

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Tuesday, April 26, 2022**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes ~ March 2022**
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: March 2022
  - b. Approval of Disbursements: March 2022
  - c. Financial Reports: March 2022
- V. Reports**
  - a. Director's Report: March 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. Updates on Rose Memorial Library's future
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting ~ May 25, 2022***

*\*motion required*

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

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**March 16, 2022, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.**

**Present: James Brooks, Board President; Amanda Pagan-Glass, Board Vice President; Ted Needleman, Treasurer; F. Hollis Griffin, Jr., Secretary; Richard Eggers, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML**

**1. Meeting called to order at 5:33pm by James Brooks, President.**

**2. Approval of Minutes\***

**Minutes from February 16, 2022, meeting approved. Motion by James Brooks and second by Ted Needleman and approved by all Trustees.**

**3. Public Comments. No public comments.**

**4. Financial Reports\***

- The Financial Narrative was presented by Carole Gomez.**
- Questions regarding certain expenditures were explained by Library Director Alice Meacham.**
- A possible expense in the near future for the lift was noted by Carole Gomez.**
- Synchrony Bank is terminating their agreement with Amazon Revolving Corporate Credit Line and Rose Memorial is transitioning to Key Bank Credit Cards for Amazon purchases.**
- The monthly Cash Disbursement Report and supporting information were reviewed.**
- Upon motion of Ted Needleman second by Amanda Pagan-Glass and with the agreement of all Trustees, the disbursement report was approved.**

- Upon motion of James Brooks and second by Hollis Griffin and with the approval of all Trustees the Financial Reports were approved.

## **5. Reports**

### **Library Director**

- Patron traffic is on the rise again this month. Patrons are not only visiting the library, they are 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. A grandmother and her grandchild were observed enjoying the puzzle for a long period. A Doll House will be an added attraction in the Children’s Room.
- Liesel Vink, Graphic Designer, is on hold for the present awaiting word concerning the future plans for the library.
- A request was posted on social media asking for suggestions for a public space to hold in-person programming. Several Children’s and Adult Programs have been booked for March through June utilizing Vincent Clark Park, The Rho Building, Industrial Arts. A few more opportunities are being explored.
- The Library Statistics and Circulation Statistics are once again on the upswing. The statistics show a marked increase Year to Date and Year Over Year.
- Some suggestions for summer activities included programming related to the Revolutionary History of Stony Point, Lego Land passes, Brick Museum, etc.

### **Board committees have been active:**

- **Marketing:** The rebranding effort has completed two rounds. Currently on hold.
- **Fundraising:** Books & Brew has 45 reservations to date with only 10 spots left. A golf outing is tentatively planned for the Fall. Discussion of types of informational and fundraising events more community based.
- **Facilities & Capital Projects:** Plans have been discussed and awaiting word.
- **Finance & Budget:** Hollis Griffin reviewed trades by UBS as the planned transfer of funds from Merrill Lynch to UBS begins.

- **Long Range Planning Committee:** Plans are on hold at this time.
  - **Technology:** An iPad has been purchased for use by the Library
- 6. Old Business**
- Updates on Rose Memorial Library's rebranding and future are on hold.
- 7. New Business: Request to reschedule the April and May Board meetings with agreement of all Trustees.**
- **The April Monthly Board Meeting** has been changed to Wednesday, April 27<sup>th</sup>.
  - **The May Monthly Board Meeting** has been changed to Wednesday, May 25<sup>th</sup>.
- 8. Executive Session\*, none**
- 9. Announcements**
- 10. The meeting closed at 6:16pm with consent of all Trustees.**

*The next scheduled Board Meeting is  
Wednesday, April 27, 2022, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

**\*motion required**

Carole Gomez, RML Office Manager

**Special Meeting  
Board of Trustees  
Rose Memorial Library Association  
March 30, 2022**

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**March 30, 2022, meeting held at Rose Memorial Library, 2:30pm, in-person, Kennedy Room.**

