

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

- I. Call to Order**
- II. Adoption of Minutes**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: February 2022
 - b. Approval of Disbursements: February 2022
 - c. Financial Reports: February 2022
- V. Reports**
 - a. Director's Report: February 2022
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
 - a. Updates on Rose Memorial Library's future and rebranding project
- VII. New Business**
 - a. Request to move the date of the May Board Meeting
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ April 20, 2022

**motion required*

**Monthly Meeting
Board of Trustees
Rose Memorial Library Association
February 16, 2022**

February 16, 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; Richard Eggers, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML

Guests: Debbie DiBernado

1. Meeting called to order at 5:31pm by James Brooks, President

2. Approval of Minutes*

Minutes from January 19, 2022, meeting approved. Motion by James Brooks and second by Dick Eggers and approved by all Trustees.

3. Public Comments. We welcomed guest Debbie DiBernardo who appreciated the opportunity to attend the meeting. 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 Dick Eggers second by Amanda Pagan-Glass and with the agreement of all Trustees, the disbursement report was approved.

Upon motion of James Brooks and second of Amanda Pagan-Glass and with the approval of all Trustees the Financial Report was approved.

5. Reports

Library Director

- The library has been very busy with an increase in patron traffic. Patrons are not only visiting the library but spending time utilizing activities now available. The new “zone experiences” in the library, including a Lego table, train table, art table (in Children’s) and puzzle area (in Kennedy Room) have encouraged patrons to relax and enjoy their time in the library.
- Several conversations have taken place with Liesel Vink, Graphic Designer. There was a discussion of the three possibilities presented to the Board and suggestions for taking a different direction.
- A request was posted on social media asking for suggestions for a public space to hold in-person programming. A few opportunities have presented themselves and are currently being explored for April.
- The Library Statistics and Circulation Statistics are once again available. Discussion of year-over-year comparison.
- The agreement with Berard & Associates has been signed for the firm to complete an audit. Expectation is late Spring.

Board committees have been active:

- **Marketing:** The rebranding effort has completed two rounds of edits with a third still to go. Board discussion stated to suspend this project temporarily while they research future plans.
- **Fundraising:** Discussion of types of informational and fundraising events more community based in the Spring utilizing outdoor space.
- **Facilities & Capital Projects:**
- **Finance & Budget:** Hollis Griffin reported the status of the transfer of funds from Merrill Lynch to UBS. All paperwork has been signed and is supposedly under final review. Ted Needleman expressed his concern for the delay on the part of Merrill Lynch to release the funds despite fulfilling their need for paperwork on several occasions.
- **Long Range Planning Committee:** The committee toured the building at 117 West Main St on three occasions last month. 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 RCLS replacement of designated computers, the cost and other options that may be available.

6. Old Business

7. New Business

- **Presentation of the final 2021 Annual Report.** Director explained the process and possible inconsistencies due the change in personnel during 2021. Motion by Ted Needleman and second by Amanda Pagan-Glass to approve the report. It will now be submitted to RCLS for review and eventually sent to the state.

8. Executive Session*

Hollis Griffin made a motion at 6:20pm to go into Executive Session and second by James Brooks to discuss the future plans for the library. Executive Session ended at 7:10pm.

9. Announcements

There will be a Special Executive Session scheduled for Wednesday, February 23, 2022, at 5:30pm.

The next monthly Board Meeting will be Wednesday, March 16, 2022, at 5:30pm.

10. Adjournment

The meeting closed at 7:15pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, March 16, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

*motion required

Carole Gomez, RML Office Manager

ROSE MEMORIAL LIBRARY ASSOCIATION

MARCH 2022 BOARD MEETING

FINANCIAL NARRATIVE

The financial reports for this month, posted on Google Drive, reflect income and expenses as of February 28th, 2022. As of that date, RML had on deposit in TD Bank:

- Operating Account: \$234,953.58
- Savings Account: \$107,503.95
- Payroll Account: \$ 1,502.30
- The Merrill Lynch investment accounts had a value of \$429,632.57 as of February 28th, 2022. Monthly change: (\$1,807.19)
 - Net Contributions (\$1,245.00)
 - Dividends/Interest Income \$1,151.54
 - Market Gains/(Losses) (\$1,713.73)
 - Investment Earnings (\$562.19)

There were two payrolls in the month of February 2022 totaling \$27,147.

