

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, July 20, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~ June 2022**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: June 2022
 - b. Approval of Disbursements: June 2022
 - c. Financial Reports: June 2022
- V. Reports**
 - a. Director's Report: June 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. Review IT support proposals from RCLS and Frontline
 - i. Select plan*
- VII. New Business**
 - a. Conversation with Steve Hansen, communications consultant
 - b. Review and approval of 117 W Main St. project and planning budget*
 - c. Review and approve updated 2022 budget*
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ August 17, 2022

**motion required*

Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
June 15, 2022

June 15, 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

Guests: Randi Hertzman CPA and David Raiken from Berard & Associates to present the 2021 Audit Report. Joy Buckhout, new staff member joining Rose Memorial Library in the position of Adult Programming and Outreach Coordinator.

1. Meeting called to order at 5:48pm by James Brooks, President.

2. Approval of Minutes*

May 25, 2022, Monthly Meeting Minutes were reviewed. A motion was made by James Brooks, seconded by Hollis Griffin, with unanimous agreement to accept the minutes.

May 11, 2022, Special Meeting minutes were reviewed, motion was made by James Brooks, seconded by Amanda Pagan-Glass, with unanimous agreement to accept the minutes.

June 6, 2022, Special Meeting minutes were reviewed, motion was made by James Brooks, seconded by Dick Eggers, with unanimous agreement to accept the minutes.

3. Public Comments. No public comments.

Joy Buckhout, new Adult Programming & Outreach Coordinator, was introduced to the group and welcomed to Rose Memorial Library team. She appreciates the opportunity and has a lot of ideas.

- At 6:50pm, James Brooks made a motion, seconded by Hollis Griffin, to move into Executive Session. At 7:48pm, Executive Session came to an end and the meeting continued.

4. Financial Reports*

May 2022 Financial Narrative was reviewed by Carole Gomez. The TD Bank incident on May 20th has been completely resolved. New accounts have been established with all new supplies ordered/received. Ted Needleman made a motion, seconded by Dick Eggers, to accept the financial reports in agreement with the Trustees.

5. Reports ~

- a. Director's Report: Alice gave a brief overview of her research on the proposed projects moving forward. There are two new members of the RML team: Joy Buckhout, Adult Programming & Outreach Coordinator, and Karelisa Kimmel, Adult Collections & Communications Librarian. Susan Babcock, Head of Children's Services, is currently planning outdoor activities in conjunction with the Summer Reading Program Kick-off event.**
- b. Board Reports**
 - i. Marketing & Fundraising**
 - ii. Facilities & Capital Projects**
 - iii. Finance & Budgets: A contingency budget is being developed in anticipation of the upcoming project**
 - iv. Long Range Planning**
 - v. Technology: Ted Needleman stated that Susie Hayne from Cyber Acoustics has donated four webcams to the library. A thank you letter will be sent to her.**

The IT proposal from Frontline will be presented at a Special Meeting next Wednesday, June 22, 2022. This involves the possible transition to a hybrid technology situation as opposed to 100 percent with RCLS or 100 percent independent of RCLS.

6. Old Business: Presentation of Audit findings

Randi Hertzman & David Raiken representing Berard & Associates gave the findings from the audit for January 2021 through December 2021. They appreciated the cooperation of the Library Director and Office Manager in providing all requested documentation. It was pointed out that all suggestions and recommendations were well received and implemented into the Rose Memorial Library protocols and procedures going forward.

- o Hollis Griffin made a motion to accept the Berard & Associates audit report for the calendar year 2021, second by Ted Needleman, with unanimous agreement of the Trustees.**

7. New Business:

- A motion was made by James Brooks, seconded by Dick Eggers, to vote on the choice of architectural firm for the 117 West Main project. The vote was unanimous in favor of Siegler-Henderson Studio.
- Report from Jamie Rachlin, Meristem Advisers.
- A motion was made by Ted Needleman, seconded by Amanda Pagan-Glass to approve the Form 990, with noted spelling changes on pages 6 and 7, with unanimous agreement by the Trustees.

8. Executive Session*

- Executive Session took place from 6:50pm to 7:48pm

9. Announcements

There will be a Special Meeting on Wednesday, June 22, 2022, to discuss the IT Proposal from Frontline, 5:30pm, in person, Kennedy Room.

10. The meeting closed at 8:10pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, July 20, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

*motion required

Carole Gomez, RML
Office Manager

Rose Memorial Library Association
79 E Main St,
Stony Point, NY 10980

May 12, 2022

Berard & Associates, CPAs PC
44 Park Avenue
Suffern, NY 10901

This representation letter is provided in connection with your audit of the financial statements of Rose Memorial Library Association, which comprise the statements of financial position as of as of December 31, 2021, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of May 12, 2022, the following representations made to you during your audit.

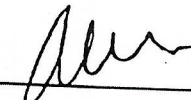
Financial Statements

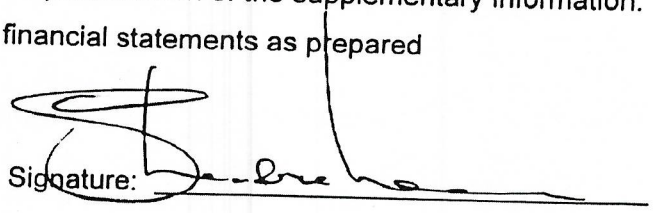
- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 25, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- Guarantees, whether written or oral, under which the organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
 - Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the organization and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
- The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- Rose Memorial Library Association. is an exempt organization under Section 501(C)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

- We acknowledge our responsibility for presenting the Schedule of Functional Expenses in accordance with U.S. GAAP, and we believe the Schedule of Functional Expenses, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the Schedule of Functional Expenses have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- We have approved all journal entries and the financial statements as prepared

Signature: 

Signature: 

Title: Director

Title: ~~Spouse~~ Treasurer

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Special Meeting of the Board of Trustees
June 22, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular meeting, 07/20/2022
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular meeting, 07/20/2022
 - a. Narrative Report: June 2022
 - b. Approval of Disbursements: June 2022
 - c. Financial Reports: June 2022
- V. Reports** ~ to be reviewed at next regular meeting, 07/20/2022
 - a. Director's Report: June 2022
 - b. Board Committees
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 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
- VII. New Business**
 - a. Guest: Frontline Data Services, presentation and discussion of IT services and options
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled monthly Board Meeting ~ July 20, 2022

**motion required*

**Special Board Meeting
Board of Trustees
Rose Memorial Library Association
June 22, 2022**

June 22, 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

Guests: Frontline Data Services, Nicko Feinberg, Owner; Robert Manea, Senior Network Engineer

1. Meeting called to order at 5:26pm by James Brooks, President.

2. Approval of Minutes*

June 15, 2022, Monthly Meeting Minutes will be available for approval at the next regular monthly meeting, July 20, 2022.

3. Public Comments. No public comments.

4. Financial Reports*

June 2022 Financials will be available for approval at the next regular monthly meeting, July 20, 2022.

5. Reports ~ reports will be available at the regular monthly meeting, July 20, 2022.

6. Old Business ~

a. Next Steps for 117 West Main St.

b. Alice has spoken with Robert Scofield and the content of the petition is almost ready. Just waiting for the dollar figures.

c. The architect has been at the building this week working on the numbers.

d. Concerns with filing the petitions were discussed.

e. Plans to gather signatures: Hollis Griffin will lead this effort along with Terry Marsico, Amanda Pagan-Glass, Dick Eggers and Alicia Pagan.

f. There is online training offered.

g. We need a survey for the building. The surveyor used at the last campaign was Atzl, Nasher & Zigler, 234 North Main Street, New City, 845.634.4694.

h. A minimum of seven hundred (700) signatures is required. One thousand would be preferred.

i. Stony Point United has offered to assist.

j. "Restoring an historic building to preserve its history"

7. New Business:

- a. Nicko Feinberg, Owner of Frontline Data Services, along with Robert Manea, Senior Network Engineer, distributed a handout entitled "IT Support/MSP Proposal (copy attached).
- b. Mr. Feinberg gave a presentation related to supporting libraries for their IT needs. Several libraries in the area have called inquiring about IT options independent of RCLS who is currently in the process of renegotiating the IT options available to the 47 libraries in the RCLS region.
- c. Frontline Data Services offers fully-managed services and would be responsible for all service and updates.
- d. They reviewed the pricing choices available to Rose Memorial Library.
- e. There was a discussion concerning the future move to 117 West Main Street and how that would impact any agreement. There would be no charge to move the service but there would be an increase if additional equipment was added.
- f. Included as well was technical discussion as to Optimum vs. Fios, better service with an independent system etc.
- g. Frontline would offer a one-to-two year contract with a thirty day out clause.

