

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, October 19, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ September 2022
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: September 2022
 - b. Approval of Disbursements: September 2022
 - c. Financial Reports: September 2022
- V. Reports**
 - a. Director's Report: September 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. Approval of RCLS 2023 Operating Budget*
- VII. New Business**
 - a. Approval of RCLS 2023 ILS Agreement*
 - b. Introduction of 2023 Annual Budget for discussion
 - c. Introduction of 2023-2028 Long Term Plan for discussion
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ November 16, 2022

**motion required*

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, September 21, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~ August 2022**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: August 2022
 - b. Approval of Disbursements: August 2022
 - c. Financial Reports: August 2022
- V. Reports**
 - a. Director's Report: August 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. Approval of RCLS 2023 Operating Budget
- VII. New Business**
 - a. Future planning for Rose Memorial Library
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ October 19, 2022

**motion required*

Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
September 28, 2022 *(postponed from 09/21/2022)*

September 28, 2022, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

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

Guest: George Mulligan

I. Meeting called to order at 5:30pm by James Brooks, President.

II. Approval of Minutes*

August 17, 2022, Monthly Meeting Minutes were reviewed. A motion made by James Brooks, second by Ted Needleman, with unanimous agreement to accept the August minutes.

III. Public Comments

Guest George Mulligan, longtime Town of Stony Point resident and former member of the Board of Trustees for Rose Memorial Library had several answerable questions concerning the 2017 and 2022 efforts to purchase the historical building located at 117 West Main Street for a new library & community center. In addition, Mr. Mulligan offered several suggestions for moving forward.

IV. Financial Reports*

August 2022 Financial Narrative reviewed by Carole Gomez, RML Office Manager. There was a discussion concerning “real time balances” because of the late date and postponement of the September meeting. Hollis Griffin made a motion, second by Dick Eggers, to accept the Financial Narrative as well as the Financial Reports, with unanimous agreement of the Board.

V. Reports ~

a. Director's Report:

- i. Alice Meacham, Library Director, detailed the success of the Adult, Children's and Teen programs in August as well as the large numbers in attendance.**
- ii. Joy Buckhout, Adult Programming and Outreach Coordinator, is doing a fabulous job introducing a wide variety of crafts and lecture opportunities. She has developed a nice following and increasing interest from the community. She has been utilizing Vincent Clark Park, the outdoor property at 117 West Main, the Pyngyp School House and the Kennedy Room for her scheduled events.**
- iii. Karelisa Kimmel, Adult Collections and Communications Librarian, has created an E-news blast with a large base of patron emails. The Summer Newsletter was well received and the Fall Newsletter will be in homes in a week or two.**
- iv. Susan Babcock, Head of Youth Services, continues to create interesting and fun activities for toddlers, school-age children and teens. Because there are so many in attendance, she is researching places to hold activities when the parks close for the season.**
- v. The Little Free Libraries will be dedicated on Friday, September 30th, at 5:15 pm at Rose Memorial Library. The Girl Scouts and the Board as well as patrons are invited to attend the dedication and the Reception following.**

b. Board Reports

- i. Marketing & Fundraising, Amanda Pagan-Glass stated that fundraising had been on hold awaiting the decision on the Petitions. We will begin again creating some interesting events for the public.**
- ii. Facilities & Capital Projects, on hold for discussion next month.**
- iii. Finance & Budgets, pending until next month.**
- iv. Long Range Planning: pending at this time.**
- v. Technology: the Frontline proposal was accepted and installation will be done shortly.**

V. Old Business: Approval of RCLS 2023 Operating Budget.

A discussion took place concerning the 2023 RCLS Budget. The final ballot is due Monday, November 14th. The Board is asked to review it again in detail to discuss at the October Meeting.

VI. New Business: Future Planning for Rose Memorial Library

There was spirited discussion related to several options for moving forward to provide the Town of Stony Point with a proper library and community center appropriate to the size of the population of the Town in 2022 and beyond. It was decided that a brain-storming session & retreat will be scheduled in the next few weeks to consider all options available. Ted Needleman made a motion, second by James Brooks to continue to discuss and bring all ideas to the retreat.

