

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Thursday, August 26, 2021
AGENDA

- I. Call to Order**
- II. Adoption of Minutes**
 - Regular Meeting, July 21, 2021
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report, July 2021
 - b. Approval of Disbursements: July 2021*
 - c. Financial Reports for July 2021*
- V. Reports**
 - a. Director's Report July 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 ~ Fundraisers
 - c. Reminder: 2021 RCLS Trustee Training per RCLS
- VII. New Business**
 - a. Review and approval of Employee Handbook*
 - b. Review tentative 2022 budgets
 - c. Discuss strategic planning process for September
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ September 15, 2021 at 5:30pm

**motion required*

ROSE MEMORIAL LIBRARY ASSOCIATION

AUGUST 2021 BOARD MEETING

FINANCIAL NARRATIVE

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

- **Operating Account:** \$429,525.81
- **Savings Account:** \$ 7,502.81
- **Payroll Account:** \$ 13,516.58

The Merrill Lynch investment accounts had a value of \$436,749.85 as of July 31, 2021. Monthly change: +319.13.

There were two payrolls in the month of July 2021 totaling \$25,968.29

The largest expenditures include:

RCLS E-content share	\$627.93
Frontline (reorganize/reroute wiring at Circ Desk due to staff safety issue)	\$712.50
Diamond Shine Cleaning - June	\$760.00
Diamond Shine Cleaning - July	\$760.00
Key Bank (Children's/Adult Activity Supplies, Museum Passes	\$869.03
New York Times annual subscription 7/19/21-7/17/22	\$949.05
Hush Electrical (LED lighting in Children's - supplies & installation)	\$1,250.00
Amazon (DVDs, Music, Games, Children's & Adult Supplies, Children's Books, Library & Office Supplies)	\$1,412.31
Oxford (health insurance X2, August)	\$1,873.30
RCLS (Q3 ANSER fees, Q3 Telecommunication fees)	\$3,676.64
Brodart (Adult, Children's, YA books plus backorders)	\$4,070.36

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

AQANFOHFC
ASSETS

Jul 31, 21

Current Assets

Checking/Savings

1000 · Operating Account - TD Bank	429,525.81
1005 · Payroll Acct - TD Bank	13,516.58
1006 · Savings - Special Funds	7,502.81
1040 · Petty Cash	101.27

Total Checking/Savings 450,646.47

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	81,136.61
1036 · Merrill Lynch Cash - Future Fund	82,336.13

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 -99,372.77

Total 1201 · Merrill Lynch Investment Acct 284,399.63

Total Other Current Assets 447,872.37

Total Current Assets 891,929.75

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

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

AQANPOHTAG	<u>Jul 31, 21</u>
Total Fixed Assets	<u>753,049.17</u>
TOTAL ASSETS	<u>1,644,978.92</u>
LIABILITIES & EQUITY	
Equity	
3010 · Unrestrict (retained earnings)	-350,014.27
3998 · Fund Balance	1,679,401.80
Net Income	315,591.39
Total Equity	<u>1,644,978.92</u>
TOTAL LIABILITIES & EQUITY	<u>1,644,978.92</u>

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

AGANP/WRIS

	Jan - Jul 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	2,995	7,646	(4,651)	39%
4015 · Investment Income	8,754	11,667	(2,913)	75%
4016 · Gifts and Donations	164	0	164	100%
4018 · Friends - Income	0	117	(117)	0%
4031 · Library Charges	295	2,333	(2,038)	13%
4032 · Other Income	424	2,275	(1,851)	19%
4037 · Exp. Reimbursements-61 E. Main	282,844			
4038 · Rental Income - 61 E. Main	0	0	0	0%
Total Income	591,680	320,038	271,642	185%
Gross Profit	591,680	320,038	271,642	185%
Expense				
6001 · Salaries	160,782	205,236	(44,454)	78%
6002 · Benefits	18,314	20,305	(1,991)	90%
6007 · Office Postage	841	1,167	(326)	72%
6008 · Accounting & Other Prof Fees	1,800	788	1,012	228%
6009 · Legal	5,010	3,558	1,452	141%
6010 · Repairs and Maintenance	13,201	11,707	1,494	113%
6011 · Health Insurance Premiums Paid	9,358	13,616	(4,258)	69%
6015 · Telecommunications	898	1,776	(878)	51%
6017 · Utilities	4,763	5,046	(283)	94%
6018 · Insurance	3,089	3,602	(513)	86%
6019 · Dues/Fees	1,026	1,059	(33)	97%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	1,158	944	214	123%
6032 · Ansernet Service Fee	11,030	9,029	2,001	122%
6034 · Software Licensing Fees	0	1,027	(1,027)	0%
6035 · Newsletters	3,113	5,531	(2,418)	56%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	0	2,508	(2,508)	0%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	2,196	1,646	550	133%
6051 · Computer Technical Support	3,563	1,750	1,813	204%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	560	600	(40)	93%
6101 · Capital Expenditures	25,728	25,696	32	100%
6125 · Serials	1,456	2,470	(1,014)	59%
6200 · Programs	2,369	6,375	(4,006)	37%
6300 · Supplies	4,672	6,644	(1,972)	70%
6819 · Covid 19 Expenses	(461)	0	(461)	100%
Total Expense	276,091	333,845	(57,754)	83%
Net Ordinary Income	315,589	(13,807)		
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0	0		
Total Other Expense	0	0		
Net Other Income	0	0		
Net Income	315,589	(13,807)		

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

AQANPAMRMS

Jan - Jul 21	Budget *	\$ Over Budget	% of Budget
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Cash Balances:	01/01/21	07/31/21
Operating Acct - TD Bank	129,859.09	429,525.81
Payroll Acct -TD Bank	10.68	13,516.58
Savings Acct - TD Bank	7,501.00	7,502.81
Bank CDs - Future Fund	0.00	0.00
Bank CDs - Other	0.00	0.00
Petty Cash	111.26	101.27
Merrill Lynch	436,722.90	436,749.85
Total	574,204.93	887,396.32

Legend:

