

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, November 17, 2021**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes**  
Regular Meeting, October *19, 2021*
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report, October 2021
  - b. Approval of Disbursements: October 2021
  - c. Financial Reports for October 2021
- V. Reports**
  - a. Director's Report October 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 funding for library rebranding\*
- VII. New Business**
  - a. Presentation of 2022 Library Budget Proposal for initial discussion and review
  - b. Review information about Special Legislative District
  - c. Discussion of construction information and timeline discussed with Stephen Hoefer and Grace Riario at RCLS
  - d. 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 ~ December 15, 2021*

*\*motion required*

# Monthly Meeting of Trustees of Rose Memorial Library Association October, 2021

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- **October 19, 2021**, meeting held at Rose Memorial Library.
- **Present:** James Brooks, Bd. President; Amanda Pagan-Glass, Bd. V.P., Ted Needleman, Treasurer, F. Hollis Griffin, Jr., Secretary, Richard Eggers  
Director Alice Meachem,

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

## 2. **Approval of Minutes.**

Upon motion of James Brooks and with second from Ted Needleman, the minutes of the September regular meeting and the October Special Meeting were approved by all Trustees.

## 3. **Financial Reports.**

The monthly financial report and supporting information was reviewed.

The monthly Disbursement Journal and Financial Report was considered.

Installation of LED lighting was approved and completed.

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

#### **4. Report of Interim Director.**

- While the series of roundtable discussions were not widely attended the input from the community was consistent. The need for additional community space for the Library is manifest and various options must be explored if the Library is to expand its programs.
- A “weeding program” has begun in accordance with best practices in the library field. Damaged or non-circulating materials will come out of the library circulation. An effort will be made to place these materials in the little free library projects. Recycling damaged materials or those inappropriate for the little free library will be recycled. The Garner Arts Center will be contacted to determine if there is an artisan there who can assist in the project. Any data regarding the weeding will be kept within the RML.
- The UBS paperwork and transfer of funds continues.
- An effort will be made to use present staff to provide bookkeeping function for the RML. The Director will monitor this effort closely and likely be directly involved in the work at the outset.

#### **5. Committee Reports.**

- A “Books to Broadway” fundraiser along with the Industrial Arts Brewery partnership has been progressing well and will launch in the coming weeks.

#### **6. Old Business**

- The Town funding for the Library will be voted on this election day November 2, 2021, as Proposition 6 on the ballot. Individual Directors are asked to provide information to all residents about the RML and the basis for the request for additional funding.

- The Employee Handbook has been finalized and discussed with all staff. Paid time off provisions will take effect on January 1, 2022.

**Upon motion** of James Brooks and second of Richard Eggers and with the agreement Ted Needleman and with the agreement of all Trustees, the Employee Handbook was approved. disbursement report was approved.

## **7. New Business**

- The RCLS Budget was discussed. The RML was noted to have limited input in this process.

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

- The RML Mission Statement has been updated after lengthy discussions at the recent October Board Retreat. After additional conversation a final draft was considered by the full Board.

**Upon motion** of James Brooks and second of F. Hollis Griffin, Jr. and with the agreement of all Trustees, Mission Statement was approved.

## **8. Adjournment**

The meeting closed at 6:57 P.M. with consent of all Trustees.

**ROSE MEMORIAL LIBRARY ASSOCIATION**

**NOVEMBER 2021 BOARD MEETING**

**FINANCIAL NARRATIVE**

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

- Operating Account: \$ 526,624.40
- Savings Account: \$ 7,503.19
- Payroll Account: \$ 3.46

The Merrill Lynch investment accounts had a value of \$437,923.93 as of October 29, 2021. Monthly change: (+\$300.04).

There were two payrolls in the month of October 2021 totaling \$28,960.16.

The largest expenditures include:

<b>Diamond Shine Cleaning Service</b>	<b>\$760.00</b>
<b>Amazon</b>	<b>\$1,027.32</b>
<b>Oxford Health</b>	<b>\$1,873.30</b>
<b>Brodart</b>	<b>\$1,979.87</b>
<b>Demco</b>	<b>\$1,458.61</b>
<b>RCLS</b>	<b>\$3,676.64</b>
<b>Baking Coach, Inc.</b>	<b>\$800.00</b>

	Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank					
	10/01/2021	EFT	ADP	Payroll and Timekeep	(60.35)
	10/04/2021	Direct Deposit	Merril Lynch	Fund Transfer	1,131.25
	10/04/2021	Deposit		Deposit	150.85
	10/04/2021	9480	Oxford Health	Health Insurance	(1,873.30)
	10/04/2021	9478	Amazon		(1,047.52)
	10/04/2021	9482	Stony Point PAL	Fall Festival - Outrea	(35.00)
	10/06/2021	9487	O&R	Gas & Electric	(958.00)
	10/06/2021	9479	Midwest Tape	Audiobooks	(25.34)
	10/06/2021	EFT	USPS	Fee	(0.92)
	10/06/2021	EFT	USPS	Fee	(0.43)
	10/07/2021	9485	Diamond Shine Clear	Cleaning	(950.00)
	10/07/2021	9489	Staples	Office Supplies	(481.95)
	10/07/2021	9483	D&G Electrical Suppl	Bulbs	(280.00)
	10/07/2021	9486	Frontline	IT Services	(237.50)
	10/07/2021	9491	Gale	LP Books	(122.36)
	10/07/2021	9481	Pitney Bowes	Postage Meter Renta	(60.00)
	10/08/2021	Deposit	North Rockland Co S	Tax Levy	200,000.00
	10/08/2021	Deposit		Deposit	352.47
	10/08/2021	9492	Whiteman Ostermar	4th Quarter Retainer	(500.00)
	10/08/2021	EFT	Intuit	Office Supplies	(51.00)
	10/08/2021	EFT	ADP	Payroll and Timekeep	(74.06)
	10/12/2021	Fund Transfer	Operating to Payroll	Payroll Fund Transfer	(14,500.00)
	10/12/2021	Deposit		Deposit	193.45
	10/12/2021	9494	Baker and Taylor	Books	(702.28)
	10/12/2021	9490	Staples	Office Supplies	(159.96)
	10/12/2021	EFT	Intuit	Office Supplies	(57.25)
	10/13/2021	9493	Spark Joy	Programming	(500.00)
	10/14/2021	9502	Campbell Fire Protec	Fire Inspection	(139.00)
	10/15/2021	Credit	USPS	Credit for Fee	0.92
	10/15/2021	Credit	USPS	Credit for Fee	0.43
	10/15/2021	9496	RCLS	RCLS Service	(627.93)
	10/15/2021	9484	Demco	Library Supplies	(50.69)
	10/18/2021	9500	Brodart	Books	(1,979.87)
	10/18/2021	9503	Baker and Taylor	Books	(559.96)
	10/18/2021	9488	Optimum	Phone and Internet	(257.02)
	10/18/2021	9498	EasyPermit Postage	Newsletter Postage	(182.50)
	10/18/2021	9501	Blackstone Audio	Audiobooks	(139.79)
	10/19/2021	9497	Midwest Tape	Audiobooks	(246.86)
	10/19/2021	9505	RCLS General	RCLS Service	(218.06)
	10/20/2021	9504	Baker and Taylor	Books	(608.98)
	10/20/2021	9459	Barbara Freiberg	Art Class	(200.00)
	10/20/2021	EFT	Pitney Bowes	Postage	(125.00)

		10/20/2021	9499	Demco	Library Supplies	(62.99)
		10/22/2021	EFT	ADP	Payroll and Timekeep	(81.06)
		10/25/2021	Deposit		Deposit	153.13
		10/25/2021	Fund Transfer	Operating to Payroll	Payroll Funds Transfe	(14,100.00)
		10/28/2021	EFT	Propay	Propay Transfer	35.66
		10/29/2021	EFT	ADP	Payroll and Timekeep	(62.95)
		10/29/2021	Interest	IOD	Interest Paid	4.04
	Total 1000 - Operating Account - TD Bank					526,723.31

11:50 AM

11/14/21

Cash Basis

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

Ordinary Income/Expense	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Tax Levy	200,000	200,000	0	100%
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 - Appeal	4,305	7,958	(3,653)	54%
4015 · Investment Income	12,827	16,667	(3,840)	77%
4016 · Gifts and Donations	223	0	223	100%
4018 · Friends - Income	0	167	(167)	0%
4031 · Library Charges	510	3,333	(2,823)	15%
4032 · Other Income	1,422	3,250	(1,828)	44%
4037 · Exp. Reimbursements-61 E. Main	282,844			
4038 · Rental Income - 61 E. Main	0	0	0	0%
<b>Total Income</b>	<b>802,207</b>	<b>531,335</b>	<b>270,872</b>	<b>151%</b>
<b>Gross Profit</b>	<b>802,207</b>	<b>531,335</b>	<b>270,872</b>	<b>151%</b>
<b>Expense</b>				
6001 · Salaries	251,965	293,194	(41,229)	86%
6002 · Benefits	26,345	29,007	(2,663)	91%
6007 · Office Postage	1,169	1,667	(497)	70%
6008 · Accounting & Other Prof Fees	1,800	1,125	675	160%
6009 · Legal	5,510	5,083	427	108%
6010 · Repairs and Maintenance	17,005	16,724	280	102%
6011 · Health Insurance Premiums Paid	14,373	19,452	(5,079)	74%
6015 · Telecommunications	1,233	2,537	(1,304)	49%
6017 · Utilities	7,943	7,208	735	110%
6018 · Insurance	4,743	5,145	(402)	92%
6019 · Dues/Fees	1,094	1,513	(419)	72%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	1,594	1,348	246	118%
6032 · Ansernet Service Fee	14,707	12,039	2,668	122%
6034 · Software Licensing Fees	0	1,467	(1,467)	0%
6035 · Newsletters	4,592	7,375	(2,783)	62%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	35	3,583	(3,548)	1%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	2,196	2,195	1	100%
6051 · Computer Technical Support	5,035	2,500	2,535	201%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	560	600	(40)	93%
6101 · Capital Expenditures	37,718	36,709	1,009	103%
6125 · Serials	1,740	3,528	(1,789)	49%
6200 · Programs	5,134	9,250	(4,116)	56%
6300 · Supplies	7,746	9,529	(1,784)	81%
6819 · Covid 19 Expenses	(300)	0	(300)	100%
<b>Total Expense</b>	<b>415,559</b>	<b>474,544</b>	<b>(58,985)</b>	<b>88%</b>
<b>Net Ordinary Income</b>	<b>386,648</b>	<b>56,791</b>	<b>329,857</b>	<b>681%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0	0	0	0%
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Income</b>	<b>386,648</b>	<b>56,791</b>	<b>329,857</b>	<b>681%</b>



