

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, October 20, 2021
AGENDA

- I. Call to Order**
- II. Adoption of Minutes**
 - Regular Meeting, September 2021 and Special Meeting on October 1, 2021
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report, September 2021
 - b. Approval of Disbursements: September 2021*
 - c. Financial Reports for September 2021*
- V. Reports**
 - a. Director's Report September 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. Reminder: 2021 RCLS Trustee Training per RCLS
 - b. Review and approval of Employee Handbook*
- VII. New Business**
 - a. Discussion of branding and marketing update
 - b. Approval of updated Shared Values, Mission and Vision*
 - c. Approval of safety lighting costs*
 - d. Approval of RCLS 2022 Budget*
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ November 17, 2021 at 5:30pm

**motion required*

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

- **September 15, 2021**, meeting held at Rose Memorial Library.
- **Present:** James Brooks, Bd. President, Ted Needleman, Treasurer, F. Hollis Griffin, Jr., Secretary, Richard Eggers, Amanda Pagan-Glass, Bd. VP, Director Alice Meacham, Carol Gomez

1. **Meeting called to order** at 5:39 P.M. by James Brooks

2. **Approval of Minutes.**

Minutes from July monthly meeting were approved, upon motion of James Brooks, second Richard Eggers, all Trustees present in agreement.

Minutes from August meeting approved upon motion of Amanda Pagan-Glass, second Richard Eggers, all Trustees present at August meeting in agreement.

3. **Financial Reports.**

The monthly financial report and supporting information was reviewed. The monthly Disbursement Journal and Financial Report was considered. Both the financial report and disbursement journal were approved, Motions by James Brooks, second by Ted Needleman, all Trustees

present in agreement.

4. Report of Director.

- The circulation clerk position has been filled with the hire of Toni Ann Mulligan. Ms. Mulligan has been a great addition to the staff.
- The Community Roundtable program will take place over the next several days with meetings with members of the Town Board, families in the community and seniors. Various Board members have volunteered to be present at one or more of the roundtables.
- Staff meetings and a Board retreat will follow.

5. Committee Reports.

- The marketing committee has discussed a number of fundraising ideas both large and small, including an anticipated collaboration with the Industrial Arts Brewery. Alice Meacham has had very productive meetings with their marketing director, who appears to be interested in a community partnership concept with various tastings, allowing for a small raffle and a library kiosk.
Ms. Meacham also has urged us to consider a farm to table event.
A golf outing should be organized for next summer.
- The Finance Committee has arranged to meet with one or more money managers to discuss the investment strategy that the Board should pursue.
Ms. Meacham has urged us to consider retaining a formal capital campaign consultant to move our expansion plans to the next level.

6. Old Business

- The proposed Employee Handbook was provided to the Trustees for review and approval. As the entire staff will be meeting before the next Trustees meeting, final approval will be considered after they have an opportunity to provide any additional input through their meeting with the Director.
- All Board members agreed to participate in an informational campaign prior to the general election in November regarding the referendum to obtain funding for the programs and operation of RML.

7. Adjournment

The meeting closed at 6:35 P.M. with consent of all Trustees present.

Special Meeting of Trustees of Rose Memorial Library Association October 1, 2021

- **October 1, 2021**, meeting held at Pyngyp School Building, Board of Trustees retreat.
- **Present:** James Brooks, Bd. President; Amanda Pagan-Glass, Bd. V.P., Ted Needleman, Treasurer, F. Hollis Griffin, Jr., Secretary, Richard Eggers
Director Alice Meachem

1. **Meeting called to order** at 2:56 P.M. by James Brooks

2. **Notice of Meeting.**

All Trustees were present at the meeting and waived additional additional notice. The public had been advised of the date, time and place of the Board retreat and offered an opportunity to be present.

3. **Business of Special meeting.**

A general discussion was had concerning the lack of direction and an investment strategy provided by Merrill Lynch Wealth Management. James Brooks discussed meeting with James A. McCann Sr. of UBS Wealth Management at which meeting McCann outlined the status of our funds and investments and proposed a phased in investment plan managed by UBS Wealth Management. At the conclusion of that meeting it was the sense of those present that the investment accounts should be removed from Merrill Lynch and transferred to UBS. Trustees James Brooks,

Richard Eggers and F. Hollis Griffin Jr., and Library Alice Meacham attended the meeting with McCann.

Upon motion of James Brooks and second of Richard Eggers and 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 a Resolution attached to these minutes was approved. F. Hollis Griffin, Jr., noting his personal relationship with James A. McCann, Sr. abstained from voting.

4. Adjournment

The meeting closed at 3:07 P.M. with consent of all Trustees.

ROSE MEMORIAL LIBRARY ASSOCIATION
BOARD OF TRUSTEES

RESOLUTION

At a special meeting of the Board of Trustees of the Rose Memorial Library Association, held on October 1, 2021, upon a motion made by James Brooks, and seconded by Richard Eggers, and with unanimous consent of the Trustees, except as noted hereinafter, who were all present at the special meeting, the following resolution was adopted:

WHEREAS, the Trustees have decided to move investment accounts and securities that had been held for the benefit of the Rose Memorial Library Association and managed by Merrill Lynch Wealth Management to another wealth management company and

WHEREAS the Trustees have consulted with James A. McCann, Sr. of UBS Wealth Management for the purposes of establishing a coherent investment strategy for the funds held for the benefit of the Library;

NOW, THEREFORE BE IT RESOLVED THAT the Board of Trustees of the Rose Memorial Library Association hereby requests UBS Wealth Management and James A. McCann Sr. to arrange for the transfer of any funds managed by Merrill Lynch Wealth Management to UBS Wealth Management forthwith, and it further

RESOLVED that James Brooks, Ted Needleman as the President and Treasurer of the Trustees of the Rose Memorial Library Association and Alice Meacham, the Library Director and any two of them are authorized signatories in connection with any account established by UBS Wealth Management.

