

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, August 17, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~ July 2022**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: July 2022
 - b. Approval of Disbursements: July 2022
 - c. Financial Reports: July 2022
- V. Reports**
 - a. Director's Report: July 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. Review next steps for 117 W Main St. project
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ September 21, 2022

**motion required*

Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
July 20, 2022

July 20, 2022, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

Present: Amanda Pagan-Glass, Board Vice President; Ted Needleman, Treasurer; Richard Eggers, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML

Absent: James Brooks, Board President; F. Hollis Griffin, Jr., Secretary

Guests: Steven H. Hansen, Communications Consultant.

1. Meeting called to order at 5:24pm by Amanda Pagan-Glass, Vice President.

2. Approval of Minutes*

June 15, 2022, Monthly Meeting Minutes were reviewed. A motion made by Ted Needleman, second by Dick Eggers, with unanimous agreement to accept the minutes.

June 22, 2022, Special Meeting minutes were reviewed. A motion made by Ted Needleman, second by Dick Eggers, with unanimous agreement to accept the minutes.

June 30, 2022, Special Meeting minutes were reviewed. A motion made by Ted Needleman, second by Dick Eggers, with unanimous agreement to accept the minutes.

3. Public Comments. No public comments.

4. Financial Reports*

June 2022 Financial Narrative reviewed by Carole Gomez. The TD Bank incident on May 20th has been completely resolved and more than 50 percent of late charges have been reversed/refunded. Amanda Pagan-Glass made a motion, seconded by Dick Eggers, to accept the financial reports in unanimous agreement with the quorum of Trustees present.

5. Reports ~

a. Director's Report:

- i. Alice detailed the impact of the new staff members upon RML's activity schedule and the increase in new items for our collection.**
- ii. One Little Library is almost complete with a goal of 2-3 more. Locations to be determined.**
- iii. RML has returned to offering many free services to the community including notary services, cooling center, proctoring exams, Books by Mail, etc.**

b. Board Reports

- i. Marketing & Fundraising: Amanda Pagan-Glass discussed several fundraising ideas including a paint/sip night at Lynch's, evening at Industrial Arts, information session with light refreshments at Pasta Cucina, etc.**
- ii. Facilities & Capital Projects**
- iii. Finance & Budgets: A contingency budget is being developed in anticipation of the upcoming project (see New Business)**
- iv. Long Range Planning (see New Business)**
- v. Technology: Ted Needleman has been in contact with his colleague at Lenovo and is awaiting a donation of laptops to be delivered.**

6. Old Business: Review IT support proposals from RCLS and Frontline*.

October 1st is the deadline for a decision whether to go with RCLS, hybrid or independent with Frontline for service. However, the decision concerning the Sonic Wall ACE Access Points needs to be made by August 1st. Ted Needleman made a motion to go with Frontline, second by Amanda Pagan-Glass with unanimous agreement by the quorum present.

7. New Business:

- a. Conversation with Steve Hanson, communications consultant. Mr. Hanson detailed his experience and background. He has reviewed all of the RML information, steps taken, future plans, etc. He stated RML needs to be ready to move forward in three (3) weeks following successful completion of the petitions. At that time, the word "petition" should be changed to "election". Carole has obtained bids for the signs, flyers, mailings, etc. All information for social media should already**

be prepared and ready to go immediately following acceptance of the petitions.

- b. Review and approval of 117 West Main St. project and planning budget*:

There was a discussion of the Project Budget. Estimates, finalizing the architectural contract, schedule of payments, etc. It was decided to table the budget for further detailed discussion in the near future.

- c. Review and approve updated 2022 Budget*.

Alice detailed how the 2022 Budget has been reworked to reflect the savings from the change in personnel and other contributing factors. The bottom line has not changed. Dick Eggers made a motion, second by Ted Needleman to accept the amended 2022 Budget with unanimous agreement by the quorum present.