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

	Jan - Oct 21	Jan - Oct 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 - Tax Levy				
4001 - Local Public Funds	200,000.00	200,000.00	0.00	0.0%
4010 - LLSWA State Aid	295,000.00	295,000.00	0.00	0.0%
4014 - Fundraising Income - Appeal	5,075.40	3,097.00	1,978.40	63.9%
4040 - Fund Raising Income - Newslette	2,725.00	175.00	2,550.00	1,457.1%
4049 - Fundrasing	0.00	12.17	-12.17	-100.0%
4051 - Donations - Adult Programs	0.00	37.00	-37.00	-100.0%
4014 - Fundraising Income - Appeal - Other	1,580.00	2,503.00	-923.00	-36.9%
<b>Total 4014 - Fundraising Income - Appeal</b>	<b>4,305.00</b>	<b>2,727.17</b>	<b>1,577.83</b>	<b>57.9%</b>
4015 - Investment Income				
4033 - Interest Income	1,256.00	457.78	798.22	174.4%
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	11,533.22	16,000.49	-4,467.27	-27.9%
<b>Total 4015 - Investment Income</b>	<b>12,826.73</b>	<b>16,495.78</b>	<b>-3,669.05</b>	<b>-22.2%</b>
4016 - Gifts and Donations	223.45	209.41	14.04	6.7%
4031 - Library Charges	510.48	1,082.42	-571.94	-52.8%
4032 - Other Income	1,422.30	1,663.10	-240.80	-14.5%
4037 - Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 - Rental Income - 61 E. Main	0.00	12,250.00	-12,250.00	-100.0%
<b>Total Income</b>	<b>802,207.39</b>	<b>532,524.88</b>	<b>269,682.51</b>	<b>50.6%</b>
<b>Gross Profit</b>	<b>802,207.39</b>	<b>532,524.88</b>	<b>269,682.51</b>	<b>50.6%</b>
<b>Expense</b>				
6001 - Salaries				
6002 - Benefits	251,964.82	298,801.52	-46,836.70	-15.7%
6003 - Education				
6004 - Travel Reimbursement	291.66	0.00	291.66	100.0%
6023 - Payroll Processing Fees	0.00	24.72	-24.72	-100.0%
6002 - Benefits - Other	1,849.93	1,674.26	175.67	10.5%
6002 - Benefits - Other	24,203.07	26,041.84	-1,838.77	-7.1%
<b>Total 6002 - Benefits</b>	<b>26,344.66</b>	<b>27,740.92</b>	<b>-1,396.26</b>	<b>-5.0%</b>
6007 - Office Postage	1,169.34	1,590.74	-421.40	-26.5%
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				
6014 - R & M Equipment	1,554.90	2,161.40	-606.50	-28.1%
6029 - Maintenance- Grounds				
6406 - Maintenance - Grounds-61 E. Main	800.00	2,290.00	-1,490.00	-65.1%
6029 - Maintenance- Grounds - Other	2,562.02	2,103.00	459.02	21.8%
<b>Total 6029 - Maintenance- Grounds</b>	<b>3,162.02</b>	<b>4,393.00</b>	<b>-1,230.98</b>	<b>-28.0%</b>
6030 - R & M - Building				
6020 - Custodial Supplies	354.58	747.60	-393.02	-52.6%
6030 - R & M - Building - Other	11,133.12	18,312.66	-7,179.54	-39.2%
<b>Total 6030 - R &amp; M - Building</b>	<b>11,487.70</b>	<b>19,060.26</b>	<b>-7,572.56</b>	<b>-39.7%</b>
6409 - Building Maintenance-61 E. Main	800.00	0.00	800.00	100.0%
<b>Total 6010 - Repairs and Maintenance</b>	<b>17,004.62</b>	<b>25,614.66</b>	<b>-8,610.04</b>	<b>-33.6%</b>
6011 - Health Insurance Premiums Paid	14,372.60	15,620.49	-1,247.89	-8.0%
6015 - Telecommunications	1,232.87	1,228.65	4.22	0.3%
6017 - Utilities				
6404 - Utilities-61 E. Main Street	623.04	469.77	153.27	32.6%
6017 - Utilities - Other	7,320.26	7,093.36	226.90	3.2%
<b>Total 6017 - Utilities</b>	<b>7,943.30</b>	<b>7,563.13</b>	<b>380.17</b>	<b>5.0%</b>
6018 - Insurance	4,743.24	4,632.35	110.89	2.4%
6019 - Dues/Fees				
6024 - Bank Chgs/ML Fees	596.61	721.75	-125.14	-17.3%
6019 - Dues/Fees - Other	497.03	1,584.56	-1,087.53	-68.6%
<b>Total 6019 - Dues/Fees</b>	<b>1,093.64</b>	<b>2,306.31</b>	<b>-1,212.67</b>	<b>-52.6%</b>
6028 - Sewer Taxes				
6411 - Property Taxes - 61 E. Main	781.86	752.85	29.01	3.9%
6028 - Sewer Taxes - Other	708.41	702.88	5.53	0.8%
<b>Total 6028 - Sewer Taxes</b>	<b>1,490.27</b>	<b>1,455.73</b>	<b>34.54</b>	<b>2.4%</b>
6031 - Internet Access	1,593.88	1,585.64	8.24	0.5%
6032 - Ansernet Service Fee	14,706.56	13,641.38	1,065.18	7.8%
6035 - Newsletters				
6037 - Newsletter Postage	1,484.64	487.08	997.56	204.8%
6035 - Newsletters - Other	3,107.00	1,025.00	2,082.00	203.1%
<b>Total 6035 - Newsletters</b>	<b>4,591.64</b>	<b>1,512.08</b>	<b>3,079.56</b>	<b>203.7%</b>
6036 - Fundraising				
6038 - Fundraising Postage	0.00	537.99	-537.99	-100.0%
<b>Total 6036 - Fundraising</b>	<b>0.00</b>	<b>537.99</b>	<b>-537.99</b>	<b>-100.0%</b>
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	2,196.21	2,195.23	0.98	0.0%
6051 - Computer Technical Support	5,035.00	5,960.00	-925.00	-15.5%
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				
6022 - Fixed Asset & Capital Purchases	1,250.00	413.46	836.54	202.3%
6100 - Books				
6100-A - Books	15,051.00	14,226.31	824.69	5.8%
6100-C - Books- Children	5,043.27	4,567.34	475.93	10.4%
6100-YA - Books-YA	718.67	613.70	104.97	17.1%
<b>Total 6100 - Books</b>	<b>20,812.94</b>	<b>19,407.35</b>	<b>1,405.59</b>	<b>7.2%</b>