This question of the adoption of the foregoing resolution was duly put to a vote on October 1, 2021, which resulted as follows:

James Brooks, President	VOTING <u>YES</u>
Amanda Pagán-Glass, Vice President	VOTING <u>YES</u>
Richard Eggers	VOTING <u>YES</u>
F. Hollis Griffin, Jr.	VOTING <u>Abstain</u>
Theodore Needleman	VOTING <u>YES</u>

Respectfully submitted on October 1, 2021

F. Hollis Griffin, Jr., Secretary

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

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

That I have compared the annexed copy of the resolution adopted at a special meeting meeting of the Board of Trustees of the Rose Memorial Library Association held on October 1, 2021, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this 12th day of October, 2021.

F. Hollis Griffin, Secretary

ROSE MEMORIAL LIBRARY ASSOCIATION

OCTOBER 2021 BOARD MEETING

FINANCIAL NARRATIVE

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

- Operating Account: \$359,115.75
- Savings Account: \$ 7,503.06
- Payroll Account: \$ 22.49

The Merrill Lynch investment accounts had a value of \$436,753.01 as of September 30, 2021. Monthly change: (+\$1.59).

There were three payrolls in the month of September 2021 totaling \$ 41,232.62.

The largest expenditures include:

Diamond Shine Cleaning Service	\$950.00
Orange & Rockland	\$958.48
Orange & Rockland	\$1,026.86
Star Press	\$1,050.00
Amazon	\$1,047.52
Oxford Health	\$1,873.30

Rose Memorial Library Association Cash Disbursement Report As of September 30, 2021

ACBAAALFRK52
 1000 - Operating Account - TD Bank

Date	Num	Name	Memo	Paid Amount
09/02/2021			Deposit	1,150
09/07/2021			Deposit	30
09/08/2021	9458	Amazon.com		(841)
09/08/2021	9459	Barbara Freiberg	Art Class	(200)
09/08/2021	9460	Blackstone Audio, Inc.	Audio Books	(101)
09/08/2021	9461	Broadart - Books	Books	(393)
09/08/2021	9462	KeyBank		(123)
09/08/2021	9463	O & R	Gas & Electric	(1,027)
09/08/2021	9464	OPTIMUM	Phone & Internet	(257)
09/08/2021	9465	Rockland Carting	190708	(110)
09/08/2021	9466	Sara Mayes	Leaflet to Js	(195)
09/08/2021	9467	Staples		(149)
09/08/2021	9469	Midwest Tape	Hoopla	(247)
09/08/2021			Funds Transfer	(14,000)
09/10/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(71)
09/13/2021			Deposit	765
09/15/2021	9470	Anco Enterprises	Name Badge	(8)
09/15/2021	9471	Avaya Financial Services	Phone Rental	(90)
09/15/2021	9472	Campbell Fire Protection Inc.	Fire extinguisher inspections	(12)
09/15/2021	9473	Midwest Tape	DVD's	(51)
09/15/2021	9474	Star Press of Pearl River Inc	Sept/Oct 2021 Newsletter	(1,050)
09/15/2021	9475	SUEZ Water New York	Water Bill Account	(29)
09/15/2021	9476	Ulrica National	Insurance	(229)
09/15/2021	9477	Valerie Vendrame	Yoga in the Park	(100)
09/20/2021			Deposit	438
09/20/2021	EFT	Plitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
09/22/2021			Funds Transfer	(13,200)
09/22/2021	9478	Amazon.com		(1,048)
09/22/2021	9479	Midwest Tape	DVD's	(25)
09/22/2021	9480	Oxford Health Plans	Health Insurance	(1,873)
09/22/2021	9481	Plitney Bowes Global Financial Services LL	Postage Meter rental	(60)
09/22/2021	9482	Stony Point PAL 79	Booth at 2021 Fall Festival Day	(35)
09/24/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(79)
09/28/2021			Deposit	130
09/29/2021	9483	D&G Electrical Supply Co., Inc.	LED Bulbs	(280)
09/29/2021	9484	DEMCO, Inc.	Book Tape	(51)
09/29/2021	9485	Diamond Shine Cleaning Service	COMMERCIAL CLEANING 3X PER WEEK	(950)
09/29/2021	9486	Frontline Data Services	Remote and virus monitoring	(238)
09/29/2021	9487	O & R	Gas & Electric	(958)
09/29/2021	9488	OPTIMUM	Phone & Internet	(257)
09/29/2021	9489	Staples		(482)
09/29/2021	9490	Staples		(160)
09/29/2021	9491	Thomson Gale	Books	(122)
09/29/2021	9492	Whiteman Osterman & Hanna LLP	4th Qtr 2021 Retainer	(500)
09/29/2021	9494	Baker and Taylor	Books	(702)
09/30/2021			Deposit	35
09/30/2021			Interest	3
Total 1000 - Operating Account - TD Bank				(37,877)

Rose Memorial Library Association Balance Sheet As of September 30, 2021

AQAIAPIHTEB
ASSETS

Sep 30, 21

Current Assets

Checking/Savings

1000 · Operating Account - TD Bank	359,115.75
1005 · Payroll Acct - TD Bank	22.49
1006 · Savings - Special Funds	7,503.06
1040 · Petty Cash	101.27

Total Checking/Savings

366,742.57

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	95,138.24
1036 · Merill Lynch Cash - Future Fund	82,337.66
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	-113,372.77

Total 1201 · Merrill Lynch Investment Acct

270,399.63

Total Other Current Assets

447,875.53

Total Current Assets

808,029.01

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 September 30, 2021

	<u>Sep 30, 21</u>
AQANPOHHEAS	
Total Fixed Assets	<u>753,049.17</u>
TOTAL ASSETS	<u>1,561,078.18</u>
LIABILITIES & EQUITY	
Equity	
3010 · Unrestrict (retained earnings)	-350,014.27
3998 · Fund Balance	1,679,401.80
Net Income	<u>231,690.65</u>
Total Equity	<u>1,561,078.18</u>
TOTAL LIABILITIES & EQUITY	<u>1,561,078.18</u>

