

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, June 15, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~ May 2022**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: May 2022
 - b. Approval of Disbursements: May 2022
 - c. Financial Reports: May 2022
- V. Reports**
 - a. Director's Report: May 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. Presentation of Audit findings by David Raiken of Berard & Associates
- VII. New Business**
 - a. Presentation of Operations Projections for 2023 and beyond by James Rachlin of Meristem Advisors
 - b. Review and Approval of 117 W Main St. Project and Planning Budget*
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ July 20, 2022

**Monthly Meeting
Board of Trustees
Rose Memorial Library Association
May 25, 2022**

May 25, 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, ZOOM; Richard Eggers, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML

1. Meeting called to order at 5:29pm by James Brooks, President.

2. Approval of Minutes*

Minutes from April; 26, 2022, meeting approved. Motion by James Brooks and second by Dick Eggers, approved by all Trustees.

3. Public Comments. No public comments.

4. Financial Reports*

- Discussion with regard to the incident occurring on Friday, May 20, 2022, when there was an attempt to deposit a counterfeit check at the TD Bank Kingsberry branch, one hour north of Albany. The TD customer was suspicious of the check he received as payment and visited the bank for verification. The Assistant Manager acted quickly, was in touch with Carole Gomez who connected her to James Brooks. The account was locked, check was confiscated. Only RML outstanding checks will be honored.**
- A motion was made by Dick Eggers and second by James Brooks, approved unanimously by the Board, to establish a new Operating Account and a new Savings Account to ensure that RML monies meet the FDIC requirements.**
- Berard & Associates completed the RML audit for 2021. All documentation requested was provided. A draft will be presented to the Library Director on/about June 1st with final presented to Board on June 15th.**

- **The Financial Narrative presented by Carole Gomez.**
- **Upon motion of Ted Needleman with second by James Brooks, with the agreement of all Trustees, the Cash Disbursement report was approved.**
- **Synchrony Bank (Amazon) account expired. RML received the final invoice with a \$0.00 balance. Key Bank Credit Cards are now in use for Amazon purchases.**
- **Upon motion of James Brooks and second by Ted Needleman and with the approval of all Trustees, the Financial Reports were approved.**

5. Reports

Library Director

- **Alice reported the contract submitted to the owner for the potential purchase of the building located at 117 West Main St. has been accepted with the stipulation that we may use the lawn and parking lot for RML activities until the process is finalized in the fall.**
- **Motion was made by Hollis Griffin, second by Ted Needleman, and in agreement with the Board to appoint James Brooks as RML representative to sign the contract.**
- **The RFPs (Request for Proposal) are due June 1st. A meeting will be scheduled with the Committee to review in early June.**
- **Industrial Arts has contacted Alice to discuss scheduling more activities using their site.**
- **The June/July/August newsletter is on hold for a few weeks so that the next issue can focus on RML future plans.**
- **Oscar's former position as Adult Services Librarian has been divided (with Board approval) into two part-time positions:**
 - **Adult Collections & Communications Librarian ~ Karelisa Kimmel has accepted the position and will join RML on June 6th.**
- **Adult Programming & Outreach Coordinator ~ Alice is currently finalizing interviews and will make a decision shortly. 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 Defensive Driving class was “sold out” successfully. A second class may be scheduled for September.
- The Children’s Programs have been taking place at Clark Park and are very well attended.

Board committees have been active:

- Marketing:** Suggestions for future programming and/or fundraising events will be planned now that RML will be able to use the grounds at 117 West Main.
- Facilities & Capital Projects:** Hollis Griffin has lined up volunteers to circulate Petitions. Mr. Scofield (W.O.H.) will be contacted with regard to language, next steps, etc.
- Finance & Budget:** nothing new to report as this time.
- Long Range Planning Committee:** Plans are moving forward at this time.
- Technology:** The five-year contract with Pitney Bowes has been signed and includes a new SendPro Mailstation with increased security measures as mandated by the government. Installation will be next week. Carole met with the representative from Office Dynamics to inquire about pricing for a new copy machine. RML owns the current black & white copier which is more than ten years old.

