

**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, January 20, 2021**

**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes**  
Regular Meeting, December 17, 2020
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report
  - b. Approval of Disbursements. Month December 31, 2020\*
  - c. Financial Reports for December 2020\*
- V. Reports**
  - a. Director's Report, December 17<sup>th</sup> through January 17<sup>th</sup>, 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. Progress of sale/closing 61 East Main St. property
- VII. New Business**
  - a. Approval of Berard & Associates to prepare 990\*
  - b. Approval of 2021 Board Meeting dates\*
  - c. Migration to new email server, Microsoft 365, through RCLS
  - d. Review of first draft from Grace Riario for Library Director
  - e. Approve Circulation Assistant and Children's Room Assistant Job Description.
  - f. Approve annual increases.
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

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

*\*motion required*

**ROSE MEMORIAL LIBRARY**  
**79 East Main Street**  
**STONY POINT, NEW YORK**  
**BOARD OF TRUSTEES MINUTES**  
**Regular Meeting December 17, 2020 (Zoom Meeting)**

**Present:** (5/5) James Brooks, Hollis Griffin Jr, Ted Needleman, Amanda Pagan-Glass, Richard Eggers. (James Mahoney, Library Director)

The meeting opened at 6:41pm as a Zoom meeting.

**Minutes** of previous meetings:

The minutes of the Regular Meeting of November were unavailable at this time.

**Public Comments:** None

**Financial Reports:** The financial reports were reviewed and upon motion of James Brooks and seconded by Ted Needleman, they were unanimously approved. It was noted that the Balance Sheet need only to be run on a quarterly basis. Upon motion by James Brooks and seconded by Ted Needleman, this was unanimously approved.

**Director's Report.**

Mr Mahoney verbally reviewed his monthly report. Our curbside service continues. Regarding the operating budget for 2021, the Director was asked to list the items that need adjustment from the 2020 amount.

**Holiday Celebration:** Due to the Coronavirus pandemic, we will not have an in-person holiday celebration. The Board approved a \$100 bonus to the full-time employees and \$50 to the part timers. This will include the recently retire staff Ann Ludwig and Rosina Hoey. This will be in the form of gift cards to Lynch's Restaurant.

**Committee Reports:**

Long Range Planning: Ms. Pagan-Glass, Chair, reported on the progress of the formulation of the new Long-Range Plan.

**Old Business:** Sale of 61 EAST Main St property. The closing is tentatively scheduled for on or about December 31<sup>st</sup>.

**New Business: Publicity and Events:** Amanda suggested a cabaret of local talent in the new year, such as a Battle of the Bands with a dance; a raffle and other possibilities. A Chapter 414 vote in November for a permissible referendum was discussed including the need for short term, mid-term and long-term plans.

Ted recommended coding classes for middle school girls held several times a year and the need for corporate sponsors. There is a sportswriter for the Daily News who lives in Stony Point that might be approached for assistance.

Women and STEM was also suggested as a program to pursue. Need for community outreach.

The meeting adjourned at 7:39pm

The next regular meeting will be held on Wednesday, January 20, 2021.

Submitted by  
James Mahoney

Rose Memorial Library Association  
Profit & Loss  
December 2020

	<u>Dec 20</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	7,648
4015 · Investment Income	2,961
4032 · Other Income	169
Total Income	<u>10,779</u>
Gross Profit	<u>10,779</u>
Expense	
6001 · Salaries	21,226
6002 · Benefits	1,693
6007 · Office Postage	(117)
6008 · Accounting & Other Prof Fees	1,950
6009 · Legal	563
6010 · Repairs and Maintenance	5,179
6015 · Telecommunications	111
6017 · Utilities	1,316
6019 · Dues/Fees	44
6031 · Internet Access	145
6036 · Fundraising	2,104
6043 · Retirement 403B	0
6051 · Computer Technical Support	285
6101 · Capital Expenditures	
6100 · Books	5,138
6150 · AV	711
Total 6101 · Capital Expenditures	<u>5,848</u>
6200 · Programs	175
6300 · Supplies	1,841
6819 · Covid 19 Expenses	48
Total Expense	<u>42,413</u>
Net Ordinary Income	(31,634)
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>(31,634)</u></u>