Rose Memorial Library Association  
**Profit & Loss Prev Year Comparison**

January through October 2021

	Jan - Oct 21	Jan - Oct 20	\$ Change	% Change
6150 - AV				
6110 - AV-Audio				
6115 - Audio Books	1,657.01	1,530.96	126.05	8.2%
6120 - Music	527.55	501.08	26.47	5.3%
<b>Total 6110 - AV-Audio</b>	<b>2,184.56</b>	<b>2,032.04</b>	<b>152.52</b>	<b>7.5%</b>
6130 - Video Tapes and DVDs	3,417.72	4,671.18	-1,253.46	-26.8%
6141 - Digital Reading Technology	6,331.18	5,396.04	935.14	17.3%
6160 - Software				
6161 - Video Games	1,416.11	580.89	835.22	143.8%
6160 - Software - Other	2,305.59	3,301.87	-996.28	-30.2%
<b>Total 6160 - Software</b>	<b>3,721.70</b>	<b>3,882.76</b>	<b>-161.06</b>	<b>-4.2%</b>
<b>Total 6150 - AV</b>	<b>15,655.16</b>	<b>15,992.02</b>	<b>-326.86</b>	<b>-2.1%</b>
<b>Total 6101 - Capital Expenditures</b>	<b>37,718.10</b>	<b>35,802.83</b>	<b>1,915.27</b>	<b>5.4%</b>
6125 - Serials	1,739.80	3,947.21	-2,207.41	-55.9%
6200 - Programs				
6210 - Adult Program Fees	1,200.00	1,480.00	-280.00	-18.9%
6215 - Young Adult Program Fees	845.00	0.00	845.00	100.0%
6220 - Child's Program Fees	1,568.00	1,400.00	168.00	12.0%
6225 - Museum Passes	845.00	150.00	695.00	463.3%
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%
<b>Total 6250 - Summer Reading Program</b>	<b>675.76</b>	<b>150.00</b>	<b>525.76</b>	<b>350.5%</b>
<b>Total 6200 - Programs</b>	<b>5,133.76</b>	<b>3,180.00</b>	<b>1,953.76</b>	<b>61.4%</b>
6300 - Supplies				
6013 - Library Supplies	1,013.33	570.12	443.21	77.7%
6027 - Office Supplies & Expense				
6041 - Equipment Rental	327.81	60.00	267.81	446.4%
6027 - Office Supplies & Expense - Other	3,276.34	5,460.71	-2,184.37	-40.0%
<b>Total 6027 - Office Supplies &amp; Expense</b>	<b>3,604.15</b>	<b>5,520.71</b>	<b>-1,916.56</b>	<b>-34.7%</b>
6254 - SRP Expenses - YA	144.63	0.00	144.63	100.0%
6301 - Program Supplies - Adult	651.45	74.25	577.20	777.4%
6302 - Program Supplies - Children's				
6252 - SRP Expenses - Children's	864.53	23.50	841.03	3,578.9%
6302 - Program Supplies - Children's - Other	926.40	957.60	-31.20	-3.3%
<b>Total 6302 - Program Supplies - Children's</b>	<b>1,790.93</b>	<b>981.10</b>	<b>809.83</b>	<b>82.5%</b>
6304 - Program Supplies - Young Adults	541.16	847.46	-306.30	-36.1%
<b>Total 6300 - Supplies</b>	<b>7,745.65</b>	<b>7,993.64</b>	<b>-247.99</b>	<b>-3.1%</b>
6819 - Covid 19 Expenses	-300.29	4,565.76	-4,866.05	-106.6%
<b>Total Expense</b>	<b>415,559.44</b>	<b>478,907.94</b>	<b>-63,348.50</b>	<b>-13.2%</b>
<b>Net Ordinary Income</b>	<b>386,647.95</b>	<b>53,616.94</b>	<b>333,031.01</b>	<b>621.1%</b>
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>386,647.95</b>	<b>53,616.94</b>	<b>333,031.01</b>	<b>621.1%</b>