8. Executive Session*

9. Announcements

10. The meeting closed at 6:20pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, July 20, 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 30, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular meeting, 07/20/2022
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular meeting, 07/20/2022
 - a. Narrative Report: June 2022
 - b. Approval of Disbursements: June 2022
 - c. Financial Reports: June 2022
- V. Reports** ~ to be reviewed at next regular meeting, 07/20/2022
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 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
- VII. New Business**
 - a. Approval of Tax Cap Override
 - b. Referendum Funding Request
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled monthly Board Meeting ~ July 20, 2022

**motion required*

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

June 30, 2022, meeting held at Rose Memorial Library, 5:00pm, 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.

- 1. Meeting called to order at 5:02pm by James Brooks, President.**
- 2. Approval of Minutes***

June 15, 2022, Monthly Meeting Minutes will be available for approval at the next regular monthly meeting, July 20, 2022.

- 3. Public Comments. No public comments.**
- 4. Financial Reports***

June 2022 Financials will be available for approval at the next regular monthly meeting, July 20, 2022.

- 5. Reports ~ reports will be available at the regular monthly meeting, July 20, 2022.**

- 6. Old Business**
No old business at this time.

- 7. New Business:**

- a. Approval of Tax Cap Override: James Brooks made a motion to override the tax cap, seconded by Dick Eggers and unanimous agreement of the Trustees:**

“Whereas, the adoption of the 2023 budget for the Rose Memorial Library Association may require a tax levy increase that exceeds the tax cap imposed by state law as outline in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Rose Memorial Library Association voted and approved to exceed the tax levy limit for 2023 by at least sixty percent of the Board of Trustees as required by state law on June 30, 2022.”

- b. **Referendum Funding Request: James Brooks made a motion to authorize the preparation of a petition using the following language, seconded by Ted Needleman and unanimous agreement of the Trustees.**

“Shall the annual contribution of the Town of Stony Point for the Operating Budget of the Rose Memorial Library Association be increased by One Million Four Hundred Seventy-Five Thousand (\$1,475,000) Dollars to the sum of One Million Eight Hundred Thousand (\$1,800,000) Dollars annually.”

8. Executive Session*

Hollis Griffin made a motion to go into Executive Session at 5:09pm. Amanda Pagan-Glass second with all Trustees in agreement.

Following the Executive Session, the meeting continued at 5:25pm.

9. Announcements

- 10. The meeting closed at 5:30pm with consent of all Trustees.**

*The next scheduled Board Meeting is
Wednesday, July 20, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

***motion required**

Office of the New York State Comptroller

Thomas P. DiNapoli • State Comptroller



Property Tax Cap

Inflation and Allowable Levy Growth Factors

January 2022

Inflation Factors and Allowable Levy Growth Factors by Fiscal Year

Fiscal Year	Fiscal Years Beginning							
	2019		2020		2021		2022	
	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor
Jan 1 - Dec 31	2.25%	1.0200	2.07%	1.0200	1.56%	1.0156	2.30%	1.0200
Mar 1- Feb 28	2.42%	1.0200	1.90%	1.0190	1.46%	1.0146	3.00%	1.0200
Apr 1 - Mar 31	2.42%	1.0200	1.85%	1.0185	1.43%	1.0143	3.33%	1.0200
Jun 1 - May 31	2.46%	1.0200	1.78%	1.0178	1.31%	1.0131	4.23%	1.0200
Jul 1 - Jun 30	2.44%	1.0200	1.81%	1.0181	1.23%	1.0123	4.70%	1.0200
Aug 1 - Jul 31	2.40%	1.0200	1.89%	1.0189	1.14%	1.0114	Coming February 2022	
Sep 1 - Aug 31	N/A	N/A	1.96%	1.0196	1.09%	1.0109		
Oct 1 - Sep 30	2.30%	1.0200	1.93%	1.0193	1.18%	1.0118		

As defined in law, the allowable levy growth factor is the lesser of one plus the inflation factor or one and two-one-hundredths. For periods where the inflation factor is less than 2 percent, the allowable levy growth factor is equal to one plus the inflation factor.



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Division of Local Government and School Accountability

Ramapo Catskill Library System
Three-Year History of Library Budget Votes
April 27, 2021

Member Library	Type of Vote	Successful	2020 % Increase	2019 % Increase	2018 % Increase
Albert Wisner Public Library	School District	Y	N/A	2.31%	4.12%
Blauvelt Free Library	N/A	N/A	-	-	-
Chester Public Library	Municipal Ballot	Y	N/A	5.99%	N/A
Cornwall Public Library	School District	Y	2.68%	2.77%	3.18%
Cragmoor Free Library	N/A	N/A	-	-	-
Daniel Pierce Library	School District	Y	N/A	1.80%	1.94%
Ellenville Public Library and Museu	School District	Y	1.00%	1.00%	1.59%
Ethelbert B. Crawford Public Librar	Special Legislative District	Y	1.96%	2.49%	2.90%
Fallsburg Library	School District	Y	N/A	N/A	2.29%
Finkelstein Memorial Library	School District	Y	N/A	N/A	2.00%
Florida Public Library	School District	Y	2.88%	2.90%	3.42%
Gardiner Library	Municipal Ballot	Y	N/A	20.00%	N/A
Goshen Public Library	School District	Y	N/A	14.00%	7.00%
Greenwood Lake Public Library	School District	Y	1.97%	2.22%	2.00%
Haverstraw Kings Daughters Librar	School District	Y	N/A	1.99%	2.00%
Highland Falls Library	N/A	N/A	-	-	-
Josephine-Louise Public Library	N/A	N/A	-	-	-
Liberty Public Library	School District	Y	N/A	5.13%	1.47%
Livingston Manor Free Library	School District	Y	N/A	7.54%	1.73%
Mamakating Library	Special Legislative District	Y	3.73%	9.26%	3.85%
Moffat Library Of Washingtonville	School District	Y	N/A	4.56%	2.57%
Monroe Free Library	Municipal Ballot	Y	N/A	3.32%	3.44%
Montgomery Free Library	N/A	N/A	-	-	-
Nanuet Public Library	School District	Y	2.71%	2.03%	2.01%
New City Free Library	School District	Y	2.00%	2.00%	2.00%
Newburgh Free Library	School District	Y	4.20%	2.27%	1.00%
Nyack Library	School District	Y	1.25%	1.00%	1.00%
Orangeburg Library	N/A	N/A	-	-	-
Palisades Free Library	N/A	N/A	-	-	-
Pearl River Public Library	School District	Y	8.50%	7.73%	3.00%
Piermont Library District	N/A	N/A	-	-	-
Pine Bush Area Public Library Distr	Special Legislative District	Y	2.00%	0.00%	0.00%
Port Jervis Free Library	School District	Y	1.81%	3.32%	2.04%
Roscoe Free Library	Municipal Ballot	Y	N/A	N/A	58.69%
Rose Memorial Library Association	N/A	N/A	-	-	-
Sloatsburg Public Library	School District	Y	N/A	1.99%	2.00%
Suffern Free Library	School District	Y	N/A	2.00%	2.00%
Sunshine Hall Free Library	School District	Y	1.97%	2.77%	2.00%
Tappan Library	N/A	N/A	-	-	-
Thrall Public Library District	Special Legislative District	Y	N/A	3.23%	6.62%
Tomkins Cove Public Library	School District	Y	0.00%	3.39%	6.48%
Tuxedo Park Library	Municipal Ballot	Y	N/A	2.97%	1.97%
Valley Cottage Free Library	School District	Y	1.09%	1.20%	1.96%
Wallkill Public Library	Town	Y	1.50%	1.80%	1.50%
West Nyack Free Library	School District	Y	2.00%	2.00%	3.00%
Western Sullivan Public Library	School District	Y	8.67%	12.38%	6.71%
Woodbury Public Library	N/A	N/A	-	-	-
# of Successful Votes		All	18	33	34