- VIII. Executive Session*:

Ted Needleman made a motion, second by Amanda Pagan-Glass to go into Executive Session at 6:42pm with agreement of the Trustees present. Executive Session ended at 7pm

- IX. Announcements

There will be a ZOOM meeting of volunteers on Monday evening at 8pm with regard to the Petition Committee.

- X. Adjournment. The meeting closed at 7:05pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, August 17, 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
August 8, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular meeting, 08/17/2022
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular meeting, 08/17/2022
 - a. Narrative Report: July 2022
 - b. Approval of Disbursements: July 2022
 - c. Financial Reports: July 2022
- V. Reports** ~ to be reviewed at next regular meeting, 08/17/2022
 - a. Director's Report: July 2022
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
- VII. New Business**
 - a. Vote on the Petition Resolution Endorsement.*
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled monthly Board Meeting ~ August 17, 2022

**motion required*

**Special Board Meeting
Board of Trustees
Rose Memorial Library Association
August 8, 2022**

August 8, 2022, meeting held at Rose Memorial Library, 11:30am, 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, RML Office Manager, Carole Gomez

1. Meeting called to order at 11:39am by James Brooks, President.
2. Approval of Minutes*
July 20, 2022, Monthly Meeting Minutes will be available for approval at the next regular monthly meeting, August 17, 2022.
3. Public Comments. No public comments.
4. Financial Reports*
July 2022 Financials will be available for approval at the next regular monthly meeting, August 17, 2022.
5. Reports ~ reports will be available at the regular monthly meeting, August 17, 2022.
6. Old Business
No old business at this time.
7. New Business:

Petition Endorsement Resolution:

At a duly called meeting of the Board of Trustees of the Rose Memorial Library Association, upon a motion made by James Brooks, and seconded by Amanda Pagan-Glass, the following resolution was adopted:

WHEREAS, there has been presented to the Board of Trustees of the Rose Memorial Library Association, consistent with the requirements of Education Law 259(1), a petition signed by 911 qualified voters of the Town of Stony Point (a number exceeding the required number of 627 signatures, as provided for by Education Law 259(1)(b)(1)), asking that the following question be placed upon the ballot and voted on at the next general election in the Town of Stony Point:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF STONY POINT FOR THE OPERATING BUDGET OF THE ROSE MEMORIAL LIBRARY ASSOCIATION BE INCREASED BY \$1,475,000 TO THE SUM OF \$1,800,000 ANNUALLY?

And

WHEREAS, the endorsement of this Board of Trustees of Rose Memorial Library Association is required before such question may be placed upon the ballot.

NOW, THEREFORE BE IT RESOLVED THAT the Board of Trustees of the Rose Memorial Library Association hereby endorses the petition presented to it and directs that the following question be voted on at the November 8, 2022 general election of the Town of Stony Point:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF STONY POINT FOR THE OPERATING BUDGET OF THE ROSE MEMORIAL LIBRARY ASSOCIATION BE INCREASED BY \$1,475,000 TO THE SUM OF \$1,800,000 ANNUALLY?

This question of the adoption of the foregoing resolution was duly put to a vote on August 8, 2022, which resulted as follows:

James Brooks, President	Voting YES
Amanda Pagan-Glass, Vice President	Voting YES
Richard Eggers	Voting YES
F. Hollis Griffin, Jr.	Voting YES
Theodore Needleman	Voting YES
VACANT	
VACANT	

8. Executive Session* - none

9. Announcements

10. The meeting closed at 11:42am with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, August 17, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

***motion required'**

Carole Gomez, RML Office Manager

ROSE MEMORIAL LIBRARY ASSOCIATION
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Rose Memorial Library Association, upon a motion made by James Brooks, and seconded by Amanda Pagán-Glass, the following resolution was adopted:

WHEREAS, there has been presented to the Board of Trustees of the Rose Memorial Library Association, consistent with the requirements of Education Law § 259(1), a petition signed by 911 qualified voters of the Town of Stony Point (a number exceeding the required number of 627 signatures, as provided for by Education Law § 259(1)(b)(1)), asking that the following question be placed upon the ballot and voted on at the next general election in the Town of Stony Point:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF STONY POINT FOR THE OPERATING BUDGET OF THE ROSE MEMORIAL LIBRARY ASSOCIATION BE INCREASED BY \$1,475,000 TO THE SUM OF \$1,800,000 ANNUALLY?

and

WHEREAS, the endorsement of this Board of Trustees of Rose Memorial Library Association is required before such question may be placed upon the ballot.