Rose Memorial Library Association Profit & Loss September 2021

AQAN	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	920
4015 · Investment Income	1,155
4016 · Gifts and Donations	2
4031 · Library Charges	101
4032 · Other Income	376
Total Income	<u>2,554</u>
Gross Profit	2,554
Expense	
6001 · Salaries	26,055
6002 · Benefits	2,321
6007 · Office Postage	(125)
6009 · Legal	500
6010 · Repairs and Maintenance	1,520
6011 · Health Insurance Premiums Paid	1,700
6015 · Telecommunications	223
6017 · Utilities	2,014
6019 · Dues/Fees	77
6031 · Internet Access	291
6035 · Newsletters	1,298
6043 · Retirement 403B	25
6045 · Advertising and Promotion	35
6051 · Computer Technical Support	238
6101 · Capital Expenditures	
6100 · Books	1,710
6150 · AV	1,520
Total 6101 · Capital Expenditures	<u>3,230</u>
6200 · Programs	495
6300 · Supplies	1,034
6819 · Covid 19 Expenses	126
Total Expense	<u>41,057</u>
Net Ordinary Income	(38,503)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	<u>0</u>
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>(38,503)</u></u>



	Jan - Sep 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	5,075	3,960	1,115	128%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Apr	3,955	7,938	(3,983)	50%
4015 · Investment Income	11,691	15,000	(3,309)	78%
4016 · Gifts and Donations	168	0	168	100%
4018 · Friends - Income	0	150	(150)	0%
4031 · Library Charges	446	3,000	(2,554)	15%
4032 · Other Income	1,032	2,925	(1,893)	35%
4037 · Exp. Reimbursements-61	282,844	0	0	0%
4038 · Rental Income - 61 E. Mai	0	0	0	0%
Total Income	600,211	328,973	271,238	182%
Gross Profit	600,211	328,973	271,238	182%
Expense				
6001 · Salaries	225,150	263,875	(38,725)	85%
6002 · Benefits	23,869	26,107	(2,238)	91%
6007 · Office Postage	931	1,500	(569)	62%
6008 · Accounting & Other Prof	1,800	1,013	787	178%
6009 · Legal	5,510	4,575	935	120%
6010 · Repairs and Maintenance	15,906	15,052	854	106%
6011 · Health Insurance Premiur	12,672	17,506	(4,834)	72%
6015 · Telecommunications	1,121	2,283	(1,162)	49%
6017 · Utilities	7,921	6,488	1,433	122%
6018 · Insurance	4,743	4,631	112	102%
6019 · Dues/Fees	1,112	1,361	(249)	82%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	1,450	1,214	236	119%
6032 · Ansernet Service Fee	11,030	9,029	2,001	122%
6034 · Software Licensing Fees	0	1,320	(1,320)	0%
6035 · Newsletters	4,411	5,531	(1,120)	80%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotic	35	3,225	(3,190)	1%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	2,196	1,646	550	133%

ACAP09/30/21

	Jan - Sep 21	Budget *	\$ Over Budget	% of Budget
6051 · Computer Technical Supp	4,560	2,250	2,310	203%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	560	600	(40)	93%
6101 · Capital Expenditures	31,204	33,038	(1,834)	94%
6125 · Serials	1,740	3,176	(1,436)	55%
6200 · Programs	3,014	8,625	(5,611)	35%
6300 · Supplies	6,296	8,656	(2,360)	73%
6819 · Covid 19 Expenses	(335)	0	(335)	100%
Total Expense	368,521	424,466	(55,945)	
Net Ordinary Income	231,690	(95,493)	327,183	
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	231,690	(95,493)	327,183	

Cash Balances:	01/01/21	09/30/21
Operating Acct - TD Bank	129,859.09	359,115.75
Payroll Acct - TD Bank	10.68	22.49
Savings Acct - TD Bank	7,501.00	7,503.06
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	436,753.01

Legend:

* 2020 Budget Amounts

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

Ordinary Income/Expense	Jan - Sep 21	Jan - Sep 20	\$ Change	% Change
Income				
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	5,075.40	0.00	5,075.40	100.0%
4014 · Fundraising Income - Appeal				
4040 · Fund Raising Income - Newsletter	2,375.00	175.00	2,200.00	1,257.14%
4049 · Fundraising	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	1,580.00	1,960.00	-380.00	-19.39%
Total 4014 · Fundraising Income - Appeal	3,955.00	2,184.17	1,770.83	81.08%
4015 · Investment Income				
4033 · Interest Income	1,251.83	410.54	841.29	204.92%
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	10,401.97	14,868.79	-4,466.82	-30.04%
Total 4015 · Investment Income	11,691.31	15,316.84	-3,625.53	-23.67%
4016 · Gifts and Donations	167.50	203.24	-35.74	-17.59%
4031 · Library Charges	445.77	749.39	-303.62	-40.52%
4032 · Other Income	1,031.93	1,429.95	-398.02	-27.84%
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	11,025.00	-11,025.00	-100.0%
Total Income	600,210.94	325,908.59	274,302.35	84.17%
Gross Profit	600,210.94	325,908.59	274,302.35	84.17%
Expense				
6001 · Salaries	225,149.53	273,321.31	-48,171.78	-17.63%
6002 · Benefits				
6003 · Education	291.66	0.00	291.66	100.0%
6004 · Travel Reimbursement	0.00	24.72	-24.72	-100.0%
6023 · Payroll Processing Fees	1,571.51	1,537.73	33.78	2.2%
6002 · Benefits - Other	22,005.41	23,941.06	-1,935.65	-8.09%
Total 6002 · Benefits	23,868.58	25,503.51	-1,634.93	-6.41%
6007 · Office Postage	931.14	1,435.00	-503.86	-35.11%
6008 · Accounting & Other Prof Fees	1,800.00	5,519.00	-3,719.00	-67.39%
6009 · Legal	5,510.09	2,445.00	3,065.09	125.36%
6010 · Repairs and Maintenance				
6014 · R & M Equipment	1,465.21	2,071.71	-606.50	-29.28%
6029 · Maintenance- Grounds				
6406 · Maintenance - Grounds-61 E. Main	600.00	2,290.00	-1,690.00	-73.8%
6029 · Maintenance- Grounds - Other	2,562.02	2,103.00	459.02	21.83%
Total 6029 · Maintenance- Grounds	3,162.02	4,393.00	-1,230.98	-28.02%
6030 · R & M - Building				
6020 · Custodial Supplies	354.58	728.86	-374.28	-51.35%
6030 · R & M - Building - Other	10,124.12	16,262.66	-6,138.54	-37.75%
Total 6030 · R & M - Building	10,478.70	16,991.52	-6,512.82	-38.33%
6409 · Building Maintenance-61 E. Main	800.00	0.00	800.00	100.0%
Total 6010 · Repairs and Maintenance	15,905.93	23,456.23	-7,550.30	-32.19%
6011 · Health Insurance Premiums Paid	12,672.22	15,698.65	-3,026.43	-19.28%
6015 · Telecommunications	1,120.65	1,117.59	3.06	0.27%
6017 · Utilities				
6404 · Utilities-61 E. Main Street	623.04	427.52	195.52	45.73%
6017 · Utilities - Other	7,297.90	6,612.52	685.38	10.37%