VII. Executive Session*:

VIII. Announcements: The date and location of the retreat will be announced as soon as arrangements are made.

IX. Adjournment. The meeting closed at 6:54pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, October 19, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

*motion required

Carole Gomez, RML Office Manager

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

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

- Business Checking Account \$44,699.39
- Special Funds Savings Account: \$64,160.99
- Business Savings: \$55,157.42
- Payroll Account: \$ 1,692.06
- UBS Financial Services as of September 30, 2022.
 - Value as of 08/31/2022 \$418,368.38
 - Value as of 09/30/2022 \$419,125.42

There were two payrolls in the month of September 2022 totaling \$26,181.00

The largest expenditures (over \$500) include:

Dennis Letson (engineering firm)	\$275.00
Whiteman, Osterman & Hanna (Q4 retainer)	\$500.00
Tunes for Tots (Weekly interactive program)	\$750.00
Diamond Shine Cleaning Service (September)	\$950.00
Oxford (United Healthcare)	\$1,014.36
Baker & Taylor 823.18, 256.12	\$1,079.30
Petr V. Tomkevich (117 West Main – October) Transfer from Special Savings	\$2,500.00
Frontline Data Services (installation of new equipment)	\$4,244.50
Key Bank (credit cards & Amazon) – Summer Reading Supplies (Children/Teens), Fall books for Children, Adult Program Supplies, Museum Membership, Subscription, Zoom, Adult DVDs & Video Games, Office/Custodial/Library Supplies, Little Free Library, Staff Development, Memorial Event, Environmental inspection for 117 West	\$4,718.43
Whiteman, Osterman & Hanna (legal fees) Transfer from Special Savings	\$7,540.00
Sigler Henderson Studio LLC (architect) Transfer from Special Savings	\$23,353.37

PROGRAMMING:

Joan Quinn, Art History Presentation (09/15)	\$200.00
Pyngyp Schoolhouse for Art History Presentation	\$50.00
Robin Ingram (Adult Basket Weaving, 10/22)	\$200.00
Tunes for Tots (Weekly interactive program) 09/19 to 10/17	\$750.00
Town of Stony Point (Pyngyp School House, “The Mothball Fleet” 10/26	\$50.00

