



# NEWPORT PUBLIC LIBRARY

## NEWPORT PUBLIC LIBRARY

Board of Trustees

Meeting Minutes

July 20, 2017

1. Call to order: President Michael Dawson called the meeting to order at 4:37 p.m. in the Rotary Board Room of the Newport Public Library.

Attendance: Michael Dawson, Jennifer Booth, Michael Dutton, Linda Martin, Peter Baylor, Girard Galvin, Matthew Leys, Rita Slom, Stephen Waluk, Lynn Ceglie, Joseph Logue Library Director, Annette Love Finance Manager.

Excused: Adrienne Haylor, Friends President, Gina Brown

Absent: Angel Gonzales, Scott Skuncik

2. Amendment to the agenda:

There were no changes or additions to the agenda.

3. Secretary's Report:

Linda Martin asked for changes or additions to the June 2017 Board of Trustees meeting minutes. Hearing none, he asked for a motion to approve the minutes as presented. Rita Slom made a motion to accept the minutes as presented, Gerard Galvin seconded the motion. The vote was unanimous to accept the minutes; there were no votes against, the motion carried. Several new board members were discussed and would be appointed in September.

4. Finance Committee Report:

Michael Dutton reviewed the Financial Statements for June 2017, Wells Fargo Investments up .4%. Profit & Loss income up \$1500.00. Expenses to date show 88% of budget versus actuals.

5. President's Report:

Michael Dawson – Thanked board members who had attended and supported the event and for their wine bottle donation. He also thanked to Rita Slom Honorary Chair of the event for all her hard work. The library is grateful for all the community support and donations. The Rotunda location was very successful and offered a more



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spacious comfortable venue.

6. Building and Grounds Report:  
Michael Dawson – GAF Material settlement for roof single issues in the amount of \$9,760.00, the library can expect to address more roof problems in the future.
7. Financial Development Committee Report: - Rita Slom - Thanked everyone for supporting the Annual Event. Attendance was up about 210 people. Revenue from the event at this time is over \$27,000 not including some auction items still not picked up. Comments from attendees were good, they enjoyed the food and felt the location was great.
8. Friends of the Library Report: The Friends have received a box of reusable bags from the city delivered by Lynn Ceglie to hand out to customers once the plastic bag band takes effect.
9. Library Director's Report: Joe Logue – Since he started on July 10<sup>th</sup> everyone has been very supportive and helpful. He's grateful for the warm welcome he has received from staff. He has spent some time in the children's department, great energy and activity, the summer reading program is in full swing.
10. Nominating Committee: Linda Martin- Reported that Robin Skuncik will rejoin the Library Board along with Sandra Pattie, from Bank Newport. They will be voted in at the September meeting.
11. Old business: None
12. New business: None
12. Adjournment: The meeting was adjourned at 5:00 pm.

The next meeting is scheduled on September 21<sup>th</sup>, 2017 at 4:30PM Annual Meeting to follow.