Sample Tax Cap Override Resolutions

Option 1

Use this sample resolution if you plan to pass override at the beginning of your fiscal year or at your annual meeting in advance of adopting a budget. This meets the requirements of the tax cap law while giving flexibility to the library board to adopt a budget later in the year that requires a tax levy that exceeds the tax cap or if the board approves a budget with incomplete or incorrect information to calculate the tax levy. If a library or any local government approves a tax levy that exceeds the cap (without passing the below resolutions), then these excess funds must be put in an interest bearing account and used the following fiscal year to reduce the tax levy.

Whereas, the adoption of the (Year) budget for the (Library Name) may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the (Library Name) voted and approved to exceed the tax levy limit for (Year) by at least the sixty percent of the board of trustees as required by state law on (meeting date).

Option 2

Use this sample resolution if you plan to pass the override at the same time you approve your budget, when you believe you have all the necessary data to correctly calculate your tax levy.

Whereas, the adoption of this (Year) budget for the (Library Name) requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the (Library Name) voted and approved to exceed the tax levy limit for (Year) by at least the sixty percent of the board of trustees as required by state law on (meeting date).



ROSE MEMORIAL LIBRARY ASSOCIATION

JULY 2022 BOARD MEETING

FINANCIAL NARRATIVE

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

- Operating Account: \$*****0.00 (closed)
- Business Account \$213,121.59
- Savings Account: \$107,511.14
- Business Savings: \$**55,154.63
- Payroll Account: \$****1,789.01
- UBS Financial Services as of June 30, 2022.
 - Value as of 05/31/2022 \$418,361.18
 - Value as of 06/30/2022 \$418,364.83

There were two payrolls in the month of June 2022 totaling \$24,119.00.

The largest expenditures (over \$500) include:

Orange & Rockland (04/22 to 05/22/2022)	\$572.78
Orange & Rockland (05/23 to 06/23/2022)	\$862.96
Diamond Shine Cleaning Service (April)	\$950.00
Jet Carpet Cleaning (79 East Main)	\$985.00
Oxford (United Healthcare)	\$1,014.36
Key Bank (credit cards and Amazon account) – Summer Reading Programs & Supplies for Children & Teens, ZOOM, Children’s Books, Office & Library Supplies, Adult Program Supplies (Defensive Driving), Videos & DVDs	\$1,242.83
Jamie Rachlin (Meristem Advisors)	\$1,260.00
Utica National Insurance (umbrella coverage)	\$1,713.74
RCLS (2022 service fee)	\$2,281.15
Petr V. Tomkevich (117 West Main – June)	\$2,500.00

PROGRAMMING:

Dorian Dattilo (6/29, Summer Reading Ages 5+ Kick-Off)	\$600.00
The Baking Coach (grab & go) Children (08/08)	\$415.00
Kurt Gallagher (6/27, Summer Reading, Toddlers)	\$250.00

Rose Memorial Library Association
Cash Disbursement Report
 As of June 30, 2022

Date	Num	Name	Memo	Paid Amount
1001 · TD BUSINESS CHECKING				
06/01/2022	EFT	Pitney Bowes Global Financial Services LL	0015905188, Reserve Account	(125)
06/06/2022			Funds Transfer	(11,000)
06/06/2022			Deposit	40
06/07/2022			Funds Transfer	3
06/08/2022	9800	Staples	NYC 1009485	(81)
06/08/2022	9801	Avaya Financial Services	Customer #2000355809	(90)
06/08/2022	9802	Diamond Shine Cleaning Service	Invoice #116	(950)
06/08/2022	9803	Midwest Tape LLC	Customer #2000016084; Hoopla #502192233	(247)
06/08/2022	9804	Orange & Rockland	26290-56026	(573)
06/08/2022	9805	OPTIMUM	Account #07882-391439-01-2	(256)
06/08/2022	9806	Baker and Taylor	320274 L695494 3 B00000	(36)
06/08/2022	9807	Jamie Rachlin	Invoice #RML-0522	(1,260)
06/08/2022	9808	Frontline Data Services	Invoice 6195	(238)
06/08/2022	9809	Kurt Gallagher	Invoice 20607	(250)
06/08/2022	9810	RCLS Automation	Invoice 30868	(2,281)
06/08/2022	9811	Collaborative Summer Library Program	Invoice 23808	(158)
06/08/2022	9812	Petr V Tomkevich	Rose Memorial Library - use of property at 117 W. Main	(2,500)
06/08/2022	9813	Valley Cottage Free Library	Lost Book, Hostile Intent	(27)
06/15/2022	9814	Dorian Dattilo	Children's Summer Reading Kick-Off Event	(600)
06/15/2022	9815	The Baking Coach, Inc.	Children's Program	(415)
06/15/2022	9816	RockWeb Systems, Inc.	Invoice #20220713	(250)
06/15/2022	9817	Shell Ann Printing	Invoice #28648	(156)
06/15/2022	9818	Pitney Bowes Global Financial Services LL	0015905188, Invoice 1020857846	(77)
06/15/2022	9819	Oxford Health Plans	Group #130431, Invoice #545734905800	(1,014)
06/15/2022	9820	Veolia Water New York Inc.	Account #20008129710000	(31)
06/15/2022	9821	Baker and Taylor	320274 L695494 3 B00000	(445)
06/15/2022	9822	KeyBank	Statement 04/29/2022 to 05/28/2022	(1,243)
06/20/2022			Deposit	32
06/20/2022			Deposit	95
06/20/2022			Funds Transfer, Payroll Ending 06/18/2022	(14,000)
06/22/2022	9823	OPTIMUM	Account #07882-391439-01-2	(256)
06/22/2022	9824	Jet Carpet Cleaning	Carpet Cleaning ~ 79 East Main St.	(985)
06/22/2022	9825	Baker and Taylor	320274 L695494 3 B00000	(225)
06/28/2022			Deposit	40
06/29/2022	9826	Petr V Tomkevich	Rose Memorial Library - use of property at 117 W. Main	(2,500)
06/30/2022			Interest	2
Total 1001 · TD BUSINESS CHECKING				(42,055)
TOTAL				(42,055)

Rose Memorial Library Association

Profit & Loss

June 2022

	<u>Jun 22</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4130 · Gifts in kind - goods	(140)
Total 4 · Contributed support	(140)
4014 · Fundraising Income - Appeal	25
4015 · Investment Income	5
4016 · Gifts and Donations	7
4031 · Library Charges	(27)
4032 · Other Income	164
4039 · Expense Reimbursements	11
Total Income	<u>45</u>
Gross Profit	45
Expense	
6001 · Salaries	24,119
6002 · Benefits	2,146
6010 · Repairs and Maintenance	2,025
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	511
6017 · Utilities	604
6019 · Dues/Fees	53
6050 · RCLS Service Fee	2,281
6051 · Computer Technical Support	238
6052 · New Library Website	250
6101 · Capital Expenditures	141,168
6200 · Programs ~ High Profile Events	665
6300 · Supplies	2,172
7500 · Other personnel expenses	1,260
8100 · Non-personnel expenses	(140)
8200 · Occupancy expenses	5,000
Total Expense	<u>183,276</u>
Net Ordinary Income	(183,231)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>(183,231)</u></u>

