

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Public invited to attend via Zoom
Wednesday June 16, 2021
AGENDA

- I. Call to Order**
- II. Adoption of Minutes (minutes pending)**
Regular Meeting, May 20, 2021*
- III. Public Comments (via Zoom)**
- IV. Finance**
 - a. Narrative Report, May 2021**
 - b. Approval of Disbursements: Month May 2021***
 - c. Financial Reports for May 2021***
- V. Reports**
 - a. Director's Report May 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. Status ~ Application for Registration & ID for raffle**
 - b. 414 documents:**
 - i. Consideration of the resolution pursuant to General Municipal Law Sections 3-c(5) and 3-c(3) to override the tax levy limit for the Rose Memorial Library 2022 Fiscal Year budget. (copy attached)**
 - ii. Consideration of the petition to seek a vote at the November 2, 2021 General Election for the Town of Stony Point to increase the annual contribution of the Town of Stony Point for the operating budget of the Rose Memorial Library by \$70,000 to the sum of \$325,000. (copy attached)**
 - c. Reminder: 2021 Sexual Harassment training scheduled for June for Board & staff**
 - d. Reminder: 2021 RCLS Trustee Training per RCLS**
- VII. New Business**
 - a. Successful reopening with extended hours effective 06/14/2021**
 - b. Review and approve updated RML Employee Handbook**
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ July 21, 2021 at 5:30pm

**motion required*

ROSE MEMORIAL LIBRARY ASSOCIATION

JUNE 2021 BOARD MEETING

FINANCIAL NARRATIVE

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

- **Operating Account: \$530,466.70**
- **Savings Account: \$7502.55**
- **Payroll Account: \$41.49**

The Merrill Lynch investment accounts had a value of \$434,755.69 as of May 31, 2021. Monthly change: +\$2,072.92

There were two payrolls in the month of May 2021 totaling \$22,016.00

The largest expenditures include:

Key Bank credit card (protesting \$281.90 in charges)	\$409.54
O&R	489.02
Rockland Web Design (hosting renewal)	\$499.85
Whiteman Osterman & Hanna (Q2 2021 retainer)	\$500.00
Hush Electrical (repair two light units in Children's)	\$531.54
Amazon (music, games, DVDs, children's/youth/adult take & make activity supplies)	\$635.86
Pro Painting (Director's office)	\$750.00
Brodart	\$1458.15
Utica National (umbrella policy & worker's comp)	\$1,770.25
RCLS General (RCLS 2021 Svc Fee \$2,196.21; receipt paper rolls \$103.70)	\$2,299.91

NOTE:

- **RML received a refund in the amount of \$205.29 from O&R for 61 East Main St. property.**
- **RML received \$999.00 through RCLS from the CARES ACT which was partial reimbursement for PPE and related pandemic expenses.**

Rose Memorial Library Association
Balance Sheet
As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating Account - TD Bank	530,466.70
1005 · Payroll Acct - TD Bank	41.49
1006 · Savings - Special Funds	7,502.55
1040 · Petty Cash	111.26
Total Checking/Savings	538,122.00
Accounts Receivable	
1110 · Accounts Receivable	
1111 · Accrued Interest Income	-7,678.72
1110 · Accounts Receivable - Other	1,089.63
Total 1110 · Accounts Receivable	-6,589.09
Total Accounts Receivable	-6,589.09
Other Current Assets	
1033 · Merrill Lynch Cash Acct	62,967.59
1036 · Merrill Lynch Cash - Future Fund	82,484.57
1201 · Merrill Lynch Investment Acct	
1202 · Municipal Bonds	
1206 · Discount/Premiums Paid	34,245.46
1202 · Municipal Bonds - Other	264,309.74
Total 1202 · Municipal Bonds	298,555.20
1208 · Municipal Bonds - Future Fund	
1209 · Discounts/Premiums-Future Fund	10,045.20
1208 · Municipal Bonds - Future Fund - Other	75,172.00
Total 1208 · Municipal Bonds - Future Fund	85,217.20
1201 · Merrill Lynch Investment Acct - Other	-81,372.77
Total 1201 · Merrill Lynch Investment Acct	302,399.63
Total Other Current Assets	447,851.79
Total Current Assets	979,384.70
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	-5,291.00
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
Total 1810 · Buildings	21,865.00
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
Total 1820 · Furniture & Fixtures	5,788.13
1830 · Books/Videos	
1831 · Acc Depr - B/V/S	-233,000.00
1830 · Books/Videos - Other	337,578.58
Total 1830 · Books/Videos	104,578.58
1835 · Equipment	
1836 · Acc Depr - Equipmnt	-16,832.00
1835 · Equipment - Other	17,140.20
Total 1835 · Equipment	308.20
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

Rose Memorial Library Association

Balance Sheet

As of May 31, 2021

	<u>May 31, 21</u>
Total 1840 · Building-61 East Main Street	<u>66,175.26</u>
Total Fixed Assets	<u>753,049.17</u>
TOTAL ASSETS	<u>1,732,433.87</u>
LIABILITIES & EQUITY	
Equity	
3010 · Unrestrict (retained earnings)	-350,014.27
3998 · Fund Balance	1,679,401.80
Net Income	403,046.34
Total Equity	<u>1,732,433.87</u>
TOTAL LIABILITIES & EQUITY	<u>1,732,433.87</u>