Rose Memorial Library Association  
**YTD Profit & Loss Budget vs. Actual**  
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	200,000	200,000	0	100%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	3,097	4,400	(1,303)	70%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	10,395	9,250	1,145	112%
4015 · Investment Income	19,468	20,000	(532)	97%
4016 · Gifts and Donations	223	0	223	100%
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	1,163	4,000	(2,837)	29%
4032 · Other Income	1,947	3,900	(1,953)	50%
4038 · Rental Income - 61 E. Main	13,475	0	13,475	100%
<b>Total Income</b>	<b>544,768</b>	<b>537,750</b>	<b>7,018</b>	<b>101%</b>
<b>Gross Profit</b>	<b>544,768</b>	<b>537,750</b>	<b>7,018</b>	<b>101%</b>
<b>Expense</b>				
6001 · Salaries	341,988	351,833	(9,845)	97%
6002 · Benefits	31,668	34,809	(3,141)	91%
6007 · Office Postage	1,599	2,000	(401)	80%
6008 · Accounting & Other Prof Fees	7,469	1,350	6,119	553%
6009 · Legal	3,733	6,100	(2,367)	61%
6010 · Repairs and Maintenance	32,911	20,069	12,842	164%
6011 · Health Insurance Premiums P	16,461	23,342	(6,881)	71%
6015 · Telecommunications	1,340	3,044	(1,704)	44%
6017 · Utilities	8,896	8,650	246	103%
6018 · Insurance	6,180	6,174	6	100%
6019 · Dues/Fees	2,496	1,815	681	138%
6028 · Sewer Taxes	1,456	700	756	208%
6031 · Internet Access	1,731	1,618	113	107%
6032 · Ansernet Service Fee	13,641	12,039	1,602	113%
6034 · Software Licensing Fees	0	1,760	(1,760)	0%
6035 · Newsletters	1,512	7,375	(5,863)	21%
6036 · Fundraising	2,642	2,950	(308)	90%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	1,936	4,300	(2,364)	45%
6046 · Movie Licensing Contract	387	565	(178)	68%
6050 · RCLS Service Fee	2,195	2,195	0	100%
6051 · Computer Technical Support	6,625	3,000	3,625	221%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	420	600	(180)	70%
6101 · Capital Expenditures	45,450	44,051	1,399	103%
6125 · Serials	3,947	4,234	(287)	93%
6200 · Programs	4,076	10,500	(6,424)	39%
6300 · Supplies	10,481	11,275	(794)	93%
6819 · Covid 19 Expenses	4,654			
<b>Total Expense</b>	<b>555,894</b>	<b>566,848</b>	<b>(10,954)</b>	
<b>Net Ordinary Income</b>	<b>(11,126)</b>	<b>(29,098)</b>	<b>17,972</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>(11,126)</b>	<b>(29,098)</b>	<b>17,972</b>	

Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget ; of Budget</u>
Cash Balances:			
	1/1/2020	12/31/2020	
Operating Acct - TD Bank	108,931.84	129,859.09	
Payroll Acct -TD Bank	45.32	10.68	
Savings Acct - TD Bank	7,497.25	7,501.00	
Bank CDs - Future Fund	0	0	
Bank CDs - Other	0	0	
Petty Cash	97.01	111.26	
Merrill Lynch	468,760.24	436,722.90	
Total	585,331.66	574,204.93	

