

**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**  
**Thursday, April 22, 2021**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes**
  - Regular Meeting, March 17, 2021 (pending)**
- III. Public Comments (Zoom)**
- IV. Finance**
  - a. Narrative Report**
  - b. Approval of Disbursements: Month March 2021\***
  - c. Financial Reports for March 2021\***
- V. Reports**
  - a. Director's Report March 18, 2021 to April 21, 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. Diamond Shine cleaning company effective 03/25/2021**
  - b. MS365 Migration to new email server complete**
  - c. Application for Registration & ID for raffle**
  - d. Reopening for limited access 4/05/2021**
  - e. Awaiting 414 documents**
- VII. New Business**
  - a. Finalize Library Director decision**
  - b. Rockland Lake Golf Course**
  - c. Transitioning from 25% capacity to 50% per NYS**
  - d. Stony Point High Schools History Display**
  - e. Temporary space for socially-distant programs**
  - f. 2021 Sexual Harassment training scheduled for May**
  - g. 2021 RCLS Trustee Training**
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

*Next scheduled Board Meeting ~ May 19, 2021 at 6:30pm*

*\*motion required*

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

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- **March 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

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

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

Minutes from February 21, 2021 monthly meeting reviewed.

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

## 3. **Financial Reports.**

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

- A general discussion of the manner of the disposition of the net proceeds of the sale continued. Richard Eggers and F. Hollis Griffin, Jr. have agreed to investigate appropriate agent for financial/investment accounts and will report to the Board.
- The monthly Disbursement Journal was considered.

**Upon motion** of F. Hollis Griffin, Jr. and second of James Brooks James Brooks and with the agreement of all Trustees, the report was approved.

**Upon motion** of James Brooks and second of Amanda Pagan-Glass and with the approval of all Trustees the Financial Report was approved.

#### **4. Report of Interim Director.**

- The library will re-open on April 5, 2021 with curbside and “in person” library service. It is anticipated that curbside pickup will be available for one half of the day and the library open to visits by up to twelve patrons at a time. A monitor with appropriate Covid 19 protection will monitor the entry of patrons. There will be a sign in process to allow for contact tracing should the need arise. A thirty minute per patron time limit will be enforced.
- The Trustees were reminded of their obligation to continue to receive training through RCLS programs including mandatory financial responsibility and sexual harassment training.
- There are at present twenty-five applications for the two open distribution clerk positions. The work continues.

#### **5. Old Business**

- Hiring of new executive director

The search continues with all resumés and correspondence provided to Trustees. Interviews will be scheduled as appropriate. Carole Gomez has been instrumental in helping the Trustees in identifying appropriate candidates and establishing/continuing contact.

A general discussion of responses received was had. Additional conversations about administration of the library were had.

- A petition seeking a referendum and public approval of additional taxpayer financial contribution to the RML under Section 414 of the Unconsolidated Laws of 1995 will be finalized and a draft is requested from counsel. In the event that counsel is available to discuss this matter, a special meeting of the Trustees will be held at a date and time to be determined.
- Informal conversations were had with various members of the Trustees of the Tomkins Cove Library and Haverstraw King's Daughters Library.

## **6. Adjournment**

The meeting closed at 8:30 P.M. with thanks to Carole Gomez and for their assistance and continuing efforts on behalf of the Library.

**ROSE MEMORIAL LIBRARY ASSOCIATION**

**APRIL 2021 BOARD MEETING**

**FINANCIAL NARRATIVE**

The financial reports for this month, posted on Google Drive, reflect income and expenses as of March 31, 2021. As of that date, RML had on deposit in TD Bank:

- Operating Account: \$601,816.48
- Savings Account: \$7,501.93
- Payroll Account: \$70.33

The Merrill Lynch investment accounts had a value of \$427,121.94 as of March 31, 2021. Monthly change: (\$837.81)

There were three payrolls in the month of March 2021 totaling \$31,397.00.

