

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday July 21, 2021
AGENDA

- I. Call to Order**
- II. Adoption of Minutes**
Regular Meeting, May 20, 2021* and June 16, 2021
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report, June 2021
 - b. Approval of Disbursements: Month June 2021*
 - c. Financial Reports for June 2021*
- V. Reports**
 - a. Director's Report June 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. Status ~ 414
 - c. Vote on updated 414 Resolution
 - d. Reminder: 2021 RCLS Trustee Training per RCLS
- VII. New Business**
 - a. Discussion of revival of building project.
 - b. Review of Employee Manual and 2022 Budget
 - c. Potential fundraiser event
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ August 18, 2021 at 5:30pm
**motion required*

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

- **June 9, 2021**, meeting held at Rose Memorial Library.
- **Present:** James Brooks, Bd. President; Amanda Pagan-Glass, Bd. V.P., Ted Needleman, Treasurer, F. Hollis Griffin, Jr., Secretary, Richard Eggers Director Alice Meachem, Carol Gomez

1. **Meeting called to order** at 5:44 P.M. by James Brooks

2. **Approval of Minutes.**

Minutes from May monthly meeting are outstanding.

3. **Financial Reports.**

The monthly financial report and supporting information was reviewed.

The monthly Disbursement Journal and Financial Report was considered.

Concern was expressed that continuing audit of invoices and payments is essential part of Trustee responsibility. Ted Neddleman and James Brooks have been continuing this work and have agreed to do so going forward. Ted Needleman expressed concern about continuing public internet upkeep expenses and asked for review of available vendors in addition to Frontline.

Alice Meachem described Frontline as very responsive and notes public access computers in the Library are monitored through Frontline. No additional action taken in this regard.

Upon motion of Amanda Pagan- Glass and second of Ted Needleman and with the agreement of all Trustees, the disbursement 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 need for additional community space for the Library is manifest and various options must be explored if the Library is to expand its programs.
- The mask mandate has been lifted. There will continue to be a sign-in process to allow for contact tracing should the need arise.
- The long range report for the Library needs to be completed.

5. Committee Reports.

- The long range report will be subject of a Long Range Planning Committee. James Brooks, Amanda Pagan-Glass and Richard Eggers have agreed to serve on the committee.

6. Old Business

- The Town funding for the Library has been the subject of a petition by community residents. The petitions have been reviewed by the attorney for the Board of Trustees and found to be in order. The need for additional funding from the Town is sought to eliminate deficit spending by the Library to fund its regular programs

and to continue to maintain the physical plant. For the past several years has closed budget gaps by spending portions of fund balances which were designed and maintained for the future expansion of Library programs and the development of a new Library including community space.

Upon motion of F. Hollis Griffin, Jr. and second by James Brooks and with the agreement of all Trustees resolutions to override the tax cap for the purposes of obtaining the additional Town annual contribution to the Library and to endorse the Petition to obtain additional funding in the amount of Seventy-Five and no/100 (\$75,000) Dollars on an annual basis. The original RESOLUTIONS and the record of Trustee approval are on file in the Library and available for public inspection.

The Resolutions, as adopted will be reviewed by Library counsel and forwarded to the TownClerk of the Town of Stony Point.

The Board Secretary will attend to this task at the request of the Board President.

7. Adjournment

The meeting closed at 6:45 P.M. with consent of all Trustees.

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

- **May 20, 2021**, meeting held at Rose Memorial Library.
- **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, Incoming Director Alice Meachem

1. **Meeting called to order** at 5:35 P.M. by James Brooks

2. **Approval of Minutes.**

Minutes from April 22, 2021 monthly meeting reviewed.

Upon motion of Richard Eggers and with second by Amanda Pagan-Glass, and with all Trustees approving the minutes were accepted as submitted.

3. **Financial Reports.**

The monthly financial report and supporting information was reviewed.

The monthly Disbursement Journal and Financial Report was considered.

Upon motion of James Brooks and second of Amanda Pagan-Glass and with the agreement of all Trustees, the report was approved.

Upon motion of James Brooks and second of Ted Needleman and with the approval of all Trustees the Financial Report was approved.

4. Report of Interim Director.

- The library has re-opened (after April 5, 2021) and the hours have been “flexed” to accommodate curbside and “in person” library service. While curbside pickup has decreased by approximately forty (40%), but those who utilize the service have asked that it continue. The number of “in person” patrons of the Library has been steadily increasing.
- The mask mandate continues. There will continue to be a sign-in process to allow for contact tracing should the need arise.
- The library has had approximately 10-15 visitors per day over the after opening.
- Trustees email addresses in the RCL system will be forthcoming.
- Work continues on an updated employee handbook.
- Alice Meachem has begun her work as Executive Director and all present wished her a successful tenure.

