

STRATFORD LIBRARY ASSOCIATION
AGENDA
September 17, 2015

1. Call to Order
2. President's Report
3. Secretary's Report
 - A. Approval of Minutes
 - B. Correspondence
4. Treasurer's Report
5. Director's Report
6. Assistant Director's Report
7. Youth Liaison Report
8. Board of Education Liaison Report
9. Committee Reports
 - A. Development
 - B. Gala
 - C. Finance
 - D. Book
 - E. Building & Grounds
 - F. Administrative Review
 - G. Grievance/Negotiations
 - H. Trustee
 - I. Endowment
 - J. New Member
 - K. Scholarship
10. Old Business
11. New Business
12. Adjournment

ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE ADA COORDINATOR, SUSAN PAWLUK AT 385-4020 OR 385-4022 (TDD) 5 DAYS BEFORE THE MEETING, IF POSSIBLE.

STRATFORD LIBRARY ASSOCIATION
JULY 16, 2015

The Stratford Library Association Board of Trustees meeting was called to order by Board President Judy Hampel at 7:06 p.m.

Members Present:

Meg Bachtel	Constantine Chagares
Maria Ferrera	Tory Florek
Karla Glad	Shelley Hall
Tom Hall	Judith Hampel
Doreen Jaekle	Joseph Janucik
Deb Perman	Robyn Proto
Cynthia Smith	Robert Smith

Members Absent:

Judith Crudo, exc.	Susan Fennell, exc.
Edvena Jackson, exc.	Joel Pleban, exc.
Barb Poisson, exc.	

Also attending: Barbara Blosveren, Director, Heather Silverman, Administrative Assistant and Colin Townsend, Youth Liaison.

PRESIDENT'S REPORT:

Mrs. Hampel invited Ms. Bachtel to speak about the 2 scholarship winners who were in attendance at tonight's meeting. The committee was able to narrow it down to the 2 best applicants. Both wrote outstanding essays and had many hours of volunteer involvement at SLA. Mrs. Perman introduced Ayanna Staton. Ayanna will attend St. John's University and study computer science. She hopes this choice will lead to a career working with children. Ms. Sheahan introduced Lauren Goodrich. Lauren will attend the University of New Hampshire and study communications or business. Lauren is a true volunteer at heart and spoke in support of the library at Town Council hearings a few years ago. We are pleased to present these 2 accomplished young women with the scholarships this year. The meeting was suspended at 7:15 p.m. to enjoy a reception to honor the scholarship recipients. The meeting resumed at 7:36 p.m.

APPROVAL OF MINUTES:

Mrs. Glad motioned to approve the minutes, seconded by Ms. Bachtel and approved unanimously.

SECRETARY'S REPORT:

Mrs. Hall read a thank you letter to the Board from Ayanna Staton for the scholarship.

TREASURER'S REPORT:

Ms. Ferrera reported that the Town Operating expenses have been in line with normal spending. July 1 began the new fiscal year. The Board account reflects the payment of salaries from the Town and the expenditure of the salaries. After reviewing both the Town and Board reports for June, Mr. Chagares motioned for approval, seconded by Mr. Hall and approved unanimously.

DIRECTOR'S REPORT:

Mrs. Blossveren presented the annual report on behalf of herself and Ms. Szymanski. The annual report summarizes the whole year at the Library. The Board welcomed Edvena Jackson and said good bye to Norman Aldrich, who resigned in June. The Library has undertaken a marketing/branding project. A new logo has been selected and will be rolled out in the Fall. The Library's three major fundraisers raised approximately \$43,000 to help support our book and materials budget. Mrs. Blossveren expressed her appreciation and recognition for the programming offered at the Library. The Children's Summer Reading program has been exceptional. Last summer, more than 1,000 children read 19,000 books. Library Teen volunteers are crucial to the success of this program. Nearly 100 teens were recognized for 4,210 hours of volunteer service. SLA played an instrumental role in partnering with Sister Cities and welcomed visitors from UK and Canada. Library tours were conducted and our international guests were able to check their email, contact family, and check out materials. The Library has been awarded Capital Improvement funding for the ceilings, ductwork and lighting 1981 section. SLA has obtained some new technology including Mobile Circ, Event Keeper, eprint from home's capability and a 3D printer. Library staff continues to be involved with many community organizations including Stratford Chamber of Commerce, Rotary, Stratford Community Organizations Council, CARE, School Readiness, Baldwin Center, Stratford Public Schools, South End Community Center, Stratford Recreation and Atria, to name a few. The transition was made for the Library's payroll from Town of Stratford to ADP. A considerable amount of time was devoted to this project. A two year union contract was finalized. Health insurance was reviewed and two plans are now being offered. Staff attended numerous webinars and workshops on various staff development topics. Mrs. Blossveren thanked the Board for their continued support of staff development and the library.

