

Minutes of the Argyle Free Library Board of Trustees

April 17, 2017

The meeting was called to order at 7:00PM by Remus Preda, President.

Members present: Remus Preda, Bob Webster, Julie Gann, Joanne McDowell, Martha Johnson, Jill Hamilton, Phyllis Snell, and Rick Dennis. Hannah Stahl AFL, Library Director also attended.

Sarah Dallas and Erica Freudenberger of SALS also attended to discuss the process for development of our strategic plan. The Board decided to change the order of items on the agenda and discuss the strategic plan first, so Sarah and Erica would not need to sit through the routine board business discussions.

Process for Development of Strategic Plan:

Sarah and Erica agreed to be our facilitators as we develop our strategic plan. Erica discussed the 'Library Growth Cycle' chart (see Attachment 2) and we estimated that we are between the second and third phases of the growth cycle. Sarah provided some statistics from the latest government census that provides some definition of the community that AFL serves (see Attachment 3). Erica then explained the process we will use as we develop our Strategic Plan (see Attachment 4). She recommended that we have a Strategic Planning Committee, with a subset of the AFL Board Members, and that we set a date for a follow-up meeting with her and the AFL Board for an 'appreciative exercise' to set the tone for the plan. The Board thanked Sarah and Erica for their help, and they left the meeting.

The following Board members were proposed for the Strategic Planning Committee: Hannah, Julie, Bob, and Joanne. We also proposed to invite 1-2 people from the Friends of the Library to participate. Remus motioned to approve this committee membership, Rick seconded, and the vote was unanimous.

We discussed possible dates for the 'appreciation exercise' and settled on May 2 or May 5 as good dates for us. Hannah will get with Sarah and Erica to see what dates work for them.

Minutes of Last Meeting:

Minutes of our March meeting were reviewed. We discussed the May 9 budget meeting at the firehouse, which is preparation for the May 16 budget vote. Hannah, Julie and Remus will attend that meeting to answer any questions that may arise. Remus motioned to approve the March meeting minutes, Bob seconded, and the vote was unanimous.

Treasurer's Report:

Bob presented the Treasurer's Report (see Attachment 5). Bob cashed two Certificates of Deposit, which were added to the checking account. We still have \$50,000 in CDs. The month's bills were reviewed and approved. Remus made a motion to approve the

Treasurer's report and payment of the month's bills. Rick seconded, and the motion passed unanimously.

Bob notified the Board that he will be leaving in October for an extended trip, and that we will need a replacement treasurer. Jill volunteered to work with Bob and see if she feels that she could take over the Treasurer's responsibilities. He also recommended that we consider direct deposit of staff paychecks. Bob said that after he returns, he is willing to be a temporary or permanent Board member.

Library Director Report:

Hannah presented the Library Director's report.

- Water Cooler or Bottled Water: Because the Village occasionally has 'boil water' advisories, Hannah suggested that we either buy a water cooler or a supply of bottled water for use when the village water is not drinkable.
- Spring cleaning is currently going on.
- Hannah is processing donated materials and continuing the purge of materials not circulation in at least five years.
- A kindergarten reading group has started, and meets on Saturdays from 10:30-11:30
- Hannah is working with SALS to help select April's new Overdrive (e-books and audiobooks)
- The digitized yearbooks are complete, and Hannah is posting them on Flickr. She could use some help to convert them to Adobe pdf format. Julie volunteered to help with that.
- Summer Program: will kick off on July 7. Hannah has posted the schedule of activities on Facebook and our website.
- Seed Library: Hannah has received several seed donations. She hopes to have this up and running by May 6.

New Business

- NY State's minimum standards for a library our size are being reviewed. If approved, the proposed standard changes that affect us include:
 - Annual report to the community. Hannah's infographic on library activities satisfies that requirement.
 - Written policies to be reviewed every three years
 - Annually evaluate the effectiveness of the library collection: Hannah's is satisfying this requirement with her purging of unused materials

- 10 hour tech training annually for staff: Pat is currently doing some tech training. If Hannah attended a conference, that would satisfy her requirement. Sue would need to start some training.
- 3 hours trustee training annually: We could satisfy this by having a special meeting and reading/reviewing the NYS Trustees Handbook.
- Upstairs Book Situation: There are too many books upstairs. Hannah needs some help in sorting them.
- Digitization Projects: Hannah suggested that we might partner with the town historian to digitize and thus preserve some of our historical materials. Bob will take Hannah and introduce her to the historian so they can start discussions.