5. Old Business

- The raffle fundraiser has hit a logistical snag. Covid restrictions have hit the auto industry hard due to a lack of computer chips and product delivery. There was a discussion about another type of fundraiser and a potential 50%-50%. Legal requirements will be reviewed.
- A special meeting of the Board will be held on June 9, 2021 to finalize the Trustee’s endorsement of a special referendum to obtain additional annual funding from the Town.

6. New Business

Alice Meachem thanked the Board for their confidence in her and discussed her meetings with the employees of the Library and her intent to engage with them and support them in the work of the Librar

7. Adjournment

The meeting closed at 6:12 P.M. with special thanks to Carol Gomez for her 5:50 P.M. with thanks to Carole Gomez for her assistance in the process of hiring our new Director and a special welcome to Alice Meachem.

ROSE MEMORIAL LIBRARY ASSOCIATION

JULY 2021 BOARD MEETING

FINANCIAL NARRATIVE

The financial reports for this month, posted on Google Drive, reflect income and expenses as of June 30, 2021. As of that date, RML had on deposit in TD Bank:

- Operating Account: \$490,825.52
- Savings Account: \$7502.68
- Payroll Account: \$12.22

The Merrill Lynch investment accounts had a value of \$436,430.72 as of June 30, 2021. Monthly change: +\$1,675.03

There were two payrolls in the month of June 2021 totaling \$26,704.00

The largest expenditures include:

Whiteman Osterman & Hanna (Q3 2021 retainer)	\$500.00
O&R	\$855.95
Star Press (newsletter)	\$1,032.00
Amazon (music, games, DVDs, children's/youth/adult take & make activity supplies, summer programs, children's books)	\$1,148.33
Berard & Associates (2020 tax return)	\$1,800.00
Oxford (health insurance)	\$3,746.60

AOBANAWTMC3Z
 .-1000 : Operating Account - TD Bank

Date	Num	Name	Memo	Paid Amount
06/01/2021			Deposit	205
06/02/2021			Deposit	1,954
06/03/2021			Deposit	641
06/04/2021			Deposit	75
06/04/2021	EFT ADP		PAYROLL PROCESSING FEES -	(72)
06/05/2021			Payroll Funds Transfer	(14,050)
06/05/2021	9382	Anco Enterprises	Name Tags	(32)
06/05/2021	9383	Barbara Freiberg	Drawing Class- "Red Bird" - June 22,2021	(200)
06/05/2021	9384	Blackstone Audio, Inc.	Audio Books	(218)
06/05/2021	9385	Brodart - Books	Books	(70)
06/05/2021	9386	Brodart - Supplies	Library Supplies	(140)
06/05/2021	9387	KeyBank		(140)
06/05/2021	9388	Midwest Tape	Digital Reading Technology	(266)
06/05/2021	9389	O & R	Gas & Electric	(261)
06/05/2021	9390	OPTIMUM	Phone & Internet	(539)
06/05/2021	9391	Staples		(257)
06/05/2021	9392	Star Press of Pearl River Inc	JUNE-AUGUST 2021 Newsletter	(321)
06/08/2021			Deposit	(1,032)
06/11/2021			Deposit	35
06/14/2021			Deposit	25
06/16/2021	9393	Avaya Financial Services	Phone Rental	28
06/16/2021	9394	Blackstone Audio, Inc.	Audio Books	(90)
06/16/2021	9395	Diamond Shine Cleaning Service	COMMERCIAL CLEANING 3X PER WEEK	(101)
06/16/2021	9396	Frontline Data Services	Remote monitoring and virus monitoring	(760)
06/16/2021	9397	Oxford Health Plans	Health Insurance	(3,747)
06/16/2021	9398	SUEZ Water New York	Water Bill	(29)
06/16/2021	9399	Thomson Gale	Books	(147)
06/17/2021	EFT ADP		PAYROLL PROCESSING FEES -	(71)
06/20/2021			Deposit	85
06/21/2021	EFT	Pitney Bowes - reserve acct	Payroll Funds Transfer	(14,600)
06/23/2021	9401	Amazon.com	Replenish Postage Reserve Account	(125)
06/23/2021	9402	Berard&Associates CPA's P.C.	Preparation of 2020 Tax Returns	(1,146)
06/23/2021	9403	Mohank Preserve	2021 Mohonk Preserve Library Lending Program	(1,800)
06/23/2021	9404	Whiteman Osterman & Hanna LLP	3rd Qtr 2021 Retainer	(150)
06/23/2021			Deposit	(500)
06/25/2021			Deposit	50
06/25/2021	EFT ADP		PAYROLL PROCESSING FEES -	62
06/30/2021			Deposit	(7)
06/30/2021	9405	North Rockland High School Yearbook	Book	100
06/30/2021	9406	O & R	Gas & Electric	(100)
06/30/2021	9407	OPTIMUM	Phone & Internet	(856)
06/30/2021	9408	Pitney Bowes Global Financial Services LL	Postage Meter rental	(257)
06/30/2021	9409	Rockland Carting	190708	(60)
06/30/2021	9410	Thomson Gale	122519	(110)
06/30/2021			Interest	(30)
				<u>5</u>
Total 1000 - Operating Account - TD Bank				(39,641)

