

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, February 16, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: January 2022
 - b. Approval of Disbursements: January 2022
 - c. Financial Reports: January 2022
- V. Reports**
 - a. Director's Report: January 2022
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
- VII. New Business**
 - a. Approval of 2021 Annual Report*
 - b. Discussion of Rose Memorial Library's Future
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ March 16, 2022

**motion required*

Monthly Meeting
Board of Trustees
Rose Memorial Library Association
January, 2022

January 19, 2022, meeting held at Rose Memorial Library, 5:30pm and offered through Zoom link published on www.rosememoriallibrary.org, **About, Library Board**

Present: James Brooks, Board President; Amanda Pagan-Glass, Board Vice President; Ted Needleman, Treasurer; F. Hollis Griffin, Jr. (via ZOOM), Secretary; Library Director Alice Meacham,

Guests: Richard Eggers, Carole Gomez, Office Manager RML

1. **Meeting called to order** at 5:37 P.M. by James Brooks, President

2. **Approval of Minutes.**

Minutes from November 17, 2021 meeting approved. Motion by Amanda Pagan-Glass and second by Ted Needleman and approved by all Trustees.

Minutes from December 15, 2021 meeting approved. Motion by Ted Needleman and second by James Brooks and approved by all Trustees

3. **Public Comments.** No comments at this time. E-vite through Zoom link published on www.rosememoriallibrary.org, **About, Library Board**

4. **Financial Reports.**

The monthly financial reports and supporting information were reviewed.

The monthly Disbursement Journal and Financial Report were considered.

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

Upon motion of Hollis Griffin Jr. (via Zoom) and second of Ted Needleman and with the approval of all Trustees the Financial Report was approved.

Carole Gomez reported on the success of the 2022 Annual Appeal, Books to Broadway and the generosity of the Memorial Donations.

5. Reports

Library Director.

- With the recent holidays, illnesses and weather, it has been a tough scheduling month; however, gratitude to the staff for keeping library open and available to patrons on regular schedule with the exception of one evening when it was necessary to close early.
- Several conversations have taken place with Liesel Vink, Graphic Designer. She is working on three rebranding options which will be presented to the Board at the February meeting with the final choice available in March.
- Susan Babcock, Head of Children's Services & Circulation Supervisor, and Carole Gomez, Office Manager & Bookkeeper, have now settled into their additional roles.
- There are new "zone experiences" in the library, including a lego table, train table, art table (in Children's) and puzzle area (in Kennedy Room) to encourage patrons to relax and enjoy their time in the library.

Board committees have been active:

- **Marketing:** The winner of Books to Broadway was Bobbi Pearson who generously donated the tickets back to the library. The tickets were won by Samantha Remigio.
- **Fundraising:** In light of continuing health concerns, The Books & Brew fundraiser has been indefinitely postponed to later in the spring due to the Covid Omicron spread.
- **Facilities & Capital Projects:** See New Business for proposed building repairs.
- **Finance & Budget:** The UBS paperwork and transfer of funds continues. Hollis Griffin reports that he has received paperwork from Merrill Lynch to transfer the account which requires the signatures of Amanda Pagan-Glass, James Brooks and Hollis Griffin, Jr.

- **Long Range Planning Committee:** The committee toured the building at 117 West Main St. The building is sound structurally, plumbing & HVAC has been completed as well as new dual pane windows. There have been other improvements in the last few years as well. Discussion concerning the possibilities for the future and preserving the integrity of the 1896 historical value of the property. Steps forward were discussed.
- **Technology:** Discussion with regard to fees for printing, copying and faxing. Also in the spring, Library Director will review the contract for the public copier and present options to the Board if replacement/upgrade is a necessity.

6. Old Business

- The amendment to the Bylaws of the RML to expand the Association membership to include the owner/operators of businesses within the Town suggested at the November meeting and adopted at the December meeting was revisited. The ByLaws stand amended.

