

MINUTES OF FINANCE MEETING OF THE REYNOLDS LIBRARY DECEMBER 1, 1933

Present: Mr. E. G. Miner Chairman, Mr. Raymond L. Thompson, Mr. Swayne P. Goodenough.

A report was made of the sale of \$10,000 City of Antonio Paving bonds, at a price of \$9,644.08, and the purchase for these funds of \$5,000 Va. R. R. 4½'s for \$4630.63 and \$5,000 Pittsburgh, Cinn. Chicago, St. Louis 5's for \$4788.33, the balance \$255.12 being held as collateral check.

Next a report from the Investment Department of the Lincoln Alliance Bank and Trust Company was submitted together with their letter of November 29th. Chief statement in the letter was the fact that many of the bonds in the list particularly in the railroad group will probably act relatively as well as common stocks in case we have inflation and business development. No specific recommendations for sale were made, as it seemed to be the opinion that the existing quotations go far toward discounting present weaknesses.

A report was made regarding the possibility of securing a mortgage loan of \$600M or \$650M from the Equitable Assurance Company. The Treasurer was advised to follow this possibility through.

The bill of William Kaelber of \$6608.50, over and above his fee, was referred to the Committee from the Building Committee. A suggestion was made that the Building Committee continue its discussions with Mr. Kaelber with the view of settling it to their mutual satisfaction.

After some discussion of the rental situation at the Reynolds Arcade, the meeting was duly adjourned.

December 5, 1933

Discussed with the Chairman of the Finance Committee, Mr. E. G. Miner, the fact that we held \$15,000 Province of Ontario 4% bonds of '52 for which we paid \$88.66. These are now selling around 94; helped by the present exchange situation, and on which we cannot reasonably look for much greater appreciation. I also called to his attention, the fact that we have \$5,000 4 $\frac{1}{4}$ Liberties now selling slightly above par, and \$5,000 4 $\frac{1}{4}$'s- 3 $\frac{1}{4}$'s Treasury certificates. In neither of these items could we look for much greater appreciation in value; on the other hand we are borrowing \$24,000 on which we are paying 5% interest. I suggested to Mr. Miner that we sell all of the above items and pay off our loan. It was agreed that this be done. Any surplus from the sale, after paying the loan, to be held in an investment account.

FINANCE COMMITTEE MEETING OF THE REYNOLDS ARCADE DECEMBER 26, 1933

The Treasurer reported that the bill of Gordon & Kaelber for \$6,609.50 which had been submitted to Mr. E. G. Miner to effect an adjustment - had been agreeably settled between Mr. Miner and Mr. Kaelber for \$5,000. It was also reported that interest was due on the mortgage loan the first of the year amounting to \$8,512.65. It was suggested that the account at the Central Trust Company of \$2,000 be drawn down \$1,575.00 to pay the interest due the Central Trust Company and \$7,000 be borrowed from the Lincoln Alliance Bank and Trust Company to take care of the Rochester Trust and Safe Deposit Company and the University of Rochester payments. This being duly authorized - there being no further business, the meeting adjourned.

REGULAR QUARTERLY MEETING OF THE BOARD OF TRUSTEES, REYNOLDS LIBRARY

January 11, 1934

A regular quarterly meeting of the Board of Trustees of The Reynolds Library was held January 11, 1934, at 4 p.m. in the Board Room in Reynolds Arcade. Present: Messrs. Anstice, Bacon, Goodenough, Hawks, Pike, Rhees, Slater, and Thompson; a quorum being present. President Thompson in the chair.

The minutes of the preceding meeting were read and approved. The report of the Library Committee for the three months ending December 31 was presented by the secretary, showing a net increase of 162 volumes, total number of books catalogued and shelved 100,216. The attendance in the Library was 18,905, in the Reading Room 23,579. The number of books drawn was 22,221. It was announced that in view of the financial condition of the corporation and the approaching merger with the Public Library, few new books are being purchased at the present time, chiefly those necessary to continue a series or to serve as reference tools.

Mr. Goodenough, new chairman of the Property Committee, in place of Mr. Hawks, who has resigned the chairmanship, presented a report of the committee covering the six months ending November 30 (instead of December 31 as usual). For that period the cash receipts from the Arcade were \$34,813.98 and the expenditures for maintenance and operation were \$41,279.62. It was stated that some new space has been rented since the end of that period.

For the Finance Committee Mr. Goodenough presented minutes of three meetings of the committee held on December 1, 5, and 26, which were as follows:

The Treasurer's report, presented by Mr. Goodenough, covered the six months ending November 30. The total cash receipts for that period ~~were~~ from Arcade rentals and sundry charges to tenants \$34,813.98, from Library fines \$325.00, from interest on bank balances \$569.21, from interest on bonds \$8,865.83, from sale of boilers and sundry sources \$1,097.69, total \$45,671 71 In addition ^{and other} San Antonio/bonds were sold for \$13,896.08 and \$24,000 was borrowed from banks. For the six months ending November 30 the expenditures for maintenance and operation of the Arcade were \$41,279.62, for the Library \$11,871.67, for the Reading Room \$1,664.48, for payments on building contract \$48,478.34, for legal and professional services \$2,739.31, for purchase of bonds \$9,388.96, sundries \$875.29. The cash balances as of November 30 aggregated \$17,142.73 of which \$9,522.59 belonged to the permanent Gordon and Bowman funds. The report was ordered received and filed.

The next business was the consideration of the amended by-laws presented at the October meeting. All changes from the present by-laws were presented by the secretary, and the revised version as drafted by the committee on revision and finally altered in details at the October meeting was laid before the Board. It was moved by Mr. Goodenough, seconded by Mr. Bacon, and unanimously voted, a quorum being present, that the amendments recommended, due notice of which had been given as required, be adopted. The full text of the amended by-laws is as follows:

After the adoption of the amended By-Laws the next order of business was action upon the nomination of Mr. Albert A. Hopeman for membership in the Board. On motion of Mr. Pike, duly seconded the secretary was directed to cast one ballot for the election of Mr. Hopeman as a member of the Board. The ballot was cast and Mr. Hopeman was declared elected.

The name of Mr. B. Emmett Finucane being proposed for membership, the nomination was placed on record, to be voted on at the next regular meeting of the Board, which under the amended By-Laws will be the annual meeting on the first Friday in February.

In the absence of Mr. Davis, a brief report was made by the chair for the Special Committee on Negotiation with the City. It was stated that the contract hitherto approved by this Board and by the City has been signed and sealed. Approval of this report was moved by Mr. Hawks and voted by the Board.

The meeting then adjourned.

John P. S. Later
Secretary

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ANNUAL MEETING OF THE REYNOLDS LIBRARY, February 3, 1934

The annual meeting of The Reynolds Library, fixed by the amended by-laws for the first Friday in February, was held on February 3, 1934 at 4 p.m., in the Board Room, Reynolds Arcade. Present: Messrs. Carnahan, Davis, Goodenough, Hopeman, Pike, Slater, and Thompson. President Thompson in the chair.

The minutes of the preceding meeting were read and approved. The annual report of the Library Committee was presented by the secretary. It showed books added by purchase 1265, by binding 124, by gift 311; deducting books condemned and lost there was a net increase of 1219 volumes, and the total number now catalogued and shelved is 100,274. The attendance in the Library during the year was 74,307 and in the Arcade Reading Room 81,266. The total number of books drawn was 91,110. The number of borrowers' cards used during the year was 4,399. The expenditures for the Library during the year were \$18,932.90 of which \$2,172.53 was for insurance and \$2,629 for special assessments. The amount spent for books was only \$2,102.89 because of the need for rigid economy. It was stated that during the current fiscal year no large insurance bill will be payable. The only other material saving that can be made will be by cutting down the appropriation for books to \$500 which will take care of continuations and necessary reference books. By so doing the reduced budget for the Library will be \$15,150. For the Reading Room, which cost \$3,964.23 in 1933 because of an extraordinary expense of \$861.49 for permanent equipment, a reduced budget of \$2,850 is asked for, which represents a cutting off of many newspapers and periodicals. The total budget for the Library Committee is therefore \$18,000, which was approved on motion of Mr. Pike.

The combined report of the Property Committee and the Treasurer, presented by Mr. Goodenough, and prepared by Wilson, Heye and Shults, public accountants, covered the seven months from June 1 to December 31, 1933. During these seven months the total receipts from the Arcade were \$40,878.18 and the cost of maintenance and operation of the Arcade was \$52,367.46, a deficit on the Arcade of \$11,489.28 or \$1,641.32 a month. From interest on bonds and bank balances the income during the seven months was \$11,030.61, whereas the cost of maintaining the Library and Reading Room during the same period was \$14,670.49. The Finance Committee borrowed \$31,000 from banks, and sold bonds amounting to \$33,005.97, purchasing other bonds to the amount of only \$9,388.96. The cash balance of June 1 was \$49,872.61, on December 31, \$12,920.35. These are some of the significant figures in the report of cash receipts and disbursements. Of the bonds owned by the Library on December 31, which cost \$378,961.30 and are now at a market value of \$299,277.50 all but \$50,589.50 market value have now been pledged as collateral. In the statement of assets the Arcade property is listed at \$350,000 for the land and \$594,939.80 for the building, a total of \$944,939.80. It is assessed for \$825,820 of which \$180,000 is exempt on account of the Reading Room. The Spring Street property is valued at \$70,000, the library books, furniture, and card index at \$199,808.07, making total nominal investment apart from securities of \$1,214,747.87. The liabilities include the \$600,000 borrowed on mortgage and collateral for the erection of the new Arcade, plus floating collateral loans for current deficits amounting to \$12,978.71 with accrued interest, plus accounts payable \$7,892.37. The contractors' estimate for the completion of the building is \$39,966.07.

The complete report is herewith filed as part of these minutes. The Property Committee presented a budget for the year 1934 including \$54,907.69 for maintenance and operation and \$35,000 for interest on mortgages and notes, a total of \$89,907.69. This does not include any amount for amortization either of leasehold expense or of principal, which would have amounted to \$35,000 more. On motion of Mr. Davis the Board voted an appropriation of \$89,907.69 for the Property Committee, it being understood that the beginning of amortization would be deferred.

After discussion of the prospects for renting space in the still uncompleted upper stories of the Arcade, it was moved by Mr. Davis, seconded by Mr. Carnahan, and voted that the Property Committee be authorized to complete space in the upper floors as needed for tenants, and to provide the necessary funds by the sale of securities or by borrowing the money from banks.

No item appeared in the budget covering estimated cost of attorneys' fees for the current year, and after discussion it was agreed that it would be difficult to make such an estimate in advance.

The Finance Committee presented no annual report.

Mr. Davis, chairman of the special committee on negotiation with the city, reporting the conclusion of the committee's work, asked that the committee be discharged. On motion of Mr. Goode-nough, seconded by Mr. Pike, the special committee was discharged.

The name of Mr. B. Emmett Finucane, nominated for membership in the Board at the January meeting, then came up for election. On motion of Mr. Davis, seconded by Mr. Carnahan, the secretary was instructed to cast one ballot for the election of Mr. Finucane, which was done. The board now consists of ~~thirteen~~ members.

The next business was the annual election of officers. At

the request of the President, Mr. Davis was made temporary chairman, and upon motion of Mr. Carnahan, duly seconded, the secretary was instructed to cast one ballot for the re-election of the present officers, as follows:

President: Mr. Thompson
First Vice-President: Dr. Rhees
Second Vice-President: Mr. Weller
Secretary: Mr. Slater
Treasurer: Mr. Goodenough

For Assistant Treasurer: Mr. Hawks

was nominated by Mr. Goodenough

and elected. The list of committees was announced by the president as follows:

Executive Committee: Mr. Davis, chairman
Mr. Miner
Mr. Carnahan

Library Committee: Mr. Slater, chairman
Mr. Davis, vice-chairman
Mr. Bacon

Property Committee: Mr. Goodenough, chairman
Mr. Hawks, vice-chairman
Mr. Anstive
Mr. Pike
Mr. Hopeman

Finance Committee: Mr. Miner, chairman
Mr. Goodenough
Mr. Weller

The meeting then adjourned.

John R. Slater
Secretary

THE REYNOLDS LIBRARY
ROCHESTER, N. Y.
REPORT AS AT DEC. 31, 1933

WILSON, HEYE & SHULTS
PUBLIC ACCOUNTANTS AND AUDITORS
MEMBERS AMERICAN INSTITUTE OF ACCOUNTANTS
1117 1/2 FLOOR COMMERCE BUILDING
ROCHESTER, N. Y.

WILSON, HEYE & SHULTS
PUBLIC ACCOUNTANTS AND AUDITORS
MEMBERS AMERICAN INSTITUTE OF ACCOUNTANTS
111TH FLOOR COMMERCE BUILDING
ROCHESTER, N. Y.

January 31st, 1934.

To the President and Board of Trustees,
The Reynolds Library,
Reynolds Arcade Building,
16 Main Street East,
Rochester, N. Y.

Gentlemen:-

Pursuant to your request, we made an examination of the books and accounts of The Reynolds Library for the period June 1st, 1933 to December 31st, 1933, and submit the following:-

Exhibit A:-

Statement of Assets and Liabilities as at
December 31st, 1933

Exhibit B:-

Statement of Cash Receipts & Disbursements
for the period June 1st, 1933 to December 31st, 1933

Schedule #1:-

Maintenance and Operation of Arcade Building for
the seven months ended December 31st, 1933

Schedule #2:-

Maintenance and Operation of Library for the seven
months ended December 31st, 1933

Schedule #3:-

List of Bonds Owned

Schedule #4:-

Schedule of Estimated Cost to Complete Building
as at December 31st, 1933

Schedule #5:-

Statement of Income and Expenses for the seven
months ended December 31st, 1933, on accrual
basis

Schedule #6:-

Maintenance and Operation of Arcade Building and
Budget Comparison for the seven months ended
December 31st, 1933

Schedule #7:-

Budget of Building Operating Expenses for the year
January 1st, 1934 to December 31st, 1934

Schedule #8:-

Budget of Reynolds Library for the year January 1st,
1934 to December 31st, 1934

Schedule #9:-

Leases in Effect as at December 31st, 1933

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GENERAL COMMENTS:1. CASH RECEIPTS & DISBURSEMENTS:

The cash transactions were reviewed and we found that the recorded receipts were regularly deposited and there are on file vouchers supporting the disbursements. A summary of cash transactions for the seven months period follows:-

Cash Balance: June 1st, 1933 \$ 49,872.61

Cash Receipts:

Rentals- Old Building	\$ 120.00
" New Building	38,765.00
Electricity	893.93
Water	219.23
Parking Rentals	786.87
Sundry	<u>93.15</u>

Total Building Receipts: \$ 40,878.18

Fines- Library	385.00
Interest on Bank Balances	746.83
Interest on Bonds	10,283.78
Sale of Boilers	1,000.00
Sundry Income	59.49
Discounts	71.56
Sale of Bonds	33,005.97
Bank Loans	31,000.00
Vending Machine Income	<u>2.05</u>

Total Receipts: 117,432.86

Total Cash Balance June 1st, 1933, plus
Receipts to December 31st, 1933: \$ 167,305.47

Cash Disbursements:

Maintenance & Operation: Arcade Bldg.	\$ 52,367.46
Maintenance & Operation: Library	12,766.08
Maintenance & Operation: Reading Room	1,904.43
New Arcade Building Construction Costs	54,947.32
Purchase of Bonds	9,388.96
Office Furniture and Fixtures	852.68
Miscellaneous	22.61
Legal and Professional	2,739.31
Principal on Notes Payable	<u>19,396.29</u>

Total Disbursements: 154,385.12

Cash Balance: December 31st, 1933: \$ 12,920.35

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The Cash Balance is accounted for as follows:-

On Deposit:

Rochester Trust & Safe Deposit Co.

Treasurer's Account

\$ 1,717.85

Interest "

9,655.12

Central Trust Company

2,000.00 \$13,372.97

Petty Cash

5.79

Total:

\$13,378.76

Less:

Lincoln-Alliance Bank & Trust Co. Overdraft

458.41

Net Balance:

\$12,920.35

All of these balances were confirmed by the depositories.

Included in the above, are the following special funds:

Gordon Fund

\$ 4,339.02

Bowman Fund

5,318.22

Total:

\$ 9,657.24

For statement purposes, we have segregated the cash balance as follows:-

Cash: General Fund

\$ 3,263.11

" : Permanent Fund

9,657.24

Total:

\$12,920.35

-see sheet #4-

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2. SUMMARY STATEMENT OF CASH RECEIPTS & DISBURSEMENTS FOR THE YEAR BY APPLICATION OF FUNDS:

Cash Balance: June 1st, 1933				\$ 49,872.61
Additions from Principal:				
Sale of Boiler			\$ 1,000.00	
Sale of Bonds	\$ 33,005.97			
Less: Purchase of Bond	9,388.96	23,617.01		
Bank Loans	\$ 31,000.00			
Less: Principal Payments on Loan	19,396.29	11,603.71	36,220.72	
Additions - Income:				
Interest on Bank Balances	\$ 746.83			
Interest on Bonds	10,283.78			
Sundry	153.10		11,163.71	
	TOTAL:			\$ 97,257.04
Deductions:				
Library:				
Library Expenses	\$12,766.06			
Reading Room "	1,904.43	\$ 14,670.49		
Less: Income- Fines		385.00		
Net Deficit:			\$14,285.49	
Arcade Building:				
Rental & Misc. Income	\$ 40,878.18			
Less: Operating Expenses	52,367.46			
Net Deficit:			11,489.28	
Capital Additions:				
New Arcade Building Construc'n.Costs	\$ 54,947.32			
Purchase of Office Furn.& Fixtures	852.68			
Legal and Professional	2,739.31			
Sundry	22.61	58,561.92	84,336.69	
Cash Balance: December 31st, 1933:				<u>\$ 12,920.35</u>

3. ACCOUNTS RECEIVABLE:

Accounts Receivable, Rents, are analyzed below:

Fanny Farmer Candy Shops, Inc.	\$.01	
Peter A. Katsampas	100.00	
Monroe Alcoholic Beverage Cont.Board	207.50	
Chas. L. Murphy	120.00	
Roch. Cooperage Co. Inc.	66.28	
Tom D. Smith	37.57	\$ <u>531.36</u>

All of these items are considered good and collectible.

Interest accrued on Bonds:	
Chicago, Milwaukee & St. Paul Ry. Co.	
Payable January 2, 1934	\$225.00
Southern Pacific Ry. Co.	
Payable January 2, 1934	400.00
Washington & Columbia River Ry. Co.	
Payable January 2, 1934	160.00
	<u>785.00</u>
Total:	\$ 803.81

	<u>Market</u>	<u>Cost</u>
Bonds pledged as collateral for account of note-holders	\$ 248,690.00	\$300,153.74
Bonds on Hand	50,589.50	78,807.56
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Total:	\$ 299,277.50	\$378,961.30

St. Louis & San Francisco R.R.Co. Consolidated Mortgage
~~4 1/2~~ Bonds due March 1, 1978, par \$10,000.00, deposited
 with Chase National Bank of New York, per certificate
 dated September 26, 1932. Coupons due March 1, 1933 and
 subsequent coupons have not been paid. Amount matured
 and accrued \$ 900.00

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Real Estate Mortgage Receivable is carried at \$1.00 as per resolution of your Board, and is represented by a mortgage purchased from the Associated Mortgage Investors and made by Mr. W. O. Hutchinson of Wilsall, Montana, covering certain parcels of real estate located within the State of Montana, in the principal amount of \$9,000.00, due May 1st, 1924, and bears interest at the rate of 7%. Interest has been paid to December 1st, 1924. We understand that the collection of this mortgage is doubtful and for this reason it is carried on the books at \$1.00.

6. REAL ESTATE AND SUNDRY ASSETS:

Investment in Real Estate and Other Properties is as follows:-

Real Estate: 16 Main Street East:		
Land	\$ 350,000.00	
Building	<u>594,939.80</u>	\$ 944,939.80
Real Estate: 150 Spring Street :		
Land	\$ 40,000.00	
Building	<u>30,000.00</u>	70,000.00
Library Books		172,259.69
Library Furniture and Fixtures		10,548.38
Library Card Index		<u>17,000.00</u>
Total:		\$ <u>1,214,747.87</u>

The assessed value of the real estate is shown below:-

16 Main Street East:	
Total assessment (including exempt \$180,000.00)	\$ 825,820.00
150 Spring Street:	
Total assessment (exempt)	<u>94,800.00</u>
Total Assessed Value:	\$ <u>920,620.00</u>

These properties are carried on the books at figures which represent accumulations of cost and do not necessarily represent the present-day market value.

7. DEFERRED CHARGES:

Deferred Charges are as follows:-

Cost of construction for change in plans to accommodate tenants on long-term leases	\$ 50,606.98
Commissions paid for acquisition of leases	14,571.50
Inventory of Sundry Supplies	351.38
Prepaid Insurance	<u>1,742.03</u>
Total:	\$ <u>67,271.89</u>

We suggest that leasehold costs be amortized starting January 1st, 1935 over a period of ten years.

8. LIABILITIES:

Liabilities are summarized as follows:-

Accounts Payable:

1. Due to John B. Pike & Son, Inc. for construction costs	\$ 1,115.98
2. Accounts Payable- Sundry	144.79
3. Accrued County Taxes	<u>4,033.33</u>

Total Accounts Payable: \$ 5,294.10

Contractors' Estimate for Completion of Building 39,966.07

Notes Payable:

Secured by mortgage held by the Rochester Trust & Safe Deposit Co., as Trustee, in the principal amount of \$600,000.00, on real estate known as 16 Main Street East, and by securities held by the Rochester Trust & Safe Deposit Co. as Trustee, for account of note-holders:

	Dated	Due	Amount
Rochester T. & S.D. Co.	Sept. 28, 1933	Mar. 28, 1934	\$250,000.00
Central Trust Co.	Sept. 28, 1933	Jan. 2, 1934	100,000.00
University of Rochester	Sept. 28, 1933	Mar. 28, 1934	250,000.00
			<u>\$600,000.00</u>

Other Notes Payable:

Due to Lincoln-Alliance Bank & Trust Co.
secured by assignment of bonds as collateral.

	Dated		
Demand Note	Aug. 10, 1933	\$ 4,000.00	
" "	Sept. 28, 1933	603.71	
" "	Dec. 27, 1933	<u>7,000.00</u>	11,603.71

Interest Accrued on Notes: 1,375.00

Total: 612,978.71

Total Current Liabilities: \$658,238.88

Other Liabilities:

City and Street Improvement Assessments payable in installments \$ 1,749.84

Interest Accrued 848.43 2,598.27

Total Liabilities: \$660,832.15

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9. BUDGET OPERATIONS FOR THE PERIOD
JANUARY 1, 1934 TO DECEMBER 31, 1934

Information supplied by the various committees covering
 budgets for the year 1934 follows:-

a. Library Committee:

Total amount of budget as submitted by Dr. J. R. Slater (See Schedule #8)	\$ 18,000.00
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b. Property Committee (See Schedule #7)

Actual disbursements covering taxes, general maintenance and building expenses	\$ 54,907.69	
Interest on Notes	35,000.00	
Amortization of Principal	35,000.00	124,907.69

Total Budget for the year 1934:	\$ <u>142,907.69</u>
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10. FUNDS TO BE PROVIDED:

Funds are to be provided to cover the following:-

Budget of committees for ensuing year (as above)	\$ 142,907.69
Less:	
Estimated revenue for the ensuing year:	
Interest on Bonds	\$ 17,000.00
Rentals	78,469.63
	<u>95,469.63</u>
Net amount to be provided for:	\$ 47,438.06
(Including principal payments of \$ 35,000.00)	
Provision for completion of Building(Per Schedule #4)	\$ 39,966.07
Provision for Accounts Payable	<u>5,294.10</u>
Total:	\$ <u>92,698.23</u>

-see sheet #9

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11. INSURANCE CARRIED:

Fire:-

Building:	10-22 Main St. East	\$ 400,000.00
Becks:	150 Spring Street	90,000.00
Cards:	150 Spring Street	5,000.00
Building:	150 Spring Street	75,000.00
Dwelling:	Hemlock Alley	2,000.00
Books, etc:	165-173 St. Paul St.	250.00

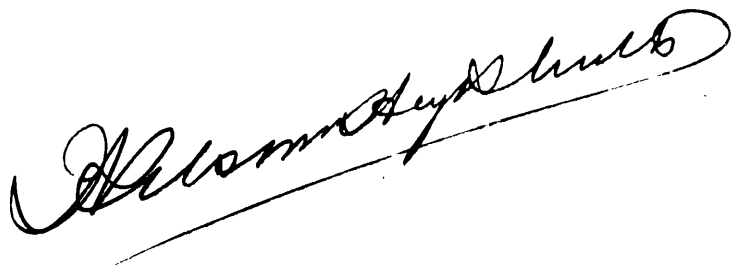
Other:-

Plate Glass Policy		
Public Liability		10/20,000.00
Bank Protection Policy		10,000.00
Workmen's Compensation:	Library	
"	: Arcade	
Steam Boiler		5/15,000.00
Public Liability:	150 Spring St.	10/20,000.00

12. SUMMARY OF ITEMS TO BE CONSIDERED
BY THE BOARD OF DIRECTORS:

1. Amortization of leasehold costs.
2. Resolution providing for appropriations for the committees for the period January 1st, 1934 to December 31st, 1934.
3. Resolution providing for funds for budget and completion of building as set forth in this report.

Respectfully submitted,



THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE PERIOD JUNE 1, 1933 TO DEC. 31, 1933

CASH BALANCES: June 1, 1933:

Central Trust Company	\$	6,960.49	
Lincoln-Alliance Bank & Trust Co.		3,071.62	
Rochester Trust & Safe Deposit Co. Treas. Acct		18,642.48	
-do- New Bldg Account		10,269.00	
Security Trust Co: Superintendent's Account		2,425.77	
-do- Treasurer's "		4,108.90	
-do- Property Committee		915.05	
Union Trust Co.		<u>3,479.30</u>	\$ 49,872.61

CASH RECEIPTS:

Rentals: Old Building	\$	120.00	
" : New "		38,765.00	
Electricity		893.93	
Water		219.23	
Sundry Charges, Letterings-Doors, etc.		93.15	
Parking Rentals		<u>786.87</u>	\$ 40,878.18
Fines: Library			385.00
Interest on Bank Balances			746.83
" " Bonds			10,283.78
Sale of Boilers			1,000.00
Sundry Income			59.49
Discounts			71.56
Sale of Bonds: City of San Antonio Paving 1935 - 5s, par \$10,000.00			13,896.08
Sale of Bonds: Province of Ontario \$15,000: \$14,043.75			
" " " : 4th Liberty 5,000: <u>5,066.14</u>			19,109.89
Bills Payable: Lincoln-Alliance:			31,000.00
Vending Machine			<u>2.05</u>
			<u>117,432.86</u>
			\$ 167,305.47

TOTAL:

CASH DISBURSEMENTS:

Maintenance and Oper'n of Arcade (Sch. 1)	\$	52,367.46	
Library " " " (Sch. 2)	\$12,766.06		
Reading Room (Sch. 3)	<u>1,904.43</u>	14,670.49	
New Arcade Building Construction Contract:			
Payments to John B. Pike & Sons, Inc.		49,947.32	
" " Gordon & Kaelber		5,000.00	
Other: Purchase of Bonds		9,388.96	
Accounts Payable: Remington-Rand Co.		852.68	
Miscellaneous Equipment & Advertising		20.00	
Accounts Receivable: Freight		2.61	
Legal and Professional		2,739.31	
Bills Payable: Lincoln-Alliance		<u>19,396.29</u>	154,385.12

CASH BALANCE: December 31st, 1933

\$ 12,920.35

CASH BALANCE ACCOUNTED FOR AS FOLLOWS:-

Lincoln-Alliance Bank & Trust Co.	\$	458.41
Rochester Trust & Safe Deposit Co. Treas. A/c		1,717.85
-do- Interest "		9,655.12
Central Trust Co.		2,000.00
Petty Cash		<u>5.79</u>
Total:	\$	<u>12,920.35</u>

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
MAINTENANCE AND OPERATION OF ARCADE BUILDING
FOR THE PERIOD JUNE 1, 1933 TO DEC. 31, 1933

OPERATING CHARGES:

Building Office and Janitor Supplies	\$ 1,811.36	
Elevator Maintenance	463.68	
Heat	2,047.04	
Electricity	4,140.19	
Legal & Audit Service	358.50	
Payrolls: Building	9,352.39	
Insurance: Compensation, Public Liability and Property Damage	53.51	
Taxes: City and County	7,606.40	
Telephone and Telegraph	144.38	
Water	1,079.48	
Window Cleaning	271.80	
Repairs: Bldg & Equipment	253.28	
Fire Insurance	760.64	
A.D.T. Service	39.36	
Taxes: Miscellaneous	9.60	
Vending Machine Expense	20.00	\$ 28,411.61

OTHER CHARGES:

Interest on Mortgage	23,358.19
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PARKING STATION:

Payroll	\$ 558.00	
Supplies	39.66	597.66

TOTAL (TO EXHIBIT B)

\$ 52,367.46**RECONCILIATION OF CASH AND ACCRUED PROPERTY EXPENSES:**

Total per cash statement		\$ 52,367.46
Less: Accrued Interest	\$ 4,125.00	
" Payroll	132.50	
" Water	19.60	
Vending Machine Income	2.05	
Accrued County Taxes	4,033.33	
" Legal and Professional	50.00	
Inventory of Supplies	351.38	
Advertising: Hart-Conway	193.18	740.38
TOTAL:		<u>\$ 51,627.08</u>

THE REYNOLDS LIBRARY
ROCHESTER, N. Y.
MAINTENANCE AND OPERATION OF LIBRARY FOR PERIOD JUNE 1 TO DEC.31,1933

MAINTENANCE & OPERATION OF LIBRARY:

Extraordinary Expense:

City Assessment	\$	2,629.00	
Heating		332.08	
Insurance		2,172.53	
Lighting		202.58	
Printing		-	
Postage, Express and Freight		22.74	
Repairs		346.29	
Salaries		5,208.45	
Sundries		158.65	
Supplies		186.02	
Water		13.23	
Binding: Old		54.05	\$ 11,325.62

PURCHASE OF NEW BOOKS:

Books	\$	827.84	
Periodicals		408.55	
New Binding		204.05	1,440.44

Total: \$ 12,766.06

MAINTENANCE & OPERATION OF READING ROOM:

Lighting		-	
Periodicals	\$	341.35	
Salaries		1,476.85	
Supplies		86.23	1,904.43

Total: \$ 14,670.49

RECONCILIATION OF CASH AND ACCRUED LIBRARY EXPENSES:

Total per Cash Statement:	\$14,670.49
Less:	
Insurance	\$1,696.18
Extraordinary Expense	2,629.00
Purchase of New Books	827.84
Purchase of Periodicals	408.55
Purchase of New Binding	204.05
	5,765.62
	<u>\$ 8,904.87</u>

THE REYNOLDS LIBRARY

ROCHESTER, N.Y.