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

Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank				
05/05/2021	9353	It's All Relative Genealogy, LLC	Genealogy- Family Tree Building - 5/5/2021	(150)
05/07/2021	EFT	ADP	PAYROLL-PROCESSING FEES -	(71)
05/08/2021			Funds Transfer	(10,850)
05/08/2021			Deposit	40
05/12/2021	9356	Avaya Financial Services	Phone Rental	(90)
05/12/2021	9357	Brodart - Books	Books	(1,458)
05/12/2021	9358	DEMCO, Inc.	Library Supplies	(37)
05/12/2021	9359	EasyPermit Postage	Newletter postage (\$70.14)less overdraft fee (241.71) plus overage fee(5.7173	(334)
05/12/2021	9360	Frontline Data Services	Remote monitoring and virus monitoring	(285)
05/12/2021	9361	Jan Way	Library Bags	(199)
05/12/2021	9362	Journal News	Daily service from 0501/21-7/31/2021 plus gratuity (\$14.00	(233)
05/12/2021	9363	KeyBank		(410)
05/12/2021	9364	Midwest Tape	Digital Reading	(258)
05/12/2021	9365	O & R	Gas & Electric	(489)
05/12/2021	9366	Purchase Power	Postage	(45)
05/12/2021	9367	Rockland Carting	Garbage & Recycle	(110)
05/12/2021	9368	Rockland Web Design Inc.	DOMAIN RENEWAL	(500)
05/12/2021	9369	Staples	Supplies	(189)
05/12/2021	9370	Walter Carey's Pro Painting	Painting of Directors Office	(750)
05/12/2021	9371	Thomson Gale	Books	(302)
05/14/2021			Deposit	75
05/17/2021			Deposit	22
05/19/2021	9372	Purchase Power	Postage	(45)
05/19/2021	9373	Ramapo Catskill Library System	Service Fee & Receipt Paper	(2,300)
05/19/2021	9374	Shell Ann Printing	Business Cards -	(90)
05/19/2021	9375	SUEZ Water New York	Water Bill	(22)
05/19/2021	9376	Ulta National	Insurance	(1,770)
05/20/2021	EFT	Pliney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
05/21/2021			Deposit	100
05/21/2021	EFT	ADP	PAYROLL-PROCESSING FEES -	(71)
05/23/2021			Funds Transfer	(12,800)
05/24/2021			Deposit	9
05/25/2021			Deposit	20
05/26/2021	9381	Amazon.com	5/11/2021 Service Call -Children's Room Lights out	(636)
05/26/2021	9377	Hush Electrical Contracting	Phone Repair	(532)
05/26/2021	9378	Optima Communications	2nd Qtr 2021 Retainer	(258)
05/26/2021	9379	Whiteman Osterman & Hanna LLP	Deposit	(500)
05/28/2021			Interest	989
05/31/2021				23
Total 1000 - Operating Account - TD Bank				(34,621)

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

Ordinary Income/Expense	Jan - May 21	Budget *	\$ Over Budget	% of Budget
Income				
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	1,204	0	1,204	100%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	2,070	7,604	(5,534)	27%
4015 · Investment Income	6,052	8,333	(2,281)	73%
4016 · Gifts and Donations	133	0	133	100%
4018 · Friends - Income	0	83	(83)	0%
4031 · Library Charges	125	1,667	(1,542)	7%
4032 · Other Income	194	1,625	(1,431)	12%
4037 · Exp. Reimbursements-61 E. Main	282,844			
4038 · Rental Income - 61 E. Main	0	0	0	0%
Total Income	587,622	315,312	272,310	186%
Gross Profit	587,622	315,312	272,310	186%
Expense				
6001 · Salaries	108,109	146,597	(38,488)	74%
6002 · Benefits	13,086	14,504	(1,418)	90%
6007 · Office Postage	743	833	(90)	89%
6008 · Accounting & Other Prof Fees	0	563	(563)	0%
6009 · Legal	4,510	2,542	1,968	177%
6010 · Repairs and Maintenance	10,052	8,362	1,690	120%
6011 · Health Insurance Premiums Paid	4,084	9,726	(5,642)	42%
6015 · Telecommunications	559	1,268	(709)	44%
6017 · Utilities	3,522	3,604	(82)	98%
6018 · Insurance	3,089	2,573	516	120%
6019 · Dues/Fees	575	756	(181)	76%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	726	674	52	108%
6032 · Ansernet Service Fee	7,353	6,020	1,333	122%
6034 · Software Licensing Fees	0	733	(733)	0%
6035 · Newsletters	1,595	3,688	(2,093)	43%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	0	1,792	(1,792)	0%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	2,196	1,098	1,098	200%
6051 · Computer Technical Support	2,090	1,250	840	167%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	560	600	(40)	93%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	0	1,125	(1,125)	0%
6100 · Books	9,348	10,771	(1,423)	87%
6150 · AV	7,313	6,459	854	113%
Total 6101 · Capital Expenditures	16,661	18,355	(1,694)	91%
6125 · Serials	507	1,764	(1,257)	29%
6200 · Programs	1,045	3,125	(2,080)	33%
6300 · Supplies	2,491	4,365	(1,874)	57%
6819 · Covid 19 Expenses	(602)	0	(602)	100%
Total Expense	184,576	236,557	(51,981)	
Net Ordinary Income	403,046	78,755		
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0	0	0	0%
Total Other Expense	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	403,046	78,755	324,291	512%