7. New Business

- The amendment of the Bylaws of the Library to provide for remote attendance of Trustees at Board meetings was considered. In light of continuing concerns about Covid virus and attendance restrictions the sense of the Board was to amend the Bylaws to provide for remote attendance so long as applicable New York State Law allows such attendance and it can be had without significant expense to the Library. The Resolution was voted on and passed by quorum present at the meeting.
- The proposal from Johnny Fix-It for miscellaneous building repairs was approved.
- The proposal for the funding of an audit was approved.

Adjournment

The meeting closed at 6:27 P.M. with consent of all Trustees.

Carole Gomez, RML Office Manager

ROSE MEMORIAL LIBRARY ASSOCIATION

FEBRUARY 2022 BOARD MEETING

FINANCIAL NARRATIVE

The financial reports for this month, posted on Google Drive, reflect income and expenses as of January 31, 2022. As of that date, RML had on deposit in TD Bank:

- **Operating Account: \$382,885.61**
- **Savings Account: \$ 7,503.57**
- **Payroll Account: \$ 1,505.03**
- **The Merrill Lynch investment accounts had a value of \$431,439.73 as of January 31, 2022. Monthly change: (\$4,848.00) of which \$1,711.75 was transferred to TD Bank; net (\$3,136.25).**

There were three payrolls in the month of January 2022 totaling \$39,340.00.

The largest expenditures (over \$500) include:

Staples (toner for Circulation Desk)	\$517.09
Town of Stony Point (sewer tax for 2022)	\$802.28
O & R (utilities)	\$854.14
Pitney Bowes Purchase Power (postage for Winter Newsletter & 2022 Annual Appeal mailing)	\$867.86
Amazon (custodial, library supplies, office supplies, DVDs, Video Games, Children's	\$1,027.92
Baker & Taylor (books, adult/children/YA) \$433.15 + \$673.41	\$1,106.56
Key Bank (children's craft supplies), ZOOM, Lynch's, new office printer	\$1,589.76
Oxford Health Insurance	\$1,873.30
Liesel Vink (rebranding deposit)	\$2,000.00
Standard Security Life Insurance (received \$1.47 refund)	\$2,724.21

Rose Memorial Library Association Cash Disbursement Report

As of January 31, 2022

Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank				
01/03/2022			Funds Transfer, Payroll Period Ending 01/01/2022	(14,500)
01/05/2022			Deposit	525
01/05/2022			Deposit	22
01/05/2022	9573	KeyBank	Rose Memorial Library -11-29-2021 to 12-28-2021	(1,590)
01/05/2022	9574	Staples	NYC 1009485, Statement 1639632220	(517)
01/05/2022	9575	Purchase Power	8000-9090-0173-7100	(868)
01/05/2022	9576	Receiver of Taxes	15.19-4-53	(802)
01/05/2022	9577	Orange & Rockland	26290-56026	(854)
01/05/2022	9578	Pitney Bowes	2080-5105-86-1	(60)
01/05/2022			Deposit	99
01/06/2022	9579	Standard Security Life Insurance Company	Policyholder #R11206-000	(2,724)
01/06/2022	9580	Liesel Vink	Invoice 202201-001	(2,000)
01/11/2022			Deposit	38
01/11/2022			Deposit	565
01/11/2022			Deposit	48
01/12/2022	9581	SUEZ Water New York	Account 20008129710000, 12/06/2021 thur 01/05/2022	(22)
01/12/2022	9582	Reddi Alarm		(180)
01/12/2022	9583	The Journal News Media Group		(305)
01/12/2022	9584	Baker and Taylor		(433)
01/12/2022	9586	Frontline Data Services		(143)
01/12/2022	9587	DEMCO, Inc.	Invoice 5017459287	(105)
01/12/2022	9588	Barbara Freiberg	VOID:	(200)
01/14/2022	EFT	ADP	Children's Program 01/11/2022	(72)
01/17/2022			PAYROLL PROCESSING FEES,	(14,000)
01/19/2022	9589	Kanopy	Funds Transfer PE 01152022	(200)
01/19/2022	9590	Brodart - Books	Invoice KDEP-9544	(18)
01/19/2022	9591	General Code	314998A	(100)
01/19/2022	9592	Oxford Health Plans	Customer #16858; Invoice GC00115239	(1,873)
01/19/2022	9593	Cengage Learning Inc./Gale	Group # RM18344; Invoice #545739260259	(24)
01/19/2022	9594	Utica National	Invoice #76481938	(227)
01/19/2022	9595	Avaya Financial Services	101087518	(95)
01/19/2022	9596	Baker and Taylor	753-0013903-000; Invoice #39195131	(673)
01/19/2022			Invoices # 5017467135, #5017495714	52
01/19/2022			Deposit	492
01/20/2022	9597	Novak Organizing LLC	Virtual Decluttering Program 01/24/2022	(150)
01/20/2022	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
01/21/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(7)
01/25/2022			Deposit	150
01/25/2022			Deposit	295
01/26/2022	9598	Blackstone Audio, Inc.	Customer ID #140854, Invoice 2019281	(36)
01/26/2022	9599	Ramapo Catskill Library System	Microsoft Office 4Q21	(29)
01/26/2022	9600	North Rockland Rotary	Dues 01/01/2022 - 06/30/2022	(100)
01/26/2022	9601	Amazon.com	6045 7817 0018 7544	(1,028)
01/26/2022	9602	OPTIMUM	Phone & Internet, Billing Period 01/23 - 02/22/2022	(256)
01/26/2022	9603	Cengage Learning Inc./Gale	Account # 122519; Invoices #76695156, #76649256	(84)
01/26/2022	9604	Baker and Taylor	Acct # 320274 L449649 3 B00000	(338)
01/26/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(170)
01/28/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(72)

