

Enrich Lives, Celebrate Community, Inspire Creativity

Board of Trustees Meeting

October 17, 2016

7:00-8:00 p.m.

- I. **Call to order**
- II. **Welcome visitors and public comments**
- III. **Approval of September 2016 minutes**
- IV. **Director's reports**
- V. **Financial reports**
- VI. **New Business**
 1. **School tax bill/ Library closing date finalized (?)**
 2. **Reconfiguration of storage spaces: an interactive space for children (grant)**
 - a. **Discussion of possible consultants (9/20 meeting)**
 - b. **Meeting with local resident Betsy Mattice (10/3 meeting)**
 - c. **Contact with Jackie Mahoney at Bender Foundation**
 3. **Patron survey results**
 4. **New federal overtime regulations**
- VII. **Committee reports**
 1. **Building**
 - a. **Vendor quotes**
 - b. **New Baltimore Schoolhouse Exhibit**
 2. **Finance**
 3. **Fundraising**
 - a. **Funds raised - 9/29 Chicken BBQ**
 - b. **Sweets for Santa - 12/3**
 - c. **Sale of blue spruces**
 4. **Personnel**
 - a. **New employee**
 5. **Policy**
- VIII. **Strategic Plan update**
- IX. **Miscellaneous/upcoming item**
- X. **Adjournment**

The next meeting of the Board of Trustees will be November 14

RCS Community Library
Minutes of the Board of Trustees Monthly Meeting
Monday September 8, 2016

Attendance: Marie Sturges(MS), Joe Boehlke (JLB) Antonio Booth (AB), Josie Bruno (JB),, Megan Aurelias, Sheila Schwartz (SS), Laurie Dickerson(LD), and Library Director Judith Wines (JW)

Absent: none
Guests: None

The minutes from the previous meeting were adopted via a motion from JLB and seconded by MA, with the following changes:

- In the first paragraph, motion form should read motion "from".
- Summer Camp "runs"
- On page 2, should read "building estimates were obtained"
- On the Narcan issue, use of Narcan is pending approval
"pursuant to individual staff members opting into the training".
- "Fundraising" should be one word
- On page 3, regarding the trip to Baltimore, should read "at their libraries".

Director's Report- the full report is on file at the library.

Statistics: The was an overall increase in circulation

Program

- The summer camps have gone very well.
- There have been lots of teen volunteers this summer.
- JW thanked MS for scooping ice cream after the Silent Wings program.
- The Alzheimer's Association event received excellent feedback.

Facilities

- An Industrial Hygienist visited from Occupational and Environmental Health Center of Eastern NY, in response to staff concerns regarding air quality. His report will hopefully offer a perspective on the odor issue.

Miscellaneous

- JW submitted the NYS Construction Grant application to UHLS on 8/25.
- Tim Burke called JW to inquire whether the library would accept a lower percentage on the grant. JW said yes. Tim B. also noted that due to another issue, there may be more money available. JW will send a proposal for another project related to converting the office space into a reading room (adding windows, which Persico's gave an estimate for \$18,000.00 and another quote was \$48,000.00).
- The new clerk has given her notice as her spouse was offered a job in Minnesota. Her last day will be in late September. The job has been offered to Christine DellaRocco.
- \$300.00 was received from WGA to purchase furniture for the children's area.
- A quote was received from Bryans and Gramuglia CPA's for \$3000.00 for audit services. Three other firms were approached but declined to provide a proposal.
- A motion to change from Cusack to Bryans and Gramuglia for CPA services was made by MA and seconded by JB. JW suggests we consider an audit instead of a financial review and full audits every five years.

Financial

- Nothing out of the ordinary to report this month; there is a healthy bank balance.
- Travel expenses for JW were discussed.
- The Board reviewed the checks and initialed the check register.

Committees

- The Building Committee met on 8/16/16.
 - Barbara (librarian) outlined possible future use of the new space, once we own the building.
 - Discussed thematic ideas which might reflect the community as an overarching theme. Examples might be the river, the railroad, the port and Main Street.
 - Ideas include a space that might flow between a market area, a kitchen dress-up space a science area and a space for manipulatives designed with the theme in mind.
 - Brainstorming these ideas will continue at the October meeting.
- Fundraising
 - The Chicken Barbecue will occur 9/29. Assistance of Board members is needed.