**Present: James Brooks, Board President; Amanda Pagan-Glass, Board Vice President; Ted Needleman, Treasurer; F. Hollis Griffin, Jr., Secretary; Richard Eggers, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML**

**1. Meeting called to order at 2:44pm by James Brooks, President.**

**2. Approval of Minutes\***

**March 16, 2022, Monthly Meeting Minutes will be available for approval at the next regular monthly meeting, April 27, 2022.**

**3. Public Comments. No public comments.**

**4. Financial Reports\***

**March 2022 Financials will be available for approval at the next regular monthly meeting, April 27, 2022.**

**5. Reports**

**At 2:45pm, Hollis Griffin made a motion to move to Executive Session, Richard Eggers second and all Board in agreement.**

**Following the Executive Session, the meeting continued.**

**6. Old Business**

**No Old Business at this time.**

**7. New Business:**

**No New Business at this time.**

**8. Announcements**

**April Monthly Meeting is now April 27, 2022, due to scheduling conflicts.**

**May Monthly Meeting is now May 25, 2022, due to scheduling conflicts.**

**9. The meeting closed at 2:58pm with consent of all Trustees.**

*The next scheduled Board Meeting is  
Wednesday, April 27, 2022, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

**\*motion required**

Carole Gomez, RML Office Manager

# ROSE MEMORIAL LIBRARY ASSOCIATION

## APRIL 2022 BOARD MEETING

### FINANCIAL NARRATIVE

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

- **Operating Account:** \$517,704.03
- **Savings Account:** \$107,505.78
- **Payroll Account:** \$ 1,500.86
- **The Merrill Lynch investment accounts were closed and the monies transferred to UBS Financial Services around March 1, 2022.**
- **UBS Financial Services as of March 31, 2022.**
  - **Opening Balance** \$430,208.24
  - **Dividend & Interest Income** \$ 872.76
  - **Change in value of accrued interest** \$ 2,208.16
  - **Change in market value** \$ ( 5,944.22)
  - **Cash & Money Balances** \$221,342.48
  - **Fixed Income** \$206,002.46
  - **Balance as of 3/31/2022** \$427,344.94

There were two payrolls in the month of March 2022 totaling \$26,505.41

The largest expenditures (over \$500) include:

Utica National Insurance (umbrella coverage)	\$229.00
Whiteman, Osterman & Hanna (quarterly retainer)	\$500.00
O & R (utilities 02/24 to 03/25)	\$676.36
Johnny Fix It (approved building maintenance)	\$750.00
Diamond Shine Cleaning Service (March)	\$760.00
O & R (utilities 01/26 to 02/24)	\$805.41
Diamond Shine Cleaning Service (February)	\$950.00
Industrial Arts (Books & Brew balance due)	\$1,050.00
Amazon (DVDs, Video Games, Custodial & Library & Office Supplies, Children's & Adult Program Supplies)	\$1,087.76
Star Press of Pearl River (Spring Newsletter)	\$1,200.00
Oxford Health Insurance	\$1,873.00
Liesel Vink (rebranding)	\$2,000.00
Baker & Taylor (books ~ A/C/T) \$355.26 (03/02), \$339.30 (03/09), \$1,049.77 (03/16), \$436.45 (03/23)	\$2,180.78

