

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, May 25, 2022**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes ~ April 2022**
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: April 2022
  - b. Approval of Disbursements: April 2022
  - c. Financial Reports: April 2022
- V. Reports**
  - a. Director's Report: April 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.
- VII. New Business**
  - a. Audit overview from Carole Gomez (formal audit will be presented at next meeting)
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting ~ June 15, 2022***

*\*motion required*

**Monthly Meeting  
Board of Trustees  
Rose Memorial Library Association  
April 26, 2022**

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**April 26, 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, ZOOM; F. Hollis Griffin, Jr., Secretary, ZOOM; Richard Eggers, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML**

**1. Meeting called to order at 5:34pm by James Brooks, President.**

**2. Approval of Minutes\***

**Minutes from March 16, 2022, and March 30, 2022, meetings approved. Motion by James Brooks and second by Amanda Pagan-Glass, approved by all Trustees.**

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

**4. Financial Reports\***

- The Financial Narrative was presented by Carole Gomez. At the request of Ted Needleman, commencing with the May 2022 meeting, The Financial Narrative will include the itemized expenditures for programming.**
- A separate sheet was distributed with the final expenses/income for Books & Brews reviewed by Library Director Alice Meacham.**
- Synchrony Bank has terminated their agreement with Amazon Revolving Corporate Credit Line and Rose Memorial has transitioned successfully to Key Bank Credit Cards for Amazon purchases.**
- The monthly Cash Disbursement Report and supporting information were reviewed.**
- Upon motion of James Brooks with second by Richard Eggers, with the agreement of all Trustees, the disbursement report was approved.**

- Upon motion of James Brooks and second by Ted Needlesman and with the approval of all Trustees, the Financial Reports were approved.

## 5. Reports

### Library Director

- Alice reported that Oscar Chrin has left Rose Memorial Library. We are grateful for his five years of service, knowledge and dedication in supporting the operation of the library and wish him continued success in his “dream job” opportunity.
- Oscar’s former position as Adult Services Librarian has been divided (with Board approval) into two part-time positions:
  - Adult Collections & Communications Librarian
  - Adult Programming & Outreach Coordinator.
  - Resumes are due to the Library Director by May 2<sup>nd</sup>. Interviews will then be scheduled and goal is positions filled by June 1<sup>st</sup>.
- 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.
- The Brewer, Maker, Farmer series which took place on three successive Thursdays at Industrial Arts were well received.
- Books & Brews fundraising event at Industrial Arts was sold out. It was extremely successful and enjoyed by all who attended.

Board committees have been active:

- a. **Marketing: Suggestions for future programming and/or fundraising events are:**
  - Farm to Table Dinner
  - Paint & Sip
  - Community Yard Sale
  - Trivia Night (or Bar Trivia Night)
  - Penguin Theatre event.
  - A golf outing is tentatively planned for the Fall
- b. **Facilities & Capital Projects: We are awaiting review of the contract for the building located at 117 West Main St. Hollis Griffin will contact the attorneys to discuss.**



- c. **Finance & Budget:** nothing new to report as this time.
  - d. **Long Range Planning Committee:** Plans are moving forward at this time. Awaiting word. Ted Needleman suggested a project timeline be prepared containing milestones, dates, steps to move forward. Informational books and how-to books were distributed to Board members along with “homework” for assignments
  - e. **Technology:** The five year contract with Optima Communications/Avaya for our telephone system was renegotiated by Carole Gomez for five years. Included was a paragraph stating that if RML moves locations or increases usage, the contract can be amended without penalty. As a result of the executed contract, RML received five new desk sets, a cordless phone with additional extension and new telephone panel. All equipment was included.
6. **Old Business**
- **Reminder the May Board Meeting rescheduled to May 25, 2022.**
7. **New Business:**
- **Special Birthday wishes to Mathias Pagan-Glass on his 10<sup>th</sup> Birthday.**
8. **Executive Session\*, none**
9. **Announcements**
- **Berard & Associates began the 2021 Audit. The meeting with the Board of Trustees to review the final audit is scheduled for June’s Board Meeting, June 15<sup>th</sup> 2022, 5:30pm.**
10. **The meeting closed at 6:30pm with consent of all Trustees.**