ASSETS

Jun 30, 21

Current Assets

Checking/Savings

1000 · Operating Account - TD Bank	490,825.52
1005 · Payroll Acct - TD Bank	12.22
1006 · Savings - Special Funds	7,502.68
1040 · Petty Cash	101.27

Total Checking/Savings 498,441.69

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	62,818.22
1036 · Merrill Lynch Cash - Future Fund	82,335.39
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 447,553.24

Total Current Assets 939,405.84

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

Total 1840 · Building-61 East Main Street 66,175.26

ASSETS	Jun 30, 21
Total Fixed Assets	<u>753,049.17</u>
TOTAL ASSETS	<u>1,692,455.01</u>
LIABILITIES & EQUITY	
Equity	
3010 - Unrestrict (retained earnings)	-350,014.27
3998 - Fund Balance	1,679,401.80
Net Income	<u>363,067.48</u>
Total Equity	<u>1,692,455.01</u>
TOTAL LIABILITIES & EQUITY	<u>1,692,455.01</u>

ACAP/FF/BS	<u>Jun 21</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	900
4015 · Investment Income	1,960
4016 · Gifts and Donations	0
4031 · Library Charges	103
4032 · Other Income	100
Total Income	<u>3,063</u>
Gross Profit	3,063
Expense	
6001 · Salaries	26,704
6002 · Benefits	2,298
6007 · Office Postage	133
6008 · Accounting & Other Prof Fees	1,800
6009 · Legal	500
6010 · Repairs and Maintenance	960
6011 · Health Insurance Premiums Paid	3,574
6015 · Telecommunications	227
6017 · Utilities	1,219
6019 · Dues/Fees	420
6031 · Internet Access	287
6035 · Newsletters	1,032
6043 · Retirement 403B	0
6051 · Computer Technical Support	760
6101 · Capital Expenditures	1,671
6200 · Programs	426
6300 · Supplies	892
6819 · Covid 19 Expenses	140
Total Expense	<u>43,043</u>
Net Ordinary Income	(39,980)
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>(39,980)</u></u>

ACAPMRES

	Jan - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
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	2,970	7,625	(4,655)	39%
4015 · Investment Income	8,013	10,000	(1,987)	80%
4016 · Gifts and Donations	134	0	134	100%
4018 · Friends - Income	0	100	(100)	0%
4031 · Library Charges	228	2,000	(1,772)	11%
4032 · Other Income	294	1,950	(1,656)	15%
4037 · Exp. Reimbursements-61 E. Main	282,844			
4038 · Rental Income - 61 E. Main	0	0	0	0%
Total Income	590,687	317,675	273,012	186%
Gross Profit	590,687	317,675	273,012	186%
Expense				
6001 · Salaries	134,814	175,916	(41,102)	77%
6002 · Benefits	15,384	17,404	(2,020)	88%
6007 · Office Postage	876	1,000	(124)	88%
6008 · Accounting & Other Prof Fees	1,800	675	1,125	267%
6009 · Legal	5,010	3,050	1,960	164%
6010 · Repairs and Maintenance	11,012	10,034	978	110%
6011 · Health Insurance Premiums Paid	7,658	11,671	(4,013)	66%
6015 · Telecommunications	786	1,522	(736)	52%
6017 · Utilities	4,741	4,325	416	110%
6018 · Insurance	3,089	3,087	2	100%
6019 · Dues/Fees	995	908	87	110%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	1,013	809	204	125%
6032 · Ansernet Service Fee	7,353	6,020	1,333	122%
6034 · Software Licensing Fees	0	880	(880)	0%
6035 · Newsletters	2,627	3,688	(1,061)	71%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	0	2,150	(2,150)	0%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	2,196	1,098	1,098	200%
6051 · Computer Technical Support	2,850	1,500	1,350	190%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	560	600	(40)	93%
6101 · Capital Expenditures	18,332	22,025	(3,693)	83%
6125 · Serials	507	2,117	(1,610)	24%
6200 · Programs	1,471	4,750	(3,279)	31%
6300 · Supplies	3,383	5,504	(2,121)	61%
6819 · Covid 19 Expenses	(461)	0	(461)	100%
Total Expense	227,621	282,498	(54,877)	
Net Ordinary Income	363,066	35,177	327,889	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0	0	0	
Total Other Expense	0	0	0	
Net Other Income	0	0	0	
Net Income	363,066	35,177	327,889	

