

Enrich Lives, Celebrate Community, Inspire Creativity

Board of Trustees Annual and July Meeting

July 13, 2019

7:00 p.m.

Join with Google Meet
meet.google.com/giu-ejot-jpj

(US)+1 567-236-0906

PIN: 564 712 833#

(You can use Meet in a chrome browser on any device, or download the Meet app.)

I. Annual Meeting call to order

- Welcome newly elected trustee
- Motion to appoint another trustee
- Oaths of office: Russell Sykes and Megan Aurelia
- Election of Officers
- Committee Assignments: Policy (Jan.), Finance (Feb.), Personnel (Apr.), Building/Grounds (May), Fundraising (June), Outreach (Sept.)
- Trustee Contact List
- Adjournment

II. July Meeting call to order

III. Welcome visitors and public comments

IV. Approval of May 26, 2020 and June 8, 2020 minutes

V. Director's report:

VI. Financial reports:

VII. New Business

- Reopening update
- Construction grant
- Outdoor programs
- Reopening metrics

VIII. Adjournment

The next meeting of the Board of Trustees is scheduled for August 10, 2020.

TRUSTEE CONTACTS

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RCS Community Library
Minutes of the Board of Trustees Meeting
Wednesday, May 26, 2020
Meeting via GotoMeeting audio-video during the corona
virus pandemic

Attendance: Marie Sturges (MS), Megan Aurelia (MA), Meredith Wagner (MW), Patricia Visconte (PV), Sheila Schwartz (SS), Laurie Dickerson (LD), Judith Wines (JW)

Absent: Josie Bruno (JB)

Next meeting: Monday, June 8, 2020 7:00 PM

The meeting was called to order at 10:06 AM by MS.

JW is recording the meeting.

MS expressed gratitude to JW for the many iterations of the preparation plans for reopening and her efforts to include all members of the community.

A motion to accept the Reopening Plan as written was made by PV and seconded by MA. The motion was unanimously approved.

JW reviewed the NYS Safety Plan and discussion ensued. A motion to approve the NYS Forward Safety Plan was made by SS and seconded by MW. The motion was unanimously approved.

JW reviewed an amendment to the Opening/Closing policy which changes the policy such that the Library can close without Board approval. A motion was made by TV and seconded by MA. The Board passed the motion unanimously in favor.

JW noted that the Library is looking at reopening the first week of June.

- The book giveaways will stop. The book drop for returns will be first. The Library will try a return policy alphabetically by name; ie last names starting with "A" return books first.
- The books will sit in the community room untouched for 72 hours.
- Curbside service will hopefully begin Wed. or Thurs. Quantities will be limited to five movies, five books and/or five children's books. Items will be put in paper bags and placed on the sidewalk.

In Stage Three, patrons will be able to come into the Library and browse in the open stacks.

Use of gloves

- Staff will use gloves when emptying the book drop.
- There are ongoing questions about the use of gloves.
- There is a sense that the public would appreciate seeing the staff using gloves.

In Stage Four, programs will begin reopening.

JW clarified how the Library's stages of reopening line up with NYS's reopening stages.

Construction Grant Update

- The parking lot project is complete. There is now a gradual slope up to the entrance door, rather than a curb with a step up.
- JW has been researching touchless faucets, soap dispensers, and hand dryers. The estimated costs for installation of these items would be around \$2,000.00, as per Pete Consul.
- A motion was made to approve the changes in scope to the Construction Grant by LD and seconded by TV. The motion passed unanimously in favor.

Russell Sykes will be invited to the next Board meeting., as the next potential trustee.

A hearing with the RCS Board of Education will take place remotely on 5/27/2020. JW will be making a presentation regarding the Library budget and Russell Sykes will introduce himself. JW will send the link.

Chriss Thompson has helped with deep cleaning projects during the closure and she would be interested in having an ongoing contract to clean the Library, as Paul has retired. JW proposed having Chris do the cleaning during the month of June (\$1350.00 / month) and then put out bids for the work, as the job needs to be posted.

The June 8, 2020 Board meeting will be JB's last meeting. Although it was hoped that we could meet at the Library for a thank you presentation with cake to honor Josie's service, it will not be possible due to social distancing dictates at the present time. Instead, MS will deliver a plant and SS will deliver a strawberry shortcake as tokens of thanks from the Board.

Budget Vote

-Everyone will receive their ballots by mail soon. MS urges everyone to return them immediately. Ballots will be accepted up to 5 pm on 6/9.

MS again thanked JW for the many extra hours she has put in trying to prepare the Library for these extraordinary times.

The meeting was adjourned, via a motion from MW and seconded by TV, at 11:07 am.