*Newport Public Library  
Profit & Loss Budget Performance  
July & August 2017*

	Jul - Aug 17	Budget	\$ Over Budget	% of Budget	Jul - Aug 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Income</b>									
400-0 - INCOME	315,452.74	314,669.50	783.24	100.25%	315,452.74	314,669.50	783.24	16.7%	1,888,017.00
402-0 - STATE OF RI AID	68,589.80	68,589.80	0.00	100.0%	68,589.80	68,589.80	0.00	16.7%	411,539.00
410-0 - FUNDRAISING	1,635.00	2,500.00	-865.00	65.4%	1,635.00	2,500.00	-865.00	3.0%	55,000.00
412-0 - GIFTS, DONATIONS ETC.	206.60	833.30	-626.70	24.79%	206.60	833.30	-626.70	0.7%	30,000.00
415-0 - GRANTS	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	10,250.00
446-0 - INTEREST INCOME	165.39	1,416.70	-1,251.31	11.67%	165.39	1,416.70	-1,251.31	2.0%	8,500.00
447-0 - OTHER INCOME	693.80	1,083.30	-389.50	64.05%	693.80	1,083.30	-389.50	11.0%	6,500.00
448-0 - COPIER/PRINTING INCOME	1,641.87	1,500.00	141.87	109.46%	1,641.87	1,500.00	141.87	18.2%	9,000.00
<b>Total Income</b>	<b>388,385.20</b>	<b>390,592.60</b>	<b>-2,207.40</b>	<b>4.76</b>	<b>388,385.20</b>	<b>390,592.60</b>	<b>-2,207.40</b>	<b>16.1%</b>	<b>2,418,806.00</b>
<b>Expense</b>									
800-0 - SALARIES	181,979.25	207,008.55	-25,029.30	87.91%	181,979.25	207,008.55	-25,029.30	15.0%	1,221,117.00
900-0 - BENEFITS	77,972.15	85,935.80	-7,963.65	90.73%	77,972.15	85,935.80	-7,963.65	17.4%	448,008.00
1000-0 - PROFESSIONAL DEVELOPMENT	671.81	2,388.50	-1,716.69	28.13%	671.81	2,388.50	-1,716.69	4.7%	14,331.00
1100-0 - PROF SERVICES-MGMT EXPENSES	4,091.26	7,020.86	-2,929.60	58.27%	4,091.26	7,020.86	-2,929.60	3.7%	110,501.00
1200-0 - OPERATIONS-MAINTENANCE, ETC.	67,041.09	83,639.10	-16,598.01	80.16%	67,041.09	83,639.10	-16,598.01	18.0%	374,614.00
1400-00 - LIBRARY MATERIALS	25,586.40	39,740.69	-14,154.29	64.38%	25,586.40	39,740.69	-14,154.29	10.2%	250,235.00
<b>Total Expense</b>	<b>357,341.96</b>	<b>425,733.50</b>	<b>-68,391.54</b>	<b>4.10</b>	<b>357,341.96</b>	<b>425,733.50</b>	<b>-68,391.54</b>	<b>14.8%</b>	<b>2,418,806.00</b>
	<b>31,043.24</b>	<b>-35,140.90</b>	<b>66,184.14</b>	<b>-88.34%</b>	<b>31,043.24</b>	<b>-35,140.90</b>	<b>66,184.14</b>	<b>0.0%</b>	<b>0.00</b>

**NET OPERATING INCOME**

\$31,043.24

**\* 450-0 - INVESTMENT INCOME WELLS FARGO \***

**\* NON BUDGETED ITEMS**

450-1 - INVESTMENT INCOME/CAPITAL GAIN	11,269.68				11,269.68				
450-3 - HEALTH INSURANCE RESERVE FUND	5,092.63				5,092.63				
450-4 - AUTHORS SPEAKERS FUND	182.76				182.76				
450-5 - WERNER FUNDS	1,146.40				1,146.40				
<b>Total 450-0 - INVESTMENT INCOME WELLS FARGO *</b>	<b>17,691.47</b>				<b>\$17,691.47</b>				

*Newport Public Library  
Profit & Loss Budget Performance  
July & August 2017*

	Jul - Aug 17	Budget	\$ Over Budget	% of Budget	Jul - Aug 17	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
* 2000-0 - OTHER EXPENSES									
2003-0 - DEPRECIATION EXPENSE	58,900.00				-58,900.00				
Total 2000-0 - OTHER EXPENSES	58,900.00				-\$58,900.00				
* 6000-0 - RENOVATIONS									
6000-3 - RENOVATIONS - NEWPORT ROOM	37.00				-37.00				
Total 6000-0 - RENOVATIONS	37.00				-\$37.00				
* 652-0 - NEWPORT ROOM/CHINESE									
652-1 - NEWPORT ROOM/CHINESE RM EXP	463.92				-463.92				
Total 652-0 - NEWPORT ROOM/CHINESE	463.92				-\$463.92				
NET INCOME									-\$10,666.21

