

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
On-line meeting with Board
No public can attend due to COVID 19 restrictions

Wednesday, February 17, 2021
AGENDA

- I. Call to Order**
- II. Adoption of Minutes**
Regular Meeting, January 20, 2021
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report
 - b. Approval of Disbursements. Month January 2021*
 - c. Financial Reports for January 2021*
- V. Reports**
 - a. Director's Report, January 18th to February 17th, 2021
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
 - a. Approval of 2020 Annual Report* (Grace Riario)
 - b. Progress of sale/closing 61 East Main St. property
 - c. Approve Circulation Assistant and Children's Room Assistant Job Description (from January 2021 Board Packet)
 - d. Discussion ~ transition to new cleaning company
 - e. Oscar's return
 - f. Migration to new email server, Microsoft 365, through RCLS
- VII. New Business**
 - a. Renewal of energy supplier for gas and electric
 - b. Discussion to change cleaning service.
 - c. Application for Registration & ID for raffle
 - d. Resumes submitted for Library Director
 - e. Discussion of status of Fine Free
 - f. Discussion of status to reopen for limited browsing
 - g. Discussion of employee handbook project.
 - h. 2021 Sexual Harassment training
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ March 17, 2021 at 6:30pm

**motion required*

Monthly Meeting of Trustees of Rose Memorial Library Association January, 2021

- **January 20, 2021**, meeting held via zoom conference due to Covid-19 restrictions
- **Present:** James Brooks, Bd. President, Amanda Pagan-Glass, Bd. V.P., Ted Needleman, F. Hollis Griffin, Jr., Richard Eggers

Carole Gomez, Interim Director; Grace Riario, CEO RCLS

1. **Meeting called to order** at 6:36 P.M. by James Brooks
2. **Financial Reports** and supporting information reviewed.

Ted Needleman noted that while various repairs to the physical plant had been required, the funds required had been found within the budget to make them.

Disbursement Journal reviewed and upon **motion** of James Brooks and second by Ted Needleman with all trustees in agreement approved.

3. **Report of Interim Director.**

There were 109 donations to the Library and the monetary contributions were in the amount of \$8,348. This was the annual fund drive.

As of April 1, 2021 the implementation of the RCLS "MS365" system will be completed. Each board member will be assigned a mailbox within the system.

A repair to the heating system in the main library had been necessary and was effected on a more or less emergency basis at a cost of \$662.

It was noted that circulation and dissemination of materials from the Library had decreased but the sense of the Board was that because of the Covid-19 pandemic and restrictions on access to the physical plant

required that the decrease was not as significant as might have been anticipated.

“E-content” use had increased by almost 27% over the corresponding period last year.

The local schools have access to the RCLS Overdrive system with proper school ID as of November, 2020.

Online activities have continued and there is hope they will expand. The Interim Director has made an effort to expand community outreach through various postings on community pages in social media.

An employee of the Library who has been out of work recovering from an injury will have his condition re-evaluated by the end of the month. He may be offered light duty on such terms as may be agreed upon by the Board. His return is important to the function of various E programs at the Library.

4. Old Business

- Sale of 61 East Main Street premises is imminent.

Upon **motion** of Ted Needleman with second by James Brooks and with the approval of all Trustees, the Interim Director was authorized to expend up to \$800. for the purposes of removing the surplus Library equipment from storage there. No organizations that had been contacted with respect to taking the property for their use have expressed interest.

- The implementation of the MSN365 system through our partnership with RCLS is eagerly anticipated.

The issue of licenses for the general public has to be resolved through RCLS.

- Hiring of new executive director

The search continues with assistance from Grace Riario CEO RCLS. A proposed advertisement for the position has been

A proposed form advertisement has been disseminated to the Board has been disseminated to the Board. A general discussion of the financial picture of the Library, the present number of employees and their status as full or part time and the relation to the financial package for a new executive director was discussed. A job description for the executive director had also been also disseminated and was the subject of discussion. It was suggested that Carol Gomez be listed as the contact person at the Library for those interested in the position and that the advertisement in the RCLS system request contact and resume by February 29, 2021.