SCHEDULE OF ESTIMATED COST TO COMPLETE BUILDING
AS SUBMITTED BY JOHN B. PIKE & SON, INC. AS AT DEC. 31, 1933

Partitions to complete all floors	\$ 25,739.00
Painting	1,872.80
Erect balance acoustic ceilings	1,055.18
Carpentry and Trim	295.76
Cutting and Patching	985.12
Hardware	159.82
Electric Changes	1,132.50
Electric Fixtures	279.28
Plumbing Changes	1,358.00
Heating Changes	1,200.00
Carting and Cleaning	45.20
Contingencies and special work for tenants	2,608.75
Contractors' Fee	2,558.20
Due Sub-contractors:-	
Dwight L. Smith	140.00
Dwyer Electric Company	179.69
	<u>\$ 39,492.90</u>
Additional Appropriation:	
Cooling System	<u>473.17</u>
Total:	<u>\$ 39,966.07</u>
Distribution:	
Applicable to General Construction	\$ 38,514.77
" " Tenant Changes	<u>1,451.30</u>
Total:	<u>\$ 39,966.07</u>

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
STATEMENT OF INCOME AND EXPENSES ON ACCRUAL BASIS
FOR PERIOD JUNE 1, 1933 TO DEC. 31, 1933

INCOME:

Rentals	\$ 39,529.79	
Electricity	793.64	
Water	331.28	
Sundry & Lettering Doors, etc.	94.75	
Sundry Sales (2 Boilers, etc)	1,059.49	
Parking Station	790.87	
Interest: Bonds	10,948.57	
: Banks	34.78	
Fines : Library	385.00	\$ 53,968.17

PROPERTY EXPENSE:

Arcade Bldg. Office and Janitor Supplies	\$ 1,266.80	
Elevator Maintenance	463.68	
Heat	2,047.04	
Electricity	4,140.19	
Legal and Professional Services	408.50	
Payrolls	9,219.89	
Insurance: Compensation, Public Liab'y	53.51	
Taxes: County and City	11,639.73	
" : Miscellaneous	9.60	
Telephone and Telegraph	144.38	
Water	1,059.88	
Window Cleaning	271.80	
Repairs: Bldg & Equipment	253.28	
Fire Insurance	760.64	
A. D. T. Service	39.36	
Vending Machine Expense	17.95	
Interest on Mortgages	19,233.19	
Total:	\$ 51,029.42	

PARKING STATION:

Payroll	\$ 558.00	
Supplies	39.66	
Total:	\$ 597.66	

Footings: Forward:

\$ 51,627.08 \$ 53,968.17

Footings: Forward: \$ 51,627.08 \$ 53,968.17

LIBRARY EXPENSES:

Salaries	5,208.45
Heating	332.08
Lighting	202.58
Binding	54.05
Supplies	186.02
Water	13.23
Sundries	158.65
Insurance	476.35
Postage, Express and Freight	22.74
Repairs	346.29
Total:	<u>\$ 7,000.44</u>

READING ROOM EXPENSES:

Salaries	\$ 1,476.85
Periodicals	341.35
Supplies	86.25
Total:	<u>\$ 1,904.43</u>

60,531.95

NET OPERATING LOSS

6,563.78

OTHER INCOME:

Discounts	\$ 71.56
Books purchased Re:Gordon Fund	32.00
	<u>\$ 103.56</u>

OTHER EXPENSES:

Loss on sale of Bonds	\$ 304.91
Misc. Equipment & Adv.Arcade Bldg	430.13
Bad Debts	79.28
Legal and Professional Services	2,739.31
Total:	<u>\$ 3,553.63</u>

3,450.07

EXCESS OF EXPENSES OVER INCOME:

10,013.85

ANALYSIS OF NET WORTH:

Balance June 1, 1933	\$1,014,762.04
Less: Net excess of expenses over income for the 7 months ended Dec.31,1933	<u>10,013.85</u>
Balance:Dec. 31,1933	<u>\$1,004,748.19</u>

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
MAINTENANCE AND OPERATION OF ARCADE BUILDING AND BUDGET
COMPARISONS FOR SEVEN MONTHS ENDED DEC. 31ST, 1933

	7 Months ended Dec. 31, 1933			Total Budget 12 Mos. ended May 31 '34
	Expenses	Budget	Budget Over Short	
MAINTENANCE AND OPERATION: Property:				
Arcade Building:				
Building Office & Janitor Supplies	\$ 1,266.80	\$ 408.34	\$ 858.46	\$ 700.00
Elevator Maintenance	463.68	700.00	236.32	1,200.00
Heat	2,047.04	2,041.67	5.37	3,500.00
Electricity	4,140.19	2,625.00	1,515.19	4,500.00
Legal and Audit Service	408.50	729.17	320.67	1,250.00
Payrolls: Bldg	9,219.89	10,675.00	1,455.11	18,300.00
Insurance: Compensation, Public				
Liability and Property				
Damage	53.51	585.08	531.57	1,003.00
Taxes: City and County	11,639.73	11,642.91	3.18	19,959.29
Telephone and Telegraph	144.38	70.00	74.38	120.00
Water	1,059.88	408.33	651.55	700.00
Window Cleaning	271.80	291.66	19.86	500.00
Repairs: Bldg & Equipment	253.28	875.00	621.72	1,500.00
Fire Insurance	760.64	700.00	60.64	1,200.00
A. D. T. Service	39.36	284.08	244.72	487.00
Directory Board Service	-	7.29	7.29	12.50
Interest on Mortgages	19,233.19	19,250.00	16.81	33,000.00
Vending Machine Expense	17.95	-	17.95	-
Taxes: Miscellaneous	9.60		9.60	
	<u>\$ 51,029.42</u>	<u>\$ 51,293.53</u>	<u>264.11</u>	<u>\$ 87,931.79</u>
Parking:				
Payroll	558.00			
Supplies	39.66			
	<u>597.66</u>			
Total:	<u>\$ 51,627.08</u>			

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
BUDGET FOR THE PERIOD: JAN. 1, 1934-DEC. 31, 1934
REYNOLDS ARCADE BUILDING

Building Office and Janiter Supplies	\$ 1,500.00
Elevator Maintenance	1,200.00
Heat	3,600.00
Electricity	5,400.00
Legal and Audit Service	400.00
Payrolls: Building	18,300.00
Insurance: Compensation, Public Liability and Property Damage	232.42
Taxes: County and City	19,063.27
Telephone and Telegraph	180.00
Water	1,320.00
Window Cleaning	600.00
Repairs: Bldg & Equipment	600.00
Fire Insurance	850.00
A.D.T. Service	525.00
Directory Board Service	15.00
Taxes: Miscellaneous	18.00
Parking Station: Supplies	24.00
Payroll	1,080.00

Total: (Subject to addition for amortization and interest)	\$54,907.69
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Other Charges:	
Amortization of leasehold expense: 10%:	5,000.00
Amortization : 5%:	30,000.00
Interest on Mortgages and Notes	35,000.00

TOTAL:	<u>\$124,907.69</u>
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THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
REYNOLDS LIBRARY BUDGET
JAN. 1, 1934 TO DEC. 31, 1934

Salaries	\$ 9,100.00
Insurance	40.00
Repairs	350.00
Heat	650.00
Light	340.00
Water	45.00
Books	500.00
Periodicals	60.00
Binding: New	450.00
" : Old	100.00
Printing	40.00
Postage	40.00
Library Supplies	335.00
Sundries	300.00
Extraordinary Expense	<u>2,800.00</u>

Total: \$ 15,150.00

Reading Room Budget:

Salaries	2,500.00
Light	200.00
Periodicals	20.00
Supplies	<u>130.00</u>
	\$ <u>2,850.00</u>

Grand Total: \$ 18,000.00

(Schedule as submitted by
Dr. J. R. Slater)

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
SCHEDULE OF LEASES AS AT DECEMBER 31ST, 1933

Office No.		Available Months		Monthly Rent	Lease Term.	Income Period Jan. 1, 1934 to Dec. 31, 1934
		Income for F.Y.	Rent Starts			
212	Tucker Anthony	12	5/1/33	\$300.00	3/31/35	\$ 3,600.00
212	" "	12	9/1/33	97.33	3/31/35	1,168.00
510	Rochester Cooperage Co.	5	8/1/33	59.50	5/31/34	297.50
500	Household Finance Corp.	12	7/1/33	219.00	6/30/36	2,628.00
600	Berkshire Life Ins.Co. 4/1 (1)	9	4/1/34	312.50	3/31/39	2,812.50
720	Brown & Zurett	12	5/1/33	75.00	4/30/36	900.00
718	Jas. Kemper & Son	12	5/1/33	45.00	4/30/36	540.00
702	Metropolitan	12	1/1/34	300.00	6/30/36	3,600.00
420	Stonebraker, H. E.	(1) 12	4/1/33	75.00		900.00
402	Jennings, J. A.	(1) 12	4/1/33	50.00		600.00
400	Coe, R. J.	(1) 12	4/1/33	50.00		600.00
610	Mon.Cty.Alc. Board	12	6/1/33	100.00		1,200.00
Store	Murphy, C.L.	12	4/1/33	90.00	4/1/38	1,080.00
"	Angelides, G.C.	12	4/1/33	90.00	5/1/38	1,080.00
"	Palermo - Barber (No Lease)	(1) 12		40.00	Plus 15% Sales over \$75. per Wk.	480.00
	Waldorf					12,500.00
	Western-Union					20,992.80
	Fanny Farmer					6,770.83
	Woolworth					12,000.00
508	Am. Bureau of Collections	8		70.00	9/30/34	560.00
620	Mon.Cty.Truck Owners	12		58.00	12/31/34	696.00
618	Modern Woodmen of Am.	10		80.00	10/31/34	800.00
516	Clary & Sheehan	11		60.00	11/30/34	660.00
900	Phoenix Life Ins.Co.	6		334.00	6/30/37	2,004.00
Total:						<u>\$ 78,469.63</u>

(1) Indicates tenants who do not have leases.

REGULAR QUARTERLY MEETING OF REYNOLDS LIBRARY, APRIL 13, 1934

The regular quarterly meeting of the Board of Trustees was held on April 13, 1934, in the Board Room of Reynolds Arcade. Present: Messrs. Anstice, Bacon, Davis, Goodenough, Hopeman, Pike, Slater, and Thompson. President Thompson in the chair.

The minutes of the last meeting were read and approved. The secretary read a letter from Mr. Hawks offering his resignation from the Board on account of pressure of other duties. Members of the Board expressing regret at Mr. Hawks's resignation, it was agreed that Mr. Goodenough be asked to inquire whether Mr. Hawks would not reconsider his decision. Action on the resignation was postponed.

The secretary having pointed out that the special Building Committee elected for the erection of the new Arcade had now completed its duties with the exception of finishing the still unoccupied upper floors of the building, it was moved by Mr. Anstice, seconded by Mr. Davis, and voted that the Building Committee be discharged, and that all its activities be transferred to the Property Committee with the same personnel.

The report of the Property Committee was then presented by Mr. Goodenough. New rentals were reported to Helene Meyers, Penn Dixie Cement Corporation, Rochester Travel Agency, Phoenix Mutual Life Insurance Company, and Monroe County Truck Owners at a total annual rental of \$5,648. No supplementary payment will be received from Woolworth for the first year, since their sales were under the stipulated figure of \$200,000. No report on sales has yet been received from Waldorf. It was reported that the committee had authorized an expenditure of \$350 to improve the cooling system for offices.

The report of the Finance Committee stated that there have been no sales or purchases of securities during the quarter. On March 15 the value of the securities held by the Rochester Trust and Safe Deposit Company was \$238,000. The value of the collateral placed against the Lincoln Alliance Bank and Trust Company loan, which now stands at \$26,603, amounts to \$33,000. The value of the collateral held by the Lincoln Alliance Bank and Trust Company in safe keeping is \$55,000. Total collateral value at present is \$327,000 as against a value of \$299,000 at the beginning of the quarter. Minutes of the Finance Committee's meeting of March 16 were included in the report and are attached to these minutes.

The report of the Treasurer for the first quarter of the year was presented by the Treasurer, showing cash receipts of \$39,717.49, and disbursements of \$41,366.67. During the quarter \$15,000 was borrowed. The losses for the three months were \$10,232.10. Included in the expenditures were prepayments of county and city taxes to the amount of about \$6,000. The Library expenses for the quarter were \$3,715.32. Chargeable to construction costs were items amounting to \$6,821.63. It was also reported that notes amounting to \$600,000 representing funds borrowed for the erection of the Arcade were renewed on March 28 for another six months.

The report of the Library Committee, presented by the secretary, showed a net increase of 215 volumes, of which all but 15 were by gift and binding, purchase of new books having been practically suspended by order of the Board. The attendance in the Library was 16,851 and in the Arcade Reading Room 23,482. The number of books drawn was 22,625. Expenditures for the Library during the quarter were \$3,189.85 and for the Reading Room \$603.92.

Mr. Davis presented a letter from Mr. E. Willoughby Middleton, attorney for the Board, reporting that the Legislature passed on February 22, 1934, and the Governor subsequently signed, the amendment prepared by Mr. Middleton in order to enable the Reynolds Library to combine with the Rochester Public Library, the amendment to the charter being as follows:

AN ACT to amend chapter nine of the laws of eighteen hundred eighty-four, entitled "An act to incorporate the Reynolds Library in the city of Rochester," in relation to its powers and purposes and the administration of the affairs of the corporation

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Chapter nine of the laws of eighteen hundred eighty-four, entitled "An act to incorporate the Reynolds Library in the city of Rochester," is hereby amended by adding thereto a new section, following section eight thereof, to be section eight-a, to read as follows:

8-a. Said corporation shall have power to combine the whole or any part of its library and reading room facilities with similar facilities of the public library now or hereafter maintained by the city of Rochester in such manner and upon such terms and conditions as may be set forth in a written agreement between said corporation and said city. Such agreement may thereafter be modified, from time to time, in such manner and to such extent as may be agreed in writing between said corporation and said city. The exercise by said corporation of the powers hereby conferred shall not operate as a forfeiture of the charter or of any charter powers of said corporation.

Section 2. This act shall take effect immediately.

Mr. Middleton's letter added that there remain one or two further questions to be examined, such as the power of the city to increase the number of trustees of the Public Library from five to six as proposed, before he renders his final report.

then adjourned.

Secretary

Meeting of the Finance Committee Reynolds Arcade, March 16, 1934

Present: Mr. E. C. Miner, Chairman, Mr. Weller, Mr. Thompson, and
Mr. Goodenough.

Mr. Goodenough reported on the finances for the months of January and February, setting forth a loss of \$2,157.79 in the month of January and a loss of \$321.11 in the month of February. The loss reported in January being due largely to exceptional expense for taxes. \$4,033 was paid on the years County Taxes and \$3900 on the first installment of the City Taxes.

The Treasurer reported the need for rather large withdrawals on or about the first of April:

January and February bill including \$2,000 fee to John Pike ..	\$6,707.23
City Taxes due in March	3,703.75
April First interest on mortgage loan at Lin. All. Bank	8,448.10
Usual expense for the month of March about	1,000.00
Total	\$ 19,859.08

Outside of the Bowman Fund which cannot be used, the bank balance at the end of the month will be about \$9600.

The Treasurer, therefore, suggested the advisability of raising an additional \$12,000 either by borrowing the funds or selling some of the bonds. Upon motion of Mr. Weller, seconded by Mr. Thompson, it was moved that the Treasurer be authorized to borrow \$12,000 and pledge such bonds from our list as might be required by the bank. Motion was unanimously carried.

After some further discussion the meeting was adjourned.

\$10,000 borrowed 3/29/34

Hubbell, Taylor, Goodwin, Nixon & Hargrave
Attorneys and Counselors at Law
31 Exchange Street
Rochester, N.Y.

FRED. C. GOODWIN
T. CARL NIXON
THOMAS J. HARGRAVE
E. WILLOUGHBY MIDDLETON
FRANK C. DEVANS
RAYMOND BENTLEY
W. CLYDE O'BRIEN

EDWARD I. CRISTY
LEWIS CLINTON
CASPER BALTENSPERGER
ALFRED W. DUNBAR
JUSTIN J. DOYLE
JOHN A. RIEGEL
JAMES M. O'REILLY

April 13, 1934.

Re:- The Reynolds Library.

C. Schuyler Davis, Esq.,
5 South Fitzhugh Street,
Rochester, New York.

Dear Mr. Davis:

In order that you and your Committee may be fully advised of the present status of the contract with the City, I beg to submit the following report. I am enclosing herewith a copy of this letter for your use in the event that you should desire to submit the original or the copy to the Board of Trustees at its meeting to be held today.

You will doubtless recall that at the meeting of the Board of Trustees held in December, 1933, at which I was present, various legal problems in connection with the proposed consolidation were discussed and the advisability of entering into a contract with the City prior to the solution of these problems was carefully considered. At that meeting, the Board decided to enter into a contract with the City substantially in accordance with the draft which was submitted at that meeting, being largely influenced in this decision by the provisions of paragraph Eighth of that draft, which provided in substance that The Reynolds Library might withdraw from this agreement at any time prior to the delivery of its property, if its counsel should advise against its going forward because of legal obstacles.

After the contract had been executed, I proceeded with the amendment of the Charter of The Reynolds Library, and enclose herewith a copy of the bill covering such amendment which, I have been advised by the Governor's Secretary, has been duly passed and signed by the Governor.

Before submitting this bill to the Legislature, I discussed it with the Mayor, the City Manager, and the Corporation Counsel, and secured their approval of same, as well as their cooperation in having it passed.

the Arcade for cooling the offices during the summer, with entire

April 13, 1934.

2. ~~Thoroughly~~ ~~middle~~

the Arcade for cooling the offices during the summer, with entire

QUARTERLY MEETING OF THE BOARD OF TRUSTEES, JUNE 8, 1934

The regular quarterly meeting of the Board of Trustees of The Reynolds Library was held June 8, 1934, at 4 p.m., in the Board Room of the Reynolds Arcade, President Thompson in the chair. The following members were present: Messrs. Anstice, Finucane, Goodenough, Rhees, Slater, Thompson, and Weller.

The minutes of the April meeting were read and approved. It was reported by Mr. Goodenough that Mr. Hawks has agreed to withdraw his resignation from the Board.

The Treasurer's report being called for, Mr. Goodenough stated that a report for the first five months of the year had been prepared, but that on account of some small discrepancies between this report and the monthly reports, he preferred not to give exact figures until after a complete check has been made. It was stated that the accounts are being kept on an accrual basis so far as rents and other receipts are concerned, and also as to accrued interest and bills payable, but not as to taxes. Some question was raised whether taxes should not be included in the accrual system in order to give a consistent monthly picture of the real financial condition of the corporation. The Treasurer's statement was accepted as a provisional report, pending fuller details from the accountants.

For the Property Committee Mr. Goodenough reported that the Waldorf tenants report their gross receipts for the previous year below the minimum set for supplementary rental, so that there will be no income from this source. It was also stated that additions and improvements had been made to the cooling system of the Arcade for cooling the offices during the summer, with entire

satisfactory results. The report was ordered accepted.

The report of the Library Committee, presented by the secretary, showed a net increase of 241 volumes, all but 4 of which were added by binding and by gift. The total number of books catalogued and shelved is 100,730. The attendance in the Library was 9,725, as compared with 12,296 in 1933; attendance in the Reading Room was 15,077, as compared with 13,619 in 1933. The report was accepted.

The meeting was then adjourned.


Secretary

REGULAR QUARTERLY MEETING OF THE BOARD OF TRUSTEES OF
* THE REYNOLDS LIBRARY, October 19, 1934

The regular quarterly meeting of the Board of Trustees of the Reynolds Library was held October 19, 1934, at 4 p.m., in the Board Room of the Reynolds Arcade. Present: Messrs. Anstice, Goodenough, Hawks, Miner, Pike, Rhees, Slater, Thompson. President Thompson presided.

The minutes of the last meeting were read and approved. The Treasurer presented a report covering the nine months from January 1 through September 30, showing separately the income and expenditures for the first six months and for the individual months of July, August, and September. The figures for the six months ending June 30 showed for that period a total income of \$49,714.65, of which \$8,673.87 was from interest on bonds and bank balances, \$445.00 from library fines, the remainder, \$40,595.78 from the Arcade. The expenditures for the Arcade for the first six months were \$44,518.91 of which \$9,160.68 were for building operations. All these figures are on the accrual basis. For the first six months the other expenses were \$5,638.93 for the Library, \$1,197.98 for the Reading Room, and \$190.96 for legal and auditing expenses. Total expenditures for the first six months \$51,546.78 leaving a deficit of \$1,832.13. The situation has improved during the summer. There was a deficit for July of \$293.34, but a profit of \$574.32 in August and of \$1,477.03 in September. The net deficit on September 30 had been reduced to \$74.12. The complete report of the Treasurer is attached to these minutes.

STATEMENT OF INCOME & EXPENSES ON THE ACCRUAL BASIS

	JUNE 30/34 (6 mos.)	MONTHLY AVERAGE	JULY	AUGUST	SEPT.
INCOME:					
Rentals	\$38,565.55	6,427.59	7,168.70	7,356.87	7,386.86
Elec. & Water	1,245.39	207.56	186.05	175.55	176.30
Parking Station	666.29	111.05	125.25	131.75	102.25
Discounts	25.53	4.25	3.19	2.97	1.11
Sundry	93.02	15.50	60.60	34.00	22.05
Interest - Bonds	8,664.51	1,444.09	787.50	1,655.96	1,305.62
" - Banks	9.36	1.56			
Fines - Library	<u>445.00</u>	<u>74.00</u>			<u>72.00</u>
Total Income	\$49,714.65	8,285.60	8,331.29	9,357.10	9,056.19
EXPENSES:					
Arcade Building -					
Building Operation	\$ 9,160.68	1,526.78	1,473.12	1,713.92	1,584.90
Payrolls	7,408.98	1,234.83	1,219.42	1,509.67	1,215.30
Insurance	587.40	97.90	101.25	101.25	101.25
Taxes: Cty & City	9,639.10	1,606.52	1,570.70	1,570.70	1,570.70
" : Misc.	8.10	1.35	1.22	.80	.94
Int. on Bills Pay.	17,025.95	2,837.67	2,881.90	2,556.34	1,976.41
Misc. Equip't-Adv.	216.30	36.05	167.20	21.90	
Bad Debts	4.40	.73			
Parking Sta. Exp.	<u>468.00</u>	<u>78.00</u>	<u>90.00</u>	<u>90.00</u>	<u>72.00</u>
	44,518.91	7,419.83	7,504.81	7,564.58	6,521.50
Library -					
Operation	921.91	153.65	41.12	70.85	61.77
Insurance	365.02	60.84	68.85	69.23	69.39
Salaries	<u>4,352.00</u>	<u>725.00</u>	<u>724.00</u>	<u>731.00</u>	<u>735.00</u>
	5,638.93	939.49	833.97	871.08	866.16
Reading Room -					
Operation	50.48	8.41	4.25	8.27	4.25
Salaries	<u>1,147.50</u>	<u>191.25</u>	<u>281.60</u>	<u>238.85</u>	<u>187.25</u>
	1,197.98	199.66	285.85	247.12	191.50
Legal & Audit					
Legal & Professional	75.00	12.50		100.00	
	<u>115.96</u>	<u>19.33</u>			
	190.96	31.83	-0-	100.00	-0-
Total Expense	\$51,546.78	8,590.81	8,624.63	8,782.78	7,579.16
PROFIT OR LOSS*	\$ 1,832.13*		293.34*	574.32	1,477.03
Profit on Sale of Bonds				<u>10,535.76</u>	
				\$11,110.08	

THE REYNOLDS LIBRARY
STATEMENT OF INCOME & EXPENSES ON THE ACCRUAL
BASE

<u>INCOME</u>	JUNE 30/34 (6 MOS.)	JULY 31/34 (7 MOS.)	AUG. 31/34 (8 MOS.)	SEPT. 30/34 (9 MOS.)
Rentals	\$38,565.55	45,734.25	53,091.12	60,477.98
Electricity & Water	1,245.39	1,431.44	1,606.99	1,783.29
Parking Station	666.29	791.54	923.29	1,025.54
Discounts	25.53	28.72	31.69	32.80
Sundry	93.02	153.62	187.62	209.67
Interest - Bonds	8,664.51	9,452.01	11,107.97	12,413.59
" - Banks	9.36	9.36	9.36	9.36
Fines - Library	445.00	445.00	445.00	507.00
TOTAL INCOME	\$49,714.65	58,045.94	67,403.04	76,459.23
<u>EXPENSES</u>				
Arcade Building -				
Operation	9,160.68	10,633.80	12,347.72	13,932.62
Payrolls	7,408.98	8,628.40	10,138.07	11,353.37
Insurance	587.40	688.65	789.90	891.15
Taxes: County & City	9,639.10	11,209.80	12,780.50	14,351.20
" : Miscellaneous	8.10	9.32	10.12	11.06
Interest on Bills Pay.	17,025.95	19,907.85	22,464.19	24,440.60
Misc. Equip't & Adv.	216.30	383.50	405.40	405.40
Bad Debts.	4.40	4.40	4.40	4.40
Parking Station Expense	468.00	558.00	648.00	720.00
	44,518.91	52,023.72	59,588.30	66,109.80
Library -				
Operation	921.91	963.03	1,033.88	1,095.65
Insurance	365.02	433.87	503.10	572.49
Salaries	4,352.00	5,076.00	5,807.00	6,542.00
	5,638.93	6,472.90	7,343.98	8,210.14
Reading Room -				
Operation	50.48	54.73	63.00	67.25
Salaries	1,147.50	1,429.10	1,667.95	1,855.20
	1,197.98	1,483.83	1,730.95	1,922.45
Legal & Audit	75.00	75.00	175.00	175.00
Legal & Professional	115.96	115.96	115.96	115.96
	190.96	190.96	290.96	290.96
TOTAL EXPENSE	\$51,546.78	60,171.41	68,954.19	76,533.35
PROFIT OR LOSS*	1,832.13*	2,125.47*	1,551.15*	74.12*
Profit on Sale of Bonds			10,535.76	10,535.76
Profit			8,984.61	10,461.64

COMPARISON OF INCOME AND EXPENSESWITH BUDGET

	Budget for nine months	Actual for nine months ending Sept. 30, 1934
<u>INCOME</u> - Arcade Building		
Rentals, etc.	\$58,852.21	\$63,529.28
Interest	12,750.00	12,422.95
Library - Fines		507.00
TOTAL INCOME	\$71,602.21	\$76,459.23
 <u>EXPENSES</u> -		
Arcade Building:		
Operation	\$10,811.25	13,932.62
Payrolls	13,725.00	11,353.37
Insurance	811.81	891.15
Taxes: County & City	14,297.44	14,351.20
" : Miscellaneous	13.50	11.06
Interest on Bills Payable	26,250.00	24,440.60
Misc. Equipment & Adv.		405.40
Bad Debts		4.40
Parking Station Expense	828.00	720.00
	66,737.00	66,109.80
Legal & Audit	300.00	175.00
" & Professional		115.96
	67,037.00	66,400.76
Library:		
Operation	3,750.00	1,095.65
Insurance	30.00	572.49
Salaries	6,825.00	6,542.00
	10,605.00	8,210.14
Reading Room:		
Operation	262.50	67.25
Salaries	1,875.00	1,855.20
	2,137.50	1,922.45
TOTAL EXPENSE	\$79,779.50	\$76,533.35

THE REYNOLDS LIBRARY
STATEMENT OF ASSETS AND LIABILITIES

	<u>JUNE 30/34</u>	<u>JULY 31/34</u>	<u>AUG. 31/34</u>	<u>SEPT. 30/34</u>
CASH -				
General Funds	\$ 668.52	4,094.55	3,739.83	2,364.69
Permanent "	9,738.31	9,738.31	9,738.31	9,727.04
RECEIVABLES -				
Accounts (Rents)	2,326.43	447.09	606.22	549.18
Interest	1,010.00	225.00		630.62
Roch. Trust			1,773.44	426.23
INVESTMENTS -				
Cost (Less Reserve)	378,961.30	378,961.30	242,872.06	242,872.06
(10,535.76)				
Mortgage	1.00	1.00	1.00	1.00
REAL ESTATE -				
Main Street	945,320.88	945,320.88	945,344.88	945,361.49
Spring Street	70,000.00	70,000.00	70,000.00	70,000.00
LIBRARY EQUIPMENT -				
	200,433.61	200,435.52	200,443.07	200,456.86
DEFERRED CHARGES -				
Construction	50,606.98	50,606.98	50,606.98	50,606.98
Commissions	14,571.50	14,691.40	14,691.40	14,691.40
Prepaid Expense	11,606.20	10,158.80	8,771.05	7,323.11
Inventory	234.94	239.44	269.89	265.90
<u>TOTAL ASSETS</u>	\$1,685,539.97	1,684,920.27	1,559,393.89	1,545,276.56
ACCOUNTS PAYABLE -				
Overdraft	2,624.84			
To complete Bldg.	27,181.44	27,181.44	27,181.44	27,181.44
Bldg. Contractor	1,832.38	1,080.00	1,080.00	1,080.00
Accrued Taxes	8,371.41	8,707.52	5,339.88	5,675.99
Sundry	167.15			
NOTES PAYABLE -				
Mortgage Account	600,000.00	600,000.00	480,000.00	480,000.00
Bank Loan	31,103.71	31,103.71	15,333.35	15,333.35
Accrued Interest		2,881.90	5,383.44	
Permanent Funds	9,738.31	9,738.31	9,738.31	9,727.04
Net Worth	\$1,004,520.73	1,004,227.39	1,004,801.71	1,006,278.74
<u>TOTAL LIABILITIES</u>	\$1,685,539.97	1,684,920.27	1,559,393.89	1,545,276.56

SCHEDULE OF BOND SALES

	<u>COST</u>	<u>SALE PRICE</u>	<u>PROFIT</u>	<u>INTEREST</u>
(Lincoln-Alliance Bank)				
5 M Pitts. Cinn. Chic. & St. Louis 5s/75	\$ 5,073.24	\$ 5,403.23	\$ 329.99	\$ 84.03
5 M Virginia Railway 4½s/62	4,518.75	5,084.48	565.73	56.88
5 M Cons. Gas of NY 5s/57	4,709.84	5,184.60	474.76	11.94
	\$ 14,301.83	\$ 15,672.31	\$1,370.48	\$ 152.85
		<u>152.85</u>		

Proceeds

\$ 15,825.16

Disposal of above proceeds:

Applied on L.A.B. Loan \$15,770.36
Interest 54.80

\$15,825.16

* * * * *

(Rochester Trust Co.)