*The next scheduled Board Meeting is  
Wednesday, May 25, 2022, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

\*motion required

Carole Gomez, RML Office Manager

**ROSE MEMORIAL LIBRARY ASSOCIATION**  
**MAY 2022 BOARD MEETING**  
**FINANCIAL NARRATIVE**

The financial reports for this month, posted on Google Drive, reflect income and expenses as of April 30, 2022. As of that date, RML had on deposit in TD Bank:

- Operating Account: \$480,154.60
- Savings Account: \$107,507.55
- Payroll Account: \$ 1,500.37
- UBS Financial Services as of April 30, 2022.
  - Value as of 04/01/2022 \$427,344.94
  - Value as of 04/29/2022 \$418,357.87

There were two payrolls in the month of April 2022 totaling \$26,681.00.

The largest expenditures (over \$500) include:

Amazon (DVDs, Video Games) FINAL Invoice	\$119.90
Utica National Insurance (umbrella coverage)	\$229.00
Diamond Shine Cleaning Service (March)	\$760.00
Key Bank (Children's/Teen's craft supplies, Playtime supplies, Zoom, Office/Library/Custodial supplies, Music/DVDs/VideoGames, Amazon annual business membership)	\$852.19
RCLS (Q2-E-Content)	\$889.70
Baker & Taylor (books ~ A/C/T) \$268.83-04/06; \$1,234.36-04/23; \$525.69—4/26	\$2,028.88
RCLS (Q2-2022 ANSER & Q2-2022 Telecommunications)	\$3,076.62

**PROGRAMMING:**

Sara Mayes – The Traveling Naturalist--Children's	\$195.00
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**Rose Memorial Library Association  
Cash Disbursement Report  
As of April 30, 2022**