* 2020 Budget Amounts

Rose Memorial Library Association Profit & Loss July 2021

AQAA	Jul 21
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	25.00
4015 · Investment Income	741.76
4016 · Gifts and Donations	30.40
4031 · Library Charges	67.35
4032 · Other Income	130.50
Total Income	<u>995.01</u>
Gross Profit	995.01
Expense	
6001 · Salaries	25,968.29
6002 · Benefits	
6023 · Payroll Processing Fees	217.11
6002 · Benefits - Other	<u>2,713.27</u>
Total 6002 · Benefits	2,930.38
6007 · Office Postage	-35.00
6010 · Repairs and Maintenance	2,189.69
6011 · Health Insurance Premiums Paid	1,700.38
6015 · Telecommunications	111.47
6017 · Utilities	22.36
6019 · Dues/Fees	31.03
6031 · Internet Access	145.55
6032 · Ansernet Service Fee	3,676.64
6035 · Newsletters	486.29
6043 · Retirement 403B	0.00
6051 · Computer Technical Support	712.50
6101 · Capital Expenditures	
6022 · Fixed Asset & Capital Purchases	1,250.00
6100 · Books	4,188.33
6150 · AV	<u>1,957.87</u>
Total 6101 · Capital Expenditures	7,396.20
6125 · Serials	949.05
6200 · Programs	898.11
6300 · Supplies	<u>1,288.16</u>
Total Expense	<u>48,471.10</u>
Net Ordinary Income	-47,476.09
Other Income/Expense	
Other Expense	
6800 · Net Payroll	<u>0.00</u>
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>-47,476.09</u></u>

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

ACAMMS/ERS

Ordinary Income/Expense	Jan - Jul 21	Jan - Jul 20	\$ Change	% Change
Income				
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	1,455.00	150.00	1,305.00	870.0%
4049 · Fundrasing	0.00	12.17	-12.17	-100.0%
4051 · Donations - Adult Programs	0.00	37.00	-37.00	-100.0%
4014 · Fundraising Income - Appeal - Other	1,540.00	1,860.00	-320.00	-17.2%
Total 4014 · Fundraising Income - Appeal	2,995.00	2,059.17	935.83	45.45%
4015 · Investment Income				
4033 · Interest Income	1,244.91	372.56	872.35	234.15%
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	7,471.89	10,367.69	-2,895.80	-27.93%
Total 4015 · Investment Income	8,754.31	10,777.76	-2,023.45	-18.77%
4016 · Gifts and Donations	163.90	129.70	34.20	26.37%
4031 · Library Charges	295.39	645.63	-350.24	-54.25%
4032 · Other Income	424.40	1,123.90	-699.50	-62.24%
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	8,575.00	-8,575.00	-100.0%
Total Income	591,681.43	318,311.16	273,370.27	85.88%
Gross Profit	591,681.43	318,311.16	273,370.27	85.88%
Expense				
6001 · Salaries	160,781.97	206,720.78	-45,938.81	-22.22%
6002 · Benefits				
6004 · Travel Reimbursement	0.00	24.72	-24.72	-100.0%
6023 · Payroll Processing Fees	1,272.40	1,255.57	16.83	1.34%
6002 · Benefits - Other	17,041.58	18,572.51	-1,530.93	-8.24%
Total 6002 · Benefits	18,313.98	19,852.80	-1,538.82	-7.75%
6007 · Office Postage	841.14	1,185.00	-343.86	-29.02%
6008 · Accounting & Other Prof Fees	1,800.00	5,519.00	-3,719.00	-67.39%
6009 · Legal	5,010.09	1,770.00	3,240.09	183.06%
6010 · Repairs and Maintenance				
6014 · R & M Equipment	1,285.83	1,892.33	-606.50	-32.05%
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	558.16	-282.42	-50.6%
6030 · R & M - Building - Other	7,677.62	12,219.33	-4,541.71	-37.17%
Total 6030 · R & M - Building	7,953.36	12,777.49	-4,824.13	-37.76%
6409 · Building Maintenance-61 E. Main	800.00	0.00	800.00	100.0%
Total 6010 · Repairs and Maintenance	13,201.21	18,662.82	-5,461.61	-29.27%
6011 · Health Insurance Premiums Paid	9,357.92	12,376.85	-3,018.93	-24.39%
6015 · Telecommunications	897.71	784.02	113.69	14.5%
6017 · Utilities				
6404 · Utilities-61 E. Main Street	623.04	300.75	322.29	107.16%
6017 · Utilities - Other	4,139.88	4,110.19	29.69	0.72%
Total 6017 · Utilities	4,762.92	4,410.94	351.98	7.98%
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	431.73	1,521.56	-1,089.83	-71.63%
Total 6019 · Dues/Fees	1,025.68	2,042.66	-1,016.98	-49.79%
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	1,158.46	1,004.67	153.79	15.31%
6032 · Ansernet Service Fee	11,029.92	10,398.41	631.51	6.07%
6035 · Newsletters				

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

ACAPR05/06/21

	Jan - Jul 21	Jan - Jul 20	\$ Change	% Change
6037 · Newsletter Postage	1,056.43	487.08	569.35	116.89%
6035 · Newsletters - Other	2,057.00	1,025.00	1,032.00	100.68%
Total 6035 · Newsletters	3,113.43	1,512.08	1,601.35	105.9%
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	3,562.50	3,727.50	-165.00	-4.43%
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				
6022 · Fixed Asset & Capital Purchases	1,250.00	413.46	836.54	202.33%
6100 · Books				
6100-A · Books	10,578.01	4,667.81	5,910.20	126.62%
6100-C · Books- Children	2,957.90	1,754.91	1,202.99	68.55%
6100-YA · Books- YA	492.20	300.11	192.09	64.01%
Total 6100 · Books	14,028.11	6,722.83	7,305.28	108.66%
6150 · AV				
6110 · AV-Audio				
6115 · Audio Books	1,215.69	778.96	436.73	56.07%
6120 · Music	281.01	354.38	-73.37	-20.7%
Total 6110 · AV-Audio	1,496.70	1,133.34	363.36	32.06%
6130 · Video Tapes and DVDs	2,607.10	2,992.69	-385.59	-12.88%
6141 · Digital Reading Technology	4,778.97	4,416.96	362.01	8.2%
6160 · Software				
6161 · Video Games	838.54	427.03	411.51	96.37%
6160 · Software - Other	728.34	3,124.90	-2,396.56	-76.69%
Total 6160 · Software	1,566.88	3,551.93	-1,985.05	-55.89%
Total 6150 · AV	10,449.65	12,094.92	-1,645.27	-13.6%
Total 6101 · Capital Expenditures	25,727.76	19,231.21	6,496.55	33.78%
6125 · Serials	1,455.81	1,935.41	-479.60	-24.78%
6200 · Programs				
6210 · Adult Program Fees	350.00	1,040.00	-690.00	-66.35%
6220 · Child's Program Fees	498.00	1,400.00	-902.00	-64.43%
6225 · Museum Passes	845.00	0.00	845.00	100.0%
6250 · Summer Reading Program				
6251 · Summer Program Fees - Childrens	675.76	0.00	675.76	100.0%
6253 · Summer Program Fees - YA	0.00	150.00	-150.00	-100.0%
Total 6250 · Summer Reading Program	675.76	150.00	525.76	350.51%
Total 6200 · Programs	2,368.76	2,590.00	-221.24	-8.54%
6300 · Supplies				
6013 · Library Supplies	459.14	335.66	123.48	36.79%
6027 · Office Supplies & Expense				
6041 · Equipment Rental	180.00	60.00	120.00	200.0%
6027 · Office Supplies & Expense - Other	2,277.11	4,600.44	-2,323.33	-50.5%
Total 6027 · Office Supplies & Expense	2,457.11	4,660.44	-2,203.33	-47.28%
6254 · SRP Expenses - YA	132.75	0.00	132.75	100.0%
6301 · Program Supplies - Adult	351.26	74.25	277.01	373.08%
6302 · Program Supplies - Children's				
6252 · SRP Expenses - Children's	661.18	23.50	637.68	2,713.53%
6302 · Program Supplies - Children's - Other	366.15	874.15	-508.00	-58.11%
Total 6302 · Program Supplies - Children's	1,027.33	897.65	129.68	14.45%
6304 · Program Supplies - Young Adults	244.02	335.98	-91.96	-27.37%
Total 6300 · Supplies	4,671.61	6,303.98	-1,632.37	-25.89%
6819 · Covid 19 Expenses	-461.24	3,707.26	-4,168.50	-112.44%
Total Expense	276,090.04	331,815.37	-55,725.33	-16.79%
Net Ordinary Income	315,591.39	-13,504.21	329,095.60	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0.00	0.00	0.00	
Total Other Expense	0.00	0.00	0.00	