Upon **motion** of Ted Needleman and second by James Brooks and with the agreement of all Trustees, the job description for the executive director was accepted and approved.

Upon **motion** of Ted Needleman, second by James Brooks and with the assent of all Trustees the advertisement for the executive director was accepted and authorized with a proposed starting salary of \$75,000.

- Other job descriptions

The acceptance of pending job descriptions for circulation clerk, and assistant children's clerk were tabled until next meeting without formal motion. All Trustees agreed.

5. New Business

- Salaries of employees of the Library

The salaries were the subject of general discussion were the subject of discussion. A salary increase of 1.3% had been implemented approved last year. Because of the pandemic restrictions and the different burdens placed on the employees as a result it was the sense of the Board that an increase in

salary was warranted despite declines in circulation and time spent in the Library proper.

Upon motion of James Brooks, second by Ted Needleman, and with the agreement of all Trustees, a 1.3% salary increase was approved for all employees in the coming year.

- Organization of Board of Trustees

Upon motion of James Brook and second by F. Hollis Griffin, Jr. and with the unanimous consent of the Trustees the following slate of officers of the Board of Trustees was approved:

James Brooks, President

Amanda Pagan-Glass, Vice President

Ted Needleman, Treasurer

F. Hollis Griffin, Jr. Secretary

The following committees of the Board of Trustees were established by the agreement of all Trustees:

Marketing/Fundraising: Amanda Pagan-Glass, F. Hollis Griffin, Jr.

Facilities: Richard Eggers, F. Hollis Griffin, Jr.

Finance and Budget: Ted Needleman, Richard Eggers

6. Adjournment

The meeting closed at 8:00 P.M. with thanks to Carole Gomez and Grace Riario for their assistance and continuing efforts on behalf of the Library.

ROSE MEMORIAL LIBRARY ASSOCIATION
FEBRUARY 2020 BOARD MEETING
FINANCIAL NARRATIVE

The financial reports for this month, which are posted on Google Drive, reflect income and expenses as of January 31, 2021. As of that date, we had \$90,175.87 on deposit in our TD Bank Operating account.

The **Merrill** investment accounts had a value of \$432,156.33 as of January 29, 2021.

There were two payrolls in the month of January 2021 total \$15,120.

The largest expenditures include:

- Health Insurance for January in the amount of \$1,759.
- Disability Insurance, \$1,652.
- Sewer Taxes for 79 East Main, \$708.
- Sewer Taxes for 61 East Main, \$782.

Carole Gomez
Interim Director

02/17/2021

Rose Memorial Library Association Profit & Loss

January 2021
Jan 21

Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	925
4015 · Investment Income	1,439
4031 · Library Charges	4
Total Income	<u>2,368</u>
Gross Profit	2,368
Expense	
6001 · Salaries	15,120
6002 · Benefits	3,163
6007 · Office Postage	305
6010 · Repairs and Maintenance	1,018
6011 · Health Insurance Premiums Paid	1,759
6015 · Telecommunications	111
6017 · Utilities	20
6019 · Dues/Fees	1
6028 · Sewer Taxes	1,490
6031 · Internet Access	145
6043 · Retirement 403B	0
6051 · Computer Technical Support	380
6101 · Capital Expenditures	
6150 · AV	284
Total 6101 · Capital Expenditures	<u>284</u>
6300 · Supplies	432
Total Expense	<u>24,228</u>
Net Ordinary Income	(21,860)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>(21,860)</u></u>

