

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980

ANNUAL MEETING OF THE BOARD OF TRUSTEES
Wednesday, December 15, 2021
AGENDA

- I. Call to Order**
- II. Public Comments**
- III. Presentation and Nomination of Candidates for Trustee Vacancies**
 - a. Richard Eggers, for a three-year term commencing January 1, 2022 and ending December 31, 2025, succeeding himself from a one-year term expiring December 31, 2021.
- IV. Executive Session***
- V. Announcements**
- VI. Adjournment**

Next scheduled Annual Meeting ~ December 21, 2022

**motion required*

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, December 15, 2021
AGENDA

- I. Call to Order**
- II. Adoption of Minutes**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report, November 2021
 - b. Approval of Disbursements: November 2021
 - c. Financial Reports for November 2021
- V. Reports**
 - a. Director's Report November 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. Approval of 2022 Budget*
 - b.
- VII. New Business**
 - a. Consideration of expanding membership in the Association to include owners/operators of businesses in the Town*
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ January 19, 2022

**motion required*

ROSE MEMORIAL LIBRARY ASSOCIATION
DECEMBER 2021 BOARD MEETING
FINANCIAL NARRATIVE

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

- Operating Account: \$451,422.47
- Savings Account: \$7,503.31
- Payroll Account: \$1,444.17

The Merrill Lynch investment accounts had a value of \$437,064.84 as of November 30, 2021. Monthly change: \$1,794.62

There were two payrolls in the month of November 2021 totaling \$23,579.

The largest expenditures include:

O & R (utilities)	\$674.25
Key Bank (children's & adult craft supplies), library supplies	\$733.64
Diamond Shine (cleaning service)	\$760.00
Baker & Taylor (books, adult/children/YA)	\$1,022.01
Star Press (quarterly newsletter)	\$1,050.00
Amazon~Children's Books, Supplies (children's & adults, DVDs, Games, Music	\$1,089.25
Utica Insurance	\$2,106.00
Oxford Health Insurance	\$3,746.00

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

Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank				
11/03/2021	9529	Baker and Taylor	VOID: 320274 L695494 3 B00000	0
11/03/2021	9530	Brodart - Books	VOID: 314998A	0
11/03/2021	9525	Midwest Tape	10980	(214)
11/03/2021	9526	O & R	72647-23003	(674)
11/03/2021	9527	Staples	NYC 1009485	(25)
11/03/2021	9528	Staples	NYC 1009485	(173)
11/03/2021	9523	Baker and Taylor	320274 L695494 3 B00000, 5017311255, 5017353475, 5...	(1,022)
11/03/2021	9524	Brodart - Books	314998A	(105)
11/05/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(74)
11/08/2021			Funds Transfer, payroll ending 11/06/2021	(16,000)
11/08/2021			VOID: Funds Transfer, Payroll ending 11/06/2021	0
11/09/2021			Local Newspaper	(229)
11/15/2021	9531	the journal news	Deposit	24
11/15/2021			Deposit	109
11/17/2021	9532	Oxford Health Plans	Group # RM18344	(3,746)
11/17/2021	9533	Pitney Bowes	2080-5105-86-1	(168)
11/17/2021	9534	SUEZ Water New York	Water Bill Account # 20008129710000	(29)
11/17/2021	9535	Utica National	100797801	(2,106)
11/17/2021	9536	KeyBank	VOID: Rose Memorial Library - September 29-October 28...	0
11/17/2021	9537	KeyBank	Rose Memorial Library - September 29-October 28, 2021 ...	(734)
11/19/2021	EFT	ADP	PAYROLL PROCESSING FEES -	(83)
11/22/2021			Funds Transfer, payroll ending 11/20/2021	(13,000)
11/22/2021	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
11/23/2021	9538	Amazon.com	6045 7817 0018 7544	(1,089)
11/23/2021	9539	Frontline Data Services	Remote and virus monitoring and maintenance	(428)
11/23/2021	9540	OPTIMUM	Acct # 07882-391439-01-2 (Phone & Internet)	(257)
11/23/2021	EFT	Oxford Health Plans	Group # RM18344, Confirmation 580352582195	(1,644)
11/26/2021	EFT	ADP	PAYROLL PROCESSING FEES - 11/26/2021	(63)
11/29/2021	9541	Diamond Shine Cleaning Service	COMMERCIAL CLEANING 3X PER WEEK	(760)
11/30/2021			Deposit	277
11/30/2021			Deposit	365
11/30/2021			Deposit	4
11/30/2021			Balance Adjustment	(2)
Total 1000 - Operating Account - TD Bank				(41,969)
1005 - Payroll Acct - TD Bank				
11/08/2021	EFT	ADP	Funds Transfer	16,000
11/08/2021	EFT	ADP - taxes	PAYROLL ending 10/23/2021	(11,560)
11/08/2021	EFT	ADP	Taxes	(3,675)
11/08/2021	EFT	ADP	VOID: Funds Transfer, Payroll ending 11/06/2021	0
11/22/2021	EFT	ADP	PAYROLL ending 11/20/2021	(9,349)
11/22/2021	EFT	ADP - taxes	Taxes, Payroll ending 11/20/2021	(3,025)
11/22/2021			Funds Transfer, payroll ending 11/20/2021	13,000
Total 1005 - Payroll Acct - TD Bank				1,391