*Newport Public Library  
Profit & Loss Previous Year Comparison  
July & August 2017*

	Jul - Aug 17	Jul - Aug 16	\$ Change	% Change
<u>Income</u>				
400-0 - INCOME	315,452.74	310,473.48	4,979.26	1.6%
402-0 - STATE OF RI AID	68,589.80	69,589.83	-1,000.03	-1.44%
410-0 - FUNDRAISING	1,635.00	448.50	1,186.50	264.55%
412-0 - GIFTS, DONATIONS ETC.	206.60	386.83	-180.23	-46.59%
446-0 - INTEREST INCOME	165.39	171.66	-6.27	-3.65%
447-0 - OTHER INCOME	693.80	870.90	-177.10	-20.34%
448-0 - COPIER/PRINTING INCOME	1,641.87	602.15	1,039.72	172.67%
450-0 - INVESTMENT INCOME WELLS FARGO *	17,691.47	16,728.80	962.67	5.76%
451-0 - BLDG FUND INTEREST-BNK NPT *	0.00	116.93	-116.93	-100.0%
500-0 - *GRANT-CIP-OTHER INCOME	0.00	2.24	-2.24	-100.0%
<b>Total Income</b>	<b>406,076.67</b>	<b>399,391.32</b>	<b>6,685.35</b>	<b>1.67%</b>
<u>Expense</u>				
800-0 - SALARIES	181,979.25	192,907.15	-10,927.90	-5.67%
900-0 - BENEFITS	77,972.15	77,418.13	554.02	0.72%
1000-0 - PROFESSIONAL DEVELOPMENT	671.81	852.04	-180.23	-21.15%
1100-0 - PROF SERVICES-MGMT EXPENSES	4,091.26	4,097.92	-6.66	-0.16%
1200-0 - OPERATIONS-MAINTENANCE, ETC.	67,041.09	64,592.38	2,448.71	3.79%
1400-00 - LIBRARY MATERIALS	25,586.40	26,106.04	-519.64	-1.99%
2000-0 - OTHER EXPENSES	58,900.00	58,900.00	0.00	0.0%
5000-0 - GRANT- OTHER EXPENSE	0.00	31.94	-31.94	-100.0%
6000-0 - RENOVATIONS	37.00	3,136.71	-3,099.71	-98.82%
6001-0 - BOND-LOWER LEVEL RENOVATIONS	0.00	-4,334.75	4,334.75	100.0%
652-0 - NEWPORT ROOM/CHINESE	463.92	0.00	463.92	100.0%
<b>Total Expense</b>	<b>416,742.88</b>	<b>423,707.56</b>	<b>-6,964.68</b>	<b>-1.64%</b>
<b>Net Income</b>	<b>-10,666.21</b>	<b>-24,316.24</b>	<b>13,650.03</b>	<b>56.14%</b>

*Newport Public Library  
Balance Sheet Previous Year Comparison  
July & August 2017*