AQAAPMMPES

Jan - Jun 21	Budget	\$ Over Budget	% of Budget
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Cash Balances:		
Operating Acct - TD Bank	01/01/21	06/30/21
Payroll Acct -TD Bank	129,859.09	490,825.52
Savings Acct - TD Bank	10.68	12.22
Bank CDs - Future Fund	7,501.00	7,502.68
Bank CDs - Other	0.00	0.00
Petty Cash	0.00	0.00
Merrill Lynch	111.26	101.27
	436,722.90	436,430.72
Total	574,204.93	934,872.41

Legend:

* 2020 Budget Amounts

ACAP/MS/MS

Ordinary Income/Expense

Income

- 4001 · Local Public Funds
- 4010 · LLSWA State Aid
- 4014 · Fundraising Income - Appeal
- 4040 · Fund Raising Income - Newslette
- 4049 · Fundrasing
- 4051 · Donations - Adult Programs
- 4014 · Fundraising Income - Appeal - Other
- Total 4014 · Fundraising Income - Appeal
- 4015 · Investment Income
- 4033 · Interest Income
- 4034 · Dividend Income
- 4036 · Other Investment Related Income
- 4015 · Investment Income - Other
- Total 4015 · Investment Income
- 4016 · Gifts and Donations
- 4031 · Library Charges
- 4032 · Other Income
- 4037 · Exp. Reimbursements-61 E. Main
- 4038 · Rental Income - 61 E. Main
- Total Income

Gross Profit

Expense

- 6001 · Salaries
- 6002 · Benefits
- 6004 · Travel Reimbursement
- 6023 · Payroll Processing Fees
- 6002 · Benefits - Other
- Total 6002 · Benefits
- 6007 · Office Postage
- 6008 · Accounting & Other Prof Fees
- 6009 · Legal
- 6010 · Repairs and Maintenance
- 6014 · R & M Equipment
- 6029 · Maintenance- Grounds
- 6406 · Maintenance - Grounds-61 E.Main
- 6029 · Maintenance- Grounds - Other
- Total 6029 · Maintenance- Grounds
- 6030 · R & M - Building
- 6020 · Custodial Supplies
- 6030 · R & M - Building - Other
- Total 6030 · R & M - Building
- 6409 · Building Maintenance-61 E. Main
- Total 6010 · Repairs and Maintenance
- 6011 · Health Insurance Premiums Paid
- 6015 · Telecommunications
- 6017 · Utilities
- 6404 · Utilities-61 E. Main Street
- 6017 · Utilities - Other
- Total 6017 · Utilities
- 6018 · Insurance
- 6019 · Dues/Fees
- 6024 · Bank Chgs/ML Fees
- 6019 · Dues/Fees - Other
- Total 6019 · Dues/Fees
- 6028 · Sewer Taxes
- 6411 · Property Taxes - 61 E. Main
- 6028 · Sewer Taxes - Other
- Total 6028 · Sewer Taxes
- 6031 · Internet Access
- 6032 · Ansernet Service Fee
- 6035 · Newsletters
- 6037 · Newsletter Postage
- 6035 · Newsletters - Other