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January 2021

	Jan 21 *	Budget *	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	0	0	0	0%
4010 · LLSWA State Aid	0	0	0	0%
4011 · Grants & Aid	0	0	0	0%
4014 · Fundraising Income - App	925	5,271	(4,346)	18%
4015 · Investment Income	1,439	1,667	(228)	86%
4016 · Gifts and Donations	0	0	0	0%
4018 · Friends - Income	0	17	(17)	0%
4031 · Library Charges	4	333	(329)	1%
4032 · Other Income	0	325	(325)	0%
4038 · Rental Income - 61 E. Mai	0	0	0	0%
Total Income	2,368	7,613	(5,245)	31%
Gross Profit	2,368	7,613	(5,245)	31%
Expense				
6001 · Salaries	15,120	29,319	(14,199)	52%
6002 · Benefits	3,163	2,901	262	109%
6007 · Office Postage	305	167	138	183%
6008 · Accounting & Other Prof	0	113	(113)	0%
6009 · Legal	0	508	(508)	0%
6010 · Repairs and Maintenance	1,018	1,672	(654)	61%
6011 · Health Insurance Premiur	1,759	1,945	(186)	90%
6015 · Telecommunications	111	254	(143)	44%
6017 · Utilities	20	721	(701)	3%
6018 · Insurance	0	515	(515)	0%
6019 · Dues/Fees	1	151	(150)	1%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	145	135	10	107%
6032 · Ansernet Service Fee	0	3,010	(3,010)	0%
6034 · Software Licensing Fees	0	147	(147)	0%
6035 · Newsletters	0	1,844	(1,844)	0%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotio	0	358	(358)	0%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	0	549	(549)	0%
6051 · Computer Technical Supr	380	250	130	152%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	0	0	0	0%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital F	0	225	(225)	0%
6100 · Books	0	2,254	(2,254)	0%
6150 · AV	284	1,192	(908)	24%
Total 6101 · Capital Expenditure	284	3,671	(3,387)	8%
6125 · Serials	0	353	(353)	0%
6200 · Programs	0	625	(625)	0%
6300 · Supplies	432	873	(441)	49%
6819 · Covid 19 Expenses	0	0	0	0%
Total Expense	24,228	51,846	(27,618)	
Net Ordinary Income	(21,860)	(44,233)	22,373	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0	0	0	
Total Other Expense	0	0	0	
Net Other Income	0	0	0	
Net Income	(21,860)	(44,233)	22,373	

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January 2021

	Jan 21 *	Budget *	\$ Over Budget	% of Budget
Cash Balances:				
	1/1/2021	1/31/2021		
Operating Acct - TD Bank	129,859.09	98,966.17		
Payroll Acct -TD Bank	10.68	9042.8		
Savings Acct - TD Bank	7,501.00	7,501.32		
Bank CDs - Future Fund	0	0		
Bank CDs - Other	0	0		
Petty Cash	111.26	111.26		
Merrill Lynch	436,722.90	436,724.08		
Total	574,204.93	552,345.63		

Legend:

* 2020 Budget Amounts

Rose Memorial Library Association Cash Disbursement Report

As of January 31, 2021

Date	Numb	Name	Memo	Paid Amount
01/03/2021			Payroll Funds Transfer	(8,600)
01/04/2021	EFT ADP		PAYROLL PROCESSING FEES -	(68)
01/05/2021			Deposit	515
01/05/2021			Deposit	1,014
01/05/2021			Deposit	419
01/06/2021	9243	OPTIMUM	Phone & Internet	(256)
01/06/2021	9244	Oxford Health Plans	Health Insurance - January 2021	(879)
01/06/2021	9245	Receiver of Taxes	Sewer Taxes 79 E. Main Street	(708)
01/06/2021	9246	Rockland Carting	Garbage & Recycle	(110)
01/06/2021	9247	Staples		(305)
01/07/2021			Deposit	200
01/13/2021	9248	Avaya Financial Services	Phone Rental	(90)
01/13/2021	9249	Demco Software	Annual Subscription - Evanced - Difference	(66)
01/13/2021	9250	Parity-Whats, Inc. d/b/a Vanguard Cleani	Monthly Cleaning January 2020	(650)
01/13/2021	9251	Pitney Bowes Global Financial Services LL	Postage Meter rental 1/21/2021-4/19/2021	(60)
01/13/2021	9252	Quill Corporation		(67)
01/13/2021	9253	Reddi Alarm	Monitoring Fire/Burglar Alarm	(168)
01/13/2021	9254	Tech Spectrum IT Consulting, Inc.	Remote monitoring and virus monitoring	(380)
01/14/2021			Deposit	90
01/14/2021			Deposit	4
01/15/2021	EFT ADP		PAYROLL PROCESSING FEES -	(66)
01/17/2021			Payroll Funds Transfer	(7,675)
01/18/2021	9255	Oxford Health Plans	Health Insurance - February 2021	(879)
01/18/2021	9256	Purchase Power	Postage	(181)
01/18/2021	9257	Ramapo Catskill Library System	Consumer Reports Database 1st Qtr 2021	(218)
01/18/2021	9258	Receiver of Taxes	Sewer Taxes 61 E. Main Street	(782)
01/18/2021	9259	Standard Security Life Insurance Company	Disability Insurance	(1,652)
01/18/2021	9260	SUEZ Water New York	Water Bill Account	(20)
01/19/2021			Deposit	20
01/20/2021	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
01/25/2021			Deposit	100
01/27/2021	EFT ADP		PAYROLL PROCESSING FEES -	(163)
01/29/2021	EFT ADP		PAYROLL PROCESSING FEES -	(66)
01/31/2021			Payroll Funds Transfer	(9,025)
01/31/2021			Interest	5
Total 1000 - Operating Account - TD Bank				(30,892)

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

January 2021

	Jan 21	Jan 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4014 · Fundraising Income - Appeal	925.00	1,290.00	-365.00	-28.3%
4015 · Investment Income				
4033 · Interest Income	5.49	30.01	-24.52	-81.71%
4015 · Investment Income - Other	1,433.29	3,065.28	-1,631.99	-53.24%
Total 4015 · Investment Income	1,438.78	3,095.29	-1,656.51	-53.52%
4016 · Gifts and Donations	0.00	32.30	-32.30	-100.0%
4031 · Library Charges	3.80	224.12	-220.32	-98.3%
4032 · Other Income	0.00	221.60	-221.60	-100.0%
4038 · Rental Income - 61 E. Main	0.00	1,225.00	-1,225.00	-100.0%
Total Income	2,367.58	6,088.31	-3,720.73	-61.11%
Gross Profit	2,367.58	6,088.31	-3,720.73	-61.11%
Expense				
6001 · Salaries	15,119.72	27,187.36	-12,067.64	-44.39%
6002 · Benefits				
6023 · Payroll Processing Fees	362.59	369.02	-6.43	-1.74%
6002 · Benefits - Other	2,800.08	3,634.69	-834.61	-22.96%
Total 6002 · Benefits	3,162.67	4,003.71	-841.04	-21.01%
6007 · Office Postage	305.00	460.00	-155.00	-33.7%
6008 · Accounting & Other Prof Fees	0.00	5,519.00	-5,519.00	-100.0%
6009 · Legal	0.00	612.50	-612.50	-100.0%
6010 · Repairs and Maintenance				
6014 · R & M Equipment	89.69	347.69	-258.00	-74.2%
6029 · Maintenance- Grounds	0.00	450.00	-450.00	-100.0%
6030 · R & M - Building				
6020 · Custodial Supplies	0.00	27.18	-27.18	-100.0%
6030 · R & M - Building - Other	928.00	3,382.99	-2,454.99	-72.57%
Total 6030 · R & M - Building	928.00	3,410.17	-2,482.17	-72.79%
Total 6010 · Repairs and Maintenance	1,017.69	4,207.86	-3,190.17	-75.82%
6011 · Health Insurance Premiums Paid	1,758.60	3,091.84	-1,333.24	-43.12%
6015 · Telecommunications	111.06	225.79	-114.73	-50.81%
6017 · Utilities				
6404 · Utilities-61 E. Main Street	0.00	86.50	-86.50	-100.0%
6017 · Utilities - Other	19.86	1,446.71	-1,426.85	-98.63%
Total 6017 · Utilities	19.86	1,533.21	-1,513.35	-98.71%
6019 · Dues/Fees				
6024 · Bank Chgs/ML Fees	1.00	33.72	-32.72	-97.03%
6019 · Dues/Fees - Other	0.00	58.41	-58.41	-100.0%
Total 6019 · Dues/Fees	1.00	92.13	-91.13	-98.92%
6028 · Sewer Taxes				
6411 · Property Taxes - 61 E. Main	781.86	752.85	29.01	3.85%
6028 · Sewer Taxes - Other	708.41	702.88	5.53	0.79%
Total 6028 · Sewer Taxes	1,490.27	1,455.73	34.54	2.37%
6031 · Internet Access	145.16	285.96	-140.80	-49.24%
6032 · Ansernet Service Fee	0.00	3,577.72	-3,577.72	-100.0%
6036 · Fundraising				
6038 · Fundraising Postage	0.00	537.99	-537.99	-100.0%
Total 6036 · Fundraising	0.00	537.99	-537.99	-100.0%
6043 · Retirement 403B	0.00	0.00	0.00	0.0%
6046 · Movie Licensing Contract	0.00	387.00	-387.00	-100.0%
6051 · Computer Technical Support	380.00	0.00	380.00	100.0%
6101 · Capital Expenditures				
6100 · Books				

