

**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, March 17, 2021**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes**  
Regular Meeting, February 17, 2021
- III. Public Comments (Zoom)**
- IV. Finance**
  - a. Narrative Report
  - b. Approval of Disbursements: Month February 2021\*
  - c. Financial Reports for February 2021\*
- V. Reports**
  - a. Director's Report, February 18<sup>th</sup> to March 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. Approved & submitted 03/10/2021 2020 Annual Report\*
  - b. Diamond Shine cleaning company effective 03/25/2021
  - c. MS365 Migration to new email server, No email 04/01 to 04/05.
  - d. Renewal of energy supplier for gas and electric
  - e. Application for Registration & ID for raffle
  - f. Review of resumes submitted for Library Director
- VII. New Business**
  - a. Reopening for limited access target date 4/05/2021.
  - b. NYLA Q&A re: Library Petition Bill S4430/A5456 (414)
  - c. Pros & Cons of long-term goals.
  - d. Discussion re: investment of funds with Merrill Lynch
  - e. Public Hearing Notice re: rezoning of Ambulance Building
  - f. 2021 Sexual Harassment training scheduled for April
  - g. 2021 RCLS Trustee Training
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

*Next scheduled Board Meeting ~ April 21, 2021 at 6:30pm*

*\*motion required*

# Monthly Meeting of Trustees of Rose Memorial Library Association February, 2021

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- **February 17, 2021**, meeting held via zoom conference due to Covid-19 restrictions
- **Present:** James Brooks, Bd. President; Amanda Pagan-Glass, Bd. V.P., Ted Needleman, Treasurer; F. Hollis Griffin, Jr., Secretary; Richard Eggers Carole Gomez, Interim Director; Grace Riario, CEO RCLS

1. **Meeting called to order** at 6:34 P.M. by James Brooks

## 2. **Approval of Minutes.**

Minutes from January 21, 2021 monthly meeting reviewed.

**Upon motion** of Ted Needleman and with second by James Brooks, and with all Trustees approving the minutes were accepted as submitted.

## 3. **Annual Report.**

The Annual Report of the Library Association was reviewed and the subject of general discussion by the Trustees. Grace Riario of RCLS reminded the Board that annual trainings for Trustees are required including sexual harassment training. A link for the training will be provided.

**Upon motion** of James Brooks and second of Richard Eggers, and with the approval of all Trustees the Annual Report was approved for publication, in accordance with Board and RCLS practice.

#### 4. Financial Reports.

The monthly financial report and supporting information was reviewed.  
reviewed.

- The sale of the 61 East Main Street property has been completed, in escrow. The manner of closing was occasioned by a delay in the completion of the wire transfer of funds from the institutional lender of the contract vendee. James Brooks will update the Board when the funds are received by the attorneys for the Board.
- A general discussion of the manner of the disposition of the net proceeds of the sale was had. A meeting with Merrill Lynch account representatives and the Board Finance Committee will be arranged to discuss how the funds will be held and invested for final determination of the Board.
- A general discussion about the "Friends of the R.M. Library" account was had and the balance of \$2500.00 in said account was confirmed by the Acting Director. The status of the account and the manner in which the "Friends of the R. M. Library" are constituted were discussed. Further followup is required and F. Hollis Griffin, Jr. will report to Board.
- A request by Ted Needleman for additional information on the status of an "annual" contribution made by a charitable or family trust was made. The Acting Director will review with the RML bookkeeper and report to Board.
- The monthly Disbursement Journal was considered.

**Upon motion** of James Brooks and second of Ted Needleman and with the agreement of all Trustees, the report was approved.

- 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.

**Upon motion** of James Brooks and second of Richard Eggers, and with the approval of all Trustees the Financial Report was approved.

#### 5. Report of Interim Director.

- An employee who has been out of work due to an injury has returned to work and is receiving physical therapy three times per week during the usual work week. The potential reimbursement of sick time used to attend these therapy sessions was discussed.

**Upon motion** of F. Hollis Griffin, Jr. and second of James Brooks and with the agreement of all Trustees this discussion was “tabled.”

- A new cleaning company for the Library is sought. It was the sense of the Board that any agreement that any new company be hired on a month-to-month basis at the outset.