Date	Num	Name	Memo	Paid Amount
<b>1000 · Operating Account - TD Bank</b>				
04/01/2022	EFT	ADP	PAYROLL PROCESSING FEES,	(60)
04/04/2022			Deposit	75
04/04/2022			Deposit	35
04/04/2022			Deposit	107
04/06/2022	9676	RCLS Automation	Invoice 30631, E-Content Billing Quarterly	(890)
04/06/2022	9677	Baker and Taylor	Acct # 320274 L449649 & L449671	(269)
04/06/2022	9678	Midwest Tape	Customer 2000016084, Invoice #501911727	(268)
04/06/2022	9679	Pitney Bowes - Purchase Power	8000-9090-0997-5876	(158)
04/06/2022	9680	Staples	NYC 1009485, Statement #1640700439	(203)
04/06/2022	9681	KeyBank	Rose Memorial Library - 01/29 to 02/28/2022	(852)
04/08/2022	EFT	ADP	Payroll Processing Fees	(72)
04/09/2022			Deposit	25
04/11/2022			Funds Transfer Payroll Period Ending 04/09/2022	(16,362)
04/12/2022			Deposit	20
04/12/2022			Deposit	65
04/13/2022	9682	SUEZ Water New York	Account 20008129710000, 03/07 to 04/05/2022	(31)
04/13/2022	9683	Avaya Financial Services	753-0013903-000; Invoice #39761506	(90)
04/13/2022	9684	Cengage Learning Inc./Gale	Account # 122519, Invoice #77528687, #77513232	(120)
04/13/2022	9685	Baker and Taylor	Acct # 320274 L449649 & L449671	(1,234)
04/13/2022	9686	EJ Stubenvoll Landscaping LLC	Invoice 147, Salting	(300)
04/13/2022	9687	Rockland Web Design Inc.	Invoice 20210746	(60)
04/13/2022	9688	Frontline Data Services	Invoice 6076	(143)
04/13/2022	9689	Utica National Insurance Group	Account #101087518	(229)
04/14/2022			Deposit	63
04/18/2022			Deposit	27
04/20/2022	9690	Oxford Health Plans	Group #130431	(0)
04/20/2022	9691	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0173-7100	(90)
04/20/2022	9692	Barbara Freiberg	Adult Program 05/11/2022	(200)
04/20/2022	9693	Amazon.com	6045 7817 0018 7544	(120)
04/20/2022	9694	RCLS Automation	Invoice #30677, 1Q22 Microsoft Office 365	(29)
04/20/2022	9695	Blackstone Audio, Inc.	Customer ID #140854, Invoice #2039018	(40)
04/20/2022	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
04/20/2022	9696	Sara Mayes	Children's Program ~ 04/27/2022	(195)
04/22/2022	EFT	ADP	Payroll Processing Fees	(134)
04/23/2022			Deposit	970
04/25/2022			Funds Transfer, Payroll Period Ending 04/23/2022	(12,240)
04/25/2022			Deposit	109
04/26/2022	9700	Diamond Shine Cleaning Service	April Invoice #115	(760)
04/26/2022	9697	OPTIMUM	Account #07882-391439-01-2	(256)
04/26/2022	9698	RCLS Automation	Invoice #30727, 2022 Q2 ANSER & Telecommunications	(3,077)
04/26/2022	9699	Baker and Taylor	Acct # 320274 L449649 & L449671	(526)
04/27/2022			Deposit	33
04/27/2022			Deposit	111
04/29/2022	EFT	ADP	Payroll Processing Fees	(60)
04/30/2022			Interest	4
Total 1000 · Operating Account - TD Bank				(37,549)
<b>1005 · Payroll Acct - TD Bank</b>				
04/11/2022			Funds Transfer Payroll Period Ending 04/09/2022	16,362
04/11/2022	EFT	ADP	PAYROLL ENDING 04/09/2022, Payroll 1	(10,461)
04/11/2022	EFT	ADP - taxes	Taxes PAYROLL ENDING 04/09/2022, Payroll 1	(3,592)
04/11/2022	EFT	ADP	PAYROLL ENDING 04/09/2022, Payroll 2	(1,609)
04/11/2022	EFT	ADP - taxes	Taxes PAYROLL ENDING 04/09/2022, Payroll 2	(700)
04/25/2022			Funds Transfer, Payroll Period Ending 04/23/2022	12,240
04/26/2022	EFT	ADP	PAYROLL ENDING 04/23/2022	(9,275)
04/26/2022	EFT	ADP - taxes	Taxes PAYROLL ENDING 04/23/2022	(2,965)
Total 1005 · Payroll Acct - TD Bank				(0)
<b>1006 · Savings - Special Funds</b>				
04/30/2022			Interest	2
Total 1006 · Savings - Special Funds				2
<b>1040 · Petty Cash</b>				
Total 1040 · Petty Cash				2
<b>TOTAL</b>				<b>(37,548)</b>



**Rose Memorial Library Association**  
**Profit & Loss**  
**April 2022**

	Apr 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4014 · Fundraising Income - Appeal	
4040 · Fund Raising Income-Newsletter	120
4049 · Fundraising	
- Books & Brews	1,247
<b>Total 4049 · Fundraising</b>	<b>1,247</b>
4014 · Fundraising Income - Appeal - Other	75
<b>Total 4014 · Fundraising Income - Appeal</b>	<b>1,442</b>
4015 · Investment Income	
4033 · Interest Income	6
<b>Total 4015 · Investment Income</b>	<b>6</b>
4016 · Gifts and Donations	6
4031 · Library Charges	
4031 · Library Charges - Other	13
<b>Total 4031 · Library Charges</b>	<b>13</b>
4032 · Other Income	
- COPY	3
- COPY MACHINE	14
- FAX	57
- PRINT	71
<b>Total 4032 · Other Income</b>	<b>144</b>
5 · Earned revenues	
5320 · Dividends & interest-securities	38
<b>Total 5 · Earned revenues</b>	<b>38</b>
<b>Total Income</b>	<b>1,649</b>
<b>Gross Profit</b>	<b>1,649</b>
<b>Expense</b>	
6001 · Salaries	26,681
6002 · Benefits	
6023 · Payroll Processing Fees	327
6002 · Benefits - Other	2,077
<b>Total 6002 · Benefits</b>	<b>2,404</b>
6007 · Office Postage	
6007 · Office Postage - Other	215
<b>Total 6007 · Office Postage</b>	<b>215</b>
6010 · Repairs and Maintenance	
6014 · R & M Equipment	
6014 · R & M Equipment - Other	90
<b>Total 6014 · R &amp; M Equipment</b>	<b>90</b>
6016 · Building Repairs	
6405 · Cleaning Services	760
<b>Total 6016 · Building Repairs</b>	<b>760</b>
6029 · Maintenance- Grounds	
Salting	300
<b>Total 6029 · Maintenance- Grounds</b>	<b>300</b>