**Rose Memorial Library Association**  
**Cash Disbursement Report**  
 As of March 31, 2022

Date	Num	Name	Memo	Paid Amount
<b>1000 · Operating Account - TD Bank</b>				
03/01/2022			Deposit	52
03/01/2022	PE02262...	Industrial Arts Brewing Company	Reverse of GJE PE02262023 -- For CHK 9558 voided on...	450
03/01/2022		Amazon.com	6045 7817 0018 7544	19
03/02/2022	9637	U.S. Postal Service	845-786-2100 Permit #8350	(265)
03/02/2022	9638	DEMCO, Inc.	Customer #710111047	(73)
03/02/2022	9639	Orange & Rockland	Account 72647-23003 01/26 to 02/24/2022	(805)
03/02/2022	9640	Warner Library	The Discovery of A Masterpiece	(70)
03/02/2022	9641	Rockland Carting	190708, Invoice #1135825	(120)
03/02/2022	9642	Johnny Fix It	Invoice #5050 (Tax Exempt)	(750)
03/02/2022	9643	Midwest Tape	Customer 2000016084, Invoice #501758240	(203)
03/02/2022	9644	Industrial Arts Brewing Company	Customer #C2148; Invoice #23119	(450)
03/02/2022	9645	Cengage Learning Inc./Gale	Account # 122519	(55)
03/02/2022	9646	Baker and Taylor	Acct # 320274 L449649 3 B00000	(355)
03/02/2022	9647	Diamond Shine Cleaning Service	February 2022, Invoice #113	(950)
03/08/2022			Deposit	25
03/08/2022			Deposit	474
03/09/2022	9648	EJ Stubenvoll Landscaping LLC	Invoice 144, Salting	(340)
03/09/2022	9649	Staples	NYC 1009485, Statement #1640700439	(61)
03/09/2022	9650	Baker and Taylor	Acct # 320274 L449649 3 B00000	(339)
03/09/2022	9651	Blackstone Audio, Inc.	Customer ID #140854, Invoice 2028835	(165)
03/09/2022	9652	KeyBank	Rose Memorial Library - 01/29 to 02/28/2022	(111)
03/09/2022			3304481200	160
03/10/2022			EFT	548
03/11/2022			EFT	162
03/11/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(72)
03/14/2022			Deposit	68
03/14/2022			Deposit	240
03/14/2022			Funds Transfer Payroll Ending 03/12/2022	(14,280)
03/16/2022	9653	Frontline Data Services	Invoice 6020	(475)
03/16/2022	9654	Star Press of Pearl River Inc	Spring Newsletter	(1,200)
03/16/2022	9655	RCLS Automation	Invoice 30346, Hoopla Connector	(110)
03/16/2022	9656	Oxford Health Plans	Group #130431	(1,873)
03/16/2022	9657	SUEZ Water New York	Account 20008129710000, 02/07/2022 to 03/07/2022	(24)
03/16/2022	9658	Avaya Financial Services	753-0013903-000; Invoice #39571386	(90)
03/16/2022	9659	Liesel Vink	Invoice 202203-001	(2,000)
03/16/2022	9660	Utica National Insurance Group	Account #101087518	(229)
03/16/2022	9661	Baker and Taylor	Acct # 320274 L449649 & L449671	(1,050)
03/16/2022			EFT	811
03/17/2022			EFT	109
03/18/2022			EFT	55
03/21/2022	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
03/22/2022			Deposit	275
03/22/2022			Deposit	55
03/22/2022			EFT	216
03/23/2022	9662	Baker and Taylor	Acct # 320274 L449649 & L449671	(436)
03/23/2022	9663	Pitney Bowes	2080-5105-86-1	(60)
03/23/2022	9664	Amazon.com	6045 7817 0018 7544	(1,088)
03/23/2022	9665	Cengage Learning Inc./Gale	Account # 122519	(2)
03/23/2022	9666	Blackstone Audio, Inc.	Customer ID #140854, Invoice #2031336	(92)
03/23/2022	9667	Industrial Arts Brewing Company	Customer #C2148; Invoice #23214	(1,050)
03/23/2022			EFT	216
03/25/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(79)
03/28/2022			Funds Transfer Payroll Ending 03/26/2022	(14,160)
03/28/2022			Deposit	325,000
03/28/2022			Deposit	300
03/29/2022			Deposit	37
03/30/2022	9668	Cengage Learning Inc./Gale	Account # 122519, Invoice #77487765	(30)
03/30/2022	9669	OPTIMUM	Account #07882-391439-01-2	(256)
03/30/2022	9670	Diamond Shine Cleaning Service	March Invoice #114	(760)
03/30/2022	9671	Orange & Rockland	Account 72647-23003 02/24/2022 - 03/25/2022	(676)
03/30/2022	9672	Christine Adams	Needle Felting Workshop 04/04/2022	(200)
03/30/2022	9673	Whiteman Osterman & Hanna LLP	Q2-2022 Retainer	(500)
03/30/2022	9674	Blackstone Audio, Inc.	Customer ID #140854, Invoice #2032367	(40)
03/31/2022			Deposit	150
03/31/2022	9675	The Parcel Flower Co.	Cutting Garden Workshop 03/31/2022	(600)
03/31/2022			Interest	2
Total 1000 · Operating Account - TD Bank				282,750

