

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980  
**Regular Meeting of the Board of Trustees**  
~~Wednesday, September 18, 2019~~  
**Postponed to Wednesday, September 25, 2019**  
6:30 pm, Kennedy Room

**AGENDA**

- I. **Call to Order**
- II. **Adoption of Minutes:** There was no Board Meeting in August  

Regular Meeting, July 17 2019 \*  
Special Meeting, July 22, 2019 \*
- III. **Public Comments**
- IV. **Finance –**
  - a. Approval of Disbursements. Month ending July 31, 2019 \*
  - b. Approval of Disbursements. Month ending August 31, 2019 \*
  - c. Financial Reports for July 2019 \*
  - d. Financial Reports for August 2019 \*
  - e.
- V. **Reports**
  - A. **Director's Report,** July 12, 2019 – September 16, 2019
  - B. **Action Items** July 17 -Sept 16, 2019
  - C. **Board Committees**
    - a. Marketing & Fundraising -
    - b. Facilities & Capital Projects -
    - c. Finance & Budget – Investments & Investment Policy Revised \*
    - d. Policy - Financial Procedures – Draft in process
    - e. Technology
    - f. Planning - (Strategy)
- VI. **Old Business**
  - a. Progress of 2018 Audit (Berard & Associates)
  - b. Progress of sale of 61 East Main St Property
  - c. Review/Adoption of 2019 priorities (Christina) (in process)
- VII. **New Business**

TD Bank Savings Account  
Report of 2019 Shredding of unneeded records
- VIII. **Executive Session \***
- XII. **Announcements**
- XIII **Adjournment\***

*Next Scheduled Meeting October 16, 2019 at 6:30 pm*

# Rose Memorial Library

79 East Main Street, Stony Point, New York 10980

## Regular Meeting of the Board of Trustees

Meeting Minutes for Wednesday July 17, 2019

### Kennedy Room

Attendees: C. Mandara, T. Marsico, T. Needleman, R. Sanders, D. Flora, J. Brooks,  
A. Pagan-Glass, J. Mahoney (Director)

I. Call to Order at 6:00 PM : Motion by T. Needleman R. Sanders, All

II. Adoption of Minutes: Regular Meeting, June 19, 2019  
Motion to Accept Minutes by R. Sanders, C. Mandara, All 0

III. Public Comment - None

IV. Discussion with Library's Attorney, Robert T. Scofield, Esq  
Partner, Whiteman Osterman & Hanna's Labor and Employment Law  
Education and Litigation, Arbitration and Mediation Practice Groups

**Attorney stressed the importance of the Rule of Law (2591B1 Levy if Taxes) 90 Days before an election.**

Questions from Board

**Can 414 monies for capital expenditures be used to operate the Library?**

Rose Memorial set a precedent in 2017 by being one of the only libraries he is aware of that initiated a 414 for capital expenditures.

**Can Summer Fundraiser be used to get signatures?**

It is expected we can begin to collect signatures as early as Jan 1 of the referendum year.

V. Finance -

a. Approval of Disbursements. Month ending June 30, 2019

Motion to Accept Disbursements; R. Sanders, J. Brooks, All

b. Financial Reports for June 2019

Motion to Accept Financial Report; R. Sanders, J. Brooks, All

VI. Reports

A. Director' Report June 14, 2019- July 12, 2019

B. Action Items – Board suggested period updates to track progress of actions

C. Board Committees – Postponed discussion to next meeting

1. Marketing & Fundraising

2. Facilities & Capital Projects

Motion to list 61 Main St. with Realtor Jon Paul Molfetta (Keller Williams) and to include market analysis C. Mandara, R. Sanders, All

C. Mandara stressed importance of finalizing 61 Main St and being on docket in September.

3. Finance and Budget Investments and Investment Policy

**Motion** to reinvest cash fund with Merrill Lynch in 30 Day CDs to access as cash if needed and have Merrill Lynch recommend other Bond investment options. T. Needleman, T.

Marsico, All

**Motion** to agree to maintain the Friends of RMLA bank account to collect fundraising proceeds and to use these funds for the purpose of investing in future fundraising and expend dollars for the purpose of educational marketing material about Rose Memorial to the residents of Stony Point.

**The motion** to deposit proceeds from Fundraising and to use funds for reinvestment in future fundraising and/or educational marketing initiatives. C. Mandara, R. Sanders, All

Topic pushed to the next meeting, but we need a process.

4. Policy – Board to look at policies from last Audit.
5. Technology
6. Planning (Strategy)

VII. Old Business- Progress of 2018 Audit (Berard & Associates)  
Final Audit Report Pending

VIII. New Business – Review/Adoption of 2019 priorities (Christina)  
Director put forth the recent discovery of the RMLA charter that indicates the 70th year of Rose Memorial will be on October 21, 2019. With this in mind, the Library will plan a birthday recognition on Sunday, October 20th to include birthday cake. The Board will use this date to conduct the raffle drawing of the high-tech prizes donated by Ted via his client approval.