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

AQANP/MS

Net Other Income
Net Income

Jan - Jul 21	Jan - Jul 20	\$ Change	% Change
0.00	0.00	0.00	
315,591.39	-13,504.21	329,095.60	

August 2021 Board Report

Alice Meacham, Library Director

- It has been a busy month here at Rose Memorial. We have seen our team really pull together as quite a few people have been on vacation, and we have one staff vacancy, which means that many staff have been covering some different shifts and positions as needed.
- Over the last month, I met in-person with the North Rockland Rotary, Rockland Business Women's Network, and the RCLS staff/other new directors in RCLS. It has been wonderful forming new connections with various members of our community. I look forward to continuing to grow these relationships!
- The new Employee Handbook is now complete (pending the addition of the updated RML vision, mission, and shared goals in the coming months.) It is available for review in the Board Packet and will be up for approval at the meeting.
- Our Strategic Planning process is moving ahead with four community roundtables scheduled already for September.
- After extensive research, we are moving ahead with new timekeeping, PTO tracking, and HR management software supported by ADP. I am excited to get so many of our processes updated and in one central easily accessible location.

Oscar Chrin, Adult Services

- Summer Reading for Adults ends this week (8/28). Signups this year were not dramatically lower than in 2019 which was a pleasant surprise!
- We hosted a successful Zoom genealogy program on 8/23. Patrons participated actively in the Q&A and seemed eager to share stories of their genealogical adventures. The presenter, Eric Migdal of It's All Relative Genealogy LLC, recorded the session and has given me permission to post the video to our website/social media accounts for up to one month to run as a passive program.
- We have finished our transition from our old book vendor to a new account with Baker & Taylor. While we have been understanding of some delays due to COVID, the service from our old vendor has been incredibly poor for the past few months (with little to no communication and unsatisfactory responses when we reached out). Going forward, we are hopeful that we will be able to once again provide new releases to our patrons in a timely fashion (especially since fall is the busiest time for publishing).

Susan Babcock, Children's Services

- Summer Reading has been happening mostly virtual, but families have been coming in weekly to pick up the craft take & makes and to update us on reading progress. It's been nice to have an increase in families visiting the library.
- Sunshine and Stories finally got going mid-July and we had 3 in person sessions at Vincent Clark Park. Average attendance was 20 plus. I am planning 2 Storytime sessions at the park in fall as well as a few other programs such as Pumpkin Decorating for Preschoolers, Fall Leaves Science program for School age and Little Yoga at the Park. Keeping my fingers crossed for good weather!
- I have noticed the display case on the main floor looking so empty so I have decided to plan a few programs around displays. September will feature a Banned Books display to highlight **Banned Books Week** (Sept.26-Oct 2) with a Teen contest tied in. October we will be providing pumpkins to families to decorate as their favorite book character to display and award prizes.

Carole Gomez, Office Manager

- **The 2021 Appeal has received 249 donations and now totals \$10,683.00. After the April newsletter was published, we received \$805 and following the June newsletter, \$975 was donated. These amounts are included in the total.**
- **The Key Bank credit card issues have been resolved. In addition, we have (Alice, Carole, Oscar, Susan) received our new cards with the 8/2025 expiration date.**
- **The Certificate of Liability has been received to cover Susan's Storytime activities and pumpkin decorating in the fall.**
- **RML issued 33 new library cards during the month of July.**
- **With our expanded hours, 644 patrons visited the library in July. There may be a few more who did not sign in.**
- **There were 3 Curbside Pickups, 4 Books by Mail and 3 home deliveries.**
- **Patrons have cooperated about the renewed mask requirement.**
- **There are bulbs that require replacement in the Kennedy Room. Is there any interest in converting to LED for all of those fixtures (20 units, 4 bulbs each)? If yes, an estimate will be obtained for Board approval.**

08/24/2021

Rose Memorial Library Statistics

	July 2021	YTD 2021	July 2020	YTD 2020
Circulation:	2770	12646	1701	11211
Inter Library Loan				
- Borrowed	584	4745	402	2068
- Loaned	624	4904	705	2564
Registered Users	4179	N/A	5649	N/A
Reference Transactions				
- Adult	0	0	0	1136
- Children's	0	0	0	131
Library Visitors	1501	7205	0	6165
- Browsing	667	1518	0	0
Curbside Pickups	2	246	0	0
Public Computer Sessions	52	165	6	257
Web Analytics				
- Visitors	1418	7796	661	4815
-Number of Visits	2161	13704	1333	8543
- Page Visits	3747	22965	2498	15162

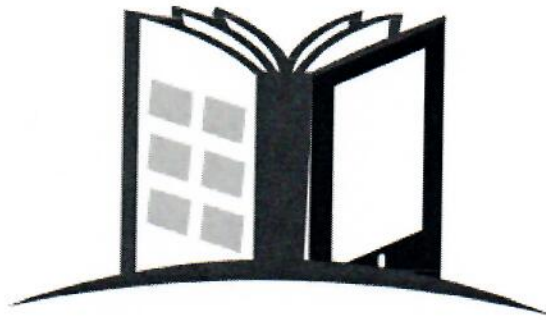
	July 2021		July 2020	
Programs: (Breakdown attached)	# of Programs	Attendance	# of Programs	Attendance
- Adult	2	14	2	0
- Young Adult	1	13	6	1355
- Children's	13	280	22	262