Old Business:

- Prom Dress Dive: Hannah received over 140 dresses, plus some purses and shoes. 27 people came to look at taking a dress, and 10 people found took dresses that suited them. Hannah plans to develop a database with photos, and advertise their availability for special events. A church in Glens Falls has indicated they might have storage space to hold them for us.
- Construction Grant: Sarah said that we should be hearing in the next few months about the state construction grant for the handicapped bathroom. In February, the Board voted to award the foundation/sill replacement grant money to Pete Narkewick. No word on the estimated schedule for that work.
- Strategic Plan: See above discussion
- Summer Program: will kick off on July 7. Hannah has posted the schedule of activities on Facebook and our website.
- Seed Library: Hannah has received several seed donations. She hopes to have this up and running by May 6.

Other Business:

- SALS Annual Business Meeting is on May 15. Julie and Joanne will attend with Hannah, Sue, and Pat.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Julie Gann, Secretary

Action Items		
Person Responsible	Task	Status / Notes
Hannah	4/17/17: check with Sarah and Erica about a date for the Strategic Planning appreciation exercise.	
Jill	4/17/17: work with Bob to understand the Treasurer's duties and software; let the Board know if she is willing and able to take over permanently when Bob leaves in October	
Bob	4/17/17: Bob check with Sue and Pat to see if they're OK with direct deposit of their paychecks.	
Hannah	4/17/17: check on costs of water cooler vs bottled water	
Hannah, Julie	4/17/17: convert the digitized yearbooks to Adobe pdf format	
Hannah	4/17/17: develop DB with photos of prom dresses, advertise availability for special occasions.	
Bob	4/17/17: Introduce Hannah to the town historian.	
Bob	2/13/17: approved Pete Narkewick to do the foundation/sill repair work using that grant money. Bob to keep board apprised of status.	
All Board members & Hannah	12/12/16: prepare a list of potential stakeholders and facilitators for discussion at our January meeting	1/16/17: postponed to February meeting
Bob, Martha, Hannah	12/12/16: Bob will talk with Ryan, Martha will talk with her son, and Hannah will check with some homeschoolers about being youth representatives for our Long Range Planning meeting(s).	1/16/17: still being worked
All	11/14/16: Review Strategic Planning documents in 'Files' section of PodKeeper: 1) New Planning for Results 2) Simply Strategic 3) Aspen Institute 4) Read pp. 57-59 of the Handbook for Library Trustees to prepare for our discussion of the Long Range Plan.	1/16/17: carried over to February meeting 12/12/16: carried over to January 2017
Hannah	10/17/16: check with SALS re security implications of donated iMACs	1/16/17: still working this 12/12/16: in progress

Action Items		
Person Responsible	Task	Status / Notes
Hannah	10/17/16: draft a Collection Development Plan	1/12/17: needs to make a few changes; plan on draft ready for review in May 2017 11/30/16: draft posted to PodKeeper
All Board members	12/12/16: review the success of the café space and determine whether to continue and how to fund	Due December 2017

ARGYLE FREE LIBRARY
TRUSTEES MEETING

APRIL 17, 2017
7:00 PM

CALL TO ORDER

MINUTES OF LAST MEETING

STRATEGIC PLAN DISCUSSION WITH SARA AND JENNIFER

TREASURER'S REPORT

DIRECTOR'S REPORT

NEW BUSINESS:

- MINIMUM STANDARDS
- UPSTAIRS BOOK SITUATION
- DIGITIZATION PROJECTS

OLD BUSINESS

- PROM DRESS DRIVE
- CONSTRUCTION GRANT
- STRATEGIC PLAN
- SUMMER PROGRAM
- SEED LIBRARY

OTHER BUSINESS

REVIEW OF ACTION ITEMS

DATE OF NEXT MEETING AND ADJOURNMENT

LIBRARY GROWTH CYCLE

	MOM & POP	EXTENDED FAMILY	2 nd GENERATION	EXPANDING	COMPLEX
BOARD <i>Diving Library Dev.</i>	Involved w day-to-day operations; handles some administrative functions. Meets DLD minimum standards: Bylaws, Annual Report to Community, simple strategic plan.	Board plans on a month-to-month basis. Director takes on administrative duties (except financial). Meets DLD minimum standards: Bylaws, Annual Report to Community, simple strategic plan.	Board committee structure develops. Focus on oversight. Meets DLD minimum standards: Bylaws, Annual Report to Community, strategic plan.	Board moves away from administrative role into partnership role w Director. Exceeds minimum standards: Bylaws, Annual Report to Community. Community involved in planning.	Board functions as a policy, planning & oversight group w strong committee structure aligned w plan. Exceeds minimum standards: Bylaws, Annual Report to Community. Community involvement in planning.
MANAGEMENT	Director handles most tasks. Few personnel issues. Director works less than 35 hours a week; volunteers work the desk. Director supervises all.	Director & staff work together on day-to-day basis. Overlapping tasks; informal policies. Director works at least 35 hours/week; some part-time staff and volunteers. Director supervises all.	More delegation, develop written procedures for time off, benefits. Simple job descriptions. Some departments. Full-time director and another professional; several clerks. Director supervises all.	Written personnel manual with forms & tracking methods. Specialized job descriptions. Departments created. Supervisory department heads established, supervised by Director.	Complete personnel manual. Formal job titles and descriptions. Extensive specialization within departments. Director has administrative team of department heads.
FINANCES	Basic budget; Board handles finances, has large role in fundraising. Sporadic 3 rd -party audit by CPA. Board approves warrants; financial checks and balances in place.	Simple budget w few controls. Board treasurer administers budget and purchasing process. Still fundraising for operations budget; occasional 3 rd -party audit by CPA. Board approves warrants; financial checks and balances in place.	Budget tied to plan. Bookkeeper & director deal with finances w Board treasurer. Board approves warrants; financial checks and balances in place. Standardized budget reports. Fundraising mainly for special projects. Hire audit firm.	Full-time bookkeeper. Finance/Budget committee of Board. Fundraising only for special projects. Board approves warrants, financial check and balances in place. Annual audit/review.	Fiscal officer. Extensive planning. Fundraising turned over to the Friends and/or Development staff. Annual full audit. Board approves warrants; financial checks and balances in place.
SERVICES	Some story hours; one-on-one help w tech. Collection of popular fiction and children's materials.	More children's programs. Basic reference. Wider range of fiction; format diversity.	Some adult programs as well as children's. Technology training.	Regular adult and teen programming. Reference services. Systematic collection development.	Ongoing events for all. Reference Department. Complete range of materials and regular collection analysis.



*Attachment 2
from Erica
4/17/17*

Our status

CHARACTERISTICS

CHARACTERISTICS

	MOM & POP	EXTENDED FAMILY	2 nd GENERATION	EXPANDING	COMPLEX
INTERNAL CONTROLS	Internal policies & procedures. Informal, face-to-face communication system.	Internal policies and procedures. Written reports to board. Formal communication on major issues.	Written policy manual. Begin a formal communication system. Board packets & regular messages to staff.	Complete policy and procedure manual. Employee handbook. Written communication to staff on most issues.	Extensive procedure manual. Complex communication system based on organizational levels. Possible internal blog/intranet.
EXTERNAL COMMUNICATION	Basic contact information available in print. Verbal annual report to the community.	Sporadic program flyers, press releases. Verbal & printed annual report to the community.	Regular program announcements & calendar of events. Maintain & update website. Verbal & printed annual report to the community.	Branded identity package. Regular press releases. Professionally designed annual report to the community available across platforms.	Professional marketing & PR plan. PR staff or consultant. Professionally designed annual report to the community available across platforms.
FACILITY	No dedicated staff space/offices. Facility maintained by Director.	Several rooms. Staff maintained.	Director has office. PT building maintenance person.	Staff offices. Regular building maintenance person.	Many rooms or even floors. Full-time building maintenance.
EVALUATION	Director provides circulation, cardholders & program statistics periodically.	Director provides more complete assessment/analysis.	Development of measurements tied to plan.	Refinement including collection and user analysis.	Ongoing analysis of all library programs and activities.
FRIENDS	Work as volunteers in library. Assist in library events.	Build own identity, function under the library's auspices.	Develop Friends Board & some own activities.	Separate organization w own identity. Written agreement w Board.	Fully developed organization w Board & Bylaws. Adjunct to library.
ENGAGEMENT	Outreach (tell community re library); identify potential partners.	Begin partnering with local stakeholders.	Develop ongoing collaboration with multiple stakeholders; New stakeholders approach library to partner.	Formalize collaborations w MOU; identify community aspirations; begin to align services w aspirations.	Collaborate with stakeholders to realize community aspirations; Strategic plan reflects community aspirations.

