

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, November 16, 2022
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ October 2022
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: October 2022
 - b. Approval of Disbursements: October 2022
 - c. Financial Reports: October 2022
- V. Reports**
 - a. Director's Report: October 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 2023-2028 Long Term Plan*
 - b. Discussion of 2023 Annual Budget
- VII. New Business**
 - a. Discussion of next steps for Rose Memorial Library
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ December 21, 2022

**motion required*

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*

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
October 19, 2022**

October 19, 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

I. Meeting called to order at 5:35pm by James Brooks, President.

II. Approval of Minutes*

September 28, 2022 Monthly Meeting Minutes were reviewed. A motion made by Dick Eggers, second by Ted Needleman, with unanimous agreement to accept the September minutes.

III. Public Comments, no public comments

IV. Financial Reports*

September 2022 Financial Narrative reviewed by Carole Gomez, RML Office Manager. The PayPal account has been updated and is once again active. EFT (electronic funds transfer) has been set up monthly for any outstanding balances to be deposited into the TD Checking. The Key Bank Rewards points were redeemed as a credit toward the upcoming October statement balance. Real time balances were also reviewed. James Brooks made a motion, second by Amanda Pagan-Glass, 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 September as well as the large numbers in attendance. Joy Buckhout, Adult Programming and Outreach Coordinator, is doing a fabulous job introducing a wide variety of crafts and lecture opportunities. Attendance at her activities and events has doubled over the last month. Susan Babcock,**

- Head of Children's Services, has created activities before the library opens and after it closes to accommodate attendance as well as using Powerhouse Dance Studio.
- ii. Karelisa Kimmel, Adult Collections and Communications Librarian, has brought the RML collection up to date. She is weeding non-fiction categories and ordering new books for these collections as well.
 - iii. The Little Free Libraries were dedicated on Friday, September 30th, the Girl Scouts as well as patrons attended the dedication and the Reception following. A patron has created two additional Little Free Libraries which will be "mobile" and placed in the community for short periods of time.
 - iv. Experience Zones (E-zones) were created by staff for patrons to enjoy and be creative when visiting RML. Each one is active for a two-week period through December.
 - v. RML is currently donating books, DVDs etc. to the library of a new residence for women in recovery.
- b. Board Reports
- i. Marketing & Fundraising, Amanda Pagan-Glass. We will begin again creating some interesting events for the public.
 - ii. Facilities & Capital Projects, see New Business.
 - iii. Finance & Budgets, Alice has begun to formulate the 2023 Budget to be presented at the November meeting and voted at the December meeting
 - iv. Long Range Planning: A review of the concerns related to the 117 West Main Street property was discussed. The RML Board arrived at a choice of three options to present to the owner at this time.
 - v. Technology: the Frontline proposal was accepted and installation will be done shortly. RCLS has been notified.

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

The Rose Memorial Library Association Board of Trustees voted unanimously in favor of approving the RCLS 2023 Operating Budget.

VII. New Business:

a. Approval of RCLS 2023 ILS Agreement

The Rose Memorial Library Association Board of Trustees voted unanimously in favor of approving the RCLS 2023 ILS Agreement (Integrated Library System Participation).

b. Introduction of 2023 Annual Budget for discussion

The RML 2023 Operating Budget is being formulated at this time to be presented at the November meeting for a vote at the December meeting. Some issues are:

- Due to the rate of inflation, an appropriate increase for staff in line with COLA was discussed.
- RML would like to target more funds for programming.
- Change weeding to every 3-4 months in make room for new collections in our limited space.

c. Introduction of 2023-2028 Long Term Plan discussion

The outline of the 2022-2027 RML Long Range Plan was distributed and will be used as a foundation for work on the 2023-2028 Long Term Plan.

