS Community Library
Profit & Loss

June 2015

	<u>Jun 15</u>
Income	
1005-FUNDRAISING	0.00
L2082-11 Misc. Desk Receipts	920.27
L2401-00 Interest-Savings	60.56
L2401-20 Interest-Reserve Fund	1.91
L2401-40 Interest-Tech. Reserve	1.00
L2600-00 Fundraising Receipts	182.00
L2705-00 Donations/Gifts	70.00
Total Income	<u>1,235.74</u>
Gross Profit	<u>1,235.74</u>
Expense	
L7410-11 Director/Librarian	6,923.07
L7410-12 Librarian	10,384.62
L7410-13 Non-Prof Salaries	17,116.11
L7410-21 Furniture & Shelving	41.99
L7410-22 Equipment Purch/Lease	215.00
L7410-29 Community Outreach	
L7410-29-01 Museum passes	100.00
L7410-29 Community Outreach - Other	150.00
Total L7410-29 Community Outreach	<u>250.00</u>
L7410-32 Programming Supplies	154.96
L7410-34 Summer Outreach Progrm	228.12
L7410-40 Reference Material	45.00
L7410-41 Books-Adult	
Audio Books - Adult	320.48
L7410-41 Books-Adult - Other	1,741.51
Total L7410-41 Books-Adult	<u>2,061.99</u>
L7410-42 Books-Juvenile	987.42
L7410-43 Periodicals & Subscrip	350.00
L7410-44-0 Rec. Music	99.78
L7410-44-1 Electronic Content	7.49
L7410-44 Video/DVD's	290.42
L7410-45 Software & Licenses	2.31
L7410-53 Telephone-Voice Lines	123.90
L7410-55 Bldg. Maint/Custodial	254.74
L7410-56 Facility Improvement	4,250.00
L7410-58 Electric Expense	823.03
L7410-61 Supplies-Office	331.32
L7410-63 Postage	108.73
L7410-66 Telecomm Costs	59.99
L7410-67 Membership Dues	58.50
L7410-68 Travel	240.96
L9030-00 FICA/Employer	2,622.41
L9050-00 Unemployment Insurance	205.37
L9055-00 Disability Insurance	0.00

9:52 AM
07/10/15
Accrual Basis

RCS Community Library
Profit & Loss

June 2015

	<u>Jun 15</u>
L9060-00 Health Insurance	2,540.56
L9065-15 Misc. Consulting	450.00
Total Expense	<u>51,227.79</u>
Net Income	<u><u>-49,992.05</u></u>