

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING – January 3, 2017 (2 pm)

AGENDA

- 1) December Financial Statements
- 2) Full Year Results versus Budget
- 3) Balance Sheet Meeting
- 4) Audit Proposals

MINUTES

Present: Z. Snow, B. Burns, T. McGuirk, D. Biery.

1) Financial Statements for December 2016.

The Committee received and approved the financial statements for December 2016 (attached), and recommends their approval by the Board. The balance sheet remains subject to the adjustments discussed at a meeting held on December 6, 2016 between the Committee and Van Nostrand & Hoolihan.

2) Full Year Results versus Budget

Mr. Snow noted that the full year results show net income of over \$12,000, with half the excess arising in roughly equal shares from income and expenses. After deferring a portion of the Agnes Varis grant the net is reduced to \$2,000. These results represent significant out-performance compared to the budget published to the community, thanks to Agnes Varis and other grants. Ms. Burns noted that the insurance expense for 2016 exceeds the figure in the 2017 budget by \$1,000. Mr. Snow noted that the mailing expense for the annual appeal was booked in December, although the revenue will be attributed to the new year. Mr. Snow asked to relabel "Board Fundraising" as "Community Fundraising," to avoid the implication that the Board is not involved in seeking grants. Mr. Snow noted that personnel expenses were \$8,000 below budget, so that other expenses were actually slightly over budget. The Committee decided that all expenses for children's programs should be consolidated under a heading with that name.

3) Balance Sheet Meeting

Ms. Biery and the Committee met with Ying Wang of Van Nostrand & Hoolihan on December 6 at their office in Rhinebeck. Ms. Wang walked the Committee through the balance sheet for December 31, 2015, including the depreciation conventions applied to assets. The Committee emerged with a better understanding of the methodology used to construct the balance sheet. No matters arose that seemed to warrant discussion by the Board.

4) Audit Proposals

On behalf of the Committee, in December Mr. Snow solicited proposals from two firms to conduct the audit: Van Nostrand & Hoolihan, our tax accounts, and Sedore, successor to the firm that performed the financial review for 2014. Van Nostrand then submitted a proposal, with a price quote of \$6,500, and Sedore submitted a preliminary proposal (formalized after the meeting), quoting a price range of \$5,000-\$6,500. The Committee agreed that it would be preferable to use Van Nostrand, given their long-standing relationship with the Library, and the fact that their tax services have been performed well and at low cost. However, the Committee would prefer to avoid being accused of not accepting the lowest bid. Accordingly, Mr. Snow undertook to speak to the two firms regarding price. (PS: Van Nostrand has since agreed to restate their quote, adopting the same range as Sedore, with an explicit hourly rate of \$50.)

5) Meeting Schedule

The Committee will continue to meet on the Tuesday before each Board meeting, at 2 pm, with the next meeting scheduled for February 7.

Minutes prepared by Z. Snow
January 5, 2017

Clinton Community Library Fundraising Committee 1/5/17

Next Meeting- January 23 5:30 In Attendance - Barbara Burns, Zach Snow, Teresa McGuirk, Mary Pat Sternberg

Annual Appeal - Total has increased, as of today at \$8990 Reach out to CFO of Omega Institute

How to reach donors that have not contributed, have in the past and have contacted ???
Phone calls to them at end of January Way to update addresses/ mailing list Mention appeal at town board meeting January 10, 2017

What about people that use our library and don't live in the town of Clinton? How are people that live in Milan classified for the home library? **Book Sale** - Thursday February 23rd evening for vendors at a cost to enter

Friday February 24th at Open Mic- book sale available Saturday February 25th full day

Volunteers- posted on Facebook On website

Barbara Burns contacted some Teresa has engaged some people and they have started sorting books

Board Member roles Space- Teresa will put on calendar Order signs

Wine Tastings- 2 dates Fall and Spring (not March 20th) Possible multi session class on wine

April Party- Saturday April 22, Invite all contributors, Volunteers

Book Theme/Earth Day Contact those that helped for last year

Invite artists and musicians Beth

Mary Plan invitations etc.

