

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980

**Wednesday, September 19, 2018**  
**6:30 pm, Kennedy Room**

**Agenda**

**I. Call to Order**

**II. Adoption of Minutes:** Regular Meeting, July 18, 2018 (no August Meeting)

**III. Public Comment**

**IV. Friends of the Library**

**V. Finance -** Narrative Report (J Mahoney)

Approval of Disbursements. Month ending July 31<sup>st</sup> and August 31,  
2018 \*

Financial Reports for July & August 2018 \*

**VI. Reports**

**A. Director' Report,** July 14, 2018 – September 18, 2018

**B. Board Committees**

1. Building & Capital Projects (J Lima)
2. Finance & Budget (Rebecca Sanders).
3. Policy (J Lima)
4. Planning (C Mandara)
5. Technology (T Needleman)

**VII. Old Business**

1. Insurance renewal
2. Vacation modification – Personnel Policy

**VIII. New Business**

**IX. Announcements**

**X. Executive Session \*** Consideration on real property

**XI. Adjournment \***

*\*=motion required*

9.18.18

**Next Scheduled Meeting:**  
**Tuesday, October 17, 2018 6:30 pm**

**Rose Memorial Library Association**  
**79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees**

**Meeting Minutes for July 18, 2018**

**Kennedy Room**

Attendees: (4) Jennifer Lima, Theodore Needleman, Christina Mandara, Dorothy Flora, James Mahoney (Director), Not present: (3) Rebecca Sanders, Terri Marsico, Michele Rinaldi

**I. Call to Order** by J. Lima at 6:32 PM

**II. Adoption of Minutes:** Minutes accepted

Motion made to accept the minutes from June 2018 regular board meeting by D. Flora 1st and T. Needleman\_2<sup>nd</sup>. Motion passed.

**III. Public Comment:** None

**IV. Friends of the Library** - None

**V. Finance** - Board reviewed:

Narrative Report (J Mahoney)

Financial Reports for March 2018

- J. Mahoney to review financial report with R. Sanders in preparation for Town Supervisor discussion.

- J. Lima to raise budget concern with Town Supervisor

Disbursements for Month ending June 20, 2018

Motion made to accept by T. Needleman 1<sup>st</sup>; C. Mandara 2<sup>nd</sup>, Motion passed.

**VI. Reports**

A. Director' Report June 18, 2018 – July 13, 2018

B. Board Committees

1. Building & Capital Projects (J. Lima) J. Mahoney looking into clean-up of 61 E Main St. property.
2. Finance & Budget - Rebecca Sanders not present
3. Policy - J. Lima – J. Mahoney to review vacation Policy
4. Planning - C. Mandara
  - \$280 dollars raised in first 3 weeks of July for HPotter ticket sales.
  - Shoprite ticket sales scheduled for 7/21 weekend. Volunteers needed.
  - Town Supervisor agreed to be Wizard of Ceremony
  - Permission to use Town Hall lawn granted
5. Technology - T. Needleman - None

**VII. Old Business**

Harry Potter July 31<sup>st</sup> Celebration

-Town Supervisor agreed to be Wizard (cape to be provided by D. Flora)

- Permission granted to use Town Hall lawn (may need Tent – D. Flora to call Rental Zone))
- Contract for Owls needs to be finalized.
- J. Lima recommended Oscar to do daily postings on NR Community page and Facebook to promote event.
- Adult large tee shirts to be ordered.
- Books/Prizes to be ordered.
- Invite Store Owners with HP paintings.
- Activities/supplies
- Additional logistics to be worked out

### **VIII. New Business .**

- D. Flora suggested meeting flexibility by eliminating a summer meeting and possibly a meeting just prior to winter holidays. J. Mahoney to look into meeting Policy.

Motion made to cancel August Meeting with Policy clarification by next meeting in September. J. Lima 1<sup>st</sup>; C. Mandara 2<sup>nd</sup>; Motion passed

**IX. Announcements** - None

**X. Executive Session** - None

**XI. Adjournment**

Motion made to adjourn the regular meeting at 7:45 pm by J. Lima 1<sup>st</sup> and C. Mandara 2<sup>nd</sup>; Motion passed.

**Next scheduled meeting Wednesday September 19, 2018**  
**No meeting in August**

# Rose Memorial Library

## Financial Report

### For Board Meeting September 19, 2018

The financial reports for this month reflect income and expenses as of August 31, 2018. As of that date we had \$88,275 in the **TD Bank Operating account**. By September 19th before bills were paid that was down to \$79,062.89.

We had income of \$8,626 in August and expenses of \$55,853; and income of \$6,399 in September and expenses of \$43,085

That amount needs to see us through the time in late October when the North Rockland School District funding of \$200,000 arrives. We believe that is possible. My object has been to stretch us out without another Fund Balance withdrawal

The **Merrill Lynch** Accounts had a value of \$445,231 as of August 31, 2018, after the withdrawal of \$125,000 in Merrill Lynch Cash Accounts for operating expenses.

I spent a great deal of time in the past month refining my draft budget for 2019, especially a Cash Flow projection. At the last Board meeting I had projected the need in mid-2019 for another large injection (\$150,000) to meet operating costs for the summer and fall. My new calculations (see 2019 Proposed Budget) show that an increase of funding from the Town of Stony Point, plus \$30,000+ in cuts to the annual budget from salaries (hours open) library materials and supplies would give us enough to operate in 2019 without taking money from the Fund Balance and restore of cash flow position to a more stable position.