#### 6. Old Business

- Sale of 61 East Main Street premises was considered in discussion of Financial Report.
- Hiring of new executive director

The search continues with assistance from Grace Riario CEO and the Board has agreed to extend the period for accepting applications through March 19, 2021.

- Approval of job descriptions for circulation clerk, and assistant children’s clerk.

**Upon motion** of Ted Needleman and second by Amada Pagan-Glass and with approval of all Trustees the description for the positions above described was approved.

## **7. New Business**

- **Preparation of petition seeking referendum and public approval of additional taxpayer financial contribution to the RML** was the subject of discussion. It was agreed that a Special Meeting of the Trustees would be scheduled on February 24, 2021 to consider the filing of such a petition and the amount of the contribution that would be sought.

## **8. Adjournment**

The meeting closed at 8:30 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**  
**MARCH 2020 BOARD MEETING**  
**FINANCIAL NARRATIVE**

The financial reports for this month, posted on Google Drive, reflect income and expenses as of February 28, 2021. As of that date, RML had \$346,069.64 on deposit in our TD Bank Operating account.

The Merrill Lynch investment accounts had a value of \$430,168.52 as of February 26, 2021. Monthly change: (\$1,987.81).

There were two payrolls in the month of February 2021 totaling \$18,721.

The largest expenditures include:

- ANSER Service Fee, 1<sup>st</sup> quarter: \$3,677
- Brodart Books: \$2,133
- Stubenvoll Landscaping contract: \$1,503
- Amazon: \$1,034.31 (DVDs, Children's Books, Music, Games)
- Oxford Health: \$879
- RCLS e-content, 4<sup>th</sup> quarter 2020: \$658
- RCLS E-content, 1<sup>st</sup> quarter 2021: \$628

**Carole Gomez**  
**Interim Director**

# Rose Memorial Library Association

## Profit & Loss

February 2021  
Feb 21

Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	105
4015 · Investment Income	2,220
4016 · Gifts and Donations	24
4031 · Library Charges	25
4032 · Other Income	139
4037 · Exp. Reimbursements-61 E. Main	282,844
Total Income	<u>285,357</u>
Gross Profit	<u>285,357</u>
Expense	
6001 · Salaries	18,721
6002 · Benefits	1,570
6007 · Office Postage	170
6010 · Repairs and Maintenance	2,693
6011 · Health Insurance Premiums Paid	840
6015 · Telecommunications	223
6017 · Utilities	1,063
6019 · Dues/Fees	241
6031 · Internet Access	291
6032 · Ansernet Service Fee	3,677
6043 · Retirement 403B	(10)
6051 · Computer Technical Support	285
6101 · Capital Expenditures	4,969
6125 · Serials	274
6200 · Programs	300
6300 · Supplies	356
6819 · Covid 19 Expenses	199
Total Expense	<u>35,862</u>
Net Ordinary Income	<u>249,495</u>
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>249,495</u></u>

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

	Jan - Feb 21	Budget *	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Fun	0	0	0	0%
4010 · LLSWA State Aid	0	0	0	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Inco	1,030	7,292	(6,262)	14%
4015 · Investment Incon	3,659	3,333	326	110%
4016 · Gifts and Donatic	24	0	24	100%
4018 · Friends - Income	0	33	(33)	0%
4031 · Library Charges	29	667	(638)	4%
4032 · Other Income	139	650	(511)	21%
4037 · Exp. Reimburse	282,844			
4038 · Rental Income - 6	0	0	0	0%
<b>Total Income</b>	<b>287,725</b>	<b>12,975</b>	<b>274,750</b>	<b>2,218%</b>
<b>Gross Profit</b>	<b>287,725</b>	<b>12,975</b>	<b>274,750</b>	<b>2,218%</b>
<b>Expense</b>				
6001 · Salaries	33,841	58,639	(24,798)	58%
6002 · Benefits	4,733	5,801	(1,068)	82%
6007 · Office Postage	475	333	142	143%
6008 · Accounting & Off	0	225	(225)	0%
6009 · Legal	0	1,017	(1,017)	0%
6010 · Repairs and Main	3,711	3,345	366	111%
6011 · Health Insurance	2,599	3,890	(1,291)	67%
6015 · Telecommunicati	334	507	(173)	66%
6017 · Utilities	1,082	1,442	(360)	75%
6018 · Insurance	0	1,029	(1,029)	0%
6019 · Dues/Fees	242	303	(61)	80%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	436	270	166	161%
6032 · Ansernet Service	3,677	3,010	667	122%
6034 · Software Licensi	0	293	(293)	0%
6035 · Newsletters	0	1,844	(1,844)	0%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	(10)	0	(10)	100%
6045 · Advertising and F	0	717	(717)	0%
6046 · Movie Licensing	0	565	(565)	0%
6050 · RCLS Service Fee	0	549	(549)	0%
6051 · Computer Techni	665	500	165	133%
6052 · New Library Web	0	500	(500)	0%
6053 · Website Hosting	0	0	0	0%
<b>6101 · Capital Expenditures</b>				
6022 · Fixed Asset & C	0	450	(450)	0%
6100 · Books	2,243	4,508	(2,265)	50%
6150 · AV	3,011	2,383	628	126%
<b>Total 6101 · Capital Exp</b>	<b>5,254</b>	<b>7,341</b>	<b>(2,087)</b>	<b>72%</b>
6125 · Serials	274	706	(432)	39%
6200 · Programs	300	1,250	(950)	24%
6300 · Supplies	787	1,746	(959)	45%
6819 · Covid 19 Expens	199	0	199	100%
<b>Total Expense</b>	<b>60,089</b>	<b>96,522</b>	<b>(36,433)</b>	
<b>Net Ordinary Income</b>	<b>227,636</b>	<b>(83,547)</b>	<b>311,183</b>	
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0	0	0	
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Income</b>	<b>227,636</b>	<b>(83,547)</b>	<b>311,183</b>	