Teacher Unions- Contact Presidents of Millbrook, Rhinebeck, Pine Plains Teacher Unions Hyde Park Golf Tournament

Basketball Tournament- Invite Doug Fairbanks, Eric Sternberg, Dan Harkenrider **Calendar Raffle**- possibly coordinate with annual appeal **Community Day? Event at Clinton Vineyards ?/ Auction**

414- Signature Collection in July, due August **Pursue Underwriting for newsletters Continue to pursue grants!**

Clinton Community Library
Director's Report
January 9, 2016

Circulation: I am undertaking a project with a goal of increasing the circulation of adult fiction by 5% for the coming year. This will include weeding, staff training, and overall marketing components. I have met with Rebekkah at Mid-Hudson for her guidance with this project. I have also contracted with Bonny Corrado, a retired director with many years of experience to assist with staff training.

January actions: 1. Sierra Circulation tips and tricks training. 2. making sure all staff is confident with Overdrive applications. 3. Weeding and cleaning up the records in adult fiction. 4 Using displays and marketing materials to promote the collection.

Staff: Employee evaluations are nearly complete. All staff have received positive reviews. Conflict of Interest attestations are being signed. After the finance committee has a chance to review my recommendations, I would like to suggest salary increases for the staff.

Programs: Story time is being held in the downstairs space and has seen an increase in attendance. Carol has been attending an early literacy training and is looking to apply even more of the concepts. She held a "noon" year's eve story time on Saturday morning and had a great response. At least 10 children and their parents attended.

☺ We had 25 participants for the "Gingerbread house building" event. It was rescheduled for Friday Dec 23 and was a great family event. 10 families participated with extended family members and friends joining in!

☺ Tai Chi ended its first run but will restart on Monday January 16th. Due to the instructor's schedule change, we have moved the day and time of the class. He is offering his services for free but asks that we take up a good will offering.

☺ Chair Yoga for seniors has been popular with an average of 8 participants. This was a 6 week program which was due to conclude on Friday Jan 13th but we have chosen to continue it for another 6 weeks because of the positive enthusiastic response.

☺ Yoga for all levels will be held with a different instructor on Saturday mornings starting January 14th.

☺ We have started to offer chess on Friday afternoons. The word is catching on and he has had several students so far. (Adults and children)

☺ Open Mic night continues to grow and change and should be considered successful. We have new performers and an ever changing audience.

☺ We held a lunch and learn on Eleanor Roosevelt for 14 people. We have several more scheduled into the coming year.

☺ A lecture from a young adult author who is a young adult herself, Erin Forbes is scheduled for January 21st.

As we move into 2017, programs are being planned to expand our offerings in all directions.

Library Business:

The annual appeal responses are still coming in. We have raised almost \$9,000. Thank you letters have been sent. We had our first dedicated donation, and our first in honor of..and in memory of ..donations. The dedicated grant is for mirrors for Tai chi. I have accepted it but will need to formulate a plan to carry it out.

If you need to send out personal appeal requests to people you know, please do so now! If there are people you can connect with that may or may not have responded please check our list. We are on a roll!

May 2 is the date for the annual Dutchess County Trustee dinner. It will be held at the Culinary Institute. New titles have been ordered for the e-magazine Zinio site.

It's time to start to pay attention to Library Advocacy write the governor now.

Volunteers have started coming in to help with sorting the books for the book sale.

The annual report will be filed this month.

Final paperwork for the Berkshire Taconic Community Foundation's Northeast Dutchess Fund grant for our Optimistic Aging Program is due February 2.

Outreach Projects:

A Rhinebeck student held a successful coat drive and blanket collection over the holidays.

Camp Ramapo continues to share a staff assistant with us. She is working on organizing our collection and has begun sorting books for the book sale. We may be getting a second individual to assist with these tasks.

Camp Ramapo staff assistants came on Friday to complete the painting of the kitchen and the hallway. I may try to get permission for them to paint the bathrooms.

We continue to have an overwhelming response to the food pantry collection each month.

Communications and schedule:

An email has been sent to: Paul Feuerman (Agnes Varis Charitable Trust) Owen Clarke (Elizabeth C. Davis Memorial Fund) Senator Serino (flooring request for downstairs) for funding requests.

A grant application has been sent to the Stewarts Holiday Match for furniture for downstairs and collection materials.

Webinars and various trainings are being held throughout the month.

Dutchess Director's meeting January 11, 2017

Director's Association Meeting MHLS February 7

Respectfully submitted,

Teresa McGuirk