VIII. Executive Session*:

IX. Announcements: The retreat will be Saturday, November 12, 2022, Pyngyp Schoolhouse, 1pm to 4pm.

X. Adjournment. The meeting closed at 6:27pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, November 16, 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
Meeting to be held at Pyngyp Schoolhouse
November 12, 2022, 1pm to 4pm

AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular meeting, 11/16/2022
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular meeting, 11/16/2022
 - a. Narrative Report: October 2022
 - b. Approval of Disbursements: October 2022
 - c. Financial Reports: October 2022
- V. Reports** ~ to be reviewed at next regular meeting, 11/16/2022
 - a. Director's Report: October 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. Discuss options for the future of Rose Memorial Library.
- VII. New Business** to be reviewed at next regular meeting, 11/16/2022
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ November 16, 2022

**motion required*

**Special Board Meeting
Board of Trustees
Rose Memorial Library Association
November 12, 2022**

November 12, 2022, meeting held at Rose Memorial Library, 1:00pm, in-person, Pyngyp Schoolhouse.

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

1. Meeting called to order at 1:15 pm by Amanda Pagan-Glass, Board Vice President.
2. Approval of Minutes*
October, 2022, Monthly Meeting Minutes will be available for approval at the next regular monthly meeting, November 16, 2022.
3. Public Comments. No public comments.
4. Financial Reports*
October 2022 Financials will be available for approval at the next regular monthly meeting, November 16, 2022.
5. Reports ~ reports will be available at the regular monthly meeting, November 16, 2022.
6. Old Business
 - a. Discuss options for the future of Rose Memorial Library: The topics of short-term planning for 2023 and long-term planning with regard to the future of the library were discussed at length.
7. New Business:
No New Business at this time.
8. Executive Session*
9. Announcements
10. The meeting closed at 3:00 pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, November 16, 2022, at 5:30pm,
Rose Memorial Library, Kennedy Room*

*motion required

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

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

- Business Checking Account \$200,918.60
- Special Funds Savings Account: \$ 35,861.76
- Business Savings: \$ 55,158.35
- Payroll Account: \$ 1,619.53
- UBS Financial Services as of October 31, 2022.
 - Value as of 09/30/2022 \$419,125.42
 - Value as of 10/31/2022 \$420,184.63

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

The largest expenditures (over \$500) include:

Staples (\$354.77, 5-color toners for Circ plus miscellaneous)	\$454.22
Diamond Shine Cleaning	\$760.00
Oxford (United Health Care)	\$1,014.36
RCLS: Q4 E-Content, Q4 Microsoft Office, Q4 Consumer Reports	\$1,136.40
Orange & Rockland (08/23—09/23/2022)	\$1,174.68
Baker & Taylor (Adult/Children's)	\$1,253.86
Star Press (Fall Newsletter)	\$1,600.00
Petr Tomkevich (November 117W) on-hold	\$2,500.00
Key Bank (Credit Card/Amazon): Adult/Children's Programs & Supplies, Children's Books, Library/Office Supplies, DVDs, Zoom Annual Fee, CG Environmental balance due	\$2,978.70
RCLS: Q4 ANSER, Q4 Telecommunications	\$3,076.62
Sigler Henderson, architects (transferred from Special Savings)	\$25,798.21

PROGRAMMING:

Christine Adams (Black Sheep Arts, Children's) 10/11 * 10/18	\$540.00
Warner Library: Time to Spare (Decluttering), shared Zoom	\$56.25
Pyngyp Schoolhouse (RML retreat)	\$50.00
Christine Adams (Adult Felting, 11/14)	\$200.00
Danielle Lafayette (teen/tween art class, 11/07)	\$225.00
Jane LeCroy (Zoom/in-person Adult Storytime, 10/26)	\$50.00