**Rose Memorial Library Association**  
**Profit & Loss**  
**April 2022**

	Apr 22
6030 · R & M - Building	
6020 · Custodial Supplies	111
<b>Total 6030 · R &amp; M - Building</b>	<b>111</b>
<b>Total 6010 · Repairs and Maintenance</b>	<b>1,260</b>
6011 · Health Insurance Premiums Paid	(131)
6015 · Telecommunications	256
6017 · Utilities	
Suez Water	31
<b>Total 6017 · Utilities</b>	<b>31</b>
6018 · Insurance	229
6019 · Dues/Fees	
Amazon Membership	194
<b>Total 6019 · Dues/Fees</b>	<b>194</b>
6032 · Ansernet Service Fee	3,077
6035 · Newsletters	
6037 · Newsletter Postage	158
<b>Total 6035 · Newsletters</b>	<b>158</b>
6043 · Retirement 403B	(25)
6050 · RCLS Service Fee	29
6051 · Computer Technical Support	143
6053 · Website Hosting Fee	60
6101 · Capital Expenditures	
6100 · Books	
6100-A · Books	1,603
6100-C · Books- Children	523
6100-YA · Books- YA	22
<b>Total 6100 · Books</b>	<b>2,149</b>
6150 · AV	
6110 · AV-Audio	
6115 · Audio Books	40
6120 · Music	80
<b>Total 6110 · AV-Audio</b>	<b>120</b>
6130 · Video Tapes and DVDs	97
6140 · Databases	
6140 · Databases - Other	1,158
<b>Total 6140 · Databases</b>	<b>1,158</b>
6160 · Software	
6161 · Video Games	115
6160 · Software - Other	15
<b>Total 6160 · Software</b>	<b>130</b>
<b>Total 6150 · AV</b>	<b>1,505</b>
<b>Total 6101 · Capital Expenditures</b>	<b>3,653</b>
6200 · Programs ~ High Profile Events	
6210 · Adult Program Fees	200
6220 · Children's Program Fees	195
<b>Total 6200 · Programs ~ High Profile Events</b>	<b>395</b>



**Rose Memorial Library Association**  
**Profit & Loss**  
**April 2022**

	Apr 22
6300 · Supplies	
6013 · Library Supplies	
6013 · Library Supplies - Other	146
Total 6013 · Library Supplies	146
6027 · Office Supplies & Expense	
6027 · Office Supplies & Expense - Other	227
Total 6027 · Office Supplies & Expense	227
6302 · Program Supplies - Children's	
6302 · Program Supplies - Children's - Other	56
Total 6302 · Program Supplies - Children's	56
6304 · Program Supplies - Young Adults	138
Total 6300 · Supplies	566
Total Expense	39,197
Net Ordinary Income	(37,548)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(37,548)