## Rose Memorial Library Association Profit & Loss Prev Year Comparison

January through December 2020

Ordinary Income/Expense	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
<b>Income</b>				
4000 · Tax Levy	200,000.00	200,000.00	0.00	0.0%
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	3,097.00	4,416.00	-1,319.00	-29.9%
4011 · Grants & Aid	0.00	1,000.00	-1,000.00	-100.0%
4014 · Fundraising Income - Appeal	10,395.17	9,402.97	992.20	10.6%
4015 · Investment Income	19,467.55	11,203.97	8,263.58	73.8%
4016 · Gifts and Donations	222.95	629.40	-406.45	-64.6%
4018 · Friends - Income	0.00	10.00	-10.00	-100.0%
4031 · Library Charges	1,163.43	3,134.79	-1,971.36	-62.9%
4032 · Other Income	1,947.30	5,399.66	-3,452.36	-63.9%
4038 · Rental Income - 61 E. Main	13,475.00	14,700.00	-1,225.00	-8.3%
<b>Total Income</b>	<u>544,768.40</u>	<u>544,896.79</u>	<u>-128.39</u>	<u>0.0%</u>
<b>Gross Profit</b>	544,768.40	544,896.79	-128.39	0.0%
<b>Expense</b>				
6001 · Salaries	341,988.13	363,760.13	-21,772.00	-6.0%
6002 · Benefits	31,668.41	33,948.97	-2,280.56	-6.7%
6007 · Office Postage	1,598.99	1,774.70	-175.71	-9.9%
6008 · Accounting & Other Prof Fees	7,469.00	3,850.00	3,619.00	94.0%
6009 · Legal	3,732.50	2,382.50	1,350.00	56.7%
6010 · Repairs and Maintenance	32,911.48	20,826.43	12,085.05	58.0%
6011 · Health Insurance Premiums Paid	16,460.71	17,355.63	-894.92	-5.2%
6015 · Telecommunications	1,339.71	1,306.05	33.66	2.6%
6017 · Utilities	8,896.28	8,693.32	202.96	2.3%
6018 · Insurance	6,180.35	3,475.00	2,705.35	77.9%
6019 · Dues/Fees	2,496.32	1,951.17	545.15	27.9%
6026 · Miscellaneous	0.00	200.00	-200.00	-100.0%
6028 · Sewer Taxes	1,455.73	1,349.73	106.00	7.9%
6031 · Internet Access	1,730.80	1,501.59	229.21	15.3%
6032 · Ansernet Service Fee	13,641.38	12,535.28	1,106.10	8.8%
6034 · Software Licensing Fees	0.00	563.55	-563.55	-100.0%
6035 · Newsletters	1,512.08	7,081.15	-5,569.07	-78.7%
6036 · Fundraising	2,642.42	2,072.25	570.17	27.5%
6043 · Retirement 403B	0.00	1,125.00	-1,125.00	-100.0%
6045 · Advertising and Promotion	1,936.00	3,925.98	-1,989.98	-50.7%
6046 · Movie Licensing Contract	387.00	567.70	-180.70	-31.8%
6050 · RCLS Service Fee	2,195.23	2,275.04	-79.81	-3.5%
6051 · Computer Technical Support	6,625.00	7,700.00	-1,075.00	-14.0%
6053 · Website Hosting Fee	419.68	699.71	-280.03	-40.0%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	413.46	3,297.28	-2,883.82	-87.5%
6100 · Books				
6100-A · Books	17,723.71	18,203.96	-480.25	-2.6%
6100-C · Books- Children	7,321.97	4,472.17	2,849.80	63.7%
6100-YA · Books- YA	955.33	980.91	-25.58	-2.6%
6100 · Books - Other	-24.80	34.00	-58.80	-172.9%
<b>Total 6100 · Books</b>	<u>25,976.21</u>	<u>23,691.04</u>	<u>2,285.17</u>	<u>9.7%</u>
6150 · AV	19,060.80	14,729.41	4,331.39	29.4%
<b>Total 6101 · Capital Expenditures</b>	<u>45,450.47</u>	<u>41,717.73</u>	<u>3,732.74</u>	<u>9.0%</u>
6125 · Serials	3,947.21	4,279.21	-332.00	-7.8%
6200 · Programs	4,076.00	10,072.50	-5,996.50	-59.5%
6300 · Supplies				
6013 · Library Supplies	664.02	1,037.14	-373.12	-36.0%
6027 · Office Supplies & Expense	7,366.82	8,104.17	-737.35	-9.1%
6301 · Program Supplies - Adult	74.25	618.58	-544.33	-88.0%
6302 · Program Supplies - Children's	1,350.39	1,991.15	-640.76	-32.2%
6304 · Program Supplies - Young Adults	1,025.05	477.96	547.09	114.5%
<b>Total 6300 · Supplies</b>	<u>10,480.53</u>	<u>12,229.00</u>	<u>-1,748.47</u>	<u>-14.3%</u>
6819 · Covid 19 Expenses	4,653.72	0.00	4,653.72	100.0%
8500 · Misc expenses	0.00	800.00	-800.00	-100.0%
<b>Total Expense</b>	<u>555,895.13</u>	<u>570,019.32</u>	<u>-14,124.19</u>	<u>-2.5%</u>
<b>Net Ordinary Income</b>	<u>-11,126.73</u>	<u>-25,122.53</u>	<u>13,995.80</u>	<u>55.7%</u>