	July 2021	YTD 2021	July 2020	YTD 2020
Adult Collection				
Fiction Books	423	1961	305	1417
New Fiction	24	160	18	80
Express Books	252	1034	101	957
Large Print Books	173	1025	117	503
Non Fiction Books	161	1104	118	630
Total Adult Books	1033	5284	659	3587
CD/Audio	46	325	44	320
DVD	251	1607	259	1825
Misc.	2	3	0	2
Periodicals	58	296	39	276
TOTAL ADULT CIRC	1390	7515	1001	6010
Juvenile Collection				
Fiction Books	884	3050	460	3315
New Fiction	0	2	0	0
Non-Fiction Books	141	687	77	546
Express Books	0	3	0	3
Total Juv Books	1025	3742	537	3864
CD/Audio	12	23	3	19
DVD	118	430	57	671
Misc.	0	0	0	0
Periodicals	2	2	1	15
TOTAL Juvenile Circ	1157	4197	598	4569
YA Collection				
Fiction Books	60	250	39	172
Non-Fiction Books	1	14	1	23
Express Books	0	4	0	1
CD/Audio	1	1	0	0
DVD	0	2	0	6
TOTAL YA Circ	62	271	40	202
Graphic Books	140	564	54	366
Games	21	99	8	64
GRAND TOTAL	2770	12646	1701	11211
All Books	2259	9858	1290	8013
All AV	428	2388	363	2841
Periodicals	60	298	40	291
Games	21	99	8	64
Misc	2	3	0	2
	2770	12646	1701	11211

Date	Children Program's	Attendance
1-Jul	Summer reading Activity /Reading Log Reporters	45
1-Jul	WEBSITE VIDEO VIEWS	40
6-Jul	Farmyard friends Program Craft	25
8-Jul	All About Me Craft Preschool	15
12-Jul	Fish Tales Program Craft	21
15-Jul	Animal Poster Craft Preschool	13
16-Jul	Sunshine & Stories at the Park	22
19-Jul	Pet Pals Craft	18
22-Jul	Safari Headband craft preschool	14
23-Jul	Sunshine & Stories at the Park	20
26-Jul	Celebrity Critters Craft	16
29-Jul	Farm Placemat	15
30-Jul	Sunshine & Stories at the Park	16
	Young Adult Program's	
1-Jul	Bingo Board Reporting	13
	Adult Program's	
7-Jul	Crafting @ Home: Painted Flower Pot	12
28-Jul	Digital Book Club	2

ROSE MEMORIAL LIBRARY ASSOCIATION

EMPLOYEE HANDBOOK



Revised 08/19/2021

ROSE MEMORIAL LIBRARY ASSOCIATION
EMPLOYEE HANDBOOK

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ROSE MEMORIAL LIBRARY MISSION, VISION, AND SHARED VALUES

To be added upon completion and approval by the Rose Memorial Library Board

POLICY STATEMENT

The Board of Trustees is the governing body of the Rose Memorial Library Association elected by the Members of the Association. The following shall constitute this Library's statement of Personnel Policies and Procedures to be followed in all matters relating to personnel.

The Board of Trustees employs the Library Director and the Library Director is empowered, upon consultation with the Board of Trustees, to employ the staff. The chief executive officer of the Library is the Director, who is responsible for carrying out Library policies and who has general charge of the Library and the persons employed therein. The Board of Trustees formulates Library policies and sees to it that these Library policies are administered by the Director. The Director and Trustees (or Committee) shall review this policy as needed and make recommendations for any necessary revisions to the Board of Trustees.

The staff consists of salaried and hourly employees. References should be made to job descriptions for further details. Employee work hours are approved by the Director. Rates of pay and pay periods for all employees are approved by the Board of Trustees with recommendations from the Director.

Library hours of operation may change from time to time and will be posted.

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION

The Rose Memorial Library (the “Library”) is an equal opportunity employer. It is a primary focus of the Library to provide a safe, non-discriminatory workplace for all employees and foster a productive environment conducive to providing high quality service to our patrons.

Any discrimination or harassment on account of race, color, religion, creed, sex, national origin, ancestry, age, qualified mental or physical disability, sexual orientation, genetic carrier status, any veteran status, any military service, any application for military service or membership in any other category or class protected under the law will not be tolerated.

[Refer to Ramapo Catskill Library System Anti-Discrimination And Anti-Harassment Policy]

A. Equal Opportunity Employer

All employment decisions and personnel actions at the Library are administered without regard to race, color, religion, creed, national origin, ancestry, sex, age, qualified mental or physical disability, sexual orientation, genetic carrier status, any veteran status, any military service, any application for any military service, or any other category or class protected by federal, state, or local laws. All employment decisions and personnel actions, such as hiring, promotion, compensation, benefits, and termination, are and will continue to be administered in accordance with, and to further the principle of, equal employment opportunity.

B. Procedure for Reporting Discrimination and/or Harassment

If any employee believes that the actions or words of a manager/supervisor, fellow employee, patron, vendor or other individual in the workplace constitutes unlawful harassment or discrimination, the employee has a responsibility to promptly report that behavior to the Library.

Any individual who believes he/she has been the victim of any form of discrimination, including harassment, shall promptly give notice of his/her claim. Employees may formally or informally complain, orally or in writing, and are not required to complain within their chain of command. Prompt reporting enables the Library to stop the discrimination, including harassment, before it becomes severe or pervasive. Furthermore, employees are encouraged to promptly report all alleged incidents of harassment even if someone else is a possible victim.

All complaints of discrimination, including harassment, will be reviewed and investigated promptly and impartially by the Library management and/or its designee. Once management receives notice of any complaint of alleged discrimination, including harassment, it will swiftly determine whether or not a fact-finding investigation is necessary. If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further discrimination, including harassment, does not occur. Moreover, the Library will protect the confidentiality of the allegations to the extent possible.

The complaining party will be given notice of the outcome of the investigation of any formal or informal complaint. An individual who believes he/she has been the victim of any form of discrimination, including harassment, also has the option of filing a complaint with the New York State Division of Human Rights (DHR) and/or the Equal Employment Opportunity Commission (EEOC).

EMPLOYMENT PROCEDURES

The Library is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Library does not unlawfully discriminate on the basis of citizenship or national origin.