The largest expenditures include:

Vanguard Cleaning prorated contract ended 3/25	\$550.00
Page Turner Adventures (2021 summer reading)	\$595.00
O&R (gas & electric for February)	\$720.78
Oxford Health Plan	\$879.30
Key Bank (\$800.00 is 61E clean-out)	\$975.20
E. J. Stuebenvoll (snow removal/salting 79E & 61E)	\$1,350.00
Utica National Insurance (WC, commercial package)	\$2,002.00
Lori Peluso (61E security reimbursement)	\$2,400.00
W.O.H (61E closing)	\$3,972.59

**Carole Gomez**  
Interim Director

Rose Memorial Library Association  
Profit & Loss  
March 2021

	<u>Mar 21</u>
Ordinary Income/Expense	
Income	
4001 · Local Public Funds	295,000
4010 · LLSWA State Aid	344
4014 · Fundraising Income - Appeal	235
4015 · Investment Income	1,174
4016 · Gifts and Donations	100
4031 · Library Charges	33
4032 · Other Income	2
Total Income	<u>296,888</u>
Gross Profit	296,888
Expense	
6001 · Salaries	31,397
6002 · Benefits	3,884
6007 · Office Postage	125
6009 · Legal	4,010
6010 · Repairs and Maintenance	3,421
6011 · Health Insurance Premiums Paid	762
6015 · Telecommunications	111
6017 · Utilities	1,281
6018 · Insurance	1,548
6019 · Dues/Fees	123
6031 · Internet Access	146
6043 · Retirement 403B	10
6051 · Computer Technical Support	333
6052 · New Library Website	135
6101 · Capital Expenditures	
6100 · Books	951
6150 · AV	1,322
Total 6101 · Capital Expenditures	<u>2,274</u>
6200 · Programs	595
6300 · Supplies	326
Total Expense	<u>50,481</u>
Net Ordinary Income	246,408
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>246,408</u></u>

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

Ordinary Income/Expense	Jan - Mar 21	Budget *	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	344	0	344	100%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	1,265	7,313	(6,048)	17%
4015 · Investment Income	4,833	5,000	(167)	97%
4016 · Gifts and Donations	124	0	124	100%
4018 · Friends - Income	0	50	(50)	0%
4031 · Library Charges	62	1,000	(938)	6%
4032 · Other Income	141	975	(834)	14%
4037 · Proceeds from Sale of 61 E. Main :	282,844	0	282,844	100%
4038 · Rental Income - 61 E. Main	0	0	0	0%
<b>Total Income</b>	<b>584,613</b>	<b>310,338</b>	<b>274,275</b>	<b>188%</b>
<b>Gross Profit</b>	<b>584,613</b>	<b>310,338</b>	<b>274,275</b>	<b>188%</b>
<b>Expense</b>				
6001 · Salaries	65,238	87,958	(22,720)	74%
6002 · Benefits	8,617	8,702	(85)	99%
6007 · Office Postage	600	500	100	120%
6008 · Accounting & Other Prof Fees	0	338	(338)	0%
6009 · Legal	4,010	1,525	2,485	263%
6010 · Repairs and Maintenance	7,132	5,017	2,115	142%
6011 · Health Insurance Premiums Paid	3,361	5,835	(2,474)	58%
6015 · Telecommunications	445	761	(316)	58%
6017 · Utilities	2,363	2,163	200	109%
6018 · Insurance	1,548	1,544	4	100%
6019 · Dues/Fees	365	454	(89)	80%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	582	405	177	144%
6032 · Ansernet Service Fee	3,677	3,010	667	122%
6034 · Software Licensing Fees	0	440	(440)	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 Promotion	0	1,075	(1,075)	0%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	0	549	(549)	0%
6051 · Computer Technical Support	998	750	248	133%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	0	0	0	0%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	0	675	(675)	0%
6100 · Books	3,194	6,462	(3,268)	49%
6150 · AV	4,333	3,875	458	112%
<b>Total 6101 · Capital Expenditures</b>	<b>7,527</b>	<b>11,012</b>	<b>(3,485)</b>	<b>68%</b>
6125 · Serials	274	1,059	(785)	26%
6200 · Programs	895	1,875	(980)	48%
6300 · Supplies	1,114	2,619	(1,505)	43%
6819 · Covid 19 Expenses	199	0	199	100%
<b>Total Expense</b>	<b>110,570</b>	<b>141,200</b>	<b>(30,630)</b>	<b>78%</b>
<b>Net Ordinary Income</b>	<b>474,043</b>	<b>169,138</b>		
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0	0		
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>		
<b>Net Other Income</b>	<b>0</b>	<b>0</b>		
<b>Net Income</b>	<b>474,043</b>	<b>169,138</b>		