Financial Reports

- The check register was reviewed by the Board members.
- Bryan R. was reimbursed. The Library is in good standing through the end of June, which is the end of the fiscal year.
- The National Bank of Coxsackie statements were reviewed.
- E content is over budget as of the present as the use of econtent has increased markedly.
- Programming money has been shifted to e-content.
- Hoopla, a simultaneous use model for books and movies, had an initial amount budgeted of \$30,000.00. It has been used way more than anticipated.

Budget

- JW reworked the budget and found a \$12,000.00 difference. Five thousand dollars came out of programs, which will be the last thing to come back upon opening.
- Some money was cut from utilities, mainly due to the, hopefully lower, electric bill with the solar panels.
- The tax levy is the same as 2019.
- The new 2020-2021 budget is \$3000.00 lower than the 2019-2020 budget.
- The Library may want to chat with the RCSCSD to see what happens if many people don't pay their taxes this year, due to the economic downturn.
- Staffing is a bit lower than previous due to a retirement and a Librarian changing jobs.
- Mail-in ballots will be received soon by the public.
- The Ballots have to be hand-counted. JW asked for volunteers to help count ballots on June 9, 2020. Three trustees volunteered.

A trustee election will be held this year. Russell Sykes is running for Library Trustee.

Budget newsletter

-The newsletter will be shared electronically on the website and on the Library Facebook page on May 12, 2020.

Construction Grant Update

- The masons cut the concrete and were scheduled to pour on May 11, 2020.
- We are \$10,000.00 under budget amount for the grant. The concrete project to increase accessibility was half of the amount. We could possibly consider installing a touchless door to the Library, further increasing accessibility as well as reducing contact points.
- A \$500.00 donation was received from Union Mutual to make the building safer. One idea for its use is to purchase a temperature scanner.

Re-opening the Library

- Not a lot of changes from those discussed last month.
- Public bathrooms present a very difficult topic. It's not clear whether it will be possible to open the bathrooms to the public at first. It is presently a legal requirement to have a public bathroom.
- The number of hours is also now required. Hopefully, a waiver will become available for both these issues.
- JW is considering reorganizing the staff by teams.
- UHLS members are committed to taking the same reopening steps at the same time.
- Masks have been received. Thank you Josie!
- UHLS may experience substantial budget cuts, as all their money comes from NYS. The UHLS members may be asked to help cover some shared expenses, such as courier service.
- MS thanked the Library staff for all their work during this challenging time.

Programs

-Letter writing: a community letter-writing project has been launched. Hopefully, people will write letters, anonymously, regarding their experiences during the pandemic. These will be archived at the Library.

- Almost all surplus books have been given away in book bags placed outside the door, for people to take. Grace Methodist Church has agreed to participate and donate some books as well.
- A Kids Virtual Book Club will begin soon.
- "Ask Amy" is a gardening helpline which has started. Anyone can submit questions online and she will respond.
- The Library staff has been trying out many kids virtual programs but haven't found any that would seem to work well for our community yet.
- The staff is handing out crafting kits to go along with Storytime. Storytime will happen online.
- This is a time of experiment and learning what may work via trial and error.
- Tech help calls are ongoing.
- 30 face shields were picked up today.
- Adult Trivia night will commence Friday at 7:00pm.
- There is a Book Club online now, via Zoom. It currently has about half as many people as the in-person Library Book Club. Some community members do not have internet service.

The next meeting is scheduled for Monday, June 8th at 7 p.m.

The meeting was adjourned at 7:55 pm via a motion from TV and seconded by JB.

Respectfully submitted, Laurie Dickerson,

secretary RCSCL Board

RCS Community Library
Minutes of the Board of Trustees Meeting
Monday, June 8, 2020
Meeting via GotoMeeting audio-video during the corona
virus pandemic

Attendance: Marie Sturges (MS), Megan Aurelia (MA), Meredith Wagoner (MW), Patricia Visconte (PV), Sheila Schwartz (SS), Laurie Dickerson (LD), Judith Wines (JW) ,Josie Bruno (JB)

Next meeting: July 13, 2020 7:00 PM

The meeting was called to order at 7:00 AM by MS.

JW is recording the meeting and noted the meeting is being streamed live.

The minutes of the 5/11/2020 meeting were accepted via a motion from MA and seconded by JB, with the following changes:

- MW's name was misspelled; it should be Wagoner.
- The next meeting should be stated as May 26, 2020.

Director's Report

- The book drop has opened up.
- Amy, the library's newest clerk, is working on a victory garden theme. She hopes to hand out seedlings next Wednesday.
- Alex is running a virtual game night.
- The budget presentation was done online, without a live audience, due to the NYS coronavirus restrictions.
- The budget vote date has been moved to 6/16/2020.
- Hoopla is almost too popular; the library is spending more than twice as fast as was budgeted.
- Field Goods, a for-profit operation, has used the Library as a pick-up location prior to the coronavirus restrictions. They have offered to give the Library \$20.00 per Field goods account picking up at the Library, in return for the Library allowing them to advertise on the website. The Board was in agreement that this was not an arrangement in the Library 's best interest.