5 M U. S. Treasury	\$ 5,000.00	\$ 5,159.38	\$ 159.38	\$ 62.56
5 M Pitts. Cinn. Chic. & St. Louis 5s/75	5,073.25	5,406.25	333.00	84.03
10M Atchison Topeka 4s/95	9,218.40	10,346.00	1,127.60	138.89
10M Canadian Nat. Rwy. 4½s/57	9,329.00	10,950.00	1,621.00	43.78
5 M Penn. Pw. & Lt. 4½s/81	4,829.00	4,910.50	81.50	78.13
10M Morris & Essex RR 3½s/2000	8,750.00	8,846.00	96.00	63.19
18M Union Pacific 4s/2008	15,550.00	18,262.80	2,712.80	310.89
10M Detroit Edison 4½s/61	9,819.00	10,296.00	477.00	7.50
15M Philadelphia Elec. 4s/71	14,074.00	15,331.50	1,257.50	12.11
10M Bell Tel. of Canada 5s/35	9,609.00	10,908.50	1,299.50	220.83
10M N. Y. Corp. 4½s/30&60	20,000.00	20,000.00		356.53
	\$111,251.65	\$120,416.93	\$9,165.28	\$1,378.41
		<u>1,378.41</u>		

Proceeds

\$121,795.54

Disposal of above proceeds:

Reduced Mtg. Loans as follows:

Roch. Trust	\$ 50,000.00
Security "	50,000.00
Central "	<u>20,000.00</u>
	\$120,000.00
Postage & Tax	21.94
Bal. remitted	<u>1,773.40</u>
(Roy. Library)	\$121,795.34

For the Finance Committee the Treasurer reported that in August, in view of the high bond market, bonds belonging to the corporation which are pledged as collateral with the Lincoln Alliance Bank and Rochester Trust Company were sold for \$136,089.24 with accrued interest of \$1,531.26, the original cost of which was \$125,553.48. The proceeds of this transaction were applied to the reduction of mortgage loans as follows: Rochester Trust Company, \$50,000; Security Trust Company, \$50,000; Central Trust Company \$20,000. The sum of \$15,770.36 with \$54.80 interest was applied to the reduction of the bank loan for current expenses at the Lincoln Alliance Bank. A schedule of the bonds sold and the profit on each lot is attached to these minutes. The Finance Committee pointed out that not only was it advantageous to reduce the mortgage and bank loans by disposing of bonds at a profit, but the income on these bonds was considerably less than the 5 1/2% interest payable on the loans. The net annual saving in interest is \$1417.50.

The Treasurer also reported that as a result of protest lodged with the Board of Assessors a proposed assessment of \$1,200,000 on the Arcade had been reduced to \$625,000 for the coming year, but with every prospect that a large increase in the assessment may be expected in the near future. In this connection it was pointed out that the statement of assets and liabilities submitted with this report carries as "deferred charges" included under assets two items, one of \$50,606.98 for "construction," meaning building costs added to the original estimates for the accommodation of tenants, and another of \$14,691.40 for commissions paid to

agents for securing tenants. To carry these items as assets included in the original cost of the building enterprise would, it was thought, tend to increase the assessable value of the property. It was therefore moved by Mr. Miner, second-
ed by Mr. Goodenough, and carried, that these two items for construction and commissions, amounting to \$65,298.38, be transferred from their present classification as assets, and be carried as a basis for future amortization as originally planned. ✓

Another item in the statement of assets is a worthless farm mortgage originally purchased through the Associated Mortgage Investors which has been carried on the books for years at a nominal value of \$1. The Treasurer having reported that there is no prospect of realizing anything from this source, it was moved by Mr. Miner, duly seconded, and carried, that this item of \$1. be written off the list of assets. ✓

After these matters suggested by the report of the Treasurer had been disposed of, it was moved by Dr. Rhees, seconded by Mr. Hawks, and carried, that the report be received and filed.

The Treasurer then reported that in the judgment of the Finance Committee it is desirable to exchange all registered bonds still remaining among the securities of the corporation for coupon bonds, because of the complications attending the sale of registered bonds and the lower market price. The following resolution was moved by Mr. Miner, second-
ed by Mr. Anstice, and carried:

RESOLUTION: REYNOLDS LIBRARY, INC

RESOLVED, that Swayne P. Goodenough, Treasurer, be and he hereby is authorized to execute any papers necessary to exchange the following bonds registered in the name of the Corporation for bearer coupon bonds of the same description:

\$10,000 Chicago Milwaukee & St Paul Rwy. ,
Co. Gen. C 4 $\frac{1}{2}$'s 1989

\$ 8,000 Washington & Columbia River Rwy.,
Co. First 4's, 1935

\$10,000 Great Northern Railway Co. First
& Ref. Mtg. "A" 4 $\frac{1}{2}$'s, 1961

\$30,000 Southern Pacific Railroad Co.
First Ref. Mtg. 4's, 1955

\$10,000 Cleveland Short Line Railway Co.
50 yr. First Mtg. Gold 4 $\frac{1}{2}$'s, 1961

I, the undersigned, Secretary of Reynolds Library, Inc., hereby certify that the foregoing is a full, true and complete copy of a resolution duly adopted by the Board of Directors of said Company at a meeting duly called and held on October 19th, 1934, at which a quorum was present and acting throughout; and I further certify that, at the date hereof, Swayne P. Goodenough is the duly elected, qualified, and acting Treasurer of said Company, and that said resolution is in full force and effect.

I further hereby certify that the exchange of these registered certificates for bearer coupon bonds involves no change of ownership and that they will continue to be held by the owner as heretofore.


Secretary

Dated October 26, 1934

Minutes of the meetings of the Finance Committee on July 27 were presented by the Committee and are filed with these minutes. They covered the financial transactions already reported by the Treasurer including sale of bonds and reduction of loans as above stated. It was moved by Mr. Miner, duly seconded, and voted that the Board ratify the transactions of the Finance Committee, and adopt the minutes of the Committee.

The report of the Library Committee was then presented by the Secretary. It showed for the three months ending September 30 an addition to the Library of 18 volumes by purchase (continuations and reference books), 9 volumes by binding, 65 added by gift, 76 volumes condemned and lost, a net increase of 16 volumes; total number catalogued and shelved 100,746. The attendance in the Library was 15,562 and in the Reading Room 25,207. The cost of maintaining the Library for the three months was \$3,314.24, of the Reading Room \$930.22. For the nine months ending September 30 the total cost of the Library was \$8,455.67 and of the Reading Room \$1922.45. The report of the Library Committee was ordered received and filed.

The Secretary then presented a letter from Judge Carnahan resigning as Trustee because of inability to attend the meetings of the Board. Mr. Miner moved, seconded by Dr. Rhees, that Judge Carnahan be made an Honorary Trustee of the Reynolds Library, without obligation to attend meetings, hold office, or vote, in order to continue his long association with the Library during which he has rendered invaluable service. The Secretary was instructed to notify Judge Carnahan of this action.

The Board being reduced by this action to thirteen active Trustees, and the minimum limit being eleven, the following persons were nominated for membership, action on these nominations to be taken at the annual meeting next February: ✓

Mr. E. Willoughby Middleton, nominated by Mr. Anstice

Mr. Theodore C. Briggs, nominated by Dr. Rhees

Dr. Dexter Perkins, nominated by Mr. Hawks

Mr. Donald B. Gilchrist, nominated by Mr. Miner.

The Secretary stated that he should be absent from the city from January 21 until the end of summer in 1935 and suggested the appointment of a secretary pro tempore. On motion duly carried this matter was left to the President with power to appoint a secretary pro tempore.

The meeting was then adjourned.


Secretary

REPORT OF FINANCE COMMITTEE

At the Finance Committee meeting of July 27, 1934, it was determined to take advantage of the good bond market and sell certain of our bond list and apply the proceeds on our indebtedness. The minutes of that meeting explain the reason for this action and are attached. Of the bonds recommended to be sold, all were sold with the exception of \$20,000. One block of \$10,000 has recently been disposed of and on the remaining \$10,000 Cleveland Shore Line we have been unable to obtain a satisfactory bid. The sale of these bonds and the disposition of the funds are incorporated in the Treasurer's report.

At present, exclusive of the bonds recommended for sale, we have as collateral at the Rochester Trust and Safe Deposit Company, bonds to the value of \$112,000.00. Against our note at the Lincoln Alliance Bank of \$15,000, we have bonds whose market value is \$20,000.00. The bonds we have in the Lincoln Alliance Trust department, have a market value of \$44,000.00 or the total market value of the bonds we hold at present is \$175,000.00 - as against a book value of \$233,000.00 - less a reserve of \$10,000.

Change all registered bonds to coupon.

MINUTES OF MEETING OF FINANCE COMMITTEE OF REYNOLDS LIBRARY JULY 27, 1934.

The meeting was called at the suggestion of Mr. Goodenough, Treasurer.

Cash statement for May 31st, was submitted showing a \$4300 cash deficit for the month. ~~of~~ June

The Treasurer on June 29 arranged a loan of \$4500 at the Lincoln Alliance Bank at the suggestion of Mr. E. G. Miner. Action of Treasurer was confirmed unanimously by the Finance Committee.

The sale of bonds from our investment list to the extend of \$155,000 was suggested. The suggestion was made for the following reasons:

1. When it was decided to erect a new Reynolds Arcade our surplus funds invested in bonds were to be available for the new building. At the time the mortgage was placed the bonds were not sold due to the depressed bond market - it being the judgment of the Board that better prices could be realized by waiting for an improved market.

The market has improved to such an extent that our list has increased in value from \$309,000 on 5/31/33 to \$340,000 on 5/30/34, though in the meantime we have sold \$23,737 and applied that amount toward expenses.

2. The list of bonds recommended for sale all show a profit as of 6/30/34 on their book value aggregating \$12,000.
3. Some of these bonds are selling above the call price and in most instances are over par. We cannot reasonably expect much greater appreciation in the list.
4. From this list we receive an annual income of \$6682.50. For the \$150,000 borrowed we are paying an annual cost of \$8100.00. This sale will afford us a net annual saving of \$1417.50.
5. After such sale we would still own a list of \$180,000, market value, to which we might look for some further appreciation.

After some discussion the following resolution was passed.

Resolved, that the Treasurer be authorized to sell the following list of bonds, after conferring with Mr. Sproat and Mr. Gardner as to the best price at which to offer.

Resolution unanimously adopted. -

Price	Quantity	Symbol	Company Name	Price	Quantity	Symbol	Company Name
104.50	✓ 5M		Consolidated Gas Co. of N. Y.	5%		MTKT-	103 3/4
106.25	5M		Pitts. Cinn. Chic. & St. Louis RR Bs	5		"	108 1/2
102	5M		Virginian Railway Co. 1st. Mfg.	4 1/2		102-	101 3/4
102.75	10M		Atcheson Topeka & Sante Fe RR Gen'l. Mtg.	4		104	103 1/2
104.25	10M		Bell Telephone of Canada 1st. Mtg.	5		109 1/2-10	109 1/2
105.25	10M		Canadian Nat. Railways 30-Yr. Gold Bds.	4 1/2		110	109 1/2
108.75	20M		City of New York Reg. Corporate Stock	4 1/2		Corbid.	100
99.75	10M		Cleveland Short Line Rwy Co. 50 Yr. 1st. Mtg Gold	4 1/2		MTKT-	
106.50	10M		Commonwealth Edison Co. 1st. Mfg. Coll. As	5		"	
105	10M		Detroit Edison Co. Gen'l. & Ref. Mtg. Ds	4 1/2		"	- 102
86.50	10M		Morris & Essex RR 1st. Ref. Mtg. Gs	3 1/2		79	88 1/2
96.50	5M		Pennsylvania Pow. & Light 1st. Mtg. GB	4 1/2		98-99	98 1/4
103.75	15M		Phila., Elec. 1st. & Ref. Mtg.	4		103	102 1/2
106.25	5M		Pitts. Cinn. Chic. & St. Louis RR Bs	5		MTKT-	103 1/2
100.25	18M		Union Pacific RR 1st Lien & Ref. Mtg.	4		102 1/2	101 1/2
101.094	5M		U. S. Treas. 4 1/4-3 1/4	4 1/4		MTKT-	101 1/2

It was further resolved that the proceeds from the sale be used in reducing our mortgage indebtedness by one-fifth or \$120,000.

\$50,000 to be paid to the Rochester Trust & Safe Deposit Company.
\$50,000 to be paid to the University of Rochester thru the Security Trust.
\$20,000 to be paid to the Central Trust Company.
The balance be used to apply on the note at the Lincoln Alliance. This

resolution was adopted unanimously.

The Auditor's six months annual statement of the Library was discussed.

There being no further business the meeting adjourned.

E. G. Miller
Chairman
J. D. Goodenough
J. F. Miller

REYNOLDS LIBRARY

Suggestion for Finance Committee

The sale of bonds from our investment list to the extent of \$155,000 is suggested for consideration of the Finance Committee - \$120,000 of this amount to reduce by one-fifth our mortgage debt, the balance to pay off the loan of \$31,000 to the Lincoln-Alliance Bank and Trust Company.

This suggestion is made for the following reasons:

1. When it was decided to erect a new Reynolds Arcade our surplus funds invested in bonds were to be available for the new building. At the time the mortgage was placed the bonds were not sold due to the depressed bond market - it being the judgment of the Board that better prices could be realized by waiting for an improved market.

The market has improved to such an extent that our list has increased in value from \$309,000 on 5/31/33 to \$340,000 on 5/30/34, though in the meantime we have sold \$23,737 and applied that amount toward expenses.

2. The list of bonds recommended for sale all show a profit as of 6/30/34 on their book value - aggregating \$12,000.
3. Some of these bonds are selling above the call price and in most instances are over par. We cannot reasonably expect much greater appreciation in the list.
4. From this list we receive an annual income of \$6682.50. For the \$150,000 borrowed we are paying an annual cost of \$8100.00. This sale will afford us a net annual saving of \$1417.50.
5. After such sale we would still own a list of \$180,000, market value, to which we might look for some further appreciation.

W. J. Goodenough

July 28, 1934

Rochester Trust and Safe Deposit Company,
Rochester, New York.

Gentlemen: Attention Robert C. Watson

It is our intention to sell through Lawrence Gardner the following bonds now held by you as collateral:

10M	Atcheson, Topeka & Santa Fe Railroad General Mortgage	4%	104
10M	Bell Telephone of Canada 1st Mortgage GB As	5	109 1/2 - 10
10M	Canadian National Railways 30-yr. Gold Bonds	4 1/2	110
20M	City of New York Reg. Corporate Stock	4 1/2	Rid-
10M	Cleveland Short Line Ry. Co 50-yr. 1st Mtg. Gold	4 1/2	Mkt.
10M	Commonwealth Edison Co. 1st Mtg. Coll. As	5	"
10M	Detroit Edison Co. General & Ref. Mtg. Ds	4 1/2	"
10M	Morris & Essex R.S. 1st Ref. Mtg. Gs	5 1/2	89
5M	Pennsylvania Power & Light 1st Mtg. GB	4 1/2	98-99
15M	Philadelphia Electric 1st & Ref. Mtg.	4	103
5M	Pittsburg, Cinn. Chicago & St. Louis R.R. Bs	5	Mkt.
18M	Union Pacific R.R. 1st Lien - Ref. Mtg.	4	102 1/2
5M	U.S. Treasury 4 1/2 - 5 1/2	4 1/2	Mkt.

The proceeds of such sale to be used in reducing our notes on the Reynolds Arcade in the following manner:

\$50,000 to be paid to the Rochester Trust and Safe Deposit Company
50,000 to be paid to the University of Rochester through the Security Trust
20,000 to be paid to the Central Trust Company
Balance to be placed in our account at the Rochester Trust and Safe Deposit Company.

After this sale is consummated we shall maintain with you as collateral bonds in the amount of \$100,000, market value.

Will you please deliver the above bonds as notified of their sale through your New York correspondent subject to draft in the usual way?

-2-

Rochester Trust and Safe Deposit Company


As authority for the above I quote from the By-Laws of the Reynolds Library, Article III, Section 6, excerpt from paragraph (3): "The treasurer shall when so instructed in writing by the Finance Committee sell and transfer any securities owned by the corporation and shall execute under the corporate seal of the corporation all instruments necessary or incidental to the transfer of such securities, no special resolution of the Board being required in such cases."

That you may have the required authority from Mr. E.C. Miner, Chairman of the Finance Committee, I am asking him to sign this letter with me as Chairman of the Finance Committee.

Very truly yours,



Treasurer



Chairman Finance Committee

July 30, 1954

Lincoln Alliance Bank and Trust Company
Rochester, New York

Attention: Trust Department

Gentlemen:

We have advised Lawrence Gardner to sell from our bond list the following bonds:

5M Consolidated Gas of New York
5M Pittsburg, Cinn. Chicago & St. Louis, RR
5M Virginia RR 1st. Mort. 4½%

The above bonds are in our collateral at the Lincoln Alliance Bank.

We have also instructed Mr. Gardner to dispose of the following bonds now held as collateral at the Rochester Trust & Safe Deposit Company:

10M	Atchafalpa, Topeka & Santa Fe RR Gen'l Mort	4½
10M	Bell Telephone of Canada 1st. Mort. GB As	5
10M	Canadian Nat'l. Railways 30 yr. Gold B	4½
20M	City of New York Reg. Corp. Stock	4½
10M	Cleveland Short Line Rwy Co. 50 Yr. 1st. Mtg	4½
10M	Commonwealth Edison Co. 1st. Mtg. Coll. As	5
10M	Detroit Edison Co. Gen'l. & Ref. Mtg. Ds	4½
10M	Morris & Essex R.S. 1st. Ref. Mtg. Cs	5½
5M	Pennsylvania Pow. & Lt. 1st. Ref. Mtg. GB	4½
15M	Phila., Elect. 1st. & Ref. Mtg.	4
5M	Pittsburg, Cinn. Chic. & St. Louis RR Bs	5
15M	Union Pacific RR 1st. Lien Ref. Mtg.	4
5M	U. S. Treasury 4½-5½	4½

Will you arrange to have bonds sold from the collateral at the Lincoln Alliance Bank delivered through your New York correspondent subject to draft in the usual way, when advised of their sale by Mr. Gardner. The proceeds from the bonds sold from the Lincoln Alliance collateral are to be applied against the note of the Reynolds Library.

Very truly yours,

ANNUAL MEETING OF THE REYNOLDS LIBRARY, FEB. 1, 1935

The annual meeting of the Reynolds Library was held February 1, 1935, at 4: p. m., in the Board Room of the Reynolds Arcade. The following were present: Messrs. Thompson, Hawks, Goodenough, Rhees, Miner, Bacon, Anstice, Weller. and Finucane. President Thompson in the chair.

In the absence of the Secretary, Dr. Slater, the minutes of the preceding meeting were read by Mr. Goodenough. There being no corrections the minutes were approved as read.

The first business of the meeting was the election of officers for the ensuing year. Dr. Rhees moved that the Secretary be authorized to cast a single ballot for the re-election of the present officers. Motion was duly seconded and carried.

Mr. Thompson, the President, then offered for election to the Board the following who had been nominated at the previous meeting of the Board:

Mr. E. Willoughby Middleton
Mr. Theodore C. Briggs
Mr. Dexter Perkins
Mr. Donald B. Gilchrist

On motion duly made, seconded and passed the Secretary was authorized to cast a single ballot for these new members to the Board.

The President then announced that the various committees were re-appointed as of the previous year with the exception that Mr. Weller was made Chairman of the Finance Committee in place of Mr. Miner who will continue to serve on the Committee.

The President read a resolution on the death of C. Schuyler Davis. This resolution was adopted in the minutes of the

corporation as follows:

"The Reynolds Library has lost a long and loyal friend in the death of Mr. C. Schuyler Davis. A man of wide culture and varied interests, he looked upon this library with perspective. The enterprise of Mr. Reynolds in founding in Spring Street a center of scholarly industry and public enlightenment in 1884, when the Third Ward was still the Third Ward, he understood and admired. The labors of Dr. Charles A. Dewey in conserving these values during later years were to him a fine example of continuity in aristocratic tradition.

When the time came to face realistically the civic and financial problems arising from the foundation and growth of a public library system, and the diminishing revenues of the Reynolds gift, Mr. Davis was a leader in seeking a constructive and permanent solution. It was he who conceived and carried through the notable survey of the library situation in Rochester by a committee of distinguished New York experts. It was he who labored patiently during years of discouragement and opposition to study the legal problems involved in the proposed merger with the Public Library. It was he who conferred with the city administration, smoothing out minor differences with necessary compromises, but standing firmly for essential principles. It was he who gave freely of his time and legal knowledge, without fee and sometimes without gratitude, paying out of his own pocket the cost of secretarial service.

When the plan so carefully worked out was at first disapproved by a part of the Board of Trustees, Mr. Davis and his colleagues on the special committee of negotiation, feeling that their usefulness was at an end, felt it necessary to resign their office. But when he, and Judge Carnahan, and others who had shared his labors and his disappointments, were informed that the Board had seen a new light and reversed the former action, Mr. Davis generously accepted re-election. During these years, both as chairman of the special committee and as a member of the Library Committee, he has been one of our most useful trustees.

It is a personal grief to some of us who have sat with him in Board and committee meetings so long and so amiably that he died when the steel skeleton was rising by the river which is yet to become more than a building, more than a symbol of co-operative citizenship, -- a home for that which is more than books and more than passing generations, more than monuments to the dead or perpetuations of individual benefaction, -- a home for ideas that have no end, beside the Genesee which flows forever. "

January 19, 1935

Mr. Thompson was further advised to forward this Resolution to Mrs. Davis. Mr. Miner suggested that some sort of memorial be made for Mr. Davis in commemoration of his long and loyal connection with the Reynolds Library. This matter is to receive further consideration when tablets are being selected for the new library.

The report of the Library Committee was then presented by Mr. Bacon, in the absence of the Secretary and the Chairman of the Committee. It showed for the twelve months ending December 31, 1934, an addition to the Library of 52 volumes by purchase, 221 added by binding, 614 added by gift, 359 volumes condemned and lost, making a net increase of 528 volumes; total number catalogued and shelved 100,802. Attendance in Library 55,091, and in Reading Room 85,218. The cost of maintaining the Library for the twelve months was \$14,561.37, and for the Reading Room \$2,834.70, making a total of \$17,396.07. The report of the Library Committee was ordered received and filed.

The report of the Treasurer for the twelve months ending December 31, 1934, was submitted by Mr. Goodenough. He reported a profit of some \$3,000 in operations for the year. Condensed reports were presented to each member of the Board, copies of which are attached to these minutes.

The Auditor's Annual Report was presented and copy of same is filed herewith.

The above reports were ordered received and filed.

The report of the Finance Committee was then read by Mr. Goodenough. In this report was shown the sale of bonds to the

extent of \$146,660.24, \$120,000 of which was used to retire said amount of the Mortgage indebtedness, and \$26,452.60 was used to pay off bank loans. A Profit of \$10,638.76 received from the sale of these bonds has been set up as a Reserve for Depreciation. The present book value (less Reserve) of our bonds stands \$232,-301.06, or a total market value of \$189,743.75. The Treasurer also stated that all bonds were transferred from Registered to coupon, where it was possible to do so, in order to make them salable at better prices. This report was accepted.

A letter from Mr. Middleton regarding the merger with the Rochester Public Library was read by Mr. Bacon. It was suggested by the President that a copy of this letter be sent to each member of the Board. Attached to the letter was a memorandum in regard to the legal aspects of the agreement which Mr. Bacon agreed to study thoroughly and report on at the next regular meeting of the Board, at which time he will give any suggestions he may have as to improvements or changes therein. The settlement of this Agreement will take place at the next meeting.

President Thompson then gave a thorough description of the new Library Building, particularly of the Reynolds Reference Room, displaying blueprints of same. Mr. Davis had gone over all the details of the layout with Mr. Wiltsie, and had given his O. K. to all at the time. Since that time, however, the question of changing panels in the Reynolds Reference Room from regular plaster panels to oak panels has arisen. It was suggested by Dr. Rhees that President Thompson take this matter up with Mr. Wiltsie, together with the matter of por-

traits and inscriptions which the Board should have the right to choose.

The question as to whether money should be spent for portraits arose. Mr. Miner expressed his opinion that the Board had a perfect right to arrange for portraits and he felt that there should appear in the Reynolds Reference Room a portrait of Abelard Reynolds and one of William Reynolds. This entire matter was left to the decision of the President and the Finance Committee, to be taken up with Mr. Wiltsie.

The Treasurer then asked for an appropriation for the Library and Property Committees to carry on for the ensuing year. It was moved by Dr. Rhees that the sum of \$90,000.00 be appropriated; same was seconded by Mr. Finucane and passed.

Mr. Bacon brought up the matter of the future of the employees of the Library after same is discontinued on Spring Street. Most of them will not be eligible for City Library positions. This matter was brought to the attention of Mr. Bacon by the pastor of one of our city churches, in the interest of the Janitor who has been there for so many years. The President asked Mr. Bacon to investigate the situation of each employee, obtain their age and future possibilities of employment, and give a report of same at the next meeting of the Board. The matter will then be thoroughly discussed and considered.

The question of amortization was re-opened by Dr. Rhees. The President appointed the Property Committee to take care of this matter, to study it thoroughly and to report their suggestions at the next meeting.

There being no further business the meeting was adjourned.

Acting Secretary

The Reynolds Library
Report of the Finance Committee as of
December 31, 1934

During the past year it was decided to take advantage of the bond market and dispose of a part of our investment list. Sale was effected on bonds amounting to \$146,660.24. Returns from this sale were used to retire \$120,000 of our mortgage indebtedness and pay off bank loans aggregating \$26,452.60

Summary of our investment account is as follows:-

The bonds held by the Rochester Trust and Safe Deposit Company at present have a book value of \$139,407.10

market value of 123,825.00

These bonds are held in accordance with our agreement to maintain with them collateral to the value of \$100,000.

In the Trust Department of the Lincoln Alliance Bank are Reynolds bonds having a book value of \$74,097.72

market value of 45,993.75

The Note Department of the Lincoln Alliance are holding bonds having a

book value of \$29,435.00

market value of 19,925.00

for collateral against a loan of \$4,651.11 as of December 31st. The total book value of bonds now held is \$242,939.82, with a profit from sale setup as reserve for depreciation of \$10,638.76, making a present book value less reserve of \$232,301.06 or a total market value of \$189,743.75.

During the past quarter all bonds were transferred from registered to coupon bonds where it was possible to do so.

Of the list approved for sale by the Finance Committee last July all

2.

were sold but a block of \$10,000 Cleveland Short Line on which we were able to get a reasonable bid only after having them changed to coupon bonds. These bonds were in this December report but have subsequently been sold, enabling us to clear off the Lincoln Alliance loan and have a little additional leeway in working capital.