James Mahoney  
Library Director

Rose Memorial Library Association  
Cash Disbursement Report  
As of July 31, 2018

1000 - Operating Account - TD Bank

Date	Num	Name	Memo	Paid Amount
07/02/2018	8256	Amazon.com	6045 7817 0018 7544	(469)
07/02/2018	8257	Animal Embassy LLC	Nature Rocks -7/12/18	(345)
07/02/2018	8258	Christina Mandara	Reimbursement Oriental Trading	(122)
07/02/2018	8259	Debbie Gullino	Toddler Music Program 7/6/18	(140)
07/02/2018	8260	Debbie Gullino	Toddler Music Program 7/18/18	(140)
07/02/2018	8261	Dinosaurs Rock	Dinosaurs Rock shows (2) - 7/17/2018	(650)
07/02/2018	8262	Edward Hopper House	Museum Pass	(125)
07/02/2018	8263	Hobby Quest	Aviation Program - 7/15/18	(165)
07/02/2018	8264	Kurt Gallagher	Music Concert -7/23/2018	(150)
07/02/2018	8265	Midwest Tape	10980	(17)
07/02/2018	8266	Nichole Atkins		(522)
07/02/2018	8267	O & R	72647-23003	(713)
07/02/2018	8268	OPTIMUM	Acct # 07882-391439-01-2	(265)
07/02/2018	8269	Orange & Rockland	26290-56026	(42)
07/02/2018	8270	Oscar Chrim	Travel Reimbursement -	(79)
07/02/2018	8271	Parity-Whats, Inc. db/a Vanguard Cleani	monthly cleaning	(600)
07/02/2018	8272	Pinney Bowes Global Financial Services LL	Postage Meter rental	(60)
07/02/2018	8273	Recensio	2018 North Rockland Year Book	(100)
07/02/2018	8274	Rockland Carting	190708	(100)
07/02/2018	8275	Staples	NYC 1009485	(250)
07/02/2018	8276	Star Press of Pearl River Inc	July/August 2018	(1,025)
07/02/2018	8277	Storm King Art Center	Museum Pass 2018	(125)
07/02/2018	8278	Stretch the Silly Man	Stretch The Silly Man Show - 7/24/18	(375)
07/02/2018	8279	Tech Spectrum IT Consulting, Inc.	Block of Hours (15)	(1,425)
07/02/2018	8280	Thomson Gale	122519	(51)
07/02/2018	8281	Tom Folster	Homebrew 101	(50)
07/02/2018	8282	Valerie Vendrame	Little Yoga -7/10/18	(75)
07/02/2018	8283	Valerie Vendrame	Little Yoga -7/26/18	(75)
07/02/2018	8284	WhiteMan Osterman & Hanna LLP	Retainer	(500)
07/05/2018			Deposit	261
07/06/2018	EFT	ADP	PAYROLL PROCESSING FEES -	(58)
07/09/2018			Funds Transfer	(13,300)
07/09/2018	8285	Aime L. Shaw	Consultation - Adult Service Librarian search	(110)
07/09/2018	8286	Avaya Financial Services	753-0013903-000	(90)
07/09/2018	8287	Blackstone Audio, Inc.	Customer # 140854	(31)
07/09/2018	8288	Ethelbert B. Crawford Public Library	Lost Item - barcode 32823000600053 Little Rabbit Fc	(6)
07/09/2018	8289	KeyBank		(994)
07/09/2018	8290	MPLC	Movie License	(194)
07/09/2018	8291	Nichole Atkins	StoryTime	(400)
07/09/2018	8292	Ramapo Cataskill Library System	1036	(699)
07/09/2018	8293	Rosemarie De Vincenzo	Food Workshop - 7/30/18	(175)
07/09/2018	8294	Stacy Budkotsky	Mah Jongg beginners course - 7/10/18	(75)
07/09/2018	8295	Stacy Budkotsky	Mah Jongg beginners course - 7/17/18	(75)

Rose Memorial Library Association  
Cash Disbursement Report  
As of July 31, 2018

Date	Num	Name	Memo	Paid Amount
07/09/2018	8296	Stacy Budkofsky	Mah Jongg beginners course - 7/24/18	(75)
07/09/2018	8297	Brodart - Books	314998A	(3,220)
07/13/2018			Deposit	1,566
07/16/2018	8298	Blackstone Audio, Inc.		(206)
07/16/2018	8299	Georgiana Aybar		(25)
07/16/2018	8300	Midwest Tape	10980	(20)
07/16/2018	8301	Office Dynamics Inc.	Equipment Maintenance Agreement	(385)
07/16/2018	8302	Oxford Health Plans	Group # RM18344	(1,455)
07/16/2018	8303	Purchase Power	8000-9090-0173-7100	(135)
07/16/2018	8304	Quill Corporation	3697192	(64)
07/16/2018	8305	RCLS Automation	1036	(2,914)
07/16/2018	8306	Reddi Alarm	Monitoring Fire/Burglar Alarm	(168)
07/16/2018	8307	Retirement Management Services, LLC	Prepare 403(b) Plan Document	(1,000)
07/16/2018	8308	Staples	NYC 1009485	(143)
07/16/2018	8309	Thomson Gale	122519	(115)
07/18/2018			Deposit	128
07/20/2018	EFT	Pitney Bowes - reserve acct	44175388	(125)
07/20/2018	EFT	ADP	PAYROLL PROCESSING FEES -	(63)
07/23/2018			Funds Transfer	(14,950)
07/23/2018	8310	Amazon.com	6045 7817 0018 7544	(393)
07/23/2018	8311	Midwest Tape	10980	(20)
07/23/2018	8312	North Rockland Rotary	Membership Dues (7/1/18-6/30/19)	(280)
07/23/2018	8313	Staples	NYC 1009485	(239)
07/23/2018	8314	SUEZ Water New York	Account # 20008129710000	(29)
07/23/2018	8315	Thomson Gale	122519	(24)
07/30/2018	8316	Blackstone Audio, Inc.	Customer # 140854	(88)
07/30/2018	8317	Brodart - Books	314998A	(934)
07/30/2018	8318	Brodart - Supplies	314998	(105)
07/30/2018	8319	JMB Publications		(21)
07/30/2018	8320	Midwest Tape	10980	(45)
07/30/2018	8321	New York Times	085974079	(845)
07/30/2018	8322	O & R	72647-23003	(794)
07/30/2018	8323	OPTIMUM	Acct # 07882-391439-01-2	(255)
07/30/2018	8324	Orange & Rockland	26290-56026	(42)
07/30/2018	8325	Popular Subscription Service		(1,734)
07/30/2018	8326	Thomson Gale	122519	(50)
07/31/2018			Interest	18
				(53,850)
07/09/2018			Funds Transfer	13,300
07/11/2018	EFT	ADP	PAYROLL ending 7/7/18	(9,563)
07/23/2018	EFT	ADP - taxes		(3,746)
07/23/2018			Funds Transfer	14,950

Total 1000 - Operating Account - TD Bank  
1005 - Payroll Acct - TD Bank

Rose Memorial Library Association  
Cash Disbursement Report  
As of July 31, 2018

Date	Num	Name	Memo	Paid Amount
07/25/2018	eft	ADP	PAYROLL ending 7/21/18	(10,722)
07/25/2018	eft	ADP - taxes		(4,250)
				(31)
07/31/2018			Interest	0
				0
				<u>(53,881)</u>

