

Enrich Lives, Celebrate Community, Inspire Creativity

Board of Trustees Annual and July Meeting

September 11, 2017

7:00 - 8:00 p.m.

- I. **September meeting call to order**
- II. **Welcome visitors and public comments**
- III. **Approval of August 2017 minutes**
- IV. **Director's reports**
- V. **Financial reports**
- VI. **New Business**
 1. **Mary Fellows, UHLS Youth & Family Services consultant**
 2. **Itty Bitty (learning center) update**
 3. **Bids: staff space renovation**
 4. **Construction grant update**
 5. **Fundraiser results**
- VII. **Fundraising**
 - **Vendors and Festival of Baskets, Nov. 2 (Thurs.), 6-8 p.m.**
- VIII. **Miscellaneous**
 - **Library garden**
- XI. **Adjournment**

The next meeting of the Board of Trustees will be October 9.

AUGUST 2017 STATS

Category	Total Circ	Borrowed From	Loaned To	Category	Total Circ	Borrowed From	Loaned To
Adult Audio	355	164	174	Adult Audio	357	166	172
Adult Fiction	1055	307	364	Adult Fiction	1116	271	380
Adult Nonfiction	396	201	176	Adult Nonfiction	517	299	166
Adult Video	910	284	110	Adult Video	1041	335	133
Electronic	2	2	0	Electronic	18	18	0
Juvenile Audio	26	2	10	Juvenile Audio	22	7	3
Juvenile Fiction	1237	155	155	Juvenile Fiction	1127	86	178
Juvenile Nonfiction	170	59	20	Juvenile Nonfiction	170	39	21
Juvenile Video	398	28	23	Juvenile Video	442	41	46
Miscellaneous	13	0	1	Miscellaneous	10	0	0
Unknown	30	8	0	Unknown	39	5	6
YA Audio	4	4	0	YA Audio	3	3	0
YA Fiction	191	40	60	YA Fiction	185	35	61
YA Nonfiction	1	1	0	YA Nonfiction	5	5	0
YA Video	2	2	0	YA Video	1	1	0
Econtent	1090				689		
Total:	5880	1257	1093	Total:	5742	1311	1166

Cindy Rowzee

25 Orchard Avenue, Ravena, NY 12143

(518) 423-3689

cindy.rowzee@gmail.com

September 8, 2017

August Report to the RCS Community Library Board of Trustees

I was informed that they are looking into the problem mentioned previously with the Reserve Fund. Hopefully this will be cleared up by next month. I am still concerned with the many outstanding checks and deposits that have been listed from previous years but perhaps the problem with the Reserve Fund may help clear that up as well. There are a few from this year that I would also encourage someone look into as they are 3+ months old. Most notably is a \$290 transfer in the Acoustic Doorways fund from 5/3/17 and two checks written out to Overdrive from the Cash Operating Account in early June.

I was able to verify the reconciliations on all accounts for the month of August.

Cindy Rowzee

Home

ALL ACCOUNTS

FAVORITES ★

Money I Can Spend	Available	Ledger Balance
Capital Fund Checking *8058 ★	\$245.00	\$245.00
General Checking *6254 ★	\$75.66	\$70.21
TOTAL	\$320.66	\$315.21
Money I'm Saving	Available	Ledger Balance
Acoustic Doorways Savings *8884 ★	\$4,487.76	\$4,487.76
Capital Fund Savings *1840 ★	\$194,051.39	\$194,051.39
General Savings *3142 ★	\$61,170.76	\$61,170.76
Reserve Fund Savings *1567 ★	\$80,685.49	\$80,685.49
Tech Reserve Savings *5546 ★	\$4,653.52	\$4,653.52
TOTAL	\$345,048.92	\$345,048.92

RCS Community Library
Balance Sheet
As of August 31, 2017
Aug 31, 17

ASSETS

Current Assets

Checking/Savings

B-1567 Reserve Fund	80,824.25
B-6254 Cash-Operating	13,657.19
B1840 Cash-Capital Fund Savings	193,990.12
B201-00 Cash Payroll	6,906.47
B3142 Cash-Savings	74,530.36
B5546-Board Reserve Fund	4,653.52
B8058 Capital Fund Checking	271.00
B8884-Acoustic Doorways Savings	5,652.76
L202-00 Petty Cash	200.00
L204-00 Desk Receipts	-0.35