6. Old Business

- **Reminder:** the June Board Meeting is scheduled for June 15th and our guests will be representatives from Berard & Associates to present the final audit report.

7. New Business: none

8. Executive Session*: none

9. Announcements

10. The meeting closed at 6:13pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, June 15, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

***motion required**

Carole Gomez, RML Office Manager

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Special Meeting of the Board of Trustees
June 6, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular meeting, 06/15/2022
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular meeting, 06/15/2022
 - a. Narrative Report: May 2022
 - b. Approval of Disbursements: May 2022
 - c. Financial Reports: May 2022
- V. Reports** ~ to be reviewed at next regular meeting, 06/15/2022
 - a. Director's Report: May 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. Report on May 20, 2022, incident.
- VII. New Business** to be reviewed at next regular meeting, 06/15/2022
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ June 15, 2022

**motion required*

**Special Board Meeting
Board of Trustees
Rose Memorial Library Association
June 6, 2022**

June 6, 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 5:37pm by James Brooks, President.

2. Approval of Minutes*

May 25, 2022, Monthly Meeting Minutes will be available for approval at the next regular monthly meeting, June 15, 2022.

3. Public Comments. No public comments.

4. Financial Reports*

May 2022 Financials will be available for approval at the next regular monthly meeting, June 15, 2022.

5. Reports ~ reports will be available at the regular monthly meeting, June 15, 2022.

6. Old Business

- Carole Gomez, Office Manager, reported that TD Bank has transferred the seven (7) checks in danger of being returned as a result of the closure of the old checking account to the new account and they have cleared successfully. The EFT accounts have transitioned to the new account as well. All new supplies were ordered and have been received.**
- James Brooks, President, made a motion to authorize Ted Needleman to withdraw \$140,000, deposit for contract agreement, from the savings account. Hollis Griffin seconded the motion with all Trustees in agreement.**
- James Brooks, President, made a motion to close the old TD Bank checking account, Ted Needleman second with all Trustees in agreement.**
- James Brooks, President, made a motion authorizing Rose Memorial Library to pay \$2,500 rent monthly for six months to utilize the outdoor space at 117 West Main St. Richard Eggers seconded the motion with all Trustees in agreement.**

7. New Business:

No New Business at this time.

- **Hollis Griffin made a motion to go into Executive Session. Amanda Pagan-Glass second with all Trustees in agreement.**

8. Executive Session*

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

9. Announcements

Berard & Associates will present the results of the resent 2021 audit at the next regular meeting on June 15, 2022.

Report from Jamie Rachlin, Meristem Advisers.

10. The meeting closed at 6:33pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, June 15, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

***motion required**

Carole Gomez, RML Office Manager

ROSE MEMORIAL LIBRARY ASSOCIATION

JUNE 2022 BOARD MEETING

FINANCIAL NARRATIVE

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

- Operating Account: \$*****2.97
- Business Account \$255,836.12
- Savings Account: \$107,509.37
- Business Savings: \$195,153.65
- Payroll Account: \$***2,965.50
- UBS Financial Services as of May 31, 2022.
 - Value as of 04/29/2022 \$418,357.87
 - Value as of 05/31/2022 \$418,361.18

There were two payrolls in the month of May 2022 totaling \$21,973.

The largest expenditures (over \$500) include:

Orange & Rockland (03/25 to 04/25/2022)	\$608.00
Utica National Insurance (umbrella coverage)	\$1,713.74
Diamond Shine Cleaning Service (April)	\$760.00
Key Bank (Children's/Teen's craft supplies, Playtime Based Learning supplies, Zoom, Custodial supplies, Music/DVDs/Video Games, Books & Brews expense, Summer Reading supplies	\$2,258.49
Frontline Data Services	\$522.50
Baker & Taylor (books ~ A/C/T) \$524.89 (05/04); \$350.	
Rockland Web Design (Hosting/Domain)	\$559.75
Rockland Web Design (More Domains/Google Analytics)	\$169.75
Oxford Health Plan	\$1,014.36