-The Library staff is working on a technological solution for Holds rather than spending many hours of labor trying to solve the Holds issue.

Financials

-Some positives in the budget:

- *107% of desk receipts have been hit

- *The bond payment has been paid.

- *The utility bills do not reflect the addition of the solar panels, which may potentially account for up to a 60% savings in the electric bill.

-Additional costs include the deep cleaning required for re-opening.

-The e-collection costs are up.

-The Board members reviewed the check register and a motion was made by MA, seconded by MS, to accept and approve the check register.

New Business

-Opening Up progress: the Library staff is getting the word out about curbside pickup service beginning. An all patron email regarding the Library reopening is planned. JW asked for Board members to help get the word out among their contacts.

-The actual opening date is unknown at present.

-The RCS school budget vote was moved to Tues 6/16/2020. The vote will be by paper ballots. LD, SS and MW volunteered to help count votes.

-Deb Burkhe is retiring at the end of June 2020.

Recognition of Josie Bruno, who is leaving the Board, after serving for nine years. MS led the Board in saluting her for her dedication and passion as well as for her wonderful contributions over the last nine years. Josie thanked everyone for the book, the plant and her time with the members of this Board.

At 7:24pm, the Board went into executive session for the purposes of discussing employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension dismissal or removal of a particular person, via a motion by SS and seconded by MA. MS thanked JW for her herculean and extraordinary efforts to guide the Library with the problems encountered with the pandemic this year. The Board adjourned the Executive session at 7:37, via a motion by TV and seconded by JB; the Board returned to the regular meeting at 7:38 pm.

MS thanked MW and TV for their contributions to the Board and the Library in their first year as Board members.

The next meeting is scheduled for Monday, July 13, at 7:00pm..

The meeting was adjourned at 7:43pm via a motion from MW and seconded by SS.

Respectfully submitted, Laurie Dickerson

Secretary RCSCS Board

RCS Community Library
Budget vs. Actual 2019-2020
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1000-TAX LEVY	596,158.00	596,158.00	0.00	100.0%
1001-MISC DESK RECEIPTS	11,207.63	11,072.00	135.63	101.23%
1002-GRANTS	103,664.99	1,000.00	102,664.99	10,366.5%
1003-GIFTS	2,410.00	1,000.00	1,410.00	241.0%
1004-INTEREST	468.34	500.00	-31.66	93.67%
1005-FUNDRAISING	1,835.00	2,000.00	-165.00	91.75%
1006-ERATE	0.00	300.00	-300.00	0.0%
1007-LOCAL LIBRARY SERVICE	4,302.00	4,000.00	302.00	107.55%
1008-MISCELLANEOUS INCOME	590.85	0.00	590.85	100.0%
1009-Acoustic Doorways Revenue	0.00	0.00	0.00	0.0%
1010-Unbudgeted Grant Income	0.00	0.00	0.00	0.0%
1011-PILOTS	3,727.00	0.00	3,727.00	100.0%
Total Income	724,363.81	616,030.00	108,333.81	117.59%
Expense				
2000-Bond Payment	38,681.00	38,681.00	0.00	100.0%
2001-WATER/SEWER	573.06	550.00	23.06	104.19%
2002-ELECTRIC	4,391.87	8,000.00	-3,608.13	54.9%
2003-FUEL	1,846.07	5,000.00	-3,153.93	36.92%
2004-TRASH	330.45	400.00	-69.55	82.61%
2005-CUSTODIAL SUPPLIES	765.02	1,500.00	-734.98	51.0%
2006-VOICE LINES	1,640.81	1,500.00	140.81	109.39%
2007-TELECOMMUNICATION COSTS	604.94	750.00	-145.06	80.66%
2008-Capital Improvement	148,756.74	16,000.00	132,756.74	929.73%
2009-PROPERTY/LIABILITY INSURAN	5,521.37	5,000.00	521.37	110.43%
2010-Routine Maintenance	7,862.62	5,000.00	2,862.62	157.25%
2011-FIXED ASSETS	2,075.08	7,000.00	-4,924.92	29.64%
2012-Unbudget Grant Spending	600.59			
3000-DIRECTOR SALARY	64,920.39	64,756.58	163.81	100.25%
3001-LIBRARIAN SALARY	124,140.82	99,134.51	25,006.31	125.23%
3002-LIBRARY ASSISTANT	29,640.61	73,861.12	-44,220.51	40.13%
3003-LIBRARY CLERK	91,443.55	84,662.00	6,781.55	108.01%
3004-SUMMER PROGRAM	2,410.86	3,121.20	-710.34	77.24%
3005-ACCOUNTING	2,533.95	4,003.46	-1,469.51	63.29%
3006-CUSTODIAN	15,157.17	15,148.22	8.95	100.06%
3007-SUBSTITUTES	0.00	0.00	0.00	0.0%
4000-FICA EMPLOYEE-SS/MC/FED	991.54	0.00	991.54	100.0%
4001-STATE- PAYABLE	0.00	0.00	0.00	0.0%
4002-RETIREMENT EMPLOYEE PAYABL	0.00	0.00	0.00	0.0%
4003-	10.15	0.00	10.15	100.0%
4005-MED DEFERRED COMP PAY	5,659.96	0.00	5,659.96	100.0%
4006-NYSERS	38,512.01	39,624.00	-1,111.99	97.19%
4007-WORKER'S COP/DISABILITY	3,255.08	3,000.00	255.08	108.5%