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

Date	Num	Name	Memo	Paid Amount
1001 - TD BUSINESS CHECKING				
10/03/2022				
10/03/2022	EFT	Pitney Bowes - Reserve Account	Deposit	119
10/05/2022	9935	Christine Adams	44175388, 09/01--09/30	(125)
10/05/2022	9936	Staples	VOID: 10/11/2022, Wet-Felted Pumpkin Program	0
10/05/2022	9937	Orange & Rockland	NYC 1009485, Statement #1644526901	(454)
10/05/2022	9938	Avaya Financial Services	72647-23003, 08/23--09/23/2022	(1,175)
10/05/2022	9939	Midwest Tape LLC	Customer #2000355809	(90)
10/05/2022	9940	Diamond Shine Cleaning Service	Customer #2000016084; Hoopla #502756258	(280)
10/05/2022	9941	Alice Meacham	Invoice #120	(760)
10/05/2022	9942	Cengage Learning Inc./Gale	Reimbursement for LFL Dedication	(72)
10/05/2022	9943	Baker and Taylor	Account #122519	(77)
10/07/2022			320274 L449649 3 B00000	(908)
10/10/2022			Deposit	200,000
10/10/2022			Deposit	47
10/12/2022	9944	KeyBank	Funds Transfer, Payroll Ending 10/08/2022	(14,050)
10/12/2022	9945	The Journal News Media Group #1084	Statement 08/29/2022 to 09/28/2022	(2,979)
10/12/2022	9946	RCLS Automation	Acct #WT5337902; 11/01/2022--01/31/2023	(343)
10/12/2022	9947	DEMCO, Inc.	Invoice #31205	(3,077)
10/12/2022	9948	Vedolia Water New York Inc.	710111047, Invoice #7197126	(29)
10/12/2022	9949	Frontline Data Services	Account #20008129710000	(24)
10/12/2022	9950	Blackstone Publishing, Inc.	Invoice #6480	(143)
10/12/2022	9951	Sigler Henderson Studio LLC	Customer ID 140854	(266)
10/12/2022	9952	Star Press of Pearl River Inc	117 West Main St., Invoice #2205 - #2	(25,798)
10/12/2022	9953	Baker and Taylor	Fall 2022 Newsletter, Invoice #28014	(1,600)
10/13/2022			320274 L449649 3 B00000	(86)
10/18/2022			Funds Transfer, Sigler Henderson	25,800
10/18/2022			Deposit	486
10/19/2022			Deposit	22
10/19/2022	9954	Christine Adams	Deposit	540
10/19/2022	9955	Warner Library	Deposit	125
10/19/2022	9956	RCLS Automation	Felling	(540)
10/19/2022	9957	Baker and Taylor	Time to Spare: How to Declutter 11/01/2022	(56)
10/19/2022	9958	Oxford Health Plans	Invoice #31273, 31317, 31355	(1,136)
10/19/2022	9959	Petr V Tomkevich	320274 L449649 3 B00000	(78)
10/19/2022	9960	Robin Ingram	Group #130431	(1,014)
10/19/2022	9961	Sylvia Gutierrez	Rose Memorial Library - use of property at 117 W. Main	(2,500)
10/24/2022			Adult Basket Weaving 10/22/2022	(75)
10/24/2022			Employee Reimbursement	(62)
10/26/2022	9962	Town of Stony Point	Funds Transfer, November 2022 for 117 West Main St.	2,500
10/26/2022	9963	Christine Adams	Funds Transfer, Payroll Ending 10/22/2022	(14,300)
10/26/2022	9964	OPTIMUM	Deposit	49
10/26/2022	9965	Blackstone Publishing, Inc.	Pyngyp School House, 11/12/2022	(50)
10/26/2022	9966	Christine C. Buckhout	Adult Felting Class, 11/14/2022	(200)
10/26/2022	9967	Cengage Learning Inc./Gale	Account #07882-391439-01-2	(257)
10/26/2022	9968	Baker and Taylor	Customer ID 140854	(103)
10/26/2022	9969	Danielle Lafayette	Adult Program Supplies reimbursement	(26)
			Account #122519	(25)
			320274 L449649 3 B00000	(182)
			Tween/Teen Art Class, 11/07/2022	(225)

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

Date	Num	Name	Memo	Paid Amount
10/26/2022				
10/26/2022	9970	Jane LeCroy	Funds Transfer, Columbus Day Adjustment	(415)
10/31/2022			Zoom Short Story: The Yellow Wallpaper 10/26/2022	(50)
10/31/2022			Deposit	47
10/31/2022			Deposit	105
10/31/2022			Interest	7
Total 1001 - TD BUSINESS CHECKING				156,219
TOTAL				156,219