ASSISTANT DIRECTOR'S REPORT

The Annual report given by Mrs. Blossveren included Ms. Szymanski's report.

YOUTH LIAISON REPORT:

Mr. Townsend reported that Teen Tuesdays kicked off with an Open Mic night on July 7th. 22 teens sang, read poetry and did standup comedy. July 9th was Food Fun Night. A representative from Big Y gave a presentation on healthy eating and the teens made frozen ice pops. 20 teens attended. On July 14th, Get Connected was held. Teens brought apps to share, played board games and listened to music. Over 120 teens have signed up for Summer Reading so far. This is the biggest number to date! This year, the grand prize winner will receive an iPad mini.

BOARD OF EDUCATION LIAISON REPORT:

Mrs. Florek reported that school is not in session, but Summer Reading is going full throttle. The schools appreciate the support offered from the Library.

COMMITTEE REPORTS:

DEVELOPMENT COMMITTEE:

No report.

GALA COMMITTEE:

Mrs. Proto reported that 142 attended this year's Gala and if all of the sponsor money is received the profit will be \$12,162. Changing the venue helped the profit. Next year's gala will be held on Saturday, April 16th at Oronoque Country Club.

FINANCE COMMITTEE:

No report.

BOOK COMMITTEE:

No report.

BUILDING AND GROUNDS:

Mr. Smith reported that the committee met with Mrs. Blossveren and Ms. Szymanski in December to review building projects and Capital Improvement Project requests. The exterior and interior of the Lovell Room is completed. The end result is beautiful. The Library worked with Geddis Architects and Public Works to complete the specs for the HVAC/Ceiling/Ductwork/Lighting CIP, which will begin in September. Other projects around the library included: landscaping, replacement of hand dryers in the public restrooms, repair of a sewage line leak, additional outlets in the Teen area, replacement of the book drop, additional fire detectors, a new security keypad, replacement of security cameras, replacement of two metal doors and replacement of both sets of sliding doors leading out to Main Street.

ADMINISTRATIVE REVIEW:

Mrs. Jaekle reported that the committee met with the Library Director this month and that the Board would be going into Executive Session to discuss the Director's compensation for the coming year.

GRIEVANCE/NEGOTIATIONS:

No report.

TRUSTEE REPORT:

Mrs. Proto reported that the Trustees met in June and elected Mr. Robert Smith to fill the Life Member vacancy. Congratulations was extended to Mr. Smith. Mr. Chagares reported that Mrs. Robyn Proto is now the President of the Life Members. The committee met with the financial advisors and are pleased with the performance so far this year.

ENDOWMENT:

No report.

NEW MEMBER COMMITTEE:

Ms. Ferrera reported that there are 2 openings for Town Appointed members. Mr. Robert Smith was made a Life Member and Mr. Norman Aldrich submitted his resignation from the Library Board.

SCHOLARSHIP COMMITTEE:

Ms. Bachtel reported that the committee changed the scholarship requirements this year. They made it more library focused. Mr. Janucik reported that he spent hours reading all of the applications and would like to be able to give scholarships to 4 applicants. It was suggested that we could hold a fundraiser to go specifically to the scholarship fund.

OLD BUSINESS:

No old business.

NEW BUSINESS:

Mrs. Blossveren would like Board approval to first purchase items with our new logo to sell to patrons and second to purchase library materials and for the ñ launchö on Sunday, October 4th. She is requesting \$3,500.00 to cover these costs. Mrs. Proto requested that the Board view both the amount spent on items purchased for fundraising and the funding for other library expenditures. Ms. Ferrera made a motion to accept this request, seconded by Mr. Janucik and approved unanimously.

The Board went into Executive session at 8:35 p.m. and resumed the meeting at 8:40 p.m.

There being no further business, a motion was made by Mr. Chagares to adjourn at 8:43 p.m., seconded by Mr. Janucik and approved unanimously. The Board will meet next on September 17, 2015 in the Lovell Room.

Respectfully Submitted,

Shelley Hall
Secretary

ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE ADA COORDINATOR, SUSAN PAWLUK AT 385-4020 OR 385-4022 (TDD) 5 DAYS BEFORE THE MEETING, IF POSSIBLE.