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12/14/21

Cash Basis

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

Date	Num	Name	Memo	Paid Amount
		1006 - Savings - Special Funds		
		Total 1006 - Savings - Special Funds		
		1040 - Petty Cash		
		Total 1040 - Petty Cash		
		TOTAL		(40,579)

Rose Memorial Library Association

Balance Sheet

As of November 30, 2021

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating Account - TD Bank	474,003.95
1005 · Payroll Acct - TD Bank	1,394.17
1006 · Savings - Special Funds	7,503.19
1040 · Petty Cash	101.27
Total Checking/Savings	483,002.58
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 · Merrill 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	924,289.02
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

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

	<u>Nov 30, 21</u>
1835 · Equipment	
1836 · Acc Depr - Equipmnt	-16,832.00
1835 · Equipment - Other	17,140.20
	<hr/>
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
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Total 1840 · Building-61 East Main Street	66,175.26
Total Fixed Assets	753,049.17
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TOTAL ASSETS	1,677,338.19
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LIABILITIES & EQUITY	
Equity	
3010 · Unrestrict (retained earnings)	-350,014.27
3998 · Fund Balance	1,679,401.80
Net Income	347,950.66
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Total Equity	1,677,338.19
TOTAL LIABILITIES & EQUITY	1,677,338.19
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Rose Memorial Library Association
Profit & Loss Prev Year Comparison
 January through November 2021

	Jan - Nov 21	Jan - Nov 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Tax Levy	200,000.00	200,000.00	0.00	0.0%
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	5,075.40	3,097.00	1,978.40	63.9%
4014 · Fundraising Income - Appeal	4,305.00	2,747.17	1,557.83	56.7%
4015 · Investment Income	12,839.03	16,506.34	-3,667.31	-22.2%
4016 · Gifts and Donations	485.48	222.95	262.53	117.8%
4031 · Library Charges	778.48	1,163.43	-384.95	-33.1%
4032 · Other Income	1,667.65	1,778.00	-110.35	-6.2%
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	13,475.00	-13,475.00	-100.0%
Total Income	802,995.07	533,989.89	269,005.18	50.4%
Gross Profit	802,995.07	533,989.89	269,005.18	50.4%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	266,194.52	320,762.20	-54,567.68	-17.0%
6002 · Benefits	31,123.10	29,975.24	1,147.86	3.8%
6007 · Office Postage	1,462.16	1,715.74	-253.58	-14.8%
6008 · Accounting & Other Prof Fees	1,800.00	5,519.00	-3,719.00	-67.4%
6009 · Legal	5,510.09	3,170.00	2,340.09	73.8%
6010 · Repairs and Maintenance	17,807.63	27,732.44	-9,924.81	-35.8%
6011 · Health Insurance Premiums Paid	17,803.14	16,460.71	1,342.43	8.2%
6015 · Telecommunications	1,345.09	1,228.65	116.44	9.5%
6017 · Utilities	8,646.59	7,580.20	1,066.39	14.1%
6018 · Insurance	6,391.24	6,180.35	210.89	3.4%
6019 · Dues/Fees	1,168.04	2,452.11	-1,284.07	-52.4%
6028 · Sewer Taxes	1,490.27	1,455.73	34.54	2.4%
6031 · Internet Access	1,738.20	1,585.64	152.56	9.6%
6032 · Ansernet Service Fee	14,706.56	13,641.38	1,065.18	7.8%
6035 · Newsletters	4,591.64	1,512.08	3,079.56	203.7%
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	-98.2%
6046 · Movie Licensing Contract	0.00	387.00	-387.00	-100.0%
6050 · RCLS Service Fee	2,296.16	2,195.23	100.93	4.6%
6051 · Computer Technical Support	5,462.50	6,340.00	-877.50	-13.8%
6052 · New Library Website	134.93	0.00	134.93	100.0%
6053 · Website Hosting Fee	559.75	419.68	140.07	33.4%
6101 · Capital Expenditures	39,746.38	39,602.14	144.24	0.4%
6125 · Serials	1,968.58	3,947.21	-1,978.63	-50.1%
6200 · Programs	5,254.75	3,901.00	1,353.75	34.7%
6300 · Supplies	8,757.21	8,639.11	118.10	1.4%
6819 · Covid 19 Expenses	-300.29	4,605.72	-4,906.01	-106.5%
Total Expense	445,695.14	513,482.55	-67,787.41	-13.2%
Net Ordinary Income	357,299.93	20,507.34	336,792.59	1,642.3%