Rose Memorial Library Association Cash Disbursement Report

As of January 31, 2022

Date	Num	Name	Memo	Paid Amount
01/28/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(60)
01/31/2022			Funds Transfer PE 01292022	(14,200)
Total 1000 · Operating Account - TD Bank				(56,956)
1005 · Payroll Acct - TD Bank				
01/01/2022	EFT	ADP	Payroll Period Ending 01/01/2022	(10,470)
01/01/2022	EFT	ADP - taxes	Taxes, Payroll Period Ending 01/01/2022	(3,664)
01/03/2022			Funds Transfer, Payroll Period Ending 01/01/2022	14,500
01/15/2022	EFT	ADP	Payroll Period Ending 01/15/2022	(10,506)
01/15/2022	EFT	ADP - taxes	Taxes, Payroll Period Ending 01/15/2022	(3,722)
01/17/2022			Funds Transfer PE 01152022	14,000
01/29/2022	EFT	ADP	Payroll Period Ending 01/29/2022	(10,512)
01/29/2022	EFT	ADP - taxes	Taxes, Payroll Period Ending 01/29/2022	(3,723)
01/31/2022			Funds Transfer PE 01292022	14,200
Total 1005 · Payroll Acct - TD Bank				103
1006 · Savings - Special Funds				
01/31/2022			Interest	0
Total 1006 · Savings - Special Funds				0
1040 · Petty Cash				
Total 1040 · Petty Cash				(56,853)
TOTAL				(56,853)

Rose Memorial Library Association
Profit & Loss
January 2022

	<u>Jan 22</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	1,880
4015 · Investment Income	0
4016 · Gifts and Donations	2
4031 · Library Charges	1
4032 · Other Income	406
Total Income	<u>2,288</u>
Gross Profit	2,288
Expense	
6001 · Salaries	39,340
6002 · Benefits	6,698
6007 · Office Postage	133
6010 · Repairs and Maintenance	516
6011 · Health Insurance Premiums Paid	1,614
6015 · Telecommunications	256
6017 · Utilities	877
6018 · Insurance	219
6019 · Dues/Fees	213
6028 · Sewer Taxes	802
6035 · Newsletters	350
6036 · Fundraising	518
6043 · Retirement 403B	(75)
6045 · Advertising and Promotion	20
6051 · Computer Technical Support	143
6101 · Capital Expenditures	2,662
6125 · Serials	340
6200 · Programs ~ High Profile Events	350
6300 · Supplies	1,266
8500 · Misc expenses	2,900
Total Expense	<u>59,141</u>
Net Ordinary Income	(56,853)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>(56,853)</u></u>