NOW, THEREFORE BE IT RESOLVED THAT the Board of Trustees of the Rose Memorial Library Association hereby endorses the petition presented to it and directs that the following question be voted on at the November 8, 2022 general election of the Town of Stony Point:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF STONY POINT FOR THE OPERATING BUDGET OF THE ROSE MEMORIAL LIBRARY ASSOCIATION BE INCREASED BY \$1,475,000 TO THE SUM OF \$1,800,000 ANNUALLY?

This question of the adoption of the foregoing resolution was duly put to a vote on August 8, 2022, which resulted as follows:

James Brooks, President	VOTING <u>YES</u>
Amanda Pagán-Glass, Vice President	VOTING <u>YES</u>
Richard Eggers	VOTING <u>YES</u>
F. Hollis Griffin, Jr.	VOTING <u>YES</u>
Theodore Needleman	VOTING <u>YES</u>
Vacant	VOTING <u>N/A</u>
Vacant	VOTING <u>N/A</u>

STATE OF NEW YORK)
)
COUNTY OF ROCKLAND)

ss:


I, F. Hollis Griffin, the Secretary of the Rose Memorial Library Association, located in the County of Rockland, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Rose Memorial Library Association held on August 8, 2022, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees had due notice of said meeting, (ii) said meeting was in all respects duly held, and (iii) pursuant to Section 99 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of said meeting was duly given in accordance with such Section 99.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this 8th day of August, 2022.



F. Hollis Griffin, Secretary

ROSE MEMORIAL LIBRARY ASSOCIATION
August 2022 BOARD MEETING
FINANCIAL NARRATIVE

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

- Business Checking Account \$148,290.58
- Special Funds Savings Account: \$107,512.97
- Business Savings: \$ 55,155.57
- Payroll Account: \$ 1,439.85
- UBS Financial Services as of July 30, 2022.
 - Value as of 06/30/2022 \$418,364.83
 - Value as of 07/31/2022 \$418,368.38

There were two payrolls in the month of July 2022 totaling \$25,586.00.

The largest expenditures (over \$500) include:

Whiteman, Osterman, Hanna (retainer)	\$500.00
Frontline (data services)	\$712.50
Diamond Shine Cleaning Service (July)	\$760.00
Orange & Rockland	\$862.96
Baker & Taylor (adult/children's books)	\$959.13
Oxford (United Healthcare)	\$1,014.36
The New York Times (Annual subscription)	\$1,065.95
Utica National Insurance (umbrella coverage)	\$1,491.00
Key Bank (credit cards and Amazon account) -	\$1,645.37
Petr V. Tomkevich (117 West Main - July)	\$2,500.00
Petr V. Tomkevich (117 West Main - August)	\$2,500.00
Star Press (2022 Summer Newsletter 12 pages)	\$2,600.00
Jamie Rachlin (Meristem Advisors)	\$3,320.00
RCLS (3Q2022 E-Content, Consumer Reports, Office 365, ANSER Telecommunications)	\$4,213.63
Berard & Associates CPAs (audit and 990)	\$7,854.04

PROGRAMMING:

TaleWise (Pirates Program) 07/27	\$350.00
Robin Ingram (Adults - basket weaving) Class \$200, supplies \$168 (07/18)	\$368.00
The Naturalist - Sara Mayes (07/19)	\$195.00
Lonnie Altomonte-June (yoga/meditation~ (postponed)	\$50.00
Lonnie Altomonte-June (yoga/meditation ~ 08/11, 08/18)	\$100.00
Two by Two Animal Haven (Summer Reading Finale 08/16)	\$575.00
Anthony Musso (local historian) (postponed to 10/26)	\$125.00

