

## LaGrange Library Board Committee Reports January 2022

**Long Range Planning:**

Did not meet in the past month. They are still working on a response to the community for the last survey and there were some e-mail discussion regarding the content of the next survey. A meeting will most likely be held in February to discuss this further.

**Building:** Nothing to report

**The Bylaws/Policy:** Nothing to report

**Finance:** Met on 1/20/22

The Committee members talked about the renaming of the “Treasurer’s Report” on monthly Board agenda to “Monthly Financial Reports” to more accurately reflect where the information is coming from. These reports are generated by the bookkeeper, not the treasurer.

We also discussed answers to questions that were posed to the accountant regarding entries on the annual Form 990, depreciation calculations and handling, including how it relates to the capitalization of expenses in the operating budget.

General Fund Contribution to Capital Fund:

We discussed the concept of establishing a fund balance reserve to meet cash flow needs in the event of delayed revenues from the Town. We feel that 2 months’ worth of expenses is a reasonable amount to hold in reserve, which equates to \$120,000 and will present this as a discussion item with the full Board. If agreed, we will establish a separate bank account to keep these funds easily identifiable.

We also discussed in which bank accounts certain revenue streams were being held, specifically the proceeds from the Construction Grant and the Learn, Play, Create Grant. The Construction Grant funds need to be allocated to the capital project account. The Learn, Play, Create Grant funds are currently in the operating fund checking account. The Board will need to approve a budget amendment to add these funds to the 2022 budget so they may be spent on the items approved for purchase under the terms of the grant.

We analyzed the totality of the funding in the operating bank accounts, we determined the following:

Operating Funds as of 12/31/21	
Checking – Tompkins Mahopac	\$47,584.02
Money Market – Tompkins Mahopac	\$225,117.71
Total Operating Funds:	\$272,701.73
Set Aside for Fund Balance Reserve	(\$120,000.00)
Set Aside for Learn, Play, Create Grant	(\$50,000.00)

Total Set Aside	(\$170,000.00)
Recommendation for Transfer to Capital Project	\$102,000.00
Balance	\$701.73

As indicated in the table above, we recommend the transfer of \$102,000 from the operating fund to the capital fund, bringing the total in the capital fund to \$329,191.72. With this amount available toward the next phase of the capital project, we recommend that the Building Committee reach out to the architects to ascertain their availability and a possible fee proposal for their services.

**Additional Items:**

Dan is going to look into a few items regarding the handling of the capital accounts. He is going to look into the process for liquidating the small amount of stock holdings we currently have from IBM and Kyndryl. He is also going to look into the feasibility of using the Vanguard capital account as a direct payment source when capital expenses start to flow. This would eliminate the need to pay expenses from the operating fund and then transfer in funds from the capital account to cover them.

We also discussed options that Mary provided regarding CPA firms to produce audited financial statements for the library. Mary researched with other local libraries and found that many contract for these services annually, but the price for the services is higher than anticipated. Mary is going to attempt to secure quotes from two more recommended agencies for comparison purposes.

**Personnel:** Nothing to report

**Board Development:**

We did not meet but have been emailing to determine the best way to share committee responsibilities across the board given Linda’s resignation and Lucy stepping down as secretary. I will be sending an email to the board prior to the meeting with proposed suggestions to be discussed at the meeting.

**Fundraising:**

Met online 1/19/22 to plan the donor event. Invitations will be mailed out the week of 2/7. We could use more people signing up to bring food.

**Capital Campaign:** Nothing to report

**Friends:** Nothing to report