Central New York Library Resources Council

Finance Committee

March 13, 2013, 2:00pm

**Present:** Jeff Wooldridge, Chair (MYLS); Mary Fitzgerald (CLRC Accountant); Debby Emerson (CLRC Executive Director), liaison; Déirdre Joyce (CLRC Assistant Director); Nancy Howe (Baldwinsville Public Library, via teleconference)

**Absent:** Katy Benson (Maxwell Memorial Library); Drew Urbanek (Herkimer Community College)

**Jeff Wooldridge called the meeting to order at 2:05 p.m.**

**Agenda Items:**

1. **Approval of the Minutes**

***A motion was made to approve the minutes as written. (Wooldridge/S/A). This approval was made by electronic vote on March 14, 2013 due to lack of quorum at the March 13 meeting. Minutes have been amended to reflect this vote.***

**Check and Deposit Register through February 28, 2013**

* + Nothing much to report. The largest money “bump” has already taken place.
  + Now that Claire is full-time, a consistent billing to the NY3Rs for her services.
  + Jeff noted that First Niagara still holds our credit cards.
  + Jeff asked about Consortium Information Services. Debby reported that this was for HUBNet.
  + Jeff was curious about what the net for the Advocacy Day bus was. Déirdre reported that she would get back to the committee on this.

***A motion was made to approve the Check and Deposit register. (Wooldridge/S/A). This approval was made by electronic vote on March 14, 2013 due to lack of quorum at the March 13 meeting. Minutes have been amended to reflect this vote.***

**Financial Reports ending February 28, 2013**

* + Balance Sheet
    - All the cash accounts have been reconciled.
    - A/R goes out to the members for services, predominantly the hospitals which take a long time to pay, and the rest of the WNYLRC money. Nancy asked if this is the $20K+, Mary confirmed.
    - Miscellaneous grants receivable refers primarily to DHP, LSTA, NN/LM MAR. Mostly DHP, since these are reimbursement grants.
    - Jeff asked how often we are allowed to ask for the money from the DHP program. Debby explained that this happens in 3 installments: 50%, 40%, 10%. The $14K is the first payment, now time to submit a second voucher.
    - NN/LM MAR. Invoiced as expenditures are incurred. Mary noted that this is usually done on a quarterly basis. Balance is small because this occurred in February.
    - Jeff noted that sick leave is somewhat equal to vacation. Mary said that this hasn’t really changed since the beginning of the year.
  + Income Statements by Class
    - Last page, all grants except for Operating is 0. Operating at a loss because of January with a 3 payroll period and no ELD billing.
    - With ELD 100% of expense billed, libraries have the option to pay the full amount or the quarterly amount. Some have decided to pay via the latter method, so that money has not been completely collected.
    - Last page of the packet is a breakdown of the miscellaneous grants receivable
  + Budget to Actual, grants viewed on the grant year.
    - In operating, clearly see that account number 325.11 (income) compares to 510.235 (expenses), shows how ELD is out of sync.
    - In operating, 502.60 shows that we have already spent more than 100% of the budget. ½ of her salary is reimbursed, despite this. Jeff confirmed that this will show up on the income side.
    - Nancy asked about 510.22. Why is this so out of sync? There is an offsetting income account, though it does not quite sync. Robert Loftus had created a lot of credits from the previous year that are now gone, so it doesn’t give an accurate count, so we will need to adjust the budget for the next year.
    - RBDB 2011, Jeff asked about the heading that indicated January 2011 to February 2013. Denotes activity period, not grant period.
    - Do we keep including 2011 in the packet, or do we wait until the $2000 is spent? Should be zeroed out and decide later what to do.

***A motion was made to approve the financial statements. (Wooldridge/S/A). This approval was made by electronic vote on March 14, 2013 due to lack of quorum at the March 13 meeting. Minutes have been amended to reflect this vote.***

1. **State Budget Proposal**
   * Debby reported that the trip to Albany was in hopes of some kind of restoration to library funding. The ultimate goal being to get back to 2007 levels. Advocates were discussing a $10M restoration. Hugh Farley at the dinner announced he was proposing putting back $4M back into the budget. Senate proposal included a restoration of $4M for systems; no restoration at all from the Assembly. Debby noted that it is really important for everyone to contact legislators.
2. **CLRC Form 990**

* This form cannot be approved without a quorum.
* Board must approve this for it to be submitted.
* Discussion about rules and regulations, and how things are always interpreted.

***A motion was made to approve the IRS Form 990. (Wooldridge/S/A). This approval was made by electronic vote on March 14, 2013 due to lack of quorum at the March 13 meeting. Minutes have been amended to reflect this vote.***

1. **Other business**
   * none

**NEXT MEETING: May 8, 2013 at 2:00pm at CLRC Offices. A teleconference option will be available.**

Meeting adjourned at 2:44pm. No motion was made, in absence of a quorum.

Respectfully submitted,

Déirdre Joyce

Assistant Director, CLRC