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

	<u>Jan - Nov 21</u>	<u>Jan - Nov 20</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense				
Other Expense				
6800 · Net Payroll	<u>9,349.27</u>	<u>0.00</u>	<u>9,349.27</u>	<u>100.0%</u>
Total Other Expense	<u>9,349.27</u>	<u>0.00</u>	<u>9,349.27</u>	<u>100.0%</u>
Net Other Income	<u>-9,349.27</u>	<u>0.00</u>	<u>-9,349.27</u>	<u>-100.0%</u>
Net Income	<u><u>347,950.66</u></u>	<u><u>20,507.34</u></u>	<u><u>327,443.32</u></u>	<u><u>1,596.7%</u></u>

Rose Memorial Library

December 2021 Board Meeting

Alice Meacham, Library Director

- November was a busy month at Rose Memorial Library. With Laura gone and Carole out, I learned rapidly how to make sure the bills were paid, and everything was accounted for. I would like to thank the staff and board for their guidance, patience, and understanding during those stressful weeks.
- We are thrilled to welcome Carole back to the office, and excited she will be our new bookkeeper, in addition to her current role of office manager!
- The library looks especially spiffy now thanks to some fresh furniture arrangement ideas from staff members, as well as adorable book displays. I love seeing our team get inspired and creative!
- Finally, we were saddened to hear of the loss of long-time Stony Point resident, and Rose Memorial Library devotee, Theresa Evangelista. I know the Board joins me in sharing our condolences with her loved ones. We appreciate her dedication to the library, as well as the donations that were made in her memory. In honor of Theresa, we will be placing a small memorial plaque in the library in the new year.

Oscar Chrin, Adult Services

- Due to issues with our postal account (which have thankfully now been resolved) the latest print newsletter has gone out late. I posted the PDF version to our website and Facebook page as usual. This will be our first newsletter on the new quarterly schedule.
- We have replaced the printer in the office due to irreparable issues with the document scan feeder. Unfortunately, using the flatbed to fax or scan multipage documents is not a practical long-term solution. The old printer will be relocated to Alice's office as all of its other functions are still in good working order.

Susan Babcock, Children's Services

- Currently working on finishing a major weed of the Teen section. Both Samantha and Toni Ann have been super helpful with the process.
- Gingerbread House Kits and Gingerbread Cookie Kits filled up in a matter of hours. We received lots of positive feedback on social media in regards to these kits.

Carole Gomez, Office Manager and Bookkeeper

- Returned as of 11/30/2021 and happy to be back. I appreciate all of the good wishes and assistance from my RML family.

- Currently working to acclimate to the added bookkeeping responsibilities and ensure everything is current going into 2022.
- There were 23 new library cards issued in November.
- There were three curbside pickups and approximately 1,300 patrons visited Rose Memorial during the month of November.
- Going forward, we will be addressing the maintenance issues identified in October.