Strategic Plan Update

-The Survey draft was presented.
Other

-The blue spruce trees in front of the building need to come out. A patron suggested selling them in December.

The Board meeting was adjourned by at 8:05 pm, as moved by SS and seconded by JLB.

The next board meeting will be held on October 17, 2016 at 7:00 pm. This date is due to the Columbus Day holiday on October 10, 2016.

Respectfully submitted,
Laurie Dickerson, secretary RSCCL

September 2016 Statistics

Category	2016 Total	Borrowed	Loaned To	Category	2015 Total	Borrowed	Loaned To	change
Adult Fiction	1011	377	280	Adult Fic	1173	293	267	-13.80%
Adult Nonfiction	482	271	159	Adult No	443	249	98	8.80%
Juvenile Fiction	1076	119	165	Juvenile	939	103	139	14.60%
Juvenile	175	67	25	Juvenile	194	74	35	-9.80%
kits	5	0	1	kits	15	0	0	-66.70%
ILL	34	5	1	ILL	98	48	5	-65.30%
YA Fiction	137	16	44	YA Fictio	128	36	70	7.00%
YA Nonfiction	1	1	0	YA Nonf	18	18	0	-94.40%
electronic	601				424			41.70%
Total:	3522	856	958	Total:	3432	821	614	
								2.60%
Adult Audio	369	162	163	Adult Au	422	140	157	-12.60%
Adult Video	856	269	77	Adult Vid	1185	322	75	-27.80%
Electronic	3	3	0	Electron	0	0	0	
Juvenile Audio	13	3	4	Juvenile	27	7	3	-51.90%
Juvenile Video	320	24	39	Juvenile	413	42	32	-22.50%
YA Audio	5	5	0	YA Audio	0	0	0	
	1566	466	283		2047	511	267	-24%
Totals	5088	1322	1241		5479	1332	821	-7.00%
PROGRAMS- September	Attendant e-child	Attendant ce-Adult	Total Attendant e	Sessions				
E/C - library	149	88	237	21				
E/C - outreach	39	6	45	3				
school aged-lib	25	2	27	7				
school aged-outreach	0	0	0	0				
Teen			28	6				
Adult			13	6				
Tech - one-on-			39	39				
Tech - group			0	0				
Totals			389	82				
E/C Books Circulated			89					
New Patrons			33					
Public Computer			623					
Microfilm Uses			0					
WiFi Users			521					

September 2016 Director's Report

Outreach

- Reached out to Little Red Schoolhouse, Town of Coeymans and RCS School District to confirm Little Free Library placement.

Program Highlights

- Donna Hamilton hosted another filled-to-capacity needle felting session. Participants felted pumpkins.
- Teens Take Over the Community Room, a Wednesday evening time slot in which teens got carte blanche in the community room, got off to a strong start with 12 teens but that number was soon eroded when fall sports resumed.
- Michelle has been coordinating a "Granny Square Challenge" in which participants crochet squares that will be assembled into lap blankets for donation to a nursing home. To date she has collected 40 squares.
- We held our third annual Banned Books Night. This is a program that generates a lot of positive comments, but not a lot of attendance.

Collection

- Our mystery collection, which is shelved separately from the rest of fiction, now has its own call number MYS XXX and itype.

Facilities

- We purchased new shelving boxes for our board books which complement the "chair and a half" that we purchased with grant money from WGA.
- Delmar Sign Company fabricated and installed a wall decal with our mission statement and logo.

Miscellaneous

- Amended application to construction grant twice - first to increase the amount for the creation of a quiet study space (an additional \$30,080), the second to include the installation of a generator (an additional \$33,398). This brings the total funded amount up to \$153, 891 and the total project cost up to \$205,188.
- The Library is participating in two UHLS system grants. A youth services focused one that provides a software service called Beanstack that gives personalized book recommendations via email, and an adult services one that will provide three speakers over the course of the year on various workforce related skills.
- Working on organizing a second small business scavenger hunt, this year in partnership with RCS Community Business Association.
- Every quarter the IRS sends us a notice that our address has been changed back to 15 Mountain Rd. I believe I've tracked the problem to our 941 filings.
- We got the air quality report back from Occupational and Environmental Health Center of Eastern NY. They concluded the the ventilation system is more than adequate and provided suggestions for better log keeping.
- Christine DellaRocco started as our new circulation clerk.