Total Checking/Savings 380,685.32

Other Current Assets

L380-12 Misc. Receivable	4,700.00
L909-02 Unrestricted Fund Balan	-2,065.00
L909-04 Unrestricted Net Assets	34,668.00
Undeposited Funds	200.00

Total Other Current Assets 37,503.00

Total Current Assets 418,188.32

Fixed Assets

L500-10 Building Improvements	76,167.96
L500-11 Computer Equipment	62,022.20
L500-12 Furniture & Fixtures	126,580.08
L510-00 Accumulated Depreciatio	-128,584.07

Total Fixed Assets 136,186.17

TOTAL ASSETS 554,374.49

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

L600-00 Accounts Payable	27,136.78
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Total Accounts Payable 27,136.78

Other Current Liabilities

L1600-00-Deferred Outflow of Re	-150,330.00
L602-00 Accrued Vacation	0.15
L604-00-Accrued ERS Liability	9,269.00
L700-00 FICA Payable	-0.29
L710-00 SWT PAYABLE	-0.39
L720-05 FSA deduction (p/r)	0.36
L730-00 AFLACA/P	-0.36
L7400-00 Accrued Expense	4,417.06
L800-00-Net Pension Liability	141,781.00
L909-05 Prior Period Adjustment	25,342.00

12:05 PM
09/05/17
Accrual Basis

RCS Community Library

Balance Sheet

As of August 31, 2017

Aug 31, 17

Total Other Current Liabilities	<u>30,478.53</u>
Total Current Liabilities	<u>57,615.31</u>
Total Liabilities	57,615.31
Equity	
L909-00 Net Assests	355,969.34
L909-00 Unrestricted Fund Balan	-2,064.68
Unrestricted Net Assets	60,496.14
Net Income	82,358.38
Total Equity	<u>496,759.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>554,374.49</u></u>

RCS Community Library
Profit & Loss
August 2017

Aug 17

Ordinary Income/Expense

Income

1001-MISC DESK RECEIPTS	898.06
1003-GIFTS	50.00
1004-INTEREST	46.45
1005-FUNDRAISING	60.00
1007-LOCAL LIBRARY SERVICE	3,832.00
1008-MISCELLANEOUS INCOME	630.00

Total Income 5,516.51

Expense

2002-ELECTRIC	748.28
2005-CUSTODIAL SUPPLIES	384.44
2006-VOICE LINES	259.27
2007-TELECOMMUNICATION COSTS	119.98
2010-Repairs	734.49
3000-DIRECTOR SALARY	4,801.76
3001-LIBRARIAN SALARY	7,329.62
3002-LIBRARY ASSISTANT	5,274.52
3003-LIBRARY CLERK	5,960.81
3004-SUMMER PROGRAM	890.50
3005-ACCOUNTING	150.00
3006-CUSTODIAN	1,120.00
4000-FICA EMPLOYEE-SS/MC/FED	0.00
4001-STATE- PAYABLE	0.00
4002-RETIREMENT EMPLOYEE PAYABL	1,776.29
4003-AFLAC PAYABLE	40.60
4004-MEDICAL EMPLOYEE- PAYABLE	1,049.79
4005-MED DEFERRED COMP PAY	415.69
4006-NYSERS	-25.11
4007-WORKER'S COP/DISABILITY	226.19
4008-UNEMPLOYMENT INSURANCE	84.25
4010-FICA/EMPLOYER-SS/MC	1,952.86
5000-JUVENILE BOOKS	984.22
5001-ADULT BOOKS	1,012.68
5002-ADULT AUDIO	213.26
5003-PERIODICALS & SUBSCRIPTION	412.44
5004-MUSIC	70.72
5005-DVD'S	174.02
5006-ELECTRONIC CONTENT	209.93
6000-PROGRAMMING	562.43
6001-SUMMER READING PROGRAM	110.46
6002-SRP PERFORMERS	250.00
7000- SUPPLIES-OFFICE	180.68
7002-POSTAGE	120.82
7101-CONFERENCE & STAFF DEV	120.00