The largest expenditures (over \$500) include:

Hoopla (Midwest Tape) December & January	\$492.61
The Baking Coach (adult program including 28 kits)	\$546.00
Amazon (DVDs, CDs, Video Games, Book, Library & Office Supplies	\$718.60
The Baking Coach (children's \$369.95/teen \$369.95)	\$739.90
Diamond Shine Cleaning Service (4 weeks)	\$760.00
E.J. Stubenvoll Landscaping (salting)	\$765.00
O & R (utilities)	\$840.57
RCLS (E-Content, Q1-2022)	\$889.70
Key Bank (children's craft supplies), ZOOM, book, iPad	\$916.48
Popular Subscription Service (Annual fees)	\$1,218.52
EJ Stubenvoll (Spring/Summer/Fall contract)	\$1,579.50
Oxford Health Insurance	\$1,873.30
Utica National Insurance	\$1,877.00
Baker & Taylor (books~A/C/T) \$564.45 (2/02), \$516.64 (2/09), \$745.62 (2/16), \$51.32 (2/23)	\$1,878.03
RCLS (ANSER fees)	\$3,076.62

Rose Memorial Library Association
Cash Disbursement Report
 As of February 28, 2022

Date	Num	Name	Memo	Paid Amount
1000 · Operating Account - TD Bank				
02/01/2022			Deposit	49
02/01/2022			Deposit	75
02/01/2022	9605	Barbara Freiberg	Adult Art Program 02/16/2022	(200)
02/01/2022	9606	Popular Subscription Service	Invoice #SW-06078 Annual Subscriptions	(1,219)
02/01/2022	9607	The Baking Coach, Inc.	Adult Program 02/12/2022	(546)
02/01/2022	9608	Orange & Rockland	26290-56026, 12/27/2022 thru 01/26/2022	(841)
02/01/2022	9609	Baker and Taylor	Acct # 320274 L449649 3 B00000	(564)
02/01/2022	9610	Diamond Shine Cleaning Service	January 2022, Invoice #112	(760)
02/01/2022	9611	Cengage Learning Inc./Gale	Account # 122519; Invoice #76892023	(80)
02/02/2022	9612	RCLS Automation	Invoice 30504	(3,077)
02/02/2022	9613	EJ Stubenvoll Landscaping LLC	Invoice #130, Salting 12/2021, 01/2022	(765)
02/02/2022			Deposit	1,712
02/05/2022			Funds Transfer Adjustments PE01292022	(400)
02/09/2022			Deposit	120
02/09/2022			Deposit	85
02/09/2022	9614	Baker and Taylor	Acct # 320274 L449649 3 B00000	(517)
02/09/2022	9615	Blackstone Audio, Inc.	Customer ID #140854, Invoice 2022439	(155)
02/09/2022	9616	RCLS Automation	Invoice 30554 Consumer Reports	(218)
02/09/2022	9617	Staples	NYC 1009485, Statements 1640170546, 1640165198	(356)
02/09/2022	9618	KeyBank	Rose Memorial Library - 12/29/2021 to 01/28/2022	(916)
02/09/2022	9619	The Baking Coach, Inc.	Children's/Teen Programs	(740)
02/09/2022	9620	Frontline Data Services	Invoice 5962	(483)
02/11/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(72)
02/14/2022			Funds Transfer PE02122022	(14,335)
02/15/2022			Deposit	126
02/15/2022			Deposit	91
02/15/2022	9621	Avaya Financial Services	753-0013903-000; Invoice #39376441	(90)
02/15/2022	9622	Barbara Freiberg	Children's Program 02/28/2022	(200)
02/15/2022	9623	RCLS Automation	Invoice 30455	(890)
02/15/2022	9624	Baker and Taylor	Acct # 320274 L449649 3 B00000	(746)
02/15/2022	9625	Utica National Insurance Group	Account #101087518	(1,877)
02/15/2022	9626	SUEZ Water New York	Account 20008129710000, 01/05/2022 thru 02/07/2022	(29)
02/15/2022	9627	Pitney Bowes - Purchase Power	8000-9090-0997-5876	(12)
02/15/2022	9628	Oxford Health Plans	Group #130431, Customer #1293309	(1,873)
02/18/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(7)
02/22/2022			Deposit	25
02/22/2022			Deposit	30
02/22/2022	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
02/23/2022	9629	Midwest Tape	Customer 2000001490, Invoice 501669699	(18)
02/23/2022	9630	Baker and Taylor	Acct # 320274 L449649 3 B00000	(51)
02/23/2022	9631	Midwest Tape	Customer 2000016084, Invoices 501492112, 501629709	(493)
02/23/2022	9632	EJ Stubenvoll Landscaping LLC	Invoice 140, Seasonal Contract 2022	(1,580)
02/23/2022	9633	Cengage Learning Inc./Gale	Account # 122519	(119)
02/23/2022	9634	Amazon.com	6045 7817 0018 7544	(719)
02/23/2022	9635	OPTIMUM	Phone & Internet, Billing Period 02/23--03/22	(256)
02/23/2022	9636	Blackstone Audio, Inc.	Customer ID #140854, Invoice 2026123	(172)
02/24/2022			Funds Transfer	(100,000)
02/25/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(60)
02/25/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(72)
02/28/2022			Funds Transfer PE 02/26/2022	(14,615)
Total 1000 · Operating Account - TD Bank				(147,935)
1005 · Payroll Acct - TD Bank				
02/05/2022			Funds Transfer Adjustments PE01292022	400
02/05/2022	EFT	ADP	Payroll Period Ending 01/29/2022 Adjustments	(307)
02/05/2022	EFT	ADP - taxes	Taxes, Payroll Period Ending 01/29/2022 Adjustments	(88)
02/14/2022			Funds Transfer PE02122022	14,335
02/14/2022	EFT	ADP	P 02/12/2022	(10,446)
02/14/2022	EFT	ADP - taxes	Taxes Payroll PE 02/12/2022	(3,707)
02/28/2022			Funds Transfer PE 02/26/2022	14,615
02/28/2022	EFT	ADP	Pay Period Ending 02/26/2022	(10,898)
02/28/2022	EFT	ADP - taxes	Taxes Payroll PE 02/26/2022	(3,907)
Total 1005 · Payroll Acct - TD Bank				(3)
1006 · Savings - Special Funds				
02/24/2022			Funds Transfer	100,000
02/28/2022			Interest	0
Total 1006 · Savings - Special Funds				100,000
1040 · Petty Cash				
Total 1040 · Petty Cash				0
TOTAL				(47,937)