IX. Executive Session

X. Announcements - None

XI. Adjournment 8:50 PM Motion by C. Mandara, T. Needleman, All

Next meeting scheduled for Wednesday, September 18, 2019 at 6:30 PM

**Rose Memorial Library Association**  
**Profit & Loss**  
 July 2019

|  | Jul 19   |
|--|----------|
| Ordinary Income/Expense                |          |
| Income                                 |          |
| 4010 · LLSWA State Aid                 | 3,974    |
| 4011 · Grants & Aid                    | 1,000    |
| 4014 · Fundraising Income - Appeal     | 115      |
| 4015 · Investment Income               | 3,323    |
| 4016 · Gifts and Donations             | 14       |
| 4031 · Library Charges                 | 264      |
| 4032 · Other Income                    | 576      |
| 4038 · Rental Income - 61 E. Main      | 1,225    |
|  | 1,225    |
| Total Income                           | 10,491   |
| Gross Profit                           | 10,491   |
| Expense                                |          |
| 6001 · Salaries                        | 27,889   |
| 6002 · Benefits                        | 2,440    |
| 6007 · Office Postage                  | 90       |
| 6010 · Repairs and Maintenance         | 1,495    |
| 6011 · Health Insurance Premiums Paid  | 1,507    |
| 6015 · Telecommunications              | 121      |
| 6017 · Utilities                       | 750      |
| 6019 · Dues/Fees                       | 14       |
| 6031 · Internet Access                 | 135      |
| 6032 · Ansernet Service Fee            | 3,134    |
| 6035 · Newsletters                     | 273      |
| 6043 · Retirement 403B                 | 0        |
| 6045 · Advertising and Promotion       | 565      |
| 6046 · Movie Licensing Contract        | 200      |
| 6051 · Computer Technical Support      | 700      |
| 6053 · Website Hosting Fee             | 460      |
| 6101 · Capital Expenditures            |          |
| 6022 · Fixed Asset & Capital Purchases | 378      |
| 6100 · Books                           | 2,930    |
| 6150 · AV                              | 1,560    |
|  | 1,560    |
| Total 6101 · Capital Expenditures      | 4,869    |
| 6200 · Programs                        | 2,225    |
| 6300 · Supplies                        | 1,499    |
|  | 1,499    |
| Total Expense                          | 48,365   |
| Net Ordinary Income                    | (37,874) |
| Other Income/Expense                   |          |
| Other Expense                          |          |
| 6800 · Net Payroll                     | 0        |
|  | 0        |
| Total Other Expense                    | 0        |
| Net Other Income                       | 0        |
| Net Income                             | (37,874) |

Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through July 2019

| Ordinary Income/Expense                  | Jan - Jul 19   | Budget         | \$ Over Budget   | % of Budget |
|--|----------------|----------------|------------------|-------------|
| <b>Income</b>                            |                |                |                  |             |
| 4000 · Tax Levy                          | 0              | 200,000        | (200,000)        | 0%          |
| 4001 · Local Public Funds                | 295,000        | 295,000        | 0                | 100%        |
| 4010 · LLSWA State Aid                   | 3,974          | 4,400          | (426)            | 90%         |
| 4011 · Grants & Aid                      | 1,000          | 1,000          | 0                | 100%        |
| 4014 · Fundraising Income - Appeal       | 3,175          | 9,200          | (6,025)          | 35%         |
| 4015 · Investment Income                 | 12,171         | 25,900         | (13,729)         | 47%         |
| 4016 · Gifts and Donations               | 539            |                |                  |             |
| 4018 · Friends - Income                  | 0              | 200            | (200)            | 0%          |
| 4031 · Library Charges                   | 2,158          | 5,500          | (3,342)          | 39%         |
| 4032 · Other Income                      | 3,212          | 3,900          | (688)            | 82%         |
| 4038 · Rental Income - 61 E. Main        | 8,575          | 14,700         | (6,125)          | 58%         |
| <b>Total Income</b>                      | <b>329,804</b> | <b>559,800</b> | <b>(229,996)</b> | <b>59%</b>  |
| <b>Gross Profit</b>                      | <b>329,804</b> | <b>559,800</b> | <b>(229,996)</b> | <b>59%</b>  |
| <b>Expense</b>                           |                |                |                  |             |
| 6001 · Salaries                          | 207,923        | 348,005        | (140,082)        | 60%         |
| 6002 · Benefits                          | 20,947         | 34,949         | (14,002)         | 60%         |
| 6007 · Office Postage                    | 950            | 2,000          | (1,050)          | 48%         |
| 6008 · Accounting & Other Prof Fees      | 3,850          | 1,000          | 2,850            | 385%        |
| 6009 · Legal                             | 1,000          | 2,100          | (1,100)          | 48%         |
| 6010 · Repairs and Maintenance           | 11,116         | 20,501         | (9,385)          | 54%         |
| 6011 · Health Insurance Premiums P:      | 11,446         | 25,000         | (13,554)         | 46%         |
| 6015 · Telecommunications                | 840            | 2,767          | (1,927)          | 30%         |
| 6017 · Utilities                         | 4,468          | 9,125          | (4,657)          | 49%         |
| 6018 · Insurance                         | 385            | 3,456          | (3,071)          | 11%         |
| 6019 · Dues/Fees                         | 1,656          | 1,735          | (79)             | 95%         |
| 6028 · Sewer Taxes                       | 1,350          | 1,325          | 25               | 102%        |
| 6031 · Internet Access                   | 948            | 1,800          | (852)            | 53%         |
| 6032 · Ansernet Service Fee              | 9,401          | 11,198         | (1,797)          | 84%         |
| 6034 · Software Licensing Fees           | 0              | 1,525          | (1,525)          | 0%          |
| 6035 · Newsletters                       | 4,284          | 5,880          | (1,596)          | 73%         |
| 6036 · Fundraising                       | 532            | 2,650          | (2,118)          | 20%         |
| 6043 · Retirement 403B                   | 1,125          |                |                  |             |
| 6045 · Advertising and Promotion         | 865            | 1,900          | (1,035)          | 46%         |
| 6046 · Movie Licensing Contract          | 568            | 562            | 6                | 101%        |
| 6050 · RCLS Service Fee                  | 2,275          | 2,275          | 0                | 100%        |
| 6051 · Computer Technical Support        | 4,200          | 6,000          | (1,800)          | 70%         |
| 6052 · New Library Website               | 0              | 500            | (500)            | 0%          |
| 6053 · Website Hosting Fee               | 700            | 450            | 250              | 156%        |
| 6101 · Capital Expenditures              |                |                |                  |             |
| 6022 · Fixed Asset & Capital Purc        | 3,220          | 500            | 2,720            | 644%        |
| 6100 · Books                             | 13,289         | 26,900         | (13,611)         | 49%         |
| 6150 · AV                                | 9,620          | 14,988         | (5,368)          | 64%         |
| <b>Total 6101 · Capital Expenditures</b> | <b>26,129</b>  | <b>42,388</b>  | <b>(16,259)</b>  | <b>62%</b>  |
| 6125 · Serials                           | 1,008          | 3,820          | (2,812)          | 26%         |
| 6200 · Programs                          | 6,780          | 10,965         | (4,185)          | 62%         |
| 6300 · Supplies                          | 7,453          | 11,275         | (3,822)          | 66%         |
| <b>Total Expense</b>                     | <b>332,199</b> | <b>555,151</b> | <b>(222,952)</b> | <b>60%</b>  |
| <b>Net Ordinary Income</b>               | <b>(2,395)</b> | <b>4,649</b>   | <b>(7,044)</b>   |             |
| <b>Other Income/Expense</b>              |                |                |                  |             |
| <b>Other Expense</b>                     |                |                |                  |             |
| 6800 · Net Payroll                       | 0              |                |                  |             |
| <b>Total Other Expense</b>               | <b>0</b>       |                |                  |             |
| <b>Net Other Income</b>                  | <b>0</b>       |                |                  |             |
| <b>Net Income</b>                        | <b>(2,395)</b> | <b>4,649</b>   | <b>(7,044)</b>   |             |

