

Director's Report
November 2017

CONGRATULATIONS on a job well done!!

Circulation:

Facts Matter....

Our circulation is up from 2016 to 2017!!

October 2017 circulation was 1,540 items. In October 2016, we circulated 1,142 materials. January to October 2017 the total circulation is 14,737. This is up from 13,806 January to October 2016. This does not include e-books or audiobooks or other database usage.

Staff:

The staff have been involved in several trainings this month. They have involved webinars on our databases and the circulation system. Mary and Carol attended a 2 hour training in Red Hook based on meeting the needs of individuals with disabilities. This training was conducted by Anderson Center for Autism and was sponsored by a grant from Dutchess County.

Programs:

We held 37 programs with 292 participants. Susan has been working with a volunteer, Marie, to increase participation in Story Hour. We had a successful "lunch and learn" on "Lost Amusement Parks of the Hudson Valley" with 16 participants. Lee Kravitz gave a talk to 22 people. Open mic night had 16 participants. This month we will hold it on the 3rd Friday due to the Thanksgiving holiday. Our evening Yoga and Tai Chi are going well and will continue through December 15. Susan started a "Tea Time" Book Club. They read a book by Jennifer Donnelly so she attended with 4 others.

Other News

Zack, Matt, and I attended the MHLS annual trustee meeting at the Wallace Center.

I have opened an account in Overdrive to purchase e-books and audiobooks. The holds for our patrons would be filled with those purchases first before they are put out system wide. I will begin actively purchasing in the new year.

The raffle raised over \$1100. Thank you Mary Molloy and staff and Board!

We received the money from the golf tournament, the money from the MHLS Outreach grant and several donations (\$3450)

This week we received 2 tables and 10 chairs from the Millbrook Library for the children's space and a donation of 4 sections of double sided book cases from The Shipping Place in Hyde Park. We have to look out how we can use these acquisitions to better our space.

All is Good!! We can all take a breath and look at planning ahead!

Respectfully Submitted,
Teresa McGuirk, Director
Clinton Community Library

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING – November 10, 2017 (10:30 am)

AGENDA

- 1) Financial Statements for October 2017
- 2) Detail Reports
- 3) Budget for 2018
- 4) Year-End Staff Bonuses
- 5) Date of Next Meeting

MINUTES

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

1) Financial Statements for October 2017 (attached)

The Committee approved the financial statements, with the ongoing caveat that the balance sheet will not reflect the audit adjustments until year-end.

2) Detail Reports

The Treasurer reviewed the check and deposit detail reports, and the monthly bank statement. He noted that the “memo” field on the non-compensation checks remains blank, and Ms. Biery undertook to review her process to ensure that is corrected. Ms. Burns noted that the Committee’s earlier decision to include compensation payments in the transaction report, and consequently to withhold that report from public distribution, had reduced financial transparency. The Committee agreed that a redacted transaction report, excluding compensation information, would be made available to the public upon request.

3) Budget for 2018

The Committee updated the draft budget for 2018, and recommends approval of the attached version. The revisions consist of (1) deleting the column showing an alternative budget for the scenario in which the 414 resolution failed, (2) reducing the budget for personnel expenses to reflect the Library Director’s detailed analysis of projected compensation, and (3) adding line items for a more robust long-term plan, potentially requiring involvement of an outside consultant, and a small amount for “other” expenses not currently identified. The revised budget remains break-even. The Committee also discussed the potential effect of future increases in minimum wage laws, and a new requirement to withhold a nominal amount of employee compensation to fund long-term disability payments.

4) Year-End Staff Bonuses

The Committee recommends that the Library purchase \$50 holiday gift certificates for members of the Library staff, recording the pre-tax amount as compensation.

5) Date of Next Meeting

The date of the next meeting of the Committee will be determined once the date of the Annual Meeting is confirmed.

Minutes prepared by Z. Snow
October 6, 2017