3:49 PM
10/13/16
Accrual Basis

RCS Community Library
Profit & Loss
September 2016

	<u>Sep 16</u>
Income	
1001-MISC DESK RECEIPTS	1,396.51
1003-GIFTS	50.00
1004-INTEREST	43.67
1005-FUNDRAISING	476.00
Total Income	<u>1,966.18</u>
Expense	
2002-ELECTRIC	725.01
2005-CUSTODIAL SUPPLIES	88.12
2006-VOICE LINES	141.23
2007-TELECOMMUNICATION COSTS	59.99
3000-DIRECTOR SALARY	4,707.62
3001-LIBRARIAN SALARY	7,185.90
3002-LIBRARY ASSISTANT	5,147.74
3003-LIBRARY CLERK	4,914.05
3004-SUMMER PROGRAM	0.00
3005-ACCOUNTING	203.74
3006-CUSTODIAN	1,529.50
4000-FICA EMPLOYEE-SS/MC/FED	0.00
4001-SWT PAYABLE	0.00
4002-NY414Y PAYABLE-EMPLOYEE	593.64
4003-AFLAC/P	20.30
4004-FSA DED	841.29
4005-MED DED PAYABLE EMPLOYEE	667.28
4006-NYSERS	-1,187.28
4007-WORKER'S COMP	188.16
4008-UNEMPLOYMENT	42.04
4010-FICA/EMPLOYER-SS/MC	1,812.19
5000-JUVENILE BOOKS	1,660.74
5001-ADULT BOOKS	3,610.25
5002-ADULT AUDIO	367.23
5003-PERIODICALS & SUBSCRIPTION	17.00
5004-MUSIC	69.89
5005-DVD'S	249.66
5006-ELECTRONIC CONTENT	234.06
6000-PROGRAMMING	170.64
7000-SUPPLIES	452.59
7001-SUPPLIES-PROCESSING	100.09
7002-POSTAGE	161.18
7004-PUBLICITY / SIGNWORK	177.00
7101-CONFERENCE & STAFF DEV	307.00
7202-LEGAL CONSULTANT	2,838.50
7300-COPIER LEASE	210.00
7301-SOFTWARE & LICENSES	408.30

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10/13/16
Accrual Basis

RCS Community Library
Profit & Loss
September 2016

	<u>Sep 16</u>
7303-Technology Expense	72.99
8002-BUILDING IMPROVEMENTS	404.79
9000-LOST/DAM BOOKS-OTHER LIBRA	8.99
Total Expense	<u>39,201.42</u>
Net Income	<u><u>-37,235.24</u></u>

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10/13/16
Accrual Basis

RCS Community Library
Balance Sheet
As of September 30, 2016
Sep 30, 16

ASSETS

Current Assets

Checking/Savings

B-1567 Reserve Fund	11,312.13
B-6254 Cash-Operating	-11,241.82
B1840 Cash-Capital Fund Savings	45,016.03
B201-00 Cash Payroll	4,774.39
B3142 Cash-Savings	173,659.17
B5546-Tech. Savings	4,566.12
B8058 Capital Fund Checking	276.00
B8884-Acoustic Doorways Savings	3,794.71
L202-00 Petty Cash	200.00
L204-00 Desk Receipts	-219.35

Total Checking/Savings 232,137.38

Other Current Assets

L380-12 Misc. Receivable	5,000.00
Undeposited Funds	200.00

Total Other Current Assets 5,200.00

Total Current Assets 237,337.38

Fixed Assets

L500-10 Building Improvements	48,925.96
L500-11 Computer Equipment	44,259.20
L500-12 Furniture & Fixtures	126,580.08
L510-00 Accumulated Depreciatio	-105,240.07

