Central New York Library Resources Council

Finance Committee

December 5, 2012

2:00pm

**Present:** Jeff Wooldridge, Chair (MYLS); Katy Benson (Maxwell Memorial Library, via teleconference); Mary Fitzgerald (CLRC Accountant); Debby Emerson (CLRC Executive Director), liaison; Déirdre Joyce (CLRC Assistant Director); Drew Urbanek (Herkimer Community College, via teleconference); Nancy Howe (Baldwinsville Public Library, via teleconference)

**Jeff Wooldridge called the meeting to order at 2:01 p.m.**

**Agenda Items:**

1. **Approval of the Minutes**

A motion was made to accept the minutes from the September 26, 2012 meeting as presented. (Urbanek/S/A)

1. **Check and Deposit Register through October 31, 2012**
   * Deposits
     + Mary reported that the shift in bank accounts had been made to Chase from HSBC. Everything seemed to go fairly smoothly.
     + Most substantial grant funds for CLRC came in by the end of August.
     + No questions on the deposits from the Committee.
   * Checks
     + Mary reported nothing out of the ordinary on the checks.
     + Jeff asked about the deposits written out to the NY3Rs. Debby responded that it is probably Empire Library Delivery (ELD). ELD is billed and collected by the Council, and passed through to the NY3Rs. Mary reported that 100% of the ELD billing is in the expenses, though it may appear as a “loss” because some members chose an annual payment schedule, while others chose to be billed quarterly. As of January 1, the SUNYs will pay the NY3Rs directly.
     + Nancy asked who is handling the delivery. Debby responded that this is through Velocity, having won the bid. Pretty much being run virtually. Money is collected by the NY3Rs treasurer (Jean Sheviak, CDLC) and she pays the bills to Velocity.
     + Jeff asked if there was a regular basis for the turnaround. Mary answered that funds are paid out as received. CLRC does not carry the cost.
     + Drew asked about check #4026 and check #4014 with nothing in the memo field. Mary explained that an idiosyncracy in QB doesn’t allow memos placed in two different accounts (as the case with these checks and others) to show up in a report. In these particular cases, the checks are written to Angela Thor and Déirdre Joyce respectively. The same issue occurs with checks written to pay First Niagara cc bills.
   * Motion to approve Check and Deposit register. (Howe/S/A)
2. **Financial Reports ending October 31, 2012**
   * Overall
     + Mary noted that most of the money at the end of October was in Chase. A bit remaining because there are some checks that have not yet been cashed. Interest is weird because it happened at mid-month, due to the transfer.
     + A/R is due to quarterly billing on ELD and hospital billing to support the Circuit Library Program (in conjunction with HLSP). Latter not yet paid. Some of this was also affected by WALDO refusing to accept partial payment for awhile, so CLRC sat on A/R. WALDO has since changed their policy on this.
     + Prepaid expense and miscellaneous grants are affected by the reimbursement grants (DHP and LSTA)
     + For the DHP that ended in June, the last money came in October.
     + Debby noted that CCDA monies have not been forthcoming and may not be paid by the state until income tax revenues are collected.
     + A/P is the NY3Rs invoice is still out there unpaid. This is in reference to ELD charges and WALDO A/R that could previously not be accepted.
     + Accrual not changed for vacation or sick time since the change was not material. Jeff asked if vacation and sick are accumulated in the same place. Mary noted that payroll liability is sick time and vacation time is accounted for elsewhere.
     + Deferred revenue refers to grant balances received but not yet expended.
   * Income Statements by Class
     + Income statement by class gives a snapshot of the fiscal year
     + NNLM added and special grant is Amigos
     + MISP does not get a separate account; still trying to spend from last year.
     + Drew asked about the new grant: NNLM/MAR – an Outreach Express Award which CLRC received to encourage use of the medical info databases that are out there and free for people to use. Our award allows Angela and Rachel to do training at members’ request. Jeff asked that grant information be sent to him to help distribute to MidYork people. Nancy suggested a training at B’ville that could use the conferencing equipment.
   * Budget to Actual, grants viewed on the grant year.
     + Nothing to report on this in particular.
     + Nancy asked how CLRC staff report on conference/workshop attendance. Currently, staff reports conference/workshop attendance to other staff members. It was suggested that we might incorporate this into reporting to the Board.
     + Mary noted that reports downloaded to Excel seem to drop off.
     + Nancy asked about the Tech Training category in RBDB. This is teaching money (not professional development).
   * Motion to accept the Financial Statements (Urbanek/S/Approved).
3. **Budget Amendment**

* Budget is updated with current figures.
* Numbers are amended where there are changes. Middle column didn’t add up because the far right column was part of the actual total.
* One of the biggest changes is the chargeback to NYH and NY3Rs. Claire was doing several hours of work per week for NYH website and this was being charged back to NYH. As of December 1, Claire now works for the NY3Rs Coordinator, working for them part-time. Half the cost of her employment is covered by the NY3Rs. This is why we see a change in the income. Debby said that this arrangement will be formalized through a letter of agreement. Jeff suggested that a draft of this be given to the Board.
* Change in supplemental aid, less than what was projected. Not the 3.3%, but closer to 2.x%.
* Line 502.4 Admin Asst. salary. Lower than projected, recently filled but there was no one in that position for about 2-1/2 months. Returned to the base hourly rate for the position.
* Emerging Tech Salary increasing due to NY3Rs Coordinator position. Changed health coverage.
* Jeff asked about the increase in ED health coverage. Debby responded that this reflects the increase in premium costs. Debby noted that this may need to be revisited by the Finance Committee. Debby is looking at the cost of a plan that is very similar to what we have. Debby is looking at perhaps moving us from Healthy Blue to Simply Blue. Could save $40/month per/person. Jeff noted that MidYork saved money by increasing co-pays on prescription drug costs.
* Nancy and Jeff asked about the “New Initiatives” money as a placeholder for the NY3Rs fee. This ended up being paid with RBDB funds left over from 2011.
* Jeff asked about the 3Rs membership. Jeff had a 5k amount on the original approved budget. This was originally going to combine to be the 10k, decided not to do this this way, clarify that this was not a membership fee but a NY3Rs contribution.
* HLSP has significant changes due to the NNLM award, added the third column to reflect actual income (lower like all else), but added in the Outreach award to the NNLM. Grant provided increase in Angela’s salary and a project assistant at a lower rate. Project Assistant is P/T temp that will end at the end of the grant funding year.
* Debby noted changes on the RBDB pages to reflect the income received. Nancy asked if Newsbank chargeback is being collected now. In most cases, income has been received, may be a few that have not yet paid.
* Jeff confimed that RBDB is projected to make money at $6500. Debby concurred.
* Nancy asked about LSTA and how that is allocated. What is the purchased services? Déirdre responded that this went to an OCLC trainer. The rest went to pay Claire’s salary at her temp rate and travel for the interns and staff.
* Motion to accept the Budget Amendments as presented (Howe/S/Approved).

1. **Bank Update**
   * Almost completely moved. HSBC open due to a few checks that have not cleared.
   * Jeff asked if the state knows about the banking change. We have received a few transfers. (SUNY payments)
   * Jeff asked about online banking. Déirdre and Jeff will activate their cards.
2. **Other Business – None.**

**NEXT MEETING: February 13, 2013 at 2:00pm.**

A motion was made to adjourn at 3:00 pm (Benson/S/A).

Respectfully submitted,

Déirdre Joyce

Assistant Director, CLRC