RCS Community Library
Budget vs. Actual 2019-2020
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
4008-UNEMPLOYMENT INSURANCE	831.36	1,800.00	-968.64	46.19%
4009-MED -EMPLOYER-EXP	19,586.03	30,000.00	-10,413.97	65.29%
4010-FICA/EMPLOYER-SS/MC	24,073.48	26,885.00	-2,811.52	89.54%
4013	0.00	0.00	0.00	0.0%
5000-JUVENILE BOOKS	5,720.20	9,500.00	-3,779.80	60.21%
5001-ADULT BOOKS	10,942.63	11,000.00	-57.37	99.48%
5002-ADULT AUDIO	1,048.04	1,200.00	-151.96	87.34%
5003-PERIODICALS & SUBSCRIPTION	3,437.79	1,500.00	1,937.79	229.19%
5004-MUSIC	672.95	1,000.00	-327.05	67.3%
5005-DVD'S	2,480.01	3,000.00	-519.99	82.67%
5006-ELECTRONIC CONTENT	10,428.24	8,000.00	2,428.24	130.35%
5007-UHLS CATALOG	3,605.50	7,211.00	-3,605.50	50.0%
5008-Lost/DAM Books-Other Libra	109.86	0.00	109.86	100.0%
6000-PROGRAMMING SUPPLIES	7,194.92	5,000.00	2,194.92	143.9%
6001-SUMMER READING PROGRAM	581.20	1,000.00	-418.80	58.12%
6002-SRP PERFORMERS	295.00	550.00	-255.00	53.64%
6003-Acoustic Doorways Perform	0.00	0.00	0.00	0.0%
7000- SUPPLIES-OFFICE	3,240.65	5,000.00	-1,759.35	64.81%
7001-SUPPLIES-PROCESSING	1,052.35	1,000.00	52.35	105.24%
7002-POSTAGE	629.28	1,000.00	-370.72	62.93%
7003-ANNUAL MAILING	0.00	4,600.00	-4,600.00	0.0%
7004-PUBLICITY / SIGNWORK	178.71	300.00	-121.29	59.57%
7005-PETTY CASH	0.00	0.00	0.00	0.0%
7100-MEMBERSHIP DUES	730.00	1,000.00	-270.00	73.0%
7101-CONFERENCE & STAFF DEV	410.00	1,950.00	-1,540.00	21.03%
7102-TRAVEL	530.56	1,500.00	-969.44	35.37%
7200-D & O INSURANCE	887.00	700.00	187.00	126.71%
7201-AUDITOR	5,450.00	4,000.00	1,450.00	136.25%
7202-LEGAL CONSULTANT	0.00	2,500.00	-2,500.00	0.0%
7203-MISC. BOARD EXPENSE	460.32	500.00	-39.68	92.06%
7300-COPIER LEASE	1,940.72	3,200.00	-1,259.28	60.65%
7301-TECHNOLOGY	254.96	0.00	254.96	100.0%
7302-TECHNOLOGY RESERVE	0.00	0.00	0.00	0.0%
7303-	7,942.85	5,370.00	2,572.85	147.91%
7304-Hardware	0.00	0.00	0.00	0.0%
8001--FURNITURE & FIXTURES	2,346.50			
8001-Furniture & Fixtures	-675.08			
8002-BUILDING IMPROVEMENTS	-507.60	0.00	-507.60	100.0%
8003-Capital Expense	-37,511.35	0.00	-37,511.35	100.0%
9000-LOST/DAM BOOKS-OTHER LIBRA	0.00	0.00	0.00	0.0%
9001-Misc Expense	1.00	0.00	1.00	100.0%
9002-Payroll Processing Fees	1,687.25			
Total Expense	672,981.04	616,958.09	56,022.95	109.08%
Net Income	51,382.77	-928.09	52,310.86	-5,536.4%