Rose Memorial Library Association  
**Profit & Loss Prev Year Comparison**  
 January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
Other Income/Expense				
Other Income				
6800* - Unrealized gain (loss)	0.00	14,589.09	-14,589.09	-100.0%
Total Other income	0.00	14,589.09	-14,589.09	-100.0%
Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	14,589.09	-14,589.09	-100.0%
Net Income	-11,126.73	-10,533.44	-593.29	-5.6%



Rose Memorial Library Association  
Cash Disbursement Report  
As of December 31, 2020

1000 - Operating Account - TD Bank

Date	Num	Name	Memo	Paid Amount
12/01/2020			Deposit	291
12/02/2020			Deposit	1,964
12/02/2020			Deposit	1,000
12/04/2020			PAYROLL PROCESSING FEES -	(68)
12/05/2020			Payroll Fund Transfer	(12,050)
12/08/2020			Deposit	35
12/08/2020			Deposit	470
12/08/2020			Deposit	310
12/09/2020	9206	Berard&Associates CPA's P.C.	Preparation of 2019 Tax Returns	1,100
12/09/2020	9207	Blackstone Audio, Inc.	Digital Technology Reading	(1,750)
12/09/2020	9208	Brodart - Books	Books	(101)
12/09/2020	9209	EJ Stubbenvoll Landscaping LLC	VOID: Snow Removal Contract 61 E. Main Street	(1,795)
12/09/2020	9210	EJ Stubbenvoll Landscaping LLC	Snow Removal Contract 79 E. Main Street	0
12/09/2020	9211	KeyBank	Facebook Video Cooking Demonstration for Teens (12/16/2020)	(1,600)
12/09/2020	9212	Nancy Kaufner	Gas & Electric 79 E. Main Street	(242)
12/09/2020	9213	O & R	Gas & Electric 79 E. Main Street	(175)
12/09/2020	9214	OPTIMUM	Phone & Internet	(566)
12/09/2020	9215	Midwest Tape	Digital Technology Reading	(256)
12/09/2020	9216	Orange & Rockland	Gas & Electric 61 E. Main Street	(181)
12/09/2020	9217	Parly-Whatts, Inc. db/a Vanguard Cleani	Monthly Cleaning December 2020	(43)
12/09/2020	9218	Servpro	Emergency Service Bathroom Sewer Backup 10/20/2020	(1,250)
12/09/2020	9219	Shell Am Printing	2021 Annual Appeal	(1,000)
12/09/2020	9220	Staples	Remote monitoring and virus monitoring	(402)
12/09/2020	9221	Tech Spectrum IT Consulting, Inc.	Sale of 61 E. Main Street	(285)
12/09/2020	9223	Whiteman Osterman & Hanna LLP	Books	(563)
12/09/2020	9224	Thomson Gale	Books	(125)
12/18/2020			PAYROLL PROCESSING FEES -	(68)
12/20/2020			Payroll Fund Transfer	(10,725)
12/20/2020	9225	Avaya Financial Services	Phone Rental	(90)
12/20/2020	9226	Parly-Whatts, Inc. db/a Vanguard Cleani	Custodial Supplies	(60)
12/20/2020	9227	Retirement Management Services, LLC	403(b) Plan Administrative & Consulting Services 12/2019-11/2020	(200)
12/20/2020	9228	SUEZ Water New York	Water Bill	(32)
12/21/2020			Replenish Postage Reserve Account	(125)
12/22/2020			Deposit	268
12/22/2020			Deposit	430
12/22/2020			Deposit	575
12/22/2020			Deposit	1,050
12/22/2020			Deposit	1,350
12/22/2020			Deposited check returned and bank charge	(40)
12/24/2020			Deposit	945
12/29/2020			Deposit	3
12/29/2020			Deposit	460
12/29/2020			Interest	550
12/31/2020			Reimbursement- Cleaning Products - REPRINT VOID CHECK # 9076(7/8/2020)	6
12/31/2020	9229	James Mahoney	Books	(46)
12/31/2020	9230	Amazon.com	Service call Heat	(733)
12/31/2020	9231	Brodart - Books	Selling 79 E. Main Street(12/17-12/18) & Plowing 61 E. Main St (12/17-12/18)	(2,674)
12/31/2020	9232	Culhane's Air Conditioning	Digital Technology Reading	(665)
12/31/2020	9233	EJ Stubbenvoll Landscaping LLC	Gas & Electric 79 E. Main Street	(1,272)
12/31/2020	9234	KeyBank	Gas & Electric 61 E. Main Street	(181)
12/31/2020	9235	Midwest Tape	Electric 61 East Main Street Apartment	(617)
12/31/2020	9236	O & R	Gas 61 East Main Street Apartment	(43)
12/31/2020	9237	Orange & Rockland	Fundraising Postage	(2)
12/31/2020	9238	Orange & Rockland - 61 E Main Street	Curbside Signs	(13)
12/31/2020	9239	Orange and Rockland - 61 E Main	Book	(242)
12/31/2020	9240	Purchase Power		(48)
12/31/2020	9241	Shell Am Printing		(94)
12/31/2020	9242	Thomson Gale		(31,612)