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

	<u>Jan - May 21</u>	<u>Budget *</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cash Balances:	01/01/21	05/31/21		
Operating Acct - TD Bank	129,859.09	530,466.70		
Payroll Acct -TD Bank	10.68	41.49		
Savings Acct - TD Bank	7,501.00	7,502.55		
Bank CDs - Future Fund	0.00	0.00		
Bank CDs - Other	0.00	0.00		
Petty Cash	111.26	111.26		
Merrill Lynch	436,722.90	436,729.27		
Total	574,204.93	974,851.27		

Legend:

* 2020 Budget Amounts

Rose Memorial Library Association Profit & Loss

May 2021

May 21

Ordinary Income/Expense

Income

4014 · Fundraising Income - Appeal	210
4015 · Investment Income	25
4016 · Gifts and Donations	9
4031 · Library Charges	16
4032 · Other Income	30

Total Income 290

Gross Profit 290

Expense

6001 · Salaries	22,016
6002 · Benefits	2,087
6007 · Office Postage	215
6009 · Legal	500
6010 · Repairs and Maintenance	1,739
6011 · Health Insurance Premiums Paid	(78)
6017 · Utilities	511
6018 · Insurance	1,541
6019 · Dues/Fees	11
6035 · Newsletters	331
6043 · Retirement 403B	0
6050 · RCLS Service Fee	2,196
6051 · Computer Technical Support	285
6053 · Website Hosting Fee	500
6101 · Capital Expenditures	
6100 · Books	1,760
6150 · AV	918
Total 6101 · Capital Expenditures	<u>2,678</u>
6125 · Serials	233
6200 · Programs	150
6300 · Supplies	805
6819 · Covid 19 Expenses	(800)

Total Expense 34,920

Net Ordinary Income (34,630)

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income (34,630)

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January 2020 through May 2021

Ordinary Income/Expense	Jan '20 - May 21	Jan '19 - May 20	\$ Change
Income			
4000 · Tax Levy	200,000.00	200,000.00	0.00
4001 · Local Public Funds	590,000.00	590,000.00	0.00
4010 · LLSWA State Aid	4,301.40	4,416.00	-114.60
4011 · Grants & Aid			
4013 · Other Grants	0.00	1,000.00	-1,000.00
Total 4011 · Grants & Aid	0.00	1,000.00	-1,000.00
4014 · Fundraising Income - Appeal			
4040 · Fund Raising Income - Newslette	755.00	1,530.00	-775.00
4041 · Fund Raising Income - Book Sale	0.00	3.00	-3.00
4049 · Fundrasing	12.17	13.14	-0.97
4051 · Donations - Adult Programs	37.00	549.00	-512.00
4014 · Fundraising Income - Appeal - Other	11,661.00	9,126.00	2,535.00
Total 4014 · Fundraising Income - Appeal	12,465.17	11,221.14	1,244.03
4015 · Investment Income			
4033 · Interest Income	1,708.61	12,422.02	-10,713.41
4034 · Dividend Income	75.02	0.00	75.02
4035 · Gain/Loss on Sales	0.00	-1,506.94	1,506.94
4036 · Other Investment Related Income	0.00	424.57	-424.57
4015 · Investment Income - Other	23,736.33	18,226.18	5,510.15
Total 4015 · Investment Income	25,519.96	29,565.83	-4,045.87
4016 · Gifts and Donations	356.20	730.90	-374.70
4018 · Friends - Income	0.00	10.00	-10.00
4031 · Library Charges	1,288.08	3,751.57	-2,463.49
4032 · Other Income	2,141.45	7,135.02	-4,993.57
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03
4038 · Rental Income - 61 E. Main	13,475.00	19,600.00	-6,125.00
Total Income	1,132,391.29	867,430.46	264,960.83
Gross Profit	1,132,391.29	867,430.46	264,960.83
Expense			
6001 · Salaries	450,097.59	507,017.15	-56,919.56
6002 · Benefits			
6004 · Travel Reimbursement	24.72	731.24	-706.52
6021 · Conferences	0.00	210.00	-210.00
6023 · Payroll Processing Fees	2,851.50	3,076.45	-224.95
6002 · Benefits - Other	41,878.22	44,253.53	-2,375.31
Total 6002 · Benefits	44,754.44	48,271.22	-3,516.78
6007 · Office Postage	2,342.28	2,709.70	-367.42
6008 · Accounting & Other Prof Fees	7,469.00	1,869.00	5,600.00
6009 · Legal	8,242.59	3,630.00	4,612.59
6010 · Repairs and Maintenance			
6014 · R & M Equipment	3,047.23	2,138.04	909.19
6029 · Maintenance- Grounds			
6406 · Maintenance - Grounds-61 E.Main	3,090.00	4,980.00	-1,890.00
6029 · Maintenance- Grounds - Other	6,435.02	6,001.00	434.02
Total 6029 · Maintenance- Grounds	9,525.02	10,981.00	-1,455.98
6030 · R & M - Building			
6020 · Custodial Supplies	1,416.27	2,317.55	-901.28
6030 · R & M - Building - Other	28,174.79	16,453.33	11,721.46
Total 6030 · R & M - Building	29,591.06	18,770.88	10,820.18
6409 · Building Maintenance-61 E. Main	800.00	208.00	592.00
Total 6010 · Repairs and Maintenance	42,963.31	32,097.92	10,865.39
6011 · Health Insurance Premiums Paid	20,544.57	24,850.75	-4,306.18