REYNOLDS LIBRARY BUILDING COMMITTEE

During the year we have completed, ready for occupancy, some 6300 feet. Of this, 5300 feet has been rented and we have ready for immediate occupancy about 1,000 feet. This has required an outlay of \$12,600 and has brought in rent for the period of \$9,484. We have still some 14,000 feet ~~incompleted~~ with a potential rental value, at \$2.00 a foot, of about \$28,000.

We have during the year added several substantial tenants such as; The Penn Dixie Cement Corporation, The Phoenix Mutual Life Insurance Company and have, in the past month concluded arrangements with The New England Life Insurance Company for better than 1500 feet.

The Building Committee has met at intervals throughout the year to determine questions of policies. In the matter of detail we feel that the building has been ably managed by Mr. Schubmehl and his staff. We are always glad of any suggestions or help from anyone on the Board who may be in a position to suggest tenants or otherwise help us increase the revenue from the property.

The Reynolds Library

Treasurer's Report for the year ending
December 31, 1934

The most significant thing the Treasurer has to report for the year is a profit of some \$3,000 in our operations.

We have had the usual year-end audit, copies of which will be placed on file with the Secretary and with the Finance Committee.

On the sheets you have before you I have very much condensed the report for the year.

First, on Sheet #1 you have a statement of Cash Receipts and Disbursements for the 12 months ending December 31, 1934. This sheet merely represents the flow of cash and gives the balances as they were in the various banks on December 31, 1934.

On the Second Sheet, column two, you have a statement of Income and Expense on an accrual basis for the past year. You will note that our total income of \$104,001.80 exceeded our total expense by \$3,051.82. Our income was fortunately more than we had expected in the budget setup, while our expense ran considerably less than we had anticipated. In the third column on this sheet we have set forth the budget for the coming year to which we shall have occasion to refer later.

On the third sheet you will find a condensed statement of assets and liabilities of the Corporation as of December 31, 1933 in the first column, and as of December 31, 1934 in the second column. You will see here under Investments reflected the sale of \$146,000 worth of securities, reducing the value of our investments from a book value of \$378,000 to \$232,000. This loss of \$146,000 on the asset side is reflected among the liabilities in the reduction

2.

of our notes payable of \$120,000 on the mortgage and the reduction of our bank debt and of the item marked For Completion of the Building.

You will note that under Real Estate we have previously carried Main Street real estate at \$944,939.80 to this year, we have increased this item by \$65,298.38 previously carried under Deferred Charges and which we now have labelled Building Construction "Special". Spring Street real estate remains \$70,000. The Library Equipment due to purchases, chiefly of books, has moved up about ~~\$1,000~~. 1300

As against \$41,000 liabilities last year for completing the building, we have at present an item of \$25,800 this year.

The reduction of our mortgage loan has already been mentioned as well as the reduction of the bank mortgage. The Permanent Fund as represented by the Gordon & Bowman requests has increased by approximately ~~\$200~~ interest during the past year.

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THE REYNOLDS LIBRARY

REPORTS FOR 1934

- 1- Cash Statement
- 2- Accrual Statement
- 3- Assets & Liabilities

THE REYNOLDS LIBRARY
Summary Statement of Cash Receipts & Disbursements for the Year by
Application of Funds
December 31, 1934

Cash Balance January 1, 1934 \$ 12,920.35

Additions from Principal:

Sale of Bonds	\$	146,660.24	
Banks Loans		<u>19,500.00</u>	
Total	\$	166,160.24	
Bank Loans Paid		<u>146,452.60</u>	19,707.64

Additions - Income:

Interest on Bank Balances	\$	309.44	
Interest on Bonds		15,738.78	
Sundry		<u>37.27</u>	<u>16,085.49</u>

Total \$ 48,713.48

Deductions:

Library:

Library Expenses	\$	14,587.67	
Reading Room "		<u>2,834.70</u>	
Total		\$17,422.37	
Less: Income Fines		<u>700.00</u>	

Net Deficit 16,722.37

Arcade Building:

Rentals & Misc.	\$	86,876.16	
Less: Op. Exp.		<u>87,966.13</u>	

1,089.97

Miscellaneous:

Trustee Fees		703.49	
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Capital Additions:

New Arcade Bldg. Construc.		15,650.06	
Costs		<u>15,650.06</u>	

Total 34,165.82

Cash Balance December 31, 1934 \$ 14,547.59

On deposit:

Lincoln-Alliance Bank & Trust Co.	\$	3,895.05	
Rochester Trust & Safe Deposit Co:			
Treasurer's Account		177.10	
Permanent Fund "		9,821.60	
Central Trust Company		<u>643.84</u>	
Total		\$14,537.59	

Petty Cash		<u>10.00</u>	
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Total Cash on Hand and in Banks \$14,547.59

**STATEMENT OF INCOME & EXPENSES ON ACCRUAL BASIS
WITH BUDGETS**

	<u>BUDGET</u> 12 MOS. ENDED DEC. 31. 1934	<u>ACTUAL</u> 12 MOS. ENDED DEC. 31. 1934	1 9 3 5 BUDGET (12 MOS)
<u>INCOME:</u>			
Rentals	\$ 78,469.63	82,928.44	93,000.00
Elec. & Water		2,417.35	2,644.00
Parking Station		1,394.04	1,440.00
Discounts		37.27	
Interest - Bonds	17,000.00	16,163.78	9,970.00
" - Banks		18.86	15.00
Library Fines		700.00	
Sundry		342.06	268.00
Total Income	\$ 95,469.63	104,001.80	107,437.00
<u>EXPENSES:</u>			
Arcade Building -			
Operation	14,940.00	17,937.35	19,525.00
Payrolls	18,300.00	15,306.25	18,000.00
Insurance	1,082.42	1,194.90	1,200.00
Taxes: Cty. & City	19,063.27	19,460.01	22,225.00
" : Misc.	18.00	14.76	10.00
Int. on Bills Pay.	35,000.00	30,635.08	24,900.00
Misc. Equip't & Adv.		523.60	480.00
Bad Debts		4.40	
Profit & Loss		1.00	
Parking Station	1,104.00	954.00	954.00
	89,507.69	86,031.35	87,294.00
Library -			
Operation	5,000.00	1,707.78	3,210.00
Insurance	40.00	780.66	160.00
Salaries	9,100.00	8,717.00	9,100.00
	14,140.00	11,205.44	11,470.00
Reading Room -			
Operation	350.00	390.43	600.00
Salaries	2,500.00	2,444.27	2,500.00
	2,850.00	2,834.70	3,100.00
Legal & Audit	400.00	175.00	200.00
Legal & Professional		703.49	1,000.00
	400.00	878.49	1,200.00
Total Expenses	106,897.69	100,949.98	103,064.00
Other Library Expense:			
Books	500.00	240.38	260.00
Periodicals	60.00	599.68	620.00
Bindings: New	450.00	506.10	550.00

THE REYNOLDS LIBRARY
STATEMENT OF ASSETS & LIABILITIES

<u>ASSETS</u>	<u>DECEMBER 31, 1933</u>	<u>DECEMBER 31, 1934</u>
CASH -		
General Funds	3,263.11	4,725.99
Permanent "	9,657.24	9,821.60
RECEIVABLES -		
Accounts - Rents	531.35	677.70
" - Other		250.00
Interest	808.81	1,210.00
INVESTMENTS -		
Bonds (Less Reserve)	378,961.30	232,301.06
Mortgage	1.00	
REAL ESTATE -		
Main Street	944,939.80	1,010,659.87
Spring Street	70,000.00	70,000.00
LIBRARY EQUIPMENT -	199,808.07	201,030.13
DEFERRED CHARGES -		
Construction	50,606.98	
Commissions	14,571.50	
Prepaid Expenses	1,742.03	2,979.34
Inventory	351.38	512.59
TOTAL ASSETS	\$1,675,242.58	\$1,534,168.28
<u>LIABILITIES</u>		
ACCOUNTS PAYABLE -		
Bldg. Contractor	1,115.98	1,580.00
For completion of Bldg.	39,966.07	24,273.68
Sundry	144.79	7.14
Accrued Taxes	6,631.60	4,430.07
NOTES PAYABLE -		
Mortgage Account	600,000.00	480,000.00
Bank Loan	11,603.71	4,651.11
Accrued Interest	1,375.00	
Permanent Funds	9,657.24	9,821.60
Net Worth	1,004,748.19	1,009,404.68
TOTAL LIABILITIES	\$1,675,242.58	\$1,534,168.28

REGULAR QUARTERLY MEETING OF REYNOLDS LIBRARY, APRIL 12, 1935

The regular quarterly meeting of the Board of Trustees of the Reynolds Library was held April 12, 1935, at 4: p. m., in the Board Room of the Reynolds Arcade Building. Those present were: Messrs Thompson, Perkins, Goodenough, Gilchrist, Briggs, Weller, Bacon, Finucane, Pike, and Anstice. President Thompson presided.

The minutes of the preceding meeting were read by Mr. Anstice, in the absence of the Secretary. Same were approved as read.

The Chairman of the Property Committee reported that the New England Mutual Life Insurance Company had recently occupied 1518 square feet on the fourth floor of the Arcade Building, at a rental of \$189.75 per month, rent having begun on April 1st. He also reported that the Monroe County A. B. C. Board, who now occupy Suite #610, are going to increase their space.

Mr. Goodenough then read his Treasurer's report in which he showed a net profit of \$992.65 for the quarter ending March 31, 1935. He reported the sale of 10 $\frac{1}{2}$ Cleveland Short Line 4 $\frac{1}{2}$ s/61, with a profit of \$706.00. From these proceeds was taken \$4,667.26 to pay up the loan at the Lincoln-Alliance Bank, in full. The balance was placed in the general funds. Motion was made by Mr. Finucane that these reports be accepted and filed, same was seconded by Mr. Anstice.

Mr. Bacon then presented a brief report of the Library and Reading Room expenses for the quarter ending March 31, 1935. He stated that the expenses were slightly under the Budget for that period. Library Salaries were \$2,176.60, Books \$34.69, Periodicals \$175.68. Reading Room Salaries were \$579.00. He reported an addition to the Library of 103 books, eight (8) by purchase and ninety-five (95) by gift. Report was ordered accepted and filed.

Mr. Weller, Chairman of the Finance Committee, reported that the Trust Department of the Lincoln-Alliance Bank had made a careful survey of our securities and presented their recommendations. He stated that the Finance Committee had not completed its study of this report so has taken no action as yet.

President Thompson then asked Mr. Weller for a report on the matter of portraits for the new Library. Mr. Weller said that he had discussed same with Bachrachs, who had been recommended by Mr. Finucane. They informed him that a portrait such as we desire, and the size required (30X36), would cost \$650.00. This would be painted by Wilbur Fiske Noyes. There will be two spaces the same size in the Reynolds Reference Room for portraits. Mr. Weller suggested that plans be completed to have one portrait painted, same to be of Abelard Reynolds, and if that is satisfactory the other one, which would be of either his father or brother, could be decided upon. Mr. Weller said that Mr. Kaelber was going to New York and would discuss the matter of mounting and setting the portraits with Bachrachs, also any other details he may see fit. Motion was made that this Committee be instructed to make the agreement with Bachrachs for one portrait, same was seconded by Mr. Finucane, and passed.

Mr. Bacon was asked to report his findings in the Agreement of the merger of the Library with the City. He recommended that the Agreement be carried through as planned. There was some discussion regarding the possibility of the City failing to carry out the terms of the contract at a future date. President Thompson stated that he believed this amalgamation had a great appeal and that if the City attempted to do anything to disturb

the operation of the plan, someone would get after them, particularly the Women's Club. However, Mr. Bacon feels that final action should not be taken without the advice of our council President Thompson then asked Mr. Bacon to discuss the matter with Mr. Middleton with the thought that a definite recommendation be given to the Board.

Mr. Bacon submitted a written summary of each Library employee's qualifications for future positions, in regard to the question which arose at the previous meeting. Mr. Gilchrist was asked to speak to Mr. Lowe, City Librarian, in connection with what preference will be given our employees in the new Library. Mr. Bacon's report was filed as instructed by the President.

The Treasurer then brought up the matter of financing our present loan with a mortgage to one of the Insurance Companies. He stated that the Prudential, Northwestern and Metropolitan Companies had expressed an interest in such financing and that the Prudential is ready to make a loan of \$400,000.00 at 5%. Our Mortgage Account now stands at \$480,000.00. Mr. Goodenough suggested that bonds be sold to pay off the \$80,000.00, making necessary a mortgage of an even \$400,000.00. The rate suggested by the Northwestern Company was 5%, but Mr. Goodenough believed that a better proposition might be offered at this time. There was some discussion as to what advantage there would be in making such a loan. Mr. Goodenough stated that it would be a permanent arrangement instead of a six month's loan basis as we now have. The question of selling the building also arose, but it was agreed that this was not the time for such consideration.

The Finance Committee was instructed to continue their investigation toward permanent financing of this indebtedness, but to take no final steps without further instructions from the Board.

The President read a letter of thanks from Mrs. Davis, in connection with the Resolution sent to her.

There being no further business the meeting was adjourned.

Acting Secretary

THE REYNOLDS LIBRARY

Quarterly Report
March 31, 1935

THE REYNOLDS LIBRARY

STATEMENT OF CASH RECEIPTS & DISBURSEMENTS FOR

THREE (3) MONTHS

1 9 3 5

	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
CASH BALANCE 1st OF MONTH	\$ 14,547.59	\$ 15,161.53	\$ 18,486.22
CASH RECEIPTS	19,499.25	7,788.11	8,440.26
TOTALS	\$ 34,046.84	\$ 22,949.64	\$ 26,926.48
CASH DISBURSEMENTS	18,885.31	4,463.42	15,453.67
Balance	\$ 15,161.53	\$ 18,486.22	\$ 11,472.81
 Above Balances Re- presented by:			
Lincoln-Alliance a/c	4,254.19	7,690.08	1,103.47
Roch. Trust - Treas. a/c	455.15	349.17	59.03*
" " - Fund a/c	9,798.35	9,798.35	9,780.23
Central Trust Co. a/c	643.84	643.84	643.84
Petty Cash	10.00	4.78	4.31
	\$ 15,161.53	\$ 18,486.22	\$ 11,472.81

THE REYNOLDS LIBRARY

STATEMENT OF INCOME & EXPENSES ON ACCRUAL BASIS

MONTHLY

	1 MO. ENDED JAN. 31/35	1 MO. ENDED FEB. 28/35	1 MO ENDED MCH. 31/35
INCOME:			
Rentals	\$ 7,197.21	\$ 7,407.21	\$ 7,401.21
Elec. & Water	235.98	228.99	229.68
Parking Station	130.75	108.00	130.25
Discounts	2.87	.91	1.91
Sundry	42.96	7.65	57.12
Interest - Bonds	872.00	830.50	830.50
" - Banks	*0*	-0-	-0-
Library Fines	-0-	-0-	60.00
	<u>\$ 8,581.77</u>	<u>\$ 8,583.26</u>	<u>\$ 8,710.67</u>
EXPENSES:			
Arcade Building -			
Operation	1,686.51	1,751.86	1,414.28
Payrolls	1,500.06	1,242.89	1,228.17
Insurance	101.25	101.25	101.39
Taxes: City & City	1,850.99	1,850.99	1,850.99
" : Misc.	.16	-0-	-0-
Int. on Bills Pay.	2,064.15	2,048.00	2,004.00
Misc. Equip't & Adv.	74.86	30.24	-0-
Profit & Loss	-0-	-0-	-0-
Parking Station	<u>90.00</u>	<u>72.00</u>	<u>72.00</u>
	<u>\$ 7,367.98</u>	<u>\$ 7,097.23</u>	<u>\$ 6,670.83</u>
Library -			
Operation	471.28	105.26	89.96
Insurance	69.39	69.39	69.39
Salaries	<u>720.00</u>	<u>720.00</u>	<u>735.60</u>
	<u>\$ 1,260.67</u>	<u>\$ 894.65</u>	<u>\$ 895.95</u>
Reading Room -			
Operation	7.25	7.99	4.25
Salaries	<u>198.25</u>	<u>184.00</u>	<u>184.00</u>
	<u>\$ 205.50</u>	<u>\$ 191.99</u>	<u>\$ 198.25</u>
Legal & Audit			
Legal & Professional	100.00	-0-	-0-
	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
	<u>\$ 100.00</u>	<u>-0-</u>	<u>-0-</u>
TOTAL EXPENSES	<u>\$ 8,934.15</u>	<u>\$ 8,183.87</u>	<u>\$ 7,765.03</u>
PROFIT OR LOSS*	<u>\$ 352.38*</u>	<u>\$ 399.39</u>	<u>\$ 945.64</u>

THE REYNOLDS LIBRARY

STATEMENT OF INCOME & EXPENSES ON ACCRUAL BASIS
(BUDGET 1935)
1934-1935 COMPARISON

	3 MOS. ENDED MCH. 31/34	3 MOS. ENDED MCH. 31/35	BUDGET - 3 MOS. ENDED 3/31/35
INCOME:			
Rentals	\$ 18,495.93	\$ 22,005.63	\$ 23,250.00
Elec. & Water	675.70	694.65	660.99
Parking Station	322.29	369.00	360.00
Discounts	69.74	5.69	-0-
Sundry	49.39	107.73	92.10
Interest - Bonds	3,160.76	2,633.00	2,491.50
" - Banks	-0-	-0-	-0-
Library Fines	235.00	60.00	-0-
TOTALS	\$ 23,008.81	\$ 25,875.70	\$ 26,854.59
EXPENSES:			
Arcade Building -			
Operation	5,351.86	4,852.65	4,881.24
Payrolls	3,594.61	3,971.12	4,500.00
Insurance	252.45	303.89	300.00
Taxes: City & City	4,927.02	5,552.97	5,556.00
" : Misc.	4.00	.16	2.49
Int. on Bills Payable	8,440.60	6,116.15	6,225.00
Misc. Equip't & Adv.	24.33	105.10	120.00
Profit & Loss	-0-	-0-	-0-
Parking Station Exp.	234.00	234.00	238.50
	\$ 22,828.87	\$ 21,136.04	\$ 21,823.23
Library -			
Operation	683.33	666.50	552.48
Insurance	181.23	208.17	39.90
Salaries	2,175.00	2,176.60	2,274.90
	\$ 3,039.56	\$ 3,051.27	\$ 2,867.28
Reading Room -			
Operation	24.92	19.49	150.00
Salaries	579.00	576.25	627.00
	\$ 603.92	\$ 595.74	\$ 777.00
Legal & Audit			
	75.00	100.00	48.00
Legal & Professional	-0-	-0-	249.00
	\$ 75.00	\$ 100.00	\$ 297.00
TOTAL EXPENSES	\$ 26,547.35	\$ 24,833.05	\$ 25,764.51
PROFIT OR LOSS*	\$ 3,539.54*	\$ 992.65	

THE REYNOLDS LIBRARY

STATEMENT OF ASSETS AND LIABILITIES FOR THREE (3)
MONTHS

<u>1935</u>	<u>ASSETS</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
CASH -				
General Funds		5,363.18	8,687.87	1,692.59
Permanent Funds		9,798.35	9,798.35	9,780.22
RECEIVABLES -				
Accounts (Rents)		806.72	928.03	1,000.11
Interest		834.50	1,527.50	1,808.00
Other		-0-	-0-	-0-
INVESTMENTS -				
Cost		233,224.82	233,224.82	233,224.82
REAL ESTATE -				
Main Street		945,361.49	945,361.49	945,361.49
Spring Street		70,000.00	70,000.00	70,000.00
EQUIPMENT -				
Library		201,098.39	201,228.62	201,240.50
Building		65,298.38	65,298.38	65,298.38
DEFERRED CHARGES -				
Prepaid Expenses		6,112.01	4,416.84	7,298.88
Inventory		568.45	635.38	617.79
TOTAL ASSETS		1,538,466.29	1,541,107.28	1,537,322.78

LIABILITIES

ACCOUNTS PAYABLE -				
To complete Bldg.	24,098.11	20,785.20	20,149.32	
Bldg. Contractor	1,755.57	4,892.91	3,528.79	
Accrued Taxes	369.20	738.37	1,107.54	
Sundry	-0-	-0-	1,014.82	
NOTES PAYABLE -				
Mortgage Account	480,000.00	480,000.00	480,000.00	
Loan Account	-0-	-0-	-0-	
Interest Accrued	2,048.00	4,096.00	-0-	
Investment Reserve	11,344.76	11,344.76	11,344.76	
Permanent Funds	9,798.35	9,798.35	9,780.22	
Net Worth	1,009,052.30	1,009,451.69	1,010,397.33	
TOTAL LIABILITIES	\$ 1,538,466.29	1,541,107.28	1,537,322.78	

THE REYNOLDS LIBRARY

ACCOUNTS RECEIVABLE STATEMENT

AS OF

MARCH 31, 1935

<u>TENANT</u>	<u>DR.</u>	<u>CR.</u>
Geo. Angelidis	\$ 20.37	
Asso. Dump Trucking Ind.	69.10	
Clary & Sheehan	69.12	
J . A. Jennings	103.22	
Katsampes Bros.(OldBldg.)	15.00	
Mon. Cty. A. B. C. Board	207.64	
C. L. Murphy	94.86	
F. E. Peeler	139.32	
Roch. Travel Agency	265.34	
Tom Smith	<u>16.14</u>	
	\$1000.11	-0-
Balance per C/L	\$1000.11	

THE REYNOLDS LIBRARY

SCHEDULE OF BOND SALES FOR PERIOD

ENDED

MARCH 31, 1935

	COST	SALE PRICE	PROFIT	INTEREST
Sold - Jan. 17 -				
10½ Cleveland Short Line 1st Mtg. 4½s/61	\$ 9,715.00	\$10,421.00	\$706.00*	\$137.50
		<u>137.50</u>		
Net Proceeds Received		\$10,558.50		

*Credited to Invest-
ment Reserve A/c

Disposal of above proceeds:

Lincoln-Alliance Bk. Loan		
Paid in Full	\$ 4,651.11	
Interest	<u>16.15</u>	
		\$ 4,667.26
Balance in Lincoln Account		<u>5,891.24</u>
		\$10,558.50

REPORT OF THE FINANCE COMMITTEE OF REYNOLDS LIBRARY

At a meeting of the Finance Committee held June 11, 1935, Mr. Miner, Mr. Thompson and Mr. Goodenough were present. The five months statement of the Corporation was reviewed. Meetings held during the past two months with representatives of the State Mutual Assurance Company and with a representative of the Northwestern Life Insurance Company regarding permanent financing of the debt on the Arcade Construction were reported. Both of the above companies expressed willingness to consider applications for a \$400,000 first mortgage at a $4\frac{1}{2}\%$ interest rate. A mortgage with the first of these companies would be handled through Mr. Carroll, local broker, whose commission would amount to \$4,000 - other expenses applicable to mortgages with either company would range - at the outside - about \$3500.

After considerable discussion of the suggested propositions motion was duly made and carried that the Board be requested to grant power to the Finance Committee to apply for a mortgage of \$425,000 or less, at a $4\frac{1}{2}\%$ interest rate, with the Northwestern Life Insurance Company (or other parties), and arrange in detail the terms of such mortgage.

It was also the sense of the Finance Committee that the Board, might, by proper resolution at this time, give power to the Executive Committee and proper officers, when details were satisfactorily worked out, to approve and consummate such a mortgage and pay down present bank loans with the proceeds.

In the event that satisfactory terms are reached regarding the proposed mortgage, the refinancing suggested calls for the reduction of our indebtedness of \$480,000 to \$400,000. It is proposed to sell approximately \$80,000 worth of our bonds to pay off the difference between the present indebtedness and the contemplated mortgage. Power, therefore, should also be granted, in the event

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that the mortgage is placed, to dispose of the following bonds - a list which has had the scrutiny of Mr. Larry Gardner and Al Sproat of the Lincoln Alliance Bank, who have been advising with your Committee on our holdings. This contemplated sale, at present prices, would bring slightly more than the value at which we are carrying these bonds on our books.

\$5,000 Illinois Central $3\frac{1}{2}$'s 1953
10,000 Southern Pacific 1st. Ref. 4's 1955
8,000 Washington & Columbia River 4's 1935
5,000 Commonwealth Edison 4's 1981
5,000 New York Power & Light $4\frac{1}{2}$'s 1967
30,000 Jersey City Water $4\frac{1}{2}$'s 1961
10,000 Los Angeles Water $4\frac{1}{2}$'s 1944
10,000 New York City $3\frac{1}{2}$'s 1953

It was brought out in the meeting that the proposed change in financing will afford a net saving of approximately \$2500 a year in interest charges.

After some further discussion regarding amortization of the proposed mortgage the meeting was adjourned.

REGULAR QUARTERLY MEETING OF THE REYNOLDS LIBRARY, JUNE 14, 1935

The regular quarterly meeting of the Board of Trustees of the Reynolds Library was held in the Board Room of the Reynolds Arcade on June 14th, at 4: p. m. Those present were Messrs. Thompson, Miner, Finucane, Gilchrist, Bacon, Middleton, Hopeman, Anstice, and Goodenough. President Thompson presiding.

The minutes of the preceding meeting were read and approved.

Mr. Goodenough presented his Treasurer's report. He showed a profit of \$1,873.18 for the five months ending May 31, 1935. He called attention to the increase in Income over same period of last year - about \$3,000. Expenses were somewhat under the Budget for this period. Report was ordered accepted and filed.

The Treasurer then submitted a brief report from the Building Manager which noted the saving in Steam costs for the past heating season. He noted two items recently purchased for the building, the first being Filters at a cost of \$208.00, and the second, a Seal for the Ice-Machine at a cost of \$318.28. Report was ordered accepted and filed.

The report of the Finance Committee was read by Mr. Goodenough, in the absence of the Chairman of said Committee. The main subject of this report was the re-financing of the mortgage indebtedness. He mentioned having had meetings with the State Mutual Assurance Company and with the representative of the Northwestern Life Insurance Company, regarding permanent financing of this indebtedness. Both companies expressed a willingness to consider applications for a \$400,000.00 first mortgage at an interest rate of $4\frac{1}{2}\%$. A mortgage with the first of these

companies would be handled through Mr. Carroll, local broker, whose commission would amount to \$4,000 - other expenses applicable to mortgages with either company would range, at the outside, about \$3,500. The Finance Committee proposed to reduce the present indebtedness from \$480,000 to \$400,000 by selling the bonds suggested in the Resolution pertaining to re-financing, which has been made a part of these minutes. It was also noted in said report that the proposed change in financing would afford a net saving of approximately \$2,500 per year in interest charges. The matter of amortization was also brought out in this report. Resolutions in said report were duly seconded and passed.

The Library Report was then read by Mr. Bacon, in the absence of the Secretary. Total Library Expenses for the five months were \$4,951.26, Reading Room \$995.31. Books added to Library 140 - three by purchase, forty by gift, and ninety-seven by binding of periodicals. Books condemned and lost, seventy-six. Net increase, sixty-four. Books catalogued and shelved, 100,969. This report was ordered accepted and filed.

President Thompson asked Mr. Bacon to report on his discussion with Mr. Middleton regarding the contract with the city. Mr. Bacon suggested that the new President of the City Library Board be contacted regarding the appointment of a member to the City Library Board from the Reynolds Library Board, before completing the contract. Mr. Miner, however, felt that the Reynolds Library should carry out their part of the contract completely, then wait for the City to do the same. Mr. Middleton was asked to read the Resolution prepared in this connection.

Mr. Gilchrist was asked to report on his interview with the City Librarian, regarding the placing of the Library employees in the new Library. He reported that he had not yet been able to see Mr. Lowe but would do so within the next few weeks and submit his report at the next meeting.

President Thompson then presented the portrait of Mortimer F. Reynolds which was painted by Bachrachs. He mentioned that Mrs. Anstice had seen the portrait and was pleased with same. There was considerable discussion as to whether the other portrait to be painted should be of Mortimer Reynolds' father or brother. Mr. Anstice suggested that there be no other portrait but President Thompson explained that it was necessary to have two portraits to balance the room, considering the placement of the panels. President Thompson then read the inscriptions prepared for the other two panels. They are as follows:

"THE REYNOLDS LIBRARY FOUNDED IN 1884 BY MORTIMER F. REYNOLDS HOUSED FOR FIFTY-TWO YEARS IN THE REYNOLDS MANSION ON SPRING STREET IS NOW THE REFERENCE DIVISION OF THE ROCHESTER PUBLIC LIBRARY UNDER AN AGREEMENT ADOPTED IN 1933 FOR GREATER PUBLIC SERVICE AND CIVIC ENLIGHTENMENT."

"TO THAT LOVE OF BOOKS AND RESPECT FOR LEARNING TRADITIONAL IN ROCHESTER SINCE THE EARLIEST TIMES MORTIMER F. REYNOLDS AND HIS FAMILY ADDED A DESIRE THAT ALL CITIZENS MIGHT AID THEIR WORK AND ENRICH THEIR LEISURE BY GOOD READING. THIS IDEAL ONCE BASED ON PRIVATE BENEFACTION HAS BECOME A PUBLIC NECESSITY."

Mr. Miner then made the motion that the Finance Committee be instructed to make arrangements for the second portrait, and that

Any John R. Slater
see

same be of Abelard Reynolds. This motion was seconded and passed. Mr. Finucane then moved that the above inscriptions be accepted. Motion was seconded and passed.