Rose Memorial Library Association

Profit & Loss

February 2022

03/01/22

Cash Basis

	<u>Feb 22</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	351
4015 · Investment Income	1,712
4016 · Gifts and Donations	8
4031 · Library Charges	75
4032 · Other Income	168
Total Income	<u>2,315</u>
Gross Profit	2,315
Expense	
6001 · Salaries	27,147
6002 · Benefits	2,841
6007 · Office Postage	125
6010 · Repairs and Maintenance	3,194
6011 · Health Insurance Premiums Paid	1,700
6015 · Telecommunications	256
6017 · Utilities	870
6018 · Insurance	1,877
6032 · Ansernet Service Fee	3,077
6043 · Retirement 403B	(50)
6045 · Advertising and Promotion	1
6051 · Computer Technical Support	483
6101 · Capital Expenditures	5,057
6125 · Serials	1,219
6200 · Programs ~ High Profile Events	1,686
6300 · Supplies	688
8500 · Misc expenses	82
Total Expense	<u>50,252</u>
Net Ordinary Income	(47,937)
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>(47,937)</u></u>

Rose Memorial Library Association

03/01/22

Balance Sheet

Cash Basis

As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating Account - TD Bank	234,953.58
1005 · Payroll Acct - TD Bank	1,502.30
1006 · Savings - Special Funds	107,503.95
1040 · Petty Cash	101.27
Total Checking/Savings	344,061.10
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	785,347.54
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 February 28, 2022

03/01/22

Cash Basis

	Feb 28, 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	1,538,396.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	-1,989.00
Total Accounts Payable	-1,989.00
Total Current Liabilities	-1,989.00
Total Liabilities	-1,989.00
Equity	
3010 · Unrestrict (retained earnings)	-34,229.05
3998 · Fund Balance	1,679,401.80
Net Income	-104,787.04
Total Equity	1,540,385.71
TOTAL LIABILITIES & EQUITY	1,538,396.71