Rose Memorial Library Statistics				
	October 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	1215	11,151	1399	8056
- Browsing	616	2743	0	0
Curbside Pickups	3	259	0	0
Public Computer	71	300	47	324
Web Analytics				
- Visitors	900	9628	829	6335
- Number of Visits	1569	16800	1482	11447
- Page Visits	2532	27930	2429	20097
Overdrive - On Line Books				

- Titles		692		692
- Circulations	376	1500	376	1500
Database Usage -				
Tumblebooks		126		126
	September 2021		September 2020	
Programs: (Break # of Programs	Attendance	# of Programs	Attendance	
- Adult	4	15	2	0
- Young Adult	1	8	0	0
- Children's	5	95	2	25

## **Rose Memorial Library**

### **November 2021 Board Meeting**

#### **Alice Meacham, Library Director**

This month has been a whirlwind.

- First and foremost, the 414 to increase the library budget passed! We are thrilled with the faith the community places in this library and will continue to be good stewards of their investment.
- The fundraiser we were hoping to host in November was delayed until January due to some restructuring of operations at Industrial Arts.
- Carole Gomez is dealing with a fracture in her leg. She has been working some hours from home in the meantime and hopes to return to the office at the end of November.
- Laura Grisar, our bookkeeper, resigned effective November 4. We appreciate the time she spent with Rose Memorial and wish her well on her next venture.
  - We are working on a transition plan now. In the meantime, I am running payroll and keeping up with bills and expenses with the help of YouTube tutorials on QuickBooks.
- I have been talking to graphic designers and getting a series of quotes for The Rose rebranding project.
- We have connected with GiveLively and launched a new fundraising site. GiveLively is dedicated to helping non-profits fundraise and offers many helpful, free tools to do so.
- New legislation has been signed into law over the past few weeks that we need to be cognizant of:
  - Any open meeting docs (documents that will be discussed and/or voted on in an open meeting/board meeting) must be posted to the library's website at least 24 hours before the meeting is scheduled to take place. (Effective November 18, 2021). Meeting minutes are supposed to be posted within two weeks after the meeting takes place.
  - In municipal, association and special district libraries, where the school district is the tax collecting agency, there will be a new expense beginning in 2022 – Charge Back of Tax Refunds. This has been taken into account in the current 2022 budget proposal.
  - All trustees will be required to complete 2 hours of library trustee education annually (effective January 2023)
- Of note, I will be out of the country from December 17-23.

#### **Oscar Chrin, Adult Services**

- In order to facilitate shifting to a quarterly “seasonal” newsletter schedule, we have skipped the month of November. The new print newsletter schedule will be as follows:
  - December – February
  - March – May
  - June – August
  - September – November

### **Susan Babcock, Children’s Services**

- This month we brought a new Take & Make program to the library for children and Teens from The Baking Coach, Lisa Basini. Families picked up a prepacked kit to decorate cupcakes. The children’s kit included a few prebaked cupcakes and the kids followed along with a YouTube video to make decorate it to look like a Turkey. Teen were given a more extensive kit to decorate in 3 various Thanksgiving themes. The registrations for both age groups filled up within hours. Next month we are bringing the kits to our patrons again. There will be a family gingerbread cookie kit and a Teen Gingerbread house kit. Next month registration will be exclusive for Stony Point patrons for the first week, so our local patrons get the first chance at the kits. Many positive compliments were received about the kits from participants.