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January 2022

	Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	4,300	(4,300)	0%
4014 · Fundraising Income - Appeal	1,880	18,750	(16,870)	10%
4015 · Investment Income	0	21,900	(21,900)	0%
4016 · Gifts and Donations	2			
4018 · Friends - Income	0	500	(500)	0%
4031 · Library Charges	1	500	(499)	0%
4032 · Other Income	406	2,200	(1,794)	18%
Total Income	2,288	48,150	(45,862)	5%
Gross Profit	2,288	48,150	(45,862)	5%
Expense				
6001 · Salaries	39,340	345,436	(306,096)	11%
6002 · Benefits	6,698	35,318	(28,620)	19%
6007 · Office Postage	133	2,000	(1,867)	7%
6008 · Accounting & Other Prof Fees	0	1,350	(1,350)	0%
6009 · Legal	0	2,250	(2,250)	0%
6010 · Repairs and Maintenance	516	19,520	(19,004)	3%
6011 · Health Insurance Premiums Paid	1,614	23,940	(22,326)	7%
6015 · Telecommunications	256	3,118	(2,862)	8%
6017 · Utilities	877	9,110	(8,234)	10%
6018 · Insurance	219	7,077	(6,858)	3%
6019 · Dues/Fees	213	1,494	(1,281)	14%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	0	12,306	(12,306)	0%
6034 · Software Licensing Fees	0	1,592	(1,592)	0%
6035 · Newsletters	350	6,035	(5,685)	6%
6036 · Fundraising	518	5,475	(4,957)	9%
6043 · Retirement 403B	(75)	200	(275)	(38)%
6045 · Advertising and Promotion	20	2,714	(2,694)	1%
6050 · RCLS Service Fee	0	2,281	(2,281)	0%
6051 · Computer Technical Support	143	6,500	(6,358)	2%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	0	600	(600)	0%
6101 · Capital Expenditures	2,662	48,287	(45,624)	6%
6125 · Serials	340	4,232	(3,892)	8%
6200 · Programs ~ High Profile Events	350	11,525	(11,175)	3%
6300 · Supplies	1,266	12,340	(11,074)	10%
8500 · Misc expenses	2,900	7,250	(4,350)	40%
Total Expense	59,141	573,150	(514,009)	10%
Net Ordinary Income	(56,853)	(525,000)	468,147	11%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(56,853)	(525,000)	468,147	11%

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
February 2021 through January 2022

	Feb '21 - Jan 22	Feb '20 - Jan 21	\$ 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	13,309.21	10,030.17	3,279.04	32.7%
4015 · Investment Income	13,361.82	17,811.04	-4,449.22	-25.0%
4016 · Gifts and Donations	243.78	190.65	53.13	27.9%
4031 · Library Charges	804.63	943.11	-138.48	-14.7%
4032 · Other Income	2,250.41	1,725.70	524.71	30.4%
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%
Total Income	812,889.28	541,047.67	271,841.61	50.2%
Gross Profit	812,889.28	541,047.67	271,841.61	50.2%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	328,458.68	329,920.49	-1,461.81	-0.4%
6002 · Benefits	34,723.29	30,827.37	3,895.92	12.6%
6007 · Office Postage	1,495.74	1,443.99	51.75	3.6%
6008 · Accounting & Other Prof Fees	1,800.00	1,950.00	-150.00	-7.7%
6009 · Legal	5,645.09	3,120.00	2,525.09	80.9%
6010 · Repairs and Maintenance	20,577.76	29,721.31	-9,143.55	-30.8%
6011 · Health Insurance Premiums Paid	17,399.68	15,127.47	2,272.21	15.0%
6015 · Telecommunications	1,746.49	1,224.98	521.51	42.6%
6017 · Utilities	10,160.04	7,382.93	2,777.11	37.6%
6018 · Insurance	6,831.24	6,180.35	650.89	10.5%
6019 · Dues/Fees	1,635.40	2,405.19	-769.79	-32.0%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%
6031 · Internet Access	1,593.04	1,590.00	3.04	0.2%
6032 · Ansernet Service Fee	14,706.56	10,063.66	4,642.90	46.1%
6033 · Printing	85.00	0.00	85.00	100.0%
6035 · Newsletters	5,991.64	1,512.08	4,479.56	296.3%
6036 · Fundraising	2,717.86	2,104.43	613.43	29.2%
6043 · Retirement 403B	-175.00	0.00	-175.00	-100.0%
6045 · Advertising and Promotion	55.00	1,936.00	-1,881.00	-97.2%
6050 · RCLS Service Fee	2,296.16	2,195.23	100.93	4.6%
6051 · Computer Technical Support	5,462.50	7,005.00	-1,542.50	-22.0%
6052 · New Library Website	134.93	0.00	134.93	100.0%
6053 · Website Hosting Fee	589.70	419.68	170.02	40.5%
6101 · Capital Expenditures	48,745.30	43,668.42	5,076.88	11.6%
6125 · Serials	2,308.57	3,847.21	-1,538.64	-40.0%
6200 · Programs ~ High Profile Events	5,705.43	3,351.00	2,354.43	70.3%
6300 · Supplies	9,992.43	8,395.18	1,597.25	19.0%
6819 · Covid 19 Expenses	-300.29	4,653.72	-4,954.01	-106.5%
8500 · Misc expenses	2,900.00	0.00	2,900.00	100.0%
Total Expense	534,086.42	521,535.96	12,550.46	2.4%
Net Ordinary Income	278,802.86	19,511.71	259,291.15	1,328.9%