	Jan - Jun 21	Jan - Jun 20	\$ Change	% Change
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	1,204.40	0.00	1,204.40	100.0%
4014 · Fundraising Income - Appeal				
4040 · Fund Raising Income - Newslette	1,430.00	150.00	1,280.00	853.33%
4049 · Fundrasing	0.00	12.17	-12.17	-100.0%
4051 · Donations - Adult Programs	0.00	21.00	-21.00	-100.0%
4014 · Fundraising Income - Appeal - Other	1,540.00	1,845.00	-305.00	-16.53%
Total 4014 · Fundraising Income - Appeal	2,970.00	2,028.17	941.83	46.44%
4015 · Investment Income				
4033 · Interest Income	1,240.04	331.56	908.48	274.0%
4034 · Dividend Income	37.51	37.51	0.00	0.0%
4036 · Other Investment Related Income	0.00	0.00	0.00	0.0%
4015 · Investment Income - Other	6,735.00	9,805.89	-3,070.89	-31.32%
Total 4015 · Investment Income	8,012.55	10,174.96	-2,162.41	-21.25%
4016 · Gifts and Donations	133.50	101.50	32.00	31.53%
4031 · Library Charges	228.04	639.28	-411.24	-64.33%
4032 · Other Income	293.90	1,096.00	-802.10	-73.18%
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	7,350.00	-7,350.00	-100.0%
Total Income	590,686.42	316,389.91	274,296.51	86.7%
Gross Profit	590,686.42	316,389.91	274,296.51	86.7%
Expense				
6001 · Salaries	134,813.68	180,293.66	-45,479.98	-25.23%
6002 · Benefits				
6004 · Travel Reimbursement	0.00	24.72	-24.72	-100.0%
6023 · Payroll Processing Fees	1,055.29	1,052.54	2.75	0.26%
6002 · Benefits - Other	14,328.31	16,619.78	-2,291.47	-13.79%
Total 6002 · Benefits	15,383.60	17,697.04	-2,313.44	-13.07%
6007 · Office Postage	876.14	1,060.00	-183.86	-17.35%
6008 · Accounting & Other Prof Fees	1,800.00	5,519.00	-3,719.00	-67.39%
6009 · Legal	5,010.09	1,270.00	3,740.09	294.5%
6010 · Repairs and Maintenance				
6014 · R & M Equipment	796.14	1,402.64	-606.50	-43.24%
6029 · Maintenance- Grounds				
6406 · Maintenance - Grounds-61 E.Main	600.00	1,890.00	-1,290.00	-68.25%
6029 · Maintenance- Grounds - Other	2,562.02	2,103.00	459.02	21.83%
Total 6029 · Maintenance- Grounds	3,162.02	3,993.00	-830.98	-20.81%
6030 · R & M - Building				
6020 · Custodial Supplies	275.74	386.90	-111.16	-28.73%
6030 · R & M - Building - Other	5,977.62	7,556.99	-1,579.37	-20.9%
Total 6030 · R & M - Building	6,253.36	7,943.89	-1,690.53	-21.28%
6409 · Building Maintenance-61 E. Main	800.00	0.00	800.00	100.0%
Total 6010 · Repairs and Maintenance	11,011.52	13,339.53	-2,328.01	-17.45%
6011 · Health Insurance Premiums Paid	7,657.54	10,696.41	-3,038.87	-28.41%
6015 · Telecommunications	786.24	784.02	2.22	0.28%
6017 · Utilities				
6404 · Utilities-61 E. Main Street	623.04	257.94	365.10	141.55%
6017 · Utilities - Other	4,117.52	3,520.57	596.95	16.96%
Total 6017 · Utilities	4,740.56	3,778.51	962.05	25.46%
6018 · Insurance	3,089.25	3,084.35	4.90	0.16%
6019 · Dues/Fees				
6024 · Bank Chgs/ML Fees	593.95	521.10	72.85	13.98%
6019 · Dues/Fees - Other	400.70	1,261.56	-860.86	-68.24%
Total 6019 · Dues/Fees	994.65	1,782.66	-788.01	-44.2%
6028 · Sewer Taxes				
6411 · Property Taxes - 61 E. Main	781.86	752.85	29.01	3.85%
6028 · Sewer Taxes - Other	708.41	702.88	5.53	0.79%
Total 6028 · Sewer Taxes	1,490.27	1,455.73	34.54	2.37%
6031 · Internet Access	1,012.91	1,004.67	8.24	0.82%
6032 · Ansernet Service Fee	7,353.28	7,155.44	197.84	2.77%
6035 · Newsletters				
6037 · Newsletter Postage	570.14	487.08	83.06	17.05%
6035 · Newsletters - Other	2,057.00	1,025.00	1,032.00	100.68%