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

ADMINISTRATIVE

	Jan - Sep 21	Jan - Sep 20	\$ Change	% Change
Total 6017 - Utilities	7,920.94	7,040.04	880.90	12.51%
6018 - Insurance	4,743.24	4,632.35	110.89	2.39%
6019 - Dues/Fees				
6024 - Bank Chgs/ML Fees	595.27	604.17	-8.90	-1.47%
6019 - Dues/Fees - Other	517.01	1,576.56	-1,059.55	-67.21%
Total 6019 - Dues/Fees	1,112.28	2,180.73	-1,068.45	-49.0%
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	1,449.56	1,440.48	9.08	0.63%
6032 - Ansernet Service Fee	11,029.92	10,398.41	631.51	6.07%
6035 - Newsletters				
6037 - Newsletter Postage	1,303.95	487.08	816.87	167.71%
6035 - Newsletters - Other	3,107.00	1,025.00	2,082.00	203.12%
Total 6035 - Newsletters	4,410.95	1,512.08	2,898.87	191.71%
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%
6045 - Advertising and Promotion	35.00	1,936.00	-1,901.00	-98.19%
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	4,560.00	5,342.50	-782.50	-14.65%
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	12,840.74	12,006.66	834.08	6.95%
6100-C - Books- Children	4,122.58	3,576.48	546.10	15.27%
6100-YA - Books- YA	549.31	580.18	-30.87	-5.32%
Total 6100 - Books	17,512.63	16,163.32	1,349.31	8.35%
6150 - AV				
6110 - AV-Audio				
6115 - Audio Books	1,517.22	1,426.11	91.11	6.39%
6120 - Music	447.33	453.16	-5.83	-1.29%
Total 6110 - AV-Audio	1,964.55	1,879.27	85.28	4.54%
6130 - Video Tapes and DVDs	3,199.09	4,294.62	-1,095.53	-25.51%
6141 - Digital Reading Technology	5,238.33	4,892.54	345.79	7.07%
6160 - Software				
6161 - Video Games	1,236.85	520.90	715.95	137.45%
6160 - Software - Other	802.74	3,242.88	-2,440.14	-75.25%
Total 6160 - Software	2,039.59	3,763.78	-1,724.19	-45.81%
Total 6150 - AV	12,441.56	14,830.21	-2,388.65	-16.11%
Total 6101 - Capital Expenditures	31,204.19	31,406.99	-202.80	-0.65%
6125 - Serials	1,739.80	2,215.41	-475.61	-21.47%
6200 - Programs				
6210 - Adult Program Fees	700.00	1,480.00	-780.00	-52.7%
6220 - Child's Program Fees	793.00	1,400.00	-607.00	-43.36%
6225 - Museum Passes	845.00	150.00	695.00	463.33%

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

ACCOUNTS

	Jan - Sep 21	Jan - Sep 20	\$ Change	% Change
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%
6300 · Supplies	3,013.76	3,180.00	-166.24	-5.23%
6013 · Library Supplies				
6027 · Office Supplies & Expense	920.39	550.51	369.88	67.19%
6041 · Equipment Rental				
6027 · Office Supplies & Expense - Other	261.67	60.00	201.67	336.12%
Total 6027 · Office Supplies & Expense	3,077.49	5,235.92	-2,158.43	-41.22%
6254 · SRP Expenses - YA	3,339.16	5,295.92	-1,956.76	-36.95%
6301 · Program Supplies - Adult	144.63	0.00	144.63	100.0%
6302 · Program Supplies - Children's	509.15	74.25	434.90	585.72%
6252 · SRP Expenses - Children's				
6302 · Program Supplies - Children's - Other	756.48	23.50	732.98	3,119.06%
Total 6302 · Program Supplies - Children's	382.54	957.60	-575.06	-60.05%
6304 · Program Supplies - Young Adults	1,139.02	981.10	157.92	16.1%
Total 6300 · Supplies	244.02	335.98	-91.96	-27.37%
6819 · Covid 19 Expenses	6,296.37	7,237.76	-941.39	-13.01%
Total Expense	-335.02	4,367.22	-4,702.24	-107.67%
Net Ordinary Income	368,520.29	436,381.89	-67,861.60	-15.55%
Other Income/Expense	231,690.65	-110,473.30	342,163.95	
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	231,690.65	-110,473.30	342,163.95	

Rose Memorial Library Statistics

	September 2021	YTD 2021	September 2020	YTD 2020
Circulation:	2469	18060	2032	15196
Inter Library Loan				
- Borrowed	494	5789	515	3191
- Loaned	598	6144	1104	4793
Registered Users	4224	N/A	5666	N/A
Reference Transactions				
- Adult	118	118	0	1136
- Children's	0	0	0	131
Library Visitors	1347	9936	1399	8056
- Browsing	616	2743	0	0
Curbside Pickups	6	256	0	0
Public Computer Sessions	71	300	47	324
Web Analytics				
- Visitors	900	9628	829	6335
- Number of Visits	1569	16800	1482	11447
- Page Visits	2532	27930	2429	20097

Programs: (Breakdown attached)	September 2021		September 2020	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	4	15	2	0
- Young Adult	1	8	0	0
- Children's	5	95	2	25