**Rose Memorial Library Association**  
**Cash Disbursement Report**  
 As of March 31, 2022

Date	Num	Name	Memo	Paid Amount
<b>1005 · Payroll Acct - TD Bank</b>				
03/14/2022			Funds Transfer Payroll Ending 03/12/2022	14,280
03/14/2022	EFT	ADP	PAYROLL ENDING 03/12/2022	(10,617)
03/14/2022	EFT	ADP - taxes	Taxes Payroll Ending 03/12/2022	(3,663)
03/28/2022			Funds Transfer Payroll Ending 03/26/2022	14,160
03/28/2022	EFT	ADP	PAYROLL ENDING 03/26/2022	(10,550)
03/28/2022	EFT	ADP - taxes	Taxes Payroll Ending 03/26/2022	(3,611)
Total 1005 · Payroll Acct - TD Bank				(1)
<b>1006 · Savings - Special Funds</b>				
03/31/2022			Interest	2
Total 1006 · Savings - Special Funds				2
<b>1040 · Petty Cash</b>				
Total 1040 · Petty Cash				282,751
<b>TOTAL</b>				<b>282,751</b>



Rose Memorial Library Association  
Profit & Loss  
March 2022

	<u>Mar 22</u>
Ordinary Income/Expense	
Income	
4001 · Local Public Funds	325,000
4010 · LLSWA State Aid	430
4014 · Fundraising Income - Appeal	3,265
4015 · Investment Income	4
4016 · Gifts and Donations	23
4031 · Library Charges	1
4032 · Other Income	251
Total Income	<u>328,974</u>
Gross Profit	328,974
Expense	
6001 · Salaries	26,505
6002 · Benefits	2,311
6007 · Office Postage	395
6009 · Legal	500
6010 · Repairs and Maintenance	3,104
6011 · Health Insurance Premiums Paid	1,700
6015 · Telecommunications	256
6017 · Utilities	1,506
6018 · Insurance	229
6035 · Newsletters	1,200
6036 · Fundraising	1,050
6043 · Retirement 403B	(50)
6045 · Advertising and Promotion	10
6051 · Computer Technical Support	475
6101 · Capital Expenditures	3,435
6200 · Programs ~ High Profile Events	870
6300 · Supplies	727
8500 · Misc expenses	2,000
Total Expense	<u>46,223</u>
Net Ordinary Income	282,751
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>282,751</u></u>

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

	Mar 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	358	(358)	0%
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	325,000	325,000	0	100%
4010 · LLSWA State Aid	430	0	430	100%
4014 · Fundraising Income - Appeal	3,265	625	2,640	522%
4015 · Investment Income	4	0	4	100%
4016 · Gifts and Donations	23			
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	1	42	(41)	2%
4032 · Other Income	251	125	126	201%
<b>Total Income</b>	<b>328,974</b>	<b>326,150</b>	<b>2,824</b>	<b>101%</b>
<b>Gross Profit</b>	<b>328,974</b>	<b>326,150</b>	<b>2,824</b>	<b>101%</b>
Expense				
6001 · Salaries	26,505	28,786	(2,281)	92%
6002 · Benefits	2,311	2,935	(624)	79%
6007 · Office Postage	395	167	228	237%
6008 · Accounting & Other Prof Fees	0	113	(113)	0%
6009 · Legal	500	188	313	267%
6010 · Repairs and Maintenance	3,104	1,815	1,289	171%
6011 · Health Insurance Premiums Paid	1,700	1,995	(295)	85%
6015 · Telecommunications	256	260	(4)	98%
6017 · Utilities	1,506	759	747	198%
6018 · Insurance	229	590	(361)	39%
6019 · Dues/Fees	0	44	(44)	0%
6028 · Sewer Taxes	0	0	0	0%
6032 · Ansernet Service Fee	0	1,026	(1,026)	0%
6034 · Software Licensing Fees	0	133	(133)	0%
6035 · Newsletters	1,200	1,509	(309)	80%
6036 · Fundraising	1,050	0	1,050	100%
6043 · Retirement 403B	(50)	17	(67)	(300)%
6045 · Advertising and Promotion	10	226	(216)	4%