10/5/2022

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

Date	Num	Name	Memo	Paid Amount
1001 - TD BUSINESS CHECKING				
09/01/2022	EFT	Pitney Bowes - Reserve Account	44175388, 08/01--08/31/2022	(125)
09/01/2022			Deposit	11
09/07/2022			Funds Transfer, Sigler Henderson	23,355
09/07/2022			Deposit	98
09/07/2022	9906	Joan E Quinn	Art History Presentation - 09/15/2022	(200)
09/07/2022	9907	Tunes for Tots Rockland LLC	Six-Week Interactive music class, 09/12-10/17	(750)
09/07/2022	9908	Midwest Tape LLC	Customer #2000016084; Hoopla #502615146	(276)
09/07/2022	9909	Diamond Shine Cleaning Service	Invoice #1189	(950)
09/07/2022	9910	Frontline Data Services	Invoice #6405	(4,245)
09/07/2022	9911	Avaya Financial Services	Customer #2000355809	(90)
09/07/2022	9912	Staples	NYC 1009485, Statements #1643969038, #1643974386	(215)
09/07/2022	9913	Sigler Henderson Studio LLC	117 West Main St, Invoice #2205 - #1	(23,353)
09/07/2022	9914	Town of Stony Point	Pyngyp School House, 09/15/2022	(50)
09/12/2022			Funds Transfer, Payroll Ending 09/10/2022-	(13,300)
09/12/2022			Funds Transfer, Payroll 09/10/2022	(650)
09/13/2022			Deposit	45
09/14/2022	9915	KeyBank	Statement 07/29/2022 to 08/28/2022	(4,718)
09/14/2022	9916	Veolia Water New York Inc.	Account #20008129710000	(24)
09/14/2022	9917	Oxford Health Plans	Group #130431	(1,014)
09/14/2022	9918	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0996-8558	(45)
09/14/2022	9919	Baker and Taylor	320274 L449649 3 B00000	(256)
09/19/2022			Deposit	126
09/21/2022	9920	Cengage Learning Inc./Gale	Account #122519	(256)
09/21/2022	9921	Susan Babcock	Reimbursement for use of personal credit card	(433)
09/21/2022	9922	Baker and Taylor	320274 L449649 3 B00000	(823)
09/21/2022	9923	Town of Stony Point	Pyngyp School House, 10/26/2022	(50)
09/21/2022	9924	Dennis M. Letson, P.E. & Associates	Invoice #2022-23	(275)
09/21/2022	9925	Petr V Tomkevich	Rose Memorial Library - use of property at 117 W. Main	(2,500)
09/21/2022	9926	Robin Ingram	Adult Basket Weaving 10/22/2022	(200)
09/21/2022			Funds Transfer, 117 West Main, October 2022	2,500
09/21/2022	9927	Kanopy, Inc.	Invoice #KDEP-20033	(200)
09/26/2022			Deposit	3,950
09/26/2022			Funds Transfer, Payroll Ending 09/24/2022	(14,400)
09/28/2022			Deposit	93
09/28/2022			Funds Transfer, W.O.H./117W	7,500
09/28/2022	9928	Rotary Club of North Rockland	Rotary Dues	(200)
09/28/2022	9929	Whiteman Osterman & Hanna LLP	Client #106241, Invoice #592517, 5925518	(7,540)
09/28/2022	9930	Whiteman Osterman & Hanna LLP	Client #106241, Invoice #592579	(500)
09/28/2022	9931	OPTIMUM	Account #07882-391439-01-2	(257)
09/28/2022	9932	Cengage Learning Inc./Gale	Account #122519	(28)
09/28/2022	9933	Pitney Bowes Global Financial Services LL	0015905188, Invoice #3316367144	(77)
09/28/2022	9934	Carole Gomez -	Reimbursement for use of personal credit card	(137)
09/30/2022			Interest	3

Total 1001 - TD BUSINESS CHECKING

TOTAL

(40,457)

(40,457)

Rose Memorial Library Association
Profit & Loss
September 2022

	<u>Sep 22</u>
Ordinary Income/Expense	
Income	
4010 · LLSWA State Aid	3,950
4014 · Fundraising Income - Appeal	155
4015 · Investment Income	5
4016 · Gifts and Donations	25
4031 · Library Charges	5
4032 · Other Income	151
Total Income	<u>4,292</u>
Gross Profit	4,292
Expense	
6001 · Salaries	26,181
6002 · Benefits	2,212
6007 · Office Postage	170
6009 · Legal	500
6010 · Repairs and Maintenance	1,226
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	257
6017 · Utilities	24
6019 · Dues/Fees	600
6045 · Advertising and Promotion	32
6051 · Computer Technical Support	4,245
6101 · Capital Expenditures	25,627
6125 · Serials	199
6200 · Programs ~ High Profile Events	1,083
6300 · Supplies	2,578
7500 · Other personnel expenses	9,615
8200 · Occupancy expenses	2,500
8500 · Misc expenses	80
Total Expense	<u>78,055</u>
Net Ordinary Income	(73,763)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>(73,763)</u></u>