Rose Memorial Library Association

Profit & Loss

October 2022

11/01/22

Cash Basis

	<u>Oct 22</u>
Ordinary Income/Expense	
Income	
4000 · Tax Levy	200,000
4014 · Fundraising Income - Appeal	1,231
4015 · Investment Income	9
4016 · Gifts and Donations	2
4031 · Library Charges	127
4032 · Other Income	169
Total Income	<u>201,538</u>
Gross Profit	201,538
Expense	
6001 · Salaries	26,681
6002 · Benefits	2,246
6007 · Office Postage	125
6010 · Repairs and Maintenance	850
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	257
6017 · Utilities	1,199
6019 · Dues/Fees	65
6032 · Ansernet Service Fee	2,686
6034 · Software Licensing Fees	390
6035 · Newsletters	1,600
6050 · RCLS Service Fee	30
6051 · Computer Technical Support	143
6101 · Capital Expenditures	29,404
6125 · Serials	278
6200 · Programs ~ High Profile Events	1,450
6300 · Supplies	1,142
7500 · Other personnel expenses	1,720
8200 · Occupancy expenses	2,500
Total Expense	<u>73,690</u>
Net Ordinary Income	127,848
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>127,848</u></u>

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

	Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	358	(358)	0%
4000 · Tax Levy	200,000	200,000	0	100%
4001 · Local Public Funds	0	0	0	0%
4010 · LLSWA State Aid	0	0	0	0%
4014 · Fundraising Income - Appeal	1,231	0	1,231	100%
4015 · Investment Income	9	0	9	100%
4016 · Gifts and Donations	2			
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	127	42	86	306%
4032 · Other Income	169	300	(131)	56%
Total Income	201,538	200,700	838	100%
Gross-Profit	201,538	200,700	838	100%
Expense				
6001 · Salaries	26,681	27,879	(1,198)	96%
6002 · Benefits	2,246	2,935	(689)	77%
6007 · Office Postage	125	167	(42)	75%
6008 · Accounting & Other Prof Fees	0	113	(113)	0%
6009 · Legal	0	188	(188)	0%
6010 · Repairs and Maintenance	850	1,561	(711)	54%
6011 · Health Insurance Premiums Paid	926	1,014	(89)	91%
6015 · Telecommunications	257	260	(3)	99%
6017 · Utilities	1,199	759	440	158%
6018 · Insurance	0	590	(590)	0%
6019 · Dues/Fees	65	44	21	149%
6028 · Sewer Taxes	0	0	0	0%
6032 · Ansernet Service Fee	2,686	1,026	1,661	262%
6034 · Software Licensing Fees	390	133	258	294%
6035 · Newsletters	1,600	0	1,600	100%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	17	(17)	0%
6045 · Advertising and Promotion	0	226	(226)	0%

12:33 PM

11/01/22

Cash Basis

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

	Oct 22	Budget	\$ Over Budget	% of Budget
6050 · RCLS Service Fee				
6051 · Computer Technical Support	30	190	(160)	16%
6052 · New Library Website	143	542	(399)	26%
6053 · Website Hosting Fee	0	42	(42)	0%
6101 · Capital Expenditures	0	50	(50)	0%
	29,404	4,042	25,362	727%
6125 · Serials	278	496	(218)	56%
6200 · Programs ~ High Profile Events	1,450	1,087	362	133%
6300 · Supplies	1,142	1,553	(411)	74%
7500 · Other personnel expenses	1,720			
8200 · Occupancy expenses	2,500			
8500 · Misc expenses	0	0	0	0%
Total Expense	73,690	44,910	28,780	164%
Net Ordinary Income	127,848	155,790	(27,942)	82%
Other Income/Expense				
Other Expense				
5800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	127,848	155,790	(27,942)	82%