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
February 2021 through January 2022

	<u>Feb '21 - Jan 22</u>	<u>Feb '20 - Jan 21</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u>278,802.86</u>	<u>19,511.71</u>	<u>259,291.15</u>	<u>1,328.9%</u>

Rose Memorial Library Association

Balance Sheet

As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating Account - TD Bank	382,885.61
1005 · Payroll Acct - TD Bank	1,505.03
1006 · Savings - Special Funds	7,503.57
1040 · Petty Cash	101.27
Total Checking/Savings	391,995.48
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	833,281.92
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 January 31, 2022

	Jan 31, 22
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
Total Fixed Assets	753,049.17
TOTAL ASSETS	1,586,331.09
LIABILITIES & EQUITY	
Equity	
3010 · Unrestrict (retained earnings)	-36,218.05
3998 · Fund Balance	1,679,401.80
Net Income	-56,852.66
Total Equity	1,586,331.09
TOTAL LIABILITIES & EQUITY	1,586,331.09

Rose Memorial Library
February 2022 Board Meeting
Board Report

Alice Meacham, Library Director

- Despite some inclement weather and elevated COVID numbers, January was a great month for Rose Memorial Library! The energy was excellent and I noticed a lot more people not just coming and going, but actually spending time in the library.
- It was a busy month for me in terms of potential library growth. I visited the old school house three times. Met with a couple different library directors in the area who have been through large construction projects/capital campaigns to soak in some of their wisdom, and have been diving deep on the process and potential funding for a big project like this.
- It is also Annual Report season. It is a little tedious, sure, but what an excellent opportunity to dig in to the data of our library!

Oscar Chrin, Adult Services

- I am currently finalizing my spring programming plans and am excited to get back to some in-person events utilizing outdoor park space and (potentially) off-site locations.

Susan Babcock, Children's Services and Circulation Services

Youth Services

- I am currently working on finalizing spring program plans. Hoping the location of the Dance Studio will work out and we can offer some fun and exciting programs for families in the spring. I will be attending a Summer Reading Workshop this month as well as The Power Up Conference suggested by Alice. Looking forward to both of these professional development opportunities. It's always great to learn about new trends and be provided the opportunity to network with other librarians who possess similar goals.

Circulation Services

- I have attended my first CTUG (Circulation Technology Users Group) meeting. I brought back the information to the circulation staff as needed. I am also looking to make sure some tasks regarding Circulation are being performed regularly as some had fallen down the cracks after Gretchen leaving. I also will be working on the Circulation Stats as I am new to that role and trying to understand how they were reported in the past.