Rose Memorial Library Association  
**YTD Profit & Loss Budget vs. Actual**  
 January through July 2019

| <u>Jan - Jul 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------|---------------|-----------------------|--------------------|
|---------------------|---------------|-----------------------|--------------------|

| Cash Balances:                                 | 1-Jan-19   | 31-Jul-19  |
|--|------------|------------|
| Operating Acct - TD Bank                       | 143,347.62 | 129,379.01 |
| Payroll Acct -TD Bank                          | 35.66      | 318.44     |
| Savings Acct - TD Bank                         | 8,292.21   | 8,294.62   |
| Bank CDs - Future Fund                         | 0.00       | 0.00       |
| Bank CDs - Other                               | 0.00       | 0.00       |
| Petty Cash                                     | 77.07      | 124.85     |
| Merrill Lynch Cash Acct                        | 5,204.56   | 32,359.37  |
| Merrill Lynch Certificates of Deposit          | 0.00       | 0.00       |
| Merrill  | 282,101.92 | 263,263.03 |
| Merrill Lynch Premiums/Discounts               | 93.56      | 93.56      |
| Merrill Lynch Cash Acct - Future Fund          | 77,211.57  | 80,262.44  |
| Merrill Lynch Municipal Bonds - Future Fund    | 85,669.20  | 85,669.20  |
| Merrill Lynch Premiums/Discounts - Future Fund | 1,240.40   | 1,240.40   |
|  | 603,273.77 | 601,004.92 |

**Rose Memorial Library Association**  
**Profit & Loss**  
 August 2019

|  | Aug 19    |
|--|-----------|
| Ordinary Income/Expense                |           |
| Income                                 |           |
| 4000 · Tax Levy                        | 0.00      |
| 4014 · Fundraising Income - Appeal     | 10.00     |
| 4015 · Investment Income               |           |
| 4033 · Interest Income                 | 36.64     |
| 4015 · Investment Income - Other       | 7.86      |
| Total 4015 · Investment Income         | 44.50     |
| 4016 · Gifts and Donations             | 28.65     |
| 4031 · Library Charges                 | 275.62    |
| 4032 · Other Income                    | 471.99    |
| 4038 · Rental Income - 61 E. Main      | 1,225.00  |
| Total Income                           | 2,055.76  |
| Gross Profit                           | 2,055.76  |
| Expense                                |           |
| 6001 · Salaries                        | 28,337.54 |
| 6002 · Benefits                        |           |
| 6004 · Travel Reimbursement            | 27.84     |
| 6023 · Payroll Processing Fees         | 205.92    |
| 6002 · Benefits - Other                | 2,124.71  |
| Total 6002 · Benefits                  | 2,358.47  |
| 6007 · Office Postage                  | 260.00    |
| 6009 · Legal                           | 500.00    |
| 6010 · Repairs and Maintenance         |           |
| 6014 · R & M Equipment                 | 89.69     |
| 6030 · R & M - Building                |           |
| 6020 · Custodial Supplies              | 164.86    |
| 6030 · R & M - Building - Other        | 2,326.28  |
| Total 6030 · R & M - Building          | 2,491.14  |
| 6409 · Building Maintenance-61 E. Main | 208.00    |
| Total 6010 · Repairs and Maintenance   | 2,788.83  |
| 6011 · Health Insurance Premiums Paid  | 1,506.84  |
| 6015 · Telecommunications              | 121.16    |
| 6017 · Utilities                       |           |
| 6404 · Utilities-61 E. Main Street     | 85.05     |
| 6017 · Utilities - Other               | 1,982.77  |
| Total 6017 · Utilities                 | 2,067.82  |
| 6018 · Insurance                       | 1,545.00  |
| 6019 · Dues/Fees                       |           |
| 6024 · Bank Chgs/ML Fees               | 9.34      |
| 6019 · Dues/Fees - Other               | 63.62     |
| Total 6019 · Dues/Fees                 | 72.96     |
| 6031 · Internet Access                 | 134.94    |
| 6043 · Retirement 403B                 | 0.00      |
| 6045 · Advertising and Promotion       | 1,408.41  |
| 6051 · Computer Technical Support      | 700.00    |
| 6101 · Capital Expenditures            |           |
| 6022 · Fixed Asset & Capital Purchases | 54.10     |

Rose Memorial Library Association  
**Profit & Loss**  
August 2019

|  | Aug 19     |
|--|------------|
| 6100 · Books                           |            |
| 6100-A · Books                         | 2,330.54   |
| 6100-C · Books- Children               | 676.23     |
| 6100-YA · Books- YA                    | 22.53      |
| Total 6100 · Books                     | 3,029.30   |
| 6150 · AV                              |            |
| 6110 · AV-Audio                        |            |
| 6115 · Audio Books                     | 310.48     |
| 6120 · Music                           | 46.05      |
| Total 6110 · AV-Audio                  | 356.53     |
| 6130 · Video Tapes and DVDs            | 461.78     |
| 6160 · Software                        |            |
| 6161 · Video Games                     | 57.66      |
| Total 6160 · Software                  | 57.66      |
| Total 6150 · AV                        | 875.97     |
| Total 6101 · Capital Expenditures      | 3,959.37   |
| 6125 · Serials                         | 1,206.03   |
| 6200 · Programs                        |            |
| 6210 · Adult Program Fees              | 450.00     |
| 6250 · Summer Reading Program          |            |
| 6251 · Summer Program Fees - Childrens | 730.00     |
| Total 6250 · Summer Reading Program    | 730.00     |
| Total 6200 · Programs                  | 1,180.00   |
| 6300 · Supplies                        |            |
| 6013 · Library Supplies                | 61.44      |
| 6027 · Office Supplies & Expense       | 453.24     |
| 6301 · Program Supplies - Adult        | 14.97      |
| 6302 · Program Supplies - Children's   | 134.33     |
| 6304 · Program Supplies - Young Adults | 132.92     |
| Total 6300 · Supplies                  | 796.90     |
| Total Expense                          | 48,944.27  |
| Net Ordinary Income                    | -46,888.51 |
| Other Income/Expense                   |            |
| Other Expense                          |            |
| 6800 · Net Payroll                     | 0.00       |
| Total Other Expense                    | 0.00       |
| Net Other Income                       | 0.00       |
| Net Income                             | -46,888.51 |

Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through August 2019

|  | Jan - Aug 19    | 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              | 295,000         | 295,000        | 0                | 100%        |
| 4010 · LLSWA State Aid                 | 3,974           | 4,400          | (426)            | 90%         |
| 4011 · Grants & Aid                    | 1,000           | 1,000          | 0                | 100%        |
| 4014 · Fundraising Income - Appeal     | 3,185           | 9,200          | (6,015)          | 35%         |
| 4015 · Investment Income               | 12,216          | 25,900         | (13,684)         | 47%         |
| 4016 · Gifts and Donations             | 568             |                |                  |             |
| 4018 · Friends - Income                | 0               | 200            | (200)            | 0%          |
| 4031 · Library Charges                 | 2,433           | 5,500          | (3,067)          | 44%         |
| 4032 · Other Income                    | 3,684           | 3,900          | (216)            | 94%         |
| 4038 · Rental Income - 61 E. Main      | 9,800           | 14,700         | (4,900)          | 67%         |
| <b>Total Income</b>                    | <b>331,860</b>  | <b>559,800</b> | <b>(227,940)</b> | <b>59%</b>  |
| <b>Gross Profit</b>                    | <b>331,860</b>  | <b>559,800</b> | <b>(227,940)</b> | <b>59%</b>  |
| <b>Expense</b>                         |                 |                |                  |             |
| 6001 · Salaries                        | 236,260         | 348,005        | (111,745)        | 68%         |
| 6002 · Benefits                        | 23,305          | 34,949         | (11,644)         | 67%         |
| 6007 · Office Postage                  | 1,210           | 2,000          | (790)            | 61%         |
| 6008 · Accounting & Other Prof Fees    | 3,850           | 1,000          | 2,850            | 385%        |
| 6009 · Legal                           | 1,500           | 2,100          | (600)            | 71%         |
| 6010 · Repairs and Maintenance         | 13,905          | 20,501         | (6,596)          | 68%         |
| 6011 · Health Insurance Premiums Paid  | 12,952          | 25,000         | (12,048)         | 52%         |
| 6015 · Telecommunications              | 961             | 2,767          | (1,806)          | 35%         |
| 6017 · Utilities                       | 6,536           | 9,125          | (2,589)          | 72%         |
| 6018 · Insurance                       | 1,930           | 3,456          | (1,526)          | 56%         |
| 6019 · Dues/Fees                       | 1,729           | 1,735          | (6)              | 100%        |
| 6028 · Sewer Taxes                     | 1,350           | 1,325          | 25               | 102%        |
| 6031 · Internet Access                 | 1,083           | 1,800          | (717)            | 60%         |
| 6032 · Ansernet Service Fee            | 9,401           | 11,198         | (1,797)          | 84%         |
| 6034 · Software Licensing Fees         | 0               | 1,525          | (1,525)          | 0%          |
| 6035 · Newsletters                     | 4,284           | 5,880          | (1,596)          | 73%         |
| 6036 · Fundraising                     | 532             | 2,650          | (2,118)          | 20%         |
| 6043 · Retirement 403B                 | 1,125           |                |                  |             |
| 6045 · Advertising and Promotion       | 2,273           | 1,900          | 373              | 120%        |
| 6046 · Movie Licensing Contract        | 568             | 562            | 6                | 101%        |
| 6050 · RCLS Service Fee                | 2,275           | 2,275          | 0                | 100%        |
| 6051 · Computer Technical Support      | 4,900           | 6,000          | (1,100)          | 82%         |
| 6052 · New Library Website             | 0               | 500            | (500)            | 0%          |
| 6053 · Website Hosting Fee             | 700             | 450            | 250              | 156%        |
| 6101 · Capital Expenditures            |                 |                |                  |             |
| 6022 · Fixed Asset & Capital Purchases |                 |                |                  |             |
| 6400 · New Site Plan Expenses          |                 |                |                  |             |
| 6400 · New Site Plan Expenses          | 2,842           |                |                  |             |
| Total 6400 · New Site Plan Expen:      | 2,842           |                |                  |             |
| 6022 · Fixed Asset & Capital Purc      | 433             | 500            | (67)             | 87%         |
| Total 6022 · Fixed Asset & Capital Pi  | 3,275           | 500            | 2,775            | 655%        |
| 6100 · Books                           | 16,318          | 26,900         | (10,582)         | 61%         |
| 6150 · AV                              | 10,496          | 14,988         | (4,492)          | 70%         |
| Total 6101 · Capital Expenditures      | 30,089          | 42,388         | (12,299)         | 71%         |
| 6125 · Serials                         | 2,214           | 3,820          | (1,606)          | 58%         |
| 6200 · Programs                        | 7,960           | 10,965         | (3,005)          | 73%         |
| 6300 · Supplies                        | 8,249           | 11,275         | (3,026)          | 73%         |
| <b>Total Expense</b>                   | <b>381,141</b>  | <b>555,151</b> | <b>(174,010)</b> |             |
| <b>Net Ordinary Income</b>             | <b>(49,281)</b> | <b>4,649</b>   | <b>(53,930)</b>  |             |
| <b>Other Income/Expense</b>            |                 |                |                  |             |
| <b>Other Expense</b>                   |                 |                |                  |             |
| 6800 · Net Payroll                     | 0               |                |                  |             |
| <b>Total Other Expense</b>             | <b>0</b>        |                |                  |             |
| <b>Net Other Income</b>                | <b>0</b>        |                |                  |             |
| <b>Net Income</b>                      | <b>(49,281)</b> | <b>4,649</b>   | <b>(53,930)</b>  |             |

Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through August 2019

|  | <u>Jan - Aug 19</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------|-----------------------|--------------------|
|--|---------------------|---------------|-----------------------|--------------------|

| Cash Balances:                              | 1-Jan-19   | 31-Aug-19  |  |  |
|---|------------|------------|--|--|
| Operating Acct - TD Bank                    | 143,347.62 | 67,619.22  |  |  |
| Payroll Acct -TD Bank                       | 35.66      | 15,209.35  |  |  |
| Savings Acct - TD Bank                      | 8,292.21   | 8,294.97   |  |  |
| Bank CDs - Future Fund                      | 0.00       | 0.00       |  |  |
| Bank CDs - Other                            | 0.00       | 0.00       |  |  |
| Petty Cash                                  | 77.07      | 97.01      |  |  |
| Merrill Lynch Cash Acct                     | 5,204.56   | 360.12     |  |  |
| Merrill Lynch Certificates of Deposit       | 0.00       | 32,000.00  |  |  |
| Merril                                      | 282,101.92 | 263,263.03 |  |  |
| Merrill Lynch Premiums/Discounts            | 93.56      | 93.56      |  |  |
| Merrill Lynch Cash Acct - Future Fund       | 77,211.57  | 80,269.54  |  |  |
| Merrill Lynch Municipal Bonds - Future Fund | 85,669.20  | 85,669.20  |  |  |
| Merrill Lynch Premiums/Discounts - Future F | 1,240.40   | 1,240.40   |  |  |
|   | 603,273.77 | 554,116.40 |  |  |

# Rose Memorial Library

## INVESTMENT POLICY

*Approved by: Board of Trustees*

*Approval Date*

*Effective Date: On or about*

### **PURPOSE**

The purpose is two-fold: 1) To comply with the 2010 Practical Guide to the New York Prudent Management of Institutional Funds Act and 2.) Apply the Practical Guide Act specific to the Investment Policy to outline/establish the responsibilities, general objectives, and specific guidelines for management/stewardship of all funds by Rose Memorial Library.

### **SCOPE:**

This Investment Policy applies to all funds and the transactions governed by the Board of Library Trustees, except endowments funds, which are separate legal entities.

### **OBJECTIVES:**

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

**Safety** – Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio and adequately safeguards of principal.

**Diversification** – Investments and deposits of operating fund, when practical, should be diversified by investment, and by maturity scheduling to avoid unreasonable and avoidable market risks.

**Liquidity** – The portfolio should provide sufficient liquidity to meet all operating requirements that might be reasonably anticipated. Cash flows, actual and projected, shall be reviewed at least quarterly.

**Yield/Return on Investment** – Investments should obtain a reasonable rate of return and balanced risk. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times. All investments shall be selected on the basis of current market rates for publicly listed investments.

**Minimization of Cost** – All attempts shall be made to minimize the costs of financial transactions related to implementing investment or operating fund strategies.

**Simplicity of Management** – Reasonable effort shall be made to minimize the time required by the Treasurer and library administrative staff to manage investments while adhering to the requirements of this Policy.

**Standard of Conduct** – Each person shall manage and invest in good faith, free of conflicts of interest, and with care satisfying the standard of prudence in the management and investments of funds.

## **MANAGING AND INVESTING RESPONSIBILITY AND REPORTING**

### **Delegation of Responsibilities**

The Board of Directors has a direct oversight role regarding all decisions that impact the ROSE MEMORIAL LIBRARY ASSOCIATION's institutional funds. The Board has delegated supervisory responsibility for the management of our institutional funds to the Finance and Budget Committee

### **Responsibilities of the Board**

The Board shall ensure that its fiduciary responsibilities concerning the proper management of ROSE MEMORIAL LIBRARY ASSOCIATION's institutional funds are fulfilled through appropriate investment structure, internal and external management, and portfolio performance consistent with all policies and procedures.

### **The Finance and Budget Committee**

The Finance and Budget Committee shall consist of the Treasurer, as Chairperson, the Library Director and two Board members as the President may appoint. Members of the Finance and Budget Committee are not held accountable for less than desirable outcomes, rather for adherence to procedural prudence, or the process by which decisions are made. In consideration of the foregoing, the Committee is responsible for the development, recommendation, implementation and maintenance of all policies relative to ROSE MEMORIAL LIBRARY ASSOCIATION'S institutional funds and shall:

- a. develop and/or propose policy recommendations to the Board with regard to the management of all institutional funds.
- b. determine that institutional funds are prudently and effectively managed with the assistance of management and any necessary investment consultants and/or other outside professionals, if any.
- c. monitor and evaluate the performance of all those responsible for the management of institutional funds.

### **The Library Director**

is responsible for day-to-day implementation of investment policies, procedures, and practices, including giving prompt notification to the Treasurer of events or situations potentially requiring action. Management shall also be the primary liaison between any investment consultants and/or other outside professionals that may be retained to assist in the management of such funds. Specifically, management shall:

- a. oversee the day-to-day operational investment activities of all institutional funds subject to policies established by the Board.
- b. contract with any necessary outside service providers, such as: investment consultants, investment managers, banks, and/or trust companies and/or any other necessary outside professionals

## **Guidelines for Investing**

The investment goal of the total return fund is to achieve a total return (income and appreciation) of 2-4% after inflation, over a full market cycle (3-5 years). The following guidelines apply:

### **Money Market Funds: Allowable range: Minimum 5%; Maximum 45% of total assets**

A quality money market fund will be utilized for the liquidity needs of the portfolio whose objective is to seek as high a current income as is consistent with liquidity and stability of principal. The fund will invest in "money market" instruments with remaining maturates of one year or less, that have been rated by at least one nationally recognized rating agency in the highest category for short-term debt securities.

### **Fixed Income: Allowable Range- Minimum 55%; Maximum 95% of total assets**

Bond investments will consist of taxable and non-taxable, fixed income securities that have an investment-grade rating (BBB or higher by Standard & Poor's and Baa or higher by Moody's) that possess a liquid secondary market. If the average credit quality rating disagrees among the two rating agencies, then use the lower of the two as a guideline.

The maximum *average maturity* of the fixed income portfolio will be 10 years, with not more than 25% of the bond portfolio maturing in more than 10 years. Securities maturing longer than 10 years that are in place as of Sept 1, 2019 are expected to remain in the portfolio.

"The current strategy for the fixed income component of the portfolio is a laddered barbell strategy in which we stagger the bonds and CD's by maturity date with an emphasis on short to intermediate corporate bonds (maturing 2019-2025) and long term municipal bonds (maturing 2033-2047) which is in line with Merrill Lynch's recommended portfolio positioning for fixed income." Brian White, Merrill Lynch, Aug 20, 2019

Prohibited securities include: private placements, derivatives (other than floating-rate coupon bonds), margined transactions and foreign denominated bonds.