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

	<u>Jan - Feb 21</u>	<u>Budget*</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cash Balances:				
	1/1/2021	2/28/2021		
Operating Acct - TD Bar	129,859.09	346,069.64		
Payroll Acct -TD Bank	10.68	11433.68		
Savings Acct - TD Bank	7,501.00	7,501.61		
Bank CDs - Future Fund	0	0		
Bank CDs - Other	0	0		
Petty Cash	111.26	111.26		
Merrill Lynch	436,722.90	436,725.30		
Total	574,204.93	801,841.49		

Legend:

\* 2020 Budget Amounts

## Rose Memorial Library Association

### Profit & Loss Prev Year Comparison

January through February 2021

Ordinary Income/Expense	Jan - Feb 21	Jan - Feb 20	\$ Change	% Change
<b>Income</b>				
4014 · Fundraising Income - Appeal	1,030.00	1,575.00	-545.00	-34.6%
4015 · Investment Income	3,658.64	3,346.86	311.78	9.32%
4016 · Gifts and Donations	23.98	42.20	-18.22	-43.18%
4031 · Library Charges	29.20	643.93	-614.73	-95.47%
4032 · Other Income	139.00	903.05	-764.05	-84.61%
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	2,450.00	-2,450.00	-100.0%
<b>Total Income</b>	<b>287,724.85</b>	<b>8,961.04</b>	<b>278,763.81</b>	<b>3,110.84%</b>
<b>Gross Profit</b>	<b>287,724.85</b>	<b>8,961.04</b>	<b>278,763.81</b>	<b>3,110.84%</b>
<b>Expense</b>				
6001 · Salaries	33,840.94	55,007.35	-21,166.41	-38.48%
6002 · Benefits	4,733.15	6,559.07	-1,825.92	-27.84%
6007 · Office Postage	475.00	425.00	50.00	11.77%
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	3,710.91	8,560.26	-4,849.35	-56.65%
6011 · Health Insurance Premiums Paid	2,598.82	3,013.68	-414.86	-13.77%
6015 · Telecommunications	333.98	225.79	108.19	47.92%
6017 · Utilities	1,082.40	1,563.00	-480.60	-30.75%
6018 · Insurance	0.00	1,535.00	-1,535.00	-100.0%
6019 · Dues/Fees	241.67	361.25	-119.58	-33.1%
6028 · Sewer Taxes	1,490.27	1,455.73	34.54	2.37%
6031 · Internet Access	436.28	285.96	150.32	52.57%
6032 · Ansernet Service Fee	3,676.64	3,577.72	98.92	2.77%
6035 · Newsletters	0.00	1,272.53	-1,272.53	-100.0%
6036 · Fundraising	0.00	537.99	-537.99	-100.0%
6043 · Retirement 403B	-10.00	0.00	-10.00	-100.0%
6046 · Movie Licensing Contract	0.00	387.00	-387.00	-100.0%
6051 · Computer Technical Support	665.00	700.00	-35.00	-5.0%
<b>6101 · Capital Expenditures</b>				
6022 · Fixed Asset & Capital Purchases	0.00	130.00	-130.00	-100.0%
6100 · Books	2,242.52	3,245.98	-1,003.46	-30.91%
6150 · AV				
6110 · AV-Audio	138.49	301.70	-163.21	-54.1%
6130 · Video Tapes and DVDs	698.02	50.68	647.34	1,277.31%
6141 · Digital Reading Technology	1,932.29	1,565.26	367.03	23.45%
6160 · Software	242.12	1,383.00	-1,140.88	-82.49%
<b>Total 6150 · AV</b>	<b>3,010.92</b>	<b>3,300.64</b>	<b>-289.72</b>	<b>-8.78%</b>
<b>Total 6101 · Capital Expenditures</b>	<b>5,253.44</b>	<b>6,676.62</b>	<b>-1,423.18</b>	<b>-21.32%</b>
6125 · Serials	273.77	467.03	-193.26	-41.38%
6200 · Programs	300.00	975.00	-675.00	-69.23%
<b>6300 · Supplies</b>				
6013 · Library Supplies	102.48	165.96	-63.48	-38.25%
6027 · Office Supplies & Expense	685.00	2,548.67	-1,863.67	-73.12%
6301 · Program Supplies - Adult	0.00	7.98	-7.98	-100.0%
6302 · Program Supplies - Children's	0.00	364.10	-364.10	-100.0%
6304 · Program Supplies - Young Adults	0.00	315.03	-315.03	-100.0%
<b>Total 6300 · Supplies</b>	<b>787.48</b>	<b>3,401.74</b>	<b>-2,614.26</b>	<b>-76.85%</b>
6819 · Covid 19 Expenses	198.54	0.00	198.54	100.0%
<b>Total Expense</b>	<b>60,088.29</b>	<b>103,119.22</b>	<b>-43,030.93</b>	<b>-41.73%</b>
<b>Net Ordinary Income</b>	<b>227,636.56</b>	<b>-94,158.18</b>	<b>321,794.74</b>	<b>341.76%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>227,636.56</b>	<b>-94,158.18</b>	<b>321,794.74</b>	<b>341.76%</b>