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January 2020 through May 2021

	<u>Jan '20 - May 21</u>	<u>Jan '19 - May 20</u>	<u>\$ Change</u>
6015 · Telecommunications	1,898.75	1,866.89	31.86
6017 · Utilities			
6404 · Utilities-61 E. Main Street	1,399.09	683.01	716.08
6017 · Utilities - Other	11,018.76	11,410.92	-392.16
Total 6017 · Utilities	12,417.85	12,093.93	323.92
6018 · Insurance	9,269.60	9,046.25	223.35
6019 · Dues/Fees			
6024 · Bank Chgs/ML Fees	1,125.03	236.50	888.53
6025 · Other Libraries' Fees	20.00	0.00	20.00
6019 · Dues/Fees - Other	1,926.26	2,776.86	-850.60
Total 6019 · Dues/Fees	3,071.29	3,013.36	57.93
6026 · Miscellaneous	0.00	200.00	-200.00
6028 · Sewer Taxes			
6411 · Property Taxes - 61 E. Main	1,534.71	1,428.44	106.27
6028 · Sewer Taxes - Other	1,411.29	1,377.02	34.27
Total 6028 · Sewer Taxes	2,946.00	2,805.46	140.54
6031 · Internet Access	2,456.33	2,218.88	237.45
6032 · Ansernet Service Fee	20,994.66	16,113.00	4,881.66
6034 · Software Licensing Fees	0.00	563.55	-563.55
6035 · Newsletters			
6037 · Newsletter Postage	1,057.22	2,443.23	-1,386.01
6035 · Newsletters - Other	2,050.00	6,150.00	-4,100.00
Total 6035 · Newsletters	3,107.22	8,593.23	-5,486.01
6036 · Fundraising			
6038 · Fundraising Postage	1,025.42	1,070.24	-44.82
6036 · Fundraising - Other	1,617.00	1,540.00	77.00
Total 6036 · Fundraising	2,642.42	2,610.24	32.18
6043 · Retirement 403B	0.00	1,125.00	-1,125.00
6045 · Advertising and Promotion	1,936.00	3,925.98	-1,989.98
6046 · Movie Licensing Contract	387.00	954.70	-567.70
6050 · RCLS Service Fee	4,391.44	2,275.04	2,116.40
6051 · Computer Technical Support	8,715.00	10,287.50	-1,572.50
6052 · New Library Website	134.93	0.00	134.93
6053 · Website Hosting Fee	979.43	1,119.39	-139.96
6101 · Capital Expenditures			
6022 · Fixed Asset & Capital Purchases			
6400 · New Site Plan Expenses	0.00	2,842.00	-2,842.00
6022 · Fixed Asset & Capital Purchases - Other	413.46	868.74	-455.28
Total 6022 · Fixed Asset & Capital Purchases	413.46	3,710.74	-3,297.28
6100 · Books			
6100-A · Books	24,928.90	22,871.77	2,057.13
6100-C · Books- Children	9,168.80	6,227.08	2,941.72
6100-YA · Books- YA	1,226.18	1,281.02	-54.84
6100 · Books - Other	0.00	34.00	-34.00
Total 6100 · Books	35,323.88	30,413.87	4,910.01
6150 · AV			
6110 · AV-Audio			
6115 · Audio Books	2,567.98	2,567.95	0.03
6120 · Music	758.82	884.42	-125.60
Total 6110 · AV-Audio	3,326.80	3,452.37	-125.57
6130 · Video Tapes and DVDs	6,855.84	6,608.52	247.32
6141 · Digital Reading Technology	9,421.76	6,206.82	3,214.94
6160 · Software			
6161 · Video Games	1,167.12	866.35	300.77

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January 2020 through May 2021