Carole Gomez, Office Manager & Bookkeeper

- As of 02/12/2022, the 2022 Annual Appeal totals \$8,580 including the Annual Appeal mailing, *givelively.org* online donations, memorial donations and the Winter Newsletter. They are all processed, deposited and thank you (required contribution acknowledgement) letters sent. A donor list has been provided to Oscar for the Spring Newsletter.
- Library Statistics for January 2022 included six (6) new patrons for a total of 4,272 patrons. RCLS performed a purge of any patrons inactive for more than five years in 2021 which explains the reduction in the YOY.
- There were approximately 893 patrons who visited RML in January including sixty (60) computer sessions. Website visits are in the same range as last year when we were Curbside Only.
- RML outreach fulfilled four (4) requests for Books By Mail, one Curbside Pickup and four (4) home deliveries
- There were two (2) notary requests for January.
- The approved 2022 RML Budget has been successfully entered into QuickBooks. Bookkeeping systems are now in place and working smoothly.

Additional Notes:

ROSE MEMORIAL LIBRARY STATISTICS
JANUARY 2022

	January 2022	YTD 2022	January 2021*	YTD 2021
Registered Users	4272	4272	5669	5669
New Cards	6	6	0	0
Library Visitors	893	893	746	746
Public Computer Sessions	60	60	0	0
Web Analytics				
Visitors	726	726	608	608
Number of Visits	1202	1202	1262	1262
Page Views	2098	2098	2508	2508

PROGRAMS

	January 2022	YTD 2022	January 2021*	YTD 2021
ADULT				
Number of Programs	3	3	0	0
Attendance	49	49	0	0
CHILDREN'S				
Number of Programs	5	5	0	0
Attendance	101	101	0	0
TEEN/YOUNG ADULT				
Number of Programs	1	1	0	0
Attendance	24	24	0	0

* *Curbside only*

**ROSE MEMORIAL LIBRARY
CIRCULATION STATISTICS**

	January 2022	YTD 2022	January 2021	YTD 2021
Adult Collection				
Fiction Books	306	306	231	231
New Fiction	144	144	20	20
Express Books	225	225	83	83
Large Print Books	131	131	117	117
Non Fiction Books	159	159	179	179
<i>Total Adult Books</i>	<i>965</i>	<i>965</i>	<i>630</i>	<i>630</i>
<i>CD/Audio</i>	<i>34</i>	<i>34</i>	<i>37</i>	<i>37</i>
<i>DVD</i>	<i>290</i>	<i>290</i>	<i>169</i>	<i>169</i>
<i>Misc.</i>			0	0
<i>Periodicals</i>	<i>58</i>	<i>58</i>	<i>36</i>	<i>36</i>
TOTAL ADULT CIRC	1347	1347	872	872
Juvenile Collection				
Fiction Books	391	391	212	212
Non-Fiction Books	85	85	66	66
Express Books	0	0	0	0
<i>Total Juv Books</i>	<i>476</i>	<i>476</i>	<i>278</i>	<i>278</i>
<i>CD/Audio</i>	<i>3</i>	<i>3</i>	<i>6</i>	<i>6</i>
<i>DVD</i>	<i>12</i>	<i>12</i>	<i>52</i>	<i>52</i>
<i>Misc.</i>			0	0
<i>Periodicals</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
TOTAL Juvenile Circ	491	491	336	336
YA Collection				
Fiction Books	45	45	26	26
Non-Fiction Books	0	0	3	3
Express Books	4	4	1	1
<i>CD/Audio</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>DVD</i>	<i>0</i>	<i>0</i>		6
TOTAL YA Circ	49	49	30	30
<i>Graphic Books</i>	<i>78</i>	<i>78</i>	<i>41</i>	<i>41</i>
<i>Games</i>	<i>19</i>	<i>19</i>	<i>2</i>	<i>2</i>
GRAND TOTAL	1984	1984	1281	1281
All Books	1568	1568	978	978
All AV	339	339	270	270
Periodicals	58	58	36	36
Games	19	19	2	2
Misc	0	0	0	0
	1984	1984	1286	1286