Total 1005 - Payroll Acct - TD Bank  
1006 - Savings - Special Funds

Total 1006 - Savings - Special Funds  
1040 - Petty Cash

Total 1040 - Petty Cash  
TOTAL

# Rose Memorial Library Association Cash Disbursement Report As of August 31, 2018

2:40 PM  
09/12/18  
Cash Basis

Date	Num	Name	Memo	Paid Amount
<b>1000 - Operating Account - TD Bank</b>				
08/01/2018	8327	Parity-Whats, Inc. d/b/a Vanguard Cl...	monthly cleaning	(600)
08/01/2018	8328	Amy Kanarek	Jewelry Workshop - 8/8/18	(260)
08/01/2018	8329	Debbie Gulino	Toddler Music Program 8/03/18	(140)
08/01/2018	8330	Mad Science of the Mid-Hudson	Sonic Sound Workshop - 8/2/18 - Final Payment	(225)
08/01/2018	8331	Stacy Budkofsky	Mah Jongg beginners course - 8/7/18	(75)
08/01/2018	8332	Valerie Vendrame	Little Yoga -8/7/18	(75)
08/03/2018			Deposit	5,558
08/03/2018			Deposit	635
08/03/2018	EFT	ADP	PAYROLL PROCESSING FEES -	(65)
08/05/2018	8333	James Mahoney	Funds Transfer	(14,950)
08/05/2018	8334	Susan Babcock	Reimbursement	(132)
08/07/2018			Reimbursement	(236)
08/09/2018			Deposit	0
08/13/2018	8336	Stacy Budkofsky	Deposit	125,000
08/13/2018	8337	Cornell Cooperative Extension of Roc...	Mah Jongg beginners course - 8/14/18	(75)
08/13/2018	8335	Terry Marsico	Flowering bulbs from spring through fall - 8/17/18	(85)
08/16/2018	8338	Allstate Party and Tent Rental	Cake - Harry Potter 7/31/18	(154)
08/16/2018	8339	Avaya Financial Services	Deposit	6
08/16/2018	8340	Blackstone Audio, Inc.	Tent Rental - Harry Potter 7/31/18	(552)
08/16/2018	8341	Debbie Gulino	753-0013903-000	(90)
08/16/2018	8342	EasyPermit Postage	Customer # 140854	(35)
08/16/2018	8343	Journal News	Toddler Music Program 8/15/18	(140)
08/16/2018	8344	KeyBank	8000-9090-0997-5876	(5)
08/16/2018	8345	Kurt Gallagher	Daily service from 8/01/18-10/31/18 plus gratuit...	(361)
08/16/2018	8346	O & R	Music Concert -8/20/2018	(1,098)
08/16/2018	8347	Oxford Health Plans	72647-23003	(150)
08/16/2018	8349	Shamrock Chem-Dry	Group # RM18344	(767)
08/16/2018	8350	Staples	Carpet Cleaning	(1,455)
08/16/2018	8351	Tech Spectrum IT Consulting, Inc.	NYC 1009485	(480)
08/16/2018	8352	Thomson Gale	Block of Hours (15)	(379)
08/16/2018	8353	Two by Two Zoo	122519	(1,425)
08/16/2018	8354	Valerie Vendrame	//	(26)
08/17/2018	EFT	ADP	Little Yoga -8/28/18	(425)
08/20/2018			PAYROLL PROCESSING FEES -	(75)
08/20/2018	EFT	Pitney Bowes - reserve acct	Funds Transfer	(67)
08/30/2018	8355	Amazon.com	(14,650)	
08/30/2018	8356	Boscobel House and Gardens	44175388	(125)
08/30/2018	8357	Brodart - Books	6045 7817 0018 7544	(152)
08/30/2018	8358	Cablevision	Museum Pass	(150)
08/30/2018	8359	Midwest Tape	314998A	(2,331)
08/30/2018	8360	O & R	07882-391439-01-2	(255)
08/30/2018	8361	Orange & Rockland	10980	(100)
08/30/2018	8362	Purchase Power	72647-23003	(111)
08/30/2018	8363	Staples	26290-56026	(42)
08/30/2018	8364	SUEZ Water New York	8000-9090-0173-7100	(63)
08/30/2018	8365	Susan Babcock	NYC 1009485	(310)
			Account # 20008129710000	(23)
			Reimbursement	(32)



**Rose Memorial Library Association**  
**Cash Disbursement Report**  
 As of August 31, 2018

2:40 PM  
 09/12/18  
 Cash Basis

Date	Num	Name	Memo	Paid Amount
08/31/2018			Deposit	123
08/31/2018	EFT	ADP	PAYROLL PROCESSING FEES -	(65)
08/31/2018			Interest	33
Total 1000 · Operating Account - TD Bank				88,345
<b>1005 · Payroll Acct - TD Bank</b>				
08/05/2018			Funds Transfer	14,950
08/16/2018	eft	ADP	PAYROLL ending 8/4/18	(10,746)
08/16/2018	eft	ADP - taxes		(4,217)
08/20/2018			Funds Transfer	14,650
08/22/2018	EFT	ADP	PAYROLL ending 8/18/2018	(10,520)
08/30/2018	eft	ADP - taxes		(4,139)
Total 1005 · Payroll Acct - TD Bank				(21)
<b>1006 · Savings - Special Funds</b>				
08/31/2018			Interest	0
Total 1006 · Savings - Special Funds				0
<b>1040 · Petty Cash</b>				
08/05/2018	182		Gretchen Pollack	(19)
08/14/2018	184		Georgiana Aybar	(18)
08/16/2018	183		Gretchen Pollack	(8)
08/16/2018	185		Gretchen Pollack	(5)
Total 1040 · Petty Cash				(49)
<b>TOTAL</b>				<b>88,275</b>

# Rose Memorial Library Association

## Profit & Loss

July 2018  
Jul 18

Ordinary Income/Expense

Income

4014 · Fundraising Income - Appeal	205
4015 · Investment Income	6,671
4016 · Gifts and Donations	106
4031 · Library Charges	258
4032 · Other Income	161
4038 · Rental Income - 61 E. Main	1,225