	Jan '20 - May 21	Jan '19 - May 20	\$ Change
6160 · Software - Other	5,602.63	4,803.90	798.73
Total 6160 · Software	6,769.75	5,670.25	1,099.50
Total 6150 · AV	26,374.15	21,937.96	4,436.19
Total 6101 · Capital Expenditures	62,111.49	56,062.57	6,048.92
6125 · Serials	4,453.97	4,746.24	-292.27
6200 · Programs			
6210 · Adult Program Fees	1,630.00	4,940.00	-3,310.00
6215 · Young Adult Program Fees	175.00	575.00	-400.00
6220 · Child's Program Fees	2,619.00	2,890.00	-271.00
6225 · Museum Passes	150.00	775.00	-625.00
6250 · Summer Reading Program			
6251 · Summer Program Fees - Childrens	397.00	2,317.50	-1,920.50
6253 · Summer Program Fees - YA	150.00	175.00	-25.00
Total 6250 · Summer Reading Program	547.00	2,492.50	-1,945.50
Total 6200 · Programs	5,121.00	11,672.50	-6,551.50
6300 · Supplies			
6013 · Library Supplies	1,047.12	1,275.80	-228.68
6027 · Office Supplies & Expense			
6041 · Equipment Rental	180.00	180.00	0.00
6027 · Office Supplies & Expense - Other	8,665.94	11,755.03	-3,089.09
Total 6027 · Office Supplies & Expense	8,845.94	11,935.03	-3,089.09
6301 · Program Supplies - Adult	149.02	692.83	-543.81
6302 · Program Supplies - Children's			
6252 · SRP Expenses - Children's	23.50	487.09	-463.59
6302 · Program Supplies - Children's - Other	1,636.88	2,289.58	-652.70
Total 6302 · Program Supplies - Children's	1,660.38	2,776.67	-1,116.29
6304 · Program Supplies - Young Adults	1,269.07	813.94	455.13
Total 6300 · Supplies	12,971.53	17,494.27	-4,522.74
6819 · Covid 19 Expenses	4,051.99	242.58	3,809.41
7001 · Depreciation	0.00	67,911.00	-67,911.00
8500 · Misc expenses	0.00	800.00	-800.00
Total Expense	740,471.68	858,187.30	-117,715.62
Net Ordinary Income	391,919.61	9,243.16	382,676.45
Other Income/Expense			
Other Income			
6800* · Unrealized gain (loss)			
6810 · Unrealized gain(loss) - investm	0.00	14,589.09	-14,589.09
Total 6800* · Unrealized gain (loss)	0.00	14,589.09	-14,589.09
Total Other Income	0.00	14,589.09	-14,589.09
Other Expense			
6800 · Net Payroll	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	14,589.09	-14,589.09
Net Income	391,919.61	23,832.25	368,087.36

Rose Memorial Library Association Profit & Loss Prev Year Comparison January 2020 through May 2021

	% Change
Ordinary Income/Expense	
Income	
4000 · Tax Levy	0.0%
4001 · Local Public Funds	0.0%
4010 · LLSWA State Aid	-2.6%
4011 · Grants & Aid	
4013 · Other Grants	-100.0%
Total 4011 · Grants & Aid	-100.0%
4014 · Fundraising Income - Appeal	
4040 · Fund Raising Income - Newslette	-50.65%
4041 · Fund Raising Income - Book Sale	-100.0%
4049 · Fundrasing	-7.38%
4051 · Donations - Adult Programs	-93.26%
4014 · Fundraising Income - Appeal - Other	27.78%
Total 4014 · Fundraising Income - Appeal	11.09%
4015 · Investment Income	
4033 · Interest Income	-86.25%
4034 · Dividend Income	100.0%
4035 · Gain/Loss on Sales	100.0%
4036 · Other Investment Related Income	-100.0%
4015 · Investment Income - Other	30.23%
Total 4015 · Investment Income	-13.68%
4016 · Gifts and Donations	-51.27%
4018 · Friends - Income	-100.0%
4031 · Library Charges	-65.67%
4032 · Other Income	-69.99%
4037 · Exp. Reimbursements-61 E. Main	100.0%
4038 · Rental Income - 61 E. Main	-31.25%
Total Income	30.55%
Gross Profit	30.55%
Expense	
6001 · Salaries	-11.23%
6002 · Benefits	
6004 · Travel Reimbursement	-96.62%
6021 · Conferences	-100.0%
6023 · Payroll Processing Fees	-7.31%
6002 · Benefits - Other	-5.37%
Total 6002 · Benefits	-7.29%
6007 · Office Postage	-13.56%
6008 · Accounting & Other Prof Fees	299.63%
6009 · Legal	127.07%
6010 · Repairs and Maintenance	
6014 · R & M Equipment	42.52%
6029 · Maintenance- Grounds	
6406 · Maintenance - Grounds-61 E.Main	-37.95%
6029 · Maintenance- Grounds - Other	7.23%
Total 6029 · Maintenance- Grounds	-13.26%
6030 · R & M - Building	
6020 · Custodial Supplies	-38.89%
6030 · R & M - Building - Other	71.24%
Total 6030 · R & M - Building	57.64%
6409 · Building Maintenance-61 E. Main	284.62%
Total 6010 · Repairs and Maintenance	33.85%
6011 · Health Insurance Premiums Paid	-17.33%

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January 2020 through May 2021