Director's Report
Stratford Library Association
September 17, 2015

Library Highlights

- **Summer Reading** was a huge success in all 3 departments. Adult Services had 119 registrants and 861 books read. 168 teens read 466 titles and more than 900 children read more than 17,000 books!!
- **The Harkins Heroes Summer Reading Party** was held at the Baldwin Center on August 12 and drew 582 attendees!! Children who read 8 or more books received certificates from the Mayor, goodie bags, t-shirts and ice cream. Special thanks to all the SLA staff and teen volunteers who helped at the event.
- **A Storybooks Characters** party was held for the Read-to Me participants (preschool summer reading program) and drew 215 children and parents. Staff dressed up as books characters and did a variety of activities with children.
Over 70 teens and adults attended the **Grand Finale of the Teen Get Connected Summer Reading Program**. Performances by teens in music, poetry, dance and comedy highlighted the evening. A YouTube Video Contest for teens is being promoted and will begin September 19th.
- **Reader's Theatre Showcase** included an excellent series of three new plays, "Gideon's Knot", "Now or Later" and "Becoming Dr. Ruth", which have played recently either on or off-Broadway.
- **Monday Matinees:** "American Sniper", "Birdman", and "Into the Woods" provided a trio of Oscar nominees/winners concluding our summer series. Over 50 patrons attended each film.
- **Hudson Shakespeare Company** The New Jersey troupe finished their 3-play season with a "lost" play of Shakespeare's as well as the more familiar "Verona" which attracted 87 people on a beautiful August afternoon.
- **Frank Porto Band** Great standards were played with gusto by this 7-piece area band which delighted the packed house of music lovers.
- Adult Services librarians Beth Grimes and Lauren Gledhill ran the popular **Kitchen Hacks** 3-part programming series in August with a total of 56 attendees. The series included Cheesemaking, Healthy Swaps, and Pizza Night. The programming will resume in January as a once-a-month program due to high demand.
- Adult Services staff continued teaching beginner computer classes using the curriculum of OASIS Connections Technology. 11 students attended 5 classes. Instructors include Chris Bacchiocchi, Jim Duffy, Lauren Gledhill, Beth Grimes and Katie McFadden.
- Adult Services completed the 7-week #SLAInstaChallenge. The Library added 100+ new Instagram followers.
- Four Lifelong Learners fall programs are scheduled to begin in September. Programs include: "The Secret FBI", "History of the Merritt Parkway", "From Hula Hoops to High Fashion: G. Fox in the 1950s" and "Holiday Concert with the Baldwin Chamber Players."
- Youth Review Board, Creative Writing Workshop, Anime Club and No Boundaries all met in the summer.
- Summer Teen programs include Teen Tuesdays, Get Connected and Movie Night. All were popular and well attended.
- Regular Children's Programs included Crazy 8s Bedtime Math, Aspiring & Tween Authors, Read to Siena and Drago, Spring Crafts, Bookmarks with Sally V. and Library Lego Club.
- Toddlers, Preschool Storytime, Baby Lapsit and Friday Fun programs drew 497 attendees in July!

- Special events included Painting to Music, Science Snoopers, Musical Mad Libs, Cool Apps for Kids, Modern Dance with Miss Lorraine, Mindful Music, Board Games, Country Quilt Llama Farm, Hartford Symphony Orchestra, Petting Zoo, Book Tasting, Masked Costume Ball, Art with Sally Head, Sharpie Tie Dyes, Book Café, Read & Roll, Peter & the Wolf Story Craft, Pajama Music, Picnic with the Bells, Blockbuster Movie Event, Umbrella Fun and Water Games.
- Displays included Funny Men/Women, Musician-Turned-Thespian, Christmas in August, Pasta Recipes, I Crafternoons, Orange You Glad It's Summer, Cooking with Spices, Summer Grilling Stories at the World's Fair, Farm to Table, National Ice Cream Month, Take a Bite Out of Reading, The Beat Generation, How to be Successful, Feminism, Deadly Titles, Quick Picks, What's New, Football Sports Titles, SRP Books, Summer Readers Rock, Vote for Your Favorite Song, Summer Reading Prize Drawing sets, Rock Star Wall of Fame, Piano Music Cut Outs, 2016 Nutmeg Nominees and Birthday Bulletin Board.
- The 2015-2016 Associates Mailing campaign is being worked on by the STRIVE students and is scheduled to be mailed by the end of September.
- Much time was spent in the Children's Department planning the move to the Lovell Room, including contacting the schools, and physically moving many items. Special thanks to Sheri Szymanski, children's department staff, Don Marsala, Technical Services Department for changing collection codes and, of course, Rich and Pat.

School Support

- Children's Librarians helped patrons find books on summer reading lists for the Stratford schools as well as for the Governors Summer Reading Challenge.
- Teen volunteers played Math Games with kids.