A. Employment Practices

- The Board of Trustees approves all positions and salaries.
- The Board of Trustees selects and appoints the Director. For other positions, when a vacancy occurs, the Director reviews job applications, screens the applicants, interviews select candidates, and approves the final selection.
- Staff members are selected based on personnel and educational qualifications for the position involved. All professional Librarians must have or must apply for a New York State Public Librarian's Professional Certificate within the first month of employment.

B. Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9

with the Library within the past three years, or if their previous I-9 is no longer retained or valid. I-9 Forms will be kept in a separate and confidential file. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Library Director.

C. Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.

Although the Library has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the Library will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, relatives are defined to include spouse, parent, son, daughter, brother, sister, brother & sister-in-law, father & mother-in-law, stepparent, stepbrother, stepsister and stepchild. This policy also applies to an individual who is not legally related but who resides with the employee.

D. Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Library wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. [*Refer to Ramapo Catskill Library System Conflict of Interest Policy*]

EMPLOYMENT CLASSIFICATIONS.

Full-time employees are those who regularly work thirty-five (35) hours per week. Salaried full-time staff receive a set annual compensation in equal bi-weekly paychecks. According to the *Fair Labor Standards Act (FLSA)* full-time, salaried, professional and administrative staff (fulfilling certain guidelines) are considered “exempt” and generally do not receive overtime pay.

Salaried full-time or part-time staff, who do not have professional and administrative responsibilities, and/or full-time or part-time staff who are paid hourly, are considered “non-exempt” under the provisions of FLSA and are paid for all hours worked including overtime. Part-time employees are those who regularly work less than thirty-five (35) hours per week. They are paid an hourly wage.

Temporary employees are those who work only as required on an irregular basis for a limited period of time. They are paid an hourly wage.

- A. **Training Period** ~ Newly hired employees can expect a training period of three (3) months. All staff need to demonstrate proficiency in the basic duties of their roles, as well as basic circulation processes after this time. The Director and appointed supervisors will monitor the employee’s performance.
- B. **Attendance Record** ~ All employees will record their time of arrival and time of departure. Attendance records shall be retained for seven (7) years. The record needs to be calculated by the employee for each shift, totaled for each week and approved by the staff member at the end of the pay period to signify agreement with the calculated hours. Failure to formally approve hours will be considered tacit approval.
- C. **Hours Of Service** ~ In order for the Library to fulfill its mission of service to the public, hours may be adjusted to meet the needs of the community. When the Director deems that a permanent change in the hours of operation is needed, they will make the recommendation to the Board for approval.
- D. **Unpaid Meal Breaks** ~ The workweek, exclusive of unpaid thirty-minute (30) lunch and dinner periods, is thirty-five (35) hours per week. Monday through Friday the opening shift for all staff who are interacting with the public shall begin thirty (30) minutes before the opening time in order to prepare for the workday. The Saturday and Sunday shifts shall begin fifteen (15) minutes before the opening time.
- E. **Breaks** ~
 - There is a fifteen (15) minute paid break for full-time employees either in the morning or the afternoon.
 - Employees who work a minimum of four (4) consecutive hours but less than six (6) consecutive hours are entitled to a paid fifteen (15) minute break.
 - Employees who work six (6) or more consecutive hours are entitled to a fifteen (15) minute paid break plus a compulsory unpaid “meal” break of thirty (30) minutes.

- An employee who works a full day on Saturday will be entitled to a thirty (30) minute (paid) break. Employees must remain on the premises during this paid break.
 - NOTE: It is not acceptable to decide not to take the unpaid break and leave early or arrive late. Any schedule changes must be approved in advance by the supervisor.
- F. Overtime** ~ Non-exempt employees are employees who, because of the type of duties performed, the usual level of decision-making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are required to account for all hours and fractional hours worked. Employers must compensate non-exempt employees for all hours worked overtime at their standard rate beyond 35 hours and at the premium (time-and-one-half) rate of pay beyond 40 hours. Any hours worked beyond an employee's scheduled hours for the week must be approved in advance by the Director.
- G. Compensatory Time** ~ It is generally expected that exempt administrative staff can complete their work in a normal (35-hour) workweek. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required. Compensatory time shall be earned in thirty (30) minute increments and may be taken in thirty (30) minute increments subject to mutual agreement between the employee and his/her immediate supervisor. Compensatory time may not be carried over from year to year.
- H. Flex Time** ~ Occasionally professional or administrative employees may have to work outside of their expected work schedule; for example, when required to be present at an evening community meeting or program. These employees are strongly encouraged to take advantage of flex time scheduling within a pay period to minimize excessively long hours. However, when flex scheduling is not possible, exempt employees may earn compensatory time and non-exempt employees may earn overtime for the time they are required to work beyond 35 hours. All flex scheduling, compensatory time and overtime must be pre-approved by the Director.

COMPENSATION

Salary is a fixed amount of money or compensation paid to an employee by an employer in return for work performed. The exempt employee's salary is paid in 26 even paychecks over

the course of the calendar year on a bi-weekly basis via direct deposit. An employee who is paid a salary is expected to complete a whole job in return for the salary. Exempt employees are expected, by most organizations, to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position.

Non-exempt employees are compensated via an hourly wage. Due to the nature of their positions and changes in number of hours worked from week to week, the amount of their paychecks may fluctuate. Non-exempt employees will be paid on a bi-weekly basis via direct deposit. Occasionally a non-exempt staff member's employer may ask them to work overtime and the employer must compensate the non-exempt employee for all hours worked overtime at their standard rate beyond 35 hours and at the premium (time-and-one-half) rate of pay beyond 40 hours.

RESIGNATIONS

Resignations must be submitted in writing to the Library Director who in turn presents the letter to the Board of Trustees at the next regular meeting. One month's notice is required for full-time employees and two weeks' notice for part-time positions. Employees who have given proper notice of resignation will be granted a lump sum payment of up to two work weeks (using the average numbers of hours they worked on a weekly basis) of any unused Paid Time Off at their standard rate of pay.

EMPLOYEE CONDUCT & WORK RULES

In order to provide a friendly, comfortable, and professional atmosphere for our community, all employees need to adhere to general rules.

A. Conduct

- All staff must arrive on time and be ready to work when scheduled.
- In the event of an illness or emergency that prevents an employee from working their shift, they should immediately contact their supervisor, the Office Manager, or the Director preferably six (6), no less than one (1) hour prior to the start of their shift. If live contact cannot be made, employees should call the Library and inform another employee about their status.

- The public's impression of the Library often is based on the actions of the staff. Employees shall:
 - be responsible for Library property, records, or other materials in their care and custody.
 - refrain from talking negatively or gossiping about patrons and co-workers.
 - deal with the public in a warm and patient manner at all times.
 - focus on their duties and responsibilities without interfering with those of other employees.
 - report to work free from the influence of drugs and/or alcohol.
- Employees should use common sense, communicate clearly, and notify the Director of any notable concerns about the effective operation of the Library.