## 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)
- 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



Account Number	Account Name	2021 Approved	2022 Proposed	Change	
<b>INCOME</b>					
<b>4000</b>		2021 Approved	2022 Proposed		
<b>Tax Levy</b>					
	North Rockland School District	\$200,000.00	\$200,000.00	\$0.00	
<b>4001</b>		<b>Public Funds</b>			
	Town of Stony Point	\$295,000.00	\$325,000.00	\$30,000.00	
<b>4010</b>	<b>State Aid</b>	<b>Local Library Services Aid (LLSA)</b>			
<b>4010</b>	Local Library Services Aid	\$3,000.00	\$4,300.00	\$1,300.00	
<b>4011</b>	<b>Grants &amp; Aid</b>				
		\$0.00	\$0.00	\$0.00	
		<b>Other Grants</b>			
		\$0.00	\$0.00	\$0.00	
<b>4014</b>		<b>Fundraising Income</b>			
<b>4014</b>	Annual Appeal	\$8,000.00	\$8,000.00	\$0.00	
<b>4040</b>	Newsletters	Monthly e-newsletter and quarterly	\$1,000.00	\$2,500.00	\$1,500.00
<b>4049</b>	Fundraising - Event	Books & Brews, Golf Tournament	\$0.00	\$7,500.00	\$7,500.00
<b>4042</b>	Other	Online Donation	\$0.00	\$500.00	\$500.00
<b>4051</b>	Donations - Adult Programs		\$250.00	\$250.00	\$0.00
<b>4016</b>		<b>Gifts &amp; Donations</b>			
<b>4016</b>	Miscellaneous Donations				
<b>4018</b>		<b>Friends Income</b>			
<b>4018</b>		Friends Income Other	\$200.00		
<b>4044</b>		Friends Raffles	\$0.00	\$500.00	
<b>4046</b>		Friend's Fundraiser			
<b>4031</b>		<b>Library Charges</b>			
<b>4031</b>		Fines	\$4,000.00	\$500.00	-\$3,500.00
<b>4032 &amp; 4060</b>		<b>Other Income - Photocopier etc</b>			
<b>4032</b>		Other Income - Photocopier, Fax	\$3,200.00	\$1,500.00	-\$1,700.00
<b>4032</b>		LARC Reimbursements	\$700.00	\$700.00	\$0.00
<b>4060</b>		Insurance Reimbursements	\$0.00	\$0.00	\$0.00
<b>4033 &amp; 4034</b>		<b>Investment Income</b>	*Merrill Lynch	*UBS	

Account Number	Account Name	2021 Approved	2022 Proposed	Change	
4015	Investment Income - Other	\$20,000.00	\$20,000.00	\$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.
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	
<b>3998</b>	<b>Fund Balance Appropriation</b>				
3998	Operating Budget				
	Large Projects				
<b>TOTAL REVENUE</b>		<b>\$537,250.00</b>	<b>\$573,150.00</b>	<b>\$35,900.00</b>	
<b>EXPENSES</b>		<b>2021 Approved</b>	<b>2022 Proposed</b>	<b>Change</b>	
<b>6001</b>	<b>Salaries</b>				
	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	\$94,546.92	-\$17,001.58	
	Coverage	\$6,243.00	\$6,552.00	\$309.00	
	Office Mgr + Bookkeeper	\$30,476.16	\$37,856.00	\$7,319.84	
<b>6002</b>	<b>Benefits</b>				
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	
<b>6004</b>	<b>Travel Reimbursement</b>				
	Other Mileage for Library Business	\$650.00	\$350.00	-\$300.00	
<b>6007</b>	<b>Postage - Office</b>				
	Pitney Bowes Postage Machine	\$1,500.00	\$1,500.00	\$0.00	
	Additional Postage	\$500.00	\$500.00	\$0.00	
<b>6008</b>	<b>Accounting &amp; Prof Fees</b>				
	Accounting	\$1,000.00	\$1,350.00	\$350.00	
	Auditor	-	-		
<b>6009</b>	<b>Legal Fees</b>				
	(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	
<b>6011</b>	<b>Health Insurance</b>				
	Oxford	2 current members \$22,476.00	\$23,940.00	\$1,014.00	
		1 member, 8 months \$5,706.00	\$15,960.00	\$10,254.00	
<b>6013</b>	<b>Office and Library Supplies</b>				
6013	Library Supplies	\$2,000.00	\$2,000.00	\$0.00	
6027	Office Supplies	\$5,500.00	\$5,500.00	\$0.00	
<b>6014</b>	<b>Equipment - Repairs &amp; Maintenance</b>				
	Avaya	Phone Rental \$1,076.00	\$1,080.00	\$4.00	
	Optima	Repair and Maintenance \$250.00	\$275.00	\$25.00	
<b>6015</b>	<b>Telecommunications</b>				
	Optimum	Phone and Internet \$1,500.00	\$3,118.00	\$1,618.00	Phone and internet now share the same line item. See also: 6031
<b>6017</b>	<b>Utilities - 79 East Main (Library)</b>				
	Suez	Water \$260.00	\$360.00	\$100.00	
	Orange & Rockland	Gas & Electric \$8,400.00	\$8,750.00	\$350.00	
<b>6018</b>	<b>Property Insurance</b>				
	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	
<b>6019</b>	<b>Dues, Fees</b>				
	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	
<b>6020</b>	<b>Custodial Supplies</b>				
6020		\$910.00	\$900.00	-\$10.00	