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

	Mar 22	Budget	\$ Over Budget	% of Budget
6050 · RCLS Service Fee	0	190	(190)	0%
6051 · Computer Technical Support	475	542	(67)	88%
6052 · New Library Website	0	42	(42)	0%
6053 · Website Hosting Fee	0	50	(50)	0%
6101 · Capital Expenditures	3,435	4,023	(588)	85%
6125 · Serials	0	0	0	0%
6200 · Programs ~ High Profile Events	870	579	291	150%
6300 · Supplies	727	887	(159)	82%
8500 · Misc expenses	2,000	0	2,000	100%
<b>Total Expense</b>	<b>46,223</b>	<b>46,872</b>	<b>(648)</b>	<b>99%</b>
<b>Net Ordinary Income</b>	<b>282,751</b>	<b>279,278</b>	<b>3,472</b>	<b>101%</b>
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
<b>Total Other Expense</b>	<b>0</b>			
<b>Net Other Income</b>	<b>0</b>			
<b>Net Income</b>	<b>282,751</b>	<b>279,278</b>	<b>3,472</b>	<b>101%</b>

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

	Jan - Mar 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4 · Contributed support	0	1,075	(1,075)	0%
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	325,000	325,000	0	100%
4010 · LLSWA State Aid	430	0	430	100%
4014 · Fundraising Income - Appeal	5,496	16,875	(11,379)	33%
4015 · Investment Income	1,719	21,900	(20,181)	8%
4016 · Gifts and Donations	33			
4018 · Friends - Income	0	500	(500)	0%
4031 · Library Charges	77	125	(48)	62%
4032 · Other Income	825	550	275	150%
<b>Total Income</b>	<b>333,580</b>	<b>366,025</b>	<b>(32,445)</b>	<b>91%</b>
<b>Gross Profit</b>	<b>333,580</b>	<b>366,025</b>	<b>(32,445)</b>	<b>91%</b>
<b>Expense</b>				
6001 · Salaries	92,992	86,359	6,633	108%
6002 · Benefits	11,850	8,904	2,945	133%
6007 · Office Postage	665	500	166	133%
6008 · Accounting & Other Prof Fees	0	338	(338)	0%
6009 · Legal	500	563	(63)	89%
6010 · Repairs and Maintenance	6,814	8,989	(2,175)	76%
6011 · Health Insurance Premiums Paid	5,014	5,985	(971)	84%
6015 · Telecommunications	768	780	(12)	98%
6017 · Utilities	3,252	2,277	975	143%
6018 · Insurance	2,325	1,769	556	131%
6019 · Dues/Fees	213	1,100	(887)	19%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	3,077	3,077	0	100%
6034 · Software Licensing Fees	0	398	(398)	0%
6035 · Newsletters	1,550	1,509	41	103%
6036 · Fundraising	1,568	3,100	(1,532)	51%
6043 · Retirement 403B	(175)	50	(225)	(350)%
6045 · Advertising and Promotion	31	678	(647)	5%
6050 · RCLS Service Fee	0	570	(570)	0%
6051 · Computer Technical Support	1,100	1,625	(525)	68%
6052 · New Library Website	0	125	(125)	0%
6053 · Website Hosting Fee	0	150	(150)	0%
6101 · Capital Expenditures	11,155	12,079	(925)	92%
6125 · Serials	1,559	2,746	(1,187)	57%
6200 · Programs ~ High Profile Events	2,906	3,616	(710)	80%
6300 · Supplies	2,668	2,660	8	100%
8500 · Misc expenses	4,982	7,250	(2,268)	69%
<b>Total Expense</b>	<b>155,616</b>	<b>157,896</b>	<b>(2,280)</b>	<b>99%</b>
<b>Net Ordinary Income</b>	<b>177,964</b>	<b>208,129</b>	<b>(30,165)</b>	<b>86%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0			
<b>Total Other Expense</b>	<b>0</b>			
<b>Net Other Income</b>	<b>0</b>			
<b>Net Income</b>	<b>177,964</b>	<b>208,129</b>	<b>(30,165)</b>	<b>86%</b>