Additional Notes:

Account Number	Account Name	2021 Approved	2022 Proposed	Change
4015	Investment Income - Other	\$20,000.00	\$20,000.00	\$0.00
4033	Merrill Lynch Interest Income	\$500.00	\$500.00	\$0.00
4034	Merrill Lynch Dividend Income	\$400.00	\$400.00	\$0.00
4035	Gain/Loss on Sale	\$500.00	\$500.00	\$0.00
4036	Merrill Lynch Other Investment Related Income	\$500.00	\$500.00	\$0.00

*Jim McCann at UBS said to use the same numbers from the previous budget since the transition to UBS has not yet been completed.

3998	Fund Balance Appropriation			
3998	Operating Budget			
	Large Projects			

TOTAL REVENUE			\$537,250.00	\$573,150.00	\$35,600.00
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EXPENSES		2021 Approved	2022 Proposed	Change
6001	Salaries			
	Library Director	\$75,000.00	\$75,000.00	\$0.00
	Librarian	\$51,286.00	\$56,037.80	\$4,741.80
	Department Head	\$53,417.00	\$56,092.40	\$2,675.40
	Bookkeeper	\$20,475.00	-	-\$20,475.00
	Circulation Clerks	\$111,548.50	\$112,841.98	\$1,293.48
	Coverage	\$6,243.00	\$6,552.00	\$309.00
	Office Mgr + Bookkeeper	\$30,476.16	\$37,856.00	\$7,319.84

6002	Benefits			
6002	Social Security	\$22,324.00	\$22,822.00	\$498.00
6002	Medicare	\$5,221.00	\$5,381.00	\$160.00
6002	Worker's Compensation Insurance	\$3,000.00	\$2,600.00	-\$400.00
6002	PFLA			\$0.00
6002	Disability	\$1,250.00	\$1,250.00	\$0.00

6004	Travel Reimbursement			
	Other Mileage for Library Business	\$650.00	\$350.00	-\$300.00

6007	Postage - Office			
	Pitney Bowes Postage Machine	\$1,500.00	\$1,500.00	\$0.00
	Additional Postage	\$500.00	\$500.00	\$0.00

6008	Accounting & Prof Fees			
	Accounting	\$1,000.00	\$1,350.00	\$350.00
	Auditor	-	-	

6009	Legal Fees			
	(Quarterly retainer \$500)	\$2,000.00	\$2,000.00	\$0.00

Account Number	Account Name	2021 Approved	2022 Proposed	Change
	Billable Expenses	\$100.00	\$250.00	\$150.00
6011	Health Insurance			
	Oxford	2 current members \$22,476.00	\$23,940.00	\$1,014.00
6013	Office and Library Supplies			
6013	Library Supplies	\$2,000.00	\$2,000.00	\$0.00
6027	Office Supplies	\$5,500.00	\$5,500.00	\$0.00
6014	Equipment - Repairs & Maintenance			
	Avaya	Phone Rental \$1,076.00	\$1,080.00	\$4.00
	Optima	Repair and Maintenance \$250.00	\$275.00	\$25.00
6015	Telecommunications			
	Optimum	Phone and Internet \$1,500.00	\$3,118.00	\$1,618.00
6017	Utilities - 79 East Main (Library)			
	Suez	Water \$260.00	\$360.00	\$100.00
	Orange & Rockland	Gas & Electric \$8,400.00	\$8,750.00	\$350.00
6018	Property Insurance			
	Price, Capell & Assoc. Inc.	\$5,150.00	\$5,720.00	\$570.00
	Umbrella	\$825.00	\$907.00	\$82.00
	Automobile	\$275.00	\$450.00	\$175.00
6019	Dues, Fees			
	North Rockland Chamber of Commerce	\$200.00	\$49.95	-\$150.05
	North Rockland Rotary	\$250.00	\$250.00	\$0.00
	NYS Library Trustees	\$200.00	\$75.00	-\$125.00
	Amazon Membership	\$50.00	\$69.00	\$19.00
	NYLA Memberships	\$200.00	\$300.00	\$100.00
	ALA Membership	\$385.00	\$0.00	-\$385.00
	Rockland Women's Business Network	\$0.00	\$195.00	\$195.00
	LARC memberships	\$180.00	\$80.00	-\$100.00
6020	Custodial Supplies			
6020		\$910.00	\$900.00	-\$10.00
6021	Conferences			