Account Number	Account Name	2021 Approved	2022 Proposed	Change		
<b>6021</b>	<b>Conferences</b>					
		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	No LARC Conference in 2022	
	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		
<b>6022</b>	<b>Fixed Assets &amp; Improvements</b>					
	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	
<b>6023</b>	<b>Payroll and Timekeeping Fees</b>					
	ADP Processing	Employee Timekeeping and Payroll Processing	\$1,700.00	\$2,500.00	\$800.00	*Added cloud-based timekeeping to ADP account
<b>6024</b>	<b>Bank &amp; Investment Charges</b>					
	Bank Charges	\$ 150	150	\$0.00		
	Investment Fees (Merrill Lynch)	\$ 300	300	\$0.00		
	Late fees etc	\$ 100	75	-\$25.00		
<b>6028</b>	<b>Property Tax</b>					
	Sewer Tax Library	\$700.00	\$700.00	\$0.00		
<b>6029</b>	<b>Grounds Maintenance</b>					
	Groundskeeping	EJ Stubenvoll	\$3,000.00	\$3,000.00	\$0.00	
6406	Salting (\$85 per day)		\$1,200.00	\$1,500.00	\$300.00	
<b>6030</b>	<b>Building Repairs &amp; Maintenance</b>					
6016	Roof repairs - Quatrochi - Gutters		-	-	\$0.00	

Account Number		Account Name	2021 Approved	2022 Proposed	Change	
6405	Building Cleaning	Diamond Shine	\$7,200.00	\$9,200.00	\$2,000.00	New cleaning company. Previous company had raised their rates as well.
6030	Carpet Cleaning	Jet	\$500.00	\$500.00	\$0.00	
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	\$3,454.60	\$3,279.60	Amount left in budget after all other costs were accounted for
<b>6031</b>		<b>Internet Access</b>				
	Internet Access	Optimum online	\$1,618.00	-	-	Under 6015 - Telecom
<b>6032</b>		<b>ANSER Service Fees</b>				
	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	
<b>6034</b>		<b>Software Licensing Fees</b>				
	Deep Freeze (10 licenses)public		\$288.00	-	-\$288.00	RML purchased a 3-year license in 2021
	Evanced	Calendar (Demco)	\$1,458.00	\$1,475.00	\$17.00	
	Microsoft 365	via RCLS	-	\$117.00	\$117.00	
<b>6035</b>		<b>Newsletter</b>	5X a year	Quarterly		
6035		Printing	\$5,125.00	\$4,135.00	-\$990.00	
6037		Postage	\$2,250.00	\$1,900.00	-\$350.00	
<b>6036</b>		<b>Fundraising</b>				
	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	
<b>6041</b>		<b>Equipment Rental</b>				
	Copier	Annual Maintenance	\$385.00	\$400.00	\$15.00	
	Postage Machine	\$60/quarterly	\$240.00	\$240.00	\$0.00	
<b>6043</b>		<b>Retirement</b>				
	403B		\$0.00	\$200.00	\$200.00	Fee for preparing annual required notices

Account Number	Account Name	2021 Approved	2022 Proposed	Change
<b>6045</b>	<b>Advertising &amp; Promotion</b>			
	Advertising	\$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
<b>6046</b>	<b>Movie &amp; Software Licensing</b>			
	MPLC	\$194.00	\$0.00	-\$194.00
	Movie Licensing USA	\$371.00	\$0.00	-\$371.00
<b>6047</b>	<b>Employment Advertising</b>			
		\$300.00	\$100.00	-\$200.00
<b>6050</b>	<b>RCLS Service Fee</b>			
		\$2,250.00	\$2,281.00	\$31.00
<b>6051</b>	<b>Computer Technical Support</b>			
	IT	\$6,000.00	\$6,500.00	\$500.00
<b>6052</b>	<b>Library Website</b>			
	Rockland Web Design (Tom Ossa)	\$500.00	\$500.00	\$0.00
<b>6053</b>	<b>Website Hosting</b>			
	Annual website hosting	\$600.00	\$600.00	\$0.00
	<b>Library Materials</b>			
<b>6100</b>	<b>Books</b>			
	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
<b>6115</b>	Audio Books	\$2,100.00	\$2,100.00	\$0.00
<b>6120</b>	Music - CDs	\$1,000.00	\$750.00	-\$250.00
<b>6130</b>	DVDs	\$6,500.00	\$5,000.00	-\$1,500.00
<b>6161</b>	Video Games	\$650.00	\$650.00	\$0.00
<b>6125</b>	<b>Serials (Paper copies)</b>			
	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

