

## **Clinton Community Library Director's Report October 9, 2017**

**Circulation:** Here is an interesting breakdown of our circulation numbers by zip code. I am not sure why there is the blank on the top line. I am assuming it means they are a variety or out of area. I will find out the answer.

(Table on File in Library)

Last September our item circulation was 1180. 1519 is our circulation for September 2017.

**Programs:** In September we held 26 programs. Without the statistics from the last weekend in September available, we had 145 people participate. Our evening programs began the week of September 18 and are off to a good start. Unfortunately, our Thursday evening Yoga class had to change to Mondays for October due to the budget workshops. It just created a sense of uncertainty when we thought the schedule was all set. We kept the schedule light in September and let everyone get back to Fall routines. We have several different lectures scheduled for October (Raw Foods, Lee Kravitz, and Lost Amusement Parks of the Hudson Valley) and a new Tea Time Book Club starting the 19<sup>th</sup> at 2pm. They will be reading Jennifer Donnelly's book Tea Rose. Story time has not had any participation in September. We will do some adjusting and see what if any effect it will have. I will reevaluate in December.

**Staff:** I held a staff meeting on Tuesday September 19<sup>th</sup> to discuss our organization. All discussion was well received. Our newest staff member is doing great. We are adjusting job responsibilities. She will be considered an assistant program coordinator. Several staff members are participating in webinar trainings through Mid Hudson in October.

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**Director Schedule/News:** We have received \$6,000 bullet aid from Sue Serino. We also received confirmation of receiving \$2000 in an Outreach grant to match the funds for Optimistic Aging. This money will be dispersed in November.

I attended a new director's round table on dealing with employees and management issues at MHLS. Also several new directors and I got together to work and help each other with Overdrive statistics and purchasing.

**From Tom Sloan :** *We hope you and your trustees are planning to attend the 2017 Annual Membership Meeting on October 27*

REGISTRATION IS AVAILABLE AT: <https://www.eventbrite.com/e/mid-hudson-library-system-annual-membership-meeting-tickets-37005397139>

*Our Keynote Speaker is Paul Grondahl, award-winning journalist, biographer and current Director of the New York State Writers Institute at the University at Albany. His presentation is titled "News Literacy, Fake News and the Job of an Informed Citizenry."*

*Following the formal membership meeting, the Women in Politics Symposium will honor the centennial of Women's Right to Vote in New York.*

I have sent in my registration for this event. It's an opportunity to meet other trustees from other libraries and to hear about what's going on around the MHLS.

I will miss the Director's Association Meeting next week at MHLS. Oct 10<sup>th</sup> Dutchess Director's Meeting in Red Hook. I plan to attend.

**Thank You:** Thank you for helping out with the tag sale and the book sale. We made over \$900 total. Having a book sale obviously was a lot of work but helped bring in some extra funds!

**I will be out of town from Saturday September 30 until Sunday October 7. I would appreciate it if you could help keep an eye on things in the library.**

**Respectfully submitted, Teresa McGuirk**

## CLINTON COMMUNITY LIBRARY

### FINANCE COMMITTEE MEETING – October 5, 2017 (11:30 am)

#### AGENDA

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

#### MINUTES

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

##### **1) Financial Statements for September 2017 (attached)**

The Committee approved the financial statements, with the adjustment regarding the Agnes Varis Trust decided at the previous meeting, and with the ongoing caveat that the balance sheet will not reflect the audit adjustments until year-end. The Committee also reviewed and approved a corrected version of the P&L vs. budget report for August (also attached).

##### **2) Detail Reports**

The Treasurer reviewed the check and deposit detail reports, and the monthly bank statement.

##### **3) Budget for 2018**

The Committee reviewed the attached draft budget for 2018, which was developed at the Committee workshop on September 19. The budget shows two alternatives: one on the assumption that the 414 resolution passes, and one on the assumption that it fails. If the resolution passes, the draft anticipates a balanced budget, but if it fails, the budget forecasts a shortfall of \$27,000, even with a \$24,000 reduction in spending relative to the first budget. The Committee is working with the Library Director to develop a more detailed analysis of personnel expenses, as back-up support for the budget.

##### **4) Date of Next Meeting**

The next meeting of the Committee is now scheduled for Friday, November 10, at 10:30 am.

Minutes prepared by Z. Snow  
October 6, 2017