12:37 PM

11/01/22

Cash Basis

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

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	(140)	3,583	(3,723)	(4)%
4000 · Tax Levy	200,000	200,000	0	100%
4001 · Local Public Funds	325,000	325,000	0	100%
4010 · LLSWA State Aid	4,380	3,900	480	112%
4014 · Fundraising Income - Appeal	9,754	18,125	(8,371)	54%
4015 · Investment Income	1,760	21,900	(20,140)	8%
4016 · Gifts and Donations	354			
4018 · Friends - Income	15	500	(485)	3%
4031 · Library Charges	339	417	(78)	81%
4032 · Other Income	2,187	1,950	237	112%
4039 · Expense Reimbursements	11			
5 · Earned revenues	38			
Total Income	543,698	575,375	(31,677)	94%
Gross Profit	543,698	575,375	(31,677)	94%
Expense				
6001 · Salaries	282,804	278,787	4,017	101%
6002 · Benefits	28,434	29,448	(1,014)	97%
6007 · Office Postage	1,595	1,667	(71)	96%
6008 · Accounting & Other Prof Fees	7,854	8,979	(1,125)	87%
6009 · Legal	4,560	1,875	2,685	243%
6010 · Repairs and Maintenance	15,737	18,425	(2,687)	85%
6011 · Health Insurance Premiums Paid	10,392	12,102	(1,710)	86%
6015 · Telecommunications	2,563	2,598	(35)	99%
6017 · Utilities	9,157	7,592	1,565	121%
6018 · Insurance	7,344	5,898	1,446	125%
6019 · Dues/Fees	1,522	1,326	195	115%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	11,526	10,255	1,271	112%
6033 · Printing	210			
6034 · Software Licensing Fees	781	1,327	(546)	59%
6035 · Newsletters	6,265	4,526	1,738	138%
6036 · Fundraising	2,871	3,100	(229)	93%
6043 · Retirement 403B	(200)	167	(367)	(120)%
6045 · Advertising and Promotion	63	2,262	(2,198)	3%
6050 · RCLS Service Fee	2,369	1,901	469	125%
6051 · Computer Technical Support	7,391	5,417	1,975	136%
6052 · New Library Website	450	417	33	108%
6053 · Website Hosting Fee	739	500	239	148%
6101 · Capital Expenditures	230,577	40,318	190,259	572%
6125 · Serials	3,538	4,232	(694)	84%
6200 · Programs ~ High Profile Events	8,622	14,501	(5,879)	59%
6300 · Supplies	12,999	13,883	(885)	94%
7500 · Other personnel expenses	17,297			
8100 · Non-personnel expenses	(140)			
8200 · Occupancy expenses	15,566			
8500 · Misc expenses	5,197	7,250	(2,053)	72%
Total Expense	698,886	479,452	219,434	146%
Net Ordinary Income	(155,189)	95,923	(251,112)	(162)%

12:37 PM

11/01/22

Cash Basis

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

	Jan - Oct 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>(155,189)</u>	<u>95,923</u>	<u>(251,112)</u>	<u>(162)%</u>

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

November 2021 through October 2022

Ordinary Income/Expense	Nov '21 - Oct 22	Nov '20 - Oct 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	4,380.00	5,075.40	-695.40	-13.7%
4014 · Fundraising Income - Appeal	17,804.01	11,973.00	5,831.01	48.7%
4015 · Investment Income	3,725.45	10,511.83	-6,786.38	-64.6%
4016 · Gifts and Donations	372.17	236.99	135.18	57.0%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	635.53	591.49	44.04	7.5%
4032 · Other Income	2,609.79	1,706.50	903.29	52.9%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4038 · Rental Income - 61 E. Main	0.00	1,225.00	-1,225.00	-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	554,450.50	809,164.24	-254,713.74	-31.5%
Gross Profit	554,450.50	809,164.24	-254,713.74	-31.5%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	335,078.26	295,151.43	39,926.83	13.5%
6002 · Benefits	33,277.05	28,283.15	4,993.90	17.7%
6007 · Office Postage	2,093.66	1,177.59	916.07	77.8%
6008 · Accounting & Other Prof Fees	7,854.04	3,750.00	4,104.04	109.4%
6009 · Legal	4,695.00	6,072.59	-1,377.59	-22.7%
6010 · Repairs and Maintenance	19,812.30	24,301.44	-4,489.14	-18.5%
6011 · Health Insurance Premiums Paid	15,437.42	13,339.52	2,097.90	15.7%
6015 · Telecommunications	2,931.71	1,343.93	1,587.78	118.1%
6017 · Utilities	10,516.66	9,276.45	1,240.21	13.4%
6018 · Insurance	9,212.74	6,291.24	2,921.50	46.4%
6019 · Dues/Fees	1,793.12	1,342.01	451.11	33.6%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%