Total Income 8,626

Gross Profit 8,626

Expense

6001 · Salaries	26,348
6002 · Benefits	2,211
6007 · Office Postage	260
6008 · Accounting & Other Prof Fees	1,110
6009 · Legal	500
6010 · Repairs and Maintenance	1,722
6011 · Health Insurance Premiums Paid	1,377
6015 · Telecommunications	244
6017 · Utilities	1,620
6019 · Dues/Fees	285
6031 · Internet Access	276
6032 · Ansernet Service Fee	2,914
6035 · Newsletters	1,025
6045 · Advertising and Promotion	144
6046 · Movie Licensing Contract	194
6051 · Computer Technical Support	1,425
6101 · Capital Expenditures	6,466
6125 · Serials	2,579
6200 · Programs	3,950
6300 · Supplies	1,203

Total Expense 55,853

Net Ordinary Income (47,227)

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income (47,227)

**Rose Memorial Library Association**  
**YTD Profit & Loss Budget vs. Actual**  
January through July 2018

	<u>Jan - Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	255,000	255,000	0	100%
4010 · LLSWA State Aid	0	4,370	(4,370)	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	8,284	10,000	(1,716)	83%
4015 · Investment Income	20,815	24,900	(4,085)	84%
4016 · Gifts and Donations	210			
4018 · Friends - Income	15	600	(585)	3%
4031 · Library Charges	3,837	8,000	(4,163)	48%
4032 · Other Income	2,688	2,000	688	134%
4038 · Rental Income - 61 E. Main	8,575	15,300	(6,725)	56%
<b>Total Income</b>	<u>299,424</u>	<u>521,170</u>	<u>(221,746)</u>	<u>57%</u>
<b>Gross Profit</b>	299,424	521,170	(221,746)	57%
<b>Expense</b>				
6001 · Salaries	201,060	359,985	(158,925)	56%
6002 · Benefits	21,424	33,764	(12,340)	63%
6007 · Office Postage	1,464	1,500	(36)	98%
6008 · Accounting & Other Prof Fees	1,792	600	1,192	299%
6009 · Legal	1,438	2,100	(662)	68%
6010 · Repairs and Maintenance	15,543	21,576	(6,033)	72%
6011 · Health Insurance Premiums Paid	14,148	29,000	(14,852)	49%
6015 · Telecommunications	1,437	2,858	(1,421)	50%
6017 · Utilities	5,490	9,100	(3,610)	60%
6018 · Insurance	6,244	4,850	1,394	129%
6019 · Dues/Fees	1,549	2,165	(616)	72%
6028 · Sewer Taxes	1,307	1,300	7	101%
6031 · Internet Access	1,634	1,629	5	100%
6032 · Ansernet Service Fee	8,741	10,055	(1,314)	87%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	5,452	8,000	(2,548)	68%
6036 · Fundraising	444	2,650	(2,206)	17%
6045 · Advertising and Promotion	698	500	198	140%
6046 · Movie Licensing Contract	485	465	20	104%
6050 · RCLS Service Fee	1,748	1,350	398	129%
6051 · Computer Technical Support	5,700	3,800	1,900	150%
6053 · Website Hosting Fee	520	360	160	144%
6101 · Capital Expenditures	30,200	40,071	(9,871)	75%
6125 · Serials	3,493	3,485	8	100%
6200 · Programs	8,935	10,750	(1,815)	83%
6300 · Supplies	7,305	10,000	(2,695)	73%
<b>Total Expense</b>	<u>348,251</u>	<u>563,438</u>	<u>(215,187)</u>	<u>62%</u>
<b>Net Ordinary Income</b>	(48,827)	(42,268)	(6,559)	116%

**Rose Memorial Library Association**  
**YTD Profit & Loss Budget vs. Actual**  
 January through July 2018

	<u>Jan - Jul 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(48,827)</u>	<u>(42,268)</u>	<u>(6,559)</u>	<u>116%</u>
<b>Cash Balances:</b>	<b><u>01-Jan-18</u></b>		<b><u>31-Jul-18</u></b>	
Operating Acct - TD Bank	\$88,659.22		\$19,653.23	
Payroll Acct - TD Bank	\$99.43		\$31.40	
Savings Acct - TD Bank	\$8,288.07		\$8,290.47	
Bank CDs - Future Fund	\$0.00		\$0.00	
Bank CDs - Other	\$0.00		\$0.00	
Petty Cash	\$25.87		\$150.00	
Merrill Lynch Cash Acct	\$65,396.33		\$112,419.61	
Merrill Lynch Certificates of Deposit	\$0.00		\$0.00	
Merrill Lynch Municipal Bonds	\$316,101.92		\$282,101.92	
Merrill Lynch Premiums/Discounts	-\$862.81		\$93.56	
Merrill Lynch Cash Acct - Future Fund	\$44,104.63		\$89,105.12	
Merrill Lynch Municipal Bonds - Future Fu	\$125,669.20		\$85,669.20	
Merrill Lynch Premiums/Discounts - Futu	\$0.00		\$1,240.40	
	<u>\$647,481.86</u>		<u>\$598,754.91</u>	

# Rose Memorial Library Association

## Profit & Loss

August 2018  
Aug 18

Ordinary Income/Expense	
Income	
4010 · LLSWA State Aid	3,973
4014 · Fundraising Income - Appeal	270
4015 · Investment Income	72
4016 · Gifts and Donations	67
4031 · Library Charges	562
4032 · Other Income	230
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>6,399</u>
Gross Profit	6,399
Expense	
6001 · Salaries	27,582
6002 · Benefits	2,347
6007 · Office Postage	193
6010 · Repairs and Maintenance	1,170
6011 · Health Insurance Premiums Paid	1,377
6015 · Telecommunications	119
6017 · Utilities	943
6019 · Dues/Fees	4
6031 · Internet Access	136
6045 · Advertising and Promotion	2,054
6051 · Computer Technical Support	1,425
6101 · Capital Expenditures	2,659
6125 · Serials	361
6200 · Programs	1,815
6300 · Supplies	900
Total Expense	<u>43,085</u>
Net Ordinary Income	(36,686)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>(36,686)</u></u>