Account Number	Account Name	2021 Approved	2022 Proposed	Change	
<b>6140</b>	<b>Serials (magazine) electronic</b>				
	Hoopla	\$600.00	\$650.00	\$50.00	
	Kanopy	\$85.00	\$85.00	\$0.00	
<b>6141</b>	<b>Electronic Books (E-books)</b>				
	Overdrive	\$3,000.00	\$3,558.81	\$558.81	
	Overdrive	\$700.00	\$700.00	\$0.00	
	Consumer Reports	\$831.00	\$873.00	\$42.00	
<b>6170</b>	<b>Grant Expenditures</b>				
		-	-	\$0.00	
<b>6200</b>	<b>Programs</b>				
<b>6210</b>	Adult Program Fees	\$3,000.00	\$3,250.00	\$250.00	
<b>6215</b>	Young Adult Program Fees	\$750.00	\$1,000.00	\$250.00	
<b>6220</b>	Children's Program Fees	\$2,750.00	\$2,700.00	-\$50.00	
<b>6251</b>	Summer Reading Program Fees - Childrens	\$3,000.00	\$2,700.00	-\$50.00	
<b>6253</b>	Summer Reading Program Fees - Young Adult	-	-	\$0.00	
<b>6200</b>	High Profile Events	-	\$1,500.00	\$1,500.00	
<b>6225</b>	<b>Museum Passes</b>				
	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	
<b>6300</b>	<b>Program Supplies</b>				
<b>6301</b>	Program Supplies - Adult	\$600.00	\$750.00	\$250.00	
<b>6302</b>	Program Supplies - Children	\$750.00	\$1,600.00	\$850.00	Susan requested a shift in the budgets from programming fees to supplies, hence the drop in fees and the large rise in supplies
<b>6304</b>	Program Supplies - Young Adult	\$500.00	\$550.00	\$50.00	
<b>6252</b>	Summer Reading Expenses - Children	\$800.00	\$800.00	\$0.00	
<b>6254</b>	Summer Reading Expenses - YA	\$500.00	\$500.00	\$0.00	
<b>8500</b>	<b>Miscellaneous Expenses</b>				

<b>Account Number</b>		<b>Account Name</b>	<b>2021 Approved</b>	<b>2022 Proposed</b>	<b>Change</b>
8540		Staff Development	-	\$1,250.00	\$1,250.00
8590	Other	Branding Standards & Rebranding	-	\$7,000.00	\$7,000.00
<b>Total Expenses</b>			\$565,011.19	<b>\$573,150.00</b>	\$9,616.81



## Special Legislative District Information of Note\*

If Rose Memorial became a Special Legislative District (SLD):

- Voting for an annual budget can be done at the library
- Will likely take 2 years of focused work and quite a bit of funding to change our charter.
  - Couldn't be done simultaneously with buying a new building/a construction project, as 1) it is very time-consuming and 2) the regulations for almost every part of the construction process are vastly different for association libraries and SLDs.
- We would need a very specific map boundary first. After that is established, it would go to DLD for initial approval.
  - DLD is very unlikely to approve a map that doesn't include an area that is not currently within a library service area. There are no areas along Stony Point borders that are not within a library service area.
  - Legislators are very unlikely to vote for an SLD that is not approved by the DLD.
- Only taxes from within the map boundary would be allowed
  - We couldn't collect the full \$200,000 from NRCSD (259) anymore, as the collections of the funds we see now would extend beyond the map.
- The library would be FOIL-able
- Competitive bidding/ is required for all projects
- Public works contracts are required
- Must follow Wicks Law
  - Construction; plumbing and gas fitting; AC and heating; and electric would all have to be under separate contracts as opposed to a single contractor. Multiple contracts are more expensive.
- There would be a prevailing wage requirement.
- Due to reasons above, public libraries (including SLDs) see construction-related and general operating costs that are roughly 30% higher than and association library see.
- In terms of major funding for a capital project, as a SLD we would be able to go for a DASNY, municipal or school board bond. The school board bond was a PR disaster last time, so we would likely be looking at a municipal bond.
  - If we stayed an association library we could explore financing via a mortgage, a DASNY bond, or IDA bond.
- Association libraries can invest their funds into the stock market. As a Special District library, we would be subject to General Municipal Law regarding investments and would only be able to invest funds into US Treasury and NYS Bank CDs.

- Annual external and comptroller audits would be required.
- As it would turn us into civil service library, the positions of all staff members who are not civil service eligible (which is most of us) would have to be re-posted and re-hired from the eligible civil service list. The local Civil Service Commission would select three eligible candidates for the Director position and the board would have to choose between those three. Many positions, such as library clerk/assistant have a Rockland County residency requirement, meaning some of our strongest employees would not be eligible to continue working at Rose Memorial.

\*Information has been gathered from “Legal Issues in Financing and Building Libraries” document prepared by Whiteman Osterman and Hanna LLP for the 2017 NYLA Annual Conference, Rockland County Department of Personnel, NYS Handbook for Library Trustees in NYS, NYS Office of General Services, NYS Law, Stephen Hoefler, Financial Director of RCLS and Grace Riario, Director of RCLS.