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

	Nov '21 - Oct 22	Nov '20 - Oct 21	\$ Change	% Change
6031 · Internet Access	144.32	1,739.04	-1,594.72	-91.7%
6032 · Ansernet Service Fee	11,525.94	14,706.56	-3,180.62	-21.6%
6033 · Printing	295.00	0.00	295.00	100.0%
6034 · Software Licensing Fees	780.54	0.00	780.54	100.0%
6035 · Newsletters	7,314.63	4,591.64	2,722.99	59.3%
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	2,369.35	2,296.16	73.19	3.2%
6051 · Computer Technical Support	8,056.21	5,700.00	2,356.21	41.3%
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	239,228.47	7,999.66	231,228.81	2,890.5%
6125 · Serials	3,766.54	1,739.80	2,026.74	116.5%
6200 · Programs ~ High Profile Events	8,843.03	6,029.76	2,813.27	46.7%
6300 · Supplies	13,834.58	10,807.87	3,026.71	28.0%
6819 · Covid 19 Expenses	0.00	-212.33	212.33	100.0%
7500 · Other personnel expenses	17,296.92	0.00	17,296.92	100.0%
8100 · Non-personnel expenses	-139.96	0.00	-139.96	-100.0%
8200 · Occupancy expenses	15,565.89	0.00	15,565.89	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	783,638.69	519,281.89	264,356.80	50.9%
Net Ordinary Income	-229,188.19	289,882.35	-519,070.54	-179.1%
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	-229,188.19	289,882.35	-519,070.54	-179.1%

Rose Memorial Library
November 2022 Board Meeting
Board Report

Alice Meacham, Director

- Rose Memorial had a lot of spooky fun in October thanks to our wonderful staff!
 - The second annual book character pumpkin decorating contest was adorable and a huge success. Thank you to Susan for leading this fantastic program/event!
- The staff has been making some subtle, but very effective and appealing changes in the layout of our building. Especially of note are:
 - The tidied, streamlined, and organized entry area (led by Samantha)
 - The children's room (led by Susan)
 - The graphic novel/new materials area (led by Karelisa)
 - The new corkboard displays for flyers (led by Joy)
- Ed and Nancy Lenore have generously built and donated two more Little Free Libraries! They will be mobile and will debut in the spring after the worst of the weather has passed.
- Rose Memorial will be taking part in the Stony Point PAL Light Up Stony Point Holiday Parade the evening of Friday, December 2. We will be lighting up the library, giving out hot cocoa, and Girl Scouts will likely be caroling. It is shaping up to be a wonderful time!

Susan Babcock, Children's Services

- Weekly Storytimes are back and so far with good attendance numbers. We are using space rented from the Powerhouse Dance Center on Holt Drive. Melissa has been easy to work with and accommodated all of my requests as far as dates, space use etc.
- We are also scheduling some school age and Tween/Teen Programs at the library. Many programs have been scheduled for 4:30 pm (closing time) so we have a little more space and do not have to feel concerned that we are in patrons' way.
- Another method we are using is to schedule the programs multiple times in a day so we can break it up into smaller sizes and just repeat the program. We will continue this going forward.
- We conducted a Girl Scout Tour/meeting to help facilitate the troop's Bronze Project which will entail creating Discovery Bags for the children's room. The

troop will be conducting another fundraiser for the project with a Hot Cocoa stand out front on Sunday December 18th.

Circulation

- We will continue to work on a massive weeding of the collection in all areas.
- I have noticed patrons looking at some of the flyers etc now that they are presented in an organized manner by the front door. I have also noticed more patrons sitting at the table with their lap tops, or browsing a book. Clearing all the clutter off makes the space more inviting for patrons.