### ***Exceptions***

***to the prohibited investment policy may be made only when assets are invested in a Mutual Fund(s) that periodically utilizes prohibited strategies to mitigate risk and enhance return***

**The Finance Committee** shall be aware of: 1) current economic conditions, the possible effect of inflation or deflation, 2) the purpose and action taken on investments, 3) expected income and investment appreciation, 4) all resources and needs within Rose Memorial Library, 5) the funds distribution requirements to maintain Rose Memorial Library operations and preserve capital, 6) special assets, their value, and relationship to the purpose of Rose Memorial Library.

- The Investment Policy will be reviewed by the committee every three years or sooner should established guidelines of the Act be revised or amended in its requirements.
- The Board of Trustees, Library Director and associates responsible to manage and handle Rose Memorial Library financial documents shall provide a signed and dated

Policy or letter identifying Rose Memorial Library, the Policy and that it has been read and understood.

**PRUDENCE:** All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Rose Memorial Library.

08.09.19 /9.19.19

**Circulation Statistics      Rose Memorial Library**

|                            | July<br>2019 | YTD<br>2019  | July<br>2018 | YTD<br>2018  |
|----------------------------|--------------|--------------|--------------|--------------|
| <b>Adult Collection</b>    |              |              |              |              |
| Fiction Books              | 619          | 3152         | 595          | 3218         |
| New Fiction                | 24           | 180          | 32           | 213          |
| Express Books              | 422          | 2476         | 373          | 2554         |
| Large Print Books          | 239          | 1337         | 229          | 1405         |
| Non Fiction Books          | 255          | 1540         | 239          | 1417         |
| <b>Total Adult Books</b>   | <b>1559</b>  | <b>8685</b>  | <b>1468</b>  | <b>8807</b>  |
| CD/Audio                   | 127          | 894          | 144          | 1028         |
| DVD                        | 492          | 3893         | 559          | 4722         |
| Misc.                      | 2            | 16           | 6            | 20           |
| Periodicals                | 118          | 654          | 142          | 560          |
| <b>TOTAL ADULT CIRC</b>    | <b>2298</b>  | <b>14142</b> | <b>2319</b>  | <b>15137</b> |
| <b>Juvenile Collection</b> |              |              |              |              |
| Fiction Books              | 1792         | 8747         | 1529         | 8064         |
| Non-Fiction Books          | 135          | 1024         | 149          | 974          |
| Express Books              | 4            | 4            | 0            | 4            |
| <b>Total Juv Books</b>     | <b>1931</b>  | <b>9775</b>  | <b>1678</b>  | <b>9042</b>  |
| CD/Audio                   | 10           | 65           | 12           | 65           |
| DVD                        | 353          | 1992         | 303          | 1715         |
| Misc.                      | 0            | 0            | 0            | 0            |
| Periodicals                | 1            | 16           | 12           | 37           |
| <b>TOTAL Juvenile Circ</b> | <b>2295</b>  | <b>11848</b> | <b>2005</b>  | <b>10859</b> |
| <b>YA Collection</b>       |              |              |              |              |
| Fiction Books              | 99           | 386          | 93           | 329          |
| Non-Fiction Books          | 30           | 108          | 30           | 87           |
| Express Books              | 0            | 0            | 0            | 0            |
| CD/Audio                   | 1            | 7            | 0            | 8            |
| DVD                        | 11           | 54           | 2            | 25           |
| <b>TOTAL YA Circ</b>       | <b>141</b>   | <b>555</b>   | <b>125</b>   | <b>449</b>   |
| <b>Graphic Books</b>       | <b>191</b>   | <b>947</b>   | <b>160</b>   | <b>751</b>   |
| <b>Games</b>               | <b>30</b>    | <b>227</b>   | <b>34</b>    | <b>219</b>   |
| <b>GRAND TOTAL</b>         | <b>4955</b>  | <b>27719</b> | <b>4643</b>  | <b>27415</b> |
| All Books                  | 3810         | 19901        | 3429         | 19016        |
| All AV                     | 994          | 6905         | 1020         | 7563         |
| Periodicals                | 119          | 670          | 154          | 597          |
| Games                      | 30           | 227          | 34           | 219          |
| Misc                       | 2            | 16           | 6            | 20           |
|                            | <b>4955</b>  | <b>27719</b> | <b>4643</b>  | <b>27415</b> |

## Rose Memorial Library Statistics

|                          | July 2019 | YTD 2019 | July 2018 | YTD 2018 |
|--------------------------|-----------|----------|-----------|----------|
| Circulation:             | 4955      | 27719    | 4643      | 27415    |
| Inter Library Loan       |           |          |           |          |
| - Borrowed               | 771       | 4867     | 744       | 4754     |
| - Loaned                 | 803       | 5507     | 771       | 5185     |
| Registered Users         | 5499      | N/A      | 5600      | N/A      |
| Reference Transactions   |           |          |           |          |
| - Adult                  | 552       | 3811     | 523       | 2923     |
| - Children's             | 112       | 829      | 158       | 644      |
| Library Visitors         | 3363      | 20726    | 3817      | 22876    |
| Public Computer Sessions | 85        | 1017     | 120       | 990      |
| Web Analytics            |           |          |           |          |
| - Visitors               | 769       | 5134     | 789       | 4758     |
| -Number of Visits        | 1527      | 10205    | 1741      | 10074    |
| - Page Visits            | 2541      | 15231    | 3008      | 17565    |

|                                | July 2019     |            | July 2018     |            |
|--------------------------------|---------------|------------|---------------|------------|
| Programs: (Breakdown attached) | # of Programs | Attendance | # of Programs | Attendance |
| - Adult                        | 7             | 29         | 10            | 69         |
| - Young Adult                  | 4             | 15         | 1             | 8          |
| - Children's                   | 45            | 623        | 49            | 1018       |