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

Date	Num	Name	Memo	Paid Amount
1001 - TD BUSINESS CHECKING				
07/05/2022			Funds Transfer, payroll ending 07/02/2022	(13,800)
07/05/2022	9827	Talewise LLC	Children's Pirates Program 07/27	(350)
07/05/2022	9828	Robin Ingram	Adult Basket Weaving 07/18/2022	(368)
07/05/2022	9829	Sara Mayes	Seashells, Beach in a Box, 07/19/2022	(195)
07/05/2022	9830	Kangaroo Swirls	Summer Reading Program Kick-Off 06/29/2022	(204)
07/05/2022	9831	Baker and Taylor	320274 L695494 3 B00000	(178)
07/05/2022	9832	Orange & Rockland	26290-56026, 05/23 to 06/23/2022	(863)
07/05/2022	9833	Rockland Carting	190708, July/August	(120)
07/05/2022	9834	Diamond Shine Cleaning Service	Invoice #117	(760)
07/05/2022	9835	Midwest Tape LLC	Customer #2000016084; Hoopla #502333511	(272)
07/05/2022	9836	Staples	NYC 1009485, Statement #1642866108	(135)
07/05/2022	9837	Avaya Financial Services	Customer #2000355809	(90)
07/05/2022	9838	Office Dynamics Inc.	Invoice #52852	(400)
07/05/2022	9839	KeyBank	Statement 05/29/2022 to 06/28/2022	(1,645)
07/05/2022	9840	Culhane's Air Conditioning	Emergency Service Call, 07/05/2022	(243)
07/07/2022			Deposit	145
07/07/2022			Deposit	46
07/13/2022	9841	Reddi Alarm	Invoice #024641, 07/01/2022 thru 12/31/2022	(222)
07/13/2022	9842	Shell Ann Printing	Invoice #28735	(210)
07/13/2022	9843	Berard&Associates CPA's P.C.	Invoice #7039	(7,854)
07/13/2022	9844	Steven H. Hansen	Invoice 32, Consulting Services	(150)
07/13/2022	9845	James N. Rachlin	Invoice #RML-0622	(3,320)
07/13/2022	9846	Veolia Water New York Inc.	Account #20008129710000	(31)
07/18/2022			Funds Transfer, Payroll Period Ending 07/16/2022	(13,700)
07/20/2022	9847	RockWeb Systems, Inc.	Invoice #20220867	(150)
07/20/2022	9848	Anthony Musso	Adult Programs - 07/28/2022	(125)
07/20/2022	9849	Utica National Insurance Group	Account #101087518	(1,491)
07/20/2022	9851	Oxford Health Plans	Group #130431	(1,014)
07/20/2022	9852	NYS Unemployment Insurance	86-97344 5	(298)
07/20/2022	9853	Frontline Data Services	Invoice 6261	(713)
07/20/2022	9854	Baker and Taylor	320274 L695494 3 B00000	(959)
07/20/2022	9855	Blackstone Publishing, Inc.	Customer ID 140854	(422)
07/20/2022	9856	Whiteman Osterman & Hanna LLP	Client #106241, Invoice #581755	(500)
07/25/2022			Deposit	115
07/25/2022			Deposit	69
07/27/2022	9857	Star Press of Pearl River Inc.	Summer 2022 Newsletter 12 pages	(2,600)
07/27/2022	9858	Two by Two Animal Haven, Inc.	Invoice #1127	(575)
07/27/2022	9859	RCLS Automation	3Q2022 Invoices #30959, 31003, 31048, 31097	(4,214)
07/27/2022	9860	Pitney Bowes Global Financial Services LL	0015905188, Invoice #3316055957	(77)
07/27/2022	9861	OPTIMUM	Account #07882-391439-01-2	(257)
07/27/2022	9862	Petr V Tomkevich	Rose Memorial Library - use of property at 117 W. Main	(2,500)
07/27/2022	9863	Lonnie C Altomonte-June	Yoga/Meditation, Class 07/28/2022	(50)
07/27/2022	9864	Lonnie C Altomonte-June	Yoga/Meditation, Classes 08/11 & 08/18/2022	(100)
07/27/2022	9865	Cengage Learning Inc./Gale	Account #122519, Invoice #78174576	(328)
07/27/2022	9866	New York Times	Account 085974079, 07/18/22 thru 07/16/23	(1,066)
07/27/2022			Deposit	30
07/27/2022			Deposit	300
Total 1001 - TD BUSINESS CHECKING				(61,844)
TOTAL				(61,844)