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

	Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	(140)	358	(498)	(39)%
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	25	625	(600)	4%
4015 · Investment Income	5	0	5	100%
4016 · Gifts and Donations	7			
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	(27)	42	(68)	(64)%
4032 · Other Income	164	125	39	131%
4039 · Expense Reimbursements	11			
Total Income	45	1,150	(1,105)	4%
Gross Profit	45	1,150	(1,105)	4%
Expense				
6001 · Salaries	24,119	28,786	(4,667)	84%
6002 · Benefits	2,146	2,935	(789)	73%
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	2,025	955	1,070	212%
6011 · Health Insurance Premiums Paid	926	1,995	(1,070)	46%
6015 · Telecommunications	511	260	252	197%
6017 · Utilities	604	759	(155)	80%
6018 · Insurance	0	590	(590)	0%
6019 · Dues/Fees	53	44	9	120%
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	1,509	(1,509)	0%
6036 · Fundraising	0	0	0	0%
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
 June 2022

	Jun 22	Budget	\$ Over Budget	% of Budget
6050 · RCLS Service Fee	2,281	190	2,091	1,200%
6051 · Computer Technical Support	238	542	(304)	44%
6052 · New Library Website	250	42	208	600%
6053 · Website Hosting Fee	0	50	(50)	0%
6101 · Capital Expenditures	141,168	4,023	137,145	3,509%
6125 · Serials	0	0	0	0%
6200 · Programs ~ High Profile Events	665	1,479	(814)	45%
6300 · Supplies	2,172	1,320	852	165%
7500 · Other personnel expenses	1,260			
8100 · Non-personnel expenses	(140)			
8200 · Occupancy expenses	5,000			
8500 · Misc expenses	0	0	0	0%
Total Expense	183,276	47,345	135,931	387%
Net Ordinary Income	(183,231)	(46,195)	(137,036)	397%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(183,231)	(46,195)	(137,036)	397%

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

07/02/22

Cash Basis

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	(140)	2,150	(2,290)	(7)%
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	7,138	17,500	(10,362)	41%
4015 · Investment Income	1,736	21,900	(20,164)	8%
4016 · Gifts and Donations	323			
4018 · Friends - Income	15	500	(485)	3%
4031 · Library Charges	120	250	(130)	48%
4032 · Other Income	1,510	1,100	410	137%
4039 · Expense Reimbursements	11			
5 · Earned revenues	38			
Total Income	<u>336,179</u>	<u>368,400</u>	<u>(32,221)</u>	<u>91%</u>
Gross Profit	336,179	368,400	(32,221)	91%
Expense				
6001 · Salaries	165,766	172,718	(6,952)	96%
6002 · Benefits	18,140	17,709	431	102%
6007 · Office Postage	880	1,000	(119)	88%
6008 · Accounting & Other Prof Fees	0	675	(675)	0%
6009 · Legal	500	1,125	(625)	44%
6010 · Repairs and Maintenance	10,360	11,962	(1,602)	87%
6011 · Health Insurance Premiums Paid	6,735	11,970	(5,235)	56%
6015 · Telecommunications	1,535	1,559	(24)	98%
6017 · Utilities	4,520	4,555	(35)	99%
6018 · Insurance	4,268	3,539	729	121%
6019 · Dues/Fees	525	1,231	(707)	43%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	6,153	6,153	0	100%
6034 · Software Licensing Fees	0	796	(796)	0%
6035 · Newsletters	1,708	3,018	(1,309)	57%
6036 · Fundraising	2,871	3,100	(229)	93%
6043 · Retirement 403B	(200)	100	(300)	(200)%
6045 · Advertising and Promotion	31	1,357	(1,326)	2%
6050 · RCLS Service Fee	2,310	1,141	1,170	203%
6051 · Computer Technical Support	2,003	3,250	(1,248)	62%
6052 · New Library Website	300	250	50	120%
6053 · Website Hosting Fee	739	300	439	246%
6101 · Capital Expenditures	157,639	24,149	133,490	653%
6125 · Serials	1,799	3,241	(1,443)	55%
6200 · Programs ~ High Profile Events	3,766	6,252	(2,486)	60%
6300 · Supplies	5,906	5,753	152	103%
7500 · Other personnel expenses	1,260			
8100 · Non-personnel expenses	(140)			
8200 · Occupancy expenses	5,000			
8500 · Misc expenses	5,117	7,250	(2,133)	71%
Total Expense	<u>410,292</u>	<u>294,852</u>	<u>115,439</u>	<u>139%</u>
Net Ordinary Income	(74,113)	73,548	(147,660)	(101)%

3:08 PM

07/02/22

Cash Basis

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

	Jan - Jun 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(74,113)</u>	<u>73,548</u>	<u>(147,660)</u>	<u>(101)%</u>

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

July 2021 through June 2022

	Jul '21 - Jun 22	Jul '20 - Jun 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
4 · Contributed support	-139.96	0.00	-139.96	-100.0%
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	4,301.40	4,301.40	-0.40	0.0%
4014 · Fundraising Income - Appeal	16,522.54	11,337.00	5,185.54	45.7%
4015 · Investment Income	8,523.53	12,010.30	-3,486.77	-29.0%
4016 · Gifts and Donations	430.85	254.95	175.90	69.0%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	699.26	752.19	-52.93	-7.0%
4032 · Other Income	3,060.68	1,145.20	1,915.48	167.3%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4038 · Rental Income - 61 E. Main	0.00	6,125.00	-6,125.00	-100.0%
4039 · Expense Reimbursements	11.00	0.00	11.00	100.0%
5 · Earned revenues	37.51	0.00	37.51	100.0%
Total Income	558,461.41	813,770.07	-255,308.66	-31.4%
Gross Profit	558,461.41	813,770.07	-255,308.66	-31.4%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	335,191.10	296,508.15	38,682.95	13.1%
6002 · Benefits	32,854.83	28,454.97	4,399.86	15.5%
6007 · Office Postage	1,671.86	1,415.13	256.73	18.1%
6008 · Accounting & Other Prof Fees	0.00	3,750.00	-3,750.00	-100.0%
6009 · Legal	1,135.00	7,472.59	-6,337.59	-84.8%
6010 · Repairs and Maintenance	20,428.21	30,583.47	-10,155.26	-33.2%
6011 · Health Insurance Premiums Paid	16,621.61	13,421.84	3,199.77	23.8%
6015 · Telecommunications	2,350.12	1,341.93	1,008.19	75.1%
6017 · Utilities	9,082.36	9,858.33	-775.97	-7.9%
6018 · Insurance	7,790.73	6,185.25	1,605.48	26.0%
6019 · Dues/Fees	953.26	1,708.31	-755.05	-44.2%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%

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

	Jul '21 - Jun 22	Jul '20 - Jun 21	\$ Change	% Change
6031 · Internet Access	725.29	1,739.04	-1,013.75	-58.3%
6032 · Anisnet Service Fee	13,506.52	13,839.22	-332.70	-2.4%
6033 · Printing	85.00	0.00	85.00	100.0%
6035 · Newsletters	4,722.73	2,627.14	2,095.59	79.8%
6036 · Fundraising	5,071.07	2,104.43	2,966.64	141.0%
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	2,410.35	2,196.21	214.14	9.8%
6051 · Computer Technical Support	4,852.50	6,175.00	-1,322.50	-21.4%
6052 · New Library Website	299.83	134.93	164.90	122.2%
6053 · Website Hosting Fee	769.40	559.75	209.65	37.5%
6101 · Capital Expenditures	185,676.41	7,977.89	177,698.52	2,227.4%
6125 · Serials	3,260.32	3,986.94	-726.62	-18.2%
6200 · Programs ~ High Profile Events	7,650.00	3,706.65	3,943.35	106.4%
6300 · Supplies	11,679.01	8,275.58	3,403.43	41.1%
6819 · Covid 19 Expenses	160.95	2,361.00	-2,200.05	-93.2%
7500 · Other personnel expenses	1,260.00	0.00	1,260.00	100.0%
8100 · Non-personnel expenses	-139.96	0.00	-139.96	-100.0%
8200 · Occupancy expenses	5,000.00	0.00	5,000.00	100.0%
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	680,756.17	529,040.02	151,716.15	28.7%
Net Ordinary Income	-122,294.76	284,730.05	-407,024.81	-143.0%
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	-122,294.76	284,730.05	-407,024.81	-143.0%