Rose Memorial Library Association Profit & Loss Prev Year Comparison January 2021

	Jan 21	Jan 20	\$ Change	% Change
6100-A · Books	0.00	92.17	-92.17	-100.0%
6100-C · Books- Children	0.00	714.33	-714.33	-100.0%
Total 6100 · Books	0.00	806.50	-806.50	-100.0%
6150 · AV				
6110 · AV-Audio				
6115 · Audio Books	0.00	266.76	-266.76	-100.0%
Total 6110 · AV-Audio	0.00	266.76	-266.76	-100.0%
6130 · Video Tapes and DVDs	0.00	25.34	-25.34	-100.0%
6141 · Digital Reading Technology	218.06	907.66	-689.60	-75.98%
6160 · Software	66.15	60.00	6.15	10.25%
Total 6150 · AV	284.21	1,259.76	-975.55	-77.44%
Total 6101 · Capital Expenditures	284.21	2,066.26	-1,782.05	-86.25%
6125 · Serials	0.00	100.00	-100.00	-100.0%
6200 · Programs				
6210 · Adult Program Fees	0.00	425.00	-425.00	-100.0%
6220 · Child's Program Fees	0.00	300.00	-300.00	-100.0%
Total 6200 · Programs	0.00	725.00	-725.00	-100.0%
6300 · Supplies				
6013 · Library Supplies	0.00	165.96	-165.96	-100.0%
6027 · Office Supplies & Expense				
6041 · Equipment Rental	60.00	0.00	60.00	100.0%
6027 · Office Supplies & Expense - Other	371.64	1,904.83	-1,533.19	-80.49%
Total 6027 · Office Supplies & Expense	431.64	1,904.83	-1,473.19	-77.34%
6301 · Program Supplies - Adult	0.00	2.99	-2.99	-100.0%
6302 · Program Supplies - Children's	0.00	165.08	-165.08	-100.0%
6304 · Program Supplies - Young Adults	0.00	278.13	-278.13	-100.0%
Total 6300 · Supplies	431.64	2,516.99	-2,085.35	-82.85%
Total Expense	24,226.88	58,586.05	-34,359.17	-58.65%
Net Ordinary Income	-21,859.30	-52,497.74	30,638.44	58.36%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-21,859.30	-52,497.74	30,638.44	58.36%