The subject of re-financing was then continued. Mr. Goodenough stated that the Finance Committee had discussed with the insurance companies mentioned in his report the possible mortgage of \$400,000, with an option for an additional \$25,000. The latter would be for protection in the event that it was impossible to meet the amortization requirements, namely, \$10,000 each of the first five years and an increased amount thereafter, in accordance with contract. Mr. Goodenough said that he believed the Mutual and the Northwestern companies would be agreeable to almost any amortization arrangements desired. The interest rate of these two companies was offered at $4\frac{1}{2}\%$. There was considerable discussion regarding the amortization payments and the possibility of not being able to meet same. Mr. Miner stated that he could see no reason to worry, due to the fact that the worst years in the operation of the building were over and the building was now carrying itself. He also mentioned that since the Reynolds Arcade is the newest and most modern building in the city, there should be no cause to worry as far as competition is concerned within the next five years. Mr. Miner stated that he felt the mortgage should be reduced as rapidly as possible. Mr. Hopeman agreed.

Mr. Goodenough stated that it was the idea of the Finance Committee to sell certain bonds in order to pay off \$80,000 of the present loan, leaving an even amount of \$400,000 for re-financing. The bonds suggested for sale are listed in the

attached report of the Finance Committee. If these bonds were sold there would still remain bonds amounting to \$100,000, which would be free and clear if a mortgage for \$400,000 were obtained. The difference in interest charges, as previously stated, would be \$2,500 per year if a mortgage were obtained.

Mr. Anstice brought up the question of books which the Reynolds Library will be expected to purchase each year for the new Library, with the thought in mind ^{that} this might make it difficult to meet the amortization requirements on the said mortgage, if obtained. There was some discussion in this connection and Mr. Gilchrist was asked to state a sum which he believed should be spent each year for books. He named the sum of ^{not less than} \$10,000. President Thompson then stated that it was thoroughly understood that the Reynolds Library would not be expected to contribute for books until it was operating on a sound basis.

Mr. Miner returned to the subject of re-financing and suggested that a mortgage be taken up for \$425,000, the \$25,000 being set aside as sort of an insurance policy in case of emergency - or have an option on the latter. He also suggested that the entire Board express their opinion in this matter of funding the loans into a mortgage on this property. It was unanimously agreed that this be done. Mr. Hopeman, upon leaving the meeting, said that he believed the mortgage should be obtained for \$425,000, with the amortization of \$10,000 per year for the first five years. This was seconded by Mr. Miner, and passed. Mr. Goodenough then read the Memorandum prepared by Mr. Middleton, as follows:

The Chairman of the Finance Committee reported, on behalf of that Committee, that the debt secured by the mortgage on the Reynolds Arcade had been reduced to \$480,000, principal amount, and that said Committee had conferred with representatives of certain insurance companies regarding the refinancing of this indebtedness, and that two of these companies had expressed a willingness to consider an application for a loan to the Reynolds Library in the amount of \$400,000, to be secured by a first mortgage on the Reynolds Arcade, and to bear interest at $4\frac{1}{2}\%$ per annum. He further stated that the expenses in connection with securing such a loan would probably amount to approximately \$7,500.

He called attention to the fact that under the suggested plan of refinancing, the indebtedness of the Library would be reduced from \$480,000 to \$400,000, and stated that in order to raise the \$80,000 difference, it was proposed to sell approximately that amount of bonds now owned by the Library. He reported that, in the opinion of the Finance Committee, this refinancing would result in a net saving of approximately \$2500.00 a year in interest charges. After discussion, upon motion duly made by Mr. Hopeman, seconded by Mr. Miner, and unanimously carried, the following preambles and resolutions were adopted:

WHEREAS, The Reynolds Library is now indebted to the holder of its notes secured by a First Mortgage on its real estate generally known as the Reynolds Arcade in the aggregate principal amount of \$480,000, with interest thereon at the rate of 5% per annum; and

WHEREAS, in the opinion of the Board of Trustees of said Library, it is desirable to refinance said indebtedness at a lower rate of interest, to wit, 4 $\frac{1}{2}$ % per annum, and to reduce the principal amount of said indebtedness to an amount not exceeding \$425,000, NOW THEREFORE,

RESOLVED: That the Finance Committee of said Board of Trustees be and it hereby is authorized, for and on behalf of said Library, to negotiate with Northwestern Life Insurance Company, or such other possible lender as said Finance Committee, in its discretion, may deem advisable, a loan of not less than \$400,000 nor more than \$425,000, with interest thereon at a rate not exceeding 4 $\frac{1}{2}$ % per annum, upon such terms and conditions, including a first mortgage upon said real estate generally known as the Reynolds Arcade, as security for such loan, as said Finance Committee, in its discretion, may deem advisable;

FURTHER RESOLVED: That upon the completion of such negotiations to the satisfaction of said Finance Committee, the proper officers of said Library be and they hereby are authorized to consummate said loan by executing and delivering such papers and documents and making such payments as they, in consultation with the counsel for said Library, may deem necessary or appropriate;

FURTHER RESOLVED: That said Finance Committee be and it hereby is authorized to sell, at current market prices, the following securities now owned by said Library:

\$5,000 Illinois Central 3 $\frac{1}{2}$ s 1953
 10,000 Southern Pacific 1st Ref 4s 1955
 8,000 Washington & Columbia River 4s 1935
 5,000 Commonwealth Edison 4s 1981
 5,000 New York Power & Light 4 $\frac{1}{2}$ s 1967
 30,000 Jersey City Water 4 $\frac{1}{2}$ s 1961
 10,000 Los Angeles Water 4 $\frac{1}{2}$ s 1944
 10,000 New York City 3 $\frac{1}{2}$ s 1953

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FURTHER RESOLVED: That the proceeds of said loan and the proceeds arising from the sale of said bonds, together with such other sums of money, if any, as may be necessary, shall be applied to the payment in full of said notes of said Library now outstanding and secured by said first mortgage upon said real estate generally known as the Reynolds Arcade;

FURTHER RESOLVED: That the proper officers of said Library be and they hereby are authorized to do all things which they, in their discretion, may deem necessary or appropriate to carry into effect the purposes of the foregoing resolutions

Mr. Middleton then explained the necessary steps to make final arrangements for the loan.

There being no further business the meeting was adjourned.

Acting Secretary

THE REYNOLDS LIBRARY

Reports as of
MAY 31, 1935

THE REYNOLDS LIBRARY

CASH RECEIPTS AND DISBURSEMENTS FOR APRIL
& MAY

	<u>APRIL</u>	<u>MAY</u>
BALANCE 1st of MONTH	\$ 11,472.81	\$ 12,956.97
RECEIPTS	10,011.06	8,781.58
	<hr/>	<hr/>
	\$ 21,483.86	\$ 21,738.55
DISBURSEMENTS	8,526.89	4,045.18
	<hr/>	<hr/>
BALANCE END OF MONTH	\$ 12,956.97	\$ 17,693.37

The above balances are
represented by:

Lincoln-Alliance a/c	2,392.32	7,191.24
Roch. Trust Treas. a/c	130.59	90.12
" " Fund a/c	9,780.22	9,765.36
Central " a/c	643.84	643.84
Petty Cash	10.00	2.81
	<hr/>	<hr/>
	\$12,956.97	\$17,693.37

THE REYNOLDS LIBRARY

INCOME AND EXPENSES ON ACCRUAL BASIS (BUDGET)

	5 MOS. ENDED <u>MAY 31/1934</u>	5 MOS. ENDED <u>MAY 31/1935</u>	B U D G E T <u>5 MOS./1935</u>
INCOME -			
Rentals	\$ 31,784.01	\$ 37,113.11	\$ 38,750.00
Elec. & Water	1,072.47	1,123.25	1,101.65
Parking Station	550.54	619.75	600.00
Discounts	136.53	8.33	
Sundry	85.42	191.44	153.50
Interest - Bonds	6,329.51	4,294.00	4,152.50
" - Banks	-0-	-0-	
Fines - Library	310.00	135.00	
	<hr/>	<hr/>	<hr/>
	\$ 40,268.48	\$ 43,484.88	\$ 44,757.65
EXPENSES -			
Arcade Building:			
Operation	7,961.91	7,814.61	8,135.40
Payrolls	6,174.06	6,682.46	7,500.00
Insurance	420.75	629.80	500.00
Taxes: C&C	8,068.42	9,254.95	9,200.00
" : Misc.	6.94	.16	4.15
Int. on Bills Pa.	14,163.13	10,120.15	10,375.00
Misc. Eq. & Adv.	142.08	377.55	200.00
Bad Debts	4.40	-0-	
Parking Station	396.00	397.50	397.50
	<hr/>	<hr/>	<hr/>
	\$ 37,337.69	\$ 35,277.18	\$ 36,572.05
Library:			
Operation	812.61	886.74	920.80
Insurance	302.03	346.95	66.50
Salaries	3,615.00	3,616.60	3,791.50
	<hr/>	<hr/>	<hr/>
	\$ 4,729.64	\$ 4,850.29	\$ 4,778.80
Reading Room:			
Operation	37.23	34.31	250.00
Salaries	955.00	961.00	1,045.00
	<hr/>	<hr/>	<hr/>
	\$ 992.23	\$ 995.31	\$ 1,295.00
Legal & Audit			
	75.00	100.00	80.00
Legal & Professional	115.96	388.92	415.00
	<hr/>	<hr/>	<hr/>
TOTAL EXPENSES	\$ 43,250.52	\$ 41,611.70	\$ 42,940.85
PROFIT OR <u>LOSS</u>	\$ <u>2,982.04</u>	\$ 1,873.18	

THE REYNOLDS LIBRARY

STATEMENT OF ASSETS AND LIABILITIES FOR MAY '34 & '35

	<u>MAY 31, 1934</u>	<u>MAY 31, 1935</u>
<u>ASSETS</u>		
CASH -		
General Funds	\$ 7,711.58	\$ 7,928.01
Permanent Funds	9,618.03	9,765.36
RECEIVABLES -		
Accounts (Rents)	453.38	769.06
Interest		856.50
Other	1.00	
INVESTMENTS -		
Cost	378,961.30	233,224.82
REAL ESTATE -		
Main Street	945,315.86	945,361.49
Spring Street	70,000.00	70,000.00
EQUIPMENT -		
Library Building	200,359.96	201,478.05
		65,298.38
DEFERRED CHARGES -		
Construction	50,606.98	
Commissions	14,631.80	
Prepaid Expenses	5,694.82	4,420.74
Inventory	279.80	364.77
TOTAL ASSETS	\$ 1,683,634.51	\$ 1,539,467.18
<u>LIABILITIES</u>		
ACCOUNTS PAYABLE -		
To complete Bldg.	28,016.30	20,149.32
Bldg. Contractor	6,024.30	1,080.00
Accrued Taxes	4,278.82	1,845.88
NOTES PAYABLE -		
Mortgage Account	600,000.00	480,000.00
Loan Account	26,603.71	-0-
Interest Accrued	5,722.53	4,004.00
Investment Reserve a/c	-0-	11,344.76
Permanent Funds	9,596.34	9,765.36
Net Worth	1,003,392.51	1,011,277.86
TOTAL LIABILITIES	\$ 1,683,634.51	\$ 1,539,467.18

THE REYNOLDS LIBRARY

ACCOUNTS RECEIVABLE STATEMENT

AS OF

MAY 31, 1935

	DR.	CR.
Angelidis, Geo C.	16.38	
Clary & Sheehan	193.68	
Jennings, J. Arthur	54.84	
Katsampes Bros. (Old)	5.00	
Mon. Cty. A. B. C. Board	100.00	
Peeler, F. E.	139.32	
Roch. Travel Agency	266.78	
Smith, Tom	14.14	
Western-Union	.36	
Yerns, Charles		21.44
	790.50	21.44
	<u>21.44</u>	
	<u>769.06</u>	(Bal per G/L)

THE REYNOLDS LIBRARY

MINUTES OF SPECIAL MEETING ON AUGUST 23, 1935

On Friday, August 23, 1935, a special meeting of the Board of Trustees of the Reynolds Library was held in the Board Room of the Reynolds Arcade Building, at 4: p. m. Those present were: Messrs. Thompson, Goodenough, Hopeman, Pike, Middleton, Finucane, Hawks, Anstice, Weller, and Bacon. President Thompson in the chair.

The President submitted a report from the Northwestern Mutual Life Insurance Company dated August 14, 1935, as to the action of its Finance Committee on the application of The Reynolds Library for a loan of \$425,000.00 for fifteen years, and called attention of the board to the fact that the terms set forth in said report called for interest at the rate of $4\frac{1}{2}\%$ per annum for the first ten years and 5% per annum for the remaining five years, whereas the resolutions of the Board of Trustees of The Reynolds Library, adopted at the meeting of the Board held June 14, 1935, provided for interest at a rate not exceeding $4\frac{1}{2}\%$ per annum.

After discussion, upon motion duly made, seconded and unanimously carried, it was

RESOLVED: That the Board of Trustees of The Reynolds Library hereby approve the terms set forth in the report of the Northwestern Mutual Life Insurance Company dated August 14, 1935, in regard to the action of the Finance Committee of said company on the application of the Reynolds Library for a loan of \$425,000.00, and hereby authorize the Finance Committee and the respective officers of The Reynolds Library to take such steps and to execute and deliver such papers

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and documents as may be necessary or proper, in their judgment, to consummate said loan on said terms or substantially similar terms.

FURTHER RESOLVED: That the original or a copy of said report be attached to the minutes of this meeting.

The meeting was then adjourned.

Form No. 1—City

The Northwestern Mutual Life Insurance Company.

The Reynolds Library,

Milwaukee, Wis.,

August 14, 1935.

Rochester, New York.

Upon your application dated **July 8, 1935** for a loan of \$ **425,000** from this Company,

the Finance Committee has voted a loan of \$ **425,000** for 15 years, (for payments and prepayment privilege see below)

provided the title to the premises proposed to be mortgaged shall be pronounced satisfactory by the Company's counsel at its Home Office, and that all else relating to the matter shall prove acceptable to the Company. It is understood that if any law shall be enacted by the legislature of the State of **New York** for the taxation, in any form, of mortgage securities, which law shall take effect before the proposed loan is consummated, the Company reserves the right to decline to make the loan.

The loan is voted upon the condition that you accept it within ten days from this date.

The money can be paid to you as soon as the requirements of the Company as to papers and title are fully complied with; but if such requirements are not met and if the loan is not completed within thirty days from this date, the Company reserves the right to drop the loan from its list of engagements, unless the time for its completion is formally extended by the Company.

The rate of interest on the loan will be (see below) per cent. per annum, payable semi-annually.

Fire insurance policies on the buildings, in companies approved by this Company, to the amount of at least \$ **425,000** and made payable, in satisfactory form, in case of loss, to this Company, are to be filed at its Home Office as collateral to the loan.

Mode of Procedure on your part. You are to procure, at your own expense, an abstract of title to the property to be mortgaged, carefully prepared in strict accordance with the Company's requirements. If hereafter required, the abstract is to be submitted to a competent attorney, residing and practicing in your State, and one who is satisfactory to this Company, who shall examine it for the purpose of giving either his certificate as to the condition of the title or his written opinion as to the regularity and sufficiency of any proceedings or transactions shown therein or as to any other matter which affects the title to the premises. If he finds the abstract imperfect or incomplete as to any requirements, or if he finds the title in any way defective of record, then the necessary corrections must be made, or the defects cured, so that he can furnish the required certificate or opinion. His charges in the matter are to be paid by you. The abstract and all other evidences of title which are furnished will be held by the Company until the loan is fully repaid.

Upon receiving at this office, the abstract above mentioned and also the attorney's certificate or opinion, if a certificate or an opinion is required, counsel at the Home Office will examine the papers; and, upon finding them satisfactory, will prepare the note and the mortgage, which will then be sent to you for execution, after which they must be returned to this office for the approval of counsel. Before the money is paid to you, the mortgage will be filed for record in the proper office; and the abstract of title must be continued and recertified at your expense, showing the Company's mortgage on record, and that it is the first and only lien or incumbrance on the property. Therefore, if at the time of filing the Company's mortgage for record, there is any other lien, of any kind, against the property, such lien must be released of record before this loan, or any part of it, will be paid.

There will be no charges either at this office or by the Company's counsel for services in the matter.

This loan is voted on the further condition that at the time it is closed, the title to and the ownership of the property shall then remain in the applicant, unchanged by act of the parties, by the death of the applicant for the loan, or by operation of law.

Please read this notice carefully, and preserve it for your future reference.

The rate of interest is **4 1/2%** for the first ten years and **5%** thereafter.

With assignment of major leases.

The loan is to be repaid as follows:

\$6,000 at the end of 1 1/2 years	\$7,000 at the end of 3 years
6,000 at the end of 2 years	8,000 at the end of 3 1/2 years and
7,000 at the end of 2 1/2 years	8,000 semi-annually thereafter to maturity.

With the privilege of paying an additional amount up to the required payments due in

Forwarded through

any one year, the additional payments not to be cumulative; and with the further privilege of paying the loan in full at the end of ten years without penalty.

Elevators, machinery, heating apparatus etc. are to be included in the mortgage.

Forwarded through

T. A. Tuttrup,
Toledo, Ohio.

Yours truly,

H. D. Thomas
Vice President.

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REGULAR QUARTERLY MEETING OF THE REYNOLDS LIBRARY

October 11, 1935

The regular quarterly meeting of The Reynolds Library was held October 11, 1935, at 4 p.m. in the Board Room of the Reynolds Arcade. Present: Messrs. Anstice, Bacon, Briggs, Gilchrist, Middleton, Miner, Perkins, ^{Pike} Slater, Thompson, and Weller: ^{eleven} ~~ten~~ members, or more than two-thirds of the board.

The minutes of the June meeting were read and approved. Mr. Middleton presented the following resolution authorizing the Reynolds Library to borrow on mortgage from The Northwestern Mutual Life Insurance Company the sum of \$425,000, which was unanimously adopted:

On motion, duly made and seconded, it was unanimously:

"RESOLVED: That this corporation, The Reynolds Library, being thereunto duly authorized by its charter, borrow from The Northwestern Mutual Life Insurance Company, of Milwaukee, Wisconsin, the principal sum of Four Hundred and Twenty-five Thousand Dollars (\$425,000.00), payable as follows, viz.: Six thousand Dollars (\$6,000.00) thereof in one and one-half years; Six Thousand Dollars (\$6,000.00) in two years; Seven Thousand Dollars (\$7,000.00) in two and one-half years; Seven Thousand Dollars (\$7,000.00) in three years; Eight Thousand Dollars (\$8,000.00) in three and one-half years, and a like sum every six months for eleven (11) years thereafter, and the remaining Two Hundred and Fifteen Thousand Dollars (\$215,000.00) in fifteen (15) years, with interest on the unpaid principal at the rate of four and one-half (4-1/2) per cent. per annum for the first ten years, and thereafter at the rate of five (5) per cent. per annum, until maturity; all interest payable semi-annually; with the privilege of making payments in reduction of said principal sum at any time before maturity, such payments, however, not to exceed in any one year the amount of the required payments in that year (non-cumulative) in addition to such required payments, and with the further privilege of paying the unmatured portion of said principal sum at the end of ten years. And the Board of Trustees of this corporation hereby authorizes and directs its President and Secretary, for the purpose of securing the repayment of said loan, to cause to be executed in the name and under the seal of this corporation, and to deliver to said Insurance Company a note for the payment of said loan, with interest thereon as aforesaid, and a mortgage to secure the same, upon and covering the interest of this corporation in the property lying and being in the City of Rochester, County of Monroe, State of New York, known and described as follows, to wit:

All that Tract or Parcel of Land, situate in the City of Rochester, County of Monroe and State of New York, being Lots 23 and 24 (except such part thereof as lies in Corinthian Street) and part of Lots 25 and 26 of the Hundred Acre Tract, as shown on a Map of said Tract annexed to a partition deed dated August 13th, 1817, and recorded in Monroe County Clerk's Office in Liber 2 of Deeds at page 123, a copy of which Map is filed in said Clerk's Office in Liber 4 of Maps at page 72, said premises being more particularly described as follows:

Beginning at the southwest corner of the Reynolds Arcade Building, said corner being 54 feet north from a point in the north line of Main Street East as indicated on the City of Rochester Survey of Streets, 54.81 feet easterly measured in said north line from the northeast corner of Main Street East and State Street, which said point in the north line of Main Street East 54.81 feet east of the northeast corner of Main Street East and State Street is hereinafter called the zero point; thence (first course) running easterly along the south line of the Reynolds Arcade Building 99 feet to the dividing line between Lots 24 and 25 of the Hundred Acre Tract, as described in a quitclaim deed given by Abelard Reynolds to William Pitkin, dated January 22nd, 1828, and recorded in Monroe County Clerk's Office in Liber 11 of Deeds at page 277; thence (second course) northerly in said dividing line and about at right angles with the north line of Main Street East 100 feet more or less to a point 100.51 feet north and 98.87 feet east of said zero point; thence (third course) easterly, nearly parallel with said north line of Main Street East, and along the north line of lands owned by Emma P. Barnum and H. Ella Hamilton and occupied by the Paine Drug Company, 24.02 feet to the west line of lands conveyed by William A. Reynolds to William W. Bruff, by deed dated July 1st, 1862, and recorded in Monroe County Clerk's Office in Liber 172 of Deeds at page 24, at a point 100.52 feet north and 122.89 feet east of said zero point; thence (fourth course) northerly in the west line of lands so conveyed to William W. Bruff, being along the west side of the west brick wall of the building on said lands, 16.51 feet to the north face of the north brick wall of the building on said lands so conveyed to William W. Bruff, said point being 117.03 feet north and 122.77 feet east of said zero point; thence (fifth course) easterly in the north line of said wall 15.7 feet to the center line of the east wall of said building at a point 116.91 feet north and 138.47 feet east of said zero point; thence (sixth course) northerly in a continuation of said center line 14 feet more or less to the south line of land conveyed by William Pitkin and others to William A. Reynolds by deed dated December 2nd, 1861, and recorded in Monroe County Clerk's Office in Liber 167 of Deeds at page 458, said point being 130.9 feet north and 138.44 feet east of said zero point; thence (seventh course) easterly in the south line of said last mentioned land so conveyed to William A. Reynolds, 34.21 feet to a point in the center line of a wall running northerly and southerly, said point being 135 feet north and 172.40 feet east of said zero point; thence (eighth course) northerly in said center line of said wall .76 feet to the north line of a party wall at a point 135.76 feet north and 172.42 feet east of said zero point; thence (ninth course) easterly in the north line of said wall 22.19 feet more or less to the west line of Arcade Alley at a point 135.88 feet north and 194.61 feet east of said zero point; thence (tenth course) northerly in

the west line of Arcade Alley 77.97 feet to the south line of Corinthian Street at a point 212.25 feet north and 178.86 feet east of said zero point; thence (eleventh course) westerly in the south line of Corinthian Street 185.06 feet to the division line between the Reynolds Arcade and the Butts or Exchange Place Building at a point 170.40 feet north and 1.42 feet west of said zero point; thence (twelfth course) southerly along the line at ground level of the west face of the west wall of the Reynolds Arcade Building and the west face of the retaining wall along the west side of the areaway on the Reynolds Arcade premises where said building does not adjoin the building next west, to the place of beginning.

The directions in the foregoing description denominated north and east being, respectively, perpendicular to and parallel with the north line of Main Street East, as shown on said City Survey of Streets, and not true north and true east.

Together with a strip of land approximately 6 inches wide lying between said first course and said north line of Main Street East, and together with the rights appurtenant to said premises in and to the land between the north line and center line of Main Street East adjoining said premises.

Together also with the right to use, as party walls, the walls through which the second and third courses pass, to the extent that said walls were used as party walls April 29th, 1932, for the buildings of The Reynolds Library and of H. Ella Hamilton and Emma P. Barnum, and with any rights acquired from such user.

Together also with the rights in a wall along the east or fourth course reserved to William A. Reynolds in a deed made by him to William W. Bruff, recorded in Monroe County Clerk's Office in Liber 172 of Deeds at page 24.

Together also with the right to use, as a party wall for the building standing on said premises May 27th, 1932, the wall through which the seventh course passes, to the extent that said wall was so used April 29th, 1932.

Together also with any rights of the Reynolds Library to use the wall along the eighth course as a party wall.

Together with the right to build into and upon the northerly wall of the building on the premises of Lillie B. Oothout, adjoining the ninth course on the south and to use the same as a party wall, and to carry said wall higher and to use the sewer constructed by Isaac Butts and Joseph Curtis through the alley adjoining said premises on the east and opening into Corinthian Street, all as granted by said Isaac Butts and Joseph Curtis to William A. Reynolds, by instrument dated November 5th, 1860, and recorded in Monroe County Clerk's Office November 3d, 1862, in Liber 172 of Deeds at page 311, subject to the conditions and provisions set forth in said instrument.

Together also with the rights appurtenant to the Reynolds Library's said premises in and to the parts of Arcade Alley and Corinthian Street adjoining the tenth and eleventh courses.

Subject to the rights hereinafter set forth, to wit:

The right of H. Ella Hamilton and Emma P. Barnum to use the walls through which the second and third courses pass, as party walls, to the extent that said walls were, on April 29th, 1932, used as party walls for the buildings of The Reynolds Library and said H. Ella Hamilton and Emma P. Barnum, and to any rights acquired by said H. Ella Hamilton and Emma P. Barnum from such user.

The rights of Ethel Goodwin Sweney, Ida Goodwin O'Daniel, Rochester Trust and Safe Deposit Company as Trustee under the Will of John Bower, deceased, The Humane Society for the Prevention of Cruelty to Animals, Hillside Home for Children, Rochester Children's Nursery, Genesee Hospital and Rochester General Hospital, in and to the area about 13.7 feet deep on the west line and about 13.8 feet deep on the east line, adjoining the fifth course on the north, as granted by William A. Reynolds to William W. Bruff, by deed dated July 1st, 1862, and recorded in Monroe County Clerk's Office July 25th, 1862, in Liber 172 of Deeds at page 24; and their rights to maintain in said area ventilating pipes now existing therein, so long as the building now existing on the premises owned by them shall stand:

The rights of Ella A. Wollf, Jennie S. Wollf, Mildred E. Waterman and Helene E. Lowenthal to use the wall through which the seventh course passes as a party wall, so long as said wall shall stand:

Any rights of Lillie B. Oothout to use the wall along the eighth course as a party wall.

The boundary line between the premises of The Reynolds Library and the premises formerly owned by DeWitt B. Macomber, Mary A. Converse, William B. Macomber, E. Vine Stoddard and Caroline S. Mitchell, commonly known as the Exchange Place or Butts Building is intended to be the line at the ground level of the west face of the west wall of the Reynolds Arcade Building as it existed April 29th, 1932, and the west face of the retaining wall then existing along the west side of the areaway on the said premises of The Reynolds Library where said two buildings did not adjoin on that date; such boundary line being also approximately the line of the east face of the east wall of said Exchange Place or Butts Building at the ground level, but said line in no case being farther west than the line of the east face of the east wall of the Exchange Place or Butts Building at the ground level. The owners of the Exchange Place or Butts Building are entitled to maintain the east wall and any existing projections of said building as the same now stands, so long as said building shall continue to exist, notwithstanding the fact that parts of said wall above the ground level are now, or may now be, located to the easterly of the perpendicular plane or planes passing through said boundary line as hereby fixed.

Being the same premises described in a judgment entered in Monroe County Clerk's Office May 27th, 1932, in an action in the Supreme Court, Monroe County, entitled The Reynolds Library, Plaintiff, vs. Goldman Properties, Incorporated, et al., Defendants. (The Reynolds Arcade referred to being the building existing April 29th, 1932.)

Together with an assignment to said Insurance Company

of the leases, rents and income from the building on the premises above described.

Said note and mortgage to bear such date, to be in such form, and to contain such covenants, stipulations, conditions and provisions as said Insurance Company may require. Fire insurance upon the buildings on said premises shall be furnished in the sum of at least Four hundred and twenty-five thousand dollars (\$425,000.00) as additional security for the payment of said loan. Further

RESOLVED: That the President, the Secretary, the Treasurer, or any one of them, be and hereby are authorized and directed to execute and verify such petition or other application as may be necessary to obtain from the Supreme Court of the State of New York an order granting leave to this corporation to make, execute and deliver such mortgage."

After the adoption of this resolution Mr. Miner asked whether the insurance policies can be gradually reduced from the figure of \$425,000 as the principal of the loan is reduced. Mr. Middleton agreed to inquire whether such a change could be made in the agreement.