PROGRAMMING:

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

Date	Num	Name	Memo	Paid Amount
1000 · Operating Account - TD Bank				
05/02/2022			Deposit	50
05/02/2022			Deposit	97
05/04/2022	9701	Baker and Taylor	Acct # 320274 L449649 & L449671	(525)
05/04/2022	9702	RCLS Automation	Invoice #30777, Consumer Reports, 2Q22	(218)
05/04/2022	9703	Rockland Carting	Acct 190708, Invoice #1136535	(120)
05/04/2022	9704	Orange & Rockland	Account 72647-23003 03/25/22 to 04/25/22	(608)
05/04/2022	9705	RockWeb Systems, Inc.	Invoice 20210746	(560)
05/04/2022	9706	Avaya Financial Services	Customer #2000355809; Invoice #39892498	(90)
05/04/2022	9707	Midwest Tape	Customer 2000016084, Invoice #502048245	(219)
05/04/2022	9708	Staples	NYC 1009485, Statement #164177988	(79)
05/04/2022	9709	Frontline Data Services	Invoice #6136	(523)
05/06/2022	EFT	ADP	Payroll Processing Fees	(71)
05/10/2022			Deposit	100
05/10/2022			Deposit	154
05/10/2022			Funds Transfer, Pay Period Ending 05/07/2022	(12,018)
05/18/2022	9710	Oxford Health Plans	VOID: Group #130431	0
05/18/2022	9711	Utica National Insurance Group	VOID: Account #101087518	0
05/18/2022	9712	RockWeb Systems, Inc.	VOID: Invoices 20220549, 20220559, 20220581	0
05/18/2022	9713	SUEZ Water New York	VOID: Account 20008129710000, 04/05/2022 to 05/05/20...	0
05/18/2022	9714	Baker and Taylor	VOID: Acct # 320274 L449649 & L449671	0
05/18/2022	9715	Journal News	VOID: WT5337902	0
05/18/2022	9716	KeyBank	VOID: Rose Memorial Library - 3/29/2022 to 04/28/2022	0
05/20/2022			Funds Transfer, Payroll ending 05/21/2022	(13,000)
05/24/2022			Funds Transfer, Operating Account to Business Interest ...	(446,889)
05/25/2022	05212023R	Barbara Freiberg	Reverse of GJE 05212023 -- For CHK 9692 voided on 05...	200
05/27/2022			Deposit	15
05/31/2022			Funds Transfer, Total of outstanding checks	(6,108)
05/31/2022			Deposit	257
05/31/2022			Interest	3
Total 1000 · Operating Account - TD Bank				(480,152)
1005 · TD PAYROLL ACCOUNT				
05/10/2022			Funds Transfer, Pay Period Ending 05/07/2022	12,018
05/10/2022	EFT	ADP	PAYROLL ENDING 05/07/2022	(9,119)
05/10/2022	EFT	ADP - taxes	Taxes PAYROLL ENDING 05/07/2022	(2,899)
05/20/2022			Funds Transfer, Payroll ending 05/21/2022	13,000
05/23/2022	EFT	ADP	PAYROLL ENDING 05/21/2022	(8,748)
05/23/2022	EFT	ADP - taxes	Taxes PAYROLL ENDING 05/21/2022	(2,786)
Total 1005 · TD PAYROLL ACCOUNT				1,465
1006 · TD SAVINGS - SPECIAL FUNDS				
05/31/2022			Interest	2
Total 1006 · TD SAVINGS - SPECIAL FUNDS				2
1040 · Petty Cash				
Total 1040 · Petty Cash				0
TOTAL				(478,685)