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

03/01/22

January through February 2022

Cash Basis

	Jan - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	717	(717)	0%
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	0	0	0	0%
4010 · LLSWA State Aid	0	0	0	0%
4014 · Fundraising Income - Appeal	2,231	16,250	(14,019)	14%
4015 · Investment Income	1,715	21,900	(20,185)	8%
4016 · Gifts and Donations	10			
4018 · Friends - Income	0	500	(500)	0%
4031 · Library Charges	76	83	(7)	91%
4032 · Other Income	574	425	149	135%
Total Income	<u>4,606</u>	<u>39,875</u>	<u>(35,269)</u>	<u>12%</u>
Gross Profit	4,606	39,875	(35,269)	12%
Expense				
6001 · Salaries	66,487	57,573	8,914	115%
6002 · Benefits	9,539	5,970	3,569	160%
6007 · Office Postage	258	333	(75)	77%
6008 · Accounting & Other Prof Fees	0	225	(225)	0%
6009 · Legal	0	375	(375)	0%
6010 · Repairs and Maintenance	3,710	7,724	(4,014)	48%
6011 · Health Insurance Premiums Paid	3,314	3,990	(676)	83%
6015 · Telecommunications	512	520	(8)	98%
6017 · Utilities	1,746	1,518	228	115%
6018 · Insurance	2,096	1,180	917	178%
6019 · Dues/Fees	213	1,056	(843)	20%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	3,077	2,051	1,026	150%
6034 · Software Licensing Fees	0	265	(265)	0%
6035 · Newsletters	350	0	350	100%
6036 · Fundraising	518	3,100	(2,582)	17%
6043 · Retirement 403B	(125)	33	(158)	(375)%
6045 · Advertising and Promotion	21	452	(431)	5%
6050 · RCLS Service Fee	0	380	(380)	0%
6051 · Computer Technical Support	625	1,083	(458)	58%
6052 · New Library Website	0	83	(83)	0%
6053 · Website Hosting Fee	0	100	(100)	0%
6101 · Capital Expenditures	7,720	8,056	(337)	96%
6125 · Serials	1,559	2,746	(1,187)	57%
6200 · Programs ~ High Profile Events	2,036	3,487	(1,451)	58%
6300 · Supplies	1,953	1,990	(37)	98%
8500 · Misc expenses	2,982	7,250	(4,268)	41%
Total Expense	<u>109,393</u>	<u>112,241</u>	<u>(2,848)</u>	<u>97%</u>
Net Ordinary Income	(104,787)	(72,366)	(32,421)	145%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(104,787)</u>	<u>(72,366)</u>	<u>(32,421)</u>	<u>145%</u>

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

	Mar '21 - Feb 22	Mar '20 - Feb 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	13,555.64	9,850.17	3,705.47	37.6%
4015 · Investment Income	12,856.79	19,779.33	-6,922.54	-35.0%
4016 · Gifts and Donations	227.60	204.73	22.87	11.2%
4031 · Library Charges	854.40	548.70	305.70	55.7%
4032 · Other Income	2,279.78	1,183.25	1,096.53	92.7%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4038 · Rental Income - 61 E. Main	0.00	11,025.00	-11,025.00	-100.0%
Total Income	529,849.61	823,532.21	-293,682.60	-35.7%
Gross Profit	529,849.61	823,532.21	-293,682.60	-35.7%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	336,884.68	320,821.72	16,062.96	5.0%
6002 · Benefits	34,004.53	29,842.49	4,162.04	14.0%
6007 · Office Postage	1,450.74	1,648.99	-198.25	-12.0%
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	21,078.73	28,062.13	-6,983.40	-24.9%
6011 · Health Insurance Premiums Paid	18,259.84	16,045.85	2,213.99	13.8%
6015 · Telecommunications	1,779.47	1,447.90	331.57	22.9%
6017 · Utilities	9,967.41	8,415.68	1,551.73	18.4%
6018 · Insurance	8,708.24	4,645.35	4,062.89	87.5%
6019 · Dues/Fees	1,394.73	2,376.74	-982.01	-41.3%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%
6031 · Internet Access	1,301.92	1,881.12	-579.20	-30.8%
6032 · Ansernet Service Fee	14,106.54	13,740.30	366.24	2.7%
6033 · Printing	85.00	0.00	85.00	100.0%
6035 · Newsletters	5,991.64	239.55	5,752.09	2,401.2%
6036 · Fundraising	2,717.86	2,104.43	613.43	29.2%
6043 · Retirement 403B	-215.00	-10.00	-205.00	-2,050.0%
6045 · Advertising and Promotion	56.00	1,936.00	-1,880.00	-97.1%
6050 · RCLS Service Fee	2,296.16	2,195.23	100.93	4.6%
6051 · Computer Technical Support	5,660.00	6,590.00	-930.00	-14.1%
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	48,835.52	44,027.29	4,808.23	10.9%
6125 · Serials	3,253.32	3,753.95	-500.63	-13.3%
6200 · Programs ~ High Profile Events	7,090.65	3,401.00	3,689.65	108.5%
6300 · Supplies	10,322.72	7,866.27	2,456.45	31.2%
6819 · Covid 19 Expenses	-498.83	4,852.26	-5,351.09	-110.3%
8500 · Misc expenses	2,982.22	0.00	2,982.22	100.0%
Total Expense	546,487.99	512,864.20	33,623.79	6.6%
Net Ordinary Income	-16,638.38	310,668.01	-327,306.39	-105.4%

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

	<u>Mar '21 - Feb 22</u>	<u>Mar '20 - Feb 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>-16,638.38</u>	<u>310,668.01</u>	<u>-327,306.39</u>	<u>-105.4%</u>

Rose Memorial Library
March 2022 Board Meeting
Board Report

Alice Meacham, Director

- The Annual Report was approved and submitted by RCLS on March 9, 2022. Despite its time-consuming nature, it was an interesting, informative project for me to work on. It has changed how we collect some of our data, such as programming stats, throughout the year. I honestly look forward to completing it again next year!