# Rose Memorial Library Association Cash Disbursement Report As of February 28, 2021

1000 - Operating Account - TD Bank

Date	Num	Name	Memo	Paid Amount
02/02/2021			Deposit	2,212
02/03/2021	9261	Amazon.com		(189)
02/03/2021	9262	Anco Enterprises	Name Tag	(16)
02/03/2021	9263	Blackstone Audio, Inc.	Audio Books	(35)
02/03/2021	9264	Brodart - Books	Books	(2,133)
02/03/2021	9265	DEMCO, Inc.	Library Supplies	(37)
02/03/2021	9266	General Code	Rockland County General Code	(100)
02/03/2021	9267	Jan Way	Curbside Bags	(199)
02/03/2021	9268	Midwest Tape	Digital Reading Technology	(229)
02/03/2021	9269	O & R	Gas & Electric 79 E. Main Street	(751)
02/03/2021	9270	OPTIMUM	Phone & Internet	(257)
02/03/2021	9271	Orange & Rockland	Electric 61 E. Main Street	(44)
02/03/2021	9272	Orange & Rockland - 61 E Main Street	Electric 61 East Main Street Apartment	(30)
02/03/2021	9273	Orange and Rockland - 61 E Main	Gas 61 E. Main Street	(237)
02/03/2021	9274	Parity-Whats, Inc. db/a Vanguard Cleani	Trash liners	(44)
02/03/2021	9275	Ramapo Catskill Library System	E Content 1st Quarter 2021	(628)
02/03/2021	9276	RCLS Automation	Aniser & Telecommunications Fees 1st Quarter 2021	(3,677)
02/03/2021	9277	Staples	Office Supplies	(265)
02/03/2021	9278	Thomson Gale	Books	(25)
02/04/2021			Deposit	75
02/04/2021			Deposit	29
02/12/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(66)
02/14/2021			Payroll Funds Transfer	(11,100)
02/15/2021	9279	Avaya Financial Services	Telephone Rental	(90)
02/15/2021	9280	EJ Stuebenvoll Landscaping LLC	Saling 71 E. Main Street & Snow Removal 61 E. Main Street	(270)
02/15/2021	9281	Journal News	Daily service from 02/01/21-4/30/2021	(174)
02/15/2021	9282	Kanopy	Video Streaming	(200)
02/15/2021	9283	KeyBank		(59)
02/15/2021	9284	Lauren Cozza		(300)
02/15/2021	9285	NYLA	6 Virtual Zumbini classes (2/22, 3/1, 3/8, 3/15, 3/22 & 3/29/2021)	(110)
02/15/2021	9286	Parity-Whats, Inc. db/a Vanguard Cleani	Membership 4/1/2021-3/31/2022	(650)
02/15/2021	9287	Pitney Bowes Global Financial Services LL	Monthly Cleaning - February 2021	(32)
02/15/2021	9288	Ramapo Catskill Library System	Postage Meter rental Late Charges	(658)
02/15/2021	9289	EJ Stuebenvoll Landscaping LLC	E Content 4th Quarter 2020	(1,503)
02/16/2021			Spring 2021 Contract	47
02/22/2021	EFT	Pitney Bowes - reserve acct	Deposit	(125)
02/22/2021			Replenish Postage Reserve Account	19
02/23/2021			Deposit	151
02/23/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(68)
02/23/2021			Deposit	282,829
02/24/2021	9290	Amazon.com		(1,034)
02/24/2021	9291	Brodart - Supplies	Library Supplies	(66)
02/24/2021	9292	OPTIMUM	Phone & Internet	(257)
02/24/2021	9293	Oxford Health Plans	Health Insurance March 2021	(879)
02/24/2021	9294	Purchase Power	Postage	(45)
02/24/2021	9295	Frontline Data Services	Remote monitoring and virus monitoring	(285)