	Aug 31, 17	Aug 31, 16	\$ Change	% Change
<b>ASSETS</b>				
<u>Current Assets</u>				
<u>Checking/Savings</u>				
100-0 · SAVINGS INS-MONEY MARKET ACCT	304,489.36	248,527.77	55,961.59	22.52%
100-1 · SAVINGS INS - CHECKING ACCT	17,754.54	55,742.65	-37,988.11	-68.15%
100-2 · SAVINGS INS - PAYROLL ACCOUNT	9,172.79	9,718.33	-545.54	-5.61%
100-3 · PCU-CD OPERATING FUNDS	122,302.15	122,302.15	0.00	0.0%
101-00 · BUILDING FUNDS/BOARD DESIGNATED				
101-0 · BON-BUILDING FUND SAVINGS**	296,515.98	280,669.16	15,846.82	5.65%
101-1 · BON-BUILDING FUND-CHECKING **	1,349.55	1,384.48	-34.93	-2.52%
101-11 · BON-CD-BUILDING FUNDS***	120,741.56	120,741.56	0.00	0.0%
101-00 · BUILDING FUNDS/BOARD DESIGNATED - Other	8,252.16	8,252.16	0.00	0.0%
Total 101-00 · BUILDING FUNDS/BOARD DESIGNATED	426,859.25	411,047.36	15,811.89	3.85%
109-0 · BANK RI	50,166.02	50,015.76	150.26	0.3%
Total Checking/Savings	930,744.11	897,354.02	33,390.09	3.72%
<u>Accounts Receivable</u>				
<u>Other Current Assets</u>				
102-00 · OTHER DESIGNATED FUNDS				
102-6 · PCU-CD HEALTH INS FUND***	101,287.41	101,287.41	0.00	0.0%
102-00 · OTHER DESIGNATED FUNDS - Other	2,023.79	2,023.79	0.00	0.0%
Total 102-00 · OTHER DESIGNATED FUNDS	103,311.20	103,311.20	0.00	0.0%
<u>103-0 · INVESTMENT FUNDS****</u>				
103-1 · WELLS FARGO SEC OPR FUND****	489,703.08	447,665.75	42,037.33	9.39%
103-2 · WELLS FARGO CHINESE FUND ***	0.00	33,027.41	-33,027.41	-100.0%
103-3 · WELLS FARGO-HEALTH INS FUNDS***	253,641.85	206,341.50	47,300.35	22.92%
103-5 · WELLS FARGO - AUTHORS SPEAKERS*	11,716.26	10,613.38	1,102.88	10.39%
103-6 · WELLS FARGO - WERNER FUNDS	53,845.83	49,364.45	4,481.38	9.08%
Total 103-0 · INVESTMENT FUNDS****	808,907.02	747,012.49	61,894.53	8.29%
<u>104-0 · RESTRICTED FUNDS</u>				
104-1 · PCU-CD- WERNER FUND***	11.50	11.50	0.00	0.0%
104-3 · SAVINGS INS - CHAMPLIN FUNDS***	52.45	4,338.68	-4,286.23	-98.79%
104-0 · RESTRICTED FUNDS - Other	1,173.68	1,173.68	0.00	0.0%
Total 104-0 · RESTRICTED FUNDS	1,237.63	5,523.86	-4,286.23	-77.6%

*Newport Public Library  
Balance Sheet Previous Year Comparison  
July & August 2017*

	Aug 31, 17	Aug 31, 16	\$ Change	% Change
<u>107-0 · PETTY CASH</u>	642.00	642.00	0.00	0.0%
<u>123-0 · PREPAID EXPENSE</u>				
126-0 · BULK MAILING	0.00	492.65	-492.65	-100.0%
123-0 · PREPAID EXPENSE - Other	25,109.68	25,109.68	0.00	0.0%
Total 123-0 · PREPAID EXPENSE	25,109.68	25,602.33	-492.65	-1.92%
Total Other Current Assets	939,207.53	882,091.88	57,115.65	6.48%
Total Current Assets	1,953,715.59	1,865,130.91	88,584.68	4.75%
<u>Fixed Assets</u>				
<u>180-0 · FIXED ASSETS</u>				
180-1 · BUILDINGS & IMPROVEMENTS	7,796,571.17	8,100,495.17	-303,924.00	-3.75%
180-10 · A/D-BUILDING IMPROVEMENTS	-4,926,490.04	-4,926,490.04	0.00	0.0%
180-11 · A/D-LAND IMPROVEMENTS	-303,478.99	-303,478.99	0.00	0.0%
180-12 · A/D FURNITURE & EQUIPMENT	-618,148.21	-618,148.21	0.00	0.0%
180-13 · A/D COMPUTERS & RELATED EQUIPME	-408,883.13	-408,883.13	0.00	0.0%
180-2 · LAND IMPROVEMENTS	375,852.00	397,056.00	-21,204.00	-5.34%
180-3 · FURNITURE & FIXTURES	770,376.85	780,978.85	-10,602.00	-1.36%
180-4 · COMPUTERS & RELATED EQUIPMENT	459,457.14	477,127.14	-17,670.00	-3.7%
Total 180-0 · FIXED ASSETS	3,145,256.79	3,498,656.79	-353,400.00	-10.1%
Total Fixed Assets	3,145,256.79	3,498,656.79	-353,400.00	-10.1%
<u>TOTAL ASSETS</u>	5,098,972.38	5,363,787.70	-264,815.32	-4.94%
<u>LIABILITIES &amp; EQUITY</u>				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	28,377.96	28,060.00	317.96	1.13%
Other Current Liabilities	54,871.28	54,525.11	346.17	0.64%
Total Current Liabilities	83,249.24	82,585.11	664.13	0.8%
<u>Long Term Liabilities</u>				
280-0 · LONG TERM LIABILITY				
280-1 · NOTES PAYABLE CITY OF NEWPORT	35,000.00	43,750.00	-8,750.00	-20.0%
280-2 · COMPENSATED ABSENCES LIABILITY	202,993.78	202,993.78	0.00	0.0%
Total 280-0 · LONG TERM LIABILITY	237,993.78	246,743.78	-8,750.00	-3.55%
Total Long Term Liabilities	237,993.78	246,743.78	-8,750.00	-3.55%
Total Liabilities	321,243.02	329,328.89	-8,085.87	-2.46%