ACAPANNERS

	Jan - Jun 21	Jan - Jun 20	\$ Change	% Change
Total 6035 · Newsletters	2,627.14	1,512.08	1,115.06	73.74%
6036 · Fundraising				
6038 · Fundraising Postage	0.00	537.99	-537.99	-100.0%
Total 6036 · Fundraising	0.00	537.99	-537.99	-100.0%
6043 · Retirement 403B	0.00	0.00	0.00	0.0%
6046 · Movie Licensing Contract	0.00	387.00	-387.00	-100.0%
6050 · RCLS Service Fee	2,196.21	2,195.23	0.98	0.05%
6051 · Computer Technical Support	2,850.00	3,300.00	-450.00	-13.64%
6052 · New Library Website	134.93	0.00	134.93	100.0%
6053 · Website Hosting Fee	559.75	419.68	140.07	33.38%
6101 · Capital Expenditures	0.00	413.46	-413.46	-100.0%
6022 · Fixed Asset & Capital Purchases				
6100 · Books				
6100-A · Books	7,506.73	4,667.81	2,838.92	60.82%
6100-C · Books- Children	2,062.20	1,754.91	307.29	17.51%
6100-YA · Books- YA	270.85	300.11	-29.26	-9.75%
Total 6100 · Books	9,839.78	6,722.83	3,116.95	46.36%
6150 · AV				
6110 · AV-Audio				
6115 · Audio Books	1,014.05	550.35	463.70	84.26%
6120 · Music	252.44	186.00	66.44	35.72%
Total 6110 · AV-Audio	1,266.49	736.35	530.14	72.0%
6130 · Video Tapes and DVDs	2,057.51	2,068.36	-10.85	-0.53%
6141 · Digital Reading Technology	3,694.77	3,307.49	387.28	11.71%
6160 · Software				
6161 · Video Games	744.67	108.67	636.00	585.26%
6160 · Software - Other	728.34	3,080.90	-2,352.56	-76.36%
Total 6160 · Software	1,473.01	3,189.57	-1,716.56	-53.82%
Total 6150 · AV	8,491.78	9,301.77	-809.99	-8.71%
Total 6101 · Capital Expenditures	18,331.56	16,438.06	1,893.50	11.52%
6125 · Serials	506.76	467.03	39.73	8.51%
6200 · Programs	350.00	1,040.00	-690.00	-66.35%
6210 · Adult Program Fees	498.00	800.00	-302.00	-37.75%
6220 · Child's Program Fees	196.51	0.00	196.51	100.0%
6225 · Museum Passes				
6250 · Summer Reading Program				
6251 · Summer Program Fees - Childrens	426.14	0.00	426.14	100.0%
Total 6250 · Summer Reading Program	426.14	0.00	426.14	100.0%
Total 6200 · Programs	1,470.65	1,840.00	-369.35	-20.07%
6300 · Supplies	383.10	238.66	144.44	60.52%
6013 · Library Supplies				
6027 · Office Supplies & Expense				
6041 · Equipment Rental	180.00	60.00	120.00	200.0%
6027 · Office Supplies & Expense - Other	1,797.27	4,087.60	-2,290.33	-56.03%
Total 6027 · Office Supplies & Expense	1,977.27	4,147.60	-2,170.33	-52.33%
6254 · SRP Expenses - YA	132.75	0.00	132.75	100.0%
6301 · Program Supplies - Adult	151.86	74.25	77.61	104.53%
6302 · Program Supplies - Children's				
6252 · SRP Expenses - Children's	128.30	0.00	128.30	100.0%
6302 · Program Supplies - Children's - Other	366.15	791.91	-425.76	-53.76%
Total 6302 · Program Supplies - Children's	494.45	791.91	-297.46	-37.56%
6304 · Program Supplies - Young Adults	244.02	335.98	-91.96	-27.37%
Total 6300 · Supplies	3,383.45	5,588.40	-2,204.95	-39.46%
6819 · Covid 19 Expenses	-461.24	1,831.48	-2,292.72	-125.18%
Total Expense	227,618.94	283,437.97	-55,819.03	-19.69%
Net Ordinary Income	363,067.48	32,951.94	330,115.54	
Other Income/Expense				
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	0.00	0.00	
Net Income	363,067.48	32,951.94	330,115.54	

Rose Memorial Library
July 2021 Board Meeting
Board Report

Alice Meacham, Library Director

- It has been so exciting seeing so many new and familiar faces in the library this month! Our building has been humming with activity, as our expanded hours have really welcomed the community back through our doors.
- I have met with almost all of the staff members one-on-one and have had such a wonderful time learning about why they are working in libraries, as well as a little about their lives outside of the library. We have an amazing team here. It has also been incredibly helpful giving me a feel for the true organizational culture and ways that we can improve moving forward.
- Staff and customers are now welcome to go mask-free in the library if fully vaccinated.
- I have written up my short-term goals as Director (July 2021-July 2022) and a few longer-term goals (from present to July 2026). They are in the Board Packet.
- **Personnel:**
 - Dawn Thornton, one of the new Circ Clerks hired in April has been offered a position as a part-time Reference Librarian at another library and her last day will be Friday, July 23. We will need to post for one part-time Circ Clerk in the coming weeks. We wish Dawn well in her exciting next step!
- **Building:**
 - The fire alarm went off twice the morning of Monday, June 28 precipitating the arrival of the local fire and police departments, as well as visits from Orange & Rockland Utilities. Reddi-Alarm was able to override the area that was causing the problems temporarily. They have now set the system so that they can pin point issues more clearly and will be making a return visit to follow up the week of July 19.
 - The remaining light replacements in the Children's Area took place the morning of Thursday, July 8. The Board approved this expense in May.

