

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING – March 1, 2017 (4 pm)

AGENDA

- 1) February Financial Statements
- 2) Status of Audit and Balance Sheet Adjustments
- 3) Grant Proposal to Fund Audit
- 4) Updating Budget and 2016 P&L
- 5) Date of Next Meeting

MINUTES

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

1) Financial Statements for February 2017 (attached).

The Committee received and approved the financial statements for February 2017 (attached), and recommends their approval by the Board. The Committee noted that the P&L versus budget document has reverted to a version containing extraneous line items, which should be deleted. The balance sheet remains subject to year-end adjustments.

2) Status of Audit and Balance Sheet Adjustments

Mr. Snow undertook to check in with the recently-selected auditors to confirm they will be sending an engagement letter (coming soon) and to ask whether they will require that year-end adjustments to the balance sheet be completed prior to commencing the audit (not essential but highly recommended to keep cost within the quoted range). Ms. Biery indicated that the adjustments would be completed in conjunction with the preparation of the tax return.

3) Grant Proposal to Fund Audit

Ms. McGuirk had identified the Dyson Foundation as a potential source of a grant to fund the audit. Mr. Snow undertook to contact the Foundation to see if the audit might be eligible for such a grant (he spoke to the relevant Program Director: she indicated it was highly unlikely, but she would discuss it with their Grants Committee).

4) Updated Budget and 2016 P&L

Ms. Burns noted that the final compensation projection for 2017 exceeds the board-approved budget by \$2,000, partially offset by a reduction in the projected expense for newsletters. A revised budget, recommended for approval by the Board, is attached. The Committee also noted that the P&L for 2016 should be revised to include the FICA tax. Ms. Biery will distribute a corrected version.

5) Meeting Schedule

The next meeting of the Committee is scheduled for Tuesday, March 28, at 2 pm.

Minutes prepared by Z. Snow
March 6, 2017



Clinton Community Library 2017 Budget

Income

Town of Clinton	\$	54,900
Community Fund Raising	\$	10,000
Agnes Varis Charitable Trust	\$	10,000
Other Grants	\$	3,000
LLSA (State Local Library Services Aid)	\$	1,300
Library Charges	\$	1,000
Investment Income	\$	260
Total	\$	80,460

Expenses

Personnel	\$	82,000
Collection Purchases	\$	6,000
Audit and Accounting Fees	\$	6,000
Insurance	\$	5,500
Community Programs	\$	5,350
Office Supplies	\$	5,200
Mid-Hudson Library System	\$	4,500
Newsletter	\$	2,300
Technology Plan	\$	2,000
Fund Raising	\$	1,950
Children's Programs	\$	1,500
Building Maintenance/Furniture	\$	1,000
Membership Dues	\$	450
Staff Development	\$	300
Rent & Utilities	\$	1
Total	\$	124,051

Shortfall	\$	43,591
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Fundraising Committee Minutes 3/1/17

Book Sale- Total raised about \$1800

- Committee felt worth repeating, although a lot of effort/volunteers needed
- Thank yous to volunteers – Sue Ellen, Mary Pat
- Discussed ongoing book sale/swap – advertise upstairs

Wine Tasting - Flyers to be spread out

Barbara Burns invited SSIP group

Arrange with Scott to arrive at 6 for set up of bread/cheese

50/50

Wine Course- Reach out to Scott about offering in the Fall

April Event- Discussed invite or open house- will be by invitation

Clinton Community Library Director's Report March 13, 2017

Circulation: Our circulation year to date is slightly below what it was last year. We closed 2 days in February. The staff continues to work on displays and encourage patrons to use the holds system to ensure they are getting the books they want. I have been able to preorder items that are in high demand so that when they are released, we have them immediately.

Programs: We held 23 programs in February. The Open Mic night featured Cherished Memories the Doo-Whop group which attracted new performers and an audience of 40. We are considering how to extend this format by asking one performer a month to play for 30 minutes instead of just play 3 songs. Carol held a calligraphy workshop and an old movie showing but no one attended. We will try them again just to see if they attract anyone this month. Chess is picking up. (Averaging 4 attendees) We have adults and children attending each week. An informational meeting of The Battle of the Books team was held and 14 teens showed up to find out about the program. (This is for 5th through 8th graders). Our yoga and tai chi program attendance remains steady. We will continue these as long as people are showing up. I will reevaluate how long we can continue them at no charge after we hear about other sources of funding.

Grants: Stewart's Holiday Match Money will be sent in March. I applied for \$1300 for equipment, materials and furniture for downstairs. Last year we received \$750. Basically, you don't know how much you will receive until you get the check.

Berkshire Taconic Foundation grant is due April 15. We will apply to keep the optimistic aging program running.

The money from Didi Barret's office that was designated for last year's summer reading program has not been distributed yet, it's still going through the legislative system....

Volunteer/Partnership: The Clinton Historical Society would like to partner with CCL for 2 summer programs surrounding their exhibit on the history of music. Cherished Memories the Doo Wop group will be a cosponsored program here at the Library in July. The second program, also in July, will be a special evening with a pianist, which will take place at Creek Meeting House. Dates will be finalized soon.

The staff assistants from Camp Ramapo will be finishing up the painting. They have to finish repairing the walls, painting both bathrooms, and cleaning up paint on the floor and other areas. We continue to have a staff assistant for general library work on Tuesday mornings, and 2 people to help with collection organization on Friday afternoons.

Other:

An report to the town will be prepared and sent out in early April

Advocacy to our legislators regarding the State budget is still critical.

Dutchess County Trustees Dinner will be at the Culinary Institute on Tuesday, May 2. Rosemary Armao will be the guest speaker. The cost is \$55. If you think you want to attend I would suggest you send in your reservation. Space is limited to 80 people. Last year Joel Tyner attended as our guest. It's a good evening to network with Trustees from other libraries.

MHLS webinars: March 15th 10-11 "Drafting a Facility Plan"; April 4th "Introduction to the State Aid for Public Library Construction Grant Program" 10am.

Director's Schedule: I will be returning from vacation the evening of March 13.

MHLS Director's meeting was March 3. Next Director's Association meeting will be April 5th.

Dutchess Director's Meeting is April 11th.

Respectfully submitted,

Teresa McGuirk