## Rose Memorial Library Association

### YTD Profit & Loss Budget vs. Actual

January through August 2018

	Jan - Aug 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	255,000	255,000	0	100%
4010 · LLSWA State Aid	3,973	4,370	(397)	91%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	8,554	10,000	(1,446)	86%
4015 · Investment Income	20,887	24,900	(4,013)	84%
4016 · Gifts and Donations	277			
4018 · Friends - Income	15	600	(585)	3%
4031 · Library Charges	4,399	8,000	(3,601)	55%
4032 · Other Income	2,918	2,000	918	146%
4038 · Rental Income - 61 E. Main	9,800	15,300	(5,500)	64%
<b>Total Income</b>	<b>305,823</b>	<b>521,170</b>	<b>(215,347)</b>	<b>59%</b>
<b>Gross Profit</b>	<b>305,823</b>	<b>521,170</b>	<b>(215,347)</b>	<b>59%</b>
<b>Expense</b>				
6001 · Salaries	228,641	359,985	(131,344)	64%
6002 · Benefits	23,771	33,764	(9,993)	70%
6007 · Office Postage	1,657	1,500	157	110%
6008 · Accounting & Other Prof Fees	1,792	600	1,192	299%
6009 · Legal	1,438	2,100	(662)	68%
6010 · Repairs and Maintenance	16,713	21,576	(4,863)	77%
6011 · Health Insurance Premiums Paid	15,525	29,000	(13,475)	54%
6015 · Telecommunications	1,557	2,858	(1,301)	54%
6017 · Utilities	6,433	9,100	(2,667)	71%
6018 · Insurance	6,244	4,850	1,394	129%
6019 · Dues/Fees	1,553	2,165	(612)	72%
6028 · Sewer Taxes	1,307	1,300	7	101%
6031 · Internet Access	1,770	1,629	141	109%
6032 · Ansernet Service Fee	8,741	10,055	(1,314)	87%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	5,452	8,000	(2,548)	68%
6036 · Fundraising	444	2,650	(2,206)	17%
6045 · Advertising and Promotion	2,752	500	2,252	550%
6046 · Movie Licensing Contract	485	465	20	104%
6050 · RCLS Service Fee	1,748	1,350	398	129%
6051 · Computer Technical Support	7,125	3,800	3,325	188%
6053 · Website Hosting Fee	520	360	160	144%
6101 · Capital Expenditures	32,860	40,071	(7,211)	82%
6125 · Serials	3,854	3,485	369	111%
6200 · Programs	10,750	10,750	0	100%
6300 · Supplies	8,205	10,000	(1,795)	82%
<b>Total Expense</b>	<b>391,337</b>	<b>563,438</b>	<b>(172,101)</b>	<b>69%</b>
<b>Net Ordinary Income</b>	<b>(85,514)</b>	<b>(42,268)</b>	<b>(43,246)</b>	<b>202%</b>

**Rose Memorial Library Association**  
**YTD Profit & Loss Budget vs. Actual**  
 January through August 2018

	<u>Jan - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(85,514)</u>	<u>(42,268)</u>	<u>(43,246)</u>	<u>202%</u>
Cash Balances:	<u>01-Jan-18</u>		<u>31-Aug-18</u>	
Operating Acct - TD Bank	\$88,659.22		\$107,998.48	
Payroll Acct - TD Bank	\$99.43		\$10.23	
Savings Acct - TD Bank	\$8,288.07		\$8,290.83	
Bank CDs - Future Fund	\$0.00		\$0.00	
Bank CDs - Other	\$0.00		\$0.00	
Petty Cash	\$25.87		\$100.52	
Merrill Lynch Cash Acct	\$65,396.33		\$436.64	
Merrill Lynch Certificates of Deposit	\$0.00		\$0.00	
Merrill Lynch Municipal Bonds	\$316,101.92		\$282,101.92	
Merrill Lynch Premiums/Discounts	-\$862.81		\$93.56	
Merrill Lynch Cash Acct - Future Fund	\$44,104.63		\$76,127.13	
Merrill Lynch Municipal Bonds - Future F	\$125,669.20		\$85,669.20	
Merrill Lynch Premiums/Discounts - Futu	\$0.00		\$1,240.40	
	<u>\$647,481.86</u>		<u>\$562,068.91</u>	

**Rose Memorial Library  
Library Director's Report  
July 18, 2018 – September 17, 2018**

**For Board Meeting September 19, 2018  
By James Mahoney, Library Director**

**General Overview -**

In this period I continued with evolving plans for the Harry Potter Birthday celebration on July 31<sup>st</sup>, welcoming our new Head of Children's Services, Susan Babcock and preparing drafts of budgets for FY2019. I was also out of the office August 21-23 and August 27-31 on vacation.

**Personnel –**

We need adjust our vacation benefits, since we are no longer engaging in separate contract agreements with librarians. The problem is that without revision our current Personnel Policy does not offer professional librarians the benefits we have been customarily affording them.

*Existing Policy:*

**VACATION LEAVE**

Employees who regularly work twelve (12) or more hours per week will be granted paid vacation leave depending on their years of service. A year of service is based on a calendar year, January 1 to December 31.

Length of Service	Vacation
6 months to 1 year	Prorated
1 to 4 years	1 week
5 to 14 years	2 weeks
15 to 19 years	3 weeks
20 or more years	4 weeks

One (1) week of vacation is equivalent to the number of budgeted hours in the employee's work week.

Vacation time will be prorated for employees hired during the year.

Vacation leave may not be taken until six (6) months of employment have been completed.

Up to five (5) days of vacation leave not used in a given year may be carried over to the next. The number of carried-over days in a vacation leave bank may never exceed five (5).

Vacation leave requests must be made in writing to the Director at least three (3) weeks in advance and are subject to the Director's approval.



Upon retirement or resignation, employees will not receive payment for unused vacation time.

### ***Proposed Policy:***

#### **VACATION LEAVE**

**Professional Staff** - Full-time professional staff members shall receive 105 hours (3 weeks) of Vacation Leave during the first three years of service; 140 hours (4 weeks) of Vacation Leave after 3 years. Part-time (and LFT) professional staff shall receive the same benefit on a prorated basis. Vacation Leave is accrued monthly.

**Clerical Staff** - Full-time and LTF (those working 25 hours or more per week) clerical staff shall receive (prorated) 70 hours (2 weeks) of Vacation Leave during the first four years of service; 105 hours (3 weeks) of Vacation Leave after 4 years; 140 hours (4 weeks) of Vacation Leave after 10 years. Vacation Leave is accrued monthly.

**Part-time clerical and administrative staff** who work at least 12 hours per week are entitled to 1 week vacation time, prorated after one year; 2 years after four years. Vacation Leave is accrued monthly.

Any employee reaching the 20-year anniversary threshold shall thereafter be entitled to 5 weeks of vacation time (prorated as necessary).