02/27/2021			Payroll Funds Transfer	(11,400)
02/28/2021			Interest	6
				<u>247,101</u>

Total 1000 - Operating Account - TD Bank

# Rose Memorial Library Association

## Balance Sheet

As of February 28, 2021  
Feb 28, 21

**ASSETS**

**Current Assets**

Checking/Savings

1000 · Operating Account - TD Bank	346,069.64
1005 · Payroll Acct - TD Bank	11,433.68
1006 · Savings - Special Funds	7,501.61
1040 · Petty Cash	111.26

Total Checking/Savings 365,116.19

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	62,965.87
1036 · Merrill Lynch Cash - Future Fund	82,482.32
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	-81,372.77

Total 1201 · Merrill Lynch Investment Acct 290,254.26

1450 · Prepaid expenses 4,036.25

Total Other Current Assets 439,738.70

Total Current Assets 798,265.80

**Fixed Assets**

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

Total 1810 · Buildings 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

Total 1820 · Furniture & Fixtures 7,327.13

1830 · Books/Videos

1831 · Acc Depr - B/V/S	-182,655.00
1830 · Books/Videos - Other	337,578.58

Total 1830 · Books/Videos 154,923.58

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

# Rose Memorial Library Association Balance Sheet

As of February 28, 2021  
Feb 28, 21

1840 · Building-61 East Main Street - Other	<u>95,150.26</u>
Total 1840 · Building-61 East Main Street	<u>68,615.26</u>
Total Fixed Assets	<u>820,960.17</u>
<b>TOTAL ASSETS</b>	<b><u>1,619,225.97</u></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	<u>2,400.00</u>
Total Other Current Liabilities	<u>19,619.98</u>
Total Current Liabilities	<u>19,619.98</u>
Total Liabilities	19,619.98
Equity	
3010 · Unrestrict (retained earnings)	-307,432.37
3998 · Fund Balance	1,679,401.80
Net Income	<u>227,636.56</u>
Total Equity	<u>1,599,605.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,619,225.97</u></b>

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

**General Overview:**

- The Board of Trustees Monthly Meeting Book matches Google Drive and the RML Board section of our website.
- As of 03/12/2021, the 2021 Annual Appeal has received 204 donations totaling \$8,713. 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 have stabilized ~ below 4.5%. Vaccination rate for Stony Point is 19.92% have received first dose; 10.12% have received both doses. Therefore, we will open using the browsing hours/curbside pick-up model on April 5, 2021, monitoring for a few weeks with a staff member at the door to ensure limited access, mask wearing and sanitation guidelines.
- The April/May newsletter went to the printer and should arrive in homes after the beginning of April.
- NYS Library Advocacy Days were 2/25-26. I attended Zoom meetings with Colin Schmitt and James Skoufis. Grace me to make a short presentation during the Skoufis meeting.