DP05

ACS DEMOGRAPHIC AND HOUSING ESTIMATES

2011-2015 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	Argyle town, Washington County, New York			
	Estimate	Margin of Error	Percent	Percent Margin of Error
SEX AND AGE				
Total population	3,756	+/-18	3,756	(X)
Male	1,879	+/-123	50.0%	+/-3.3
Female	1,877	+/-123	50.0%	+/-3.3
Under 5 years	190	+/-75	5.1%	+/-2.0
5 to 9 years	185	+/-82	4.9%	+/-2.2
10 to 14 years	116	+/-71	3.1%	+/-1.9
15 to 19 years	168	+/-68	4.5%	+/-1.8
20 to 24 years	229	+/-87	6.1%	+/-2.3
25 to 34 years	335	+/-112	8.9%	+/-3.0
35 to 44 years	469	+/-97	12.5%	+/-2.6
45 to 54 years	729	+/-169	19.4%	+/-4.5
55 to 59 years	338	+/-113	9.0%	+/-3.0
60 to 64 years	239	+/-89	6.4%	+/-2.4
65 to 74 years	380	+/-89	10.1%	+/-2.4
75 to 84 years	273	+/-79	7.3%	+/-2.1
85 years and over	105	+/-59	2.8%	+/-1.6
Median age (years)	47.0	+/-2.6	(X)	(X)
18 years and over	3,144	+/-78	83.7%	+/-2.0
21 years and over	3,008	+/-114	80.1%	+/-3.0
62 years and over	877	+/-116	23.3%	+/-3.1
65 years and over	758	+/-100	20.2%	+/-2.7
18 years and over	3,144	+/-78	3,144	(X)
Male	1,498	+/-103	47.6%	+/-2.7
Female	1,646	+/-82	52.4%	+/-2.7
65 years and over	758	+/-100	758	(X)
Male	336	+/-73	44.3%	+/-6.9