Oscar Chrin, Adult Services

Now that things are opening back up, we have resumed loaning museum/parks passes. Two are renewals of things we previously offered: Storm King Art Museum and the American Museum of Natural History (vouchers). Additionally, we have two new passes: Mohonk Preserve and the New York State Empire Parks pass (which grants access to all NYS parks). Thanks to a suggestion from Alice, we have also added a circulating "hiking

kit" to the collection which includes a backpack, two guidebooks, and a pair of binoculars to enhance patron experience while using the new park passes.

Susan Babcock, Children's Services:

Summer Reading Program has begun. All the daily programs are available on our website. We are offering supplies to be picked up weekly to go along with the virtual weekly craft programs. We have seen a nice increase in families coming in to get materials and get involved in Summer Reading. Unfortunately, the weather has not been cooperating for my off-site Storytime the last few weeks but I am hoping we will have better luck going forward. When I have sent out cancellations, I have reminded the registered families that they can still stop in the library at that time and many have taken advantage.

Library Director Short Term Goals – July 2021-2022

Goal 1: Update Rose Memorial Library Policies, Procedures and Priorities

- Rose Memorial Library's staff and patron policies need to be reviewed and updated ensure that we are demonstrating contemporary best-practices for public libraries. Doing so will enable Rose Memorial Library to attract and retain the highest-quality staff possible, as well as serve our community with equity and compassion
 - A new Employee Manual with updated holidays, paid-time-off requirements, dress code and more will be complete by August 1, 2021.
 - The library has eliminated daily late-fines for patrons, fully effective July 16, 2021. Additional patron policies are under review.
- As of July 2021, the many of Rose Memorial Libraries procedures remain analog or confined to one access point. If the COVID-19 pandemic taught us anything, it was that agility and accessibility are key.
 - Currently, RML staff hours tracking, library card signups, staff leave requests, policy and procedural information, go-to resources and staff-maintained recordkeeping, and more are strictly paper-based.
 - A central, easily and remotely available Microsoft 365 Staff OneDrive will be created by October 2021 for staff collected data (such as daily door counts) and policy and procedural info (such as the Employee Handbook and daily opening procedure instructions.)
 - Quickbooks, as well as payroll and paid time off information, are confined to access at one computer/user in the staff area of the library.
 - Information that require extra-security and additional software (such as Paycom or similar for staff hours/payroll and Quickbooks online) will be investigated, presented to the board, and budgeted for accordingly.
- In order to remain a valuable asset to stakeholders, the role of libraries has extended beyond focusing so heavily on materials to prioritizing resources and community connection/engagement.
 - In this case "materials" means objects such as print books, DVDs, CDs, print magazines, desk-based computers
 - In this case "resources" means meaningful community knowledge, connections, information in all formats, flexible spaces, and cross-generational programming.
 - This is more of a cultural shift than a measurable goal. It will be ongoing but will be reflected in the library's prioritization of our limited time and resources as we move forward.

Goal 2: Establish Regular Leadership and Staff Communication

- Regular, open communication is essential for transparency, consistency, trust professional development and team building. Staff should feel as though their input is welcome and valuable.
 - Director and leadership staff members (FT librarians, bookkeeper and/or office manager) will meet once a month.
 - Full-staff will meet bi-annually.
 - Informational e-mails will go on out Fridays at least twice a month.
 - All staff is consistently encouraged to share ideas, feedback, and concerns with me.

Goal 3: Create Strategic Plan for Rose Memorial Library

- Strategic Planning began with the survey that went out to the community. Next steps include:
 - Board Retreat in early fall
 - Staff Development Day in October
 - Community Focus Groups - minimum of 3 (maybe seniors' group, local small business owners, and open call via library social media/email)
- The strategy plan will be based on:
 - Shared values
 - Refined mission
 - Vision for the next 5 years
- Operational Plan will be created in 2022 based on Strategic Plan

Goal 4: Connect with the Community

- The library is not isolated but should be considered essential to all Stony Point residents and business owners. I want to connect with all stakeholders in the community, not just those who already use the library. Some ways I will do this:
 - Join hyper-local groups such as North Rockland Chamber of Commerce, Rockland Business Women's Network, and North Rockland Rotary by September .
 - Attend regular meetings of RCLS Director's group, and meet with other Directors individually
 - Reach out to/attend meetings of:
 - Stony Point government officials/Town Council
 - Local community groups such as Seniors' Clubs and Stony Point Historical Society
 - Non-profits
 - Patronize local small-businesses, personally and professionally.