Cash Balances:	1/1/2021	3/31/2021
Operating Acct - TD Bank	129,859.09	601,438.94
Payroll Acct -TD Bank	10.68	70.33
Savings Acct - TD Bank	7,501.00	7,501.93
Bank CDs - Future Fund	0	0
Bank CDs - Other	0	0
Petty Cash	111.26	111.26
Merrill Lynch	436,722.90	436,726.74
<b>Total</b>	<b>574,204.93</b>	<b>1,045,849.20</b>

Legend:

\* 2020 Budget Amounts

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

Ordinary Income/Expense	Jan - Mar 21	Jan - Mar 20	\$ Change	% Change
<b>Income</b>				
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	344.00	0.00	344.00	100.0%
4014 · Fundraising Income - Appeal	1,265.00	1,631.00	-366.00	-22.44%
4015 · Investment Income	4,832.86	4,584.02	248.84	5.43%
4016 · Gifts and Donations	123.98	52.70	71.28	135.26%
4031 · Library Charges	62.20	634.78	-572.58	-90.2%
4032 · Other Income	141.20	1,015.00	-873.80	-86.09%
4037 · Proceeds from Sale of 61 E. Main St	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	3,675.00	-3,675.00	-100.0%
<b>Total Income</b>	<u>584,613.27</u>	<u>306,592.50</u>	<u>278,020.77</u>	<u>90.68%</u>
<b>Gross Profit</b>	584,613.27	306,592.50	278,020.77	90.68%
<b>Expense</b>				
6001 · Salaries	65,237.96	97,533.03	-32,295.07	-33.11%
6002 · Benefits	8,617.27	9,980.39	-1,363.12	-13.66%
6007 · Office Postage	600.00	550.00	50.00	9.09%
6008 · Accounting & Other Prof Fees	0.00	5,519.00	-5,519.00	-100.0%
6009 · Legal	4,010.09	725.00	3,285.09	453.12%
6010 · Repairs and Maintenance	7,131.70	9,304.92	-2,173.22	-23.36%
6011 · Health Insurance Premiums Paid	3,360.88	4,481.44	-1,120.56	-25.0%
6015 · Telecommunications	445.44	338.52	106.92	31.59%
6017 · Utilities	2,363.14	2,343.14	20.00	0.85%
6018 · Insurance	1,548.00	1,535.00	13.00	0.85%
6019 · Dues/Fees	365.08	374.00	-8.92	-2.39%
6028 · Sewer Taxes	1,490.27	1,455.73	34.54	2.37%
6031 · Internet Access	581.84	428.78	153.06	35.7%
6032 · Ansernet Service Fee	3,676.64	3,577.72	98.92	2.77%
6035 · Newsletters	0.00	1,512.08	-1,512.08	-100.0%
6036 · Fundraising	0.00	537.99	-537.99	-100.0%
6043 · Retirement 403B	0.00	-1,500.00	1,500.00	100.0%
6046 · Movie Licensing Contract	0.00	387.00	-387.00	-100.0%
6051 · Computer Technical Support	997.50	1,400.00	-402.50	-28.75%
6052 · New Library Website	134.93	0.00	134.93	100.0%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	0.00	413.46	-413.46	-100.0%
6100 · Books				
6100-A · Books	2,151.96	3,777.17	-1,625.21	-43.03%
6100-C · Books- Children	961.57	1,362.48	-400.91	-29.43%
6100-YA · Books- YA	80.33	242.36	-162.03	-66.86%
<b>Total 6100 · Books</b>	<u>3,193.86</u>	<u>5,382.01</u>	<u>-2,188.15</u>	<u>-40.66%</u>
6150 · AV	4,333.26	5,617.40	-1,284.14	-22.86%
<b>Total 6101 · Capital Expenditures</b>	<u>7,527.12</u>	<u>11,412.87</u>	<u>-3,885.75</u>	<u>-34.05%</u>
6125 · Serials	273.77	467.03	-193.26	-41.38%
6200 · Programs	895.00	1,130.00	-235.00	-20.8%
6300 · Supplies	1,113.83	3,491.63	-2,377.80	-68.1%
6819 · Covid 19 Expenses	198.54	0.00	198.54	100.0%
<b>Total Expense</b>	<u>110,569.00</u>	<u>156,985.27</u>	<u>-46,416.27</u>	<u>-29.57%</u>
<b>Net Ordinary Income</b>	<u>474,044.27</u>	<u>149,607.23</u>		
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0.00	0.00		
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>		
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>		
<b>Net Income</b>	<u><u>474,044.27</u></u>	<u><u>149,607.23</u></u>		