In the absence of the Treasurer, his quarterly report and report for the nine months ending September 30 was presented by Mr. Thompson, which on motion of Mr. Miner, seconded by Mr. Weller, was duly accepted. The report was as follows:

THE REYNOLDS LIBRARY

Quarterly Report

Sept. 30, 1935

THE REYNOLDS LIBRARY

STATEMENT OF CASH RECEIPTS & DISBURSEMENTS

FOR NINE MONTHS ENDED

SEPT. 30, 1935

CASH BALANCE JANUARY 1st	\$ 14,547.59	
RECEIPTS (9 MOS.)	<u>95,334.26</u>	
		\$ 109,881.85
DISBURSEMENTS (9 MOS.)		<u>90,669.75</u>
CASH BALANCE SEPT. 30, 1935		\$ <u>19,212.10</u>

Above Balance represented by:

Lincoln-Alliance Bk. - Treas. a/c	\$ 8,592.47
Roch. Trust Co. - Treas. a/c	120.79
" " " - Fund a/c	9,843.29
Central " "	651.86
Petty Cash	<u>3.69</u>
	\$ <u>19,212.10</u>

THE REYNOLDS LIBRARY

INCOME & EXPENSES ON THE ACCRUAL BASIS - COMPARATIVE

	NINE MOS. ENDED <u>SEPT. 30, 1934</u>	NINE MOS. ENDED <u>SEPT. 30, 1935</u>
<u>INCOME</u>		
Rentals	\$ 60,477.98	\$ 66,887.99
Electricity & Water	1,783.29	1,822.70
Parking Station	1,025.54	1,058.25
Discounts	32.80	17.83
Sundry	209.67	229.79
Interest - Bonds	12,413.59	7,616.00
" - Baks	9.36	8.02
Fines - Library	<u>507.00</u>	<u>215.00</u>
TOTAL INCOME	\$ 76,459.23	\$ 77,855.58
<u>EXPENSES</u>		
Arcade Building -		
Operation	13,932.62	13,997.79
Payrolls	11,353.37	12,217.82
Insurance	891.15	1,058.16
Taxes: County & City	14,351.20	16,658.91
" : Miscellaneous	11.06	.16
Int. on Bills Payable	24,440.60	18,116.15
Misc. Equip't & Adv.	405.40	497.16
Bad Debts	4.40	-0-
Parking Station Exp.	<u>720.00</u>	<u>739.50</u>
	\$ 66,109.80	\$ 63,285.65
Library -		
Operation	1,095.65	1,635.13
Insurance	572.49	624.89
Salaries	<u>6,542.00</u>	<u>6,627.95</u>
	\$ 8,210.14	\$ 8,887.97
Reading Room -		
Operation	67.25	77.88
Salaries	<u>1,855.20</u>	<u>1,874.25</u>
	\$ 1,922.45	\$ 1,952.13
Legal & Audit	175.00	100.00
Legal & Professional	115.96	488.92
Library Moving Expense	-0-	1,300.00
TOTAL EXPENSES	\$ 76,533.35	\$ 76,014.67
Profit or Loss	\$ 74.12	\$ 1,840.91

THE REYNOLDS LIBRARY

STATEMENT OF ASSETS & LIABILITIES - COMPARATIVE

	<u>SEPT. 30, 1934</u>	<u>SEPT. 30, 1935</u>
<u>ASSETS</u>		
CASH -		
General Funds	\$ 2,364.69	\$ 9,368.81
Permanent Funds	9,727.04	9,843.29
RECEIVABLES -		
Accounts (Rents)	549.18	789.88
Interest	630.62	2,546.00
Other	426.23	-0-
INVESTMENTS -		
Cost	242,872.06	225,308.82
Mortgage	1.00	-0-
REAL ESTATE -		
Main Street	945,361.49	945,361.49
Spring Street	70,000.00	70,000.00
EQUIPMENT -		
Library	200,456.86	201,620.12
Building		65,298.38
DEFERRED CHARGES -		
Prepaid Expenses	7,323.11	6,407.94
Construction	50,606.98	
Commissions	14,691.40	
Inventory	265.90	373.31
	<hr/>	<hr/>
	\$ 1,545,276.56	\$ 1,536,918.04
<hr/>		
<u>LIABILITIES</u>		
ACCOUNTS PAYABLE -		
To complete Bldg.	27,181.44	19,997.84
Bldg. Contractor	1,080.00	1,080.00
Accrued Taxes	5,675.99	3,322.56
NOTES PAYABLE -		
Mortgage Account	480,000.00	480,000.00
Bank Loan	15,333.35	-0-
Interest Accrued	-0-	-0-
Investment Reserve		11,428.76
Permanent Funds	9,727.04	9,843.29
Net Worth	1,006,278.74	1,011,245.59
	<hr/>	<hr/>
	\$ 1,545,276.56	\$ 1,536,918.04

THE REYNOLDS LIBRARY

BOND SALES DURING PAST NINE MONTHS

<u>DATE SOLD</u>	<u>COST</u>	<u>SALE PRICE</u>	<u>PROFIT</u>
Jan. 21, 1935 - 10M Cleveland Short Line RR 4½s/61		\$	
	9,715.00	10,558.50	
Less Interest		<u>137.50</u>	706.00
July 1, 1935 - 8M Washington & Columbia River Rwy 1st Mtg. 4s/35	7,916.00	8,000.00	84.00
		<u>—————</u>	
Disposal of Net Proceeds:		\$ 18,558.50	
Paid Lincoln-Alliance Bk. Loan in full - January		<u>4,651.11</u>	
Deposited in Lincoln-Alliance Treas. a/c		\$ 13,907.39*	

(*Remaining balance as of Sept. 30, 1935 - 8,000.00)

THE REYNOLDS LIBRARY

ACCOUNTS RECEIVABLE STATMENT AS OF SEPTEMBER
30, 1935

	<u>Debit</u>	<u>Credit</u>
Angelidis, Geo C.		13.32
Asso. Dump Trucking Ind.	32.22	
Clary & Sheehan	121.44	
Fed. Harware Mutuals	51.68(Paid)	
Heicklen & Greene	127.14(Pd.57.14)	
Jennings, J. A.	54.48	
Peeler, F. E.	139.32	
Roch. Travel Agency	266.78	
Smith, Tom	<u>10.14</u>	
	\$ 803.20	13.32
	<u>13.32</u>	
	\$ 789.88	(Balance per G/L)

The report of the Library Committee was presented by the Secretary, showing for the three months ending September 30 a net increase of 54 volumes and an attendance in the Library of 11,586 and in the Reading-Room of 24,150. The expenditures for the Library for the three months were \$3,964.39, for the nine months beginning January 1, \$8,915.65; for the Reading-Room \$956.82 for three months, for the year to date \$1,952.13.

* It was reported on behalf of the committee that by agreement with Mr. John A. Lowe the Rochester Public Library will undertake to find positions as attendants in the Rochester Central Library for such employes of the Reynolds Library as are qualified, after the removal of our books to the new building
* when completed. A motion was adopted approving this arrangement.

The President appointed Mr. Gilchrist to the Library Committee to fill the vacancy caused by the death of Mr. Davis.

On motion of the Secretary it was voted that a historical sketch of The Reynolds Library be prepared by Miss Collins under his supervision, to be printed at the time of the merger of this Library with the Central Library.

The meeting then adjourned.


Secretary

ANNUAL MEETING OF THE BOARD OF DIRECTORS OF THE REYNOLDS LIBRARY
February 7, 1936

The annual meeting of the Board of Directors of The Reynolds Library was held on February 7, 1936, at 4 p.m., in the board room of the Arcade. Present: Messrs. Anstice, Bacon, Briggs, Goodenough, Gilchrist, Middleton, Slater, Thompson, and Weller.

The minutes of the last quarterly meeting were read and approved. The report of the Treasurer was presented by Mr. Goodenough. A copy of the report is attached to these minutes.

THE REYNOLDS LIBRARY
ANNUAL REPORT

• Year Ending Dec. 31, 1935

THE REYNOLDS LIBRARY
Summary Statement of Cash Receipts & Disbursements
for year by Application of Funds
December 31, 1935

Cash Balance January 1, 1935			\$ 14,547.89
Additions from Principal:			
Sale of Bonds	\$ 66,950.35		
Mortgage	<u>425,000.00</u>		
	491,950.35		
Bank Loans Paid	<u>484,651.11</u>	7,299.24	
Additions - Income:			
Interest on Bank Balances	248.52		
" " Bonds	9,975.06		
Sundry	<u>19.18</u>	<u>10,242.76</u>	
	Total		\$ 32,089.59
Deductions:			
Library -			
Library Expense	\$ 11,955.33		
Reading Room	<u>3,322.65</u>		
	\$ 15,277.98		
Less Income -			
Library Fines	<u>350.00</u>	14,927.98	
Arcade Building -			
Rentals & Misc.			
Income	\$ 93,276.65		
Less Expense	<u>80,624.45</u>	<u>12,652.20</u>	
			\$ 44,741.79
Miscellaneous -			
Trust Fees	500.00		
Legal & Prof.	1,611.80		
Library Moving Exp.	<u>1,300.00</u>	3,411.80	
Capital Additions:			
Bldg. Construction Costs	<u>4,775.84</u>	<u>23,115.62</u>	
Cash Balance December 31, 1935			\$ <u>21,626.17</u>
On Deposit:			
Lincoln-Alliance Bank & Trust Co.	11,650.21		
Rochester Trust & Safe Dep't. Co. Fund	9,930.88		
" " " " " " Treas.	<u>86.24</u>	\$ 21,617.33	
Petty Cash		<u>8.84</u>	
Total Cash on Hand and In Banks			\$ <u>21,626.17</u>

THE REYNOLDS LIBRARY

STATEMENT OF INCOME & EXPENSES ON ACCRUAL
BASIS WITH BUDGET

	BUDGET 12 Mos. Ended Dec. 31, 1935	ACTUAL 12 Mos. Ended Dec. 31, 1935	1936 Budget (12 Mos.)
INCOME -			
Rentals	\$ 93,000.00	88,969.87	95,000.00
Electricity & Water	2,644.00	2,421.07	2,450.00
Miscellaneous	368.00	312.30	300.00
Parking Station	1,440.00	1,437.75	1,450.00
Interest - Bonds	9,970.00	9,320.08	8,700.00
" - Banks	15.00	15.33	
Library Fines		359.00	
Totals	\$ 107,437.00	102,826.38	105,900.00
EXPENSES -			
Arcade Building:			
Operation	19,525.00	17,469.63	19,125.00
Payrolls	18,000.00	18,732.22	18,000.00
Insurance	1,200.00	1,311.04	1,500.00
Taxes: GAS	22,225.00	22,245.89	25,550.00
" : Misc.	10.00	2,125.16	
Int.-Bills Pay'bl	24,900.00	23,478.75	200.00
" - Mortgage			18,125.00
Misc. Eq. & Adv.	480.00	521.21	500.00
Parking Station	954.00	973.50	980.00
Contingent Expense			2,000.00
Legal & Audit	200.00	100.00	150.00
Legal & Professional	1,000.00	2,111.80	1,000.00
	\$ 88,494.00	87,127.11	88,120.00
Library:			(8 Mos.)
Operation	3,440.00	2,083.59	1,200.00
Insurance	160.00	835.67	
Salaries	9,100.00	8,817.95	4,400.00
Moving Expense		1,200.00	2,000.00
	\$ 12,800.00	13,037.21	8,700.00
Reading Room:			
Operation	600.00	870.25	900.00
Salaries	2,500.00	2,452.40	2,500.00
	\$ 3,100.00	3,322.65	3,400.00
Total Expenses	\$ 104,494.00	\$ 103,486.97	\$ 106,230.00
Net Loss for 12 Mos.		\$ 660.59	

THE REYNOLDS LIBRARY

STATEMENT OF ASSETS & LIABILITIES - 1934-1935

ASSETS	DECEMBER 31, 1934	DECEMBER 31, 1935
CASH -		
General Funds	4,735.99	11,695.29
Permanent Funds	9,821.60	9,930.88
RECEIVABLES -		
Accounts (Rents)	677.70	867.95
Interest (Bonds)	1,210.00	855.00
Other	280.00	
INVESTMENTS -		
Cost	263,929.82	176,309.24
REAL ESTATES -		
Main Street	1,010,659.87	944,289.32
Spring Street	70,000.00	70,000.00
EQUIPMENT -		
Library Building	301,030.13	301,894.11
		65,298.38
DEFERRED CHARGES -		
Prepaid Expenses	2,379.34	1,372.00
Inventory	512.59	512.12
TOTAL ASSETS	\$ 1,544,807.04	1,483,025.29
<hr/>		
LIABILITIES		
ACCOUNTS PAYABLE -		
To complete Building	24,273.68	19,524.67
Building Contractor	1,589.00	1,089.00
Accrued Taxes (County)	4,439.07	4,463.99
Sundry	7.14	29.57
NOTES PAYABLE -		
Mortgage Account	480,000.00	425,000.00
Interest Accrued		3,293.76
Bank Loan	4,651.11	
Investment Reserve A/C	10,638.76	10,938.53
Permanent Funds	9,821.60	9,930.88
NET WORTH	1,009,404.68	1,008,744.09
TOTAL LIABILITIES	\$ 1,544,807.04	1,483,025.29

The Treasurer reported that the assessment on the Reynolds Arcade had been increased to \$1,108,800, being \$655,160 on the land and \$453,640 on the building. From this gross assessment an exemption of \$308,800 was allowed for the Reading Room, making a net assessment of \$800,000. Efforts to reduce this assessment had been made without success. The Treasurer's report was duly adopted.

The Report of the Building Committee with audit by Wilson, Shults & Company was presented by Mr. Goodenough and duly adopted. The report of the Finance Committee was presented by Mr. Weller and duly adopted. Copies of these reports are attached to these minutes.

THE REYNOLDS LIBRARY

TREASURER'S REPORT

1935

The most interesting item in the Treasurer's report for the year is the funding of our bank debt by a mortgage with the Northwestern Mutual Life Insurance Company of \$425,000 for a ten year period with interest at $4\frac{1}{2}\%$ and an additional five year period at 5%. This mortgage calls for \$12,000 payment of principal in 1937 - \$14,000 in 1938 - \$16,000 in 1939 and \$16,000 a year thereafter for the life of the mortgage.

In spite of additional taxes of \$2,785 and losing tenants during the year totaling some \$5,000 in rentals, we would have exceeded last year's profit in operation if it had not been for unusual expense in connection with our refinancing and contemplated moving of the Library. These items cost us some \$4,800.

We have had the usual year-end audit - copies of which are placed on file with the Secretary and Arcade Office.

On the sheets you have before you I have very much condensed the report for the year.

Sheet #1 gives a statement of cash receipts and disbursements for the twelve months ending December 31, 1935. This statement represents only the flow of cash for the year and shows the balances in various banks on December 31, 1935.

Sheet #2 gives in the first column the Budget we set for 1935. The second column shows actual income and expenditures with a net loss of \$660.59 for the year, while the third column sets forth the proposed Budget for 1936 as recommended by the Building and Library Committees.

**Treasurer's Report
For year 1935**

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On Sheet #3 you will find a condensed statement of Assets and Liabilities of the Corporation as of December 31, 1934 in the first column and December 31, 1935 in the second column. Here the chief changes to be noted are the decrease of \$66,630 in our investments which is reflected in a reduction of the mortgage account of 55 thousand; the elimination of bank debt of \$4,651, and a reduction of accounts payable to complete building of \$4,749.

Assessment of the Arcade property was increased \$156,000 for the coming year which will mean an increase of \$3,275.73 of city taxes.

(Submitted at Annual Meeting - Feb. 7, 1936)

THE REYNOLDS LIBRARY
REPORT OF CHAIRMAN OF THE BUILDING COMMITTEE
DECEMBER 31, 1935

Meetings of the Building Committee have been held from time to time as occasion demands. The conduct of the Arcade Building affairs have run along smoothly under Mr. Schubmehl and Miss Maurer. Tenants go out of their way to speak to me of their satisfaction with the set up we have here.

During the year of 1935 we had an actual increase in rentals over 1934 of \$6,041.43. During that period we have lost the following tenants:

American Bureau of Collections
Associated Dump Trucking Industry (Reduced space)
Clary & Sheehan
Electrical Contractors' Code Committee
Modern Woodmen of America Insurance Company
Monroe County Alcoholic Beverage Control Board
Rochester Cooperage Company
Rochester Travel Agency

During the same period we have gained the following:

Carrier Engineering Corporation	353 Sq.Ft.	\$ 660.00
Heicklen & Greene	358 " "	714.00
Jas. S. Kemper (Lumbermen's Mut)	Increased sp.	360.00
New England Mutual Life Ins. Co.	1518 Sq. Ft.	2,277.00
Rochester Hospital Serv. Corp.	Stores 8&9	1,200.00

With the full year's rental coming from these new tenants, and other increases, we have now in sight for 1936 over \$3,000 additional rentals above the 1935 figure.

Building Committee
Chairman's Report
December 31, 1935

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The office space rented to date is 72% as against 60% a year ago.

The following leases expire during 1936:

<u>Tenant</u>	<u>Sq. Feet</u>	<u>Price</u>	<u>Annual Rent</u>	<u>Expires.</u>
Asso. Dump Trucking Industry	177	2.04	360.00	Jan. 1st
Brown & Zurett	504	1.79	900.00	Apr. 20th
Carrier Engineering Corp.	353	1.93	660.00	Aug. 31st
Fed. Hardware & Implement Mut.	355	1.70	600.00	Sept. 15th
Heicklen & Greene	358	2.00	714.00	June 30th
Household Finance Corp.	1322	2.00	2,628.00	" "
Little & Hopkins Inc.	1092	1.37	1,500.00	May 31st
Metropolitan Life Ins.	2003	1.80	3,600.00	June 30th
Penn-Dixie Cement Corp.	996	2.00	1,992.00	July 14th
Reddington Coal (J.E. Brick)	Store 6		600.00	May 31st
Rech. Lake Ont. Water Co.	392	2.00	784.00	Sept. 30th

While there is little question about renewing the above leases an effort is being made to bring all the rentals in line with our regular rate.

(The above report was submitted at the Annual Meeting - Feb. 7, 1936)

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
REPORT AS AT DECEMBER 31ST, 1935

WILSON, SHULTS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
1117 FLOOR COMMERCE BUILDING
ROCHESTER, N. Y.

MEMBERS
AMERICAN INSTITUTE
OF ACCOUNTANTS
NEW YORK STATE
SOCIETY OF
CERTIFIED PUBLIC
ACCOUNTANTS

WILSON, SHULTS & CO.
CERTIFIED PUBLIC ACCOUNTANTS
1119 FLOOR COMMERCE BUILDING
ROCHESTER, N. Y.

January 28th, 1936.

To the President and Board of Trustees,
The Reynolds Library,
Reynolds Arcade Building,
16 Main Street East,
Rochester, N. Y.

Gentlemen:-

As requested, we made an examination of the books and accounts of The Reynolds Library for the year ended December 31st, 1935, and submit the following:-

Exhibit A:-

Statement of Assets and Liabilities as at
December 31st, 1935

Exhibit B:-

Statement of Cash Receipts and Disbursements for
the year ended December 31st, 1935

Schedule #1:-

Analysis of Maintenance and Operation Charges
of Arcade Building for the year ended
December 31st, 1935

Schedule #2:-

Cash Expenditures for Maintenance and Operation
of Library

Schedule #3:-

List of Investments as at December 31st, 1935

Schedule #4:-

List of Bonds Sold during 1935

Schedule #5:-

Statement of Estimated Cost to Complete Building
as at December 31st, 1935

Schedule #6:-

Statement of Income and Expenses on Accrual Basis
for the year ended December 31st, 1935

Schedule #7:-

Analysis of Net Worth (Surplus Account) January 1st
to December 31st, 1935

Schedule #8:-

Abstract of Leases in Effect as at December 31st, 1935

Schedule #9:-

Budget of Library and Reading Room Expenses for the
period January 1, 1936 to December 31st, 1936

Schedule #10:-

Budget of Reynolds Arcade Building Maintenance and
Operating Revenues for the period January 1st, 1936
to December 31st, 1936.

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GENERAL COMMENTS:1. Cash Receipts and Disbursements:

The cash transactions were reviewed and we found that the recorded receipts were regularly deposited and there are on file vouchers supporting the disbursements. A summary of cash transactions for the period January 1, 1935 to December 31, 1935 follows:-

Cash Balance January 1, 1935		\$ 14,547.59
Cash Receipts:		
Rentals	\$ 89,073.31	
Electricity	2,052.44	
Water	456.89	
Sundry	344.26	
Parking	1,369.75	
Fines: Library	350.00	
Interest on Bank Balances	248.52	
Interest on Bonds	9,975.06	
Discounts	26.32	
Sales of Bonds (Schedule #4)	66,950.35	
Mortgage Payable	425,000.00	595,826.90
	<u>Total:</u>	<u>\$610,374.49</u>
Cash Disbursements:		
Maintenance and Operation:		
Arcade Building	\$ 80,624.45	
Library	11,955.53	
Reading Room	3,322.65	
New Arcade Building Construction:		
Payments to John B. Pike & Son, Inc.	4,775.84	
Moving Expense (Portraits for New Library)	1,300.00	
Trustee Fees	500.00	
Bills Payable: Banks	484,651.11	
Legal and Professional	1,611.80	
Accounts Payable	7.14	588,748.32
		<u>\$ 21,626.17</u>
Cash Balance as at December 31, 1935:		<u>\$ 21,626.17</u>

The cash balance is accounted for as follows:-

On Deposit:	
Lincoln-Alliance Bank & Trust Co.	\$ 11,650.21
Rochester Trust and Safe Deposit Co.	
Treasurer's Account	36.84
Rochester Trust and Safe Deposit Co.	
Permanent Fund	9,930.88
	<u>\$ 21,617.93</u>
Petty Cash	8.84
	<u>\$ 21,626.17</u>
Total Cash on Hand and in Banks:	<u>\$ 21,626.17</u>

-3-

The cash on hand was verified by actual count and the funds on deposit were confirmed by the depositories. Included in the foregoing balances, are the following special funds:

Gordon Fund	\$ 4,382.40	
Bowman "	<u>5,608.48</u>	
Total:		<u>\$ 9,990.88</u>

For statement purposes, the cash balance is segregated as follows:

Cash on Deposit: General Fund	\$ 11,695.29	
do Permanent "	<u>9,930.88</u>	
Total:		<u>\$21,626.17</u>

2. Summary Statement of Cash Receipts and Disbursements for the Year by Application of Funds:

Cash Balance January 1, 1935			\$ 14,547.59
Additions from Principal:			
Sale of Bonds		\$66,950.35	
Mortgage Payable		<u>425,000.00</u>	
	Total:	\$491,950.35	
Bank Loans Paid		<u>484,651.11</u>	7,299.24
Additions Income:			
Interest on Bank Balances		\$ 248.52	
do Bonds		9,975.06	
Sundry		<u>19.18</u>	10,242.76
	Total:		\$ 32,089.59
Deductions:			
Arcade Building:			
Rentals and Miscellaneous Income	\$93,276.65		
Less: Operating Expense	<u>80,624.45</u>		
Net Income			\$ 12,652.20
Library:			
Library Expenses	\$11,955.33		
Reading Room Expenses	<u>3,322.65</u>		
Total:	\$15,277.98		
Less: Income Fines	<u>350.00</u>	\$14,927.98	
Miscellaneous:			
Legal and Professional	\$ 1,611.80		
Trustee Fees	500.00		
Moving Expense: Portraits for New Library	<u>1,300.00</u>	3,411.80	
Capital Additions:			
New Arcade Building Construction costs	<u>4,775.84</u>	<u>23,115.68</u>	
Net Total			<u>10,463.42</u>
Cash Balance December 31, 1935:			<u>\$ 21,626.17</u>

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3. Accounts Receivable:

Accounts Receivable for Rental Charges Unpaid at December 31, 1935
are as follows:-

Geo. C. Angelides	\$.89	
Assoe. Dump Trucking Industry, Inc.		63.54	
Centennial Comm.		.24	
Ralph T. Coe		40.04	
Heicklen & Greene		50.00	
Frederick E. Peeler		139.32	
Rochester Travel Agency		266.78	
Tom D. Smith		7.14	
Total:			\$ 567.95

These amounts are considered to be collectible.

4. Interest Receivable:

Interest Receivable consists of the following amounts which represent coupons due and payable January 1st, 1936:

Aluminum Co. Ltd. of Canada	\$	125.00	
Great Northern Ry. Co.		212.50	
Illinois Central R.R.Co.		17.50	
Southern Pacific		200.00	
Total:			\$ 555.00

5. Investments:

A summary of investments which are set forth in detail on Schedule #3 of this report, follows:-

Municipal and Corporation Bonds:

Par Value		\$181,000.00
Market Value	\$141,082.50	
Book Value or Cost	\$176,309.24	
Less: Reserve	10,968.53	
Net Book Value:		\$165,350.71

All bonds are held for safe-keeping by the Lincoln-Alliance Bank & Trust Co. as per their certificate to us dated December 31, 1935.

We found that interest was received on all investments with exception of the following:-

- a. Chicago & Northwestern Ry.Co. 1st and Refunding 4½% Mortgage Bonds due in 2037, par \$5,000.00. The maker defaulted on December 1, 1935 and the coupon due on said date in the amount of \$112.50 is still unpaid.

- b. Chicago, Milwaukee & St.Paul Ry.Co. General 4½% Bonds

(continued)

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5. Investments (continued):

due May 1, 1939, Par \$10,000.00. The maker defaulted on July 1, 1935. Coupon due on said date, and subsequent coupons are unpaid.

- c. German Government International Loan 5½% Bonds due 1965, Par \$5,000.00. Partial payments have been made on account of coupons due Dec. 1, 1934 to date.
- d. St. Louis & San Francisco R.R. Co. Cons. Mtg. Co. Bonds 4½%, due 1978, par \$10,000.00. The maker defaulted March 1, 1935. Coupons due on said date and subsequent coupons have not been paid. Total amount of coupons unpaid aggregates \$1,350.00.

6. Real Estate and Sundry Assets:

Investment in real estate and other properties is as follows:-

16 Main St. East: Real Estate:

Land	\$550,000.00	
Building	401,626.93	
Building Construction- Special	65,298.38	
Equipment	<u>193,261.39</u>	\$1,010,186.70

150 Spring St: Real Estate:

Land	\$ 40,000.00	
Building	<u>30,000.00</u>	70,000.00
Library Books		174,347.73
Library Furniture and Fixtures		10,548.38
Library Card Index		<u>17,000.00</u>
Total:		<u>\$1,282,082.81</u>

The assessed value of real estate is shown below:-

16 Main St. East:

Total assessment (including exempt \$180,000.00) \$ 825,820.00

150 Spring St:

Total assessment (exempt) 94,800.00

Total Assessed Value:

\$ 920,620.00

These properties are carried on the books in amounts which represent accumulation of cost and do not necessarily represent the present-day market values.

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"Building Construction: Special" carried at a cost of \$65,298.38 consists of the following charges:

Cost of construction for change in plans to accommodate tenants	\$ 50,606.98	
Commissions re: acquisition of leases	<u>14,691.40</u>	
Total:		<u>\$65,298.38</u>

7. Deferred Charges:

Deferred charges are as follows:-

Inventory- Sundry Supplies	\$ 512.12	
Prepaid Insurance	1,243.68	
Prepaid Watchmen's Service	<u>128.12</u>	
Total:		<u>\$ 1,884.12</u>

8. Liabilities:

Accounts Payable: Regular	\$ 89.37	
do Due to Building Contractor	1,080.00	
County Taxes Accrued	4,465.99	
Accrued Mortgage Interest	<u>3,295.76</u>	
Total Current Liabilities:		<u>\$ 8,867.12</u>

Provision for Contractor's Estimate for Completion of Building (See Schedule #5)	19,524.67
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Mortgage Payable:

First Mortgage dated October 18, 1935, held by Northwestern Mutual Life Insurance Company, covering Arcade Bldg., 16 Main St. East, Principal amount \$425,000, Interest 4-1/2%, per annum, for the first ten years and thereafter at the rate of 5% per annum, is payable semi-annually. Principal payments start on April 18, 1937 at which time an amount of \$6,000.00 is payable. Subsequent payments are as follows:- October 18, 1937, \$6,000.00; April 18, 1938, \$7,000.00; October 18, 1938, \$7,000.00; April 18, 1939, \$8,000.00, and a like sum every six months for eleven years thereafter; the remaining \$215,000.00 being due in fifteen years from date, or on October 18, 1950. Amount of mortgage -

425,000.00

Total Liabilities:	<u>\$455,391.79</u>
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9. Permanent Funds:

a.	W. S. Gordon	\$ 4,322.40	
b.	John R. Bowman	<u>5,608.48</u>	
	Total:		<u>\$ 9,930.88</u>

a. W. S. Gordon Fund

This fund was created by W. S. Gordon on or about June 10, 1895 and the income therefrom is to be used to purchase books on landscape gardening. Original amount of fund \$2,500.00. Accumulated interest to date \$1,822.40. Balance of Fund \$4,322.40.

b. John R. Bowman Fund

This fund was created by John R. Bowman on or about January 13, 1932. At a meeting of the Board held on February 11, 1932, a resolution was passed that the legacy of Mr. Bowman be set apart as a special fund to be used at the discretion of the Library Committee, for library purposes. Original amount of fund \$5,000.00. Interest accumulated to date \$608.48. Balance of Fund \$5,608.48.

**10. Budget of Operations for the Period
January 1, 1936 to December 31, 1936:**

Information supplied by the committees covering budgets for the year 1936 follows:-

a. Library Committee:

Total budget as submitted by Dr. J. R. Slater (See Schedule #9)	\$12,100.00
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b. Property Committee: (See Schedule #10)

Actual disbursements covering taxes, general maintenance and building expenses	\$66,175.00	
Parking Station Expense	980.00	
Legal and Miscellaneous	1,650.00	
Interest on Mortgage and Bills Payable	<u>19,325.00</u>	<u>88,130.00</u>

Total Budget for the Year 1936:	<u>\$100,230.00</u>
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11. Estimated Income: (See Schedule #10)

Rentals	\$ 95,000.00
Electricity and Other Miscellaneous	
Income from Real Estate	4,200.00
Interest on Bonds	<u>6,700.00</u>
Total Estimated Income for 1936:	<u>\$105,900.00</u>

12. Insurance Carried:**Arcade Building:**

Fire	\$450,000.00
Plate Glass	Actual Value
Workmen's Compensation	Based on Payroll
Public Liability and Property and Elevator (Includes Parking Station)	10/20/1,000.00
Officer and Employee Fidelity Bonds:	
S. Goodenough, Treasurer	20,000.00
Miss Maurer, Bookkeeper	5,000.00

Library:

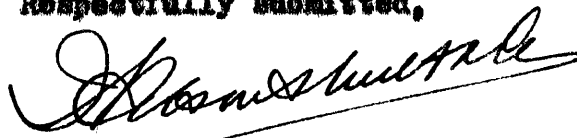
Fire: Building, 150 Spring St.	75,000.00
Fire: Books	90,000.00
Fire: Card Index File	5,000.00
Fire: Dwelling - Hemlock Alley	2,000.00
Workmen's Compensation	Based on Payroll
Public Liability	10/20,000.00
Boiler Liability	10/ 5,000.00

**13. Summary of Items to be considered
by the Board of Trustees:**

1. Resolution providing for appropriations for the committees for the period January 1, 1936 to December 31, 1936, as set forth in budgets referred to under Item 10 herein.
2. Approval of Treasurer's Report for the year ended December 31, 1935.
3. Amortization and Depreciation of Building Costs.