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

	Sep 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	3,950	0	3,950	100%
4014 · Fundraising Income - Appeal	155	625	(470)	25%
4015 · Investment Income	5	0	5	100%
4016 · Gifts and Donations	25			
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	5	42	(37)	12%
4032 · Other Income	151	125	26	121%
Total Income	4,292	1,150	3,142	373%
Gross Profit	4,292	1,150	3,142	373%
Expense				
6001 · Salaries	26,181	27,879	(1,698)	94%
6002 · Benefits	2,212	2,935	(723)	75%
6007 · Office Postage	170	167	3	102%
6008 · Accounting & Other Prof Fees	0	113	(113)	0%
6009 · Legal	500	188	313	267%
6010 · Repairs and Maintenance	1,226	1,671	(445)	73%
6011 · Health Insurance Premiums Paid	926	1,014	(89)	91%
6015 · Telecommunications	257	260	(3)	99%
6017 · Utilities	24	759	(735)	3%
6018 · Insurance	0	590	(590)	0%
6019 · Dues/Fees	600	44	556	1,371%
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	32	226	(194)	14%

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

	Sep 22	Budget	\$ Over Budget	% of Budget
6050 · RCLS Service Fee	0	190	(190)	0%
6051 · Computer Technical Support	4,245	542	3,703	784%
6052 · New Library Website	0	42	(42)	0%
6053 · Website Hosting Fee	0	50	(50)	0%
6101 · Capital Expenditures	25,627	4,042	21,585	634%
6125 · Serials	199	0	199	100%
6200 · Programs ~ High Profile Events	1,083	1,337	(254)	81%
6300 · Supplies	2,578	1,303	1,275	198%
7500 · Other personnel expenses	9,615			
8200 · Occupancy expenses	2,500			
8500 · Misc expenses	80	0	80	100%
Total Expense	78,055	46,033	32,022	170%
Net Ordinary Income	(73,763)	(44,883)	(28,880)	164%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(73,763)	(44,883)	(28,880)	164%

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

	Jan - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	(140)	3,225	(3,365)	(4)%
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	325,000	325,000	0	100%
4010 · LLSWA State Aid	4,380	3,900	480	112%
4014 · Fundraising Income - Appeal	8,523	18,125	(9,602)	47%
4015 · Investment Income	1,751	21,900	(20,149)	8%
4016 · Gifts and Donations	352			
4018 · Friends - Income	15	500	(485)	3%
4031 · Library Charges	211	375	(164)	56%
4032 · Other Income	2,019	1,650	369	122%
4039 · Expense Reimbursements	11			
5 · Earned revenues	38			
Total Income	342,159	374,675	(32,516)	91%
Gross Profit	342,159	374,675	(32,516)	91%
Expense				
6001 · Salaries	256,124	250,909	5,215	102%
6002 · Benefits	26,188	26,513	(325)	99%
6007 · Office Postage	1,470	1,500	(30)	98%
6008 · Accounting & Other Prof Fees	7,854	8,867	(1,013)	89%
6009 · Legal	4,560	1,688	2,873	270%
6010 · Repairs and Maintenance	14,888	16,864	(1,977)	88%
6011 · Health Insurance Premiums Paid	9,467	11,088	(1,621)	85%
6015 · Telecommunications	2,306	2,339	(32)	99%
6017 · Utilities	7,958	6,832	1,125	116%
6018 · Insurance	7,344	5,308	2,036	138%
6019 · Dues/Fees	1,457	1,283	174	114%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	8,840	9,230	(390)	96%
6033 · Printing	210			
6034 · Software Licensing Fees	390	1,194	(804)	33%
6035 · Newsletters	4,665	4,526	138	103%
6036 · Fundraising	2,871	3,100	(229)	93%
6043 · Retirement 403B	(200)	150	(350)	(133)%
6045 · Advertising and Promotion	63	2,035	(1,972)	3%
6050 · RCLS Service Fee	2,340	1,711	629	137%
6051 · Computer Technical Support	7,249	4,875	2,374	149%
6052 · New Library Website	450	375	75	120%
6053 · Website Hosting Fee	739	450	289	164%
6101 · Capital Expenditures	201,173	36,276	164,897	555%
6125 · Serials	3,260	3,737	(477)	87%
6200 · Programs ~ High Profile Events	7,172	14,164	(6,991)	51%
6300 · Supplies	11,857	11,580	276	102%
7500 · Other personnel expenses	15,577			
8100 · Non-personnel expenses	(140)			
8200 · Occupancy expenses	13,066			
8500 · Misc expenses	5,197	7,250	(2,053)	72%
Total Expense	625,196	434,542	190,654	144%
Net Ordinary Income	(283,037)	(59,867)	(223,170)	473%