| Date   | Children's Programs              | Attendance |
|--------|----------------------------------|------------|
| 1-Jul  | Rhyme, Bounce & Giggle           | 9          |
| 1-Jul  | Mysteries of the Night Garden    | 28         |
| 2-Jul  | Preschool Storytime 10:30 am     | 20         |
| 2-Jul  | Preschool Storytime 1:30pm       | 13         |
| 3-Jul  | Galactic Craft Drop In           | 17         |
| 5-Jul  | Itty Bitty Playdate              | 2          |
| 6-Jul  | Family Bingo                     | 6          |
| 8-Jul  | Rhyme, Bounce & Giggle           | 7          |
| 9-Jul  | Preschool Storytime 10:30 am     | 19         |
| 9-Jul  | Preschool Storytime 1:30pm       | 10         |
| 9-Jul  | Galactic Cake Pops               | 19         |
| 10-Jul | Little Yoga 2,3,&4's 3pm         | 16         |
| 10-Jul | Little Yoga 5 to 8 3:45pm        | 18         |
| 11-Jul | Walk & wiggle                    | 6          |
| 11-Jul | Toddler Storytime 11:30am        | 6          |
| 11-Jul | Galactic Craft Drop in           | 12         |
| 12-Jul | Itty Bitty Playdate              | 5          |
| 12-Jul | Goosebumps 3:30pm                | 11         |
| 15-Jul | Rhyme, Bounce & Giggle           | 6          |
| 15-Jul | Bingo for Kids 11:30 am          | 10         |
| 16-Jul | Preschool Storytime 10:30 am     | 19         |
| 16-Jul | Preschool Storytime 1:30pm       | 11         |
| 17-Jul | Film & Coloring 10:30 am         | 19         |
| 17-Jul | Storyfaces                       | 26         |
| 18-Jul | Walk&Wiggle 10:30 am             | 8          |
| 18-Jul | Toddler Storytime 11:30am        | 10         |
| 18-Jul | Galactic Craft Drop In           | 15         |
| 19-Jul | Itty Bitty Playdate              | 7          |
| 19-Jul | Lego Builders 5 & up             | 16         |
| 22-Jul | Rhyme, Bounce & Giggle           | 7          |
| 22-Jul | Mr. Kurt                         | 40         |
| 23-Jul | Preschool Storytime 10:30 am     | 27         |
| 23-Jul | Preschool Storytime 1:30pm       | 9          |
| 23-Jul | Mad Science Space Show           | 43         |
| 24-Jul | Preschool Lego Builders 10:30 am | 12         |
| 24-Jul | Preschool Lego Builders 1:30 pm  | 8          |
| 25-Jul | Walk & Wiggle 10:30 am           | 8          |
| 25-Jul | Toddler Storytime 11:30am        | 7          |
| 25-Jul | Galactic Craft Drop In           | 8          |
| 26-Jul | Itty Bitty Playdate              | 6          |
| 29-Jul | Rhyme, Bounce & Giggle           | 14         |
| 30-Jul | Preschool Storytime 10:30 am     | 25         |
| 30-Jul | Preschool Storytime 1:30 pm      | 13         |
| 31-Jul | Fun with Playdough 10:30 am      | 16         |
| 31-Jul | Fun with Playdough 1:30pm        | 9          |
|        | <b>Total</b>                     | <b>623</b> |

| <b>Date</b> | <b>Young Adult Programs</b> | <b>Attendance</b> |
|-------------|-----------------------------|-------------------|
| 5-Jul       | Teen Games                  | 4                 |
| 10-Jul      | TAG Meeting 5pm             | 2                 |
| 25-Jul      | Fans of Fiction             | 2                 |
| 29-Jul      | Teen Smores                 | 7                 |
|             | <b>Total</b>                | <b>15</b>         |

| <b>Date</b> | <b>Adult Programs</b>                 | <b>Attendance</b>             |
|-------------|---------------------------------------|-------------------------------|
| 9-Jul       | Learn to Use Hoopla                   | 3                             |
| 15-Jul      | Layered Succulent Terrariums          | 8                             |
| 16-Jul      | Stencil Paint on Glass                | 10                            |
| 18-Jul      | Third Thursday Book Club              | 5                             |
| 20-Jul      | Moon Landing 50th Anniversary Lecture | 3                             |
| 22-Jul      | Movie Monday                          | Cancelled due to low sign ups |
| 24-Jul      | Table Top Game Night                  | 0                             |
|             | <b>Total</b>                          | <b>29</b>                     |

| Circulation Statistics     | Rose Memorial Library |              |                |              |
|----------------------------|-----------------------|--------------|----------------|--------------|
|                            | August<br>2019        | YTD<br>2019  | August<br>2018 | YTD<br>2018  |
| <b>Adult Collection</b>    |                       |              |                |              |
| Fiction Books              | 569                   | 3721         | 629            | 3847         |
| New Fiction                | 31                    | 211          | 34             | 247          |
| Express Books              | 359                   | 2835         | 423            | 2977         |
| Large Print Books          | 219                   | 1556         | 256            | 1661         |
| Non Fiction Books          | 308                   | 1848         | 224            | 1641         |
| <b>Total Adult Books</b>   | <b>1486</b>           | <b>10171</b> | <b>1566</b>    | <b>10373</b> |
| CD/Audio                   | 120                   | 1014         | <b>162</b>     | <b>1190</b>  |
| DVD                        | 630                   | 4523         | <b>661</b>     | <b>5383</b>  |
| Misc.                      | 3                     | 19           | 3              | 23           |
| Periodicals                | 96                    | 750          | 137            | 697          |
| <b>TOTAL ADULT CIRC</b>    | <b>2335</b>           | <b>16477</b> | <b>2529</b>    | <b>17666</b> |
| <b>Juvenile Collection</b> |                       |              |                |              |
| Fiction Books              | 1673                  | <b>10420</b> | 1358           | 9422         |
| Non-Fiction Books          | 143                   | 1167         | 134            | 1108         |
| Express Books              | 4                     | 8            | 0              | 4            |
| <b>Total Juv Books</b>     | <b>1820</b>           | <b>11595</b> | <b>1492</b>    | <b>10534</b> |
| CD/Audio                   | 15                    | 80           | <b>11</b>      | <b>76</b>    |
| DVD                        | 333                   | 2325         | 276            | 1991         |
| Misc.                      | 0                     | 0            | 0              | 0            |
| Periodicals                | 1                     | 17           | 3              | 40           |
| <b>TOTAL Juvenile Circ</b> | <b>2169</b>           | <b>14017</b> | <b>1782</b>    | <b>12641</b> |
| <b>YA Collection</b>       |                       |              |                |              |
| Fiction Books              | 91                    | 477          | 109            | 438          |
| Non-Fiction Books          | 22                    | 130          | <b>28</b>      | <b>115</b>   |
| Express Books              | 0                     | 0            | 0              | 0            |
| CD/Audio                   | 8                     | 15           | 0              | 8            |
| DVD                        | 4                     | 58           | 1              | 26           |
| <b>TOTAL YA Circ</b>       | <b>125</b>            | <b>680</b>   | <b>138</b>     | <b>587</b>   |
| <b>Graphic Books</b>       | <b>169</b>            | <b>1116</b>  | <b>246</b>     | <b>997</b>   |
| <b>Games</b>               | <b>42</b>             | <b>269</b>   | <b>44</b>      | <b>263</b>   |
| <b>GRAND TOTAL</b>         | <b>4840</b>           | <b>32559</b> | <b>4739</b>    | <b>32154</b> |
| All Books                  | 3588                  | 23489        | 3441           | 22457        |
| All AV                     | 1110                  | 8015         | <b>1111</b>    | <b>8674</b>  |
| Periodicals                | 97                    | 767          | 140            | 737          |
| Games                      | 42                    | 269          | 44             | 263          |
| Misc                       | 3                     | 19           | 3              | 23           |
|                            | <b>4840</b>           | <b>32559</b> | <b>4739</b>    | <b>32154</b> |