Rose Memorial Library Association  
Cash Disbursement Report  
As of March 31, 2021

1000 - Operating Account - TD Bank

Date	Num	Name	Memo	Paid Amount
03/02/2021			Deposit	1,150
03/03/2021			Deposit	377
03/04/2021			Deposit	25
03/10/2021	9296	Blackstone Audio, Inc.	Audio Books	(265)
03/10/2021	9297	Brodart - Books	Books	(653)
03/10/2021	9298	EJ Stubenvoll Landscaping LLC		(1,350)
03/10/2021	9299	Faronics	Deep Freeze Maintenance Renewal 3 years (5/29/21-5/28/2024)	(289)
03/10/2021	9300	KeyBank		(975)
03/10/2021	9301	Lori Peluso	Refund of Jacqueline Spissinger Security Deposit	(2,400)
03/10/2021	9302	Midwest Tape	Hoopla/DVD	(192)
03/10/2021	9303	O & R	Gas & Electric 79 E. Main Street	(721)
03/10/2021	9304	Orange & Rockland - 61 E Main Street	Electric 61 East Main Street Apartment	(36)
03/10/2021	9305	Orange & Rockland - 61 E Main Street	Electric 61 East Main Street Apartment 1	(52)
03/10/2021	9306	Orange and Rockland - 61 E Main	Gas 61 East Main Street	(205)
03/10/2021	9307	Page Turner Adventures	4 Weeks Virtual Winter Spring Program (2/1/21) and 8 Weeks Virtual Summer (5/15/21)	(595)
03/10/2021	9308	Parity-Whats, Inc. db/a Vanguard Cle:	Monthly Cleaning - 3/1-3/24/2021	(550)
03/10/2021	9309	Rockland Carling	Trash & Recycle	(110)
03/10/2021	9310	Rockland Web Design Inc.	Website Wordpress Development	(135)
03/10/2021	9311	Staples		(79)
03/10/2021	9312	SUEZ Water New York	Water Bill	(34)
03/10/2021	9313	Thomson Gale	Books	(177)
03/10/2021	9314	Ulica National	Insurance	(2,002)
03/10/2021	9315	Whiteman Osterman & Hanna LLP	Sale of 61 E. Main Street	(38)
03/11/2021			Deposit	1
03/11/2021			Deposit	295,000
03/11/2021			Deposit	110
03/12/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(66)
03/14/2021			Fund Transfer Payroll	(10,350)
03/22/2021	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
03/24/2021			Fund Transfer Payroll	(1,100)
03/24/2021	9316	Amazon.com	Phone Rental	(399)
03/24/2021	9317	Avaya Financial Services	Audio Books	(90)
03/24/2021	9318	Blackstone Audio, Inc.	Remote monitoring and virus monitoring	(274)
03/24/2021	9319	Frontline Data Services	2/26/21 Service Call - Lights Out	(333)
03/24/2021	9320	Hush Electrical Contracting	Hoopla/DVD	(465)
03/24/2021	9321	Midwest Tape	Phone & Internet	(52)
03/24/2021	9322	OPTIMUM	Gas & Electric 61 E. Main Street	(257)
03/24/2021	9323	Orange and Rockland - 61 E Main	Health Insurance	(223)
03/24/2021	9324	Oxford Health Plans	Postage	(879)
03/24/2021	9325	Pitney Bowes Global Financial Services:	Postage Meter rental	(60)
03/24/2021	9326	Purchase Power	Water Bill	(32)
03/24/2021	9327	SUEZ Water New York	Books	(10)
03/24/2021	9328	Thomson Gale	Books	(2)
03/24/2021	9329	Whiteman Osterman & Hanna LLP	Sale of 61 E. Main Street	(3,973)
03/24/2021	9330	Thomson Gale	Books	(89)
03/25/2021			Deposit	26
03/26/2021			Deposit	125
03/26/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(68)
03/27/2021			Funds Transfer Payroll	(11,000)
03/27/2021			Funds Transfer SUI rate change	(816)
03/29/2021			Deposit	50
03/31/2021			Interest	22
Total 1000 - Operating Account - TD Bank				255,365