Karelisa Kimmel, Adult Collections and Communications Librarian

- We are in the midst of a massive weeding project which is gaining momentum with more staff involved. Big "thank you" to Susan for generating weed lists that the Circ staff can work on; and Janet for taking the lead on weeding our nonfiction. Other changes upstairs are an increase in new Large Print books, and Oversized books now are their own collection.
- To this point (limited space), we might want to consider moving toward a leased model for certain parts of our collection, with McNaughton.
- Our most recent Programs email went out on October 29th to 882 subscribers, with an open rate of 60%. We had 23 new subscribers in October via our website.
- I explored marketing our programs with 'Rockland Parent' website and magazine. A few were accepted and featured. Another big driver of traffic has been Patch.com.
- Something fun for our Adult patrons is in the works! We will be doing the "52 Week Book Challenge" as a community - on our blog & social media. The goal is for everyone to read 52 books in 2023 (the challenge is released in Nov.). RML will offer book suggestions for the different prompts. We have a project request with Rockland Web to get a feature added to our website that would assist in this campaign. TBD.

Joy Buckhout, Adult Programming and Outreach Coordinator

- October saw a dramatic increase in registration/attendance numbers for the Adult Programs and we have started to utilize waiting lists!
- Our new process for registration has brought a better sense of consistency and equity and our patrons seem pleased.
- The E-Newsletter (thanks Karelisa!), bulletin boards, social media, the Patch, online calendars, website traffic and take away calendars, as well as word of mouth, are all creating a nice following -- often patrons in one program will chat to one another about different programs and enroll in many more.

- Starting in December, we will have Chair Yoga on Mondays (up at Rho).
- In speaking with the Town/Karenanne, we have discovered they are offering Tai Chi (at Rho) on Wednesdays, which we will put on our calendar so patrons are aware. We will reach out to the instructor to make sure
- We had a very successful in person Local History Talk up at the Pyngyp and will look to create more programming in coordination & collaboration with Susan Filgueras and other local organizations.

Carole Gomez, Office Manager/Bookkeeper

- As of November 14th, the Annual Appeal Fund totals \$14,088.00 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 \$1,070.00 included in the grand total.
- The \$140,000 return of the initial 117 West Main deposit was received and deposited on November 14th.
- There were five (5) requests for Notary services during October.
- Outreach services were accessed eight (8) times through the Books By Mail Program. A total of ten (10) patrons take advantage of this opportunity. Postage expenses are reimbursed by L.A.R.C.
- Rose Memorial continues to offer Proctoring services for Stanford University online High School as well as Pro-Career Center in Syracuse NY.
- The HVAC system was winterized, new filters were purchased. An estimate for 2023 has been requested.
- There were 1,702 in-person visitors and 1,616 visits to the website as well as 22 new cards.

Additional Notes:

January 2022 February 2022 March 2022 April 2022 May 2022 June 2022 July 2022 August 2022 September 2022 October 2022

Adult Collection										
	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022
Fiction Books	306	294	381	307	279	295	349	370	298	292
New Fiction	144	96	54	30	66	74	67	70	59	41
Express Books	225	151	216	191	209	206	227	225	137	176
Large Print Books	131	126	157	129	135	142	155	209	148	147
Non Fiction Books	159	177	189	206	188	134	169	163	174	176
Total Adult Books	965	844	844	997	863	877	851	967	1037	816
CD/Audio	34	53	43	28	15	35	30	48	12	15
DVD	290	178	239	215	174	158	154	126	154	199
Misc.										
Periodicals	58	36	36	35	61	38	61	50	35	32
TOTAL ADULT CIRC	1347	1111	1111	288	278	250	231	245	224	201
TOTAL ADULT CIRC										246