	September YTD		September YTD	
	2021	2021	2020	2020
Adult Collection				
Fiction Books	391	2792	308	2059
New Fiction	18	194	12	113
Express Books	226	1526	222	1361
Large Print Books	172	1350	165	831
Non Fiction Books	142	1403	112	844
Total Adult Books	949	7265	819	5208
CD/Audio	50	408	58	459
DVD	267	2184	230	2280
Misc.	1	6	0	2
Periodicals	53	389	54	374
TOTAL ADULT CIRC	1320	10252	1161	8323
Juvenile Collection				
Fiction Books	758	4803	528	4387
New Fiction	0	2	0	0
Non-Fiction Books	119	935	102	713
Express Books	0	3	0	3
Total Juv Books	877	5743	630	5103
CD/Audio	15	47	6	27
DVD	92	658	76	822
Misc.	0	0	0	0
Periodicals	0	4	0	18
TOTAL Juvenile Circ	984	6452	712	5970
YA Collection				
Fiction Books	47	367	47	268
Non-Fiction Books	0	18	2	29
Express Books	0	4	0	1
CD/Audio	0	3	0	0
DVD	0	6	4	10
TOTAL YA Circ	47	398	53	308
Graphic Books	100	826	93	517
Games	18	133	13	78
GRAND TOTAL	2469	18061	2032	15196
All Books	1973	14223	1591	11126
All AV	424	3306	374	3598
Periodicals	53	393	54	392
Games	18	133	13	78
Misc	1	6	0	2
	2469	18061	2032	15196

Date	Children Programs	Attendance
10-Sep	Little Yoga at the Park	22
14-Sep	Preschool Storytime at the Park	15
20-Sep	Leaf it to Us (grK-3)	22
21-Sep	Preschool Storytime at the Park	15
23-Sep	Take home craft magnet	21
Young Adult Programs		
20-Sep	Tween/Teen Loot Box	8

Adult Programs

17-Sep	NY Project Hope: Coping with COVID	0
24-Sep	Crafting @ Home: Paper Roll Pumpkin	15
27-Sep	Medicare 101	Rescheduled for October
29-Sep	Digital Book Club	0

Rose Memorial Library
October 2021 Board Meeting
Director's Report

Director's Report:

- The community roundtables, while small, were a resounding success! I had the opportunity to meet with almost 30 community and staff members to learn more about their hopes and dreams for this library and community. Between the info collected in the roundtables and the surveys sent out over a year ago, we have a very clear path of the direction we need to move to best serve this community in the coming years. A completed strategic plan will be presented for approval at November's meeting, alongside a first reading of the 2022 budget.
- Following the September all staff meeting, we are starting a massive weeding project that should help get our collection looking tip-top and give our shelves a little much needed space for displays. Weeded materials that are in particularly excellent condition are being set aside for a Little Free Libraries effort we are hoping to launch in mid-2022.

Oscar Chrin, Adult Services

- Adult programming continues to be hit and miss. Take home crafts and art classes (even via Zoom) continue to be a big draw but things like the Book Club have struggled to recover their audience. I am looking for some local history presenters for the winter programming season.
- We are shifting the schedule of the print newsletter going forward to be every three months and seasonal. The new schedule going forward will be:
 - December – February
 - March – May
 - June – August
 - September - November
- I am happy to report that our book vendor switch has been a success. We are getting materials in a timelier fashion. There are still supply chain issues that are outside of everyone's control but actually receiving books with an October release date in the month of October has been a huge relief! The costs have been comparable to our old vendor (and in some cases – e.g. processing fees – slightly lower).

Susan Babcock, Children's Services

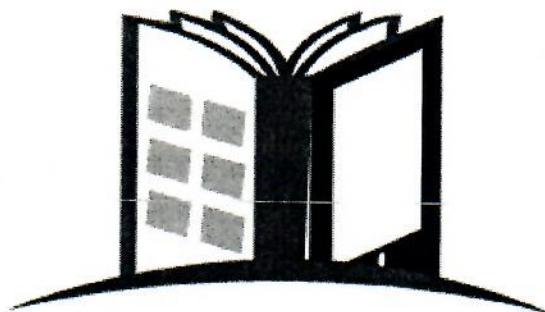
- Children's room has been steady with patrons. Storytimes in the park have been well attended as well. Hoping to keep going in the park for as long as the weather holds out but would love to find an indoor location for the winter. I have reached out to Immaculate Church on East Main as several parents mentioned that the scouts use the building to host meetings. I have not received any response.
- Our Children's Character Pumpkin Contest got a fantastic response. 25 pumpkins were given out and we received 24 back and they look amazing. Patrons are really enjoying looking at them on the display in the Kennedy room. Staff will be voting and winners will be announced on October 29th.
- Teen Loot Bag for October is a Shadow Box pumpkin craft. Hopefully we will get some photos of the finished products to post on social media.

Carole Gomez, Office Manager

- The 2021 Appeal has received 275 donations and totals \$12,003 as of 10/14/2021. The September newsletter has resulted in \$1,320 which is included in the total. All monies have been deposited and thank you letters sent.
- RML issued 27 new library cards during the month of September.
- 622+ patrons visited.
- The LED project for the Kennedy Room is complete.
- Currently working on installing lighting over the bulletin board down the stairs from the Kennedy Room to Children's to improve safety, installing a new timer and repairing the flood lights along the back of the building.

**ROSE MEMORIAL LIBRARY
ASSOCIATION**

EMPLOYEE HANDBOOK



Revised 10/14/21

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 ten (10) 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, as well as the Wednesday preceding and the Friday succeeding the day.
- Christmas Eve
- Christmas Day
- Easter Sunday
- Rose Memorial Library will close at 2:00pm on New Year's Eve

All staff whose normal schedule would include the day of 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
- Columbus Day

Hourly employees 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. Those whose normal schedule would include these days may take the day off as an unpaid holiday as long as they let their supervisor know at least 1 month in advance.

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%	420 hours
4-19	13.4%	420 hours
20+	15.3%	420 hours

- 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.

Rose Memorial Library's Commitment to the Community

Rose Memorial's Mission:

We preserve the past, enrich the present, and enhance the future for all Stony Point residents.