Rose Memorial Library Association

Balance Sheet

As of January 31, 2021

Jan 31, 21

ASSETS

Current Assets

Checking/Savings

1000 · Operating Account - TD Bank	98,966.17
1005 · Payroll Acct - TD Bank	9,042.80
1006 · Savings - Special Funds	7,501.32
1040 · Petty Cash	111.26

Total Checking/Savings 115,621.55

Accounts Receivable

1110 · Accounts Receivable	
1111 · Accrued Interest Income	-7,678.72
1110 · Accounts Receivable - Other	1,089.63
Total 1110 · Accounts Receivable	<u>-6,589.09</u>

Total Accounts Receivable -6,589.09

Other Current Assets

1033 · Merrill Lynch Cash Acct	62,965.34
1036 · Merrill Lynch Cash - Future Fund	82,481.63
1201 · Merrill Lynch Investment Acct	
1202 · Municipal Bonds	
1206 · Discount/Premiums Paid	34,245.46
1202 · Municipal Bonds - Other	252,188.37
Total 1202 · Municipal Bonds	<u>286,433.83</u>
1208 · Municipal Bonds - Future Fund	
1209 · Discounts/Premiums-Future Fund	10,045.20
1208 · Municipal Bonds - Future Fund - Other	75,148.00
Total 1208 · Municipal Bonds - Future Fund	<u>85,193.20</u>
1201 · Merrill Lynch Investment Acct - Other	<u>-81,372.77</u>
Total 1201 · Merrill Lynch Investment Acct	<u>290,254.26</u>
1450 · Prepaid expenses	4,036.25
Total Other Current Assets	<u>439,737.48</u>

Total Current Assets 548,769.94

Fixed Assets 820,960.17

TOTAL ASSETS 1,369,730.11

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2150 · Accrued expenses - other	17,219.98
2620 · Escrow Payable-61 East Main	2,400.00

Total Other Current Liabilities 19,619.98

Total Current Liabilities 19,619.98

Total Liabilities 19,619.98

Equity

3010 · Unrestrict (retained earnings)	-307,432.37
3998 · Fund Balance	1,679,401.80
Net Income	-21,859.30

Total Equity 1,350,110.13

TOTAL LIABILITIES & EQUITY 1,369,730.11

**ROSE MEMORIAL LIBRARY
FEBRUARY 2021 MEETING
INTERIM DIRECTOR'S REPORT**

General Overview:

- As of 02/12/2021, the 2021 Annual Appeal has received 198 donations totaling \$8,523. All monies processed, deposited and thank you letters sent.
- The COVID-19 positivity rates for Stony Point, as well as North Rockland and Rockland County, spiked in mid-January. Although they have come down a bit, they seem to have stabilized at between 5.2% and 5.9%. Therefore, **Curbside Pickup Only** continues successfully for our patrons and staff.
- Due to the inclement weather, RML has had to close five days since the last meeting, as well as one late open. Every closure takes into careful consideration the safety of patrons and staff.

Personnel:

- Oscar Chrin, Adult Services Librarian, has returned from his Worker's Comp sabbatical. He is delighted to be back at work, is using a cane and attending PT three mornings a week.
- The ad for the Library Director position has received three inquiries. Grace Riario, Executive Director of RCLS, has expanded the posting as of 2/12/2021.
- All 2021 staff increases were processed. Each staff member received a personal memo.