12:38 PM
09/05/17
Accrual Basis

RCS Community Library
Profit & Loss
August 2017

	<u>Aug 17</u>
7102-TRAVEL	135.52
7203-MISC. BOARD EXPENSE	100.00
7300-COPIER LEASE	335.14
7303-Technology Expense	540.29
8002-BUILDING IMPROVEMENTS	1,100.00
9000-LOST/DAM BOOKS-OTHER LIBRA	12.99
Total Expense	<u>39,939.83</u>
Net Ordinary Income	<u>-34,423.32</u>
Net Income	<u><u>-34,423.32</u></u>

RCS Community Library Budget vs. Actual 2017-2018 July through August 2017

	Jul - Aug 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1000-TAX LEVY	0.00	0.00	0.00	0.0%
1001-MISC DESK RECEIPTS	1,890.45	1,666.64	223.81	113.43%
1002-GRANTS	148,501.00	0.00	148,501.00	100.0%
1003-GIFTS	425.00	83.32	341.68	510.08%
1004-INTEREST	95.58	133.34	-37.76	71.68%
1005-FUNDRAISING	60.00	166.66	-106.66	36.0%
1006-ERATE	0.00	0.00	0.00	0.0%
1007-LOCAL LIBRARY SERVICE	3,832.00	666.66	3,165.34	574.81%
1008-MISCELLANEOUS INCOME	2,456.29			
Total Income	157,260.32	2,716.62	154,543.70	5,788.82%
Expense				
2000-Bond Payment	0.00	7,375.00	-7,375.00	0.0%
2001-WATER/SEWER	0.00	0.00	0.00	0.0%
2002-ELECTRIC	1,277.12	1,333.32	-56.20	95.79%
2003-FUEL	0.00	0.00	0.00	0.0%
2004-TRASH	0.00	100.00	-100.00	0.0%
2005-CUSTODIAL SUPPLIES	413.19	166.66	246.53	247.92%
2006-VOICE LINES	392.79	300.00	92.79	130.93%
2007-TELECOMMUNICATION COSTS	179.97	125.00	54.97	143.98%
2008-FACILITIES IMPROVEMENT	175.00	2,333.32	-2,158.32	7.5%
2009-PROPERTY/LIABILITY INSURAN	0.00	766.66	-766.66	0.0%
2010-Repairs	734.49	424.82	309.67	172.89%
2011-FIXED ASSETS	0.00	1,166.66	-1,166.66	0.0%
3000-DIRECTOR SALARY	9,603.52	10,373.64	-770.12	92.58%
3001-LIBRARIAN SALARY	14,659.24	15,880.82	-1,221.58	92.31%
3002-LIBRARY ASSISTANT	10,660.48	11,832.16	-1,171.68	90.1%
3003-LIBRARY CLERK	11,421.60	13,174.50	-1,752.90	86.7%
3004-SUMMER PROGRAM	1,717.44	3,000.00	-1,282.56	57.25%
3005-ACCOUNTING	420.00	641.32	-221.32	65.49%
3006-CUSTODIAN	2,240.00	2,426.66	-186.66	92.31%
4000-FICA EMPLOYEE-SS/MC/FED	0.00			
4001-STATE- PAYABLE	0.00			
4002-RETIREMENT EMPLOYEE PAYABL	1,776.29			
4003-AFLAC PAYABLE	20.30			
4004-MEDICAL EMPLOYEE- PAYABLE	2,095.08	0.00	2,095.08	100.0%
4005-MED DEFERRED COMP PAY	2,655.21			
4006-NYSERS	-40.26	0.00	-40.26	100.0%
4007-WORKER'S COP/DISABILITY	435.73	416.66	19.07	104.58%
4008-UNEMPLOYMENT INSURANCE	176.65	300.00	-123.35	58.88%
4010-FICA/EMPLOYER-SS/MC	3,877.05	4,212.00	-334.95	92.05%
4012-MED -EMPLOYER-EXP	0.00	5,333.32	-5,333.32	0.0%
5000-JUVENILE BOOKS	1,744.22	1,166.66	577.56	149.51%