Social Media/Publicity:

Social media posts included: *List of Fun Literary Places to Visit*, *Happy Fourth*, *#SLAInstaChallenge*, *Teen Tuesdays: Open Mic Night*, *Literary uns*, *Sign up for Summer Reading*, *How to Get Kids Reading More*, *Teen Tuesdays: Movie Night*, *Go Set a Watchman Sneak Peek*, *Monday Matinees*, *Hilarious Books*, *Teen Tuesdays: Get Connected*, *Hudson Theatre Company performs: Arden of Faversham*, *Refreshments in the Lobby*, *Use Overdrive anytime/anyplace during SLA's construction*, *Teen Services Finale*, *Summer Reading Crunch Mode? We have books*, *Fantasy series booklist*, *Teen YouTube Contest*, *Kitchen Hacks: Healthy Swaps*, *Read to Me Storybook Party*, *Monday Matinee: Into the Woods*, *Last #SLA Challenge*, *Ladies of Circ sharing their #booksofthesummer* and *Teen Movie Night: The Outsiders*.

Cooperative Programs with Community Agencies/Businesses

- Susan Lohr and Ann Stockman visited Atria on July 16th and interacted with 10 people. They brought a variety of large and regular print books in both fiction and nonfiction.
- Susan Lohr attended the Sterling House "Books Worth Discussing" group on July 6th and was able to promote Library programs.
- The Career Coach visited the library on July 27th and August 31st. 16 people used the service for resume and job search assistance.
- Marge Jones, Dara Cates and Tess Beck visited the Farmer's Market on August 17th. They promoted the library and Tess Beck did face painting.
- uCreate Space was featured in the Stratford Community Calendar. We will begin giving 3D printer demonstrations soon.

- Martha Simpson, Sheri Szymanski, and Barbara Blossveren met with Susan Schmidt, PK - 6 Literacy Coordinator, Stratford Public Schools, Jennifer Blake, Reading Teacher, Wilcoxson, Stratford Public Schools and Amy Wiltsie and Carlos Soto to discuss plans for a cooperative program between the schools, library and the Victoria Soto Foundation.
- Barbara Blossveren met with Patty Schulte and Nancy Meszaros to discuss Sikorsky Credit Union providing library envelopes for Stratford library cards as part of the library marketing launch.
- Sheri Szymanski and Barbara Blossveren attended the dedication of the Victoria Soto School.

Graustein Grant

- Science Snoopers, County Quilt Llama Farm, Hartford Symphony Orchestra Petting Zoo and the Summer Reading Program entertainer were all sponsored by the Graustein Grant.
- Five Welcome Baby packets were given to patrons with newborns.

Gifts

- The Pieper Endowment sponsored the Book Tasting, the Masked Costume Ball and Read to Me party.

Staff and Professional Development

- A Staff Marketing Committee meeting was held on July 21st. Plans for the unveiling of the new logo were discussed. The committee includes Beth Grimes, Jim Duffy, Tom Holehan, Teresa Neville, Charity Garcia, Barbara Blossveren and Sheri Szymanski. The October 4th logo launch day was planned. Items were ordered, including library tote bags and signage.
- Beth Grimes and Caitlin Augusta attended Romance Writers on America: Librarians Day in New York City on July 22nd.
- Marge Jones, Mary Branch and Dara Cates began processing interlibrary loan requests using a combination of OCLC, email and paper files.
- An information session on AtoZ Databases was held on July 30th. Many staff attended to learn about new features and data available for residential and business searches.
- Chris Bacchiochi received training in the Circulation Department from Charity Garcia.
- Caitlin Augusta taught a class about book trailers at the Middletown Service Center.
- Sarah Mellinger and Beth Rogers-Ho are working on an application for a Curiosity Creates grant from ALA Library Services to Children Association.
- Barbara Blossveren and Sheri Szymanski attended a Fairfield Libraries Administrators Group programming committee meeting at SLA. Sheri is currently President of FLAG.
- Barbara Blossveren served on an interviewing panel to hire library candidates for the City of Shelton.

Patron Compliment(s):

- *ōI truly love this library! This month I enjoyed a free cheese making class with my husband, took the girl I babysit for to a moving screening of "Into the Woods" and I just got a notice they that bough SEVEN ebooks I recommended! Thanks for an awesome August!"*
- *You guys aren't just great- your're extraordinary. Thank you so much, you really saved my life."* A patron was trying for weeks to fix a mistake she had made on a form she filled out and mailed to Dept of Social Services. Her calls to the department proved

- unsuccessful, so we were her *ōlast hope.*” We called the Department, explained the situation to a rep, and together, were able to have Social Services change the mistake!
- *Beth and Lauren are great! You play off each other really well- no one should split you up- you’re like Batman and Robin---* ***An attendee at Kitchen Hacks***

Save the date: Saturday September 19th ---Digital Bookmobile National Tour Visit to Stratford Library
Special thanks to the Library Board for sponsoring the day!