Rose Memorial Library Association

Profit & Loss

July 2022

08/04/22

Cash Basis

	Jul 22
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	560
4016 · Gifts and Donations	1
4031 · Library Charges	23
4032 · Other Income	145
Total Income	729
Gross Profit	729
Expense	
6001 · Salaries	25,586
6002 · Benefits	2,650
6008 · Accounting & Other Prof Fees	7,854
6009 · Legal	500
6010 · Repairs and Maintenance	1,834
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	257
6017 · Utilities	894
6018 · Insurance	1,491
6019 · Dues/Fees	(39)
6032 · Ansernet Service Fee	2,686
6033 · Printing	210
6034 · Software Licensing Fees	390
6035 · Newsletters	2,600
6050 · RCLS Service Fee	29
6051 · Computer Technical Support	713
6052 · New Library Website	150
6101 · Capital Expenditures	3,613
6125 · Serials	1,066
6200 · Programs ~ High Profile Events	1,720
6300 · Supplies	1,176
7500 · Other personnel expenses	3,470
8200 · Occupancy expenses	3,066
Total Expense	62,843
Net Ordinary Income	(62,115)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(62,115)

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

	Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	358	(358)	0%
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	0	0	0	0%
4010 · LLSWA State Aid	0	0	0	0%
4014 · Fundraising Income - Appeal	560	0	560	100%
4015 · Investment Income	0	0	0	0%
4016 · Gifts and Donations	1	0	0	0%
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	23	42	(19)	55%
4032 · Other Income	145	300	(155)	48%
Total Income	729	700	29	104%
Gross Profit	729	700	29	104%
Expense				
6001 · Salaries	25,586	27,879	(2,293)	92%
6002 · Benefits	2,650	2,935	(285)	90%
6007 · Office Postage	0	167	(167)	0%
6008 · Accounting & Other Prof Fees	7,854	7,967	(113)	99%
6009 · Legal	500	188	313	267%
6010 · Repairs and Maintenance	1,834	1,671	164	110%
6011 · Health Insurance Premiums Paid	926	1,014	(89)	91%
6015 · Telecommunications	257	260	(3)	99%
6017 · Utilities	894	759	135	118%
6018 · Insurance	1,491	590	901	253%
6019 · Dues/Fees	(39)	44	(83)	(89)%
6028 · Sewer Taxes	0	0	0	0%
6032 · Ansernet Service Fee	2,686	1,026	1,661	262%
6033 · Printing	210	0	210	100%
6034 · Software Licensing Fees	390	133	258	294%
6035 · Newsletters	2,600	0	2,600	100%
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
July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
6050 · RCLS Service Fee	29	190	(161)	15%
6051 · Computer Technical Support	713	542	171	132%
6052 · New Library Website	150	42	108	360%
6053 · Website Hosting Fee	0	50	(50)	0%
6101 · Capital Expenditures	3,613	4,043	(430)	89%
6125 · Serials	1,066	496	570	215%
6200 · Programs ~ High Profile Events	1,720	3,771	(2,050)	46%
6300 · Supplies	1,176	1,953	(777)	60%
7500 · Other personnel expenses	3,470			
8200 · Occupancy expenses	3,066			
8500 · Misc expenses	0	0	0	0%
Total Expense	62,843	55,959	6,885	112%
Net Ordinary Income	(62,115)	(55,259)	(6,856)	112%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(62,115)	(55,259)	(6,856)	112%