Subject	Argyle town, Washington County, New York			
	Estimate	Margin of Error	Percent	Percent Margin of Error
Female	422	+/-71	55.7%	+/-6.9
RACE				
Total population	3,756	+/-18	3,756	(X)
One race	3,734	+/-25	99.4%	+/-0.5
Two or more races	22	+/-18	0.6%	+/-0.5
One race	3,734	+/-25	99.4%	+/-0.5
White	3,711	+/-34	98.8%	+/-0.7
Black or African American	23	+/-18	0.6%	+/-0.5
American Indian and Alaska Native	0	+/-11	0.0%	+/-0.8
Cherokee tribal grouping	0	+/-11	0.0%	+/-0.8
Chippewa tribal grouping	0	+/-11	0.0%	+/-0.8
Navajo tribal grouping	0	+/-11	0.0%	+/-0.8
Sioux tribal grouping	0	+/-11	0.0%	+/-0.8
Asian	0	+/-11	0.0%	+/-0.8
Asian Indian	0	+/-11	0.0%	+/-0.8
Chinese	0	+/-11	0.0%	+/-0.8
Filipino	0	+/-11	0.0%	+/-0.8
Japanese	0	+/-11	0.0%	+/-0.8
Korean	0	+/-11	0.0%	+/-0.8
Vietnamese	0	+/-11	0.0%	+/-0.8
Other Asian	0	+/-11	0.0%	+/-0.8
Native Hawaiian and Other Pacific Islander	0	+/-11	0.0%	+/-0.8
Native Hawaiian	0	+/-11	0.0%	+/-0.8
Guamanian or Chamorro	0	+/-11	0.0%	+/-0.8
Samoan	0	+/-11	0.0%	+/-0.8
Other Pacific Islander	0	+/-11	0.0%	+/-0.8
Some other race	0	+/-11	0.0%	+/-0.8
Two or more races	22	+/-18	0.6%	+/-0.5
White and Black or African American	5	+/-6	0.1%	+/-0.2
White and American Indian and Alaska Native	16	+/-17	0.4%	+/-0.5
White and Asian	0	+/-11	0.0%	+/-0.8
Black or African American and American Indian and Alaska Native	0	+/-11	0.0%	+/-0.8
Race alone or in combination with one or more other races				
Total population	3,756	+/-18	3,756	(X)
White	3,732	+/-28	99.4%	+/-0.5
Black or African American	29	+/-21	0.8%	+/-0.6
American Indian and Alaska Native	16	+/-17	0.4%	+/-0.5
Asian	0	+/-11	0.0%	+/-0.8
Native Hawaiian and Other Pacific Islander	0	+/-11	0.0%	+/-0.8
Some other race	1	+/-2	0.0%	+/-0.1
HISPANIC OR LATINO AND RACE				
Total population	3,756	+/-18	3,756	(X)
Hispanic or Latino (of any race)	1	+/-2	0.0%	+/-0.1
Mexican	0	+/-11	0.0%	+/-0.8
Puerto Rican	1	+/-2	0.0%	+/-0.1
Cuban	0	+/-11	0.0%	+/-0.8
Other Hispanic or Latino	0	+/-11	0.0%	+/-0.8
Not Hispanic or Latino	3,755	+/-18	100.0%	+/-0.1
White alone	3,710	+/-33	98.8%	+/-0.7
Black or African American alone	23	+/-18	0.6%	+/-0.5
American Indian and Alaska Native alone	0	+/-11	0.0%	+/-0.8
Asian alone	0	+/-11	0.0%	+/-0.8
Native Hawaiian and Other Pacific Islander alone	0	+/-11	0.0%	+/-0.8

Subject	Argyle town, Washington County, New York			
	Estimate	Margin of Error	Percent	Percent Margin of Error
Some other race alone	0	+/-11	0.0%	+/-0.8
Two or more races	22	+/-18	0.6%	+/-0.5
Two races including Some other race	1	+/-2	0.0%	+/-0.1
Two races excluding Some other race, and Three or more races	21	+/-18	0.6%	+/-0.5
Total housing units	1,893	+/-135	(X)	(X)
CITIZEN, VOTING AGE POPULATION				
Citizen, 18 and over population	3,115	+/-82	3,115	(X)
Male	1,498	+/-103	48.1%	+/-2.9
Female	1,617	+/-94	51.9%	+/-2.9

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

For more information on understanding race and Hispanic origin data, please see the Census 2010 Brief entitled, Overview of Race and Hispanic Origin: 2010, issued March 2011. (pdf format)

While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Explanation of Symbols:

1. An "X" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An "X" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An "X" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An "X" following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An "X" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An "X" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An "(X)" means that the estimate is not applicable or not available.

PLANNING PROCESS

1ST: INTRODUCTION MEETING*

*Should not be a part of a regular BOT meeting, but a separate meeting where you discuss the process

Strategic conversation re what's going to happen with the planning process, including:

1. The purpose of a plan
 - Determine the direction of the organization
 - Create a set of goals and expectations --- evaluations tied to the plan
 - Plan is a living organism, agile and able to respond to changing circumstance
2. Rough overview of planning process:
 - Understanding where we are now
 - Identify what's important: Data Collection & Analysis
 - Activity
 - Bringing it together
 - Review quarterly
3. A plan must:
 - Reflect mission, vision and core values
 - Identify the needs of the community
 - Have specific outcomes that are measurable
 - Prioritize goals
 - Identify resources needed to achieve the desired outcomes

changing behaviors, knowledge, impact on community
4. Appreciative exercise to set tone for plan
5. Establish Planning Committee (can include staff)
 - Assign a point person or project manager for the team – they have to have one person in charge. What activities will you do? Who is in charge of each activity?
 - *This needs to be a person that can help everyone else move forward w the process. They will be in charge of collecting everything and making sure everyone is on point.
 - Divvy up tasks so that no one person is in charge of everything

For, community, ...
6. Review/Amend Timeline
7. Set Deadlines
8. Discuss Next Steps – set date of next meeting

2nd: ACTIVITIES

- Community engagement using Ask, Aspirations & Community Conversation tools
- Train everyone in how to use the tools
- Schedule Ask, Aspirations & Community Conversation (2 months)
- Be sure that each exercise has a facilitator and a note taker
- Board retreat
 - Provide a space outside of the library to host the retreat
 - Three Questions:
 - What challenges will your organization face in the next 2-3 years?
 - What major decisions will you need to make in the next 2-3 years?
 - What goals or aspirations would you like to see come to fruition over the next 2-3 years?