ASSETS

Current Assets

Checking/Savings

B-1567 Reserve Fund	123,143.00
B-6254 Cash-Operating	-32,613.60
B1840 Cash-Capital Fund Savings	48,666.72
B201-00 Cash Payroll	989.46
B3142 Cash-Savings	156,050.61
B5546-Board Reserve Fund	27,385.47
B8884-Acoustic Doorways Savings	4,701.86
L202-00 Petty Cash	200.00
L204-00 Desk Receipts	-0.35

Total Checking/Savings 328,523.17

Other Current Assets

L380-13-2 Grant Outreach -Entry	19,795.00
Prepaid Expenses	1,897.00
Undeposited Funds	200.00

Total Other Current Assets 21,892.00

Total Current Assets 350,415.17

Fixed Assets

L500-10 Building Improvements	847,943.96
L500-11 Computer Equipment	68,409.20
L500-12 Furniture & Fixtures	145,174.08
L510-00 Accumulated Depreciatio	-244,849.07

Total Fixed Assets 816,678.17

Other Assets

L1600-00-Deferred Outflow of Re	40,762.00
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Total Other Assets 40,762.00

TOTAL ASSETS 1,207,855.34

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

L602-00 Accrued Vacation	0.15
L604-00-Accrued ERS Liability	9,680.00
L700-00 FICA Payable	-0.29
L710-00 SWT PAYABLE	-0.39
L720-00 NY 414Y Payable	855.62
L720-05 FSA deduction (p/r)	0.36
L730-00 AFLACA/P	-0.36
L7400-00 Accrued Expense	7,159.06
L750-00 Bonds Payable	410,000.00

Total Other Current Liabilities 427,694.15

Total Current Liabilities 427,694.15

Long Term Liabilities

7:30 PM
07/04/20
Accrual Basis

RCS Community Library
Balance Sheet
As of June 30, 2020
Jun 30, 20

L800-00-Net Pension Liability	<u>72,610.00</u>
L900-00-Deferred Inflows of Res	<u>23,860.00</u>
Total Long Term Liabilities	<u>96,470.00</u>
Total Liabilities	524,164.15
Equity	
L909-00 Net Assests	355,969.34
L909-00 Unrestricted Fund Balan	200,000.03
L909-02 Unrestricted Fund Balan	2,065.00
L909-04 Unrestricted Net Assets	-34,668.00
L909-05 Prior Period Adjustment	25,342.00
Unrestricted Net Assets	76,796.28
Net Income	<u>58,186.54</u>
Total Equity	<u>683,691.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,207,855.34</u></u>

	<u>Jun 20</u>
Ordinary Income/Expense	
Income	
1001-MISC DESK RECEIPTS	258.35
1002-GRANTS	1,870.00
1003-GIFTS	50.00
1004-INTEREST	16.66
Total Income	<u>2,195.01</u>
Expense	
2004-TRASH	30.00
2005-CUSTODIAL SUPPLIES	112.27
2006-VOICE LINES	255.74
2007-TELECOMMUNICATION COSTS	70.00
2008-Capital Improvement	1,725.00
2009-PROPERTY/LIABILITY INSURAN	1,114.00
2010-Routine Maintenance	4,196.72
3000-DIRECTOR SALARY	4,995.76
3001-LIBRARIAN SALARY	39,761.92
3002-LIBRARY ASSISTANT	-27,885.42
3003-LIBRARY CLERK	7,105.91
3005-ACCOUNTING	244.03
3006-CUSTODIAN	1,975.00
4005-MED DEFERRED COMP PAY	2,612.28
4006-NYSERS	12.46
4007-WORKER'S COP/DISABILITY	314.58
4008-UNEMPLOYMENT INSURANCE	39.66
4009-MED -EMPLOYER-EXP	-68.24
4010-FICA/EMPLOYER-SS/MC	1,853.00
5000-JUVENILE BOOKS	256.47
5001-ADULT BOOKS	1,606.57
5002-ADULT AUDIO	252.49
5003-PERIODICALS & SUBSCRIPTION	1,128.98
5006-ELECTRONIC CONTENT	997.87
6000-PROGRAMMING SUPPLIES	325.64
7000- SUPPLIES-OFFICE	163.33
7001-SUPPLIES-PROCESSING	173.48
7102-TRAVEL	23.00
7300-COPIER LEASE	331.30
7303-	22.98
8002-BUILDING IMPROVEMENTS	467.40
9002-Payroll Processing Fees	140.25
Total Expense	<u>44,354.43</u>
Net Ordinary Income	<u>-42,159.42</u>
Net Income	<u><u>-42,159.42</u></u>