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

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4 · Contributed support	0	1,433	(1,433)	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	6,938	16,875	(9,937)	41%
4015 · Investment Income	1,725	21,900	(20,175)	8%
4016 · Gifts and Donations	39			
4018 · Friends - Income	0	500	(500)	0%
4031 · Library Charges	90	167	(77)	54%
4032 · Other Income	970	850	120	114%
5 · Earned revenues	38			
<b>Total Income</b>	<u>335,229</u>	<u>366,725</u>	<u>(31,496)</u>	<u>91%</u>
<b>Gross Profit</b>	335,229	366,725	(31,496)	91%
<b>Expense</b>				
6001 · Salaries	119,674	115,145	4,528	104%
6002 · Benefits	14,254	11,839	2,415	120%
6007 · Office Postage	880	667	214	132%
6008 · Accounting & Other Prof Fees	0	450	(450)	0%
6009 · Legal	500	750	(250)	67%
6010 · Repairs and Maintenance	8,074	9,943	(1,869)	81%
6011 · Health Insurance Premiums Paid	4,884	7,980	(3,096)	61%
6015 · Telecommunications	1,023	1,039	(16)	98%
6017 · Utilities	3,283	3,037	247	108%
6018 · Insurance	2,554	2,359	195	108%
6019 · Dues/Fees	407	1,144	(737)	36%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	6,153	4,102	2,051	150%
6034 · Software Licensing Fees	0	531	(531)	0%
6035 · Newsletters	1,708	1,509	199	113%
6036 · Fundraising	1,568	3,100	(1,532)	51%
6043 · Retirement 403B	(200)	67	(267)	(300)%
6045 · Advertising and Promotion	31	905	(874)	3%
6050 · RCLS Service Fee	29	760	(731)	4%
6051 · Computer Technical Support	1,243	2,167	(924)	57%
6052 · New Library Website	0	167	(167)	0%
6053 · Website Hosting Fee	60	200	(140)	30%
6101 · Capital Expenditures	14,808	16,102	(1,294)	92%
6125 · Serials	1,559	3,241	(1,683)	48%
6200 · Programs ~ High Profile Events	3,301	4,194	(893)	79%
6300 · Supplies	3,235	3,547	(312)	91%
8500 · Misc expenses	4,982	7,250	(2,268)	69%
<b>Total Expense</b>	<u>194,813</u>	<u>202,895</u>	<u>(8,082)</u>	<u>96%</u>
<b>Net Ordinary Income</b>	140,416	163,830	(23,415)	86%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0			
<b>Total Other Expense</b>	0			
<b>Net Other Income</b>	0			
<b>Net Income</b>	<u><u>140,416</u></u>	<u><u>163,830</u></u>	<u><u>(23,415)</u></u>	<u><u>86%</u></u>

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

	May '21 - Apr 22	May '20 - Apr 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	4,301.00	4,301.40	-0.40	0.0%
4014 · Fundraising Income - Appeal	17,432.54	10,449.17	6,983.37	66.8%
4015 · Investment Income	10,497.89	19,647.12	-9,149.23	-46.6%
4016 · Gifts and Donations	156.39	245.43	-89.04	-36.3%
4031 · Library Charges	788.95	655.30	133.65	20.4%
4032 · Other Income	2,650.53	1,096.15	1,554.38	141.8%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4038 · Rental Income - 61 E. Main	0.00	8,575.00	-8,575.00	-100.0%
5 · Earned revenues	37.51	0.00	37.51	100.0%
<b>Total Income</b>	<b>560,864.81</b>	<b>822,813.60</b>	<b>-261,948.79</b>	<b>-31.8%</b>
<b>Gross Profit</b>	<b>560,864.81</b>	<b>822,813.60</b>	<b>-261,948.79</b>	<b>-31.8%</b>
<b>Expense</b>				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	337,819.22	303,171.27	34,647.95	11.4%
6002 · Benefits	33,132.47	29,594.35	3,538.12	12.0%
6007 · Office Postage	2,019.71	1,362.28	657.43	48.3%
6008 · Accounting & Other Prof Fees	1,800.00	1,950.00	-150.00	-7.7%
6009 · Legal	2,135.00	6,495.09	-4,360.09	-67.1%
6010 · Repairs and Maintenance	20,841.21	30,062.59	-9,221.38	-30.7%
6011 · Health Insurance Premiums Paid	18,266.13	14,634.45	3,631.68	24.8%
6015 · Telecommunications	2,065.98	1,449.50	616.48	42.5%
6017 · Utilities	9,576.67	8,922.50	654.17	7.3%
6018 · Insurance	7,618.24	6,193.35	1,424.89	23.0%
6019 · Dues/Fees	1,266.73	2,140.93	-874.20	-40.8%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%
6031 · Internet Access	1,012.67	1,882.73	-870.06	-46.2%
6032 · Ansernet Service Fee	13,506.52	17,416.94	-3,910.42	-22.5%
6033 · Printing	85.00	0.00	85.00	100.0%
6035 · Newsletters	6,085.56	1,264.31	4,821.25	381.3%
6036 · Fundraising	3,767.86	2,104.43	1,663.43	79.0%