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

	Jan - Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	(140)	2,508	(2,648)	(6)%
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	7,698	17,500	(9,802)	44%
4015 · Investment Income	1,736	21,900	(20,164)	8%
4016 · Gifts and Donations	324			
4018 · Friends - Income	15	500	(485)	3%
4031 · Library Charges	143	292	(149)	49%
4032 · Other Income	1,654	1,400	254	118%
4039 · Expense Reimbursements	11			
5 · Earned revenues	38			
Total Income	336,908	369,100	(32,192)	91%
Gross Profit	336,908	369,100	(32,192)	91%
Expense				
6001 · Salaries	191,352	195,151	(3,799)	98%
6002 · Benefits	20,790	20,644	146	101%
6007 · Office Postage	880	1,167	(286)	75%
6008 · Accounting & Other Prof Fees	7,854	8,642	(788)	91%
6009 · Legal	1,000	1,313	(313)	76%
6010 · Repairs and Maintenance	12,194	13,633	(1,439)	89%
6011 · Health Insurance Premiums Paid	7,660	9,060	(1,400)	85%
6015 · Telecommunications	1,792	1,819	(27)	99%
6017 · Utilities	5,414	5,314	100	102%
6018 · Insurance	5,759	4,128	1,630	139%
6019 · Dues/Fees	486	1,195	(710)	41%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	8,840	7,179	1,661	123%
6033 · Printing	210			
6034 · Software Licensing Fees	390	929	(538)	42%
6035 · Newsletters	4,308	3,018	1,291	143%
6036 · Fundraising	2,871	3,100	(229)	93%
6043 · Retirement 403B	(200)	117	(317)	(171)%
6045 · Advertising and Promotion	31	1,583	(1,552)	2%
6050 · RCLS Service Fee	2,340	1,331	1,009	176%
6051 · Computer Technical Support	2,715	3,792	(1,077)	72%
6052 · New Library Website	450	292	158	154%
6053 · Website Hosting Fee	739	350	389	211%
6101 · Capital Expenditures	161,252	28,192	133,060	572%
6125 · Serials	2,864	3,737	(872)	77%
6200 · Programs ~ High Profile Events	5,486	10,306	(4,820)	53%
6300 · Supplies	7,082	7,923	(842)	89%
7500 · Other personnel expenses	4,730			
8100 · Non-personnel expenses	(140)			
8200 · Occupancy expenses	8,066			
8500 · Misc expenses	5,117	7,250	(2,133)	71%
Total Expense	473,135	341,862	131,274	138%
Net Ordinary Income	(136,227)	27,238	(163,466)	(500)%

11:30 AM
08/04/22
Cash Basis

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

	Jan - Jul 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>(136,227)</u>	<u>27,238</u>	<u>(163,466)</u>	<u>(500)%</u>