The vacation schedule will coincide with the calendar year. The vacation time accrues with the employee anniversary date. Vacation week runs from Sunday through Saturday. All vacation leave must be approved by the Library Director.

An employee who is employed for one year may carry over one week vacation after his/her anniversary date. Those employed five years or more may carry over two weeks' vacation. The carry over time will lapse if not used within one full year.

An employee who terminates employment will be paid for up to two weeks of accrued vacation.

No vacation time will accrue during any month in which an employee is on leave without pay for more than one half of his/her scheduled work time per month.

A holiday falling within a vacation or other leave of absence with pay shall not be considered part of such leave.

One (1) week of vacation is equivalent to the number of budgeted hours in the employee's regular work week.

Vacation time will be prorated for employees hired during the year.

Vacation leave may not be taken until six (6) months of employment have been completed.

Upon retirement or resignation, employees will not receive payment for unused vacation time.

Request for Vacation Leave shall be made in writing prior to the 15th of the month before the month in which it is requested and is subject to approval by the Library Director.

Request for Vacation Leave during June, July, and August must be received in writing by the Library Director no later than April 30th of the current year. Request for Vacation Without Pay must be approved by the Library Director.

In the case where two or more employees request the same time for Vacation Leave, the Library Director will make the final decision, based on seniority (keeping in mind the efficient operation of the Library).

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**Building:** The library carpeting was cleaned in August and our ceiling light bulbs refreshed where needed. I have opened an account at Homestead Hardware for supplies we need for small routine maintenance.

### **Harry Potter Birthday Party**

Everything came together for the event after much planning and preparation. Trustees Christina Mandara and Dora Flora worked the raffle and did a lot more with prizes etc. Staff, including Oscar, Susan, Gretchen and myself, all played significant roles. Most of our expenses were covered by the raffle ticket sales and our advertising budget line. Our sincere thanks goes out to Supervisor Jim Monaghan who dressed as our chief wizard and remained with us for the program, as well as to the entire Town Council for allowing us to use the lawns. Prof. Dumbledore also thanks everyone for helping with the children's crafts and fun time.

**Technology:** Thanks to Tom Ossa of Rockland Web Design for "gratis" help in making some revisions to our webpage. He and Oscar worked on this, lightning up background of the pages, as the first step to other visual and content updates.

**RCLS:** Beginning October 1<sup>st</sup> we will have Consumer Reports available as a consortium database. This was chosen instead of Ancestry.com, which we might have preferred except that the latter was too expensive and had too many restrictions.

### **Appointments/Meetings**

Friday, July 27th Harry Potter event planning; Christina M. and Dora F.  
Tuesday, July 31<sup>st</sup> Eye Surgery; Harry Potter Birthday Party, Town Hall lawns  
Tuesday, August 6<sup>th</sup>, WebPage meeting with Tom Ossa and Oscar Chrin  
Thursday, August 9<sup>th</sup> Budget meeting with Rebecca Sanders, Treasurer  
Tues – Thurs., August 21-23, Vacation time  
Mon-Fri , August 27-31<sup>st</sup> , Vacation time  
Wed., Sept 5<sup>th</sup> WebPage meeting with Tom Ossa and Oscar Chrin  
Wed. Sept 12th, Director's Association Meeting, RCLS, Middletown  
Friday, Sept 14<sup>th</sup> RCLS Legislative Breakfast, Rock Hill (Sullivan Co)  
Monday, Sept 17<sup>th</sup> RCLS System Services Committee, Middletown

**Adult Services Report**  
**September 2018**  
**Oscar Chrin, Adult Services Librarian**

Our first Summer Reading for Adults program concluded on August 20th and I am very happy with the numbers. We had 37 total registrants and 17 completers (i.e. those who finished 5 or more tasks on the challenge board and turned in their paper by the deadline). Of those who completed, a total of 146 books were read and 48 activities were completed (e.g. like us on Facebook, watch a documentary, download an eBook).

Our programs and events now appear on Burbio - a community calendar that aggregates the calendars from local schools, libraries, museums, scout troops, and more in one central location (Burbio in our area currently features all of North Rockland schools, Haverstraw Library, Stony Point Center, Penguin Rep and more). Patrons can view these events all in one place on Burbio.com or in the Burbio app on their smartphones/tablets or Amazon Alexa devices. This does not replace the events calendar on our website, but it provides another way for patrons to find out what's going on at the library.

We have made several small changes to the website recently and are continuing to make minor alterations to make it both more attractive to look at and easier to use. Additionally, I'm going to be going over all the content and updating and correcting any outdated information I find.

**Head of Youth Services**  
**September 2018**  
**Susan Babcock**

Our weekly storytimes are filling up! After only 2 sessions we have received positive feedback in regards to all the new materials that were purchased through the grant that was received from RCLS. Both the kids and the parents are enjoying the new toys and storytime materials ( ABC soft blocks, magnets, storytelling glove with story kits, 2 wood activity cubes, and puzzles) . The programs including Lego Builders were packed on the 2 school holidays this month. We hosted a new Tween program" Tween Challenge" with a small turnout but the few who came loved it and promised to bring friends to the next one! About 7 teens gathered on a Thursday evening to play/ learn to play the card game Magic the Gathering. This will continue to occur at the library monthly.

## Rose Memorial Library Statistics

	July 2018	YTD 2018	July 2017	YTD 2017
Circulation:	4643	27415	4545	27017
Inter Library Loan				
- Borrowed	744	4754	846	5636
- Loaned	771	5185	744	4907
Registered Users	5600	N/A	5624	N/A
Reference Transactions				
- Adult	523	2923	401	2357
- Children's	158	644	0	0
Library Visitors	3817	22876	4060	21338
Public Computer Sessions	120	990	297	1575
Web Analytics				
- Visitors	789	4758	824	6061
-Number of Visits	1741	10074	1660	11034
- Page Visits	3008	17565	2754	18450

Programs: (Breakdown attached)	July 2018		July 2017	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	10	69	13	92
- Young Adult	1	8	11	23
- Children's	49	1018	47	750