Rose Memorial Library
July 2022 Board Meeting
Board Report

Alice Meacham, Director

- I feel like I say this every month, but seriously, what an exciting month we have had! Between the new building, revving up programming for the summer and new staff members, it has been a wonderful time!
- One of the Little Free Libraries was built by a local Girl Scout troop, with one of our most loyal library patrons, Jim Krause, acting as their carpentry mentor. It looks adorable! It is awaiting some final touches but should be ready for installation by the end of the summer.

Susan Babcock, Children's Services

- Summer reading programming has been going very well. We had close to 100 people at the kickoff event at 117 West Main. Our other programs continue to have great turn out as well. It really great to see our patrons in person and at programs again. We have also seen many new faces.

Circulation

- There definitely has been an uptick in activity in the library this summer. It's really great to see so many people coming back in and getting materials. We have even had a few teens hanging around on a regular basis and asked if we had Board games they could use. They stayed and played for a couple of hours. They are excited about the Gaming truck event on July 20th.
- A few patrons have come in looking to take out our Museum/Experience passes. Many are about to expire so hopefully we can renew them for patron use.

Karelisa Kimmel, Adult Collections and Communications Librarian

- I am excited to be in this position and am enjoying everything very much. This is a special Library!
- Ordering has resumed. Additions include newly released fiction and nonfiction, newly released large print books, books for Summer Reading, DVD and eBooks. As well as patron requests.
- We launched our first monthly eNews, and also released our quarterly print newsletter.
- We received training on our website with RocklandWeb and added new content (posts) and improvements for search engine optimization.
- Staff joined Slack, and more digital transitions are in the works
- I received training for the RCLS "POOL Selectors" committee that does Overdrive/Libby eBook ordering, which has been helpful in understanding the big picture of collections at RCLS and where RML can stand out.

Joy Buckhout, Adult Programming and Outreach Coordinator

- So excited to be at Rose Memorial Library — everyone is welcoming, kind, and helpful!
- I spent most of June reaching out to local contacts, brainstorming program ideas and creating a robust calendar for the summer.
- We are experimenting with various locations and timing for regularly scheduled programs (such as Book Club, Fiber Arts Circle, Guided Nature Walks, Outdoor Yoga, etc.), as well as one-off crafts and demonstrations.
- I am reaching out to local speakers as well as experts in specialized crafts outside my scope of expertise. From what Oscar said, local history and arts/crafts are the most popular and well attended programs, so I will focus there initially and work to broaden horizons as I go!
- We have started to post calendars and flyers on the bulletin board inside the library, and to post to social media and share to appropriate groups.
- July has been chock full of a variety of programs and activities and we are working hard to get the word out, build a strong following, and continue to increase attendance for in-person programming.

Carole Gomez, Office Manager/Bookkeeper

- As of July 18, 2022, the 2022 Annual Appeal totals \$11,252.00. 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 was finalized at the June Board Meeting. The few points and/or suggestions noted had been put into effect as of 01/01/2022. The remainder by 06/01/2022. The Berard associates noted that they were pleased with the cooperation of RML and implementation of their ideas. IRS Form 990 has been filed and receipt has been confirmed.
- The TD Bank incident discussed in May was resolved. The library incurred approximately \$68 in late/return charges as a result. However, in July, more than half of these charges were refunded to RML.
- The project to add better lighting to the stairwell leading to Children's, suspended in the fall, will be reactivated asap.
- Library Statistics for June included sixteen (16) new patrons. There were 1,462 in-person visitors as well as 41 computer sessions. Website visits continue to remain stable with a total of 1,203.
- Rose Memorial Library is closed on Sundays and reopens the week following Labor Day, September 11, 2022.
- There were five (5) requests for Notary Services in June.
- Outreach services were accessed six (6) times through the Books By Mail Program. Postage is reimbursable by L.A.R.C. (Library Association of Rockland County).
- Working with Cindy from Professional Career Center in Syracuse, RML is once again proctoring exams on their behalf. In June, I hosted three students.

ROSE MEMORIAL LIBRARY STATISTICS
JUNE 2022

	JUNE 2022	YTD 2022	JUNE 2021	YTD 2021
Registered Users	3,802	n/a	4,146	n/a
New Cards	16	82	0	0
Library Visitors	1,462	7,976	1,231	5,704
Public Computer Sessions	41	472	63	113
Web Analytics				
Visitors	1,203	5,984	969	6,378
Number of Visits	1,852	9,495	1,787	11,543
Page Views	3,147	16,026	2,894	19,218
PROGRAMS				
ADULT				
Number of Programs	0	12	3	7
Attendance	0	221	9	32
CHILDREN'S				
Number of Programs	5	27	1 online	11
Attendance	198	538	44	303
TEEN/YOUNG ADULT				
Number of Programs	1	6	1	2
Attendance	12	111	13	31

*Curbside only through April 6, 2021

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	YTD 2022
Adult Collection							
Fiction Books	306	294	381	307	279	295	1862
New Fiction	144	96	54	30	66	74	464
Express Books	225	151	216	191	209	206	1198
Large Print Books	131	126	157	129	135	142	820
Non Fiction Books	159	177	189	206	188	134	1053
Total Adult Books	965	844	997	863	877	851	5397
CD/Audio	34	53	13	28	15	35	178
DVD	290	178	239	215	174	158	1254
Misc.							
Periodicals	58	36	36	35	61	38	206
TOTAL ADULT CIRC	1347	1111	1285	1141	1127	1082	7093

Juvenile Collection							
Fiction Books	391	541	745	671	484	505	3337
Non-Fiction Books	85	132	172	175	142	55	761
Express Books	0	0	0	0	0		
Total Juv Books	476	673	917	846	626	560	4098
CD/Audio	3	0	2	5	2	7	19
DVD	12	63	64	97	18	31	285
Misc.				6	0	0	6
Periodicals	0			2	1	1	4
TOTAL Juvenile Circ	491	736	983	956	647	599	4412

YA Collection							
Fiction Books	45	45	58	77	38	27	290
Non-Fiction Books	0	5	1	0	1	3	10
Express Books	4	3	0	0	0	0	7
CD/Audio	0		0	0	0	0	0
DVD	0		0	0	0	1	1
TOTAL YA Circ	49	53	59	77	39	31	308

Graphic Books	78	99	92	110	57	80	516
Games	19	14	22	10	12	14	72

GRAND TOTAL 1984 2013 2441 2294 1882 1806 12420

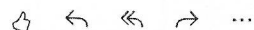
All Books	1568	1666	2065	1896	1599	1522	10316
All AV	339	294	318	345	209	233	1738
Periodicals	58	36	36	37	62	37	266
Games	19	14	22	10	12	14	91
Misc	0	0	0	6	0	0	6
	1984	2013	2441	2294	1882	1806	12420



Marla Landsman

To: Alice Meacham - STP

Cc: John R. Hurley; Ryan Smith



Fri 7/15/2022 10:36 AM

Hello Alice! Your library currently has 2 SonicWall ACE Access Points which were installed by RCLS in 2017. The maintenance on these devices will be expiring in August. We have attempted to obtain pricing to renew the maintenance for another year. Unfortunately, SonicWall has deemed these units as 'end of life', so another year of maintenance is not an option. To continue having additional wi-fi access in your library, new SonicWall SonicWave APs will need to be purchased.