12:24 PM

05/07/22

Cash Basis

**Rose Memorial Library Association**  
**Profit & Loss Prev Year Comparison**  
**May 2021 through April 2022**

	May '21 - Apr 22	May '20 - Apr 21	\$ Change	% Change
6043 · Retirement 403B	-300.00	0.00	-300.00	-100.0%
6045 · Advertising and Promotion	66.00	1,936.00	-1,870.00	-96.6%
6050 · RCLS Service Fee	2,325.41	2,195.23	130.18	5.9%
6051 · Computer Technical Support	5,137.50	6,460.00	-1,322.50	-20.5%
6052 · New Library Website	0.00	134.93	-134.93	-100.0%
6053 · Website Hosting Fee	589.70	419.78	169.92	40.5%
6101 · Capital Expenditures	47,194.04	46,083.70	1,110.34	2.4%
6125 · Serials	3,253.32	3,753.95	-500.63	-13.3%
6200 · Programs ~ High Profile Events	7,760.65	3,721.00	4,039.65	108.6%
6300 · Supplies	10,705.99	7,115.74	3,590.25	50.5%
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>543,019.15</b>	<b>506,807.58</b>	<b>36,211.57</b>	<b>7.2%</b>
<b>Net Ordinary Income</b>	<b>17,845.66</b>	<b>316,006.02</b>	<b>-298,160.36</b>	<b>-94.4%</b>
<b>Other Income/Expense</b>				
Other Expense	0.00	0.00	0.00	0.0%
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>17,845.66</b>	<b>316,006.02</b>	<b>-298,160.36</b>	<b>-94.4%</b>

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

**Alice Meacham, Director**

- A rider to the contract on 117 W Main was submitted to the seller's lawyer on May 10. As of May 24, we are awaiting their response.
- The RFP went out on May 11. We have had a lot of interest and I anticipate strong submissions when they are returned on June 1.
- Christine Oliver at Industrial Arts Brewing has reached out and would like to partner with us on additional programming over the summer for regular library programming as well as fundraisers. This is a great opportunity for us to further strengthen this partnership.
- The newsletter has been moved to June for a couple of reasons. First, because I keep hoping we will have exciting news to report and secondly, because it is very time consuming and I just haven't had time to do it. It will be one of the first projects of our new Communications Librarian (see below).

**Adult Services, Vacant**

- A new Communications/Adult Collections Librarian has been hired and will start at Rose Memorial Library the week of June 6. We are thrilled to welcome Karelisa Kimmel to the Rose Memorial team!

**Susan Babcock, Children's Services**

- Our non-fiction weeding project is ongoing in the children's room and it is evident as the non-fiction circulation statistics have been steadily rising a little each month since we began the project at the end of February. January, we circulated 85 books in the collection and April we were up to 175.
- Our new "Messy Meet ups" program at the park has been a big hit. Each week attendance ranges from 24-18 people. The parents and caregivers attending with their kids have been very happy to have a weekly program to look forward to. We will be offering this program again this summer. Hoping to add some new stations for the kids.

**Circulation**

- The New communication service "Message Bee" through RCLS began working this month. We can now customize messages when sending overdue notices, automatic renewals of materials etc. The messages match our branding and can be changed if necessary.