Submitted by Barbara Blosveren

ASSISTANT DIRECTOR'S REPORT TO THE
BOARD OF TRUSTEES
STRATFORD LIBRARY ASSOCIATION
September 17, 2015

FACILITIES & SERVICE HIGHLIGHTS

- Use of OverDrive Digital services continues to grow, with 3,287 items borrowed in July and August a 36% increase in activity over last summer. Diane Kurtz is coordinating a visit from the OverDrive Digital Bookmobile (an 18 wheeler truck, actually) on Saturday, September 19th. The bookmobile will be open for tours, hands-on experiences and storytimes led by Children's Librarian, Sarah Mellinger. Library staff will be on hand to register patrons for library cards, create buttons/badges and assist new OverDrive users.
- Patron use of the Library's premium web services (AKA databases) increased 43% over this month last year, due to heavy use of the Freegal Music, Tumblebooks, JobNow and Lynda.com.
- Attendance at Library programs during July and August was slightly higher (1%) than last summer, with increased attendance programs for all ages this summer.
- As soon as summer programs ended in August, our team of Children's Librarians turned their efforts toward cleaning up and packing up in preparation for the HVAC, ductwork, drop ceiling and lighting construction project scheduled to begin on September 8th. Surplus craft supplies were purged, storage areas and offices were packed up and library materials were moved to temporary quarters in the Lovell Room. Diane Kurtz and Patti Murolo are part of a herculean effort to identify materials that will be available in the Lovell Room and the Lobby during the 6-8 week Children's Department closure. Don Marsala moved computer equipment, and Rich Pfeifer and Pat Hannon were involved in final preparations and furniture moving. The Children's Department will be open on a limited schedule in the Lovell Room during construction.
- Plans are underway to launch the Library's new brand/logo. The staff team involved in the project have selected promotional materials and are planning a program to celebrate with the public on Sunday, October 4th. Graphic Artist, Marck Estemil, of ME Creative Agency will be recognized, pianist David Childs will be providing music in the Lobby and we will be serving cake. Jim Duffy has been busy preparing orders for a variety of items, including banners, tablecloths, book bags, and more. He has also updated letterhead and business cards, and will update the Library website and our online presence as October approaches
- Landscaping improvements were completed, with the realignment of the brick sidewalk alongside Pistey's parking lot and the replacement of the perennial plantings in that area. With the unusually dry weather in July and August, Rich Pfeifer and Pat Hannon provided regular watering!
- Signage in front of the Library on Main Street was updated in August, with new 2 hour parking signs installed along with new signs directing patrons to park in the lot behind the library. Public Works also installed a new handicapped parking sign adjacent to the Lovell Room.

NETWORK & AUTOMATION SERVICES

- In July, the Library launched Flipster, a premium web service, by initially offering online access to 12 current magazine subscriptions with access to 2014-15 back issues. Patrons can browse current issues of *People*, *O: the Oprah Magazine*, *Good Housekeeping*, *Sports Illustrated*, *Entertainment Weekly*, *Cosmopolitan*, *Cooking Light*, *Food Network Magazine*, *HGTV Magazine*, *InStyle*, *Men's Health* and *Real Simple*. With minimal promotion, patrons viewed 256 magazines in July and August.
- The Career Center has moved to an alcove adjacent to the elevator and the Reference Desk. Many thanks to Katie McFadden, Kristy Ryan, and Don Marsala for moving materials and equipment; also thanks to Rich Pfeifer and Pat Hannon for removing shelving, moving the microfiche files and painting the alcove. Staff have found the new location much easier to monitor and are closer for patrons in need of assistance.
- The uCreate space has been painted (thank you Pat Hannon). Both the scanning equipment and the VCR-DVD conversion equipment are available for staff and patrons in the space, which still houses page magnifier for the visually impaired. Staff continue to test and troubleshoot the 3D printing and scanning equipment, with publicity and programming launching in the Fall.
- Teen Summer volunteers have been using the uCreate space scanning equipment to digitize 20 years of Children's Department scrapbooks and archival materials, creating a digital archive and clearing scrapbooks out of storage. The Teen volunteers also tested the step-by-step procedures Diane Kurtz created for patrons using the scanner.
- Diane Kurtz and I updated the Stratford Library Technology Plan for 2015-18. It will be presented to the Board for review at the September Board meeting.