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

	Apr '21 - Mar 22	Apr '20 - Mar 21	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	200,000.00	200,000.00	0.00	0.0%
4001 · Local Public Funds	325,000.00	295,000.00	30,000.00	10.2%
4010 · LLSWA State Aid	5,161.40	3,441.00	1,720.40	50.0%
4014 · Fundraising Income - Appeal	16,585.82	10,029.17	6,556.65	65.4%
4015 · Investment Income	11,686.55	19,716.39	-8,029.84	-40.7%
4016 · Gifts and Donations	150.37	294.23	-143.86	-48.9%
4031 · Library Charges	822.40	590.85	231.55	39.2%
4032 · Other Income	2,528.83	1,073.50	1,455.33	135.6%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4038 · Rental Income - 61 E. Main	0.00	9,800.00	-9,800.00	-100.0%
<b>Total Income</b>	<b>561,935.37</b>	<b>822,789.17</b>	<b>-260,853.80</b>	<b>-31.7%</b>
<b>Gross Profit</b>	<b>561,935.37</b>	<b>822,789.17</b>	<b>-260,853.80</b>	<b>-31.7%</b>
<b>Expense</b>				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	331,993.07	309,693.06	22,300.01	7.2%
6002 · Benefits	32,652.30	30,084.29	2,568.01	8.5%
6007 · Office Postage	1,733.00	1,648.99	84.01	5.1%
6008 · Accounting & Other Prof Fees	1,800.00	1,950.00	-150.00	-7.7%
6009 · Legal	2,135.00	7,017.59	-4,882.59	-69.6%
6010 · Repairs and Maintenance	20,761.65	30,738.26	-9,976.61	-32.5%
6011 · Health Insurance Premiums Paid	19,197.86	15,340.15	3,857.71	25.2%
6015 · Telecommunications	1,923.91	1,446.63	477.28	33.0%
6017 · Utilities	10,192.50	8,916.28	1,276.22	14.3%
6018 · Insurance	7,389.24	6,193.35	1,195.89	19.3%
6019 · Dues/Fees	1,271.32	2,487.40	-1,216.08	-48.9%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%
6031 · Internet Access	1,156.36	1,883.86	-727.50	-38.6%
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	7,191.64	0.00	7,191.64	100.0%
6036 · Fundraising	3,767.86	2,104.43	1,663.43	79.0%
6043 · Retirement 403B	-275.00	1,500.00	-1,775.00	-118.3%
6045 · Advertising and Promotion	66.00	1,936.00	-1,870.00	-96.6%