Oscar Chrin, Adult Services

- We have been getting a good response on program registrations for spring ever since the newsletter hit homes/social media - I think patrons are eager to get back to in-person activities.
- I am now a member of the eContent selector team through RCLS – contributing to purchasing decisions on the Overdrive platform utilizing pooled consortia funds.

Susan Babcock, Children's Services

- The train table in the children's room is a hit. Families enjoy coming to get materials and staying for a while to allow their kids to play.
- I am currently working on putting together my storytimes that will begin Mid-April at the park. Starting in May I have added a new program at the park that will happen rain or shine. "Messy Meet-ups" will be a sensory outdoor play program. Kids will dig in the dirt, play with water and complete nature art projects.

Circulation

- RCLS is putting a new communication system in place called Message Bee. As approved by a motion at the last Directors Association, RCLS has contracted with Unique Management to use their MessageBee service for sending Symphony email notices to patrons. This will allow us the option to customize the messages including the branding, logos, and wording. Training will be provided and hopefully this will go into effect very soon.

Carole Gomez, Office Manager

- As of March 14, 2022, the 2022 Annual Appeal totals \$8,956.00. This includes the 2022 Annual Appeal mailing as well as the Newsletter tear-off. All donations have been processed, deposited and thank you letters (required contribution acknowledgements) have been sent.
- Synchrony Bank who administers the Amazon Corporate Revolving Credit Line is terminating their relationship with Amazon as of April 30, 2022. After some research, we have determined the simple solution is to transition to the Key Bank Credit Cards to make payment. This process has already begun.
- Library Statistics for February included eighteen (18) new patrons totaling 4,288. There were 1,353 visitors during the month along with 112 computer sessions. Website visits are in the same range as last month but, of course, lower than last year during our Curbside Only period.
- RML outreach fulfilled three (3) Books By Mail requests, three Curbside Pickups, and three home deliveries.
- There were four (4) requests for notary services for February.
- Following the mailing of the Spring Newsletter, 42 tickets for RML's Books & Brew fundraiser on April 22, 2022, have been sold to date.

Additional Notes:

**ROSE MEMORIAL LIBRARY STATISTICS
FEBRUARY 2022**

	February 2022	YTD 2022	February 2021	YTD 2021
Registered Users	4288	n/a	4118	n/a
New Cards	18	24	0	0
Library Visitors	1353	2585	723*	1469
Public Computer Sessions	112	172	0*	0
Web Analytics				
Visitors	694	1420	1748	2356
Number of Visits	1281	2483	3295	4557
Page Views	2158	4256	4377	6885
PROGRAMS				
ADULT				
Number of Programs	2	5	0	0
Attendance	34	83	0	0
CHILDREN'S				
Number of Programs	2	7	2	2
Attendance	55	156	51	51
TEEN/YOUNG ADULT				
Number of Programs	1	2	1	1
Attendance	24	48	14	14

*Curbside only through April 6, 2021

CIRCULATION STATS	January 2022	February 2022	YTD 2022
Adult Collection			
Fiction Books	306	294	600
New Fiction	144	96	240
Express Books	225	151	376
Large Print Books	131	126	257
Non Fiction Books	159	177	336
Total Adult Books	965	844	1809
CD/Audio	34	53	87
DVD	290	178	468
Misc.			
Periodicals	58	36	94
TOTAL ADULT CIRC	1347	1111	2458
Juvenile Collection			
Fiction Books	391	541	932
Non-Fiction Books	85	132	217
Express Books	0		
Total Juv Books	476	673	1149
CD/Audio	3		3
DVD	12	63	75
Misc.			
Periodicals	0		
TOTAL Juvenile Circ	491	736	1227
YA Collection			
Fiction Books	45	45	90
Non-Fiction Books	0	5	5
Express Books	4	3	7
CD/Audio	0		
DVD	0		
TOTAL YA Circ	49	53	102
Graphic Books	78	99	177
Games	19	14	33
GRAND TOTAL	1984	2013	3997
All Books	1568	1666	3237
All AV	339	294	633
Periodicals	58	36	94
Games	19	14	33
Misc	0	0	0
	1984	2013	3997