Building:

Gretchen Pollack, Library Operations Manager, has interviewed and received bids from three cleaning services to explore the possibility of replacing Vanguard Cleaning who currently charges \$650 per month plus \$80 for supplies totaling \$730. Vanguard has room for improvement. (see more info in Gretchen's report). The information (cleaning 3X per week) for the three companies is as follows:

1. Budget Home & Office Cleaning, New City, \$780 plus RML purchases paper towels, hand soap and garbage bags.
2. Raines Cleaning Hands, LLD, Chestnut Ridge, \$650 per month plus RML purchases paper towels, hand soap and garbage bags
3. Diamond Shine Cleaning, Stony Point, \$715 per month, plus RML purchases paper towels, hand soap and garbage bags. \$823 including supplies.

After careful analysis, Gretchen's preference is Diamond Shine Cleaning located in Stony Point. They are not only local but all cleaning staff work directly for them with no contracted workers.

Technology:

RCLS is moving forward with the Microsoft 365 migration. FAQs packets have been sent to all Directors. There are training videos available as well as training sessions every Tuesday and Thursday in March for staff. Next week, emails will go out to RML staff and all mandatory training will be documented to ensure 100% compliance. The Board

members are slated to receive @rcls.org email addresses. The migration will take place April 1st through April 4th. During this time, there will be no access to email but it's Easter weekend so the hope is that it will not interfere with daily operations.

RCLS:

On 2/12, Grace and I had a Zoom meeting to review the 2020 Annual Report. She complimented the RML teamwork and cooperation she received. The report is complete with one small correction which will be addressed 2/15. It should be on Google Drive for review before the meeting. It needs to be approved at the 2/17 meeting.

Financials & Statistics:

- Laura has posted the Financials and Stats to Google Drive.
- There was an issue with the Key Bank credit cards. The account has been updated with names of former staff removed.
- Berard & Associates are prepared to complete the 990 and Quickbooks review. There is a short delay due to snow closures.

Miscellaneous:

- Oscar and I are working to update the information on the website as a result of a complaint from a former Board member that it is not complete. As soon as it's complete, I will email a response. Grace has approved this plan.
- Hollis emailed me a copy of the Raffle Application for Registration & ID. All of the required information appears to be available and the financials easily accessible.
- Jim Mahoney's email has been cleaned up. At this time, I am just monitoring it. It will be deleted end of February.
- With permission from the Town Clerk and Building Inspector, a dumpster was brought to 61 East Main and the building is now empty.

Oscar Chrin, Adult Services

I just returned to work at the start of February following several months on leave due to my workplace injury. Right now, I am focusing on catching up on collection development and working on having some virtual programs for adults on the calendar for March.

Susan Babcock, Children's Services

- Take & Make crafts have been keeping us busy as we have over 50 children registered for February. Our Tween/Teen Loot box registration filled on the first day as well.
- Emails have been going out reminding families of upcoming program registrations. In my recent email, I alerted families that they could contact me to create "book bundles" for pick up.
- We have had at least 6-7 responses asking for "book bundles" for pick up.
- Zumbini for preschoolers/toddlers will begin a six-week virtual session later in the month and go through the end of March.
- Work on the collection is still happening including necessary weeding, shifting and relabeling materials as needed.

- Summer Reading preparation is already happening. RML will host an eight-week program with virtual programming happening daily during the eight weeks. I have once again hired Page Turners Adventures who create professionally produced shows, crafts, recipes, author visits and guest performers for our program. They offer a very good discount to the library system for multiple bookings and we were able to get a ton of programming at a really great price.
- In March I will participate in a Virtual Summer Reading workshop in order to collect more ideas for programming.