## Rose Memorial Library Association

## Balance Sheet

As of March 31, 2021

	<u>Mar 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Operating Account - TD Bank	601,438.94
1005 · Payroll Acct - TD Bank	70.33
1006 · Savings - Special Funds	7,501.93
1040 · Petty Cash	111.26
<b>Total Checking/Savings</b>	<u>609,122.46</u>
<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>	<u>-6,589.09</u>
<b>Total Accounts Receivable</b>	-6,589.09
<b>Other Current Assets</b>	
1033 · Merrill Lynch Cash Acct	62,966.49
1036 · Merrill Lynch Cash - Future Fund	82,483.14
1201 · Merrill Lynch Investment Acct	
1202 · Municipal Bonds	
1206 · Discount/Premiums Paid	34,245.46
1202 · Municipal Bonds - Other	264,309.74
<b>Total 1202 · Municipal Bonds</b>	<u>298,555.20</u>
1208 · Municipal Bonds - Future Fund	
1209 · Discounts/Premiums-Future Fund	10,045.20
1208 · Municipal Bonds - Future Fund - Other	75,172.00
<b>Total 1208 · Municipal Bonds - Future Fund</b>	<u>85,217.20</u>
1201 · Merrill Lynch Investment Acct - Other	-81,372.77
<b>Total 1201 · Merrill Lynch Investment Acct</b>	<u>302,399.63</u>
<b>Total Other Current Assets</b>	<u>447,849.26</u>
<b>Total Current Assets</b>	<u>1,050,382.63</u>
<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	-5,291.00
1808 · Land Improve - 79 E - Acc Depr	-105,044.00
1810 · Buildings	
1811 · Acc Depr - Bldg	-115,709.00
1810 · Buildings - Other	137,574.00
<b>Total 1810 · Buildings</b>	<u>21,865.00</u>
1814 · Bldg Improvements-Sewer	186,556.00
1820 · Furniture & Fixtures	
1821 · Acc Depr -F & F	-13,097.00
1820 · Furniture & Fixtures - Other	18,885.13
<b>Total 1820 · Furniture &amp; Fixtures</b>	<u>5,788.13</u>
1830 · Books/Videos	
1831 · Acc Depr - B/V/S	-233,000.00
1830 · Books/Videos - Other	337,578.58
<b>Total 1830 · Books/Videos</b>	<u>104,578.58</u>

6:44 PM

04/07/21

Cash Basis

# Rose Memorial Library Association

## Balance Sheet

As of March 31, 2021

	<u>Mar 31, 21</u>
1835 · Equipment	
1836 · Acc Depr - Equipmnt	-16,832.00
1835 · Equipment - Other	17,140.20
<b>Total 1835 · Equipment</b>	<u>308.20</u>
1840 · Building-61 East Main Street	
1841 · Acc Depr-Building-61 East Main	-28,975.00
1840 · Building-61 East Main Street - Other	95,150.26
<b>Total 1840 · Building-61 East Main Street</b>	<u>66,175.26</u>
<b>Total Fixed Assets</b>	<u>753,049.17</u>
<b>TOTAL ASSETS</b>	<u><u>1,803,431.80</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3010 · Unrestrict (retained earnings)	-350,014.27
3998 · Fund Balance	1,679,401.80
Net Income	474,044.27
<b>Total Equity</b>	<u>1,803,431.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,803,431.80</u></u>