Savings	Available	Ledger Balance
Reserve Fund Savings *1567	\$123,143.00	\$123,143.00
Capital Fund Savings *1840	\$48,666.72	\$48,666.72
General Savings *3142	\$155,485.16	\$155,485.16
Tech Reserve Savings *5546	\$27,385.47	\$27,385.47
Acoustic Doorways Savings *8884	\$4,701.86	\$4,701.86
	TOTAL	
	\$359,382.21	\$359,382.21

RCS Community Library
 Custom Transaction Detail Report
 June 30, 2020

7:28 PM
 07/04/20
 Accrual Basis

Type	Date	Num	Name	Memo	Account	Class	Ctr	Split	Amount
Bill Pmt -Check	06/30/2020	11060	Vasto & Son	Mowing 6/5 6/...	B-6254 Cash-Operat...			L600-00 Accou...	-140.00
Bill Pmt -Check	06/30/2020	11060	Vasto & Son	Mowing 6/5 6/...	L600-00 Accounts P...			B-6254 Cash...	140.00
									<u>0.00</u>

Jun 30, 20

Handwritten notes:
 6/30/20
 Vasto & Son
 @
 5432.49

RCS Community Library Custom Transaction Detail Report June 30, 2020

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Amount
Deposit	06/30/2020			Interest	B-1567 Reserve Fund		X	1004-INTEREST	5.38
Deposit	06/30/2020			Interest	1004-INTEREST		X	B-1567 Reserv...	-5.38
Deposit	06/30/2020		cash	Deposit	B1840 Cash-Capital ...		X	-SPLIT-	550.00
Deposit	06/30/2020		cash	Capital Inv. G...	1002-GRANTS			B1840 Cash-C...	-500.00
Deposit	06/30/2020		cash	ACH Donation	1003-GIFTS			B1840 Cash-C...	-20.00
Deposit	06/30/2020		cash	ACH Donation	1003-GIFTS			B1840 Cash-C...	-10.00
Deposit	06/30/2020			Interest	B5546-Board Reser...		X	1004-INTEREST	-20.00
Deposit	06/30/2020			Interest	1004-INTEREST		X	B5546-Board ...	1.20
Deposit	06/30/2020			Interest	B8884-Acoustic Doo...	Capital R...	X	1004-INTEREST	-1.20
Deposit	06/30/2020			Interest	1004-INTEREST	Capital R...	X	B8884-Acousti...	0.21
Transfer	06/30/2020			Funds Transfer	B3142 Cash-Savings		X	B-6254 Cash...	-2,612.28
Transfer	06/30/2020			Funds Transfer	B-6254 Cash-Operat...		X	B3142 Cash-S...	2,612.28
Deposit	06/30/2020			Deposit	B3142 Cash-Savings		X	1001-MISC DE...	258.35
Deposit	06/30/2020		cash	Deposit 6/5/2...	1001-MISC DESK R...		X	B3142 Cash-S...	-258.35
Deposit	06/30/2020			Interest	B3142 Cash-Savings		X	1004-INTEREST	0.00
Deposit	06/30/2020			Interest	1004-INTEREST		X	B3142 Cash-S...	0.00
General Journal	06/30/2020	2066		Entry for ERS...	B3142 Cash-Savings		X	4006-NYSERS	-485.65
General Journal	06/30/2020	2066		Entry for ERS...	4006-NYSERS		X	B3142 Cash-S...	485.65
Deposit	06/30/2020			Interest	B3142 Cash-Savings		X	1004-INTEREST	0.00
Deposit	06/30/2020			Interest	1004-INTEREST		X	B3142 Cash-S...	0.00
Deposit	06/30/2020			Interest	B3142 Cash-Savings		X	1004-INTEREST	7.76