**Personnel:**

- Oscar Chrin, Adult Services Librarian, is back to full duty, has completed PT, continues to require a cane.
- Gretchen Pollack, Library Operations Manager, has submitted her resignation, effective April 5<sup>th</sup>. She has been at Rose Memorial for 10 years. This will make an impact on staffing and the library as a whole. RML needs to immediately hire two part-time Circulation Clerks who are flexible time-wise.
- The ad for the Library Director position has been recirculated by Grace to RCLS, Mid-Hudson, Upper Hudson and Bergen County. It is posted on Indeed, Zip Recruiter, LinkedIn, and the NYS Job Bank, expiring 3/31/2021. There are 19 resumes submitted.
- The Circulation Clerk Job Descriptions were circulated for signature; next, the manager descriptions will be done followed by the Employee Handbook.

**Building:**

- RML has entered into an agreement with Diamond Shine Cleaning to begin services 3/25/2021. Their agreement states seven-day notice for termination; however, I noted they are on a three-month probationary period.
- Hush Electrical serviced the two lights out in the stairwell. While they were here, all four lights have been changed to LED. \$464.75.
- The lock on the small book drop box seems to be working now that the weather warmed up so postponing calling a locksmith.
- Sent out an inquiry to RC Directors with regard to alternative energy. I received a few responses and they are split as to the benefits. At least three have returned to O&R. Spoke to the representative yesterday hinting that we may table this for six months. Remember our current agreement expires 08/2022.

### **Technology:**

- RCLS is moving forward with the Microsoft 365 migration. Staff are in the process of taking the three one-hour trainings online. Also, cleaning out their old email accounts to make for a smoother transition. **There will be NO email April 1st through April 5th.** No incoming email during that period will be saved. It is a complete blackout.
- Rockland Web Design reconfigured the Home page of the [www.rosememoriallibrary.org](http://www.rosememoriallibrary.org) website adding a Horizontal Scrolling Announcement. At the same time, the [rosememorial@gmail.com](mailto:rosememorial@gmail.com) and [rmlboard@gmail.com](mailto:rmlboard@gmail.com) email links were reactivated as well as the creation of [rmlfriends79@gmail.com](mailto:rmlfriends79@gmail.com). They are available for public comment and will be monitored daily. Oscar and I reviewed and updated the entire website. Total: \$134.93

### **RCLS:**

After Board approval of the 2020 Annual Report at the last Board meeting, it was submitted for review to RCLS. After one small edit, it has been approved and submitted to the NYS DLD.

### **Financials & Statistics:**

- Laura has posted the Financials and Stats to Google Drive.
- Berard & Associates have been working with Laura on the 990, awaiting final.
- The Town of Stony Point funds were received & deposited this week. \$295,000.
- At Ted's request, I researched the \$1,000 grant. We did not receive it in 2020 or 2021. I emailed the Kurz Family Foundation contact as well as their attorney twice. No response.

### **Miscellaneous:**

- All documents required for the Raffle application are available for Hollis to move forward.
- The Governor has signed a bill which reduces the signature requirement for the 414 to 25 for 2021. NYLA (NY Library Association) has distributed a Q&A which is in your packet.
- Packed up Jim's old office, still sorting/shredding. Susan is dropping off a box of personal belongings to Jim's house. She is going to ask for the surveys at that time.
- RML received a certified letter containing a Public Hearing Notice on the rezoning of the ambulance corps building next door. Zoom meeting is Thursday, 3/18 at 7pm.

### **Oscar Chrin, Adult Services**

- I am now completely caught up on book/media orders and other collection development matters from the time I was absent. The majority of the items have since arrived and are being processed.
- At the time of writing, our April/May print newsletter is nearly finished and will be sent to Star Press shortly. It contains information about digital programming for both kids and adults, a summer reading preview, our 2020 and 2021 annual appeal donors list, as well as updates about the library's (pending) reopening and curbside pickup procedures.