Juvenile Collection										
	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022
Fiction Books	391	541	745	671	484	505	663	939	614	678
Non-Fiction Books	85	132	172	175	142	55	93	154	107	154
Express Books	0	0	0	0	0					
Total Juv Books	476	673	917	846	626	560	756	1093	739	832
CD/Audio	3	0	2	5	2	7	1	0	0	0
DVD	12	63	64	97	18	31	47	109	24	46
Misc.										
Periodicals	0			6	0	0	3	0	1	1
TOTAL Juvenile Circ	491	736	1110	66	21	39	51	115	25	47

YA Collection										
	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022
Fiction Books	45	45	58	77	38	27	63	69	55	33
Non-Fiction Books	0	5	1	0	1	3	20	4	13	4
Express Books	4	3	0	0	0	0	1	0	1	6
CD/Audio	0		0	0	0	0	0	0	0	0
DVD	0		0	0	0	0	0	0	0	0
TOTAL YA Circ	49	53	59	77	39	31	84	73	69	43
Graphic Books	78	99	92	110	57	80	92	166	131	133
Games	19	14	22	10	12	14	23	41	10	30

	1984	2013	2441	2294	1806	2214	2749	1991	2163
GRAND TOTAL									

	1984	2013	2441	2294	1806	2214	2749	1991	2163
All Books	1568	149	2065	1896	1599	1522	2369	1755	1840
All AV	339	294	318	345	209	233	283	190	260
Periodicals	58	36	36	37	62	37	56	35	32
Games	19	14	22	10	12	14	41	10	30
Misc	0	0	0	6	0	0	0	1	1
TOTAL	1984	2013	2441	2294	1806	2214	2749	1991	2163

Rose Memorial Library Long Range Plan 2022-2027

Rose Memorial Library's Commitment to the Community

Rose Memorial's Mission:

We preserve the past, enrich the present, and enhance the future for all Stony Point residents.

Rose Memorial's Vision:

Stony Point's space for connection, creativity, and engagement.

We are committed to:

- Bridging Stony Point's past, present and future. We recognize the immense history of Stony Point, while also embracing innovation and thoughtfully adapting the library to fit the community as it grows and changes.
- Building and maintaining connections with community members, as well as local institutions, organizations, and small businesses.
- Showing a consistently strong return on the investment Stony Point makes in Rose Memorial Library.
- Providing a welcoming space for gathering, engaging in culture and entertainment, exploring curiosity, and pursuing lifelong learning.
- Serving all members of the community with compassion, equity, kindness, and care.

Goals and Objectives

1. To be Stony Point's center for connection, creativity, and lifelong learning
 - a. Update programming:
 - i. Focus on topics that are high-interest, and experiences that are hands-on
 - ii. Create low entry, unmanned, pop-up programs **(complete)**
 - iii. Center building community connections in programmatic and space design
 - b. Modernize the collection to reflect how our patrons use the library now:

- i. Increase purchasing of digital materials and popular browsing materials.
 - ii. Decrease purchasing of physical audio & video, and reference materials.
 2. Update staff expectations to promote optimal, consistent staff and patron experiences
 - a. Hire for attitude and specific goals of the role, not just “hard” skills **(complete)**
 - b. Institute contemporary practices for staff
 - i. Offer regular professional development opportunities for staff, online and in-person, focusing on customer service, organizational goals and values, etc.
 - ii. Reform annual review process **(complete)**
 - iii. Update Employee Manual **(complete)**
 3. Increase fiscal stability.
 - a. Conduct audit annually
 - b. Update internal controls
 - i. Introduce online time-keeping and PTO tracking **(complete)**
 - ii.
 - c. Consult financial experts, such as accountants and financial planners, for advice
 - d. Seek annual/biannual increases in funding on the November ballot
 4. Improve and expand spaces to better meet the needs of our large community.
 - a. Responsibly explore and pursue options for a new library building
 - b. Reexamine and reevaluate current space to maximize effective usage based on patron interests and needs.
 5. Modernize and diversify marketing and communications.
 - a. Hire a dedicated Communications Librarian **(complete)**
 - b. Launch a monthly e-newsletter **(complete)**
 - c. Develop a consistent social media marketing plan
 - d. Update logo and branding (including in-library signage, templates, and communications)
 - e. Investigate alternative marketing tools and strategies