Deposit	06/30/2020			Interest	1004-INTEREST		X	B3142 Cash-S...	-7.76
General Journal	06/30/2020	2065		Disability 6/8/...	B-6254 Cash-Operat...		X	-SPLIT-	-91.98
General Journal	06/30/2020	2065		Disability 6/8/...	4007-WORKER'S C...		X	B-6254 Cash...	91.98
General Journal	06/30/2020	2065		Disability 6/22...	B-6254 Cash-Operat...		X	B-6254 Cash...	-92.72
General Journal	06/30/2020	2065		Disability 6/22...	4007-WORKER'S C...		X	B-6254 Cash...	92.72
General Journal	06/30/2020	2063		Nationwide P...	B-6254 Cash-Operat...		X	4005-MED DE...	-2,612.28
General Journal	06/30/2020	2063		Nationwide P...	4005-MED DEFERR...		X	B-6254 Cash...	2,612.28
Bill	06/30/2020		Vasto & Son	Mowing 6/5 6/...	L600-00 Accounts P...			2010-Routine ...	-140.00
Bill	06/30/2020		Vasto & Son	Mowing 6/5 6/...	L600-00 Accounts P...			L600-00 Accou...	140.00
Bill	06/30/2020		Persico True Value	per statement...	L600-00 Accounts P...			2010-Routine ...	-281.72
Bill	06/30/2020		Persico True Value	174938, 1750...	2010-Routine Maint...			L600-00 Accou...	281.72
Bill	06/30/2020		CDPHP	Inv. 20164002...	L600-00 Accounts P...			4009-MED -E...	-22.54
Bill	06/30/2020		CDPHP	Inv. 20103002...	4009-MED -EMPLO...			L600-00 Accou...	22.54
Bill	06/30/2020		Staples	xxxx xxxx xxxx...	L600-00 Accounts P...			7000- SUPPLI...	-90.96
Bill	06/30/2020		Staples	xxxx xxxx xxxx...	7000- SUPPLIES-O...			L600-00 Accou...	90.96
Bill	06/30/2020		State Telephone Co...	756-2053 Billi...	L600-00 Accounts P...			-SPLIT-	-164.41
Bill	06/30/2020		State Telephone Co...	756-2053 July...	L600-00 Accounts P...			L600-00 Accou...	129.41
Bill	06/30/2020		State Telephone Co...	DSL July 2020	2007-TELECOMMU...			L600-00 Accou...	35.00
Bill	06/30/2020		CDPHP	Inv. 20164002...	B-6254 Cash-Operat...			L600-00 Accou...	-22.54
Bill	06/30/2020	11056	CDPHP	Inv. 20164002...	L600-00 Accounts P...			B-6254 Cash...	22.54
Bill	06/30/2020	11056	CDPHP	per statement...	B-6254 Cash-Operat...			L600-00 Accou...	-281.72
Bill	06/30/2020	11057	Persico True Value	per statement...	L600-00 Accounts P...			B-6254 Cash...	281.72
Bill	06/30/2020	11057	Persico True Value	per statement...	L600-00 Accounts P...			B-6254 Cash...	-90.96
Bill	06/30/2020	11058	Staples	xxxx xxxx xxxx...	L600-00 Accounts P...			L600-00 Accou...	90.96
Bill	06/30/2020	11058	Staples	xxxx xxxx xxxx...	L600-00 Accounts P...			B-6254 Cash...	-90.96
Bill	06/30/2020	11059	State Telephone Co...	756-2053 Billi...	B-6254 Cash-Operat...			L600-00 Accou...	-164.41
Bill	06/30/2020	11059	State Telephone Co...	756-2053 Billi...	L600-00 Accounts P...			B-6254 Cash...	164.41