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

**General Overview:**

- The RCLS Directors' Association has voted overwhelmingly to no longer quarantine books per the CDC Guidelines. All books will continue to be returned to the Book Drops and scanned in the following day. The currently quarantined books are returning to circulation one shelf per day until empty so as not to overburden the RCLS drivers.
- As of 04/16/2021, the 2021 Appeal has received 219 donations totaling \$9,388 of which \$500 is a direct result of the April/May newsletter. 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 continued to decline with less than .75% of population with active cases in our area. Vaccination rate for Stony Point is 35.47% first dose; 22.40% both doses. Therefore, we are open using the browsing hours/curbside pick-up model as of April 5, 2021, monitoring for 6-8 weeks with a staff member at the door to ensure limited access, mask wearing and sanitation guidelines. As of 4/16 during the first 12-day period, we have had 161 patrons visit in person.
- During the month of March, there were 341 Curbside Pickups. Up considerably from February. For the last 12 days since opening, we have had 91 patrons take advantage of Curbside Pickups
- The April/May newsletter arrived in homes on/about April 1<sup>st</sup>. As stated, we have received \$500 with the newsletter tear-off.
- Contacted Robert Schofield from W.O.H. twice this week to obtain the 414 documentation. Still awaiting a reply.

**Personnel:**

- We received a total of six applications for the Circulation Clerk. Oscar and I interviewed four candidates. We were in total agreement with our choices. The new staff include Dawn Thornton, Amber Sterbenz and Samantha Remigio. They have completed the new hire paperwork, a short orientation and are beginning to train in the RML procedures. One of the candidates may be appropriate for the Library Operations Manager in the future.
- As you all know, we received 25 applications for Library Director. It was advertised on the RCLS website, Mid-Hudson, Upper Hudson, Westchester library systems, Bergen County library system, LinkedIn, Indeed, Zip Recruiter and the NYS Job Bank. The 25 narrowed to six for first round interviews, then three finalists. The 19 received thank you emails, three of the first round received notification emails thank you's. Darlene Alessi, Alice Meacham and Susan Totter received emails stating final decision is being made at April Board Meeting.

**Building:**

- RML has entered into an agreement with Diamond Shine Cleaning who began 3/25/2021. Their agreement states seven-day notice for termination; however, I noted they are on a three-month probationary period. The difference is noticeable by all staff.

- Currently, we have a loose shutter, some lights out downstairs and other minor building issues, nothing noticeable to the patrons. This will be addressed shortly.
- I plan to get a bid to paint the Director's office and look for a proper desk that will better fit the space. This will enable the furniture to return to the correct places.
- I received an invoice for \$400 from Direct Energy which represented the termination penalty of the agreement for 61E as a result of the sale of the building. I learned that the agreement in question was signed in August of 2019 for the period July 2021 through September 2022. After a few phone calls and moving up the ladder with Customer Service, the amount has been waived.

### **Technology:**

- RCLS successfully migrated to Microsoft 365 Outlook. The Board of Trustees will each receive their own rcls.org email address on/about May 1st.
- We have four laptops, two PCs, a keyboard and mouse in the office for the last 18 months. They are a result of an upgrade pre-pandemic and no longer operational. I would like permission to take them to electronic recycling in Pomona.

### **RCLS:**

- At the RCLS Directors' Association monthly meeting, it was announced that the NYS budget passed without the anticipated 20% cut in library funding. In addition, the Construction Aid reduced in 2020 has been returned to the 2019 levels. This includes \$34,000,000 Construction Aid for NYS libraries, of which RCLS is entitled to \$1,427,000. There is a Construction Aid Workshop on 4/29. I registered for the Workshop and have downloaded the Construction Aid information from the nysed.org website.