Rose Memorial Library Association
Profit & Loss
 May 2022

	May 22
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	
4040 · Fund Raising Income-Newsletter	25
4014 · Fundraising Income - Appeal - Other	150
Total 4014 · Fundraising Income - Appeal	175
4015 · Investment Income	
4033 · Interest Income	6
Total 4015 · Investment Income	6
4016 · Gifts and Donations	277
4018 · Friends - Income	15
4031 · Library Charges	56
4032 · Other Income	
- COPY	1
- COPY MACHINE	66
- FAX	102
- PRINT	81
Other Income - LARC BooksByMail	126
Total 4032 · Other Income	376
Total Income	906
Gross Profit	906
Expense	
6001 · Salaries	21,973
6002 · Benefits	
6023 · Payroll Processing Fees	71
6002 · Benefits - Other	1,669
Total 6002 · Benefits	1,740
6010 · Repairs and Maintenance	
Sanitation	120
6014 · R & M Equipment	90
6030 · R & M - Building	
6020 · Custodial Supplies	52
Total 6030 · R & M - Building	52
Total 6010 · Repairs and Maintenance	261
6011 · Health Insurance Premiums Paid	926
6017 · Utilities	
Orange & Rockland	608
Suez Water	0
6017 · Utilities - Other	24
Total 6017 · Utilities	632
6018 · Insurance	1,714
6019 · Dues/Fees	65
6036 · Fundraising	
Fundraising ~ Event Costs	1,303
Total 6036 · Fundraising	1,303
6051 · Computer Technical Support	523
6052 · New Library Website	50
6053 · Website Hosting Fee	680

Rose Memorial Library Association

Profit & Loss

May 2022

	May 22
6101 · Capital Expenditures	
6100 · Books	
6100-A · Books	672
6100-C · Books- Children	204
Total 6100 · Books	876
6150 · AV	
6110 · AV-Audio	
6120 · Music	13
Total 6110 · AV-Audio	13
6130 · Video Tapes and DVDs	202
6140 · Databases	
Hoopla	219
Total 6140 · Databases	219
6141 · Digital Reading Technology	218
6160 · Software	
6161 · Video Games	120
6160 · Software - Other	15
Total 6160 · Software	135
Total 6150 · AV	787
Total 6101 · Capital Expenditures	1,663
6125 · Serials	
The Journal News	240
6125 · Serials - Other	0
Total 6125 · Serials	240
6200 · Programs ~ High Profile Events	
6210 · Adult Program Fees	(200)
Total 6200 · Programs ~ High Profile Events	(200)
6300 · Supplies	
6013 · Library Supplies	
PBL-ZONE	204
Total 6013 · Library Supplies	204
6027 · Office Supplies & Expense	79
6302 · Program Supplies - Children's	
6252 · SRP Expenses - Children's	52
6302 · Program Supplies - Children's - Other	58
Total 6302 · Program Supplies - Children's	110
6304 · Program Supplies - Young Adults	106
Total 6300 · Supplies	499
8500 · Misc expenses	135
Total Expense	32,202
Net Ordinary Income	(31,297)

Rose Memorial Library Association
Profit & Loss
May 2022

	May 22
Other Income/Expense	
Other Expense	
6800 - Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	<u>(31,297)</u>

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

Ordinary Income/Expense	May 22	Budget	\$ Over Budget	% of Budget
Income				
4 · Contributed support	0	358	(358)	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	175	0	175	100%
4015 · Investment Income	6	0	6	100%
4016 · Gifts and Donations	277	0	277	100%
4018 · Friends - Income	15	0	15	100%
4031 · Library Charges	56	42	15	135%
4032 · Other Income	376	125	251	301%
Total Income	906	525	381	173%
Gross Profit	906	525	381	173%
Expense				
6001 · Salaries	21,973	28,786	(6,814)	76%
6002 · Benefits	1,740	2,935	(1,195)	59%
6007 · Office Postage	0	167	(167)	0%
6008 · Accounting & Other Prof Fees	0	113	(113)	0%
6009 · Legal	0	188	(188)	0%
6010 · Repairs and Maintenance	261	1,065	(803)	25%
6011 · Health Insurance Premiums Paid	926	1,995	(1,070)	46%
6015 · Telecommunications	0	260	(260)	0%
6017 · Utilities	632	759	(127)	83%
6018 · Insurance	1,714	590	1,124	291%
6019 · Dues/Fees	65	44	21	149%
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	0	0	0	0%
6036 · Fundraising	1,303	0	1,303	100%
6043 · Retirement 403B	0	17	(17)	0%
6045 · Advertising and Promotion	0	226	(226)	0%