B. Work Rules

- To assure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Library.
- It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:
 - Theft or inappropriate removal or possession of Library property.
 - Falsification of timekeeping or other Library records.
 - Smoking on Library property.
 - Working under the influence of alcohol or illegal drugs.
 - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
 - Fighting or threatening violence in the workplace.
 - Boisterous or disruptive activity in the workplace.
 - Negligence or improper conduct leading to damage of property.
 - Insubordination or other disrespectful conduct.
 - Exhibition of negative behavior or use language, including gossip, directed toward or about fellow staff members, library patrons, community members or protected classes while in the workplace or on social media accounts.
 - Endangering the safety or health of others.
 - Sexual, racial, or other harassment.
 - Excessive absenteeism or absence without notice.
 - Unauthorized absence from workstation during the workday.
 - Unauthorized use of telephones, mail system, or other Library equipment.

- Violation of personnel rules and regulations as outlined in the Employee Handbook and Library Policies Guide.
- Unsatisfactory performance or conduct.

[Refer to Ramapo Catskill Library System Code of Conduct Policy]

PERSONAL APPEARANCE

Employees are welcome to express their individual senses of style through their personal appearance and clothing, as long as it does not impact their ability to safely and effectively do their jobs.

PHONE USAGE

Personal phone calls and text messaging are to be confined to break time or meal time. Personal calls and texts should not be made, nor received, in public areas of the Library. However, it is recognized that there may be some occasions, normally due to unforeseen circumstances or an emergency, when it is necessary for staff to make or receive personal telephone calls or texts. These calls/texts should be kept to a minimum and be of short duration.

INTERNET, EMAIL & TECHNOLOGY USE

The Library's technology is to be used as an official means of business communication with patrons and vendors.

All employees are assigned a rcls.org email address. Staff members are expected to check their work email at the beginning of each shift in order to remain updated about library procedures and information that may have changed since their previous shift. This email address should be used exclusively for work purposes.

All employees should be aware of and follow the conditions and access guidelines within the *Ramapo Catskill Library System Email Account Usage Policy*.

Employees are provided access to computers and information resources of the internet for the purpose of increasing productivity for Library purposes, including communicating with

patrons, vendors, colleagues and carrying out research. Misuse may potentially violate regulations, policies and laws, including copyright laws, which could result in personal liability. Technology and internet usage should not impact productivity or performance of duties of the job.

Library printers, scanners, and fax machines may be used by staff within reasonable bounds.

PERFORMANCE EVALUATION AND GOAL-SETTING

The purpose of performance evaluations to encourage the growth of individual employee's performance and help ensure the staff as a whole are supporting the Library's organizational goals. Timely feedback has been shown to be the strongest way to coach better performance, therefore evaluation, overseen by the Library Director, will be ongoing throughout the year. However, staff will set personal performance goals annually.

- Every November, staff members will have a one-on-one meetings with the Library Director to set work-related goals for the following year.
- Check-ins on goals or real-time feedback meetings can happen at any time, as needed, and will be recorded in staff files.
 - Additional goals may also be set at any point to reflect ongoing evaluation.
- Copies of feedback files will be added to personnel files at the end of every year.
- Employees can request to see their feedback files at any point.
- The Library Director will be evaluated by the Board of Trustees in the manner they see fit.

GRIEVANCE PROCEDURES

Complaints should be submitted in writing to the Director within ten (10) days of the incident and settled informally whenever possible. If a satisfactory solution cannot be reached, the Director may refer the matter to the Board of Trustees for resolution. In the event that the Board's decision is not satisfactory to the staff member, he or she may submit a written request to meet with the Director and the Board.

[Refer to Ramapo Catskill Library System Whistleblower Policy]

LEAVE

A. HOLIDAY CLOSINGS

The Director, with the approval of the Board, will establish annually the dates of holiday closings for the year.

There are consistently nine (9) full-day closings and one (1) half-day closing. The full-day closings are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Easter Sunday

All staff whose normal schedule would include any of the holidays will receive pro-rated holiday pay.

The Library will remain open on the following holidays in order to afford the public extra access to the resources and programs of the Library:

- Martin Luther King Day
- President's Day
- Juneteenth
- Veteran's Day
- Thanksgiving Eve
- Columbus Day

Hourly staff whose schedule would normally would include the dates of these holidays will have the option of taking the day off as a paid holiday. Those working a shift on these holidays may choose to either work at the premium rate of time-and-a-half **OR** take a floating holiday.

NOTE: Staff are encouraged to use floating holidays and/or speak with Director regarding taking off for religious or cultural holidays not specifically covered by this policy.

B. DELAYED OPENINGS/EMERGENCY CLOSINGS

- Every reasonable effort will be made to keep the Library open to the public. However there may be times when the Director decides to delay the Library's opening or to close it completely for the safety of our patrons and staff. Staff will be notified **via email** by 7:30 am on the day in question by administration if the Library closes or

opening is delayed. Public notice of such action will be found posted on the Library's web page, Facebook, Instagram and Twitter accounts.

- If extreme conditions cause the Library to open later or to be closed, those employees scheduled to work will be paid for the time missed.

C. JURY DUTY

- In compliance with New York State Law, Library employees are entitled to time off to serve as jurors. Jury service time will not be charged to vacation or sick leave. The employee will not be required to make up time taken off for jury service. Employees will continue to receive the normal wage for the hours they were scheduled to work while serving jury duty.
- The employee should provide a copy of the jury summons to the Library Director upon receipt.
- If the employee is required to report for jury duty for the following workday, he or she should notify the Library Director the night before. Whenever possible, the employee should assist in finding coverage if scheduled to work at a public service desk.
- The employee should keep the Director informed of his or her status if multiple days need to be served.
- Upon completion of jury duty, the employee should request proof of service from the court system and provide the Library Director with a copy.