Total 1000 - Operating Account - TD Bank

# ADDENDUM TO CASH RECEIPTS DISBURSEMENTS REPORT

January 1, 2020 - December 31, 2020

As of December 31, 2020

Budget Line/ Description	Jan-Dec 31	Annual Budget	\$ Over Budget	Increase	Revised Budget
6023 Payroll Processing Fees	\$ 1,946	\$ 1,700	\$ 246	\$ 246	\$ 1,946
6008 Accounting & Prof Fees Sale of 61 E. Main	\$ 7,469	\$ 1,350	\$ 6,119	\$ 6,119	\$ 7,469
6014 R & M Equipment	\$ 2,341	\$ 1,334	\$ 1,007	\$ 1,007	\$ 2,341
6020 Custodial Supplies	\$ 1,141	\$ 900	\$ 241	\$ 241	\$ 1,141
6030 R & M Building	\$ 21,667	\$ 13,635	\$ 8,032	\$ 8,032	\$ 21,667
6018 Insurance	\$ 6,180	\$ 6,174	\$ 6	\$ 6	\$ 6,180
6019 Dues/Fees	\$ 2,496	\$ 1,815	\$ 681	\$ 681	\$ 2,496
6031 Internet Access	\$ 1,731	\$ 1,618	\$ 113	\$ 113	\$ 1,731
6032 Ansernet Service Fee	\$ 13,641	\$ 12,039	\$ 1,602	\$ 1,602	\$ 13,641
6038 Fundraising Postage	\$ 1,025	\$ 550	\$ 475	\$ 475	\$ 1,025
6051 Computer Tech Support	\$ 6,625	\$ 3,000	\$ 3,625	\$ 3,625	\$ 6,625
6141 Digital Reading Technology	\$ 5,988	\$ 4,331	\$ 1,657	\$ 1,657	\$ 5,988
6160 Software Other	\$ 4,847	\$ -	\$ 4,847	\$ 4,847	\$ 4,847
6027 Office Supplies	\$ 7,307	\$ 5,500	\$ 1,807	\$ 1,807	\$ 7,307
6819 Covid 19 Expenses	\$ 4,654	\$ -	\$ 4,654	\$ 4,654	\$ 4,654
6304 Program Supplies - YA	\$ 1,025	\$ 1,000	\$ 25	\$ 25	\$ 1,025
				\$ 34,891	\$ 88,137
61 E. Main Street					
6028 Sewer Taxes 61 E. Main not budgeted	\$ 753	\$ -	\$ 753	\$ 753	\$ 753
6406 Maintenance Grounds 61 E. Main not budgeted	\$ 2,490	\$ -	\$ 2,490	\$ 2,490	\$ 2,490