Respectfully Submitted
Sheri Szymanski

STRATFORD LIBRARY ASSOCIATION
July 31, 2015

	DESCRIPTION	1516 BUDGET	1516 MTD ACTIVITY	1516 YTD ACTIVITY	1516 BALANCE
06-356-6002	ANTICIPATED PAYROLL	\$0	\$138,140	138,140	(\$138,140)
06-356-6003	PAYROLL	\$1,832,458	\$112,767	112,767	\$1,719,691
06-356-6051	PENSION	\$101,338	\$6,753	6,753	\$94,585
06-356-6052	SOCIAL SECURITY	\$140,183	\$8,128	8,128	\$132,055
06-356-6053	HEALTH INSURANCE	\$569,816	\$88,285	88,285	\$481,531
Subtotal Personnel		\$2,643,795	\$354,074	354,074	\$2,289,721
Percentage spent			13.39%	0.13	
06-356-6506	BOOKS	\$47,000	\$2,395	2,395	\$44,605
06-356-6507	PERIODICALS	\$12,000	\$0	0	\$12,000
06-356-6508	MEDIA	\$12,000	\$275	275	\$11,725
06-356-6512	ELECTRONIC SUBSCRPTS	\$21,000	\$5,508	5,508	\$15,493
Subtotal Materials		\$92,000	\$8,177	8,177.16	\$83,823
Percentage spent			8.89%	0.09	
06-356-6102	OFFICE SUPPLIES	\$13,923	\$243	243	\$13,680
06-356-6503	PRINTING/BINDING	\$2,160	\$98	98	\$2,062
06-356-6322	POSTAGE	\$5,500	\$0	0	\$5,500
Subtotal Supplies		\$21,583	\$341	341.19	\$21,242
Percentage spent			1.58%	0.02	
06-356-6501	INSURANCES	\$45,128	\$29,364	29,364	\$15,764
06-356-6302	CONTRACT MAINTENANCE	\$53,414	\$8,600	8,600	\$44,814
06-356-6375	UTILITIES	\$97,000	\$2,268	2,268	\$94,732
06-356-6201	BLDG SUPPLIES	\$7,000	\$426	426	\$6,574
06-356-6514	BLDG EQUIPMENT	\$5,000	\$0	0	\$5,000
06-356-6303	BLDG MAINTENANCE	\$10,000	\$0	0	\$10,000
Subtotal Facilities		\$217,542	\$40,658	40,658	\$176,884
Percentage spent			18.69%	0.19	
06-356-6522	PROGRAMS				
06-356-6522-0	PROGRAMS-Adult	\$2,500	\$250	250	\$2,250
06-356-6522-1	PROGRAMS-Teen	\$1,500	\$0	0	\$1,500
06-356-6522-2	PROGRAMS-Children	\$1,500	\$49	49	\$1,451
06-356-6061	EDUCATION	\$2,600	\$0	0	\$2,600
06-356-6342	PROF DEVELOP.& TRAVEL	\$1,000	\$0	0	\$1,000
06-356-6399	PROF. FEES	\$18,740	\$974	974	\$17,766
06-356-6457	BIBLIOGRAPHIC UTILITIES	\$6,300	\$0	0	\$6,300
06-356-6467	AUTOMATED SERVICES	\$33,958	\$24,383	24,383	\$9,575
06-356-6689	CONTINGENCY	\$1,000	\$0	0	\$1,000
Subtotal Services		\$69,098	\$25,656	25,656	\$43,442
Percentage spent			37.13%	0.37	
Total Expenses		\$3,044,018	\$428,906	428,906.47	\$2,615,112
Percentage spent			14%	14%	
Revenues					
06-356-4618	HEALTH REIMBURSEMENT	(\$8,450.00)	(\$786)	(\$786)	(\$7,664)
06-356-4649	MISCELLANEOUS REVENUE	(\$1,000.00)			(\$1,000)
Total Revenues		(\$9,450)	(\$786)	(\$786)	(\$8,664)
Percentage received					
TOTAL EXPENSES		\$3,044,018	\$428,906	\$428,906	\$2,615,112
TOTAL REVENUES		(\$9,450)	(\$786)	(\$786)	(\$8,664)