D. PAID TIME OFF

- Paid time off (PTO) is an employer-provided benefit that grants employees compensation for personal time off, vacation days, federal holidays, sick leave, and maternity and paternity leave. Paid time off is calculated based on number of hours worked per pay period for hourly staff and salaried hours per pay period for salaried staff. PTO is accrued into a central bank, not separated out by type of compensated time off.
- PTO may be taken for any purpose as long as an employee has the necessary number of hours accrued.
- Employees may request PTO in hourly increments
- **All staff will accrue PTO based on the number of hours worked per pay period (hourly) or salaried hours (salaried) multiplied by set percentages dependent on tenure.**
 - Years 0-3 of employment at Rose Memorial Library – hours worked/salaried hours per pay period x 11.5% (.115) = PTO hours earned

- Years 4-15 of employment at Rose Memorial Library – hours worked/salaried hours per pay period x 13.4% (.134) = PTO hours earned
- Years 20+ of employment at Rose Memorial Library - hours worked/salaried hours per pay period x 15.3% (.153) = PTO hours earned

- PTO Accrual Percentages and Caps

Years of RML Employment	PTO %	Total PTO Cap
0-3	11.5%	Average weekly hours annually x 10
4-10	13.4%	Average weekly hours annually x 11
11-15	13.4%	Average weekly hours annually x 12
16-19	13.4%	Average weekly hours annually x 13
20+	15.3%	Average weekly hours annually x 14

- Employees who have given proper notice of resignation or retirement as specified in the Employee Manual will be granted a lump sum payment of up to two work weeks (using the average numbers of hours they worked on a weekly basis) of any unused PTO at their standard rate of pay.
- No PTO will accrue during any month in which an employee is on leave without pay for more than one half of his/her scheduled work time per month.
- A holiday closure falling within a vacation or other leave of absence with pay shall not be considered part of such leave.
- If an employee has a pre-arranged PTO day on the day of an emergency closing, they will still be on PTO and the hours requested will be considered “spent”.
- PTO requests should be made 30 days or more before date requested whenever possible.
- In the case where two or more employees in the same department request the same time for non-emergency PTO, the Library Director will make the final decision, based on seniority (keeping in mind the efficient operation of the Library).
- Employees may be asked to provide a doctor’s note in the event of PTO extending beyond three (3) days that has not been pre-approved.

E. LEAVE WITHOUT PAY

Leave without pay may be granted at the discretion of the Director for a period not to exceed one (1) year. An employee desiring leave without pay must submit a written request to the Director at least three (3) weeks prior to the desired leave. The length of the leave must be specified in the written request.

F. MATERNITY/PATERNITY/ADOPTION LEAVE & PAID FAMILY LEAVE

- Maternity/Paternity/Adoption leave is an extended leave of absence and is available to all full-time employees after 90 days based on current Federal and State Equal Employment Opportunities Acts and affirmative action and other civil rights laws. Policies will be adopted to stay in compliance with these laws.
- Rose Memorial Library will comply with the terms and conditions of the Family Leave Act of 1993 and the Paid Family Leave coverage of January 1, 2018.

G. MILITARY SERVICE LEAVE

Members of the National Guard or Military Reserve shall be provided with the protections enacted in the Uniformed Services Employment and Reemployment Rights Act.

ACCOUNT # ACCOUNT NAME

DESCRIPTION		DESCRIPTION	2019 Approved	2020 Approved	2,021	2022 (414 passes)	2022 (414 fails)
INCOME							
	4,000	Tax Levy					
		North Rockland School District	200,000	200,000	200,000	200,000	200,000
	4,001	Public Funds					
		Town of Stony Point	255,000	295,000	295,000	325,000	295,000
					21,384		
					316,384		
4,010	State Aid						
		Local Library Services Aid (LLSA)					
4,010		Local Library Services Aid	4,375	4,400	3,000	4,300	4,300
			4,375	4,400	3,000	4,300	4,300
4,011		Grants & Aid					
4,012		RCLS Grant					
4,013		Other Grants					
		Kurz Foundation	1,000	1,000		-	
			1,000	1,000	1,000		
4,014		Fundraising Income					
		Annual Appeal	8,000	8,200	8,000	10,000	10,000
		Newsletter Quarterly	2,000	1,000	1,000	5,000	5,000
		Book Sales	100			-	
		Fundraising - Event	150			500	500
		Other	1,000			-	
		Donations Adult Programs			250	250	250
			11,250	9,200	9,250	9,250	

4,016		Gifts & Donations						
4,016	Memorials, general donations, misc.		4,000					

-		Friends Income						
4,018	Friends Income Other		200	200				
4,044	Friends Raiffes							
4,046	Friend's Fundraiser							
4,047	Friends Book Sale		400					
			600	200	200			

4031 & 4050		Library Charges						
4,031	Fines		9,100	5,500				
4,050	Program Reimbursement							
	Other							
			9,100	5,500	4,000	4,000	500	500

4032 & 4060		Other Income - Photocopier etc						
4,032	Other Income - Photocopier		2,000	3,200				
4,032	LARC Reimbursements			700				
4,060	Insurance Reimbursements							
			2,000	3,900	3,900	3,900		

4033 & 4034		Investment						
4,015	Investment		30,500	24,000				
4,033	Merrill Lynch Interest Income		1,000	500				
4,034	Merrill Lynch Dividend Income		500	400				
4,035	Gain/Loss on Sale			500				
4,036	Merrill Lynch Other Investment			500				
			32,000	25,900	20,000	20,000	17,000	17,000

3,998		Fund Balance Appropriation						
3,998	Operating Budget		59,663					
	Large Projects							
			59,663	-	28,673	28,673	-	-

	Auditor	Audit	6,700	1,000	1,350	1,350
			7,300			

6,009	Legal Fees					
(Quarterly retainer \$500)		Whiteman Osterman	2,000	2,000	2,000	2,000
Billable Expenses		Whiteman Osterman	100	100	100	100
			2,100	2,100	2,100	2,100

6,011	Health Insurance		30,133			
Oxford	2 current members	937		17,453	17,636	22,476
Oxford	1 member 8mons	713		7,547	5,706	23,940
			30,133	25,000	23,342	22,476

6,013	Office and Library Supplies					
6,013	Library Supplies	Budget	1,600	2,000	2,000	1,750
6,027	Office Supplies		4,000	5,500	5,500	5,250
			5,600	7,500	7,500	7,500

6,014	Equipment - Repairs & Maintenance					
	Telephone	Avaya	852	1,076	1,076	1,076
	Telephone Repairs & Service	Optima	250	250	258	258
	Other Equipment R & M					
			1,102	1,326	1,334	1,334

6,015	Telecommunications					
	Verizon	Optimum Phone and Internet	120	1,430	1,441	1,500
						3,100

6,017	Utilities 79 East Main (Library)					
	Water	Suez	260	260	260	260
	Gas & Electric	Library - 79 E Main Orange & Rockland	8,390	8,390	8,400	8,500
			8,650	8,650	8,650	8,660

6,018		Property Insurance							
		Price, Capell & Assoc. Inc.	Package	4,725	3,206	5,118	5,150	5,200	5,200
		Umbrella			250	806	825	850	850
		Automobile			125	250	275	450	450
				4,725	3,456	6,174	6,250		