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

	May 22	Budget	\$ Over Budget	% of Budget
6050 · RCLS Service Fee	0	190	(190)	0%
6051 · Computer Technical Support	523	542	(19)	96%
6052 · New Library Website	50	42	8	120%
6053 · Website Hosting Fee	680	50	630	1,359%
6101 · Capital Expenditures	1,663	4,023	(2,361)	41%
6125 · Serials	240	0	240	100%
6200 · Programs ~ High Profile Events	(200)	579	(779)	(35)%
6300 · Supplies	499	887	(387)	56%
8500 · Misc expenses	135	0	135	100%
Total Expense	32,202	44,613	(12,410)	72%
Net Ordinary Income	(31,297)	(44,088)	12,791	71%
Other Income/Expense	0			
Other Expense	0			
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	(31,297)	(44,088)	12,791	71%
Net Income	(31,297)	(44,088)	12,791	71%

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

	Jan - May 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	1,792	(1,792)	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	7,113	16,875	(9,762)	42%
4015 · Investment Income	1,731	21,900	(20,169)	8%
4016 · Gifts and Donations	316			
4018 · Friends - Income	15	500	(485)	3%
4031 · Library Charges	146	208	(62)	70%
4032 · Other Income	1,346	975	371	138%
5 · Earned revenues	38			
Total Income	336,134	367,250	(31,116)	92%
Gross Profit	336,134	367,250	(31,116)	92%
Expense				
6001 · Salaries	141,647	143,932	(2,285)	98%
6002 · Benefits	15,994	14,774	1,220	108%
6007 · Office Postage	880	833	47	106%
6008 · Accounting & Other Prof Fees	0	563	(563)	0%
6009 · Legal	500	938	(438)	53%
6010 · Repairs and Maintenance	8,336	11,008	(2,672)	76%
6011 · Health Insurance Premiums Paid	5,809	9,975	(4,166)	58%
6015 · Telecommunications	1,023	1,299	(276)	79%
6017 · Utilities	3,916	3,796	120	103%
6018 · Insurance	4,268	2,949	1,319	145%
6019 · Dues/Fees	472	1,188	(716)	40%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	6,153	5,128	1,026	120%
6034 · Software Licensing Fees	0	663	(663)	0%
6035 · Newsletters	1,708	1,509	199	113%
6036 · Fundraising	2,871	3,100	(229)	93%
6043 · Retirement 403B	(200)	83	(283)	(240)%
6045 · Advertising and Promotion	31	1,131	(1,100)	3%
6050 · RCLS Service Fee	29	950	(921)	3%
6051 · Computer Technical Support	1,765	2,708	(943)	65%
6052 · New Library Website	50	208	(158)	24%
6053 · Website Hosting Fee	739	250	489	296%
6101 · Capital Expenditures	16,471	20,125	(3,655)	82%
6125 · Serials	1,799	3,241	(1,443)	55%
6200 · Programs ~ High Profile Events	3,101	4,773	(1,672)	65%
6300 · Supplies	3,734	4,433	(699)	84%
8500 · Misc expenses	5,117	7,250	(2,133)	71%
Total Expense	227,015	247,507	(20,492)	92%
Net Ordinary Income	109,119	119,743	(10,624)	91%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	109,119	119,743	(10,624)	91%