	<u>% Change</u>
6015 · Telecommunications	1.71%
6017 · Utilities	
6404 · Utilities-61 E. Main Street	104.84%
6017 · Utilities - Other	-3.44%
Total 6017 · Utilities	<u>2.68%</u>
6018 · Insurance	2.47%
6019 · Dues/Fees	
6024 · Bank Chgs/ML Fees	375.7%
6025 · Other Libraries' Fees	100.0%
6019 · Dues/Fees - Other	-30.63%
Total 6019 · Dues/Fees	<u>1.92%</u>
6026 · Miscellaneous	-100.0%
6028 · Sewer Taxes	
6411 · Property Taxes - 61 E. Main	7.44%
6028 · Sewer Taxes - Other	2.49%
Total 6028 · Sewer Taxes	<u>5.01%</u>
6031 · Internet Access	10.7%
6032 · Ansernet Service Fee	30.3%
6034 · Software Licensing Fees	-100.0%
6035 · Newsletters	
6037 · Newsletter Postage	-56.73%
6035 · Newsletters - Other	-66.67%
Total 6035 · Newsletters	<u>-63.84%</u>
6036 · Fundraising	
6038 · Fundraising Postage	-4.19%
6036 · Fundraising - Other	5.0%
Total 6036 · Fundraising	<u>1.23%</u>
6043 · Retirement 403B	-100.0%
6045 · Advertising and Promotion	-50.69%
6046 · Movie Licensing Contract	-59.46%
6050 · RCLS Service Fee	93.03%
6051 · Computer Technical Support	-15.29%
6052 · New Library Website	100.0%
6053 · Website Hosting Fee	-12.5%
6101 · Capital Expenditures	
6022 · Fixed Asset & Capital Purchases	
6400 · New Site Plan Expenses	-100.0%
6022 · Fixed Asset & Capital Purchases - Other	-52.41%
Total 6022 · Fixed Asset & Capital Purchases	<u>-88.86%</u>
6100 · Books	
6100-A · Books	8.99%
6100-C · Books- Children	47.24%
6100-YA · Books- YA	-4.28%
6100 · Books - Other	-100.0%
Total 6100 · Books	<u>16.14%</u>
6150 · AV	
6110 · AV-Audio	
6115 · Audio Books	0.0%
6120 · Music	-14.2%
Total 6110 · AV-Audio	<u>-3.64%</u>
6130 · Video Tapes and DVDs	3.74%
6141 · Digital Reading Technology	51.8%
6160 · Software	
6161 · Video Games	34.72%

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January 2020 through May 2021

	% Change
6160 · Software - Other	16.63%
Total 6160 · Software	19.39%
Total 6150 · AV	20.22%
Total 6101 · Capital Expenditures	10.79%
6125 · Serials	-6.16%
6200 · Programs	
6210 · Adult Program Fees	-67.0%
6215 · Young Adult Program Fees	-69.57%
6220 · Child's Program Fees	-9.38%
6225 · Museum Passes	-80.65%
6250 · Summer Reading Program	
6251 · Summer Program Fees - Childrens	-82.87%
6253 · Summer Program Fees - YA	-14.29%
Total 6250 · Summer Reading Program	-78.05%
Total 6200 · Programs	-56.13%
6300 · Supplies	
6013 · Library Supplies	-17.92%
6027 · Office Supplies & Expense	
6041 · Equipment Rental	0.0%
6027 · Office Supplies & Expense - Other	-26.28%
Total 6027 · Office Supplies & Expense	-25.88%
6301 · Program Supplies - Adult	-78.49%
6302 · Program Supplies - Children's	
6252 · SRP Expenses - Children's	-95.18%
6302 · Program Supplies - Children's - Other	-28.51%
Total 6302 · Program Supplies - Children's	-40.2%
6304 · Program Supplies - Young Adults	55.92%
Total 6300 · Supplies	-25.85%
6819 · Covid 19 Expenses	1,570.37%
7001 · Depreciation	-100.0%
8500 · Misc expenses	-100.0%
Total Expense	-13.72%
Net Ordinary Income	4,140.1%
Other Income/Expense	
Other Income	
6800* · Unrealized gain (loss)	
6810 · Unrealized gain(loss) - investm	-100.0%
Total 6800* · Unrealized gain (loss)	-100.0%
Total Other Income	-100.0%
Other Expense	
6800 · Net Payroll	0.0%
Total Other Expense	0.0%
Net Other Income	-100.0%
Net Income	1,544.49%

Rose Memorial Library Statistics

	May 2021	YTD 2021	May 2020	YTD 2020
Circulation:	1824	7787	1	9186
Inter Library Loan				
- Borrowed	580	3632	0	1661
- Loaned	593	3675	0	1855
Registered Users	4125	N/A	5641	N/A
Reference Transactions				
- Adult	0	0	0	1136
- Children's	0	0	0	131
Library Visitors	1081	4491	0	6165
- Browsing	331	331	0	0
Curbside Pickups	74	223	0	0
Public Computer Sessions	32	50	0	251
Web Analytics				
- Visitors	932	5409	514	3353
- Number of Visits	1552	9756	818	5910
- Page Visits	2671	16324	1455	10256

Programs: (Breakdown attached)	May 2021		May 2020	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	2	7	2	2
- Young Adult	1	18	0	0
- Children's	1	44	4	88

Date	Children Program's	Attendance
7-May	TAKE&MAKE Mother's Day Craft	44
Young Adult Program's		
21-May	Tween /Teen Loot Box Succulent pots	18
Adult Program's		
5-May	Family Tree Building	5
26-May	Digital Book Club	2