Please see the attached estimate for equipment pricing and installation. Let us know if you have any questions, otherwise, please sign and return and we'll order the device asap.

Thank you!



Marla Landsman
Assistant Fiscal Officer



RAMAPO
CATSKILL
LIBRARY
SYSTEM

Ramapo Catskill Library System

619 Route 17M
Middletown, NY 10940
Telephone: (845) 243-3747
Fax: (845) 243-3739
Website: www.rcls.org

Quote

Date

7/15/2022

Quote #

2022-09

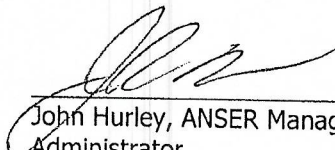
Customer

Rose Memorial Library Association
79 E. Main St.
Stony Point, NY 10980-1619

Qty	Description	Unit Price	Amount
2	SonicWave 641 Wireless Access Point with 3 year Maintenance Agreement, including PoE injector	1,262.00	2,524.00
1	RCLS Labor - 1st hour labor	120.00	120.00
1	RCLS Standard rate for each subsequent hour of labor	90.00	90.00
Total			\$2,734.00

Approved by:

Rose Memorial Library Association
79 E. Main St.
Stony Point, NY 10980-1619



John Hurley, ANSER Manager and Network Administrator

Ramapo Catskill Library System

7/15/22
Date

Date

**Ramapo Catskill Library System
2023 Menu of IT Services
Appendix B
Year 1 of 5**

RCLS requests confirmation of the level of IT Services to be provided by the System to the Supported Library. The Library's selection of the level of IT Services will enable pre-determination of costs and careful planning for any necessary preparation, procurement or training needed for 01/01/23 - 12/31/23. The Library must select their level of participation as a Fully Supported Library or Hybrid Library by October 1, 2022.

Fully Supported Library - Only RCLS manages the member library's IT infrastructure. Third-party vendors, such as HVAC, CCTV or VOIP are required to work with RCLS to securing the network. A Fully Supported Library may transition to a Hybrid Library once during the five-year term of the contract by giving at least six (6) months' notice.

Hybrid Library - member library uses IT services provided by RCLS but also uses its own IT service provider (in-house or external). A Hybrid Library may transition to a Fully Supported Library once during the five-year term of the contract by giving six (6) months' notice.

Rose Memorial Library Association

[Insert Library Name]

Fully Supported

[Insert Fully Supported Library or Hybrid Library]

The Supported Library shall inform the System of its selection from the Menu of IT Services by October 1, 2022 for the initial year.

Hardware Support Services	Qty	Support	Repl. Cost	Total
Minimum Support	11	\$ 2,000		\$ 2,000
# of Supported PCs	10	640	187	8,270
# of Supported Laptops	1	640	210	850
# of Supported PCs Replaced in 2023	0		194	-
# of Supported Laptops Replaced in 2023	0		75	-
Barcode Scanner	3	15		45
Server	0	950		-
Receipt Printer	3	15		45
Networked Printer	3	25		75
WIFI Access Points	2	50		100
Total Hardware Support				\$ 11,385

Ramapo Catskill Library System 2023 Menu of IT Services

Software Support Services	Qty	Base Amt.	Client Cost	Total
Envisionware	0	\$ 300	\$ 7	\$ 300
Symphony Web Licenses	0		60	-
Total Software Support				\$ 300

2023 Telecommunications Costs - private fiber network RCLS E-Rate Support will cover 2023 costs.	\$ -
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TOTAL 2023 MENU OF IT SERVICES SUPPORT \$	11,685
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Notification of the selected services shall be sent to the System by October 1, 2022, for the initial year only, via **a)** a message from a board officer or library manager/director empowered to sign contracts for the Supported Library, OR **b)** a copy of board minutes showing the approved resolution confirming the amount; together with **c)** a marked and signed copy of the Menu of IT Services indicating selections sent via RCLS Delivery or USPS.

Library Name: Rose Memorial Library Association

Signature: _____

Print Name & Title: _____

Date: _____

Reduction of Services: In the event a Supported Library desires to reduce IT Services, it may do so for the next IT Service Year, but to ensure the fiscal stability of the IT infrastructure, the amount may not be reduced by more than 50% of the financial value of the previous year.

Addition of Services: In the event a Supported Library desires to add IT Services during the IT Service Year, the Supported Library and the System IT team shall discuss the needed services and, if practicable within the operational and fiscal plans set for the IT Service Year, the Service will be added, and the annual cost prorated.

RCLS Use

Date Received: _____

Date Reviewed: _____

RCLS Reviewer Name: _____

Review Comments: _____

Date Accepted by RCLS: _____



RAMAPO
CATSKILL
LIBRARY
SYSTEM

INFORMATIONAL

619 Route 17M, Middletown, NY 10940

Qty

Cost Per

Totals

Rose Memorial Library Association - Fully Supported

PC (includes USB keyboard and USB mouse, does not include monitor)

PC - Please indicate quantities: Staff Public 6 \$ 893.94 \$ 5,363.64

Laptop

Laptop - Please indicate quantities: Staff Public 1 955.17 955.17

24 Port Managed Switch - to separate public from staff workstations.

 1 618.84 618.84

Hardware Totals \$ 6,938

These are RCLS estimated one-time costs to transition to Fully Supported. Equipment must be purchased through RCLS. Equipment pricing subject to change as vendor pricing changes and availability is not guaranteed.

The 7 unsupported PCs and 1 unsupported laptop will be more than 4 years old on 01/01/23, or not purchased through RCLS, and thus not eligible to be connected to the RCLS supported network. These workstations would need to be replaced to keep total workstation quantities the same.

RCLS Menu of IT Services Annual Cost	\$	11,685
One-time Hardware Costs		6,938
Fully Supported Costs	\$	18,623

Please Note: This scenario keeps the same number of PCs and laptops. Rose Memorial Library may be able to reduce the number of workstations thereby reducing one-time hardware costs and Annual costs. Feel free to work with Ryan at RCLS on this option.

Expenses Account #	Account Name	Description	Amount	Notes	*Category Expenses (Budget Projections)
		Financial Planner	\$6,000	James Rachlin, Meristem Advisors	\$50/hr
		Communications Consultant	\$2,500	Steve Hansen	
		Campaign Consultant	\$0	John Chrastka, EveryLibrary	EveryLibrary is pro-bono
		Graphic Designer	\$1,500	Leilani Derr	Basic designs and info-only campaign deliverables
		Architect	\$120,376	Sigler Henderson	12% of the budget, \$5,572,984 (This excludes the contingencies and escalation). Pre-Referendum Services are 18% of the overall fees.
		Surveyor	\$3,250	Atzl, Nasher, and Zigler	
		Building Condition Assessment	TBD	TBD	
6009	Legal	Legal	TBD	Whiteman, Osterman, Hannah	
		Printing	\$2,000	Shell Ann Printing	350 Info-only petition flyers, back and front, were \$350
		Mailing			
		Rent/Downpayment Insurance	\$20,000		
					Termination fee would be \$8000.