RCS Community Library
Budget vs. Actual 2017-2018
 July through August 2017

	<u>Jul - Aug 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5001-ADULT BOOKS	1,988.91	1,850.00	138.91	107.51%
5002-ADULT AUDIO	284.50	208.34	76.16	136.56%
5003-PERIODICALS & SUBSCRIPTION	441.44	225.00	216.44	196.2%
5004-MUSIC	192.68	166.68	26.00	115.6%
5005-DVD'S	324.83	416.66	-91.83	77.96%
5006-ELECTRONIC CONTENT	380.86	681.16	-300.30	55.91%
5007-UHLS CATALOG	0.00	916.66	-916.66	0.0%
6000-PROGRAMMING	727.79	416.68	311.11	174.66%
6001-SUMMER READING PROGRAM	126.49	500.00	-373.51	25.3%
6002-SRP PERFORMERS	250.00	550.00	-300.00	45.46%
7000- SUPPLIES-OFFICE	354.52	666.68	-312.16	53.18%
7001-SUPPLIES-PROCESSING	8.00	250.00	-242.00	3.2%
7002-POSTAGE	231.79	125.00	106.79	185.43%
7003-ANNUAL MAILING	0.00	0.00	0.00	0.0%
7004-PUBLICITY / SIGNWORK	0.00	50.00	-50.00	0.0%
7100-MEMBERSHIP DUES	210.00	166.66	43.34	126.01%
7101-CONFERENCE & STAFF DEV	120.00	325.00	-205.00	36.92%
7102-TRAVEL	135.52	333.32	-197.80	40.66%
7200-D & O INSURANCE	0.00	116.66	-116.66	0.0%
7201-AUDITOR	20.00	583.32	-563.32	3.43%
7202-LEGAL CONSULTANT	0.00	416.68	-416.68	0.0%
7203-MISC. BOARD EXPENSE	100.00			
7300-COPIER LEASE	553.14	500.00	53.14	110.63%
7301-SOFTWARE & LICENSES	0.00	186.68	-186.68	0.0%
7302-TECHNOLOGY RESERVE	0.00	208.34	-208.34	0.0%
7303-Technology Expense	540.29			
7304-Hardware	0.00	416.68	-416.68	0.0%
8002-BUILDING IMPROVEMENTS	1,100.00			
8004-Publicity	115.00			
9000-LOST/DAM BOOKS-OTHER LIBRA	61.07			
Total Expense	74,901.94	93,125.38	-18,223.44	80.43%
Net Ordinary Income	82,358.38	-90,408.76	172,767.14	-91.1%
Net Income	82,358.38	-90,408.76	172,767.14	-91.1%

BID FORM – STAFF SPACE RENOVATIONS

RCS Community Library
95 Main Street
Ravena, NY 12143

We (I) have received the Contract Documents (Contract Drawings and the Project Manual) for this contract. We have also received Addenda No. 1 and have included their provisions in this Bid. We have examined both the Contract Documents and the site and submit the following Bid:

In submitting this Bid, We (I) agree:

To hold our Bid open until forty-five (45) days after Bid Opening.

To accept the provisions of the Instructions to Bidders.

To enter into and execute a Contract within ten (10) days upon receipt of the Notice of Award, and to furnish Performance Bond and Payment Bonds, if required.

To accomplish the Work in accordance with the Contract Documents and the Contract.

We (I) will perform the Work of this Contract for the lump-sum of:

BASE BID

All labor, material, services and equipment necessary for completion of the Work shown in the Contract Documents:

Dollars (\$)

\$ 233,400 -

Hoosic
Valley

BID FORM – STAFF SPACE RENOVATIONS

RCS Community Library
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Ravena, NY 12143

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To accomplish the Work in accordance with the Contract Documents and the Contract.

We (I) will perform the Work of this Contract for the lump-sum of:

BASE BID *Two Hundred Sixteen Thousand Eight Hundred Forty Seven Dollars*

All labor, material, services and equipment necessary for completion of the Work shown in the Contract Documents:

Dollars (\$)

216,847

Bonnett