7:28 PM

07/04/20

Accrual Basis

RCS Community Library Custom Transaction Detail Report June 30, 2020

Type	Date	Numb	Name	Memo	Account	Class	Clr	Split	Amount
General Journal	06/30/2020	2065		Adjustment fo...	3002-LIBRARY ASS...			3001-LIBRARI...	-29,230.74
General Journal	06/30/2020	2065		Adjustment fo...	3001-LIBRARIAN S...			3002-LIBRARY...	29,230.74
Bill	06/30/2020		Chris Thompson	Inv. 063020 C...	L600-00 Accounts P...			3006-CUSTOD...	-1,350.00
Bill	06/30/2020		Chris Thompson	Inv. 063020 C...	3006-CUSTODIAN			L600-00 Accou...	1,350.00
Bill	06/30/2020		De Lage Landen	Inv 68477879...	L600-00 Accounts P...			7300-COPIER ...	-165.65
Bill	06/30/2020		De Lage Landen	Inv 68477879...	7300-COPIER LEASE			L600-00 Accou...	165.65
Bill	06/30/2020		Courtney Johannesen	Yoga Classes...	L600-00 Accounts P...			6000-PROGR...	-240.00
Bill	06/30/2020		Courtney Johannesen	Yoga Classes...	6000-PROGRAMMI...			L600-00 Accou...	240.00
Bill	06/30/2020		Carol Melewski	Reimburseme...	L600-00 Accounts P...			6000-PROGR...	-52.62
Bill	06/30/2020		Carol Melewski	Reimburseme...	6000-PROGRAMMI...			L600-00 Accou...	52.62
Bill	06/30/2020		Liz Maynard	Reimburseme...	L600-00 Accounts P...			7102-TRAVEL	-23.00
Bill	06/30/2020		Liz Maynard	Reimburseme...	7102-TRAVEL			L600-00 Accou...	23.00
Bill	06/30/2020		Repeat Business	Inv. 506003	L600-00 Accounts P...			7000- SUPPLI...	-27.85
Bill	06/30/2020		Repeat Business	Inv. 506003	7000- SUPPLIES-O...			L600-00 Accou...	27.85
Bill	06/30/2020		Health Insurance Pl...	Inv for Augus...	L600-00 Accounts P...			4009-MED -E...	-174.57
Bill	06/30/2020		Health Insurance Pl...	Inv for Augus...	4009-MED -EMPL...			L600-00 Accou...	174.57
Bill	06/30/2020		Upper Hudson Libra...	UHLS Aditio...	L600-00 Accounts P...			5006-ELECTR...	-691.31
Bill	06/30/2020		Upper Hudson Libra...	UHLS Aditio...	5006-ELECTRONIC...			L600-00 Accou...	691.31
Bill	06/30/2020		Demco	Inv. 6811448	L600-00 Accounts P...			7001-SUPPLIE...	-173.48
Bill	06/30/2020		Demco	Inv. 6811448	7001-SUPPLIES-PR...			L600-00 Accou...	173.48
Bill	06/30/2020		Konsul Construction	Improvements...	L600-00 Accounts P...			2008-Capital I...	-1,725.00
Bill	06/30/2020		Konsul Construction	Improvements...	2008-Capital Improv...			L600-00 Accou...	1,725.00
Bill	06/30/2020		The Hartford	Inv. 90182947...	L600-00 Accounts P...			4007-WORKE...	-129.88
Bill	06/30/2020		The Hartford	Inv. 90182947...	4007-WORKER'S C...			L600-00 Accou...	129.88
Bill	06/30/2020	11045	Carol Melewski	Reimburseme...	B-6254 Cash-Operat...			L600-00 Accou...	-52.62
Bill	06/30/2020	11045	Carol Melewski	Reimburseme...	L600-00 Accounts P...			B-6254 Cash...	52.62
Bill	06/30/2020	11046	Chris Thompson	Inv. 063020 C...	B-6254 Cash-Operat...			L600-00 Accou...	-1,350.00
Bill	06/30/2020	11046	Chris Thompson	Inv. 063020 C...	L600-00 Accounts P...			B-6254 Cash...	1,350.00
Bill	06/30/2020	11047	Courtney Johannesen	Yoga Classes...	B-6254 Cash-Operat...			L600-00 Accou...	-240.00
Bill	06/30/2020	11047	Courtney Johannesen	Yoga Classes...	L600-00 Accounts P...			B-6254 Cash...	240.00
Bill	06/30/2020	11048	De Lage Landen	Inv 68477879...	B-6254 Cash-Operat...			L600-00 Accou...	-165.65
Bill	06/30/2020	11048	De Lage Landen	Inv 68477879...	L600-00 Accounts P...			B-6254 Cash...	165.65
Bill	06/30/2020	11049	Demco	Inv. 6811448	B-6254 Cash-Operat...			L600-00 Accou...	-173.48
Bill	06/30/2020	11049	Demco	Inv. 6811448	L600-00 Accounts P...			B-6254 Cash...	173.48
Bill	06/30/2020	11050	Health Insurance Pl...	Inv for Augus...	B-6254 Cash-Operat...			L600-00 Accou...	-174.57
Bill	06/30/2020	11050	Health Insurance Pl...	Inv for Augus...	L600-00 Accounts P...			B-6254 Cash...	174.57
Bill	06/30/2020	11051	Konsul Construction	Improvements...	B-6254 Cash-Operat...			L600-00 Accou...	-1,725.00
Bill	06/30/2020	11051	Konsul Construction	Improvements...	L600-00 Accounts P...			B-6254 Cash...	1,725.00
Bill	06/30/2020	11052	Liz Maynard	Reimburseme...	B-6254 Cash-Operat...			L600-00 Accou...	-23.00
Bill	06/30/2020	11052	Liz Maynard	Reimburseme...	L600-00 Accounts P...			B-6254 Cash...	23.00
Bill	06/30/2020	11053	Repeat Business	Inv. 506003	B-6254 Cash-Operat...			L600-00 Accou...	-27.85
Bill	06/30/2020	11053	Repeat Business	Inv. 506003	L600-00 Accounts P...			B-6254 Cash...	27.85
Bill	06/30/2020	11054	The Hartford	Inv. 90182947...	B-6254 Cash-Operat...			L600-00 Accou...	-129.88
Bill	06/30/2020	11054	The Hartford	Inv. 90182947...	L600-00 Accounts P...			B-6254 Cash...	129.88
Bill	06/30/2020	11055	Upper Hudson Libra...	UHLS Aditio...	B-6254 Cash-Operat...			L600-00 Accou...	-691.31
Bill	06/30/2020	11055	Upper Hudson Libra...	UHLS Aditio...	L600-00 Accounts P...			B-6254 Cash...	691.31
Deposit	06/30/2020		cash	Deposit	L600-00 Accounts P...		X	B-6254 Cash...	1,370.00
Deposit	06/30/2020		cash	Stewarts/Univ...	1002-GRANTS			B-1567 Reserv...	-1,370.00