Account Number	Account Name	2021 Approved	2022 Proposed	Change for 2022	Updated	Change in Update	Note
INCOME		2021 Approved	2022 Proposed				
4000		Tax Levy					
	North Rockland School District	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00		
4001		Public Funds					
	Town of Stony Point	\$295,000.00	\$325,000.00	\$30,000.00	\$325,000.00		
4010	State Aid	Local Library Services Aid (LLSA)					
4010	Local Library Services Aid	\$3,000.00	\$4,300.00	\$1,300.00	\$4,300.00		
4011		Grants & Aid					
		\$0.00	\$0.00	\$0.00	\$0.00		
		Other Grants					
		\$0.00	\$0.00	\$0.00	\$0.00		
4014		Fundraising Income					
4014	Annual Appeal	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00		
4040	Newsletters	\$1,000.00	\$2,500.00	\$1,500.00	\$2,500.00		
4049	Fundraising - Event	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00		
4042	Other	\$0.00	\$500.00	\$500.00	\$500.00		
4051	Donations - Adult Programs	\$250.00	\$250.00	\$0.00	\$250.00		
4016		Gifts & Donations					
4016	Miscellaneous Donations						
4018		Friends Income					
4018		\$200.00					
4044		\$0.00	\$500.00		\$500.00		
4046							
4031		Library Charges					
4031		\$4,000.00	\$500.00	-\$3,500.00	\$500.00		
4032 & 4060		Other Income - Photocopier etc					
4032		\$3,200.00	\$1,500.00	-\$1,700.00	\$1,500.00		
4032		\$700.00	\$700.00	\$0.00	\$700.00		
4060		\$0.00	\$0.00	\$0.00	\$0.00		
4033 & 4034		Investment Income					
4015		\$20,000.00	\$20,000.00	\$0.00	\$20,000.00		
4033	Merrill Lynch	\$500.00	\$500.00	\$0.00	\$500.00		
4034	Merrill Lynch	\$400.00	\$400.00	\$0.00	\$400.00		
4035		\$500.00	\$500.00	\$0.00	\$500.00		

4036	Merrill Lynch	Other Investment Related Income	\$500.00	\$500.00	\$0.00	\$500.00	
3998		Fund Balance Appropriation					
3998		Operating Budget					
		Large Projects					
TOTAL REVENUE			\$537,250.00	\$573,150.00	\$35,600.00	\$573,150.00	
EXPENSES			2021 Approved	2022 Proposed	Change		
6001		Salaries					
	Library Director		\$75,000.00	\$75,000.00	\$0.00	\$ 75,000.00	\$0.00
	Adult Librarian		\$51,286.00	\$56,037.80	\$4,741.80	\$19,511.00	-\$36,526.80
	Department Head		\$53,417.00	\$57,148.00	\$3,731.00	\$57,148.00	\$0.00
	Bookkeeper		\$20,475.00	-	-\$20,475.00	-	\$0.00
	Circulation Clerks		\$111,548.50	\$112,841.98	\$1,293.48	\$112,842.00	\$0.00
	Coverage		\$6,243.00	\$6,552.00	\$309.00	\$6,552.00	\$0.00
	Communication s and Collections Librarian					\$13,572.00	\$13,572.00
	Programming and Outreach Coordinator					\$12,064.00	\$12,064.00
	Office Mgr + Bookkeeper		\$30,476.16	\$37,856.00	\$7,319.84	\$37,856.00	\$0.00
6002		Benefits					
6002	Social Security		\$22,324.00	\$22,822.00	\$498.00	\$22,822.00	
6002	Medicare		\$5,221.00	\$5,381.00	\$160.00	\$5,381.00	
6002	Worker's Compensation Insurance		\$3,000.00	\$2,600.00	-\$400.00	\$2,600.00	
6002	PFLA				\$0.00	-	
6002	Disability		\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	
6004		Travel Reimbursement					
	Other Mileage for Library Business		\$650.00	\$350.00	-\$300.00	\$350.00	
6007		Postage - Office					
	Pitney Bowes Postage Machine		\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	
	Additional Postage		\$500.00	\$500.00	\$0.00	\$500.00	
6008		Accounting & Prof Fees					
	Accounting		\$1,000.00	\$1,350.00	\$350.00	\$1,350.00	
	Auditor		-	-		\$7,854.00	\$7,854.04
6009		Legal Fees					
	(Quarterly retainer \$500)		\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	
	Billable Expenses		\$100.00	\$250.00	\$150.00	\$250.00	
6011		Health Insurance					
	Oxford	2 current members	\$22,476.00	\$23,940.00	\$1,014.00	\$13,731.00	-\$10,209.00

resigned effective 4/8/22

Board elected to do a full audit

Oscar left and his role was divided into two part time roles

6013		Office and Library Supplies				
6013	Library Supplies		\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
6027	Office Supplies		\$5,500.00	\$5,500.00	\$0.00	\$5,500.00
6014		Equipment - Repairs & Maintenance				
	Avaya	Phone Rental	\$1,076.00	\$1,080.00	\$4.00	\$1,080.00
	Optima	Repair and Maintenance	\$250.00	\$275.00	\$25.00	\$275.00
6015		Telecommunications				
	Optimum	Phone and Internet	\$1,500.00	\$3,118.00	\$1,618.00	\$3,118.00
6017		Utilities - 79 East Main (Library)				
	Suez	Water	\$260.00	\$360.00	\$100.00	\$360.00
	Orange & Rockland	Gas & Electric	\$8,400.00	\$8,750.00	\$350.00	\$8,750.00
6018		Property Insurance				
	Price, Capell & Assoc. Inc.		\$5,150.00	\$5,720.00	\$570.00	\$5,720.00
	Umbrella		\$825.00	\$907.00	\$82.00	\$907.00
	Automobile		\$275.00	\$450.00	\$175.00	\$450.00
6019		Dues, Fees				
	North Rockland Chamber of Commerce		\$200.00	\$49.95	-\$150.05	\$50.00
	North Rockland Rotary		\$250.00	\$200.00	-\$50.00	\$200.00
	NYS Library Trustees		\$200.00	\$75.00	-\$125.00	\$75.00
	Amazon Membership		\$50.00	\$69.00	\$19.00	\$69.00
	NYLA Memberships		\$200.00	\$300.00	\$100.00	\$300.00
	ALA Membership		\$385.00	\$0.00	-\$385.00	\$0.00
	Rockland Women's Business Network		\$0.00	\$195.00	\$195.00	\$195.00
	LARC memberships		\$180.00	\$80.00	-\$100.00	\$0.00
6020		Custodial Supplies				
6020			\$910.00	\$900.00	-\$10.00	\$900.00
6021		Conferences				
		NYLA				
		Registration	\$250.00	-	-\$250.00	-
		Hotel	\$350.00	-	-\$350.00	-
		Meals and Incidental Expenses	\$125.00	-	-\$125.00	-
		Travel	\$125.00	-	-\$125.00	-
	LARC Conference					
		Registration	\$450.00	\$0.00	-\$450.00	-
		Mileage				
	Fall Into Books					
		Registration	\$70.00	\$70.00	\$0.00	\$70.00
		Mileage	\$45.00	\$45.00	\$0.00	\$45.00
	Power Up Virtual Conference					
		Registration	-	\$200.00	\$200.00	\$200.00