**Rose Memorial Library Association**  
**Balance Sheet**  
 As of December 31, 2020

	Dec 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Operating Account - TD Bank	129,859.09
1005 · Payroll Acct - TD Bank	10.68
1006 · Savings - Special Funds	7,501.00
1040 · Petty Cash	111.26
<b>Total Checking/Savings</b>	137,482.03
<b>Accounts Receivable</b>	
1110 · Accounts Receivable	
1111 · Accrued Interest Income	-7,678.72
1110 · Accounts Receivable - Other	1,089.63
<b>Total 1110 · Accounts Receivable</b>	-6,589.09
<b>Total Accounts Receivable</b>	-6,589.09
<b>Other Current Assets</b>	
1033 · Merrill Lynch Cash Acct	
1036 · Merrill Lynch Cash - Future Fund	47,964.88
1201 · Merrill Lynch Investment Acct	82,480.91
1202 · Municipal Bonds	
1206 · Discount/Premiums Paid	34,245.46
1202 · Municipal Bonds - Other	252,188.37
<b>Total 1202 · Municipal Bonds</b>	286,433.83
1208 · Municipal Bonds - Future Fund	
1209 · Discounts/Premiums-Future Fund	10,045.20
1208 · Municipal Bonds - Future Fund - Other	75,148.00
<b>Total 1208 · Municipal Bonds - Future Fund</b>	85,193.20
1201 · Merrill Lynch Investment Acct - Other	-66,372.77
<b>Total 1201 · Merrill Lynch Investment Acct</b>	305,254.26
1450 · Prepaid expenses	4,036.25
<b>Total Other Current Assets</b>	439,736.30
<b>Total Current Assets</b>	570,629.24
<b>Fixed Assets</b>	
1802 · Land - 61 East Main Street	472,263.00
1803 · Land Improvements-61 E. Main	5,850.00
1804 · Land Improve - 61 E. - Acc Depr	-5,096.00
1808 · Land Improve - 79 E - Acc Depr	-93,243.00
1810 · Buildings	
1811 · Acc Depr - Bldg	-114,933.00
1810 · Buildings - Other	137,574.00
<b>Total 1810 · Buildings</b>	22,641.00
1814 · Bldg Improvements-Sewer	186,556.00
1820 · Furniture & Fixtures	
1821 · Acc Depr -F & F	-11,558.00
1820 · Furniture & Fixtures - Other	18,885.13
<b>Total 1820 · Furniture &amp; Fixtures</b>	7,327.13
1830 · Books/Videos	
1831 · Acc Depr - B/V/S	-182,655.00
1830 · Books/Videos - Other	337,578.58
<b>Total 1830 · Books/Videos</b>	154,923.58

## Rose Memorial Library Association

## Balance Sheet

As of December 31, 2020

	Dec 31, 20
1835 · Equipment	
1836 · Acc Depr - Equipmnt	-16,017.00
1835 · Equipment - Other	17,140.20
Total 1835 · Equipment	1,123.20
1840 · Building-61 East Main Street	
1841 · Acc Depr-Building-61 East Main	-26,535.00
1840 · Building-61 East Main Street - Other	95,150.26
Total 1840 · Building-61 East Main Street	68,615.26
Total Fixed Assets	820,960.17
<b>TOTAL ASSETS</b>	<b>1,391,589.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
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)	-296,305.64
3998 · Fund Balance	1,679,401.80
Net Income	-11,126.73
Total Equity	1,371,969.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,391,589.41</b>

## Rose Memorial Library Statistics

	December 2020	YTD 2020	December 2019	YTD 2019
Circulation:	1330	20738	3011	47221
Inter Library Loan				
- Borrowed	611	4868	588	8273
- Loaned	767	7196	641	9360
Registered Users	5665	N/A	5593	N/A
Reference Transactions				
- Adult	0	1136	439	6522
- Children's	0	131	60	1256
Library Visitors	740	11478	2103	35375
Public Computer Sessions	0	399	83	1507
Web Analytics				
- Visitors	602	8239	734	9435
- Number of Visits	1193	15261	1358	18121
- Page Visits	2112	26961	2060	27533

Programs: (Breakdown attached)	November 2020		December 2019	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	0	0	7	19
- Young Adult	1	14	1	8
- Children's	6	172	24	219

Date	Children's Program	Attendance
2-Dec	ZUMBINI	16
7-Dec	Family Bedtime Yoga	6
9-Dec	ZUMBINI	18
16-Dec	ZUMBINI	36
23-Dec	Take & Make Holiday craft	51
28-Dec	Take & Make New Year's Eve Loot Bag	45
	<b>Total</b>	<b>172</b>
	<b>Young Adult Programs</b>	
23-Dec	Teen Loot Box Coloring Box	14
	<b>Total</b>	14