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

Ordinary Income/Expense	Jun '21 - May 22	Jun '20 - May 21	\$ Change	% Change
Income				
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	17,397.54	10,647.00	6,750.54	63.4%
4015 · Investment Income	10,478.99	13,288.27	-2,809.28	-21.1%
4016 · Gifts and Donations	424.55	254.70	169.85	66.7%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	829.15	671.30	157.85	23.5%
4032 · Other Income	2,996.18	1,126.45	1,869.73	166.0%
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%
Total Income	561,479.92	816,708.15	-255,228.23	-31.3%
Gross Profit	561,479.92	816,708.15	-255,228.23	-31.3%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	337,775.84	297,811.32	39,964.52	13.4%
6002 · Benefits	33,006.53	28,841.46	4,165.07	14.4%
6007 · Office Postage	1,804.71	1,407.28	397.43	28.2%
6008 · Accounting & Other Prof Fees	1,800.00	1,950.00	-150.00	-7.7%
6009 · Legal	1,635.00	6,995.09	-5,360.09	-76.6%
6010 · Repairs and Maintenance	19,363.21	31,691.82	-12,328.61	-38.9%
6011 · Health Insurance Premiums Paid	19,269.79	13,049.45	6,220.34	47.7%
6015 · Telecommunications	2,065.98	1,337.91	728.07	54.4%
6017 · Utilities	9,697.35	9,017.24	680.11	7.5%
6018 · Insurance	7,790.73	7,734.60	56.13	0.7%
6019 · Dues/Fees	1,320.42	2,009.10	-688.68	-34.3%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%
6031 · Internet Access	1,012.67	1,739.04	-726.37	-41.8%
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	5,754.73	1,595.14	4,159.59	260.8%
6036 · Fundraising	5,071.07	2,104.43	2,966.64	141.0%

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

	Jun '21 - May 22	Jun '20 - May 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	129.20	4,391.44	-4,262.24	-97.1%
6051 · Computer Technical Support	5,375.00	6,127.50	-752.50	-12.3%
6052 · New Library Website	49.95	134.93	-84.98	-63.0%
6053 · Website Hosting Fee	769.40	559.75	209.65	37.5%
6101 · Capital Expenditures	46,179.09	8,400.57	37,778.52	449.7%
6125 · Serials	3,260.32	3,986.94	-726.62	-18.2%
6200 · Programs ~ High Profile Events	7,410.65	3,521.00	3,889.65	110.5%
6300 · Supplies	10,399.93	7,706.26	2,693.67	35.0%
6819 · Covid 19 Expenses	301.44	3,809.41	-3,507.97	-92.1%
8400 · Depreciation & amortization exp	0.00	69,230.00	-69,230.00	-100.0%
8500 · Misc expenses	5,117.49	0.00	5,117.49	100.0%
Total Expense	540,522.20	535,994.89	4,527.31	0.8%
Net Ordinary Income	20,957.72	280,713.26	-259,755.54	-92.5%
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	20,957.72	280,713.26	-259,755.54	-92.5%

Rose Memorial Library
June 2022 Board Meeting
Board Report

Alice Meacham, Director

- This has been an exciting month at Rose Memorial Library. (I feel like I am always saying that, but it always seems to be true!) With the library going under contract for 117 W Main Street, and hiring two new staff members specifically supporting adult services (see below), we have been able to move forward on many projects and plans that have been on pause for a couple of months.
- I have been reading and learning more about the new IT proposal for RCLS libraries. The final RCLS information session will be on Wednesday, June 15. I have also asked Robert Manea of Frontline to prepare a potential plan/quote on how much it would cost for us to go independent, so we can make the most informed decision. We will need to arrange an additional meeting to discuss and for the vote on what plan they would like to move forward with before the end of June.

Susan Babcock, Children's Services

- Sylvia and I have been busy getting ready for the 2022 Summer Reading Program. Programs are being planned, flyers made and decorations on the bulletin board and in the Children's room are going up little by little. All in anticipation of what hopefully will be a well-attended summer reading program comparable to pre-covid days!

Circulation

- Over the next few months, I will be working to have Amber assist with some circulation projects. Some reports that were regularly run in the past have not been happening and we will be trying to get those completed and create a regular schedule for these reports in the future.
- Circulation staff continues to create interesting displays, provide readers' advisory and great service to our patrons. It is nice to see staff always going the extra mile and it's obvious how much our patrons appreciate it.

Karelisa Kimmel, Adult Collections and Communications Librarian

- Karelisa started at Rose Memorial Library on Monday, June 6. We are thrilled to welcome her to the team!