## Rose Memorial Library Statistics

|                          | August 2019 | YTD 2019 | August 2018 | YTD 2018 |
|--------------------------|-------------|----------|-------------|----------|
| Circulation:             | 4840        | 32559    | 4739        | 32154    |
| Inter Library Loan       |             |          |             |          |
| - Borrowed               | 781         | 5648     | 721         | 5475     |
| - Loaned                 | 779         | 6286     | 774         | 5959     |
| Registered Users         | 5530        | N/A      | 5619        | N/A      |
| Reference Transactions   |             |          |             |          |
| - Adult                  | 581         | 4392     | 639         | 3562     |
| - Children's             | 93          | 922      | 159         | 803      |
| Library Visitors         | 3621        | 24347    | 2917        | 25793    |
| Public Computer Sessions | 101         | 1118     | 143         | 1133     |
| Web Analytics            |             |          |             |          |
| - Visitors               | 950         | 6084     | 783         | 5541     |
| -Number of Visits        | 1737        | 11942    | 1672        | 11746    |
| - Page Visits            | 2771        | 18002    | 2803        | 20368    |

| Programs: (Breakdown attached) | August 2019   |            | August 2018   |            |
|--------------------------------|---------------|------------|---------------|------------|
|                                | # of Programs | Attendance | # of Programs | Attendance |
| - Adult                        | 7             | 50         | 9             | 51         |
| - Young Adult                  | 2             | 11         | 0             | 0          |
| - Children's                   | 30            | 461        | 32            | 583        |

| <b>Date</b> | <b>Children's Programs</b>           | <b>Attendance</b> |
|-------------|--------------------------------------|-------------------|
| 1-Aug       | Rhyme, Bounce & Giggle               | 9                 |
| 1-Aug       | Mysteries of the Night Garden        | 28                |
| 1-Aug       | Walk & wiggle 10:30 am               | 6                 |
| 1-Aug       | Toddler Storytime 11:30 am           | 12                |
| 1-Aug       | Galactic Craft Drop In               | 2                 |
| 2-Aug       | Preschool Storytime 10:30 am         | 20                |
| 2-Aug       | Preschool Storytime 1:30pm           | 13                |
| 2-Aug       | Itty Bitty Playdate                  | 4                 |
| 3-Aug       | Galactic Craft Drop In               | 17                |
| 5-Aug       | Itty Bitty Playdate                  | 2                 |
| 5-Aug       | Rhyme, Bounce & Giggle               | 7                 |
| 6-Aug       | Preschool Storytime 10:30am          | 21                |
| 6-Aug       | Preschool Storytime 1:30 pm          | 16                |
| 7-Aug       | Preschool Film and Coloring 10:30 am | 19                |
| 7-Aug       | Preschool Film and Coloring 1:30 pm  | 11                |
| 8-Aug       | Walk & Wiggle 10:30 am               | 7                 |
| 8-Aug       | Toddler Storytime 11:30 am           | 13                |
| 8-Aug       | Science tellers Finale               | 36                |
| 9-Aug       | Itty Bitty Playdate                  | 11                |
| 9-Aug       | Goosebumps 3:30                      | 15                |
| 10-Aug      | Library Festival                     | 10                |
| 12-Aug      | Bingo for Kids                       | 32                |
| 13-Aug      | Preschool Lego Builders 3:30         | 16                |
| 14-Aug      | Preschool Lego Builder 1:30 pm       | 13                |
| 16-Aug      | Music and Fun                        | 31                |
| 19-Aug      | Craft a Palooza                      | 16                |
| 20-Aug      | Little Yoga 2,3,4 3pm                | 27                |
| 20-Aug      | Little Yoga 5-8 3:45                 | 21                |
| 21-Aug      | Fun with Playdough                   | 17                |
| 29-Aug      | Summer's End pajamarama 6:30         | 9                 |
|             | <b>Total</b>                         | <b>461</b>        |

| <b>Date</b> | <b>Young Adult Programs</b> | <b>Attendance</b> |
|-------------|-----------------------------|-------------------|
| 2-Aug       | Sharpie Coasters            | 4                 |
| 7-Aug       | Teen Finale                 | 7                 |
|             | <b>Total</b>                | <b>11</b>         |

| <b>Date</b> | <b>Adult Programs</b>             | <b>Attendance</b> |
|-------------|-----------------------------------|-------------------|
| 3-Aug       | Needle Felting Workshop           | 6                 |
| 6-Aug       | Learn To Borrow eBooks            | 1                 |
| 13-Aug      | The Siberia Beyond Neptune        | 10                |
| 15-Aug      | Third Thursday Book Club          | 7                 |
| 22-Aug      | Sea Glass Mobile                  | 10                |
| 27-Aug      | Summer Reading Finale: Star Party | 9                 |
| 31-Aug      | Saturday Matinee                  | 7                 |
|             | <b>Total</b>                      | <b>50</b>         |