The cooperation extended to our representative on this assignment is greatly appreciated.

Respectfully submitted,



THE REYNOLDS LIBRARY
ROCHESTER, N. Y.
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
FOR YEAR ENDED DECEMBER 31, 1935

CASH BALANCES:

Lincoln-Alliance Bank & Trust Co.	\$ 3,895.05	
Rochester Trust & Safe Deposit Co: Treasurer's Acct.	177.10	
-do- Permanent Account	9,821.60	
Central Trust Co.	643.84	
Petty Cash	10.00	\$ 14,547.59

CASH RECEIPTS:

Rentals	\$ 89,073.31	
Electricity	2,032.44	
Water	456.89	
Sundry	344.26	
Parking	1,369.75	
Fines: Library	350.00	
Interest on Bank Balances	248.52	
Interest on Bonds	9,975.06	
Discounts	26.32	
Sale of Bonds (Schedule #4)	66,950.35	
Mortgage Payable: Northwestern Mutual Life Ins.Co.	425,000.00	595,826.90
Total		\$610,374.49

CASH DISBURSEMENTS:

Maintenance and Operation: Arcade Bldg. (Sch.#1)	\$ 89,624.45	
-do- Library (Schedule #2)	11,958.33	
-do- Reading Room (Sch.#2)	3,322.65	
New Arcade Building Construction:		
Payments to John B. Pike & Sons, Inc.	4,775.84	
Moving Expense (Portraits for new library)	1,300.00	
Trustee Fees	500.00	
Bills Payable: Banks	484,651.11	
Legal and Professional	1,611.80	
Accounts Payable	7.14	588,748.32

CASH BALANCE AS AT DECEMBER 31, 1935**\$ 21,626.17****REPRESENTED BY:****Deposits:**

Lincoln-Alliance Bank & Trust Co.	\$ 11,650.21	
Rochester Trust & Safe Deposit Co.: Treas. Acct.	36.24	
-do- Permanent Fund	9,930.68	
Petty Cash	8.84	\$ 21,626.17

**THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
CASH EXPENDITURES FOR MAINTENANCE & OPERATION OF ARCADE BUILDING**

OPERATING CHARGES:

Building and Janitor Supplies	\$	955.36	
Office Supplies		222.35	
Elevator Maintenance		1,200.00	
Heat		4,512.55	
Electricity		5,937.94	
Legal and Audit Service		100.00	
Payrolls: Building		16,732.22	
Insurance		475.47	
Taxes: County and City		22,211.88	
" Miscellaneous (Mortgage Tax)		2,125.16	
Telephone and Telegraph		296.11	
Water		2,385.12	
Building Maintenance		849.04	
Repairs: Building and Equipment		558.26	
A. D. T. Service		512.50	
Directory Board Service		12.50	
Miscellaneous Expenses and Equipment		635.44	\$ 59,717.96

OTHER CHARGES:

Interest on Mortgages and Notes	19,932.99
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PARKING STATION:

Payroll	<u>993.50</u>
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Total (To Exhibit B) \$ 80,624.45

RECONCILIATION OF CASH AND ACCRUED BUILDING EXPENSE:

Total per Cash Statement (above)	\$ 80,624.45
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Plus:

Decrease in Inventory of Supplies	\$.47	
Unexpired Insurance Adjustment		835.57	
Accounts Payable: Building Maintenance		29.37	
Interest Accrued on Mortgage	\$3,293.76		
" Refunded by U. of R. in January 1935		250.00	3,543.76
County Taxes 1935 Accrued	\$4,463.99		
" " 1934 Paid in 1935	4,430.07	33.92	4,463.99

Total per Accrual Statement (Schedule #6) \$ 85,067.54

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
CASH EXPENDITURES FOR MAINTENANCE & OPERATION OF LIBRARY

MAINTENANCE AND OPERATION OF LIBRARY:

Snow Removal, Lighting and Sprinkling	\$	90.49	
Heating		1,000.64	
Insurance		65.90	
Lighting		367.08	
Postage		31.27	
Repairs		87.34	
Salaries		8,817.95	
Sundries		299.46	
Supplies		125.59	
Water		36.72	
Bindings: Old		<u>45.00</u>	\$ 10,965.44

PURCHASE OF NEW BOOKS:

Books	\$	237.91	
Periodicals		310.68	
Bindings: New		<u>441.30</u>	989.89

Total Library Expense

\$ 11,955.33

MAINTENANCE AND OPERATION OF READING ROOM:

Periodicals	\$	359.26	
Salaries		2,452.40	
Supplies		251.99	
Lighting		<u>279.00</u>	3,322.65

Total (To Exhibit B)

\$ 15,277.98

RECONCILIATION OF CASH AND ACCRUED LIBRARY EXPENSE:

Total per Cash Statement (above) \$ 15,277.98

Less:

Purchase of Books	\$	237.91	
" " Periodicals		310.68	
" " Bindings		<u>441.30</u>	\$ 989.89

Plus:

Unexpired Insurance Adjustment		<u>771.77</u>	218.12
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Total per Accrual Statement (Schedule #6)

\$ 15,059.83

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
SCHEDULE OF ESTIMATED COST TO COMPLETE BUILDING

	Estimated Cost Jan. 1, 1935	1935 Cost	Estimated Cost Dec. 31, 1935
1. Partitions to Complete all Floors	\$ 16,681.00	\$2,790.40	\$ 13,890.60
2. Painting	1,315.75	231.51	1,084.24
3. Erect Balance Acoustic Ceilings	372.78	2.34	370.44
4. Carpentry and Trim	291.05	-	291.05
5. Cutting and Patching	985.12	3.76	981.36
6. Hardware	230.26 Cr.	308.73	538.99 Cr
7. Electric Changes	548.80	460.73	88.07
8. Electric Fixtures	29.78	-	29.78
9. Plumbing Changes	1,338.00	-	1,338.00
10. Heating Changes	1,200.00	-	1,200.00
11. Carting and Cleaning	36.45	1.75	34.70
12. Contingencies and Special Work for Tenants	1,079.90	476.62	603.28
13. Contractor's fees	-	-	-
14. Young's Wrought Iron Works	58.20 Cr.	-	58.20 Cr
15. Dwyer Electric Co.	179.69	-	179.69
16. Dwight L. Smith	32.65	-	32.65
	<u>\$ 23,900.51</u>	<u>\$4,275.84</u>	<u>\$ 19,524.67</u>
Additional Appropriation:			
18. Cooling System	473.17(1)	473.17	-
	<u>\$ 24,373.68</u>	<u>\$4,749.01</u>	<u>\$ 19,524.67</u>
Total			

(1) Unused appropriation cancelled.

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
STATEMENT OF INCOME AND EXPENSES ON ACCUAL BASIS
JANUARY 1, 1935 TO DECEMBER 31, 1935

INCOME:**Reynolds Arcade Building:**

Rentals	\$ 88,969.87	
Electricity	1,964.18	
Water	456.89	
Sundry	358.21	
Parking Station	<u>1,437.75</u>	\$ 93,166.90

Library:

Fines		350.00
-------	--	--------

Interest:

Bonds (Schedule #3 and #4)	\$ 9,320.06		
Bank Deposits	<u>15.33</u>	<u>9,335.39</u>	\$102,852.29

EXPENSES:**Reynolds Arcade Building:**

	Budget Jan.1,1935 to Dec.31,1935	Actual
Building and Janitor Supplies)	\$ 2,000.00	\$ 955.83
Office Supplies)		222.35
Elevator Maintenance	1,200.00	1,200.00
Heat	4,800.00	4,512.55
Electricity	6,400.00	5,937.94
Legal and Audit Service	200.00	100.00
Payrolls	18,000.00	16,732.22
Insurance	1,200.00	1,311.04
Taxes: County and City	22,225.00	22,245.80
" : Miscellaneous	10.00	2,125.16
Telephone and Telegraph	200.00	296.11
Water	2,600.00	2,383.18
Building Maintenance)	1,800.00	878.41
Repairs: Building and Equipment)		558.26
A. D. T. Service	512.50	512.50
Directory Board Service	12.50	12.50
Interest on Mortgages and Notes	24,900.00	23,476.75
Miscellaneous Equipment	<u>480.00</u>	<u>633.44</u>
Total	\$ 86,540.00	\$ 84,094.04

Parking Station:

Payroll	\$ 954.00	\$ 973.50
Supplies		-
Total	\$ 954.00	\$ 973.50

Totals Forwarded to Sheet #2. \$ 87,494.00 \$ 85,067.54 \$102,852.29

	Budget Jan. 1, 1935 to Dec. 31, 1935	Actual	
Totals Forwarded From Sheet #1.....	\$ 87,494.00	\$ 85,067.54	\$102,852.29
Library Expenses:			
Salaries	9,100.00	8,817.95	
Heating	680.00	1,000.64	
Lighting	340.00	367.08	
Binding	150.00	45.00	
Supplies	250.00	125.59	
Water	40.00	36.72	
Sundries	250.00	299.46	
Insurance	160.00	835.67	
Postage and Express	40.00	31.27	
Repairs	210.00	87.34	
Snow Removal, Street Lighting, etc.	210.00	90.49	
Printing	40.00	-	
Total	\$ 11,470.00	\$ 11,737.21	
Reading Room Expense:			
Salaries	\$ 2,500.00	\$ 2,452.40	
Lighting	200.00	279.00	
Periodicals	330.00	359.26	
Supplies	70.00	231.99	
Total	\$ 3,100.00	\$ 3,322.65	
Total Expenses	\$102,064.00	\$100,127.40	100,127.40
NET OPERATING INCOME			\$ 2,724.89
OTHER INCOME:			
Discounts		\$ 26.32	
OTHER DEDUCTIONS:			
Library Moving Expense (Portraits)	\$ 1,300.00		
Legal and Professional	1,611.80		
Trustee Fees	500.00	3,411.80	3,385.46
NET PROFIT FOR THE TWELVE MONTHS ENDED DECEMBER 31, 1935			
(SCHEDULE #7)			\$ 660.59

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
ANALYSIS OF SURPLUS ACCOUNT: NET WORTH ACCOUNT
JANUARY 1, 1935 TO DECEMBER 31, 1935

JANUARY 1, 1935 BALANCE \$1,009,404.68

LESS:

Net Loss for 12 months ended Dec.31,
1935 (Schedule #6)

660.59

DECEMBER 31, 1935 BALANCE

\$1,008,744.09

THE REYNOLDS LIBRARY
ROCHESTER, N.Y.
BUDGET FOR PERIOD JANUARY 1, 1936 TO DECEMBER 31, 1936
REYNOLDS LIBRARY

LIBRARY EXPENSES: For Period Jan. 1, 1936 to June 30, 1936.

It is anticipated that the library will be moved on or about July 1st into the Rundel Library and that operating expenses will cease as of that date..

Salaries	\$4,400.00	
Insurance	-	
Repairs	50.00	
Heating	120.00	
Lighting	190.00	
Water Supply	20.00	
Books	50.00	
Periodicals	20.00	
Buildings: New	250.00	
" ; Old	150.00	
Printing	100.00	
Postage and Express	20.00	
Library Supplies	70.00	
Sundries	130.00	
Extraordinary Expenses	<u>130.00</u>	
Total		\$ 5,700.00
READING ROOM EXPENSES JAN. 1 TO DEC. 31, 1936:		
Salaries	\$2,500.00	
Lighting	280.00	
Periodicals	370.00	
Supplies	<u>250.00</u>	
Total		3,400.00
EXPENSE MOVING LIBRARY		<u>3,000.00</u>
Grand Total		<u>\$ 12,100.00</u>

(This budget is as submitted to us by Dr. J. R. Slater).

THE REYNOLDS LIBRARY
ROCHESTER, N. Y.
BUDGET FOR THE PERIOD JANUARY 1, 1936 TO DECEMBER 31, 1936
REYNOLDS ARCADE BUILDING

(AS SUBMITTED BY MR. GOODENOUCH)

BUILDING EXPENSES:

Building and Janitor Supplies	\$ 1,500.00	
Office Supplies	300.00	
Elevator Maintenance	1,200.00	
Heat (Steam)	4,800.00	
Electricity	8,400.00	
Payrolls	18,000.00	
Insurance	1,500.00	
Taxes: County and City	25,550.00	
" : Miscellaneous	-	
Telephone and Telegraph	300.00	
Water	2,800.00	
A. D. T. Service	512.50	
Directory Board Service	12.50	
Repairs: Building and Equipment	600.00	
Building Maintenance	900.00	
Contingent Expense	2,000.00	\$ 66,175.00

PARKING STATION EXPENSES:

Salaries	\$ 980.00	
Supplies	-	980.00

OTHER:

Legal and Audit	\$ 150.00	
Legal and Professional	1,000.00	
Miscellaneous Equipment and Advertising	500.00	
Interest on Bills Payable	200.00	
" " Mortgage	19,125.00	20,975.00

Total Expenses \$ 88,130.00

INCOME:

Rentals	\$ 95,000.00	
Electricity	2,000.00	
Sundry Charges to Tenants	-	
Water	450.00	
Parking Station	1,450.00	
Miscellaneous	300.00	
Vending Machines	-	\$ 99,200.00

Interest on Bonds	6,700.00	
Interest on Bank Deposits	-	

Total Income \$105,900.00



THE REYNOLDS LIBRARY

REPORT OF CHAIRMAN OF THE FINANCE

COMMITTEE

A year ago we had an indebtedness to the Rochester Trust Company as Trustee of \$480,000.00 on which we were paying \$24,000.00 interest annually

Our bond list - over a hundred thousand of which was pledged to secure the above indebtedness, - amounted at that time to a total Book Value of \$242,939.00 or a market value of \$189,743.00 from which we had an income of \$10,417.

During the year we sold, on the Board's authorization, \$66,950.35 market value from our investment list, reducing our bank indebtedness to \$425,000.00 which amount was paid through a mortgage of \$425,000.00 given to the Northwestern Mutual Life Insurance Company. Our interest charge on this amount is \$19,125.00 a year.

Our Bond account, all of which is at present free and clear, has a book value of \$176,309.24 as of January 1, 1936, and a market value of \$141,022.50 as of same date.

This present list has advanced in value over the past year approximately \$20,000.00.

Attached to the Treasurer's report is a list of bonds of the Reynolds Library. They are held in a custodian account in the Trust Department of the Lincoln-Alliance Bank and Trust Company.

The annual report of the Library Committee, presented by the Secretary, showed expenditures for the year 1935 of \$11,831.42 for the Library and \$3,322.65 for the Reading Room, with further expenditure of \$123.91 for books from the Gordon Fund. During the year there was a net increase of 161 volumes, the whole number of books catalogued and shelved being 100,963. The attendance in the Library was 41,743 and in the Reading Room 82,982. The number of books drawn was 43,815. The number of borrowers as indicated by the number of cards used during the year was 4,823. During the past year the Library has marked time pending its merger with the Public Library, the date of which is now postponed until midsummer. Although practically no new books have been purchased for two years, the attendance and circulation have kept up well. An inventory of the books in the circulating department has been made, and such preparations as were possible have been made for the removal.

Appropriations for the current year were made on motion of Mr. Goodenough as follows: For the Property Committee \$88,130; for the Library \$8,700 covering six months only; for the Reading Room \$3,400 for the year; a total of \$100,230.

President Thompson stated that the Reynolds Library is expected to nominate a member to represent it on the Public Library Board. On motion of Mr. Bacon the president was authorized to designate a member of the Board for this position. Mr. Finucane was later appointed to act in this capacity as Reynolds representative on the Public Library Board according to the terms of the agreement with the city.

President Thompson then presented a matter connected with the estate of Mortimer F. Reynolds, as follows:

The President stated that at the request of the attorneys for the Estate of Mortimer Fabricius Reynolds he had executed, on behalf of this Corporation, a consent to the appointment of Mrs. Weller and Mrs. Gardner, children of Mrs. Josiah Anstice, as Trustees, without bond, of the trust created under Mr. Reynolds' Will to act with Mrs. Anstice and M. R. Anstice, the present Trustees. He further stated that Mr. Reynolds' Will provided that the income of the trust fund be paid to Mrs. Anstice for her life and upon her death the principal is to be paid to her children then living and if there are no such children, then the trust fund goes to this Corporation. He stated that counsel for the Corporation had advised him that the appointment of Mrs. Weller and Mrs. Gardner, as Trustees, was proper in view of the death of two of the Trustees named in the Will, and that it was further proper to waive a bond in view of the remote interest of this Corporation in the trust estate.

Upon motion duly made and seconded, it was unanimously

RESOLVED, that the act of the President in executing and delivering a consent, on behalf of this Corporation, to the appointment of Mary A. Weller and Emily A. Gardner as Trustees, without bond, of the trust created by the Will of Mortimer Fabricius Reynolds, deceased, to act with Mary Belle Anstice and Mortimer R. Anstice, the present Trustees, be, and the same hereby is, approved, ratified and confirmed.

The annual election of officers then took place, with Mr. Middleton acting as temporary chairman. The present officers were re-elected and the present committees re-appointed. They are as follows:

President: Mr. Thompson
First Vice-President: Dr. Rhees
Second Vice-President: Mr. Weller
Secretary: Mr. Slater
Treasurer: Mr. Goodenough
Assistant Treasurer: Mr. Hawks

Executive Committee: chairman
Mr. Miner
..... (vacancies caused by the
death of Mr. Davis, former
chairman, and the transfer
to honorary membership without
duties of Mr. Carnahan).

Library Committee: Mr. Slater, chairman
Mr. Bacon
Mr. Gilchrist

Property Committee: Mr. Goodenough, chairman
Mr. Hawks, vice-chairman
Mr. Anstice
Mr. Pike
Mr. Hopeman

Finance Committee: Mr. Weller, chairman
Mr. Goodenough
Mr. Miner

(The present members of the Board are as follows: Messrs. Anstice, Bacon, Briggs, Finucane, Gilchrist, Goodenough, Hawks, Hopeman, Middleton, Miner, Perkins, Pike, Rhees, Slater, Thompson, Weller: sixteen regular members, in addition to Mr. Carnahan, honorary member without obligation to attend meetings or vote.)

Mr. Gilchrist, for the Library Committee, presented the project for indexing the older newspaper files belonging to the Reynolds Library, sponsored by the Bureau of Municipal Research, paid for from federal relief funds. Supplies are to be paid for by contributions of \$25 each by local newspapers, the University, and the Public Library. The matter was referred to the Library Committee with power. The meeting then adjourned.

John R. Slater

Secretary

REGULAR QUARTERLY MEETING OF THE REYNOLDS LIBRARY BOARD

April 10, 1936

The regular quarterly meeting of the Board of Trustees was held April 10, 1936, at 4 p.m., in the board room of the Arcade.

Present: Messrs. Anstice, Bacon, Briggs, Finucane, Gilchrist, Hawks, Miner, Slater, and Thompson.

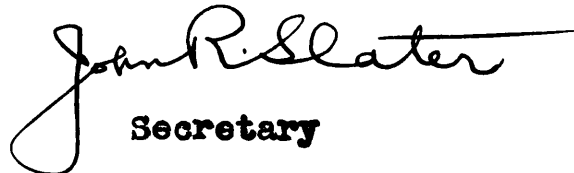
The minutes of the annual meeting were read and approved. The report of the Treasurer for the first quarter of the year was presented by the chairman in the absence of the Treasurer, and was duly adopted. The report is attached to these minutes.

Reporting for the Property Committee, Mr. Thompson stated that one-half of the tenth floor, now unoccupied, is likely to be rented to the Pure Oil Company on a two-year lease at an annual rental of \$4,200. The expense of building partitions and otherwise completing this space will be about \$3,400. The building is at present 71% occupied. All the unpaid accounts listed in the Treasurer's report have been collected since April 1 except \$20.

The report of the Library Committee presented by the secretary showed expenses for the first three months of \$2,539.08 for the Library and \$593.60 for the Reading Room. A net increase of 106 volumes brings the total to 101,069. The attendance in the Library was 9,584 and in the Reading Room 20,967. The chairman of the Library Committee brought up the question of the protection and care of the Spring Street property after it ceases to be used for library purposes, and of the advisability of allowing the janitor to occupy his present house on the grounds in return for some degree of care. On motion of Mr. Miner, seconded by Mr. Finucane, the matter of providing for such protection of the property after it becomes vacant was left to the Library Committee with power.

Mr. Finucane, representative of this Board on the Public Library Board, reported that he had attended one meeting of the Board since his appointment, at which he was cordially received. He had raised at that meeting the matter of a formal agreement on the part of the Public Library to take care of the present Reynolds Library employees after the merger. There was oral assurance that such was their intention, but he felt that some written record of binding nature would be desirable. He proposed to write the secretary of the Public Library Board before leaving the city for an absence of five weeks, requesting that formal action on this matter be deferred until his return, in order to get into the record a definite statement of future policy. The Reynolds Library Board received Mr. Finucane's report and approved his intention of writing such a letter.

The meeting was then adjourned by the chairman.


Secretary

THE REYNOLDS LIBRARY

**Quarterly Statements
March 31, 1936**

THE REYNOLDS LIBRARY

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

THREE MONTHS ENDING

MARCH 31, 1936

CASH BALANCE JANUARY 1, 1936	\$ 21,626.17
RECEIPTS	<u>24,634.29</u>
	\$ 46,260.46
CASH DISBURSEMENTS	<u>29,838.15</u>
BALANCE MARCH 31, 1936	\$ <u><u>16,422.31</u></u>
Above Balance Represented By:	
Lincoln-Alliance Bk. - Treas. a/c	6,510.81
Roch. Trust. Company - Fund a/c	9,901.50
Petty Cash	<u>10.00</u>
Cash On Hand and in Banks	\$ <u><u>16,422.31</u></u>

THE REYNOLDS LIBRARY

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STATEMENT OF INCOME AND EXPENSES ON ACCRUAL BASIS

COMPARISON - WITH BUDGET

	3 MOS. ENDED MCH. 31, 1935	3 MOS. ENDED MCH. 31, 1936	1936 BUDGET. 3 MOS.
<u>INCOME</u>			
Rentals	22,005.63	22,312.46	23,750.00
Elec. & Water	694.65	684.21	612.50
Parking Station	369.00	394.75	362.50
Sundry	113.42	82.41	75.00
Interest - Bonds	2,633.00	1,652.49	1,675.00
" - Banks	-0-	-0-	-0-
Library Fines	60.00	70.55	-0-
			&
Total Income	\$ 25,875.70	\$ 25,196.87	\$ 26,475.00
<u>EXPENSES</u>			
Arcade Building -			
Operation	4,852.65	5,306.07	4,781.25
Payrolls	3,971.12	4,158.64	4,500.00
Insurance	303.89	486.15	375.00
Taxes: C&C	5,552.97	6,380.43	6,387.50
" : Misc.	.16	-0-	-0-
Int. on Mortgage	6,116.15	4,781.28	4,781.25
Misc. Eq. & Adv.	105.10	89.25	125.00
Parking Station	234.00	234.00	245.00
	\$ 21,136.04	\$ 21,435.82	\$ 21,195.00
Library -			
Operation	666.50	347.50	650.00
Insurance	208.17	209.28	-0-
Salaries	2,176.60	2,165.00	2,200.00
	\$ 3,051.27	\$ 2,721.78	\$ 2,850.00
Reading Room -			
Operation	19.49	16.10	225.00
Salaries	576.25	577.50	625.00
	\$ 595.74	\$ 593.60	\$ 850.00
Legal & Audit			
	\$ 100.00	\$ 150.00	\$ 37.50
Legal & Professional			
	-0-	\$ 50.00	\$ 250.00
TOTAL EXPENSES	\$ 24,833.05	\$ 24,951.20	\$ 25,182.50
NET PROFIT	\$ 992.65	\$ 245.67	
Additional Budgets- Yearly Basis:			
Library Moving Expense			\$ 3,000.00
Contingent Expense			\$ 2,000.00

THE REYNOLDS LIBRARY
COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES
1935-1936

	<u>MARCH 31, 1935</u>	<u>MARCH 31, 1936</u>
<u>ASSETS</u>		
CASH -		
General Funds	1,692.59	6,520.81
Permanent Funds	9,780.22	9,901.50
RECEIVABLES -		
Rents	1,000.11	330.99
Interest	1,808.00	1,364.99
INVESTMENTS -		
Cost	233,224.82	176,309.24
REAL ESTATE -		
Main Street	945,361.49	944,888.32
Spring Street	70,000.00	70,000.00
EQUIPMENT -		
Library	201,240.50	201,930.62
Building	65,298.38	65,298.38
DEFERRED CHARGES -		
Prepaid Expenses	7,298.88	6,557.18
Inventory	617.79	529.09
TOTAL ASSETS	\$ 1,537,322.78	\$ 1,483,631.12
<hr/>		
<u>LIABILITIES</u>		
ACCOUNTS PAYABLE -		
To complete Bldg.	20,149.32	14,507.90
Building Contractor	3,528.79	5,082.39
Accrued Taxes	1,107.54	1,116.00
Sundry	1,014.82	-0-
NOTES PAYABLE -		
Mortgage Account	480,000.00	425,000.00
Loan Account	-0-	-0-
Interest Accrued	-0-	8,075.04
Investment Reserve	11,344.76	10,958.53
Permanent Funds	9,780.22	9,901.50
NET WORTH	1,010,397.33	1,008,989.76
TOTAL LIABILITIES	\$ 1,537,322.78	\$ 1,483,631.12

THE REYNOLDS LIBRARY

ACCOUNTS RECEIVABLE STATEMENT AS OF MARCH 31, 1936

	<u>Debit</u>	<u>Credit</u>
ANGELIDIS		5.70
CURRY	4.45	100.00
HEICKLEN & GREENE	20.00	
PEELER	139.32	
ROCH. TRAVEL AGENCY	266.78	
SMITH	6.14	

	\$ 436.69	\$ 105.70
	105.70	

BALANCE	\$ <u>330.99</u>	

REGULAR QUARTERLY MEETING OF THE REYNOLDS LIBRARY, JUNE 12, 1936

A regular quarterly meeting of the Board of Trustees was held on June 12, 1936, at 4 p.m. in the Board Room of the Reynolds Arcade. Present: Messrs. Anstice, Bacon, Finucane, Gilchrist, Goodenough, Middleton, Perkins, Pike, Slater, Thompson, and Weller. President Thompson presiding.

The minutes of the last quarterly meeting were read and approved. The report of the Treasurer for two months ending May 31 was presented by Mr. Goodenough. It showed for these two months receipts of \$18,285.77 and disbursements of \$22,813.59. For the five months ending May 31 the income was \$42,314.09 and the expenditures \$42,051.71 of which \$36,149.18 was for the Arcade. The income from the Arcade for the same period was \$39,489.39. The complete figures are included in the full report which is attached to these minutes. The report was ordered accepted and filed.

The report of the Property Committee stated that a reduction of the fire insurance rate had enabled the committee to add insurance covering damage by windstorm, hail, explosion, riot, aircraft, and motor vehicles. The plate glass insurance has been discontinued because of the high rate. The Property Committee recommended the opening of a depreciation account on the building and its equipment at varying annual percentages of depreciation stated in the table attached to the report. It also advised the installing of a second air-conditioning unit to take care of additional load. The report was accepted, it being understood that approval of the report carried with it authority for the new air-conditioning system.

The Finance Committee reported through Mr. Weller that the Committee had authorized the Treasurer to sell \$10,000 Buffalo,

Rochester, and Pittsburgh Railway bonds, and the proceeds are being held for further investment.

The report of the Library Committee presented by the Secretary stated that the expenses of the Library for the two months ending May 31 were \$1918.71 and of the Reading Room \$431.44. A revised inventory of the books in the Library shows a total of 102,249. The Committee stated that a historical sketch of the Library prepared by Miss Collins on request was now ready to be printed, but in view of the proposed publication by the Rochester Historical Society next year of histories of all the Rochester libraries in a collected series it seemed better to include Miss Collins's narrative with those rather than to print it now as a Library report. It was reported that removal of the books to the new Public Library building is now deferred until about the first of September, and the Spring Street Library will be kept open until that time.

The chairman of the Library Committee referred to the motion adopted at the April meeting committing to this committee entire charge of the Spring Street property during the twelve months that will elapse between the vacating of the building and the passing of title to the reversionary heirs. It was represented that the problem of protecting the buildings and grounds, including some heating and other expense, is one that should be entrusted rather to the Property Committee than to the Library Committee. Accordingly it was moved by Mr. Gilchrist, seconded by Mr. Bacon, that the care of the Spring Street grounds and buildings after the books are moved out shall become the duty of the Property Committee. The motion was unanimously adopted.