Gretchen Pollack, Library Operations Manager

- Patrons did a total of 316 curbside pickups during the month of January, an average of 11 curbside pickups per day.
- Staff continues to provide solutions for patrons' needs during this odd time when they are not entering the building (i.e., printing materials for curbside pickup, curbside notary services, curbside pickup of the Rockland County Times, curbside pickup of tax forms, etc.)
- Staff continues to provide even stronger reader's advisory (books), viewer's advisory (DVDs) and listener's advisory (CDs) for our patrons. We are developing a more thorough understanding of what individual patrons like and are making recommendations accordingly. This is just one of the many reasons we are so thrilled to have Oscar back at work; he has such a broad knowledge of many different genres and is great at making recommendations. We have a patron who consistently looks for "an Oscar pick" as he has been so happy with books previously suggested by Oscar.
- Patrons are so appreciative of being able to get their items during this time of Covid. One patron said that being able to sit down and read a library book was the only time that "life felt normal". We have had several patrons bring us edible goodies as tokens of their appreciation.
- It seems (fingers crossed) like our book suppliers are starting to return to a more normal level of operation. We are delighted to receive several hot items in January before their actual release date.
- Staff continues to be vigilant about PPE and quarantining all potentially germ-ridden material.
- The lock on the AV book drop has been troublesome. Occasionally we have trouble relocking the bookdrop after emptying it. Some days it is trickier than others and some staff members are more perseverant than others, but one of us is always able to get it to lock eventually. It is not urgent at this point but I feel we will need to have a locksmith install a new lock eventually.
- We continue to serve our homebound patrons with RCLS Books by Mail.
- As requested by the Board at the 12/18 meeting, bids were obtained for cleaning services submitted with my recommendations (see **Building** section). We had temporarily been having the building cleaned six days a week but returned to our usual three times per week effective January 2021. Staff complaints about the quality of the cleaning provided have been plentiful for over a year. (That is why our previous Director had begun the process of seeking a replacement.) In the interest of safety during the pandemic, the staff has been taking it upon themselves to clean and sanitize.

Rose Memorial Library Statistics

	January 2021	YTD 2021	January 2020	YTD 2020
Circulation:	1281	1281	3523	3523
Inter Library Loan				
- Borrowed	746	746	599	599
- Loaned	821	821	741	741
Registered Users	5669	N/A	5615	N/A
Reference Transactions				
- Adult	0	0	503	503
- Children's	0	0	43	43
Library Visitors	746	746	2514	2514
Public Computer Sessions	0	0	94	94
Web Analytics				
- Visitors	608	608	803	803
- Number of Visits	1262	1262	1590	1590
- Page Visits	2508	2508	2648	2648

Programs: (Breakdown attached)	January 2021		January 2020	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	0	0	9	45
- Young Adult	0	0	1	2
- Children's	0	0	14	199

Date
January 31, 2021

Children's Programs

None

Young Adult Programs

None

Adult Programs

None

Attendance

	January 2021	YTD 2021	January 2020	YTD 2020
Adult Collection				
Fiction Books	231	231	425	425
New Fiction	20	20	24	24
Express Books	83	83	373	373
Large Print Books	117	117	159	159
Non Fiction Books	179	179	190	190
Total Adult Books	630	630	1171	1171
CD/Audio	37	37	115	115
DVD	169	169	557	557
Misc.	0	0	0	0
Periodicals	36	36	87	87
TOTAL ADULT CIRC	872	872	1930	1930
Juvenile Collection				
Fiction Books	212	212	948	948
Non-Fiction Books	66	66	180	180
Express Books	0	0	2	2
Total Juv Books	278	278	1130	1130
CD/Audio	6	6	7	7
DVD	52	52	239	239
Misc.	0	0	0	0
Periodicals	0	0	7	7
TOTAL Juvenile Circ	336	336	1383	1383
YA Collection				
Fiction Books	26	26	60	60
Non-Fiction Books	3	3	2	2
Express Books	1	1	0	0
CD/Audio	0	0	0	0
DVD	0	0	6	6
TOTAL YA Circ	30	30	68	68
		0		
Graphic Books	41	41	116	116
Games	2	2	26	26
GRAND TOTAL	1281	1281	3523	3523
All Books	979	979	2479	2479
All AV	264	264	924	924
Periodicals	36	36	94	94
Games	2	2	26	26
Misc	0	0	0	0
	1281	1281	3523	3523