Phone and internet now share the same line item. See also: 6031

Account Number	Account Name	2021 Approved	2022 Proposed	Change
		NYLA	Core @ ALA Annual - 6/22-28	
	Registration	\$250.00	\$320.00	\$100.00
	Hotel	\$350.00	-	-\$350.00
	Meals and Incidental Expenses	\$125.00	\$150.00	\$25.00
	Travel	\$125.00	\$125.00	\$0.00
	LARC Conference			
	Registration	\$450.00	\$0.00	-\$450.00
	Mileage			
	Fall Into Books			
	Registration	\$70.00	\$70.00	\$0.00
	Mileage	\$45.00	\$45.00	\$0.00
	Power Up Virtual Conference			
	Registration	-	\$200.00	\$200.00

6022	Fixed Assets & Improvements			
	Computer installation	-	-	\$0.00
	2 laptops for Children's Room	-	-	\$0.00
	Past Computers	-	-	\$0.00
	Computer Equipment	\$2,000.00	\$2,000.00	\$0.00
	Other	-	\$2,000.00	\$2,000.00

WiFi upgrade and 1
new iPad for library
programming use

6023	Payroll and Timekeeping Fees				
	ADP Processing	Employee Timekeeping and Payroll Processing	\$1,700.00	\$2,500.00	\$800.00

6024	Bank & Investment Charges				
	Bank Charges		\$ 150	150	\$0.00
	Investment Fees (Merrill Lynch)		\$ 300	300	\$0.00
	Late fees etc		\$ 100	75	-\$25.00

6028	Property Tax				
	Sewer Tax Library		\$700.00	\$700.00	\$0.00

6029	Grounds Maintenance				
	Groundskeeping	EJ Stubenvoll	\$3,000.00	\$3,000.00	\$0.00
6406	Salting (\$85 per day)		\$1,200.00	\$1,500.00	\$300.00

6030	Building Repairs & Maintenance				
6016	Roof repairs - Quatrochi - Gutters		-	-	\$0.00
6405	Building Cleaning	Diamond Shine	\$7,200.00	\$9,200.00	\$2,000.00
6030	Carpet Cleaning	Jet	\$500.00	\$500.00	\$0.00

Account Number	Account Name	2021 Approved	2022 Proposed	Change	
6030	Window Washing		\$200.00	\$200.00	\$0.00
6030	Heat & AC	Culhane's	\$400.00	\$400.00	\$0.00
6030	Electrical service	Hush	\$450.00	\$500.00	\$50.00
6030	Sanitation	Rockland Carting	\$660.00	\$660.00	\$0.00
6030	Plumbing		\$400.00	\$400.00	\$0.00
6030	Alarms & Locksmith	Reddi-Alarm	\$400.00	\$450.00	\$50.00
6030	Fire Protection	Campbell	\$250.00	\$280.00	\$30.00
6030	General		\$175.00	\$369.54	\$194.54

6031		Internet Access			
	Internet Access	Optimum online	\$1,618.00	-	-

Under 6015 - Telecom

6032		ANSER Service Fees			
	Workstations and Usage		\$13,078.14	\$10,670.39	-\$2,407.75
	Scanner		\$75.00	\$75.00	\$0.00
	Telecom		\$1,544.39	\$1,561.09	\$16.70

6034		Software Licensing Fees			
	Deep Freeze (10 licenses)public		\$288.00	-	-\$288.00
	Evanced	Calendar (Demco)	\$1,458.00	\$1,475.00	\$17.00
	Microsoft 365	via RCLS	-	\$117.00	\$117.00

6035		Newsletter	5X a year	Quarterly	
6035		Printing	\$5,125.00	\$4,135.00	-\$990.00
6037		Postage	\$2,250.00	\$1,900.00	-\$350.00