Rose Memorial's Vision:

Stony Point's space for connection, innovation, and engagement.

We are committed to:

- Bridging Stony Point's past, present and future. We recognize the immense history of Stony Point, while also embracing innovation and thoughtfully adapting the library to fit the community as it grows and changes.
- Building and maintaining connections with community members, as well as local institutions, organizations, and small businesses.
- Being an asset to Stony Point. We continuously show a strong return on the investment this community makes in Rose Memorial Library.
- Providing a welcoming space for gathering, engaging in culture and entertainment, exploring curiosity, and pursuing lifelong learning.
- Serving all members of the community with compassion, equity, kindness, and care.

September 1, 2021

Dear Member Library Board Presidents and Directors;

I'm extremely pleased to announce that the RCLS Board of Trustees approved the 2022 Operating Budget on August 16, 2021. While the last 18 months has been very challenging for everyone personally and professionally, I'm delighted to report the 2022 RCLS Budget has very little impact on the member library's fee.

RCLS programs along with services were reestablished and equally as important we continued our efforts to support the new RCLS Plan of Service by fulfilling member libraries requests. These requests included aiding in the areas of marketing, legal advice, sustainability initiatives, and increased continuing education opportunities. We hope that these enhancements will help the member libraries better equip and train their staff while improving the patrons' overall experience. The greatest overall contributor to the RCLS 2022 Budget was the return of State Aid. The State Aid to RCLS and member libraries was \$466,000 and \$165,000 respectively.

The service fee for member libraries has remained unchanged for the past three (3) years. As mentioned in previous discussions, RCLS anticipated a massive deterioration in state funding of 25% which could have resulted in a dramatic increase to the library service fee by almost double. Fortunately, the reinstatement of state aid in conjunction with the small change in the RCLS budget has only resulted in a \$5,600 service fee increase for 2022. Also, please keep in mind, the RCLS budget is based on State Aid that falls almost 3% below what we secured in 2019 and almost 8% below what is stipulated by Education Law. Yet despite these limitations, RCLS has always recognized the specific roles and responsibilities we fulfill in this partnership with member libraries and will continue to help with support, growth, and innovation.

RCLS would like to invite all member library Trustees and Directors to learn more about how the budget was prepared and have the opportunity to ask questions. The RCLS Fiscal Officer, Stephen Hoefler, and I invite you to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative to everyone.

Please note that registration for attendance for the Annual Meeting and the Budget Discussions is required as budgeting is essential to our joint goal our financial security.



**Ramapo
Catskill
Library
System**

619 Route 17M
Middletown,
New York
10940-4395

**Grace Riario
Executive Director**

845-243-3747
ex. 233
FAX 845-243-3739
griario@rcls.org

www.rcls.org

Please join us for these events by visiting the RCLS website, under the link for the calendar at <https://rcls.evanced.info/signup/calendar> Registration is necessary to receive an email one day (1) day prior to the discussion with the Zoom link. The scheduled dates are listed below:

Annual Meeting- Friday, September 10, 2021 (10AM - 12PM)
Budget Discussion- Tuesday, September 28, 2021 (7PM – 8PM)
Budget Discussion- Thursday, September 30, 2021 (7PM – 8PM)

Finally, please find the following important documents included in this letter for your review.

1. 2022 Budget (displaying each member's RCLS Service Fee)
2. Budget Highlights Reference Guide
3. 2022 Budget Voting Ballot **(due by 11/5/21)**

I look forward to a continued fruitful and productive working relationship. Thank you for your time, should you have any questions please do not hesitate to contact me.