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

Ordinary Income/Expense	Aug '21 - Jul 22	Aug '20 - Jul 21	\$ Change	% Change
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	4,301.00	4,301.40	-0.40	0.0%
4014 · Fundraising Income - Appeal	17,057.54	11,331.00	5,726.54	50.5%
4015 · Investment Income	7,781.77	12,149.26	-4,367.49	-36.0%
4016 · Gifts and Donations	401.45	257.15	144.30	56.1%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	654.90	813.19	-158.29	-19.5%
4032 · Other Income	3,074.69	1,247.80	1,826.89	146.4%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4038 · Rental Income -61 E. Main	0.00	4,900.00	-4,900.00	-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	558,194.90	812,843.83	-254,648.93	-31.3%
Gross Profit	558,194.90	812,843.83	-254,648.93	-31.3%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	334,808.91	296,049.32	38,759.59	13.1%
6002 · Benefits	33,237.60	28,566.59	4,671.01	16.4%
6007 · Office Postage	1,706.86	1,255.13	451.73	36.0%
6008 · Accounting & Other Prof Fees	7,854.04	3,750.00	4,104.04	109.4%
6009 · Legal	1,635.00	6,972.59	-5,337.59	-76.6%
6010 · Repairs and Maintenance	20,072.71	27,449.87	-7,377.16	-26.9%
6011 · Health Insurance Premiums Paid	15,846.73	13,441.78	2,404.95	17.9%
6015 · Telecommunications	2,495.88	1,453.40	1,042.48	71.7%
6017 · Utilities	9,954.18	9,248.26	705.92	7.6%
6018 · Insurance	9,281.73	6,185.25	3,096.48	50.1%
6019 · Dues/Fees	891.23	1,471.34	-580.11	-39.4%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

August 2021 through July 2022

	Aug '21 - Jul 22	Aug '20 - Jul 21	\$ Change	% Change
6031 · Internet Access	579.74	1,884.59	-1,304.85	-69.2%
6032 · Ansernet Service Fee	12,516.23	14,272.89	-1,756.66	-12.3%
6033 · Printing	295.00	0.00	295.00	100.0%
6034 · Software Licensing Fees	390.27	0.00	390.27	100.0%
6035 · Newsletters	6,836.44	3,113.43	3,723.01	119.6%
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	2,439.60	2,196.21	243.39	11.1%
6051 · Computer Technical Support	4,852.50	6,460.00	-1,607.50	-24.9%
6052 · New Library Website	449.76	134.93	314.83	233.3%
6053 · Website Hosting Fee	769.40	559.75	209.65	37.5%
6101 · Capital Expenditures	181,893.48	12,580.94	169,312.54	1,345.8%
6125 · Serials	3,377.22	3,467.61	-90.39	-2.6%
6200 · Programs ~ High Profile Events	8,472.15	3,854.76	4,617.39	119.8%
6300 · Supplies	11,567.23	8,848.16	2,719.07	30.7%
6819 · Covid 19 Expenses	160.95	485.22	-324.27	-66.8%
7500 · Other personnel expenses	4,730.00	0.00	4,730.00	100.0%
8100 · Non-personnel expenses	-139.96	0.00	-139.96	-100.0%
8200 · Occupancy expenses	8,065.89	0.00	8,065.89	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	695,799.51	528,462.72	167,336.79	31.7%
Net Ordinary Income	-137,604.61	284,381.11	-421,985.72	-148.4%
Other Income/Expense	0.00	0.00	0.00	0.0%
Other Expense	0.00	0.00	0.00	0.0%
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	-137,604.61	284,381.11	-421,985.72	-148.4%

Rose Memorial Library
August 2022 Board Meeting
Board Report

Alice Meacham, Director

- July really flew by!
- Quite a few programs took place at 117 W Main. Unfortunately, extreme heat meant some programs had to move to alternate locations that had air conditioning/shade.
- The newly redesigned newsletter went out and we have received a ton of great feedback! Kudos to Karelisa for her hard work and modern vision!
- Ted's connection at Lenovo donated 7 practically new laptops to the library. Four of them will be for staff use, and three for in-house patron use. We are so grateful to Ted and Lenovo for these wonderful resources!
- The memorial reception for Theresa Evangelista was lovely. Her family and friends came and shared some of their favorite memories of Tessie. During the event, we revealed the newly renamed "Theresa Evangelista Large Print Book Collection". It is one of our most circulated collections, as well as one that was near and dear to Tessie's heart.