6036		Fundraising			
	Fundraising Printing		\$1,800.00	\$1,800.00	\$0.00
	Fundraising Event Costs		-	\$2,500.00	\$2,500.00
	Advertising & Misc		\$600.00	\$600.00	\$0.00
6038	Fundraising Postage		\$550.00	\$575.00	\$25.00

6041		Equipment Rental			
	Copier	Annual Maintenance	\$385.00	\$400.00	\$15.00
	Postage Machine	\$60/quarterly	\$240.00	\$240.00	\$0.00

6043		Retirement			
	403B		\$0.00	\$200.00	\$200.00

6045		Advertising & Promotion			
	Advertising	Summer Program	\$500.00	\$500.00	\$0.00
	Printing flyers etc		\$400.00	\$300.00	-\$100.00
	Programs		\$900.00	\$500.00	-\$400.00
	Social Media Promotions		-	\$200.00	\$200.00
	Promotional Items		-	\$1,500.00	\$1,500.00

Account Number	Account Name	2021 Approved	2022 Proposed	Change
6046	Movie & Software Licensing			
	MPLC	\$194.00	\$0.00	-\$194.00
	Movie Licensing USA	\$371.00	\$0.00	-\$371.00
6047	Employment Advertising			
		\$300.00	\$100.00	-\$200.00
6050	RCLS Service Fee			
		\$2,250.00	\$2,281.00	\$31.00
6051	Computer Technical Support			
	IT Frontline	\$6,000.00	\$6,500.00	\$500.00
6052	Library Website			
	Rockland Web Design (Tom Ossa)	\$500.00	\$500.00	\$0.00
6053	Website Hosting			
	Annual website hosting	\$600.00	\$600.00	\$0.00
6100	Library Materials			
	Books			
	Adult Books	\$16,000.00	\$16,000.00	\$0.00
	Express Books	\$2,850.00	\$2,850.00	\$0.00
	Children's Books	\$7,500.00	\$7,500.00	\$0.00
	YA Books	\$1,500.00	\$1,500.00	\$0.00
6115	Audio Books	\$2,100.00	\$2,100.00	\$0.00
6120	Music - CDs	\$1,000.00	\$750.00	-\$250.00
6130	DVDs	\$6,500.00	\$5,000.00	-\$1,500.00
6161	Video Games	\$650.00	\$650.00	\$0.00
6125	Serials (Paper copies)			
	Popular Subscription Service	\$1,850.00	\$1,300.00	-\$550.00
	Journal News	\$1,495.00	\$1,982.04	\$487.04
	Hornbook	\$60.00	\$0.00	-\$60.00
	School Library Journal	\$125.00	\$0.00	-\$125.00
	New York Times	\$880.00	\$950.00	\$70.00
6140	Serials (magazine) electronic			
	Hoopla	\$600.00	\$2,400.00	\$1,800.00
	Kanopy	\$85.00	\$85.00	\$0.00
6141	Electronic Books (E-books)			
	Overdrive RCLS shared content	\$3,000.00	\$3,558.81	\$558.81

Account Number	Account Name	2021 Approved	2022 Proposed	Change	
	Overdrive	Local purchases by RML	\$700.00	\$700.00	\$0.00
	Consumer Reports	via RCLS	\$831.00	\$873.00	\$42.00

6170		Grant Expenditures			
			-	-	\$0.00

6200		Programs			
6210	Adult Program Fees		\$3,000.00	\$3,250.00	\$250.00
6215	Young Adult Program Fees		\$750.00	\$1,000.00	\$250.00
6220	Children's Program Fees		\$2,750.00	\$2,700.00	-\$50.00
6251	Summer Reading Program Fees - Childrens		\$3,000.00	\$2,700.00	-\$50.00
6253	Summer Reading Program Fees - Young Adult		-	-	\$0.00
6200	High Profile Events		-	\$1,500.00	\$1,500.00

6225		Museum Passes			
	Storm King Art Center		\$125.00	\$125.00	\$0.00
	Mohonk Preserve		\$150.00	\$150.00	\$0.00
	Amer Museum Natural History		\$250.00	\$250.00	\$0.00
	Empire Pass		\$100.00	\$100.00	\$0.00