### **Financials & Statistics:**

- Laura has posted the Financials and Stats to Google Drive.
- Berard & Associates are working with Laura on the 990, awaiting final.

### **Miscellaneous:**

- All documents required for the Raffle application are available for Hollis to move forward.
- After discussions over this past week about fundraising and grants, I researched the following:
  - O&R Community Investment Program, we are not eligible. They do not give to any organization that is funded by government or school tax dollars.
  - Suez North American Foundation. They primarily work with organizations on environmental-themed projects and don't really give funds.
  - TD Charitable Foundation, this is a possibility. I am researching further
  - There are tax dollars appropriated by Congress which may be obtained through Congressman Mondaire Jones for Community Project Funding initiative. Have to research further.

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

- Our print newsletter has returned to Stony Point homes for the first time since early 2020 and I anticipate it will be back on a regular schedule going forward.
- Taking a cue from Susan and her successful "take and make" craft programs for kids and teens, I thought I would try one for adults. The sign ups went very well with 18 patrons registering to pick up kits for a bubble magnet project. I am hoping to do other similar programs in the future.
- I am currently planning Summer Reading for adults, keeping things in a similar vein as previous years with a list of reading challenges (e.g. "read a book translated from another language") with a prize drawing at the end of the summer.

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

- Currently working to complete lots of projects in the Children's room including:
  - relabeling and cleaning up items that the labels have yellowed,
  - weeding out materials in all areas as needed
  - As sections get weeded, I am working to shift the books to allow space which helps for easier browsing and is known to help circulation.
- Since we have opened the doors to having patrons in the building, the children's room has had a few families visit, browse and take out materials.
- Take & Makes are being created and ready for April and May as well as Tween/Teen Loot Box projects.

	March 2021	YTD 2021	March 2020	YTD 2020
<b>Adult Collection</b>				
Fiction Books	264	730	235	1056
New Fiction	26	65	14	62
Express Books	84	238	166	825
Large Print Books	134	382	89	372
Non Fiction Books	155	487	106	503
<b>Total Adult Books</b>	<b>663</b>	<b>1902</b>	<b>610</b>	<b>2818</b>
<b>CD/Audio</b>	<b>35</b>	<b>100</b>	<b>62</b>	<b>273</b>
<b>DVD</b>	<b>200</b>	<b>580</b>	<b>324</b>	<b>1449</b>
<b>Misc.</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
<b>Periodicals</b>	<b>25</b>	<b>81</b>	<b>56</b>	<b>231</b>
<b>TOTAL ADULT CIRC</b>	<b>924</b>	<b>2664</b>	<b>1052</b>	<b>4773</b>
<b>Juvenile Collection</b>				
Fiction Books	286	785	615	2795
New Fiction	1	1		
Non-Fiction Books	112	234	97	461
Express Books	2	2	0	3
<b>Total Juv Books</b>	<b>401</b>	<b>1022</b>	<b>712</b>	<b>3259</b>
<b>CD/Audio</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>16</b>
<b>DVD</b>	<b>25</b>	<b>114</b>	<b>137</b>	<b>598</b>
<b>Misc.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Periodicals</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>14</b>
<b>TOTAL Juvenile Circ</b>	<b>426</b>	<b>1143</b>	<b>855</b>	<b>3887</b>
<b>YA Collection</b>				
Fiction Books	28	74	26	133
Non-Fiction Books	3	8	3	22
Express Books	0	2	1	1
<b>CD/Audio</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DVD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>TOTAL YA Circ</b>	<b>31</b>	<b>84</b>	<b>30</b>	<b>162</b>
<b>Graphic Books</b>	<b>72</b>	<b>140</b>	<b>78</b>	<b>312</b>
<b>Games</b>	<b>11</b>	<b>21</b>	<b>13</b>	<b>51</b>
<b>GRAND TOTAL</b>	<b>1464</b>	<b>4052</b>	<b>2028</b>	<b>9185</b>
All Books	1167	3147	1430	6545
All AV	260	801	526	2342
Periodicals	25	81	59	245
Games	11	21	13	51
Misc	1	1	0	2
	1464	4051	2028	9185