Circulation Statistics	Rose Memorial Library			
	December YTD		November YTD	
	2020	2020	2019	2019
<b>Adult Collection</b>				
Fiction Books	205	2893	391	5470
New Fiction	16	148	17	289
Express Books	118	1886	276	4226
Large Print Books	112	1251	153	2231
Non Fiction Books	122	1236	169	2651
<b>Total Adult Books</b>	573	7414	1006	14867
CD/Audio	56	603	117	1501
DVD	198	2973	490	6576
Misc.	0	3	0	24
Periodicals	17	467	82	1122
<b>TOTAL ADULT CIRC</b>	844	11460	1695	24090
<b>Juvenile Collection</b>				
Fiction Books	290	5751	756	14757
Non-Fiction Books	57	1006	144	1799
Express Books	0	3	0	11
<b>Total Juv Books</b>	347	6760	900	16567
CD/Audio	4	40	10	120
DVD	38	1121	238	3512
Misc.	0	0	0	0
Periodicals	0	27	8	36
<b>TOTAL Juvenile Circ</b>	389	7948	1156	20235
<b>YA Collection</b>				
Fiction Books	29	351	73	742
Non-Fiction Books	2	40	2	163
Express Books	0	1	0	3
CD/Audio	0	1	2	17
DVD	0	15	2	79
<b>TOTAL YA Circ</b>	31	408	79	1004
<b>Graphic Books</b>	60	796	74	1565
<b>Games</b>	6	126	7	327
<b>GRAND TOTAL</b>	<b>1330</b>	<b>20738</b>	<b>3011</b>	<b>47221</b>
All Books	1011	15362	2055	33907
All AV	296	4753	859	11805
Periodicals	17	494	90	1158
Games	6	126	7	327
Misc	0	3	0	24
	<b>1330</b>	<b>20738</b>	<b>3011</b>	<b>47221</b>

**ROSE MEMORIAL LIBRARY  
MONTHLY REPORT  
JANUARY 2021**

**General Overview:**

1. The RML staff was very pleased with the generous holiday gift certificates.
2. As of 01/19/2021, the 2021 Annual Appeal has received 193 donations totaling \$8,348.00. All monies have been processed, deposited and thank you letters sent.
3. In December our attorney was referred to me by Mr. Mahoney looking for the correct survey for the property at 61 East Main. It was provided to him within an hour.
4. On 01/19/2021, Jim Mahoney provided Minutes to the December Regular Board of Trustees Meeting. His email stated the November Minutes and Annual Meeting Minutes are forthcoming
5. The COVID 19 positivity rates for Stony Point, as well as North Rockland & Rockland County, continue to be closely monitored. Following the holidays, they are inching up. Therefore, **Curbside Pickup Only** continues successfully for the safety of our patrons and staff.

**Personnel:**

1. Oscar Chrin, Adult Svcs Librarian, appreciates the good wishes sent by the Board of Trustees. He says that his physical therapy is progressing nicely, just transitioned to a cane and has an evaluation appointment at the end of January. He is optimistic.
2. Grace Riario, RCLS Executive Director, has provided James Brooks with a first draft of the Job Description and advertisement for the position of Library Director.
3. Working as a team, all holiday time off requests were covered.

**Building:** There was an issue with the heat in the main room of the Adult Section. Culhane Heating & Air Conditioning concluded one of our units required a new motor, which was installed promptly. Cost was \$665.02, parts and labor. No disruption in customer service to the community.

**Technology:** RCLS has sent to all libraries the Microsoft 365 Implementation Plan to change our email from SmarterMail to Microsoft 365 due to frequent crashes and hacking. RCLS will send out instructions in advance of the migration which will take place on April 1<sup>st</sup>. The cost is \$39 annually each for the Library Director and Bookkeeper because of higher security; remainder of the staff is at no cost.

**RCLS:** Grace Riario, RCLS Executive Director, will be taking the lead on the RML Annual Report. She will let us know what internal reports she requires to complete it. It is due second week of February.

**Financials & Statistics:** Laura has posted the Financials to the Board's account on Google Drive along with the monthly statistics.



**Miscellaneous:** There is an updated Board of Trustees Contact List available as well as the 2021 List of Monthly Board Meetings.