Sincerely,

Grace Riario

**Ramapo Catskill Library System
2022 RCLS Budget
08/16/21 Approved by RCLS Board of Trustees**

	2021 BUDGET			2022 BUDGET			\$ Change			% Change			
	ANSR	GENERAL	TOTAL	ANSR	GENERAL	TOTAL	ANSR	GENERAL	TOTAL	ANSR	GENERAL	TOTAL	
Income													
NYS Aid Library Systems	\$ -	\$ 1,397,300	\$ 1,397,300	\$ -	\$ 1,863,900	\$ 1,863,900	\$ -	\$ 466,600	\$ 466,600	-	33%	33%	
NYS Aid Member Libraries	-	493,500	493,500	-	658,500	658,500	-	165,000	165,000	-	33%	33%	
NYS Aid Other Agencies	-	31,400	31,400	-	30,800	30,800	-	(600)	(600)	-	-2%	-2%	
Good & Services	1,654,300	244,100	1,898,400	1,431,900	285,200	1,717,100	(222,400)	41,100	(181,300)	-13%	17%	-10%	
RCLS Service Fee	-	122,200	122,200	-	127,800	127,800	-	5,600	5,600	-	5%	5%	
NYIA Advocacy & Donations	-	5,000	5,000	-	5,000	5,000	-	-	-	-	0%	0%	
Interest	4,000	5,000	9,000	4,000	5,000	9,000	-	-	-	-	0%	0%	
E-Rate Funding	185,200	-	185,200	184,700	-	184,700	(500)	-	(500)	0%	0%	0%	
Transfer from PC Reprint Fund	-	-	-	3,000	-	3,000	3,000	-	3,000	-	-	0%	0%
Transfer from ANSER Fund Balance	-	-	-	85,000	-	85,000	85,000	-	85,000	-	-	-	-
Transfer from RCLS Fund Balance	-	172,400	172,400	-	-	-	-	(172,400)	(172,400)	-	-100%	-100%	
Total Income	\$ 1,843,500	\$ 2,470,900	\$ 4,314,400	\$ 1,708,600	\$ 2,976,200	\$ 4,684,800	\$ (134,900)	\$ 505,300	\$ 370,400	-7%	20%	9%	
Expense													
Payroll Expenses	\$ 626,400	\$ 949,800	\$ 1,576,200	\$ 586,700	\$ 1,101,000	\$ 1,687,700	\$ (39,700)	\$ 151,200	\$ 111,500	-6%	16%	7%	
Employee Benefits	278,500	591,100	869,600	285,500	598,400	883,900	7,000	7,300	14,300	3%	1%	2%	
Equipment, Furniture & Fixtures	-	-	-	-	15,000	15,000	-	15,000	15,000	-	-	-	
Library Materials	-	227,900	227,900	-	304,400	304,400	-	76,500	76,500	-	34%	34%	
Office Supplies	8,500	6,200	14,700	13,300	23,200	36,500	4,800	17,000	21,800	56%	274%	148%	
Telecommunications	316,700	900	317,600	326,700	900	327,600	10,000	-	10,000	3%	0%	3%	
Postage	100	2,500	2,600	100	2,500	2,600	-	-	-	0%	0%	0%	
Marketing & Promotion	-	5,900	5,900	-	17,700	17,700	-	11,800	11,800	-	200%	200%	
Advocacy Costs	-	15,900	15,900	-	16,100	16,100	-	200	200	-	1%	1%	
Travel	2,200	13,000	15,200	5,500	34,800	40,300	3,300	21,800	25,100	150%	168%	165%	
Contracts with Libraries	129,200	242,600	371,800	128,500	283,700	412,200	(700)	41,100	40,400	-1%	17%	11%	
Professional Fees	800	41,300	42,100	4,100	80,000	84,100	3,300	38,700	42,000	413%	94%	100%	
Continuing Ed - RCLS Staff	5,000	2,300	7,300	7,100	7,000	14,100	2,100	4,700	6,800	42%	204%	93%	
RCLS Programs	-	10,900	10,900	-	53,200	53,200	-	42,300	42,300	-	388%	388%	
Membership Dues	100	4,700	4,800	100	4,400	4,500	-	(300)	(300)	0%	-6%	-6%	
Software/Hardware Maint. & Subs	194,700	19,500	214,200	183,800	16,400	200,200	(10,900)	(3,100)	(14,000)	-6%	-16%	-7%	
Cataloging Tools	-	24,700	24,700	-	24,700	24,700	-	-	-	-	0%	0%	
Building Repairs & Maint	29,800	92,200	122,000	29,300	92,000	121,300	(500)	(200)	(700)	-2%	0%	-1%	
Vehicle Maint. & Operation	2,500	37,700	40,200	2,400	37,200	39,600	(100)	(500)	(600)	-4%	-1%	-1%	
NYS Aid	-	166,800	166,800	-	243,600	243,600	-	76,800	76,800	-	46%	46%	
Transfers To Other Funds	249,000	15,000	264,000	135,500	20,000	155,500	(113,500)	5,000	(108,500)	-46%	33%	-41%	
Total Expense	\$ 1,843,500	\$ 2,470,900	\$ 4,314,400	\$ 1,708,600	\$ 2,976,200	\$ 4,684,800	\$ (134,900)	\$ 505,300	\$ 370,400	-7%	20%	9%	
Net Activity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (134,900)	\$ 505,300	\$ 370,400	-7%	20%	9%	



RAMAPO CATSKILL LIBRARY SYSTEM
2022 Service Fee (Increased by \$5,600 or 4.6%)
08/16/21 Approved by RCLS Board of Trustees