Total Fixed Assets 114,525.17

TOTAL ASSETS 351,862.55

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

L600-00 Accounts Payable	5,736.78
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Total Accounts Payable 5,736.78

Other Current Liabilities

L602-00 Accrued Vacation	16,193.15
L700-00 FICA Payable	-299.29
L710-00 SWT PAYABLE	-56.39
L720-00 NY 414Y Payable	23,718.00
L720-05 FSA deduction (p/r)	784.36
L730-00 AFLACA/P	-221.36
L7400-00 Accrued Expense	-408.94

Total Other Current Liabilities 39,709.53

Total Current Liabilities 45,446.31

Total Liabilities 45,446.31

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10/13/16
Accrual Basis

RCS Community Library
Balance Sheet
As of September 30, 2016
Sep 30, 16

Equity	
L909-00 Net Assests	306,968.34
L909-00 Unrestricted Fund Balan	-2,064.68
Unrestricted Net Assets	8,571.49
Net Income	-7,058.91
Total Equity	<u>306,416.24</u>
TOTAL LIABILITIES & EQUITY	<u><u>351,862.55</u></u>

RCS Community Library Profit & Loss Budget vs. Actual July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income				
1000-TAX LEVY	0.00	559,284.00	-559,284.00	0.0%
1001-MISC DESK RECEIPTS	4,718.55	10,000.00	-5,281.45	47.19%
1002-GRANTS	93,817.00	1,000.00	92,817.00	9,381.7%
1003-GIFTS	150.00	500.00	-350.00	30.0%
1004-INTEREST	127.44	800.00	-672.56	15.93%
1005-FUNDRAISING	476.00	1,128.00	-652.00	42.2%
1006-ERATE	0.00	500.00	-500.00	0.0%
1007-LOCAL LIBRARY SERVICE	3,830.00	4,000.00	-170.00	95.75%
1009-Acoustic Doorways Revenue	250.00			
Total Income	103,368.99	577,212.00	-473,843.01	17.91%
Expense				
2000-RENT	4,858.22	58,298.00	-53,439.78	8.33%
2001-WATER/SEWER	0.00	670.00	-670.00	0.0%
2002-ELECTRIC	1,995.76	8,000.00	-6,004.24	24.95%
2003-FUEL	0.00	6,365.00	-6,365.00	0.0%
2004-TRASH	0.00	600.00	-600.00	0.0%
2005-CUSTODIAL SUPPLIES	323.50	800.00	-476.50	40.44%
2006-VOICE LINES	524.70	1,800.00	-1,275.30	29.15%
2007-TELECOMMUNICATION COSTS	239.96	750.00	-510.04	32.0%
2008-FACILITIES IMPROVEMENT	0.00	4,355.00	-4,355.00	0.0%
2009-PROPERTY/LIABILITY INSURAN	0.00	3,500.00	-3,500.00	0.0%
2010-LANDORD'S LIABILITY	0.00	150.00	-150.00	0.0%
2011-FIXED ASSETS	0.00	2,000.00	-2,000.00	0.0%
3000-DIRECTOR SALARY	16,476.67	61,200.00	-44,723.33	26.92%
3001-LIBRARIAN SALARY	25,150.65	93,406.50	-68,255.85	26.93%
3002-LIBRARY ASSISTANT	17,898.99	69,740.46	-51,841.47	25.67%
3003-LIBRARY CLERK	16,692.09	73,339.00	-56,646.91	22.76%
3004-SUMMER PROGRAM	2,051.51	3,762.78	-1,711.27	54.52%
3005-ACCOUNTING	900.98	4,707.30	-3,806.32	19.14%
3006-CUSTODIAN	5,395.25	24,203.58	-18,808.33	22.29%
4000-FICA EMPLOYEE-SS/MC/FED	0.00			
4001-SWT PAYABLE	0.00			
4002-NY414Y PAYABLE-EMPLOYEE	-890.46			
4003-AFLAC/P	10.15			
4004-FSA DED	4,506.21	34,545.00	-30,038.79	13.04%
4005-MED DED PAYABLE EMPLOYEE	-166.82			
4006-NYSERS	0.00	33,014.00	-33,014.00	0.0%
4007-WORKER'S COMP	562.51	2,500.00	-1,937.49	22.5%
4008-UNEMPLOYMENT	243.46	1,650.00	-1,406.54	14.76%
4010-FICA/EMPLOYER-SS/MC	6,444.47	25,078.00	-18,633.53	25.7%
5000-JUVENILE BOOKS	1,806.22	7,000.00	-5,193.78	25.8%
5001-ADULT BOOKS	4,272.97	11,100.00	-6,827.03	38.5%