- Make sure our social media feeds are regularly updated and appealing
- Partner with local experts and businesses for library programming
 - Potential programming could include:
 - Beer tasting program/custom beer with Industrial Arts Brewery
 - Coffee-brewing or latte art workshop with It's Coffee
 - How to start your own food truck business with a local food truck (complete with food truck tour and tasting)
 - Gardening classes with Cornell Extension
 - Embryology program (hatching chicks!) in the Children's Room with Cornell Extension 4-H

Goal 5: Lay the Groundwork for a New Building

- Create a timeline and project plan with the Board. Initial action items might include:
 - Investigate potential site opportunities
 - Connect with Stephen Hoefer at RCLS.
 - Research and consolidate funding opportunities such as relevant grants, as well as create a fundraising plan.
 - Set up meetings with relevant stakeholders

Longterm Goals – July 2021-2026

Goal 1: Build/Move into a New Library

- Target: Be in the new building by January 2025.

Goal 2: Update Rose Memorial Library Branding

- Rose Memorial Library needs to create a brand that is recognizable, unique, and consistent.
 - This will include a new logo.
 - Standard use of fonts and colors across all forms of communication from library signage to email for a consistent look and feel.

Goal 3: TBD

Rose Memorial Library Statistics

	June 2021	YTD 2021	June 2020	YTD 2020
Circulation:	2089	9876	324	9186
Inter Library Loan				
- Borrowed	529	4161	5	1661
- Loaned	605	4280	4	1855
Registered Users	4146	N/A	5644	N/A
Reference Transactions				
- Adult	0	0	0	1136
- Children's	0	0	0	131
Library Visitors	1213	5704	0	6165
- Browsing	520	851	0	0
Curbside Pickups	21	244	0	0
Public Computer Sessions	63	113	0	251
Web Analytics				
- Visitors	969	6378	801	4154
-Number of Visits	1787	11543	1300	7210
- Page Visits	2894	19218	2408	12664

	June 2021		June 2020	
Programs: (Breakdown attached)	# of Programs	Attendance	# of Programs	Attendance
- Adult	3	9	6	104
- Young Adult	1	13	0	0
- Children's	1	44	10	178

	June 2021	YTD 2021	June 2020	YTD 2020
Adult Collection				
Fiction Books	279	1538	56	1112
New Fiction	23	136	0	62
Express Books	221	782	30	856
Large Print Books	169	852	14	386
Non Fiction Books	123	943	9	512
Total Adult Books	815	4251	109	2928
CD/Audio	38	279	3	276
DVD	273	1356	117	1566
Misc.	0	1	0	2
Periodicals	59	238	6	237
TOTAL ADULT CIRC	1185	6125	235	5009
Juvenile Collection				
Fiction Books	560	2166	60	2855
New Fiction	0	2		
Non-Fiction Books	82	546	8	469
Express Books	0	3	0	3
Total Juv Books	642	2717	68	3327
CD/Audio	2	11	0	16
DVD	63	312	16	614
Misc.	0	0	0	0
Periodicals	0	0	0	14
TOTAL Juvenile Circ	707	3040	84	3971
YA Collection				
Fiction Books	53	190	0	133
Non-Fiction Books	3	13	0	22
Express Books	1	4	0	1
CD/Audio	0	0	0	0
DVD	0	2	0	6
TOTAL YA Circ	57	209	0	162
Graphic Books	122	424	0	312
Games	18	78	5	56
GRAND TOTAL	2089	9876	324	9510
All Books	1636	7599	177	6723
All AV	376	1960	136	2478

Periodicals	59	238	6	251
Games	18	78	5	56
Misc	0	1	0	2
	2089	9876	324	9510

Date	Children Program's	Attendance
6-Jun	TAKE&MAKE Father's Day Craft	44
	Young Adult Program's	
14-Jun	Tween/Teen Loot Box Button Art	13
	Adult Program's	
17-Jun	Make Healthy Eating Part of Your Lifestyle	1
22-Jun	Drawing for Beginners: "Red Bird"	5
28-Jun	Preventing Identity Theft	3