## Rose Memorial Library Statistics

	August 2018	YTD 2018	August 2017	YTD 2017
Circulation:	4739	32154	4408	31425
Inter Library Loan				
- Borrowed	721	5475	856	6492
- Loaned	774	5959	787	5694
Registered Users	5619	N/A	5649	N/A
Reference Transactions				
- Adult	639	3562	555	2912
- Children's	159	803	0	0
Library Visitors	2917	25793	4273	25611
Public Computer Sessions	143	1133	313	1888
Web Analytics				
- Visitors	783	5541	880	6941
-Number of Visits	1672	11746	1591	12625
- Page Visits	2803	20368	2760	21210

Programs: (Breakdown attached)	August 2018		August 2017	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	9	51	16	362
- Young Adult	0	0	11	42
- Children's	32	583	39	643

Date	Teen Program	Attendance
27-Jul-18	Teen Volunteer Training	8

Date	Children and Tween Program	Attendance
2-Jul-18	Rhyme, Bounce and Giggle	21
3-Jul-18	Preschool Storytime 10:30 am	16
3-Jul-18	preschool Storytime 1:30 pm	19
5-Jul-18	Walk & Wiggle	15
5-Jul-18	Toddler Storytime	10
5-Jul-18	Flying Machines	18
6-Jul-18	Music & fun	17
9-Jul-18	Rhyme, Bounce and Giggle	19
9-Jul-18	Bingo	14
10-Jul-18	Preschool Storytime 10:30 am	21
10-Jul-18	Preschool Storytime 1:30 pm	22
10-Jul-18	Little Yoga ages 2-4	19
10-Jul-18	Little Yoga ages 5-8	14
11-Jul-18	Preschool Film & coloring	12
12-Jul-18	walk & wiggle	13
12-Jul-18	Toddler Storytime	23
12-Jul-18	Animal Embassy	23
13-Jul-18	Lego Builders 11 am	15
13-Jul-18	Lego Builders 2 pm	3
16-Jul-18	Music & Fun	15
16-Jul-18	Eat Smart	15
17-Jul-18	Preschool Storytime 10:30 am	24
17-Jul-18	Preschool Storytime 1:30 pm	18
17-Jul-18	Dinosaurs Rock 3pm	35
17-Jul-18	Dinosaurs Rock 4pm	22
18-Jul-18	Music and Fun	15
18-Jul-18	Paws for a Cause	8
19-Jul-18	Walk & Wiggle	13
19-Jul-18	Toddler Storytime	19
19-Jul-18	Lego Builders 5 and up	22
20-Jul-18	Goosebumps	cancelled closed early no water
21-Jul-18	Family Storytime	3
23-Jul-18	Rhyme, Bounce and Giggle	9
23-Jul-18	Silly Songs with Mr Kurt	29
24-Jul-18	Preschool Storytime 10:30 am	11
24-Jul-18	Preschool Storytime 1:30 pm	22
24-Jul-18	Stretch Magic Show	46
25-Jul-18	Fun with Play Dough	18
26-Jul-18	Walk & Wiggle	17
26-Jul-18	Toddler Storytime	16
26-Jul-18	Little Yoga ages 2-4	23
26-Jul-18	Little Yoga ages 5-8	5
27-Jul-18	Family Film Friday	cancelled
30-Jul-18	Rhyme, Bounce and Giggle	8
31-Jul-18	Preschool Storytime 10:30 am	20
31-Jul-18	Preschool Storytime 1:30 pm	12
31-Jul-18	Harry Potter Birthday	165
	<b>Summer Reading read to me</b>	<b>43</b>

Date	Adult Program	Attendance
10-Jul-18	Mah-Jongg for Beginners #1	6
11-Jul-18	Drones in the Library	Cancelled, only one registrant
12-Jul-18	STEM Book Club	4
14-Jul-18	Coloring for Calm	5
17-Jul-18	Mah-Jongg for Beginners #2	6
18-Jul-18	Homebrew 101	9
19-Jul-18	Third Thursday Book Club	7
23-Jul-18	Movie Monday	13
24-Jul-18	Mah-Jongg for Beginners #3	6
30-Jul-18	Simple Summer Meals	13

Date	Children and Tween Program	Attendance
2-Aug-18	Walk & Wiggle	13
2-Aug-18	Toddler Storytime	9
2-Aug-18	Sonic Sounds Workshop Mad Science	14
3-Aug-18	Music and Fun	25
6-Aug-18	Rhymes, Bounce and Giggle	10
6-Aug-18	Eat Smart	16
7-Aug-18	Preschool Storytime 10:30 am	19
7-Aug-18	Preschool Storytime 1:30pm	16
7-Aug-18	Little Yoga ages 2-4	22
7-Aug-18	Little Yoga ages 5-8	8
8-Aug-18	Preschool Film & coloring	13
9-Aug-18	Walk & Wiggle	19
9-Aug-18	Toddler Storytime	13
10-Aug-18	Lego Builders age 3-5 11 am	5
10-Aug-18	Lego Builders age 3-5 2pm	12
13-Aug-18	Rhymes, Bounce and Giggle	9
13-Aug-18	Bingo	11
14-Aug-18	Preschool Storytime 10:30 am	19
14-Aug-18	Preschool Storytime 1:30pm	15
14-Aug-18	Lego Builders age 5 and up	22
15-Aug-18	Music and Fun	27
15-Aug-18	Paws for a Cause	16
16-Aug-18	Walk & Wiggle	19
16-Aug-18	Toddler Storytime	9
16-Aug-18	Two by Two Zoo Summer Finale	135
17-Aug-18	Goosebumps	7
18-Aug-18	Family Storytime	6
20-Aug-18	Silly Songs with Mr Kurt	37
22-Aug-18	Fun with Play Dough	12
24-Aug-18	Family Fun Film	cancelled
28-Aug-18	Little Yoga Ages 2-4	11
28-Aug-18	Little Yoga Ages 5-8	14

Date	Adult Program	Attendance
7-Aug-18	Mah-Jongg for Beginners #4	5
8-Aug-18	Jewelry Making Workshop	12
9-Aug-18	STEM Book Club	3
11-Aug-18	Saturday Matinee	3
13-Aug-18	E-Resources Help Drop In	1
14-Aug-18	Mah-Jongg for Beginners #5	5
16-Aug-18	Third Thursday Book Club	6
17-Aug-18	Flowering Bulbs from Spring	7
28-Aug-18	Rockland Office for the Aging Drop In	9