	May 2021	YTD 2021	May 2020	YTD 2020
Adult Collection				
Fiction Books	244	1259	0	1056
New Fiction	23	113	0	62
Express Books	150	561	1	826
Large Print Books	134	683	0	372
Non Fiction Books	145	820	0	503
Total Adult Books	696	3436	0	2819
CD/Audio	72	241	0	273
DVD	236	1083	0	1449
Misc.	0	1	0	2
Periodicals	56	179	0	231
TOTAL ADULT CIRC	1060	4940	0	4774
Juvenile Collection				
Fiction Books	469	1606	0	2795
New Fiction	0	2	0	461
Non-Fiction Books	92	464	0	3
Express Books	0	3	0	3259
Total Juv Books	561	2075	0	16
CD/Audio	2	9	0	598
DVD	69	249	0	0
Misc.	0	0	3	14
Periodicals	0	0	0	3887
TOTAL Juvenile Circ	632	2333		
YA Collection				
Fiction Books	37	137	0	133
Non-Fiction Books	0	10	0	22
Express Books	1	3	0	1
CD/Audio	0	0	0	0
DVD	0	2	0	6
TOTAL YA Circ	38	152	0	162
			0	312
Graphic Books	80	302	0	51
Games	14	60		
			0	9186
GRAND TOTAL	1824	7787	0	6546
All Books	1375	5963	0	2342
All AV	379	1584	0	245
Periodicals	56	179	0	51
Games	14	60	0	2
Misc	0	1	0	9186
	1824	7787	0	9185

Rose Memorial Library
June 2021 Board Meeting
Board Report

Alice Meacham, Library Director

- Wow, what a whirlwind this month has been! It has been a joy connecting with the staff, Board, RCLS Director's group, and Stony Point community. What a wonderful place this is. I am hard at work learning as much as I can through reading, research, and good old talking to people (in person)!
- In conjunction with the Board, it has been decided that the library will remain late-fine free until further notice. If needed to nudge returns of materials, additional more generous procedures may be put into place in the coming months.
- As COVID-cases have decreased and vaccinations have increased, we have decided it is time for the library to extend Patron Hours beginning June 14 to better meet our patrons' needs. Curbside service will continue, by request, as long as staff has capacity to manage it. Rose Memorial Library team members seem excited to welcome patrons back more fully!
 - M: 10-7:30
 - T: 10-4:30
 - W: 10-7:30
 - Th: 10-4:30
 - F: 10-4:30
 - S: 10-3:30
 - Su: Closed

Carole Gomez, Office Manager

- **Forms 990 & 8879** ~ Berard & Associates have completed the Form 990 and Form 8879. They are uploaded to Google Drive. Randi Hertzmann, our auditor, was notified they were approved and signed by Board President. They are being efiled 06/11/2021.
- **United Healthcare** ~ The RML health benefits have been successfully renewed effective June 1, 2021. Alice Meacham and Oscar Chrin are participating in the plan. Each is in receipt of the new benefits plan. In addition, RML was included in a United Healthcare audit in late May. It is complete and we passed.
- **RCLS Direct Access Plan** ~ The 2022-2026 RCLS Free Direct Access Plan was distributed to the Board and uploaded to Google Drive in late May for their review. Each Board of Trustees has approved the plan, then RCLS will submit to the NYS DLD. Deadline in August 1st, 2021.

- **414 Petitions** ~ A F.O.I.L. was filed and we are in receipt of the most current list of Stony Point registered voters. As the Board members return their Petitions, the signatures are being verified.
- **RML Employee Handbook** ~ The updated and revised handbook is uploaded to Google Drive for approval by the Board.
- **Building** ~ Two light units in Children's were successfully repaired and transitioned to LED. The work has been approved. Materials are being ordered and installation scheduled.
- **Personnel** ~ Carleen Ince (Circ Clerk hired last Fall) has submitted her resignation effective June 26, 2021. She worked every other Saturday and has found something closer to home. The three new Circulation Clerks hired in April have completed training and are available to cover the shift.
- **Trainings** ~ The NYS Sexual Harassment training link has been sent to all staff and Board members for completion.
- **Library Operations** ~ RML continued its hybrid browsing/curbside pickup throughout May. 331 patrons browsed while 74 enjoyed curbside pickup.
- **Technology** ~ The plexiglass dividers to separate the public computers have arrived and are installed. This allows RML to offer four computer stations to the patrons.
- **Financials** ~ As of June 7, 2021, RML has received \$10,368.00 in donations for the 2021 Annual Appeal. All monies have been processed, deposited and thank you letters sent.
- **Key Bank Credit Cards** ~ Key Bank is working with RML on this issue. However, it should be noted that some banking regulations have changed regarding the Guarantor for non-profit and volunteer organizations. Awaiting confirmation from the Bank Manager.

Oscar Chrin, Adult Services

- I have resumed the Summer Reading for Adults program this year, with sign-ups starting soon.
- We have been experiencing supply issues with our book vendor (only having received the content of our May orders at the start of June and our June orders still not having shipped despite it being nearly mid-month). Delays have not been unusual over the past year (understandable to a point due to pandemic circumstances) but after the lack of communication, unsatisfactory excuses, and some serious processing errors, Susan and I have begun to investigate our options with other vendors.

