

Clinton Community Library Director's Report

September 8, 2017

Circulation: 1,911 is the number of materials we have circulated this month. That is 400 more than last year's August. YTD circulation is almost exactly the same as last year at this time. I have purchased more new materials on a regular basis recently, so I am assuming there is a correlation. I am still working on purchasing through a book seller and a leasing program but have not completed any action on this.

Programs : In August we held 42 programs with 460 people attending. The programs were geared to all age groups. The quality of our concerts was exceptional. Several genres of music were performed swing, jazz, Celtic and folk by the groups and they were very well attended. The eclipse viewing was by far the most surprising event we held. Over 80 people came and shared glasses and viewers. Many thanks to Carol and Bob T for putting this together. Poughkeepsie Paranormal Society made a very interesting presentation on what they do in their club. The tweens and teens were active with new programs, one on Bridge building and the other called "Talking Skulls" presented by Jean McAvoy. The author and Clinton resident, Jennifer Donnelly paid us a visit and discussed her writing process with the audience. Even though we geared the program to teens, all age groups were present. Our elementary student program from Cornell Cooperative extension called "grassy critters" was really informative and interactive. Everyone that came had fun creating their own "critters". We held "Budding Bookworms" for preschoolers to Mondays but will be going back to Tuesdays at the end of September. Also at the end of September we will be adding an evening Tai chi class (Wednesday) and a Yoga class (Thursday), and a Wednesday morning meditation and mindfulness movement class. These classes are possible because of the renewal of the Optimistic Aging grant, the Mid-Hudson Outreach grant and the grant from the Community Foundation. Heading into the coming months, we already have a full calendar of lectures and events planned.

Staff: I hired a new program assistant with several years of library experience. She will

become the “jack of all trades” and support the program coordinator with marketing and publicity. She will also run story time and other specific programs as we develop them; for instance the “tea time book club”. Carol and I are very excited to have her as part of the “team”. We are aware that we need to step up our game with the new grant money, so this position will allow some of the extra responsibility to be shared.

Volunteer/Partnership : We continue to have a staff assistant from Camp Ramapo on Tuesday mornings and Friday afternoons. She assists with general library tasks. We had a high school student volunteer at various times this summer. I intend to reach out to the high schools for students needing community service.

Director’s Schedule/Dates to be Aware of : Monday Sept 11 - Dutchess Director’s meeting in Millbrook. I also will be networking with other Northern Dutchess Director’s after that meeting.

Respectfully submitted, Teresa McGuirk

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING – September 7, 2017 (1:30 pm)

AGENDA

- 1) Financial Statements for August 2017
- 2) Detail Reports
- 3) Budget for 2018
- 4) Date of Next Meeting

MINUTES

Present: Z. Snow (by phone), B. Burns, T. McGuirk, D. Biery.

1) Financial Statements for August 2017 (attached)

Ms. Burns raised several questions regarding program expenses, which Ms. Biery addressed. The Committee noted that the balance sheet for August does not reflect the audit adjustments. Ms. Biery explained that the Library's accountants had recommended that these adjustments (and other clean-up items recommended by the auditors) should be effected at the end of the year, and the Committee agreed. At the last meeting, the Committee agreed that the \$10,000 deferred from last year's gift from the Agnes Varis Trust should be taken into income, but Ms. Biery explained that cash accounting precludes that approach. Accordingly, the Committee agreed that the item should simply be deleted from the "budget vs. actual" report, so that we do not appear to have income under budget when the money has in fact been received. The Committee also agreed to correct the source of the recent gift from the Community Foundations of the Hudson Valley. With those qualifications, the financial statements were approved.

2) Detail Reports

Ms. Biery distributed a more detailed version of the monthly Transaction Report (as well as a deposit detail report and the monthly bank statement). She noted that the new version reveals individual compensation information for library staff, and therefore recommended that it not be distributed beyond the Committee. The Committee agreed.

3) Budget for 2018

Ms. Burns recommended that the Committee prepare two alternative draft budgets for 2018, one on the assumption that the 414 resolution passes, and one on the assumption that it fails. The Committee agreed to have a workshop on this project on Tuesday, September 19, at 11 am.

4) Date of Next Meeting

The next formal meeting of the Committee is now scheduled for Thursday, October 5, at 5 pm. Given the short interval between the completion of the monthly financial statements and the monthly meeting of the Board, the Committee will only schedule its meetings one month in advance.

Minutes prepared by Z. Snow
September 8, 2017

Fundraising Minutes 9/8/17

Present: Johanna Whitton, Bill Relyea, Barbara Burns, Teresa McGuirk, Mary Pat Sternberg

Wine Tasting- scheduled for Oct. 13th.

Tag Sale- Mary Malloy is putting a lot of work into this event- heading it up for the library Aladdin is donating the use of tables, will deliver early in the week for our use (Sue Ellen) Presently have 10 vendors, will try to encourage more participation by distributing flyers on Saturday (Barbara and Matt) Tables include one by library with donated items, campaign info (Mary Pat and Teresa) Contact Paper Trail for possible donations(Teresa) Book sale will be going on indoors Nine Partners Lions Club giving away hot dogs Need signs to put out week before (Mary Pat) Contact Poughkeepsie Journal (?) to list in classifieds/ what cost? List on Craigslist (Teresa) Begin Silent Auction of TV, Bicycle, Taconic Distillery case to run through Election Day Raffle event Water donation ? Set up Friday, Sept. 22nd- 3PM Looking for volunteers for help. Decided to limit day to tag sale and not include other activities.

HPTA Golf Tournament- Need more golfers or tournament in danger of being canceled. Working on raffle baskets- will put together Monday 5PM (Drinks basket and Dinner Basket)

Gift certificate donation made by Hahn's Farm Store (Mary Pat) Mary Pat reached out to various local businesses about donations, waiting for replies.

Barbara donating a bottle if one is not donated Mary Pat donating a bottle of wine and glassware Mary Pat going to Home Goods to purchase some needed items Teresa and Mary Pat going to local distilleries for donations.

Election Day Raffle- Promote raffle with signs at other voting locations **Other- Bring letters for donations to local supermarkets for ongoing needs- water, paper**

products etc. Future Ideas to Revisit - Trivia Night, Chilli Dinner, Literary Event