STRATFORD LIBRARY ASSOCIATION

Board Accounts

July 2015

	<u>Jul 15</u>	<u>Jul 15</u>
Ordinary Income/Expense		
Income		
Earned Income	3,851.62	3,851.62
Fundraising	746.56	746.56
Gifts	500.00	500.00
4335 · Other Income	134.82	134.82
4340 · Trust Gifts	30,000.00	30,000.00
4400 · Town Operating Grant	279,026.45	279,026.45
Total Income	<u>314,259.45</u>	<u>314,259.45</u>
Gross Profit	314,259.45	314,259.45
Expense		
Materials/Processing	3,674.30	3,674.30
Programs	566.35	566.35
Salaries and Related Payments	127,648.40	127,648.40
5050 · Town Operating Grant exp	0.00	0.00
6040 · Collection Agency Fees	358.00	358.00
6360 · Other Expenses	7,139.33	7,139.33
Total Expense	<u>139,386.38</u>	<u>139,386.38</u>
Net Ordinary Income	<u>174,873.07</u>	<u>174,873.07</u>
Net Income	<u><u>174,873.07</u></u>	<u><u>174,873.07</u></u>

STRATFORD LIBRARY ASSOCIATION
Profit & Loss by Class
 July 2015

	<u>Town Operating Funds</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Earned Income	0.00	3,851.62	3,851.62
Fundraising	0.00	746.56	746.56
Gifts	0.00	500.00	500.00
4335 · Other Income	0.00	134.82	134.82
4340 · Trust Gifts	0.00	30,000.00	30,000.00
4400 · Town Operating Grant	279,026.45	0.00	279,026.45
Total Income	<u>279,026.45</u>	<u>35,233.00</u>	<u>314,259.45</u>
Gross Profit	279,026.45	35,233.00	314,259.45
Expense			
Materials/Processing	0.00	3,674.30	3,674.30
Programs	0.00	566.35	566.35
Salaries and Related Payments	127,648.40	0.00	127,648.40
5050 · Town Operating Grant exp	0.00	0.00	0.00
6040 · Collection Agency Fees	0.00	358.00	358.00
6360 · Other Expenses	0.00	7,139.33	7,139.33
Total Expense	<u>127,648.40</u>	<u>11,737.98</u>	<u>139,386.38</u>
Net Ordinary Income	<u>151,378.05</u>	<u>23,495.02</u>	<u>174,873.07</u>
Net Income	<u><u>151,378.05</u></u>	<u><u>23,495.02</u></u>	<u><u>174,873.07</u></u>

**STRATFORD LIBRARY ASSOCIATION
TOWN OPERATING EXPENSES
August 29, 2015**

	DESCRIPTION	1516 BUDGET	1516 MTD ACTIVITY	1516 YTD ACTIVITY	1516 BALANCE
06-356-6002	ANTICIPATED PAYROLL	\$0	(\$8,376)	129,764	(\$129,764)
06-356-6003	PAYROLL	\$1,832,458	\$135,687	248,454	\$1,584,004
06-356-6051	PENSION	\$101,338	\$7,652	14,405	\$86,933
06-356-6052	SOCIAL SECURITY	\$140,183	\$9,882	18,010	\$122,173
06-356-6053	HEALTH INSURANCE	\$569,816	\$37,868	126,153	\$443,663
Subtotal Personnel		\$2,643,795	\$182,713	536,786	\$2,107,009
Percentage spent			6.91%	0.20	
06-356-6506	BOOKS	\$47,000	\$7,029	9,424	\$37,576
06-356-6507	PERIODICALS	\$12,000	\$832	832	\$11,168
06-356-6508	MEDIA	\$12,000	\$1,216	1,491	\$10,509
06-356-6512	ELECTRONIC SUBSCRPTS	\$21,000	\$10,300	15,808	\$5,193
Subtotal Materials		\$92,000	\$19,377	27,554.12	\$64,446
Percentage spent			21.06%	0.30	
06-356-6102	OFFICE SUPPLIES	\$13,923	\$1,160	1,403	\$12,520
06-356-6503	PRINTING/BINDING	\$2,160	\$125	223	\$1,937
06-356-6322	POSTAGE	\$5,500	\$0	0	\$5,500
Subtotal Supplies		\$21,583	\$1,285	1,626.32	\$19,957
Percentage spent			5.95%	0.08	
06-356-6501	INSURANCES	\$45,128	\$0	29,364	\$15,764
06-356-6302	CONTRACT MAINTENANCE	\$53,414	\$860	9,460	\$43,954
06-356-6375	UTILITIES	\$97,000	\$7,200	9,468	\$87,532
06-356-6201	BLDG SUPPLIES	\$7,000	\$609	1,035	\$5,965
06-356-6514	BLDG EQUIPMENT	\$5,000	\$0	0	\$5,000
06-356-6303	BLDG MAINTENANCE	\$10,000	\$0	0	\$10,000
Subtotal Facilities		\$217,542	\$8,669	49,328	\$168,214
Percentage spent			3.99%	0.23	
06-356-6522	PROGRAMS				
06-356-6522-0	PROGRAMS-Adult	\$2,500	\$836	1,086	\$1,414
06-356-6522-1	PROGRAMS-Teen	\$1,500	\$21	21	\$1,479
06-356-6522-2	PROGRAMS-Children	\$1,500	\$291	340	\$1,160
06-356-6061	EDUCATION	\$2,600	\$175	175	\$2,425
06-356-6342	PROF DEVELOP.& TRAVEL	\$1,000	\$0	0	\$1,000
06-356-6399	PROF. FEES	\$18,740	\$1,004	1,977	\$16,763
06-356-6457	BIBLIOGRAPHIC UTILITIES	\$6,300	\$106	106	\$6,194
06-356-6467	AUTOMATED SERVICES	\$33,958	\$945	25,328	\$8,630
06-356-6689	CONTINGENCY	\$1,000	\$0	0	\$1,000
Subtotal Services		\$69,098	\$3,377	29,033	\$40,065
Percentage spent			4.89%	0.42	
Total Expenses		\$3,044,018	\$215,421	644,327.78	\$2,399,690
Percentage spent			7%	21%	
Revenues					
06-356-4618	HEALTH REIMBURSEMENT	(\$8,450.00)	(\$590)	(\$1,376)	(\$7,075)
06-356-4649	MISCELLANEOUS REVENUE	(\$1,000.00)	\$0	\$0	(\$1,000)
Total Revenues		(\$9,450)	(\$590)	(\$1,376)	(\$8,075)
Percentage received					
TOTAL EXPENSES		\$3,044,018	\$215,421	\$644,328	\$2,399,690
TOTAL REVENUES		(\$9,450)	(\$590)	(\$1,376)	(\$8,075)