*Newport Public Library  
Balance Sheet Previous Year Comparison  
July & August 2017*

	Aug 31, 17	Aug 31, 16	\$ Change	% Change
<b>Equity</b>				
101-5 · PERMANENTLY RESTRICTED-TOWNSEND	-6.35	0.00	-6.35	-100.0%
1120-0 · RETAINED EARNINGS	-1,714,729.11	-1,444,355.98	-270,373.13	-18.72%
300-0 · GENERAL FUND EQUITY	409,287.89	409,287.89	0.00	0.0%
3000 · OPENING BALANCE EQUITY	6,061,814.05	6,061,814.05	0.00	0.0%
500-1 · GENERAL FUND BALANCE	32,029.09	32,029.09	0.00	0.0%
Net Income	-10,666.21	-24,316.24	13,650.03	56.14%
<b>Total Equity</b>	<b>4,777,729.36</b>	<b>5,034,458.81</b>	<b>-256,729.45</b>	<b>-5.1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,098,972.38</b>	<b>5,363,787.70</b>	<b>-264,815.32</b>	<b>-4.94%</b>



Statistics 2012-2016	July 2017	July 2016	July 2015	July 2014	July 2013
Library Circulation	20,359	18,982	20,241	18,909	20,309
Outreach Circulation	40	156	358	252	178
Library Attendance	17,134	20,991	22,572	23,811	15,094
Outreach Participants	8	33	32	26	16
Patrons Registered	12,511	12,518	13,633	13,144	13,331
Reference & Information Question	593	979	1,020	914	1,198
Computer Users	3,093	3,405	3,530	3,867	4,426
Total Inventory	134,224	141,675	141,622	155,336	158,899
Total Library Programs	108	115	75	57	48
Total Library Program Attendance	2,321	1,916	1,523	1,077	1,132
Web Page Visitors	9,958	9,167	10,610	11,219	11,663
Statistics 2012-2016	August 2017	August 2016	August 2015	August 2014	August 2013
Library Circulation	19,325	19,612	19,445	17,381	19,358
Outreach Circulation	57	66	289	194	147
Library Attendance	13,060	21,995	21,778	24,592	15,619
Outreach Participants	8	33	31	27	16
Patrons Registered	12,639	12,652	13,094	13,267	13,440
Reference & Information Question	1,309	1,029	942	962	1,157
Computer Users	3,002	3,673	3,314	3,663	4,202
Total Inventory	134,393	141,263	140,672	155,192	159,717
Total Library Programs	70	50	36	40	33
Total Library Program Attendance	2,035	1,087	998	1,148	1,357
Web Page Visitors	10,317	9,970	10,137	10,730	11,228