1:24 PM

04/25/22

Cash Basis

# Rose Memorial Library Association

## Profit & Loss Prev Year Comparison

### April 2021 through March 2022

	Apr '21 - Mar '22	Apr '20 - Mar '21	\$ Change	% Change
6050 · RCLS Service Fee	2,296.16	2,195.23	100.93	4.6%
6051 · Computer Technical Support	5,802.50	6,222.50	-420.00	-6.8%
6052 · New Library Website	0.00	134.93	-134.93	-100.0%
6053 · Website Hosting Fee	589.70	419.68	170.02	40.5%
6101 · Capital Expenditures	49,997.08	41,564.72	8,432.36	20.3%
6125 · Serials	3,253.32	3,753.95	-500.63	-13.3%
6200 · Programs ~ High Profile Events	7,365.65	3,841.00	3,524.65	91.8%
6300 · Supplies	10,711.39	8,102.73	2,608.66	32.2%
6819 · Covid 19 Expenses	-498.83	4,852.26	-5,351.09	-110.3%
8500 · Misc expenses	4,982.22	0.00	4,982.22	100.0%
<b>Total Expense</b>	<b>542,451.62</b>	<b>509,257.86</b>	<b>33,193.76</b>	<b>6.5%</b>
<b>Net Ordinary Income</b>	<b>19,483.75</b>	<b>313,531.31</b>	<b>-294,047.56</b>	<b>-93.8%</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>19,483.75</b>	<b>313,531.31</b>	<b>-294,047.56</b>	<b>-93.8%</b>

**Rose Memorial Library**  
**April 2022 Board Meeting**  
**Board Report**

**Alice Meacham, Director**

- Our wonderful Adult Services Librarian, Oscar Chrin, was offered an exciting opportunity that he just couldn't pass up. We are so grateful for his dedication, hard work, and camaraderie over the last four years and wish him all the best in his new adventure!
- The "Brewer, Maker, Farmer, Baker" series at Industrial Arts Brewing in Garnerville went beautifully! Attendance overall was good and attracted quite a few folks who haven't been to any library programs before. The speakers, across the board, were excellent! Special thanks to Amanda for setting up the session with Guy Jones from Blooming Hill Farm and Industrial Arts for being such generous and amazing hosts!!
- Books and Brews, the fundraiser on April 22 at Industrial Arts sold out by April 1. As of Monday, April 25, we made \_\_\_\_\_ off the event.
- I have spent quite a lot of time over the last month preparing to jump in as soon as our offer on 117 W Main St. is accepted.

**Adult Services, Vacant**

- Following the departure of Oscar, the Adult Services position has been divided into two separate part-time jobs, as the position covered such a broad swath of tasks and skill sets that it became unsustainable. Applications for both positions are due by May 2.:
  - The Adult Collections and Communications Librarian will be responsible for collection development, cataloging, and basic marketing (signage, social media, etc.)
  - The Adult Programming and Outreach Coordinator will be responsible for planning and executing adult programming and events, as well as strategically connecting with experts and local community groups and businesses.

**Susan Babcock, Children's Services**

- I visited the Powerhouse Dance Center and Melissa (owner) gave me a tour and discussed using the building as an offsite programming location. She was very willing to make it work for us. I hope to use in May as a backup location for our outdoor programs in case of bad weather. I am just waiting for an insurance rider.

- Currently working on programming for Summer. We are also doing a major weed of the Non-Fiction section in the children's room. It needs a refresh. Many of the books are older than 10 years. I will be focusing part of my materials budget in this area in 2022.
- In March I attended a 10-hour course "Supercharged Storytimes". The Supercharged method is to use simple interactive ways to emphasize literacy techniques and encourage children to use and practice their pre-reading skills. I had been trained in this storytime method years ago but wanted to brush up my skills after only hosting so few storytimes in the past 2 years.

### **Circulation**

- Now that Covid numbers have been reduced, circulation is picking up. I have worked with the staff to put some circulation policies back into effect. During Covid we relaxed our hold pick up times a bit, but now are back to holding for a limited time and making sure that holds are getting into patron's hands quickly.
- In May I will attend the next CTUG meeting as well as training for the new Message Bee service. This service will allow us more control over notifications and messages to our patrons such as overdue fine notices etc.