### **Susan Babcock, Children's Services**

- Virtual Zumbini for the Toddler/ Preschool age has been going well. The presenter is fabulous and changes things up weekly with new music, dances and themes. We are currently getting an average attendance of 20+ weekly. This session will continue through the end of March.
- Virtual Summer Reading is all booked and I am beginning to plan for the crafts (ordering materials as needed etc).
- Many families continue to contact me to make up bundles of books for them to pick up curbside.
- Current Make & Take for Kids sign up is close to 40.
- I have completed one email training this month as well as a Summer Reading Workshop presented

**Gretchen Pollack, Library Operations Manager**

- Patrons did a total of 283 curbside pickups during the month of February, an average of 13 curbside pickups per day.
- Staff continues to provide creative solutions for patrons' needs during this time when patrons are not entering the building, primarily faxing, notarizing and the pickup of tax forms
- Patrons continue to use the staff for reader's advisory. (Had a patron today call and ask for a "new comedy DVD and some Spring magazines")
- Staff continues to be vigilant about PPE and quarantining all potentially germ-ridden material.
- We continue to serve our homebound patrons with RCLS Books By Mail
- Arrangements have been made with Diamond Shine Cleaning Service to begin cleaning the library on March 25, 2021 and our arrangement with Vanguard has been cancelled effective that date.

## Rose Memorial Library Statistics

	February 2021	YTD 2021	February 2020	YTD 2020
Circulation:	1307	2588	3634	7157
Inter Library Loan				
- Borrowed	731	1477	706	1305
- Loaned	719	1540	728	1469
Registered Users	4118	N/A	5638	N/A
Reference Transactions				
- Adult	0	0	445	948
- Children's	0	0	64	107
Library Visitors	723	1469	2724	5238
Public Computer Sessions	0	0	85	179
Web Analytics				
- Visitors	1748	2356	701	1504
- Number of Visits	3295	4557	1376	2966
- Page Visits	4377	6885	2296	4944

Programs: (Breakdown attached)	February 2021		February 2020	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	0	0	9	61
- Young Adult	1	14	2	7
- Children's	2	51	19	269

Date	Children Program	Attendance
14-Feb	Take & Make Valentine's Day	51
22-Feb	ZUMBINI	22
	TOTAL	51
	<b>Young Adult Program</b>	
17-Feb	Teen Loot Box ZEN Garden	14

	February YTD 2021		February YTD 2020		
		2021		2020	
<b>Adult Collection</b>					
Fiction Books		235	466	396	821
New Fiction		19	39	24	48
Express Books		71	154	286	659
Large Print Books		131	248	124	283
Non Fiction Books		153	332	207	397
<b>Total Adult Books</b>	<b>609</b>		1239	1037	2208
<b>CD/Audio</b>		28	65	96	211
<b>DVD</b>		211	380	568	1125
<b>Misc.</b>		0	0	2	2
<b>Periodicals</b>		20	56	88	175
<b>TOTAL ADULT CIRC</b>		<b>868</b>	1740	<b>1791</b>	<b>3721</b>
<b>Juvenile Collection</b>					
Fiction Books		287	499	1232	2180
Non-Fiction Books		56	122	184	364
Express Books		0	0	1	3
<b>Total Juv Books</b>	<b>343</b>		621	1417	2547
<b>CD/Audio</b>		1	7	6	13
<b>DVD</b>		37	89	222	461
<b>Misc.</b>		0	0	0	0
<b>Periodicals</b>		0	0	4	11
<b>TOTAL Juvenile Circ</b>		<b>381</b>	717	<b>1649</b>	<b>3032</b>
<b>YA Collection</b>					
Fiction Books		20	46	47	107
Non-Fiction Books		2	5	17	19
Express Books		1	2	0	0
<b>CD/Audio</b>		0	0	0	0
<b>DVD</b>		0	0	0	6
<b>TOTAL YA Circ</b>		<b>23</b>	53	<b>64</b>	<b>132</b>
<b>Graphic Books</b>		27	68	118	234
<b>Games</b>		8	10	12	38
<b>GRAND TOTAL</b>		<b>1307</b>	2588	<b>3634</b>	<b>7157</b>
All Books		1002	1981	2636	5115
All AV		277	541	892	1816
Periodicals		20	56	92	186
Games		8	10	12	38
Misc		0	0	2	2
		1307	2588	3634	7157