There being no further business, the meeting then adjourned.

John R. Slater
Secretary

THE REYNOLDS LIBRARY

May 31, 1936
Statements

THE REYNOLDS LIBRARY

STATEMENT OF CASH RECEIPTS & DISBURSEMENTS

FOR TWO MONTHS ENDED

MAY 31, 1936

CASH BALANCE APRIL 1, 1936:	\$ 16,422.31
RECEIPTS FOR TWO MONTHS	<u>18,285.77</u>
TOTAL	\$ 34,708.08
LESS DISBURSEMENTS	<u>22,813.59</u>
*CASH BALANCE MAY 31, 1936:	\$ <u>11,894.49</u>

* Represented By:

Lincoln-Alliance Bk. a/c	1,982.99
Roch. Trust Co. Fund a/c	9,901.50
Petty Cash	<u>10.00</u>
Cash on Hand and In Banks	\$ <u>11,894.49</u>

THE REYNOLDS LIBRARY

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INCOME & EXPENSES ON ACCRUAL BASIS WITH BUDGET

	5 MOS. ENDED <u>MAY 31, 1935</u>	5 MOS. ENDED <u>MAY 31, 1936</u>	B U D G E T <u>5 MOS./1936</u>
<u>INCOME</u>			
Rentals	37,113.11	37,655.58	39,585.00
Elec. & Water	1,123.25	1,126.20	1,020.85
Parking Station	619.75	615.00	605.00
Discounts	8.33	4.25	
Sundry	191.44	88.36	125.00
Int. - Bonds	4,294.00	2,754.15	2,754.15
" - Banks			
Fines - Library	<u>135.00</u>	<u>70.55</u>	
Totals	\$ 43,484.88	\$ 42,314.09	\$ 44,090.00
<u>EXPENSES</u>			
Arcade Building -			
Operation	7,814.61	9,174.35	7,968.75
Payrolls	6,682.46	7,038.99	7,500.00
Insurance	629.80	724.02	625.00
Taxes: C&C	9,254.95	10,634.01	10,645.00
" : Misc.	.16		
Int. on Mtge.	10,120.15	7,968.80	7,968.80
Misc. Eq.&Adv.	377.55	213.01	208.30
Parking Station	<u>397.50</u>	<u>396.00</u>	<u>366.65</u>
	\$ 35,277.18	\$ 36,149.18	\$ 35,282.50
Library -			
Operation	886.74	605.41	981.05
Insurance	346.95	348.80	
Salaries	<u>3,616.60</u>	<u>3,620.00</u>	<u>3,666.65</u>
	\$ 4,850.29	\$ 4,574.21	\$ 4,647.70
Reading Room -			
Operation	34.31	27.82	376.65
Salaries	<u>961.00</u>	<u>997.22</u>	<u>1,041.65</u>
	\$ 995.31	\$ 1,025.04	\$ 1,418.30
Legal & Audit	\$ 100.00	\$ 150.00	\$ 65.00
Legal & Professional	\$ 388.92	\$ 153.28	\$ 416.65
Library Moving Exp.			\$ 1,250.00
Contingent Exp.			<u>\$ 833.30</u>
TOTAL EXPENSES	\$ 41,611.70	\$ 42,051.71	\$ 43,913.45
PROFIT OR LOSS*	\$ 1,873.18	\$ 262.38	

THE REYNOLDS LIBRARY

STATEMENT OF ASSETS & LIABILITIES - COMPARATIVE

	<u>MAY 31, 1935</u>	<u>MAY 31, 1936</u>
<u>ASSETS</u>		
CASH -		
General Funds	7,928.01	1,992.99
Permanent Funds	9,765.36	9,901.50
RECEIVABLES -		
Accounts (Rents)	769.06	534.08
Interest	856.50	79.15
INVESTMENTS -		
Cost	233,224.82	176,309.24
REAL ESTATE -		
Main Street	945,361.49	944,888.32
Spring Street	70,000.00	70,000.00
EQUIPMENT -		
Library	201,478.05	202,173.42
Building	65,298.38	65,298.38
DEFERRED CHARGES -		
Prepaid Expenses	4,420.74	3,792.79
Inventory	364.77	309.92
TOTAL ASSETS	\$ 1,539,467.18	\$ 1,475,279.79
<u>LIABILITIES</u>		
ACCOUNTS PAYABLE -		
To complete Bldg.	20,149.32	10,225.07
Bldg. Contractor	1,080.00	5,217.08
Accrued Taxes	1,845.88	1,860.00
Sundry		826.71
NOTES PAYABLE -		
Mortgage Account	480,000.00	425,000.00
Interest Accrued	4,004.00	2,284.43
Investment Reserve	11,344.76	10,958.53
Permanent Funds	9,765.36	9,901.50
NET WORTH	1,011,277.86	1,009,006.47
TOTAL LIABILITIES	\$ 1,539,467.18	\$ 1,475,279.79

THE REYNOLDS LIBRARY

ACCOUNTS RECEIVABLE STATEMENT AS OF

MAY 31, 1936

	DR.	CR.
ANGELIDIS	5.90	
ASSO. DUMP TRUCKING IND.	62.52	
CENTENNIAL COMMITTEE	.42	
JENNINGS, J A.	53.00	
PEELER, F- E.	139.32	
ROCH. TRAVEL AGENCY	266.78	
SMITH, TOM	<u>6.14</u>	<u> </u>
Balance	\$ <u><u>534.08</u></u>	-0-

PROPERTY COMMITTEE REPORT:

At a meeting of the Property Committee held on June 9, 1936, a letter received from the Rochester Carting Company requesting the business when we move the Reynolds Library to its new location, was considered. The Committee was agreeable to using the company, together with some University students who will be available during the summer.

The Chairman of the Committee reported that the fire insurance rate has been reduced on the building policies from \$4.25 to \$3.40 per thousand, a net saving of 85¢ on each thousand. Of this three year saving of \$382.50, new riders costing \$360.00 were put on the policies covering loss or damage caused by Windstorm, Hail, Explosion, Riot, Aircraft, and Motor Vehicles. The Plate Glass Policy was discontinued as it was felt that the charge was unnecessarily high for the coverage which was warranted. During the last three years the insurance has been on at a cost of \$487.70. We have benefited to the extent of \$64.00, having had three breakages at a cost of \$103.77, one of which we were reimbursed for in the amount of \$39.77, therefore making a net benefit of \$64.00

A letter from Mr. Anstice, inquiring about the care of the Library building on Spring Street after we move out, was reported at the meeting of the Property Committee. It was the opinion of the Committee that it would be better to keep some heat in the building over the winter and to retain the services of Charlie, the Janitor. Mr. Anstice was in

PROPERTY COMMITTEE REPORT - CONTINUED

agreement with this proposal.

Report of the Building Operation to date was given some consideration.

The Property Committee went on record as favoring the opening of a "Depreciation Account" from January 1, 1936, using the following figures and depreciating the various items as noted:

Carrier Air Conditioning Equipment including addition to office portion	\$57,757.00	10%
Heating, exclusive of Carrier Equipment	27,639.93	4%
Plumbing, including fixtures	37,709.99	4%
Elevators, machinery and cabs	27,623.00	5%
Venetian Blinds	2,243.28	8%
Electric Wiring and Fixtures	22,844.63	4%
Drinking Fountains	2,138.89	15%
Sprinkler System	2,093.84	5%
BUILDING		2 1/2%

The consideration was next given to the necessity of installing additional air-conditioning equipment. Various bids were considered and the Committee voted to leave the matter to the Chairman and Mr. Hopeman with power to act, it being agreed that additional bids would be required before the matter could be settled.

No other business.

(Reported at meeting of June 12, 1936)

FINANCE COMMITTEE REPORT

After receiving a letter from the Trust Department of the Lincoln-Alliance Bank, recommending the sale of 10M Buffalo, Rochester & Pittsburgh Railway 4 $\frac{1}{2}$ s/1957, which we own, a meeting of the Finance Committee was held on May 28th, 1936. The Committee authorized the Treasurer to dispose of said bonds. The following resolution was proposed by Mr. Miner, seconded by Mr. Goodenough and passed:

RESOLVED: That the Treasurer be and hereby is authorized to sell 10M Buffalo, Rochester & Pittsburgh Railway 4 $\frac{1}{2}$ s/1957, at the market, and hold funds intact for further investment.

The purchase of 10M Rio Grande Western 1st 4s/1939 was recommended at a price around \$77.75.

Presented at meeting of June 12, 1936.

REGULAR QUARTERLY MEETING OF THE REYNOLDS LIBRARY, OCTOBER 16, 1936

The regular quarterly meeting of the Board of Trustees was held October 16, 1936, at 4 p.m. at the Board Room in the Arcade, postponed From October 9 for lack of quorum. Present: Messrs. Anstice, Finucane, Gilchrist, Hawks, Middleton, Rhees, Slater, Thompson, and Weller. President Thompson in the chair.

The minutes of the June meeting were read and approved. In the absence of Mr. Goodenough, the Treasurer's report was presented by Mr. Thompson. For the nine months ending September 30 the total receipts were \$78,373.01, of which \$73,125.87 was from the Arcade. The expenditures for the same period on account of the Arcade being \$64,694.06, the net profit from the Arcade was \$8,431.81. The expenditures for the Library were \$7,238.20 and for the Reading Room \$1,918.03. Profit for the nine months based on all receipts and expenditures was \$3,999.99 before depreciation. By setting up depreciation accounts on the building and equipment amounting for the present year to \$19,558.73 this profit is turned into a book loss of \$15,558.74. In the statement of assets the Library books are still carried at \$202, 180.27. A question being raised whether this item should appear in future, since the books are now in the Public Library with the exception of those which have been discarded or left behind, it was moved by Dr. Rhees, seconded by Mr. Finucane, and voted that the books being still the property of The Reynolds Library, their estimated value should continue to be included as assets. In this action no account was taken of the sum to be subtracted for books disposed of, that item being not yet determinable. The full figures of the Treasurer's report are incorporated in these minutes.

THE REYNOLDS LIBRARY

September 30, 1936

Statements

THE REYNOLDS LIBRARY

CASH STATEMENT OF RECEIPTS & DISBURSEMENTS

4 MONTHS ENDED

SEPTEMBER 30, 1936

CASH BALANCE MAY 1st	\$ 11,909.09	
RECEIPTS	<u>57,347.95</u>	
		69,257.04
DISBURSEMENTS		<u>58,805.97</u>
BALANCE AS OF SEPTEMBER 30th	\$	<u><u>10,451.07</u></u>

Above Balance Represented By:

Lincoln-Alliance Bk. a/c	565.89	
Roch. Trust Co. Fund a/c	9,875.18	
Petty Cash	<u>10.00</u>	
		\$ <u><u>10,451.07</u></u>

THE REYNOLDS LIBRARY

COMPARATIVE STATEMENT OF THE
INCOME & EXPENSES ON ACCRUAL BASIS

	NINE MONTHS ENDED SEPTEMBER 30, 1935	NINE MONTHS ENDED SEPTEMBER 30, 1936
<u>INCOME</u>		
Rentals	66,887.99	69,987.88
Electricity & Water	1,822.70	1,884.88
Parking Station	1,058.25	1,086.25
Discounts	17.83	24.92
Sundry	229.79	141.94
Interest - Bonds	7,616.00	4,957.47
" - Banks	8.02	
Fines - Library	215.00	289.67
Totals	\$ 77,855.58	\$ 78,373.01
<u>EXPENSES</u>		
Arcade Building -		
Operation	13,997.79	15,568.40
Payrolls	12,217.82	13,399.81
Insurance	1,058.16	1,183.14
Taxes: County & City	16,658.91	19,141.17
" : Miscellaneous	.16	
Interest on Mortgage		14,343.84
" " Loans	18,116.15	55.55
Misc. Equip't & Adv.	497.16	282.15
Parking Station Expense	739.50	720.00
	\$ 63,285.65	\$ 64,694.06
Library -		
Operation	1,635.13	902.70
Insurance	624.89	559.50
Salaries	6,627.95	5,776.00
	\$ 8,887.97	\$ 7,238.20
Reading Room -		
Operation	77.88	45.10
Salaries	1,874.25	1,872.93
	\$ 1,952.13	\$ 1,918.03
Legal & Audit	100.00	150.00
Legal & Professional	488.92	153.28
Library Moving Expense	1,300.00	219.45
PROFIT OR LOSS BEFORE DEPRECIATION \$	1,840.90P	\$ 3,999.99P
Less Depreciation		19,558.73
NET LOSS		\$ 15,558.74

THE REYNOLDS LIBRARY

COMPARATIVE STATEMENT OF ASSETS & LIABILITIES

	<u>SEPTEMBER 30, 1935</u>	<u>SEPTEMBER 30, 1936</u>
<u>ASSETS</u>		
CASH -		
General Funds	9,368.81	575.89
Permanent Funds	9,843.29	9,875.18
RECEIVABLES -		
Accounts (Rents)	789.88	621.69
Interest	2,546.00	1,151.22
INVESTMENTS -		
Cost	225,308.82	174,061.49
REAL ESTATE -		
Main Street	945,361.49	951,101.03
Less Depreciation		<u>14,661.36</u>
Spring Street	70,000.00	936,439.67
		70,000.00
EQUIPMENT -		
Library	201,620.12	202,180.27
Building	65,298.38	65,298.38
Less Depreciation		<u>4,897.37</u>
		60,401.01
DEFERRED CHARGES -		
Prepaid Expenses	6,407.94	7,920.72
Inventory	<u>373.31</u>	<u>315.42</u>
Total Assets	\$ 1,536,918.04	\$ 1,463,542.56
<hr/>		
<u>LIABILITIES</u>		
ACCOUNTS PAYABLE -		
To complete Building	19,997.84	7,654.54
Bldg. Contractor	1,080.00	1,174.60
Accrued Taxes	3,322.56	3,348.00
Sundry		3.15
NOTES PAYABLE -		
Mortgage Account	480,000.00	425,000.00
Bank Loan		6,000.00
Interest Accrued (Mtg.)		8,659.47
Investment Reserve	11,428.76	8,642.27
Permanent Funds	9,843.29	9,875.18
NET WORTH	<u>1,011,245.59</u>	<u>993,185.35</u>
Total Liabilities	\$ 1,536,918.04	\$ 1,463,542.56

THE REYNOLDS LIBRARY

ACCOUNTS RECEIVABLE STATEMENT AS
OF
SEPTEMBER 30, 1936

	DR.	CR.
ANGELIDIS		5.50
ASSO. DUMP TRUCKING IND.	35.86	
BROWN & ZURETT	182.25	
CENTENNIAL	.72	
CURRY		2.88
PEELER	139.32	
ROCH. TRAVEL AGENCY	266.78	
SMITH	<u>5.14</u>	<u> </u>
	630.07	8.38
	<u>8.38</u>	
BAIANCE	\$ 621.69	

(See Page 3)

THE REYNOLDS LIBRARY

INVESTMENT TRANSACTIONS DURING

1936

	<u>COST</u>	<u>SALE PRICE</u>	<u>LOSS</u>
SOLD: June 1, 1936			
10M Buffalo, Roch. & Pitts. 4 $\frac{1}{2}$ s	\$ 10,000.00	\$ 7,683.74	\$ 2,316.26

PURCHASED: June 19, 1936

85 Shs. Cons. Gas & Elec. Pr. of Balti- more Common Rate: \$3.60	\$ 7,752.25
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Cost of Above:	\$ 7,752.25
Less Proceeds from sale:	<u>7,683.74</u>

Difference	\$ 68.51
(Taken from Gen'l Funds)	

(First dividend received on the Common stock Sept. 1st - \$76.50)

TREASURER'S REPORT

October 9, 1936

The accompanying statement is the third quarterly report of the Treasurer for 1936.

- Page 1- gives a brief summary of cash receipts and disbursements, showing a present balance as of September 30, 1936, of \$10,451.
- Page 2- gives the figures for nine months ending September 30th, together with the nine months of 1935, for comparative purposes.

It will be noted that receipts from rentals have increased \$3,000, while the interest from bonds has decreased about \$2,500, due to the sale of some \$51,000 of our bonds when mortgage was placed.

Total income of \$78,373 is but a small gain on the nine months of 1935.

In expenses - operating item increased \$1,600, due to the servicing of additional space and to \$1,207 spent in new equipment construction work.

Payroll advanced but slightly.

Advance of \$3,000 in taxes was almost offset by decrease in interest caused by refinancing our mortgage loan.

Total expenses of \$64,000 was a little greater than expenses for the same period in 1935.

There is a saving of some \$1,000 in the period for Library expenses, due to the city taking over our Library Payroll as of September 1st. The Reading Room continues at about the same figure.

Deducting our total expense of \$74,373.02, leaves us a profit of \$4,000 for the nine months as against a profit of \$1,800 for the same period last year. This is before depreciation of \$19,500 for the period, and leaves a loss of \$15,500.

Page 3- shows a statement of assets and liabilities, given with a comparison of September 30, 1936 as against September 30, 1935.

You will note the investments, \$174,000, reflect the sale of some \$50,000 worth of bonds made to reduce our mortgage account, while an increase of some \$6,000 in Main Street real estate is accounted for by purchase of new ice-machine.

Other assets remain about the same.

On the liabilities side we have reduced accounts payable to complete building from \$20,000 to \$7,600. Of this amount we are still owing contractor \$1,174.

The outlay for the building of \$11,000 and the \$5,000 on the ice machine, has cut into our cash balance so that in the past quarter we have had to borrow \$6,000, which we did on the authorization of the finance committee.

Investment Reserve was cut down \$2,800 by the sale of 10¹/₂ Buff., Roch. & Pitts. 4¹/₂gs, at a loss of \$2,300, and an additional loss of \$500. on total sales made in October to reduce mortgage loan.

Our net worth decrease of \$18,000 reflects chiefly the depreciation of \$19,000.

You will note that we are still carrying the library equipment on our books, \$202,000, although we have turned the books over to the city. It is a question in our mind whether they should still be carried.

Page 4- You will also note that our collections are being followed closely, Brown & Zurett being — (Paid up 10/16/36) the only tenant in the building at present who is in arrears.

We have six months' interest due the 18th of this month, amounting to \$9,562.50. There will be available out of our current funds \$5,000 and the Treasurer will have to ask the Finance Committee for an additional loan of \$4,000. It is the thought of your Treasurer that unless we are called on for additional capital funds for placing more space in service in the building, we should be able to clean up our Bank loans out of current expenses during the coming year.

The report was ordered received and filed.

The Property Committee report was then presented by Mr. Thompson. Additional air-conditioning equipment has been installed at a cost of \$5,739. This equipment will service the ground floor stores and make it unnecessary to operate the larger ice-machine during various periods of the year when the stores need refrigeration but the offices do not. It will also reduce the overload which was formerly on the larger machine at some times. The Rochester Hospital Service Corporation has moved to larger quarters on the eighth floor. The office space is now 76% rented, and including the stores the percentage is over 80%. The Property Committee report was approved.

The Finance Committee report was presented by Mr. Weller, as follows:

REPORT OF THE FINANCE COMMITTEE

October 9, 1936

The Finance Committee met on June fifteenth, regarding the investment of the proceeds from the sale of 10M Buffalo, Rochester, and Pittsburgh 4¹/₂s and acting upon the advice of the Investment Department of the Lincoln-Alliance Bank and Trust Company, the purchase of eighty-five (85) shares of Consolidated Gas and Electric Power of Baltimore Common stock was authorized. Purchase was consummated June 19, 1936, at a total cost of \$7,752.25. The difference between this and the proceeds from the above mentioned sale, namely, \$88.51, was taken from the general funds.

At a meeting of the Committee on July fifteenth, the Treasurer was authorized to borrow Five Thousand Dollars (\$5,000) from the Lincoln-Alliance Bank and Trust Company, placing suitable collateral, which funds were used for the purchase of the new ice-machine.

On August thirtieth the Committee met to authorize the Treasurer to borrow an additional One Thousand Dollars (\$1,000) from the Lincoln-Alliance Bank, placing suitable collateral, which was necessary due to a shortage of available cash caused by construction work paid for out of operating expenses.

Joseph F. Waller

CHAIRMAN

On motion of Mr. Weller, the Treasurer was authorized to borrow \$4,000 for payment of mortgage interest due November 1.

The report of the Library Committee was presented by the Secretary. The report was as follows:

Opening of the new Public Library was deferred from month to month because of delay in delivery of furniture under contracts involving government approval. Not until September 14, after the removal of the city's books from the Court Street building to South Avenue was complete, was it possible to transfer the Reynolds books. This moving operation was carried out under the supervision of Mr. Donald B. Gilchrist. He employed students for handling the books, at a total cost for their labor of \$218.45, and engaged the Rochester Carting Company to do the hauling at a cost of \$577.00, making a total moving expense of \$795.45, well under the lowest estimates previously made by the committee.

On September 14, when the moving began, there were 101,982 volumes on our shelves. Of these the Public Library had already rejected 3,089 volumes of fiction, most of which have already been given to small libraries in the vicinity, and a few remain to be disposed of to hospitals and other institutions. Of the remaining 98,893 volumes, the Public Library staff also left behind a large collection of several thousand volumes of unwanted public documents. Mr. Gilchrist estimates that there are perhaps about 7,000 of these last two kinds still on the Reynolds shelves. The exact number of volumes transferred to the Rundel Memorial Building cannot therefore be stated until an inventory of the remaining books is completed. Approximately 92,000 volumes were moved, and are now on the shelves in the new building.

Under our agreement with the city, these Reynolds books remain the property of the Reynolds Library, and will still bear the Reynolds bookplate. In view of the generous and enlightened policy of Mr. John A. Lowe, City Librarian, and of the Public Library Board of Trustees, there is every reason to believe that our contribution to the central library will be well administered, and that our books will have more frequent use than has been possible in recent years. Through our representative on the Public Library Board, Mr. Finucane, it will be possible at any time for us to inquire into the policies of the Reynolds Reference Library in its new home, and to make any suggestions that may seem to us necessary. But so long as Mr. Lowe remains at the head, and presumably under his successors, we shall probably not find it necessary to make suggestions in regard to the administration of our books. The Library Committee feels that the consummation of this merger, after negotiations and difficulties extending over many years, is a subject for profound relief that our difficult task as an independent library is ended.

All the employees of the Reynolds Library, except Mr. Herbrand, now superintendent of the Reading Room, have been taken over by the Public Library, and have been on the city pay-roll since September 1st. They are receiving the same salaries they had from us, with the exception of the janitor, Charles Hepkiss, whose compensation was necessarily reduced from \$1,500 as an engineer to \$1,200 as a cleaner. The Public Library had no need for a steam engineer. These Reynolds employees were most fortunate in being able to pass through this transition without any period of unemployment. Mr. Lowe was able, by the use of his executive discretion, to place them on his staff as attendants, though none of them were able to meet the rigid requirements for librarians in the classified civil service. Their long experience with us, and the cordial co-operation of Mr. Lowe, Judge Remington, and the other members of the Public Library Board, made it possible for them to be given positions paying much more than the grade of attendant would ordinarily command. We cannot speak too highly of the broad and generous policy of the city in this respect, and of the valuable assistance of Mr. Finucane of our board in bringing it about.

The Library Committee is still charged with the supervision of the newspaper Reading Room in the Arcade. Mrs. McCarthy, the former superintendent of the Reading Room, retired July 1st on account of ill health, and was given a month's vacation with pay during August. In her place the committee has appointed Edwin C. Herbrand, a retired clergyman who has for several years been an attendant in the Reynolds Library. We believe him to be a man capable of taking care of the Reading Room efficiently, as long as the Board finds it expedient to continue the room. He is receiving \$1,500 a year, his hours being six mornings and evenings and Sunday afternoons. His part-time assistant, Miss Dorothy Perkins, who has been with the Reading Room for many years, will be in charge during the week-day afternoons at a salary of \$600 a year, which is more than she was receiving before the change. Miss Perkins felt that she should have been Mrs. McCarthy's successor as superintendent, and was much disappointed when she was not promoted to that office, but has accepted the situation. The committee felt that there should be a man in charge of the Reading Room, for obvious reasons. To the annual salary of these two, \$2,100, there will be added extra pay at 35 cents an hour for Miss Perkins and another substitute during Mr. Herbrand's summer vacation of two weeks, and for Mr. Herbrand at 50 cents an hour during Miss Perkins's vacation. There is also an item of \$18 a month or \$216 a year for janitor service. The total annual salary list will be about \$2,400, to which must be added the cost of the subscriptions to newspapers and magazines, about \$400 more.

It is for the Board to decide, when new assessments are made on the Arcade property, whether the tax exemption we now receive for maintaining this Reading Room will permanently justify the annual outlay. If at any time we should decide to discontinue the Reading Room, we should save at least \$2,800 a year in expenditures. Whether additional taxation would absorb all of this, the Reading Room space being rented to tenants, is a speculation beyond the power of this committee to determine.

The Library Committee desires to present to the Board the proposition that the saving in our expenditures caused by the closing of the Reynolds Library should not be absorbed in the Treasurer's books in order to show a more favorable balance on the operation of the Arcade building. It is our belief that this is still primarily a library corporation, not a real estate enterprise, and that we are morally though not legally bound to begin at the earliest possible date to make an annual contribution to the Reynolds Reference Library for the purchase of reference books. Just how this is to be done is a matter for the Finance Committee and for the entire Board. Whether a new budget allowance for this purpose is to be made in our next annual budget, and if so how much, we do not undertake to recommend. We do, however, believe that postponement of such a contribution beyond the year 1937 would leave the Reynolds Reference Library in the position of an orphan whose support has been shifted wholly from those naturally responsible for it to its adopted parents. The committee recognizes that when the Board begins payments on the amortization of the mortgage loan it will be difficult to maintain this principle of annual contributions to the city library, but believes that such a policy is important. Mr. Mortimer F. Reynolds would never have viewed with favor the plowing in of all profits from the Arcade into new improvements on this building and the reduction of the debt on it, so long as the books purchased with his money were remaining without funds for natural increase in the future. To any appropriation that the Board may care to make beginning next January from Arcade funds should be added the bank interest on the Gordon and Bowman funds now set apart for exclusive library use.

One more matter arising from the closing of the Reynolds Library remains to be considered. The Library Committee must arrange for the disposal of the books still remaining in the old building and of a large quantity of book shelves, tables, chairs, cases, and so on, which were purchased with library funds. With reference to the books, which as above stated are chiefly sets of old directories and public documents, the committee has arranged to have an inventory taken in order to see whether any of this material is salable. With reference to the furniture, we have received two requests for an opportunity to acquire some of it, one from Keuka College, and the other from the Chesbrough Seminary at North Chili. The sales to these two institutions, however, will be small. At some time in the near future we hope to be able to sell the rest of this material, though at low figures. Wooden shelving is no longer in demand, having been superseded by steel.

The committee would like to have instructions as to the disposal of the following library property still in the old building, aside from the books and library furniture above mentioned:

Oil portraits of Nathaniel Rochester, Abelard Reynolds, Mrs. Abelard Reynolds, William A. Reynolds, and marble busts of Mortimer F. Reynolds and William A. Reynolds.

An oil portrait of Benjamin Franklin. Engraved portraits of Huxley and Tyndall.

Plaster busts of various scholars and philosophers which are on the tops of the bookshelves in the reading room.

An unframed oil landscape, painter unknown, showing early travelers or voyageurs against a forest background.

The large wall clock, with a face several feet in diameter,

which was formerly in the old Arcade.

A box of woodcuts and zinc etchings of views and plans of the old Arcade, evidently used as illustrations for newspaper articles or booklets about the Arcade.

From the second floor lecture-room, a number of lecture-room benches, and an optical instrument which may be part of a projecting lantern.

From the directors' room, several leather-upholstered chairs, a mantel clock, fireplace utensils.

One large roll-top walnut desk. One large carved walnut bookcase with glass doors. Two chairs believed by Miss Collins to have been in the original postoffice in the old Arcade.

Some of these items may be desired by members of the Reynolds family; and if not, might be presented to the Rochester Historical Society if that society has space for them.

There are also many duplicates of the annual reports of the Reynolds Library and of the semi-annual booklists which were formerly issued for the use of readers. One complete file of the annual reports should certainly be preserved in the Public Library, perhaps another in the Rush Rhees Library. Should the rest be destroyed? All accession books and other records which may at some time in the future be needed will of course be deposited in the Public Library.

The committee would welcome suggestions as to the disposal of all this material. Ultimately the building must be completely cleared and cleaned, the expense of which will be another charge on our funds. We understand that the custody of the building itself is now in charge of the Property Committee, but assume that the disposal of the movable contents is still the duty of the Library Committee. By the time of the annual meeting we hope to be able to make a final report on this subject.

The report of the Library Committee was ordered received. In order to carry out its recommendations the following resolutions were moved by the chairman of the committee, duly seconded, and adopted:

1. Resolved, that the Library Committee is authorized to dispose of all books, furniture, and other movables now remaining in the old Reynolds Library building, whether by gift or sale, to the best advantage, and to turn over the proceeds of any sales to the Treasurer to be credited to the Bowman fund now on deposit.

2. Resolved, that it is the policy of this Board to begin at the earliest possible date an annual contribution from our funds to the Public Library for the purchase of reference books for the Reynolds Reference Library, and that the Finance Committee be requested to present at the next annual meeting a plan for such contributions.

In speaking on the second of these resolutions Mr. Mortimer R. Anstice expressed a desire that he be recorded as emphatically in favor of beginning such annual contributions at once. The meeting then adjourned.

John R. Slater
Secretary