Susan Babcock, Children's Services

- The Leadership Visioning Retreat at Storm King Art Center produced a lot of great ideas and collaborations as well as a plan to get all of the staff involved in a variety of new ways!
- July was long, very hot but very successful in terms of children's programming. All of the programs were very well attended and I received a lot of positive feedback from the families. Our weekly Messy Meet up program was especially well received and many parents commented how they appreciate the relaxed structure of the program and the opportunity to meet up with other local families and allow their young children the time to socialize with other children.
- Our new Read to Bead program has been well liked. It was a switch from giving out so many plastic toys that end up getting thrown out pretty quickly. Kids worked hard and it was nice to hear them setting goals with their parents to read more each week to earn the fancier beads.
- Our Teen Gaming night with Rolling Video Games was a huge hit. We had 23 teen attendees. I was able to speak with many parents of teens and they appreciated a special night just for them. I received a few suggestions for more teen programs as well as another video game event.
- As summer is winding down plans for Fall programming are in the works.

Circulation

Circulation staff have been a big help throughout the summer. They have been helping to promote not only our materials but our programs.

Karelisa has been ordering a great selection of new material and seems to have been able to get us caught up since Oscar left.

A few changes were made to our Lost/Damaged item procedure in order to make the process easier as well as to keep Karelisa and myself in the loop when an item needs to be replaced.

Karelisa Kimmel, Adult Collections and Communications Librarian

- We had a lovely and productive Leadership Visioning Retreat at Storm King Art Center! We emerged with many ideas for programs/campaigns for next year.
- Our adult programs eblast went out to 600 people with a 57% open rate
- Rockland Web is pricing out a Booklist project for the website where patrons could share their own lists
- Overdrive/Libby has added experiential databases, like learning crafting, cooking and yoga. It would be great to increase our budget in this area (\$58/month) to see if they'd perform.

Joy Buckhout, Adult Programming and Outreach Coordinator

- July was full of a lot of new programs and we attracted a lot of new people as well as old.
- We are still learning ways to get the word out and create an easy space in the library for people to view upcoming programs and offerings, as well as incorporate the programs into the space when necessary.
- We procured an organizational art cart in order to keep the adult programming supplies nice and neat and Susan and I are exploring ways to share some space and materials.
- We had a truly inspiring retreat at Storm King and it was a great collaboration to come up with some overall themes we'd like to explore.

Carole Gomez, Office Manager/Bookkeeper

- As of August 15, 2022, the 2022 Annual Appeal Fund totals \$12, 287. The final total for 2021 (11/30/2021) was \$12,268. The 2022 total includes \$1,010 in donations as a result of the Summer Newsletter.

- Library Statistics for July included twenty-nine (29) new patrons. There were 1,636 in-person visitors as well as 67 computer sessions. Website visits totaled 1,097.
- There were ten (10) requests for Notary services in July.
- Outreach services were accessed five (5) times through the Books By Mail program. We have added an additional patron to the program as well.
- Working with Professional Career Center in Syracuse, RML proctored one (1) exam in July.
- The battery in our Reddi-Alarm system was replaced on an emergency basis. The fire alarm system had its quarterly inspection. Campbell Fire Inspection is scheduled to conduct the annual inspection of our seven fire extinguishers in August.

Additional Notes:

**ROSE MEMORIAL LIBRARY STATISTICS
JULY 2022**

	JULY 2022	YTD 2022	JULY 2021	YTD 2021
Registered Users	3,822	n/a	4179**	n/a
New Cards	29	111	0	0
Library Visitors	1,636	9,612	1,501	7,205
Public Computer Sessions	67	539	52	165
Web Analytics				
Visitors	1,097	7,081	1,418	7,796
Number of Visits	1,972	11,467	2,161	13,704
Page Views	3,466	19,492	3,747	22,965

PROGRAMS

ADULT				
Number of Programs	*11	26	2	9
Attendance	35	256	14	46
CHILDREN'S				
Number of Programs	**13	43	13	24
Attendance	248	786	280	583
TEEN/YOUNG ADULT				
Number of Programs	1	7	1	3
Attendance	23	134	13	44
	*15 w/4 COVID-cancelled			*Curbside only through April 6, 2021
	**16 w/3 HEAT cancelled			**Purged by RCLS 01/2022