Joy Buckhout, Adult Programming and Outreach Coordinator

- Joy started at Rose Memorial Library on Wednesday, June 8. We are thrilled to welcome her to the team!

Carole Gomez, Office Manager/Bookkeeper

- As of June 10, 2022, the 2022 Annual Appeal totals \$11,107.00. This includes the 2022 Annual Appeal mailing as well as the Newsletters, memorial donations and fundraising efforts.
- The Berard & Associates audit report for the calendar year 2021 draft report was received last week, reviewed and the final report will be presented at the June 15th Board meeting. The majority of points noted had been put into effect as of January 1st of 2022. The last few were implemented as of June 1st
- The new Pitney Bowes SendPro Mailstation has been installed and is operational.
- The TD Bank incident discussed at the last meeting has been resolved. The library incurred approximately \$68 in late/return charges as a result.
- The project to add better lighting to the stairwell leading to Children's, suspended in the fall, will be reactivated asap.
- Library Statistics for May included ten (10) new patrons. There were 1,297 in-person visitors as well as 62 computer sessions. Website visits continue to increase with a total of 1,395.
- Rose Memorial Library will be closed on Sunday beginning Father's Day, June 19, 2022 and reopen the week following Labor Day, September 11, 2022.
- There were three (3) requests for Notary Services in May.
- Outreach services were accessed seven (7) times through the Books By Mail Program.

Additional Notes:

ROSE MEMORIAL LIBRARY STATISTICS
MAY 2022

	May 2022	YTD 2022	May 2021	YTD 2021
Registered Users	3777	n/a	4125	n/a
New Cards	14	66	0	0
Library Visitors	1297	6514	1081	4491
Public Computer Sessions	62	431	32	50
Web Analytics				
Visitors	1395	4781	932	5409
Number of Visits	2009	7643	1552	9756
Page Views	3295	12879	2671	16324
PROGRAMS				
ADULT				
Number of Programs	1	12	2	4
Attendance	39	221	7	23
CHILDREN'S				
Number of Programs	9	22	1 online	10
Attendance	114	340	44	259
TEEN/YOUNG ADULT				
Number of Programs	1	5	1	1
Attendance	12	99	18	18

* Curbside only through April 6, 2021

	January 2022	February 2022	March 2022	April 2022	May 2022	YTD 2022	
Adult Collection							
Fiction Books	306	294	381	307	279	1567	
New Fiction	144	96	54	30	66	390	
Express Books	225	151	216	191	209	992	
Large Print Books	131	126	157	129	135	678	
Non Fiction Books	159	177	189	206	188	919	
Total Adult Books		965	844	997	863	877	4546
CD/Audio	34	53	13	28	15	143	
DVD	290	178	239	215	174	1096	
Misc.							
Periodicals	58	36	36	35	61	226	
TOTAL ADULT CIRC		1347	1111	1282	1141	1127	6011
Juvenile Collection							
Fiction Books	391	541	745	671	484	2832	
Non-Fiction Books	85	132	172	175	142	706	
Express Books	0	0	0	0	0	0	
Total Juv Books		476	673	917	846	626	3538
CD/Audio	3	0	2	5	2	12	
DVD	12	63	64	97	18	254	
Misc.							
Periodicals	0			6	0	6	
TOTAL Juvenile Circ		491	736	66	110	21	3813
YA Collection							
Fiction Books	45	45	58	77	38	263	
Non-Fiction Books	0	5	1	0	1	7	
Express Books	4	3	0	0	0	7	
CD/Audio	0		0	0	0	0	
DVD	0		0	0	0	0	
TOTAL YA Circ		49	53	59	77	39	277
Graphic Books	78	99	92	110	57	436	
Games	19	14	22	10	12	77	
GRAND TOTAL		1984	2013	2441	2294	1882	10614
All Books	1568	149	2065	1896	1599		
All AV	339	294	318	345	209		
Periodicals	58	36	36	37	62		
Games	19	14	22	10	12		
Misc	0	0	0	6	0		
	<u>1984</u>	<u>2013</u>	<u>2441</u>	<u>2294</u>	<u>1882</u>		