### **Carole Gomez, Office Manager**

- As of April 25, 2022, the 2022 Annual Appeal totals \$10846.63. This includes the 2022 Annual Appeal mailing as well as the Spring Newsletter tear-off (\$1,115) and \$970.00 in fundraising income as a direct result from the Books & Brews event. The profit from the sold-out Books & Brews event has not yet been finalized.
- The Optima Communications/Avaya five-year contract for the phone system which ends April 30, 2022, has been renegotiated at the same pricing with the stipulation that the library may amend the contract by changing locations and/or increase usage without penalty. The new agreement included a new telephone panel, five new desk phones and a cordless unit. All work has been completed.
- The Amazon Corporate Revolving Credit Line has expired and we have successfully transitioned to Key Bank credit cards for our Amazon purchases.
- Library Statistics for March included sixteen (16) new patrons. There were 1,122 visitors as well as 96 computer sessions. Website visits have increased from last month but are lower than this time last year when we were **Curbside Only**.
- There were four (4) requests for Books By Mail. The postage for this service is reimbursed quarterly by LARC (Library Association of Rockland County). Q1-2022 has been submitted in the amount of \$126.
- There were four (4) requests for Notary services.

### **Additional Notes:**



**ROSE MEMORIAL LIBRARY STATISTICS  
MARCH 2022**

	March 2022	YTD 2022	March 2021	YTD 2021
Registered Users	3757	n/a	4118	n/a
New Cards	16	40	0	0
Library Visitors	1122	3707	877*	2346
Public Computer Sessions	96	268	0*	0
Web Analytics				
Visitors	761	2181	968	3324
Number of Visits	1333	3861	1786	6343
Page Views	2352	6608	3277	10162
<b>PROGRAMS</b>				
<b>ADULT</b>				
Number of Programs	5	10	0	0
Attendance	90	173	0	0
<b>CHILDREN'S</b>				
Number of Programs	4	11	6 online	8
Attendance	44	200	135	186
<b>TEEN/YOUNG ADULT</b>				
Number of Programs	1	3	0	0
Attendance	23	71	0	0

\* Curbside only through April 6, 2021

	<b>January 2022</b>	<b>February 2022</b>	<b>March 2022</b>	<b>YTD 2022</b>
<b>Adult Collection</b>				
Fiction Books	306	294	381	981
New Fiction	144	96	54	294
Express Books	225	151	216	592
Large Print Books	131	126	157	414
Non Fiction Books	159	177	189	525
<b>Total Adult Books</b>		<b>965</b>	<b>844</b>	<b>997 1809</b>
<b>CD/Audio</b>	34	53	13	100
<b>DVD</b>	290	178	239	707
<b>Misc.</b>				
<b>Periodicals</b>	58	36	36	130
<b>TOTAL ADULT CIRC</b>		<b>1347</b>	<b>1111</b>	<b>288 2458</b>
<b>Juvenile Collection</b>				
Fiction Books	391	541	745	1677
Non-Fiction Books	85	132	172	389
Express Books	0			
<b>Total Juv Books</b>		<b>476</b>	<b>673</b>	<b>917 1149</b>
<b>CD/Audio</b>	3		2	5
<b>DVD</b>	12	63	64	139
<b>Misc.</b>				
<b>Periodicals</b>	0			
<b>TOTAL Juvenile Circ</b>		<b>491</b>	<b>736</b>	<b>66 1227</b>
<b>YA Collection</b>				
Fiction Books	45	45	58	148
Non-Fiction Books	0	5	1	6
Express Books	4	3	0	7
<b>CD/Audio</b>	0		0	0
<b>DVD</b>	0		0	0
<b>TOTAL YA Circ</b>		<b>49</b>	<b>53</b>	<b>59 102</b>
<b>Graphic Books</b>	<b>78</b>	99	92	269
<b>Games</b>	<b>19</b>	14	<b>22</b>	55
<b>GRAND TOTAL</b>		<b>1984</b>	<b>2013</b>	<b>2441 6438</b>
All Books	1568	149	2065	3782
All AV	339	294	318	951
Periodicals	58	36	36	130
Games	19	14	22	55
Misc	0	0	0	
		<b>1984</b>	<b>2013</b>	<b>2441 6438</b>