6300		Program Supplies			
6301	Program Supplies - Adult		\$600.00	\$750.00	\$250.00
6302	Program Supplies - Children		\$750.00	\$1,600.00	\$850.00
6304	Program Supplies - Young Adult		\$500.00	\$550.00	\$50.00
6252	Summer Reading Expenses - Children		\$800.00	\$800.00	\$0.00
6254	Summer Reading Expenses - YA		\$500.00	\$500.00	\$0.00

8500		Miscellaneous Expenses			
8540		Staff Development	-	\$1,250.00	\$1,250.00
8590	Other	Branding Standards & Rebranding	-	\$6,000.00	\$6,000.00

Total Expenses			\$559,305.19	\$573,150.00	\$15,322.81
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2022 Budget Notes

November 2, 2022, Rose Memorial Library's 414 passed increasing the annual funding from \$255,000 (\$295,000 including additional funding from Town Hall) to \$325,000.

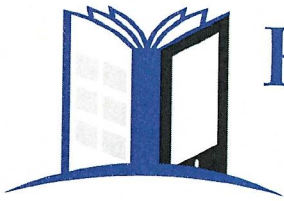
The following line items have been removed as they have been blank for years, and/or the funding/expense area no longer exists:

- 4013 – Kurtz Foundation Grant – No longer sends funding to local libraries
- 4041 – Book Sales
- 4047 – Friends Book Sales
- 4038 – Rental of 61 E Main St – Property was sold in 2021 and line item will not be carried over to 2022.
- 6001 – Salaries for Publicity and Computer Tech
- 6034 – Fortres (blank)
- 6047 – NYLA Job Posting – Cost of job posts is now included in the organizational membership fee.
- 6140 – Removal of Learning Express and Newspaper Access (blank)
- 6225 – Museum passes now only include Empire Pass, Storm King, Mohonk Preserve, and American Museum of Natural History
- 6404, 6407, 6409, 6411 – All related to 61 E Main St, which the library no longer owns

The following line items have been added/edited for 2022:

- 6015 – Phone and internet are bundled and billed together, and are both forms of Telecom, so they now share this line item, as opposed to be separated into 6015 and 6031
- 6019 – Added Rockland Women's Business Association
- 6021 – Public Library Association Conference (in lieu of NYLA) and Power Up Virtual Conference
- 6023 – Edited to include ADP Timekeeping
- 6036 – Added Fundraising Event Costs
- 6045 – Added Social Media Promotions and Promotional Items (swag)
- 6140 – Use of Hoopla has increased significantly since the pandemic began. The average monthly expenditure on Hoopla (we are charged per checkout) between 11/20 and 10/21 was \$222.
- 6200 – Added High Profile Events
- 8500 – Miscellaneous Expenses
 - 8540 – Staff Development

- 8590 – Other – Branding Guidelines/Rebranding. The “Meet Me at the Rose” Rebrand. This will include the following deliverables from a professional graphic designer:
 - Logo
 - Branding standards (brand-standard fonts, colors, image aesthetic, etc.)
 - Standard customizable templates for event and programming flyers, displays, info sheets, etc.
 - New letterhead, notecards and business cards
 - Monthly e-newsletter template
 - Quarterly print newsletter template
 - Library information trifold
 - 2022-2027 Strategic Plan infographic handout
 - Customizable swag designs



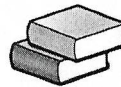
Rose Memorial
LIBRARY

79 East Main Street
Stony Point, NY 10980

845.786.2100
rosememoriallibrary.org.

**OFFICIAL CALENDAR OF
ROSE MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETINGS
2022**

Wednesday, January 19, 2022
Wednesday, February 16, 2022
Wednesday, March 16, 2022
Wednesday, April 20, 2022
Wednesday, May 18, 2022
Wednesday, June 15, 2022
Wednesday, July 20, 2022
Wednesday, August 17, 2022
Wednesday, September 21, 2022
Wednesday, October 19, 2022
Wednesday, November 16, 2022
Wednesday, December 21, 2022



5:30pm, Kennedy Room
Or by ZOOM invite per NYS Guidelines
ROSE MEMORIAL LIBRARY
Third Wednesday of each month



Check our webpage for Agendas & Board Materials



**The public is always invited to attend
open Board Meetings.**

—Open the Next Chapter—