6,019		Dues, Fees							
6,019		North Rockland Chamber of Commerce				200	200	-	
		North Rockland Chamber of Commerce	Rotary	250	250	250	250	-	-
		NYS Library Trustees		175					
		Amazon Membership			50	50	50	50	50
6,019		NYLA Memberships		200	200	200	200	200	200
6,019		ALA Membership		385	385	385	385	-	-
		Other				150	150		
6,019		LARC memberships		220	180	180	180	180	180
				1,230	1,065	1,415	1,415		

6,020		Custodial Supplies							
6,020		Paper towels, tissues etc		800	900	900	910	900	900
				800	900	900	910	910	900

6,021		Conferences							
		New York Library Association Conference							
		Registration		500	250	250	250	250	-
		Hotel		930	350	495	350	350	-
		Meals and Incidental Expenses		300	125	125	125	125	-
		Travel		330	125	125	125	125	-
		LARC Conference							
		Registration		250	400	450	450	450	450

	Mileage		75	75			
Fall Into Books							
	Registration		70	70	70	70	70
	Mileage		20	45	45	45	45
Other			500	50	50	50	50
			2,975	1,490	1,160	1,465	

6,022	Fixed Assets & Improvements						
	Computer installation		500				
	2 laptops for Children's Room		800				
	Past Computers		6,000				
Est.	Computer Equipment			2,700	2,000		
	Other	TBD		500			
			7,300	500	2,700	2,000	

6,023	ADP Processing			1,700	1,700	1,700	2,500	2,500
			1,800					

*Increase includes moving HRM/Timekeeping to the cloud

6,024	Bank Charges		500	150	150	125	125
6,024	Investment Fees (Merrill Lynch)		2,500	300	300	300	300
	Late fees etc		250	100	100	75	75
			3,250	550	400	550	

6,028	Sewer Tax Library		675	675	700	700	700
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6,029	Groundskeeping						
6,406	Salting (\$65 per day)	79 E Main St Stubenvoll	3,000	3,000	3,000	3,000	3,000
			1,200	1,200	1,200	1,200	1,200
			4,200	4,200	4,200	4,200	

		Building Repairs & Maintenance			
6,030	Building				
6,016	Roof repairs - Quatrochi - Gutters				
6,405	R & M Building (Vanguard \$525/mo)	Vanguard (\$600/mon)	7,200	9,600	7,200
6,030	Carpet Cleaning	AA Chem-Dry	500	500	500
6,030	Window Washing	Mr K	200	200	200
6,030	Heat & AC	Culhane	400	400	400
6,030	Electrical service (Hush)	Hush	450	450	450
6,030	Rockland Carting	(55/month)	600	660	660
6,030	Plumbing	Heritage	400	400	400
6,030	Alarms & Locksmith	Reddi Alarm	400	400	400
6,030	Fire Protection - Campbell		250	250	250
6,030	General		175	175	175
			10,575	13,035	10,635

		Internet Access			
6,031	Internet Access	Optimum online (\$134.84mo.)	1,800	1,618	1,618

under telecom

		ANSER SERVICE FEES			
6,032	4 Workflow computers Full Support (\$765)		3,060		
	4 Workflow computers PC replacement (\$180)		720		
	Consumption fee		7,343	11,964	12,500
	Readers	3 @ 18.75	75	75	85
			1,248		

	Movie Licensing USA	(RCLS Service)	275	368	371	371	371	371
			465	562	565	565	565	565
		Employment Advertising		300	300	300	300	300
6,047	NYLA Job Postings (\$45 per posting)		200	-	-	-	-	-
			200	300	300	300	300	300
6,050	RCLS Service Fee		1,742	2,275	2,195	2,250	4,500	4,500
		Computer Technical Support						
6,051	Computer Technology		500					
		Frontline	500	6,000	6,000	6,000	6,000	6,000
6,052	Rockland Web Design (Tom Ossa)			500	500	500	500	500
6,053	Website Hosting							
	Annual website hosting		360	450	600	600	600	600
6,100	Library Materials							
	Books							
	Adult Books		18,000	15,750	15,900	16,000	16,000	14,500
	Express Books		5,000	2,750	2,750	2,850	2,850	2,650
	Children's Books		12,000	7,000	7,000	7,500	7,500	6,500
	YA Books			1,400	1,400	1,500	1,500	1,350
6,115	Audio Books		2,200	2,000	2,750	2,100	2,000	1,500
6,120	Music - CDs		900	750		1,000	750	500
6,130	DVDs		6,000	5,500	6,000	6,500	6,000	5,500
			44,100	35,150	35,800	37,450		
6,125	Serials (Paper copies)							
	Popular Subscription Service		1,800	1,800	1,750	1,850	1,850	1,850
	Journal News		800	800	1,444	1,495	1,495	1,495
	Hornbook				60	60	60	-

	School Library Journal				100	120	125	125		
	New York Times New subscriptions			85	850	860	880	900	900	900
					270					
				3,735	3,820	4,234	4,410			

		Serials (magazine) electronic								
6,140	Hoopla				400	500	600	650	650	650
	Kanopy Learning Express Newspaper access				60	70	85	85	85	85
				1,250						
				1,250	460	570	685			

		Electronic Books (E-books)								
6,141	RCLS Shared Content (Overdrive)			2,040	2,797	2,800	3,000	3,558	3,558	3,558
	Overdrive (local purchases by RML)			2,700	900	700	700	700	700	
	Consumer Reports				831	831	831	831	831	831
				4,740	4,527	4,331	4,531			

		Electronic Games								
6,161	Electronic Games			1,000	500	650	650	650	650	600

		Grant Expenditures								
6,170				1,000						
				1,000						

		Programs								
6,200	Adult Program Fees			4,300	3,000	3,000	3,000	3,250	2,750	2,750
6,210	Young Adult Program Fees			1,100	750	750	750	850	750	750

6,215	Children's Program Fees				2,800	2,750	2,750	2,750	3,000	2,700
6,220	Summer Reading Program Fees - Childrens				4,000	3,000	3,000	3,000	3,000	2,850
6,251	Summer Reading Program Fees - Young Adult									
6,253					12,200	9,500	9,500	9,500		

Museum Passes										
6,225	Boscobel House & Gardens				125	125				-
	Hudson Highlands Nature Museum				90	90				-
	Intrepid Sea, Air & Space Museum				500	500				-
	Museum of the City of New York				100					-
	Edward Hopper House					125				-
	Storm King Art Center				125	125				-
	Solomon R. Guggenheim Museum									-
	Amer Museum Natural History				500	500				-
						1,465	1,000	1,000	500	-

Program Supplies										
6,301	Program Supplies - Adult				600	600	600	600	750	550
6,302	Program Supplies - Children				1,200	750	750	1,000	1,000	700