Printed 8/15/2021

LIBRARY NAME	MINIMUM FEE	2020 POPULATION Annual Report 01.24	% OF TOTAL POPULATION	FEE BASED ON POPULATION	2020 TOTAL DEBT SERVICE Annual Report 01.23	2020 TOTAL EXPENDITURE Annual Report 01.23 <small>(less Debt 01.23)</small>	% OF TOTAL EXPENDITURE	FEE BASED ON EXPENDITURE	TOTAL 2022 FEE	SERVICE FEE AS % OF TOTAL EXPENDITURE	LIBRARY NAME	TOTAL 2021 FEE	\$ CHANGE FROM 2021	% CHANGE FROM 2021
Albert Wyrner Public Library	1,250	23,647	3.23%	\$ 1,114.30	-	\$ 1,469,368	2.49%	\$ 857.96	\$ 3,222.26	0.22%	WAR	\$ 3,038	185	6.1%
Blauvelt Free Library	1,250	5,689	0.78%	268.08	-	815,683	1.38%	476.28	1,994.35	0.24%	BLV	1,925	70	3.6%
Chester Public Library	1,250	11,981	1.64%	564.57	-	658,346	1.11%	384.41	2,198.98	0.33%	CHS	2,117	82	3.9%
Cornwall Public Library	1,250	16,841	2.30%	793.58	-	1,161,735	1.96%	678.33	2,721.92	0.23%	COR	2,578	144	5.6%
Cragmoor Free Library	1,250	449	0.06%	21.16	-	61,280	0.10%	35.78	1,306.94	2.13%	CRC	1,306	1	0.1%
Daniel Pierce Library	1,250	6,402	0.87%	301.68	-	436,383	0.74%	254.80	1,806.48	0.41%	GRH	1,782	25	1.4%
Ellenville Public Library and Museum	1,250	12,869	1.76%	606.42	-	791,841	1.34%	462.35	2,318.77	0.29%	EPH	2,279	40	1.7%
Ethelbert B. Crawford Public Library	1,250	18,358	2.51%	865.07	-	829,102	1.40%	484.11	2,599.18	0.31%	MTC	2,476	123	5.0%
Fallingburg Library	1,250	10,674	1.46%	502.98	-	340,062	0.58%	198.56	1,951.54	0.57%	FBR	1,888	64	3.4%
Finkelstein Memorial Library	1,250	113,031	15.43%	5,326.27	-	6,868,779	11.62%	4,010.66	10,586.93	0.15%	FML	10,092	495	4.9%
Florida Public Library	1,250	4,991	0.68%	225.19	-	440,163	0.74%	257.01	1,742.20	0.40%	FPL	1,691	52	3.1%
Gardiner Library	1,250	5,713	0.78%	269.21	62,027	1,737,267	2.94%	1,014.39	3,115.55	0.18%	COS	2,839	277	9.8%
Gothen Public Library And Historical Society	1,250	18,063	2.47%	851.17	494,044	1,912,398	1.54%	532.75	2,074.39	0.23%	CRL	1,900	175	9.2%
Greenwood Lake Public Library	1,250	6,189	0.84%	291.64	-	4,960,270	8.39%	2,896.29	1,568.48	0.11%	HAV	5,321	358	6.7%
Haverstraw Kings Daughters Public Library	1,250	32,540	4.44%	1,533.36	639,534	222,138	0.38%	129.71	1,568.48	0.70%	HRL	1,544	87	4.7%
Highland Falls Library	1,250	3,900	0.53%	183.78	-	605,810	1.02%	353.73	1,932.55	0.32%	WAL	1,845	8	0.6%
Josephine-Louise Public Library	1,250	6,978	0.95%	328.82	-	605,810	1.02%	353.73	1,932.55	0.32%	WAL	1,845	8	0.6%
Livingston Manor Free Library	1,250	10,650	1.45%	501.85	152,900	170,007	0.29%	99.27	1,513.39	0.62%	LIB	1,870	64	3.4%
Mammoth Public Library	1,250	9,915	1.35%	467.22	-	260,489	0.44%	152.10	1,869.32	0.72%	MAM	1,822	47	2.6%
Mauldin Library Of Washingtonville	1,250	24,399	3.33%	1,149.73	25,441	1,116,497	1.89%	651.92	3,051.65	0.27%	WAS	2,889	163	5.6%
Montgomery Free Library	1,250	19,737	2.69%	930.05	723,750	1,276,040	2.16%	745.08	2,925.13	0.23%	MFL	2,769	156	5.6%
Montgomery Free Library	1,250	3,814	0.52%	179.72	90,553	86,463	0.15%	50.49	1,480.21	1.71%	MNG	1,456	24	1.6%
Nanuet Public Library	1,250	13,468	1.84%	634.64	-	2,435,956	4.12%	1,422.35	3,306.99	0.14%	NAN	3,134	173	5.5%
New City Free Library	1,250	46,030	6.28%	2,169.03	-	4,644,371	7.85%	2,711.84	6,130.87	0.13%	NWC	6,327	604	10.9%
Newburgh Free Library	1,250	65,923	9.00%	3,106.43	-	5,217,363	8.82%	3,046.41	7,402.84	0.14%	NFL	6,834	569	8.3%
Nyack Library	1,250	14,699	2.01%	692.65	436,266	2,405,087	4.07%	1,404.32	3,346.97	0.14%	NYK	3,217	130	4.0%
Orangeburg Library	1,250	4,568	0.62%	215.25	-	617,599	1.04%	360.61	1,825.87	0.30%	ORG	1,779	47	2.6%
Palisades Free Library	1,250	827	0.11%	38.97	-	441,927	0.75%	258.04	1,547.01	0.35%	PAL	1,524	274	8.2%
Pearl River Public Library	1,250	15,564	2.12%	733.41	-	2,806,301	4.75%	1,638.59	3,622.00	0.13%	PRL	3,348	724	8.2%
Piermont Public Library	1,250	12,023	1.63%	582.16	11,974	265,283	0.45%	154.90	1,617.78	0.38%	PMT	1,522	96	6.3%
Port Jervis Free Library	1,250	17,498	2.39%	824.54	-	1,068,391	1.81%	623.83	2,207.06	0.83%	PBJ	2,131	76	3.5%
Roscoe Free Library	1,250	2,086	0.28%	98.30	-	93,988	0.16%	54.88	2,698.37	0.25%	ROF	2,667	31	1.2%
Rose Memorial Library Association	1,250	15,059	2.06%	709.61	-	550,671	0.93%	321.54	1,403.18	1.49%	ROS	1,885	19	1.3%
Shoeburgh Public Library	1,250	3,039	0.41%	143.20	-	443,908	0.75%	259.20	2,281.15	0.41%	STP	2,196	85	3.9%
Suffern Free Library	1,250	28,617	3.91%	1,348.50	415,219	2,499,060	4.23%	1,459.20	4,057.69	0.37%	SUF	1,616	36	2.2%
Sunshine Hall Free Library	1,250	2,530	0.35%	119.22	-	64,650	0.11%	37.75	1,936.97	2.18%	ELD	1,403	4	0.3%
Tappan Library	1,250	6,613	0.90%	311.62	101,804	641,676	1.09%	374.67	1,956.29	0.30%	TAP	1,900	37	1.9%
Thruall Public Library District of Middletown	1,250	54,179	7.39%	2,553.03	-	3,152,925	5.33%	1,840.99	5,644.02	0.18%	MID	5,386	108	1.9%
Tonkous Cove Public Library	1,250	1,376	0.19%	64.84	-	192,664	0.33%	112.50	1,427.34	0.74%	TCL	1,417	10	0.7%
Tuxedo Park Library	1,250	3,624	0.49%	170.77	-	575,382	0.97%	335.96	1,756.73	0.31%	TUX	1,716	10	0.7%
Valley Cottage Free Library	1,250	9,107	1.24%	429.14	-	2,021,492	3.42%	1,180.34	2,859.49	0.14%	VCL	2,787	73	2.6%
Walkill Public Library	1,250	6,491	0.89%	305.87	-	342,771	0.58%	200.14	1,756.01	0.51%	WAK	1,707	49	2.9%
West Nyack Free Library	1,250	9,597	1.31%	452.23	-	1,091,730	1.85%	637.46	2,339.69	0.21%	WNY	2,233	107	4.8%
Western Sullivan Public Library	1,250	10,576	1.44%	498.36	-	785,089	1.33%	458.41	2,206.78	0.28%	WSP	2,141	66	3.1%
Woodbury Public Library	1,250	11,353	1.55%	534.98	-	574,534	0.97%	335.47	2,120.45	0.37%	CVL	2,079	41	2.0%
TOTALS	\$ 58,750	732,670		\$ 34,525	\$ 3,512,375	\$ 59,128,506		\$ 34,525	\$ 127,800.00	0.22%		\$ 122,200	5,600	4.6%

NOTE: The RCLS Board of Trustees approved a modification to the calculation of the Service Fee. Debt service, as reported on the Annual Report, is now backed out of the Total Expenditures since 2019. Not all libraries report debt service on the Annual Report.