### **Carole Gomez, Office Manager/Bookkeeper**

- As of May 22, 2022, the 2022 Annual Appeal totals \$11,082. This includes the 2022 Annual Appeal mailing as well as the Newsletter tear-off, memorial donations and fundraising efforts.
- The Berard & Associates audit for the calendar year 2021 was scheduled for May 11, 2022. Following a Zoom meeting on 4/27, several items were requested for May 4<sup>th</sup> in preparation for the in-house visit on 5/11. The draft of the report is due the first week of June. The final report will be presented by Berard & Associates to the Board of Trustees at the June 15<sup>th</sup> monthly meeting.
- The Pitney Bowes five-year agreement has been renewed. There is a \$5.63 increase to \$25.63 monthly for the lease of the SendPro Mailstation and accompanying services. An updated Mailstation is being installed this week mandated by the government to include increased security.
- The Defensive Driving class scheduled for May 21<sup>st</sup> was “sold out” with a Waiting List. I volunteered to host the six-hour class at The Rho Building. Forty (40) people are expected to attend.
- The Amazon Corporate Revolving Credit Line is closed and the account is paid in full with a \$0.00 balance. RML is now using Key Bank credit cards for Amazon purchases.
- Library Statistics for April included twelve (12) new patrons. There were 1,510 in-person visitors as well as 101 computer sessions. Website visits show a marked increase over last month,
- There were six (6) requests for Books By Mail.
- Notary services were requested four (4) times during April.

### **Additional Notes:**



**ROSE MEMORIAL LIBRARY STATISTICS  
APRIL 2022**

	April 2022	YTD 2022	April 2021	YTD 2021
Registered Users	3763	n/a	4121	n/a
New Cards	12	52	0	0
Library Visitors	1510	5217	1064*	3410*
Public Computer Sessions	101	369	18*	18*
Web Analytics				
Visitors	1205	3386	1153	4477
Number of Visits	1773	5634	1861	8204
Page Views	2976	9584	3491	13653
<b>PROGRAMS</b>				
<b>ADULT</b>				
Number of Programs	1	11	2	2
Attendance	9	182	16	16
<b>CHILDREN'S</b>				
Number of Programs	2	13	1 online	9
Attendance	26	226	29	215
<b>TEEN/YOUNG ADULT</b>				
Number of Programs	1	4	0	0
Attendance	16	87	0	0

\*Curbside only through April 6, 2021

	January 2022	February 2022	March 2022	April 2022	YTD
<b>Adult Collection</b>					
Fiction Books	306	294	381	307	1288
New Fiction	144	96	54	30	324
Express Books	225	151	216	191	783
Large Print Books	131	126	157	129	543
Non Fiction Books	159	177	189	206	731
<b>Total Adult Books</b>	<b>965</b>	<b>844</b>	<b>997</b>	<b>863</b>	<b>3669</b>
<b>CD/Audio</b>	34	53	13	28	128
<b>DVD</b>	290	178	239	215	922
<b>Misc.</b>					
<b>Periodicals</b>	58	36	36	35	165
<b>TOTAL ADULT CIRC</b>	<b>1347</b>	<b>1111</b>	<b>288</b>	<b>278</b>	<b>3024</b>
<b>Juvenile Collection</b>					
Fiction Books	391	541	745	671	2348
Non-Fiction Books	85	132	172	175	564
Express Books	0				
<b>Total Juv Books</b>	<b>476</b>	<b>673</b>	<b>917</b>	<b>846</b>	<b>2066</b>
<b>CD/Audio</b>	3		2	5	10
<b>DVD</b>	12	63	64	97	236
<b>Misc.</b>				6	6
<b>Periodicals</b>	0			2	2
<b>TOTAL Juvenile Circ</b>	<b>491</b>	<b>736</b>	<b>66</b>	<b>110</b>	<b>1403</b>
<b>YA Collection</b>					
Fiction Books	45	45	58	77	225
Non-Fiction Books	0	5	1	0	6
Express Books	4	3	0	0	7
<b>CD/Audio</b>	0		0	0	0
<b>DVD</b>	0		0	0	0
<b>TOTAL YA Circ</b>	<b>49</b>	<b>53</b>	<b>59</b>	<b>77</b>	<b>238</b>
<b>Graphic Books</b>	<b>78</b>	99	92	110	379
<b>Games</b>	<b>19</b>	14	<b>22</b>	10	65
<b>GRAND TOTAL</b>	<b>1984</b>	<b>2013</b>	<b>2441</b>	<b>2294</b>	<b>8732</b>
All Books	1568	149	2065	1896	
All AV	339	294	318	345	
Periodicals	58	36	36	37	
Games	19	14	22	10	
Misc	0	0	0	6	
	<b>1984</b>	<b>2013</b>	<b>2441</b>	<b>2294</b>	