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

	Jan - Sep 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>(283,037)</u>	<u>(59,867)</u>	<u>(223,170)</u>	<u>473%</u>

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

October 2021 through September 2022

	Oct '21 - Sep 22	Oct '20 - Sep 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	4,380.00	8,172.40	-3,792.40	-46.4%
4014 · Fundraising Income - Appeal	16,922.54	12,166.00	4,756.54	39.1%
4015 · Investment Income	4,855.93	10,551.22	-5,695.29	-54.0%
4016 · Gifts and Donations	426.52	187.21	239.31	127.8%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	572.90	859.81	-286.91	-33.4%
4032 · Other Income	2,831.41	1,549.28	1,282.13	82.8%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4038 · Rental Income - 61 E. Main	0.00	2,450.00	-2,450.00	-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	554,912.85	813,779.95	-258,867.10	-31.8%
Gross Profit				
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	335,212.95	293,816.35	41,396.60	14.1%
6002 · Benefits	33,286.34	28,265.48	5,020.86	17.8%
6007 · Office Postage	2,206.86	1,095.13	1,111.73	101.5%
6008 · Accounting & Other Prof Fees	7,854.04	3,750.00	4,104.04	109.4%
6009 · Legal	4,695.00	6,797.59	-2,102.59	-30.9%
6010 · Repairs and Maintenance	20,061.30	25,361.18	-5,299.88	-20.9%
6011 · Health Insurance Premiums Paid	14,339.00	13,434.28	904.72	6.7%
6015 · Telecommunications	2,787.40	1,342.77	1,444.63	107.6%
6017 · Utilities	9,339.99	9,777.18	-437.19	-4.5%
6018 · Insurance	9,212.74	6,291.24	2,921.50	46.4%
6019 · Dues/Fees	1,767.84	1,427.87	339.97	23.8%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
October 2021 through September 2022

	Oct '21 - Sep 22	Oct '20 - Sep 21	\$ Change	% Change
6031 · Internet Access	288.64	1,739.88	-1,451.24	-83.4%
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	5,895.32	4,410.95	1,484.37	33.7%
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	63.37	35.00	28.37	81.1%
6050 · RCLS Service Fee	2,339.65	2,296.16	43.49	1.9%
6051 · Computer Technical Support	8,388.71	5,842.50	2,546.21	43.6%
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	216,338.14	5,881.59	210,456.55	3,578.2%
6125 · Serials	3,488.65	3,471.60	17.05	0.5%
6200 · Programs ~ High Profile Events	9,513.41	3,909.76	5,603.65	143.3%
6300 · Supplies	14,596.04	9,660.15	4,935.89	51.1%
6819 · Covid 19 Expenses	34.73	-48.52	83.25	171.6%
7500 · Other personnel expenses	15,576.92	0.00	15,576.92	100.0%
8100 · Non-personnel expenses	-139.96	0.00	-139.96	-100.0%
8200 · Occupancy expenses	13,065.89	0.00	13,065.89	100.0%
8400 · Depreciation & amortization exp	0.00	69,230.00	-69,230.00	-100.0%
8500 · Misc expenses	5,197.49	0.00	5,197.49	100.0%
Total Expense	755,406.37	516,350.41	239,055.96	46.3%
Net Ordinary Income	-200,493.52	297,429.54	-497,923.06	-167.4%
Other Income/Expense				
Other Expense	0.00	0.00	0.00	0.0%
6800 · Net Payroll				
Total Other Expense				
Net Other Income				
Net Income	-200,493.52	297,429.54	-497,923.06	-167.4%