-\$80.00

6022		Fixed Assets & Improvements				
		Computer installation	-	-	\$0.00	
		2 laptops for Children's Room	-	-	\$0.00	
		Past Computers	-	-	\$0.00	
		Computer Equipment	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
		Other	-	\$2,000.00	\$2,000.00	\$2,000.00
6023		Payroll and Timekeeping Fees				
	ADP Processing	Employee Timekeeping and Payroll Processing	\$1,700.00	\$2,500.00	\$800.00	\$2,500.00
6024		Bank & Investment Charges				
	Bank Charges		\$ 150	150	\$0.00	150
	Investment Fees (Merrill Lynch)		\$ 300	300	\$0.00	300
	Late fees etc		\$ 100	75	-\$25.00	75
6028		Property Tax				
	Sewer Tax Library		\$700.00	\$700.00	\$0.00	\$700.00
6029		Grounds Maintenance				
	Groundskeeping	EJ Stubenvoll	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
6406	Salting (\$85 per day)		\$1,200.00	\$1,500.00	\$300.00	\$1,500.00
6030		Building Repairs & Maintenance				
6016	Roof repairs - Quatrochi - Gutters		-	-	\$0.00	
6405	Building Cleaning	Diamond Shine	\$7,200.00	\$9,200.00	\$2,000.00	\$9,200.00
6030	Carpet Cleaning	Jet	\$500.00	\$500.00	\$0.00	\$500.00
6030	Window Washing		\$200.00	\$200.00	\$0.00	\$200.00
6030	Heat & AC	Culhane's	\$400.00	\$400.00	\$0.00	\$400.00
6030	Electrical service	Hush	\$450.00	\$500.00	\$50.00	\$500.00
6030	Sanitation	Rockland Carting	\$660.00	\$660.00	\$0.00	\$660.00
6030	Plumbing		\$400.00	\$400.00	\$0.00	\$400.00
6030	Alarms & Locksmith	Reddi-Alarm	\$400.00	\$450.00	\$50.00	\$450.00
6030	Fire Protection	Campbell	\$250.00	\$280.00	\$30.00	\$280.00
6030	General		\$175.00	\$175.00	\$0.00	\$3,811.00
6031		Internet Access				
	Internet Access	Optimum online	\$1,618.00	-	-	-
6032		ANSER Service Fees				
	Workstations and Usage		\$13,078.14	\$10,670.39	-\$2,407.75	\$10,670.00
	Scanner		\$75.00	\$75.00	\$0.00	\$0.00
	Telecom		\$1,544.39	\$1,561.09	\$16.70	\$1,561.00
6034		Software Licensing Fees				

\$3,636.00

	Deep Freeze (10 licenses)public		\$288.00	-	-\$288.00	-
	Evanced	Calendar (Demco)	\$1,458.00	\$1,475.00	\$17.00	\$1,475.00
	Microsoft 365	via RCLS	-	\$117.00	\$117.00	\$117.00
6035		Newsletter	5X a year	Quarterly		
6035		Printing	\$5,125.00	\$4,135.00	-\$990.00	\$4,135.00
6037		Postage	\$2,250.00	\$1,900.00	-\$350.00	\$1,900.00
6036		Fundraising				
	Fundraising Printing		\$1,800.00	\$1,800.00	\$0.00	\$1,800.00
	Fundraising Event Costs		-	\$2,500.00	\$2,500.00	\$2,500.00
	Advertising & Misc		\$600.00	\$600.00	\$0.00	\$600.00
6038	Fundraising Postage		\$550.00	\$575.00	\$25.00	\$575.00
6041		Equipment Rental				
	Copier	Annual Maintenance	\$385.00	\$400.00	\$15.00	\$400.00
	Postage Machine	\$60/quarterly	\$240.00	\$240.00	\$0.00	\$240.00
6043		Retirement				
	403B		\$0.00	\$200.00	\$200.00	\$200.00
6045		Advertising & Promotion				
	Advertising	Summer Program	\$500.00	\$500.00	\$0.00	\$500.00
	Printing flyers etc		\$400.00	\$300.00	-\$100.00	\$1,300.00
	Programs		\$900.00	\$500.00	-\$400.00	\$500.00
	Social Media Promotions		-	\$200.00	\$200.00	\$200.00
	Promotional Items		-	\$1,213.94	\$1,213.94	\$213.00
6046		Movie & Software Licensing				
	MPLC		\$194.00	\$0.00	-\$194.00	\$0.00
	Movie Licensing USA		\$371.00	\$0.00	-\$371.00	\$0.00
6047		Employment Advertising				
			\$300.00	\$100.00	-\$200.00	\$100.00
6050		RCLS Service Fee				
			\$2,250.00	\$2,281.00	\$31.00	\$2,281.00
6051		Computer Technical Support				
	IT	Frontline	\$6,000.00	\$6,500.00	\$500.00	\$6,500.00
6052		Library Website				
	Rockland Web Design (Tom Ossa)		\$500.00	\$500.00	\$0.00	\$500.00
6053		Website Hosting				
		Annual website hosting	\$600.00	\$600.00	\$0.00	\$600.00
6100		Library Materials				
		Books				
		Adult Books	\$18,648.00	\$18,850.00	\$202.00	\$18,850.00
		Express Books	\$2,850.00	\$0.00	\$0.00	\$0.00

		Children's Books	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00		
		YA Books	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00		
6115		Audio Books	\$1,990.00	\$1,990.00	\$0.00	\$1,990.00		
6120		Music - CDs	\$480.00	\$480.00	\$0.00	\$480.00		
6130		DVDs	\$6,500.00	\$4,500.00	-\$2,000.00	\$4,500.00		
6161		Video Games	\$1,850.00	\$1,850.00	\$0.00	\$1,850.00		
6125		Serials (Paper copies)						
		Popular Subscription Service	\$1,850.00	\$1,300.00	-\$550.00	\$1,300.00		
		Journal News	\$1,495.00	\$1,982.04	\$487.04	\$1,982.00		
		Hornbook	\$60.00	\$0.00	-\$60.00	\$0.00		
		School Library Journal	\$125.00	\$0.00	-\$125.00	\$0.00		
		New York Times	\$880.00	\$950.00	\$70.00	\$950.00		
6140		Serials (magazine) electronic						
		Hoopla	\$600.00	\$2,400.00	\$1,800.00	\$2,400.00		
		Kanopy	\$85.00	\$85.00	\$0.00	\$200.00	\$115.00	
6141		Electronic Books (E-books)						
		Overdrive	RCLS shared content	\$3,000.00	\$3,558.81	\$558.81	\$3,559.00	
		Overdrive	Local purchases by RML	\$700.00	\$700.00	\$0.00	\$700.00	
		Consumer Reports	via RCLS	\$831.00	\$873.00	\$42.00	\$874.00	
6170		Grant Expenditures						
			-	-	\$0.00			
6200		Programs						
6210		Adult Program Fees	\$3,000.00	\$3,250.00	\$250.00	\$5,250.00	\$2,000.00	
6215		Young Adult Program Fees	\$750.00	\$1,000.00	\$250.00	\$2,000.00	\$1,000.00	
6220		Children's Program Fees	\$2,750.00	\$2,700.00	-\$50.00	\$4,250.00	\$1,550.00	
6251		Summer Reading Program Fees - Childrens	\$3,000.00	\$2,700.00	-\$50.00	\$3,050.00	\$350.00	
6253		Summer Reading Program Fees - Young Adult	-	-	\$0.00	\$500.00	\$500.00	
6200		High Profile Events	-	\$1,250.00	\$1,250.00	\$2,500.00	\$1,250.00	
6225		Museum Passes						
		Storm King Art Center	\$125.00	\$125.00	\$0.00	\$125.00		
		Mohonk Preserve	\$150.00	\$150.00	\$0.00			
		Amer Museum Natural History	\$250.00	\$250.00	\$0.00	\$250.00		
		Empire Pass	\$100.00	\$100.00	\$0.00	\$100.00		
6300		Program Supplies						
6301		Program Supplies - Adult	\$600.00	\$750.00	\$250.00	\$1,750.00	\$1,000.00	
6302		Program Supplies - Children	\$750.00	\$1,600.00	\$850.00	\$2,100.00	\$600.00	
6304		Program Supplies - Young Adult	\$500.00	\$550.00	\$50.00	\$1,550.00	\$1,000.00	

6252	Summer Reading Expenses - Children		\$800.00	\$800.00	\$0.00	\$1,200.00	\$400.00
6254	Summer Reading Expenses - YA		\$500.00	\$500.00	\$0.00	\$750.00	\$250.00
8500		Miscellaneous Expenses					
8540		Staff Development	-	\$1,250.00	\$1,250.00	\$1,250.00	
8590	Other	Branding Standards & Rebranding	-	\$6,000.00	\$6,000.00	\$6,000.00	
Total Expenses			\$562,523.19	\$573,150.00	\$14,924.81	\$573,150.00	