Thinking about what you've just said,

- What does success look like for each goal?
- What concerns do you have about these goals?
- What circumstances, if any, need to change in order to successfully complete these goals?

3rd: BRINGING IT TOGETHER

- Analyzing the data
 - Read through everything
 - Find themes: What are the big issues?
 - SALS could identify the trends
- Setting priorities
 - Choose 3-4 broad stroke priorities *1-3 priority items*
 - What the library can do?
 - What the library is not in the position to do at this time?
 - Assign priority levels to each thing:
 - Have individuals do it on their own first
 - Create SMART Goals: Specific, Measurable, Attainable, Realistic, Time bound
- Crafting the final draft

use it as base for budget, services, ...

Treasurer's Report

April 2017

4/17/2017

Net Worth - As of 4/17/2017
(Includes unrealized gains)

Account	4/17/2017 Balance
ASSETS	
Cash and Bank Accounts	
GF National Bank-Cash Checking	59,744.08
GF National CD's-Multi-Year Redemption	50,000.00
Petty Cash	135.15
TOTAL Cash and Bank Accounts	109,879.23
Other Assets	
Library Bldg	40,000.00
TOTAL Other Assets	40,000.00
TOTAL ASSETS	149,879.23
LIABILITIES	
	0.00
OVERALL TOTAL	149,879.23

Argyle Free Library Certificates of Deposit

April 13, 2017

<u>Amount</u>	<u>Issue Date</u>	<u>Maturity Date</u>	<u>Term</u>	<u>% Rate</u>
25,000.00	8-Jul-15	8-Jul-18	36 M	0.40%
10,000.00	7-Jun-16	7-Jun-19	36M	0.40%
15,000.00	20-May-16	20-May-21	60 M	1.00%

\$ 50,000.00

4/17/2017

2017 Budget to Actual - Year to Date
1/1/2017 through 4/17/2017 Using AFL 2017 Budget

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Category	1/1/2017 Actual	- Budget	4/17/2017 Difference	
INCOME	48,524	16,310	32,214	
Copies-Copier & Computer Copies	83	107	-25	
Fines	223	264	-41	
Interest Received	124	227	-103	
Major Revenue	15,500	15,713	-213	
Argyle Town	10,000	10,000	0	
Donations-Fund Raising & Gifts	500	713	-213	
Grants	5,000	5,000	0	
Other Inc, Bus-Other Business Income	625	0	625	
EXPENSES	52,548	37,110	-15,438	
Equipment	221	574	354	
Major Library	2,886	5,101	2,215	
Books-All Books	2,468	4,176	1,708	
Digital Data-Videos & Software	398	550	152	
Subscriptions-Magazines	20	375	355	
Program Events	432	1,610	1,178	
Special Programs	7	661	654	
Summer Prog	425	949	524	
Renovation	0	7,000	7,000	
Service Charges (SALS)	510	756	246	
Bus. Insurance-Insurance	478	425	-53	
Business Tax-Taxes	2,689	4,232	1,542	
Office-Office Expenses	241	215	-25	
Postage and Delivery-Postage and Delivery Ex...	49	274	225	
Printing and Reproduction-Printing and Repro. ...	0	123	123	
Repairs & Maint-Repairs & Maintenance	566	704	139	
Supplies, Bus-Supplies	214	396	182	
Utilities, Bus	2,850	2,860	10	
Electrical Service-Electrical Service Expense	1,485	1,500	15	
Heating Oil-Heating Oil Expense	806	800	-6	
Telephone-Telephone Expense	560	560	0	
Wages-Wages	9,443	12,839	3,396	
Net Difference:	-4,024	-20,799	16,775	

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