

Great Neck Library
Finance Committee
Wednesday, February 12, 2020, 7:00pm
Main Library

Board of Directors:

Rebecca Miller, Chairperson (RM)
Weihua Yan (WY)
Josie Pizer (JP)
Chelsea Sassouni (CS)

Library Professionals:

Steven Kashkin (SK)
Tracy Van Dyne (TV) absent with notice

Call to Order

The meeting of the Great Neck Library's Finance Committee was called to order by RM on Wednesday, February 12th at 7:10pm at the Main Library.

Review of Action Items

RM asked for the action items from January to be reviewed.

Steven Kashkin

1. Update Financial Reports to reflect Fiscal Year of 2019/2020 prior to BoT meeting. **DONE. This was completed updated prior to January 22nd BoT meeting.**
2. Evaluate status of unspent monies from full time salaries line item. **DONE. See attached spreadsheet.**
3. Reclass the purchase of Station's cash register to Furniture and Equipment. **DONE. This has been completed as part of the January 2020 financial statements.**

Tracy Van Dyne

1. Coordinate a meeting for SK and WY to go over financial reports. **DONE. SK reported that the meeting was held on February 7th.**

Business Managers Report

SK presented the Business Manager's Report to the committee and reviewed:

- Overtime & On-Call - SK shared that on-call hours and overtime are lower than what they were the same time last year.
- Payroll Changes - SK noted that January was a three-payroll month.
- Alarm Reports – SK reported that one alarm went off in Parkville and it was aborted. There were no alarms at Main, Station and Lakeville.
- Collection Agency Reports – SK went over the collection reports.

Financial Reports

The reports were reviewed and SK answered the committee's questions.

Fund Balances

SK reviewed the open encumbrances and Fund Balances with the committee.

Warrant

SK went over the warrant with the committee.

New Business

Budget Items Discussion

SK recommended reclassing Registration Fees and Fines away from E-Commerce to the specific line item they belong to. Doing so will provide an accurate read on what the fines and registration fees are. The committee concurred to applying this for the next budget year.

SK asked if the open Director position should be added for the full year on the upcoming budget. The committee responded that it should be.

SK recommended moving monies that are spent on children's programs held at the branches from the Children's Programming budget line to the appropriate Branch budget line on the report. The committee agreed with the change and asked SK to create separate line items for Adult and Children's programs at the branches for the next budget year.

NLS membership

RM updated the committee on the library's current status with Nassau Library System (NLS). She stated that the library is not a member in good standing with NLS, meaning that we are not paying member library support. The committee reviewed a document prepared by TV with a summary of the costs and savings involved with rejoining NLS.

The current amount to join is \$56,461. This calculation is based on a formula created by NLS which includes population, materials expenditures, cardholders and net circulation. Per staff research, rejoining NLS would result in a savings of \$39,143 on databases (with an increase in databases), \$4,911 through RB Digital (e-magazines), and \$74,304.93 on OverDrive (also tripling our number of titles). It was also noted that rejoining NLS would decrease the library van maintenance expenses since it will not be accumulating as much mileage.

RM recommended inviting the NLS Executive Director to the next Finance or Board meeting to speak on the details of NLS membership.

Meeting adjourned at 7:50 pm.

Submitted by Gina Chase

Great Neck Library
Finance Committee
Wednesday, February 12, 2020, 7:30pm
Main Library
Action Items

Steven Kashkin

1. Reclass Registration Fees and Fines away from E-Commerce to specific line item they belong to.
2. Include open Director position for the full year on upcoming budget.
3. Create separate line items for Adult and Children programs at the branches (for next budget year).

Tracy Van Dyne

1. Invite NLS Director to the next Finance or Board meeting.