Rose Memorial Library

October 2022 Board Meeting

Board Report

Alice Meacham, Director

- The RML staff is knocking it out of the park right now!!
 - We are getting absolutely phenomenal feedback for our programs for all ages and newsletters (both print and online)!
 - Experiences Zones, which are staff created, unmanned experiential displays (so far we have had bookmark making, and fire safety), have been a big hit with library visitors and on our social media. Excited to see these continue and to have another way for all of our staff members to engage with the community and show off their creativity.
- Library patrons Ed and Nancy Lenore were so charmed by the Little Free Library idea that have built two more for the library to place in the community! These libraries will actually be mobile. They are still heavy, so 6 month residencies are what I am thinking, but since they do not need to be buried, they can go outside businesses or homes. We will have a workshop to decorate one of the new LFLs.

Susan Babcock, Children's Services

- Fall programs are keeping me super busy. However now that Vincent Clark Park will be closing soon that leaves us without too much space for programming. We will be renting Powerhouse Dance center on Friday mornings for 2 story times. However, the afternoon is not as feasible as she has dance classes running most afternoons. This leaves us with limited options for school age afternoon programs. Currently the few I am hosting for school age kids and teens at the library will be offered during closed times.

Circulation

- Sometime in the near future Workflows will be facing maintenance, so the system will be down for a day. We will run in offline mode for smooth operations while maintenance is happening. Originally scheduled for Tuesday Oct 18 it has been postponed with no concrete date yet.
- Due to staff changeover etc., there have been some kinks in circulation tasks that have not been happening regularly. The Blue Cloud system is available to run many different types of reports including dusty books lists, circulation stats etc. We do not have any staff trained to use it currently. I will be looking to set up a date with Martha Sullivan at RCLS in the near future to receive the proper training .

Karelisa Kimmel, Adult Collections and Communications Librarian

- October has been running smoothly – Adult collections/cataloging is caught up. We got our Fall newsletter out, as well as an all-ages Program update (email) with a focus on Halloween events. A ‘New In Our Collection’ email is forthcoming. I requested a quote for a one-page mailer which would feature each month’s calendar of events since some patrons expressed they don’t use the internet. We did a fair amount of weeding. We refreshed our adult Overdrive content and added another database subscription called Classica. I am hoping RML can acquire the web-based version of our ILS to do collections management work off-site.

Joy Buckhout, Adult Programming and Outreach Coordinator

- In September, we averaged 4-5 scheduled Adult programs per week, and we started filling up registration lists for a few of the programs, but we still cancelled a good number as well due to low or no registration numbers. We have started to see registrations accelerate in October (even for the exact same classes that we had to cancel last month)...
- We continue to move forward with many of the programs: Fiber Arts and Watercolors, as well as Paper Arts. We are finalizing the details/logistics for bringing back chair yoga up in the Town Boardroom at RHO and piggybacking onto one of the senior group’s meeting days.
- We have been concentrating on outreach to the senior groups to explore ways to partner and collaborate.
- In September, we had our first gathering up at the Pyngyp Schoolhouse on Art History (< 10 registered) but we already have double the registration for October’s Local History Talk.
- We are experimenting with and exploring best practices for reaching everyone, promoting the programs and managing registration.
- Our social media postings and bulletin board postings have been helpful to promote our programs; however, we may want to consider:
 - printing take away *monthly* program sheets for patrons (Karelisa will price out printing as well as mailing costs – but we could also just have a few hundred available at the library &/or other key areas around the community)
 - opening registration for adult programming closer to the dates (more equitable?)
 - expanding waiting lists
 - stressing the importance of timely cancellations to allow those on waiting lists to have enough time to be contacted and make it to the program