RCS Community Library
Profit & Loss Budget vs. Actual
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
5002-ADULT AUDIO	367.23	1,250.00	-882.77	29.38%
5003-PERIODICALS & SUBSCRIPTION	207.30	1,350.00	-1,142.70	15.36%
5004-MUSIC	238.21	1,000.00	-761.79	23.82%
5005-DVD'S	642.09	2,500.00	-1,857.91	25.68%
5006-ELECTRONIC CONTENT	351.58	2,500.00	-2,148.42	14.06%
5007-UHLS CATALOG	1,294.00	5,453.00	-4,159.00	23.73%
6000-PROGRAMMING	464.44	2,500.00	-2,035.56	18.58%
6001-SUMMER READING PROGRAM	341.80	1,000.00	-658.20	34.18%
6002-SRP PERFORMERS	540.00	500.00	40.00	108.0%
6003-Acoustic Doorways Perform	927.00			
7000-SUPPLIES	927.06	2,000.00	-1,072.94	46.35%
7001-SUPPLIES-PROCESSING	656.03	1,500.00	-843.97	43.74%
7002-POSTAGE	171.00	1,000.00	-829.00	17.1%
7003-ANNUAL MAILING	0.00	4,600.00	-4,600.00	0.0%
7004-PUBLICITY / SIGNWORK	184.73	300.00	-115.27	61.58%
7100-MEMBERSHIP DUES	620.00	975.00	-355.00	63.59%
7101-CONFERENCE & STAFF DEV	671.45	1,500.00	-828.55	44.76%
7102-TRAVEL	425.33	2,000.00	-1,574.67	21.27%
7200-D & O INSURANCE	0.00	700.00	-700.00	0.0%
7201-AUDITOR	100.00	4,000.00	-3,900.00	2.5%
7202-LEGAL CONSULTANT	2,838.50	2,500.00	338.50	113.54%
7300-COPIER LEASE	754.43	3,000.00	-2,245.57	25.15%
7301-SOFTWARE & LICENSES	408.30	800.00	-391.70	51.04%
7302-TECHNOLOGY RESERVE	291.86	1,250.00	-958.14	23.35%
7303-Technology Expense	72.99			
7304-Hardward	0.00	500.00	-500.00	0.0%
8002-BUILDING IMPROVEMENTS	536.42			
9000-LOST/DAM BOOKS-OTHER LIBRA	89.91			
Total Expense	123,418.65	577,212.62	-453,793.97	21.38%
Net Income	-20,049.66	-0.62	-20,049.04	3,233,816.13%

Accounts

Checking

Name	Account #	Available	Ledger Balance	As Of
General Checking	*6254	\$1,000.00	\$0.00	10/14/2016
Capital Fund Checking	*8058	\$250.00	\$250.00	10/14/2016
CHECKING TOTAL			\$250.00	

Savings

Name	Account #	Available	Ledger Balance	As Of
Reserve Fund Savings	*1567	\$10,847.48	\$10,847.48	10/14/2016
Capital Fund Savings	*1840	\$45,077.78	\$45,077.78	10/14/2016
General Savings	*3142	\$156,474.90	\$157,474.90	10/14/2016
Tech Reserve Savings	*5546	\$4,565.12	\$4,565.12	10/14/2016
Acoustic Doorways Savings	*8884	\$2,919.30	\$2,919.30	10/14/2016
SAVINGS TOTAL			\$220,884.58	

Assets Total:	\$221,134.58	-	Liabilities Total:	\$0.00	=	Grand Total:	\$221,134.58
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