Susan Babcock, Children's Services:

- The Children's room is still working on refreshing the Series Fiction collection in time for Summer Reading.
- Saturday June 12th, we have a Daisy Girl Scout Troop coming for a library visit. We will meet outside on the grass area by the ramp. I will be speaking to them about the library and have provided library card applications prior so they can obtain their first library card. I will be bringing in 2 girls/2 parents at a time to provide a tour of children's area and opportunity to check out a book with their new library card. Craft activity will be provided for girls waiting for their tour .
- Take & Make crafts are happening as usual and will be a Father's day craft this month.
- I was able to secure a location for an outdoor Storytime program on Friday mornings in July. I worked with the Stony Point recreation director, and we have decided Clark Park is the best location and is free at the time needed. She will be promoting the Storytime in the Park on their schedule as well. I also will be working with her to visit the summer camp at Lowland Park to read to the summer camp participants. We are still working out the details.
- Tween/Teen Loot Boxes were super successful last month, they included supplies to paint a pot and plant a live succulent. This month they contain a Celestial Button Art project. I have gotten a lot of positive feedback thanking us for providing the craft activities for the Tween/Teens.
- Summer Reading plans are set, and I am hoping for it to draw families back to the library. Program is scheduled to have registration starting June 14th . Families will pick up a bag toward the end of the month with reading logs and info for the daily virtual programs , crafts , activity boards and weekly raffles. (Activities provided for all ages birth to teens.) The program officially begins July 6th.

Additional Notes:

ROSE MEMORIAL LIBRARY ASSOCIATION
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Rose Memorial Library Association, upon a motion made by _____, and seconded by _____, the following resolution was adopted:

WHEREAS, there has been presented to the Board of Trustees of the Rose Memorial Library Association, consistent with the requirements of Education Law § 259(1) as modified by Executive Order 202.51, a petition signed by ____ qualified voters of the Town of Stony Point (a number exceeding the reduced number of 25 signatures, as provided for by L. 2021, Ch. 70, §1), asking that the following question be placed upon the ballot and voted on at the next general election in the Town of Stony Point:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF STONY POINT FOR THE OPERATING BUDGET OF THE ROSE MEMORIAL LIBRARY ASSOCIATION BE INCREASED BY \$70,000 TO THE SUM OF \$325,000 ANNUALLY?

and

WHEREAS, the endorsement of this Board of Trustees of Rose Memorial Library Association is required before such question may be placed upon the ballot.

NOW, THEREFORE BE IT RESOLVED THAT the Board of Trustees of the Rose Memorial Library Association hereby endorses the petition presented to it and directs that the following question be voted on at the November 2, 2021 general election of the Town of Stony Point:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF STONY POINT FOR THE OPERATING BUDGET OF THE ROSE MEMORIAL LIBRARY ASSOCIATION BE INCREASED BY \$70,000 TO THE SUM OF \$325,000 ANNUALLY?

This question of the adoption of the foregoing resolution was duly put to a vote on [May] __, 2021, which resulted as follows:

James Brooks, President	VOTING	___
Amanda Pagán-Glass, Vice President	VOTING	___
Richard Eggers	VOTING	___
F. Hollis Griffin, Jr.	VOTING	___
Theodore Needleman	VOTING	___
Vacant	VOTING	<u>N/A</u>
Vacant	VOTING	<u>N/A</u>

STATE OF NEW YORK)
)
COUNTY OF ROCKLAND) ss:

I, F. Hollis Griffin, the Secretary of the Rose Memorial Library Association, located in the County of Rockland, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a special meeting of the Board of Trustees of the Rose Memorial Library Association held on [May] __, 2021, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees had due notice of said meeting, (ii) said meeting was in all respects duly held, and (iii) pursuant to Section 99 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Section 99.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this __ day of [May], 2020.

F. Hollis Griffin, Secretary

ROSE MEMORIAL LIBRARY ASSOCIATION
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Rose Memorial Library Association, upon a motion made by _____, and seconded by _____, the following resolution was adopted:

NOW, THEREFORE BE IT RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Rose Memorial Library overrides, for the purpose of the Rose Memorial Library 2022 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).

This question of the adoption of the foregoing resolution was duly put to a vote on [May] __, 2021, which resulted as follows:

James Brooks, President	VOTING	___
Amanda Pagán-Glass, Vice President	VOTING	___
Richard Eggers	VOTING	___
F. Hollis Griffin, Jr.	VOTING	___
Theodore Needleman	VOTING	___
Vacant	VOTING	<u>N/A</u>
Vacant	VOTING	<u>N/A</u>

STATE OF NEW YORK)
)
COUNTY OF ROCKLAND) ss:

I, F. Hollis Griffin, the Secretary of the Rose Memorial Library Association, located in the County of Rockland, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a special meeting of the Board of Trustees of the Rose Memorial Library Association held on [May] __, 2021, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees had due notice of said meeting, (ii) said meeting was in all respects duly held, and (iii) pursuant to Section 99 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Section 99.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this __ day of [May], 2020.

F. Hollis Griffin, Secretary

NEW EXPANDED HOURS!

(as of 6/14/21)

Come inside and browse during the following times:

MONDAY	10:00 am — 7:30 pm
TUESDAY	10:00 am — 4:30 pm
WEDNESDAY	10:00 am — 7:30 pm
THURSDAY	10:00 am — 4:30 pm
FRIDAY	10:00 am — 4:30 pm
SATURDAY	10:00 am — 3:30 pm
SUNDAY	CLOSED

Mask covering your mouth and nose required while inside at all times.

Capacity limits are still in place, there may be a short wait.
Curbside pickup continues to be available by request.



Got questions? Get in touch with us!

845-786-2100

www.rosememoriallibrary.org