	July 2018	YTD 2018	July 2017	YTD 2017
<b>Adult Collection</b>				
Fiction Books	595	3218	613	3387
New Fiction	32	<b>213</b>	40	242
Express Books	373	2554	424	2744
Large Print Books	229	1405	221	1371
Non Fiction Books	239	1417	224	1863
<b>Total Adult Books</b>	1468	8807	1522	9607
<b>CD/Audio</b>	144	1028	132	1044
<b>DVD</b>	559	<b>4722</b>	745	5013
<b>Misc.</b>	6	<b>20</b>	4	44
<b>Periodicals</b>	142	<b>560</b>	78	420
<b>TOTAL ADULT CIRC</b>	<b>2319</b>	<b>15137</b>	<b>2481</b>	16128
<b>Juvenile Collection</b>				
Fiction Books	1529	<b>8064</b>	1254	6540
Non-Fiction Books	149	<b>974</b>	133	847
Express Books	0	4	0	3
<b>Total Juv Books</b>	1678	9042	1387	7390
<b>CD/Audio</b>	12	65	17	55
<b>DVD</b>	303	<b>1715</b>	379	2206
<b>Misc.</b>	0	<b>0</b>	0	0
<b>Periodicals</b>	12	<b>37</b>	3	28
<b>TOTAL Juvenile Circ</b>	<b>2005</b>	<b>10859</b>	<b>1786</b>	9679
<b>YA Collection</b>				
Fiction Books	93	329	77	375
Non-Fiction Books	30	<b>87</b>	21	122
Express Books	0	0	1	1
<b>CD/Audio</b>	0	8	4	6
<b>DVD</b>	2	25	0	6
<b>TOTAL YA Circ</b>	<b>125</b>	<b>449</b>	<b>103</b>	510
<b>Graphic Books</b>	160	<b>751</b>	114	425
<b>Games</b>	34	<b>219</b>	61	275
<b>GRAND TOTAL</b>	<b>4643</b>	<b>27415</b>	<b>4545</b>	27017
All Books	3429	<b>19016</b>	3122	17920
All AV	1020	7563	1277	8330
Periodicals	154	597	81	448
Games	34	219	61	275
Misc	6	20	4	44
	4643	27415	4545	27017

	August 2018	YTD 2018	August 2017	YTD 2017
<b>Adult Collection</b>				
Fiction Books	629	3847	529	3916
New Fiction	34	<b>247</b>	47	289
Express Books	423	2977	474	3218
Large Print Books	256	1661	239	1610
Non Fiction Books	224	1641	252	2115
<b>Total Adult Books</b>	<b>1566</b>	<b>10373</b>	<b>1541</b>	<b>11148</b>
<b>CD/Audio</b>	162	1190	146	1190
<b>DVD</b>	661	<b>5383</b>	733	5746
<b>Misc.</b>	3	<b>23</b>	11	55
<b>Periodicals</b>	137	<b>697</b>	68	488
<b>TOTAL ADULT CIRC</b>	<b>2529</b>	<b>17666</b>	<b>2499</b>	<b>18627</b>
<b>Juvenile Collection</b>				
Fiction Books	1358	<b>9422</b>	1297	7837
Non-Fiction Books	134	<b>1108</b>	107	954
Express Books	0	4	0	3
<b>Total Juv Books</b>	<b>1492</b>	<b>10534</b>	<b>1404</b>	<b>8794</b>
<b>CD/Audio</b>	11	76	18	73
<b>DVD</b>	276	<b>1991</b>	271	2477
<b>Misc.</b>	0	<b>0</b>	0	0
<b>Periodicals</b>	3	<b>40</b>	3	31
<b>TOTAL Juvenile Circ</b>	<b>1782</b>	<b>12641</b>	<b>1696</b>	<b>11375</b>
<b>YA Collection</b>				
Fiction Books	109	438	58	433
Non-Fiction Books	28	<b>115</b>	16	138
Express Books	0	0	0	1
<b>CD/Audio</b>	0	8	5	11
<b>DVD</b>	1	26	2	8
<b>TOTAL YA Circ</b>	<b>138</b>	<b>587</b>	<b>81</b>	<b>591</b>
<b>Graphic Books</b>	246	<b>997</b>	80	505
<b>Games</b>	44	<b>263</b>	52	327
<b>GRAND TOTAL</b>	<b>4739</b>	<b>32154</b>	<b>4408</b>	<b>31425</b>
All Books	3441	<b>22457</b>	3099	21019
All AV	1111	8674	1175	9505
Periodicals	140	737	71	519
Games	44	263	52	327
Misc	3	23	11	55
	4739	32154	4408	31425

# ROSE MEMORIAL LIBRARY - PERSONNEL POLICY

## VACATION LEAVE

The vacation schedule will coincide with the calendar year. The vacation time accrues with the employee anniversary date. Vacation week runs from Sunday through Saturday. All vacation leave must be approved by the Library Director. No employee can use earned vacation time until they have been employed for three months.

An employee who is employed for one year may carry over one week vacation after his/her anniversary date. Those employed five years or more may carry over two weeks vacation. The carry over time will lapse if not used within one full year.

An employee who retires will be paid for up to two weeks of unused vacation.

No vacation time will accrue during any month in which an employee is on leave without pay for more than one half of his/her scheduled work time per month.

**Professional Staff** - Full-time professional staff members shall receive 105 hours (3 weeks) of Vacation Leave during the first three years of service; 140 hours (4 weeks) of Vacation Leave after 3 years. Part-time (and LFT) professional staff shall receive the same benefit on a prorated basis. Vacation Leave is accrued monthly.

**Clerical Staff** - Full-time and LTF (those working 25 hours or more per week) clerical staff shall receive (prorated) 70 hours (2 weeks) of Vacation Leave during the first four years of service; 105 hours (3 weeks) of Vacation Leave after 4 years; 140 hours (4 weeks) of Vacation Leave after 10 years. Vacation Leave is accrued monthly.

**Part-time clerical and administrative staff** who work at least 12 hours per week are entitled to 1 week vacation time, prorated after one year; 2 years after four years. Vacation Leave is accrued monthly.

A holiday falling within a vacation or other leave of absence with pay shall not be considered part of such leave.

Request for Vacation Leave shall be made in writing prior to the 15th of the month before the month in which it is requested and is subject to approval by the Library Director.

Request for Vacation Leave during June, July, and August must be received in writing by the Library Director no later than April 30th of the current year. Request for Vacation Without Pay must be approved by the Library Director.

In the case where two or more employees request the same time for Vacation Leave, the Library Director will make the final decision, based on seniority (keeping in mind the efficient operation of the Library).

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