**Susan Babcock: Children's Services:**

1. December we wrapped up our session of Bedtime Family Yoga which had a small following of families who enjoyed the weekly yoga wind down on Mondays via Zoom with instructor Valarie Vendame.
2. We also concluded our Zoom Zumbini for babies/toddlers/preschoolers which was wildly popular. I found the presenter online, Lauren Cozza, and she was wonderful. She really had a great connection and way to keep our youngest patrons captivated via Zoom. We provided goody bags for participants with scarves and shakers to enhance the experience. I am currently working with Lauren to present another session beginning sometime in February.
3. We will be bringing back our monthly Take & Make activities for kids as well. They have been a huge success, as many families are looking for activities that get the children away from screen time. Our New Year's Eve Take & Make Goody Bag was especially popular.
4. For the Teens, we had another Teen Loot Box. The Teens get a box each month with a different activity inside. November we provided journals and gel pens along with some writing prompts and literature about benefits of journal writing. December we had some holiday Zentangle coloring sheets and colored pencils.
5. We also had a Holiday Teen Cooking Demo which garnered over 450 views.
6. Our next Teen Loot Box will be a Create Your Own Zen Garden.

Other projects currently ongoing in the Children's Dept. include collection updating/weeding and straightening. We are re-labeling some of the books that the labels are in poor condition. I continue to provide Facebook posts of New Materials to alert patrons of the growing collection which are then *shared* to the six North Rockland/Stony Point Community Facebook pages.

**Gretchen Pollack, Library Operations Manager:**

1. A second ZOOM Art Class was offered with art instructor Barbara Freiberg and very well attended. The topic was drawing a vase and flowers in the style of Henri Matisse.
2. We have been doing well with curbside pickups. In response to the rise in Covid cases, effective 11/23/20, we reverted to curbside pickups only, suspending all browsing hours in the library. Patrons are placing holds both on their own and with our assistance.
3. Staff has been providing an increased amount of Reader's Advisory (recommending titles to readers) and that seems to be much appreciated by the patrons.
4. During December, we did a total of 315 curbside deliveries. On average, we have eleven patrons picking up each day.
5. We also are sending books to six patrons on a regular basis through the **LARC Books By Mail** program. RML is reimbursed the cost of postage on a quarterly basis.

6. We continue to receive new materials which are then circulated throughout RCLS libraries.
7. All returned materials are quarantined for seven days per regulations and we all routinely sanitize our work areas.
8. Although patrons are not being allowed in the building at this time, our staff has found creative ways to provide services to patrons in a contactless manner. For example, a patron needing to print an insurance card was asked to email the document to a staff member who then printed it out and left it in an envelope with the person's name on it in the mailbox on the front door.
9. Our staff has figured out creative ways to let the community know that we are here for them during these crazy times.

Carole Gomez  
Office Manager/Interim Director

## Rose Memorial Library Statistics

Revised 1/18/2021

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16-Dec	ZUMBINI	36
23-Dec	Take & Make Holiday craft	<b>51</b>
28-Dec	Take & Make New Year's Eve Loot Bag	45
	<b>Total</b>	<b>172</b>
 <b>Young Adult Programs</b>		
21-Dec	Teen Holdiay Cooking Demo via Facebook	464 Views
23-Dec	<b>Teen Loot Box Coloring Box</b>	14
	<b>Total</b>	<b>478</b>

Revised 1/18/2021

**OFFICIAL CALENDAR OF  
ROSE MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETINGS  
2021**

**Wednesday, January 20, 2021  
Wednesday, February 17, 2021  
Wednesday, March 17, 2021  
Wednesday, April 21, 2021  
Wednesday, May 19, 2021  
Wednesday, June 16, 2021  
Wednesday, July 21, 2021  
Wednesday, August 18, 2021  
Wednesday, September 15, 2021  
Wednesday, October 20, 2021  
Wednesday, November 17, 2021  
Wednesday, December 15, 2021**



**6:30pm, Kennedy Room  
Or by ZOOM invite per NYS Guidelines  
ROSE MEMORIAL LIBRARY  
Third Wednesday of each month**



**Check our webpage for Agendas & Board Materials**



**The public is always invited to attend  
open Board Meetings.**