Carole Gomez, Office Manager/Bookkeeper

- As of October 18th, the Annual Appeal Fund totals \$13,633.00 as compared with the 2021 total of \$12,268.00. This amount includes the Annual Appeal, Memorial Donations, fundraising income and Newsletter tear-off. The most recent Fall Newsletter which hit homes on/about October 6 has raised to date \$540 included in the grand total.
- The \$200,000 school tax levy was received and deposited on October 7th.
- The PayPal account has been updated and is once again active. Going forward, EFT (electronic funds transfer) will be made monthly as required. The total that was sitting in the account, \$486.47, was transferred to our TD Checking account.
- As mentioned at the last meeting, there were 229,000 Rewards Points attached to our Key Bank Credit Card. They were redeemed in the amount of \$450 cash credit towards the next Key Bank bill.
- There were three (3) requests for Notary services during September.
- Outreach services were accessed eight (8) times through the Books By Mail Program. A total of ten (10) patrons take advantage of this opportunity.
- The HVAC system will be winterized in the next week or so to avoid any emergency visits.
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Additional Notes:

**ROSE MEMORIAL LIBRARY STATISTICS
SEPTEMBER 2022**

	SEPTEMBER 2022	YTD 2022	SEPTEMBER 2021	YTD 2021
Registered Users	3,874	n/a	**4224	n/a
New Cards	18	170	0	0
Library Visitors	1,454	13,021	1,347	*9936
Public Computer Sessions	64	679	71	300
Web Analytics				
Visitors	971	8,910	900	9,628
Number of Visits	1,633	14,668	1,569	16,800
Page Views	2,649	24,785	2,532	27,930

PROGRAMS

ADULT				
Number of Programs	17	63	4	14
Attendance	36*	355	15	66
CHILDREN'S				
Number of Programs	11**	60	5	36
Attendance	145	1060	95	810
TEEN/YOUNG ADULT				
Number of Programs	0	8	1	5
Attendance	0	156	8	65
	*Attendance at the Zoom events unknown		*Curbside only through April 6, 2021	
	**Three cancellations due to weather		**Purged by RCLS 01/2022	

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022
Adult Collection									
Fiction Books	306	294	381	307	279	295	349	370	298
New Fiction	144	96	54	30	66	74	67	70	59
Express Books	225	151	216	191	209	206	227	225	137
Large Print Books	131	126	157	129	135	142	155	209	148
Non Fiction Books	159	177	189	206	188	134	169	163	174
Total Adult Books	965	844	997	863	851	877	967	1037	816
CD/Audio	34	53	13	28	15	35	30	48	12
DVD	290	178	239	215	174	158	154	126	154
Misc.								0	0
Periodicals	58	36	36	35	61	38	61	50	35
TOTAL ADULT CIRC	1347	1111	288	278	231	250	245	224	201

Juvenile Collection									
Fiction Books	391	541	745	671	484	505	663	939	614
Non-Fiction Books	85	132	172	175	142	55	93	154	107
Express Books	0	0	0	0	0				
Total Juv Books	476	673	917	846	626	560	756	1093	739
CD/Audio	3	0	2	5	2	7	1	0	0
DVD	12	63	64	97	18	31	47	109	24
Misc.				6	0	0	3	0	1
Periodicals	0			2	1	1	0	6	0
TOTAL Juvenile Circ	491	736	66	110	21	39	51	115	25

YA Collection									
Fiction Books	45	45	58	77	38	27	63	69	55
Non-Fiction Books	0	5	1	0	1	3	20	4	13
Express Books	4	3	0	0	0	0	1	0	1
CD/Audio	0		0	0	0	0	0	0	0
DVD	0		0	0	0	1	0	0	0
TOTAL YA Circ	49	53	59	77	39	84	84	73	69

Graphic Books	78	99	92	110	57	80	92	166	131
Games	19	14	22	10	12	14	23	41	10

GRAND TOTAL	1984	2013	2441	2294	1882	1806	2214	2749	1991
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All Books	1568	149	2065	1896	1599	1522	1899	2369	1755
All AV	339	294	318	345	209	233	232	283	190
Periodicals	58	36	36	37	62	37	61	56	35
Games	19	14	22	10	12	14	23	41	10
Misc	0	0	0	6	0	0	3	0	1
1984	2013	2441	2294	1882	1806	2218	2749	1991	1991