STRATFORD LIBRARY ASSOCIATION

Board Accounts

August 1 - 29, 2015

	<u>Aug 1 - 29, 15</u>	<u>Jul 1 - Aug 29, 15</u>
Ordinary Income/Expense		
Income		
Earned Income	4,896.59	10,255.35
Fundraising	341.25	1,087.81
Gifts	50.00	550.00
4000 · Bank Interest	0.00	89.58
4335 · Other Income	405.00	539.82
4340 · Trust Gifts	0.00	30,000.00
4400 · Town Operating Grant	145,793.61	430,929.05
Total Income	<u>151,486.45</u>	<u>473,451.61</u>
Gross Profit	151,486.45	473,451.61
Expense		
Gifts exp	99.00	99.00
Materials/Processing	6,532.66	10,206.96
Programs	88.47	654.82
Salaries and Related Payments	153,220.96	280,869.35
5050 · Town Operating Grant exp	0.00	0.00
6000 · Bank Fees	1,245.20	1,395.20
6040 · Collection Agency Fees	232.70	590.70
6360 · Other Expenses	1,151.59	8,469.37
Total Expense	<u>162,570.58</u>	<u>302,285.40</u>
Net Ordinary Income	<u>-11,084.13</u>	<u>171,166.21</u>
Net Income	<u><u>-11,084.13</u></u>	<u><u>171,166.21</u></u>

STRATFORD LIBRARY ASSOCIATION
Profit & Loss by Class YTD
 July 1 through August 29, 2015

	<u>Town Operating Funds</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Earned Income	0.00	10,255.35	10,255.35
Fundraising	0.00	1,087.81	1,087.81
Gifts	0.00	550.00	550.00
4000 · Bank Interest	0.00	89.58	89.58
4335 · Other Income	0.00	539.82	539.82
4340 · Trust Gifts	0.00	30,000.00	30,000.00
4400 · Town Operating Grant	430,929.05	0.00	430,929.05
Total Income	<u>430,929.05</u>	<u>42,522.56</u>	<u>473,451.61</u>
Gross Profit	430,929.05	42,522.56	473,451.61
Expense			
Gifts exp	0.00	99.00	99.00
Materials/Processing	0.00	10,206.96	10,206.96
Programs	0.00	654.82	654.82
Salaries and Related Payments	280,869.35	0.00	280,869.35
5050 · Town Operating Grant exp	0.00	0.00	0.00
6000 · Bank Fees	1,245.20	150.00	1,395.20
6040 · Collection Agency Fees	0.00	590.70	590.70
6360 · Other Expenses	0.00	8,469.37	8,469.37
Total Expense	<u>282,114.55</u>	<u>20,170.85</u>	<u>302,285.40</u>
Net Ordinary Income	<u>148,814.50</u>	<u>22,351.71</u>	<u>171,166.21</u>
Net Income	<u><u>148,814.50</u></u>	<u><u>22,351.71</u></u>	<u><u>171,166.21</u></u>