

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

- I. Call to Order**
- II. Adoption of Minutes** ~ November 2022
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: November 2022
  - b. Approval of Disbursements: November 2022
  - c. Financial Reports: November 2022
- V. Reports**
  - a. Director's Report: November 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 Annual Budget\*
- VII. New Business**
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting ~ January 18, 2023***

*\*motion required*

**Monthly Board Meeting Minutes  
Board of Trustees  
Rose Memorial Library Association  
November 16, 2022**

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November 16, 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 (via Zoom); Ted Needleman, Treasurer; Richard Eggers, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML**

**I. Meeting called to order at 5:45pm by James Brooks, President.**

**II. Approval of Minutes\***

**October 19, 2022 Monthly Meeting Minutes were reviewed. A motion made by James Brooks, second by Ted Needleman, with unanimous agreement to accept the October minutes.**

**November 12, 2022 Special Meeting Minutes were reviewed. A motion was made by James Brooks, second by Amanda Pagan-Glass, with unanimous agreement to accept the Special Meeting minutes.**

**III. Public Comments, no public comments**

**IV. Financial Reports\***

**October 2022 Financial Narrative reviewed by Carole Gomez, RML Office Manager.**

**The expenses related to the 117 West Main building have been paid. The 117 West Main deposit in the amount of \$140,000 has been returned by the seller. It has been deposited in the Savings Account.**

**YTD Budget Analysis provided for Adult Programming, Adult Collections and Children's. Real time balances were also reviewed.**

**Amanda Pagan-Glass made a motion, second by Ted Needleman, 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 October as well as the large numbers in attendance. The RML staff is working on weeding the collections, tidying up the patron spaces and creating a warmer, welcoming atmosphere.
- ii. 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 increased with Waiting Lists necessary. Joy has purchased new bulletin boards, placing them in patron-friendly locations.
- iii. Susan Babcock, Head of Children's Services, has continued activities before the library opens and after it closes to accommodate attendance as well as using Powerhouse Dance Studio. She has also rearranged the Children's Room to make it more spacious and inviting.
- iv. Karelisa Kimmel, Adult Collections and Communications Librarian, has continued to weed and update all sections of the library with assistance of staff. She has also created a user-friendly wall of new publications, DVDs, etc.
- v. Samantha has continued her project to declutter areas in the library that contained information no longer used by patrons.
- vi. Experience Zones (E-zones) created by staff for patrons to enjoy and be creative when visiting RML are continuing through the end of the year.
- vii. RML will be closed the week of January 22<sup>nd</sup>, offering curbside pick-up only, while the transition from RCLS to Frontline technology takes place. This will also provide staff the opportunity to restage and rearrange the building.
- viii. RML will participate in the Stony Point PAL Parade on Friday evening, 12/02, ending at the Town Hall. Girl Scouts have been invited to do caroling and pass out hot chocolate.

### b. Board Reports

- i. Marketing & Fundraising, Amanda Pagan-Glass. We will begin again creating some interesting events for the



public. There are tentative plans in place for monthly or bi-monthly events, raffles, etc. to engage the public. A Books to Broadway raffle will begin next week featuring "Into the Woods".

- ii. **Facilities & Capital Projects:** There will be a meeting with Town officials on Monday, 11/21/2022, to discuss proposed next steps.
- iii. **Finance & Budgets,** Alice has begun to formulate the tentative 2023 Budget presented at this meeting. The final will be voted at the December meeting
- iv. **Long Range Planning:** there was a Special Meeting (minutes reviewed) on November 12<sup>th</sup>. Options for moving forward are in discussion.
- v. **Technology:** Frontline transition will take place week of January 22<sup>nd</sup>. Some smaller installations are already completed.

**VI. Old Business:**

- a. **\*Approval 2023-2028 Long Term Plan.** James Brooks made a motion, second by Amanda Pagan-Glass, to accept the 2023-2028 Long Term Plan with the Board unanimously in favor.
- b. **Discussion of 2023 Annual Budget:** The draft of the 2023 Budget was discussed focusing on cuts to accommodate increases in expenses. The final will be presented and voted upon at the December 2022 meeting.

**VII. New Business:**

- a. **\*Short term investment of funds.** Discussion related to maximizing funds to work "for" the library and investing wisely. Research with financial advisor will be finalized after Thanksgiving. Dick Eggers made a motion, second by Ted Needleman, to deposit \$125,000 from Business Savings to UBS for this purpose with the Board unanimously in favor.

**VIII. Executive Session\*:** None

**IX. Announcements:** Next meeting will be Wednesday, December 21, 2022, 5:30pm. The Annual Meeting will follow.

**X. Adjournment.** The meeting closed at 6:45pm with consent of all Trustees.

*The next scheduled Board Meeting is  
Wednesday, December 21, 2022, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

\*motion required

Carole Gomez, RML Office Manager



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

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

- Business Checking Account \$155,319.01
- Special Funds Savings Account: \$ 22,122.19
- Business Savings: \$195,160.49
- Payroll Account: \$ 1,493.98
- UBS Financial Services as of November 30, 2022.
  - Value as of 10/31/2022 \$420,184.63
  - Value as of 11/30/2022 \$421,456.05

There were two payrolls in the month of November 2022 totaling \$26,326.00

The largest expenditures (over \$500) include:

RCLS, annual Symphony web license	\$350.00
Staples (2023 planners/calendars, coffee supplies, card stock, copy paper, USBs, etc.)	\$401.61
RCLS: movie license (11/01/2022 to 10/31/2023)	\$440.00
Culhane Air Conditioning & Refrigeration (winterizing)	\$525.00
Baker & Taylor (Adult/Teen/Children's)	\$1,402.81
Orange & Rockland (09/23—10/24/2022)	\$795.08
Diamond Shine Cleaning	\$950.00
Oxford (United Health Care)	\$1,014.36
Orange & Rockland (10/24 to 11/22)	\$1,042.82
Demco Software (Annual Subscription to Evance Calendar)	\$1,531.54
Utica (umbrella insurance policy)	\$1,593.00
E.J. Stubenvoll (snow contract, 12/01 to 3/31/23)	\$1,800.00
Key Bank (Credit Card/Amazon): Adult/Children's Programs & Supplies, Children's Books, Library/Office/Custodial Supplies, DVDs, Little Free Library, Redeemed Rewards Points \$450.00	\$2,258.81
Frontline (bandwith license, freeze license, support)	\$2,315.00
Whiteman, Osterman, & Hanna (\$200 + \$13,538.22) transferred from Special Savings	\$13,538.22

**PROGRAMMING:**

Holiday Cookie Baking Class 12/14, partner w/Nyack Library	\$35.00
Nancy Lenore, 12/05, jewelry making	\$150.00
Christine Adams (needle felting for adults) 12/05	\$200.00
Rolling Video Games (11/08) for teens	\$240.00
Rolling Video Games (11/08) for kids (total for both 30)	\$245.00
Nancy Kaufer 12/09, igloos for teens & tweens	\$250.00
The Baking Coach (Take & Make for Teens) 24 kits & videos	\$379.95
The Baking Coach (Take & Make for Children) 24 kits & videos	\$454.95

12/1/2022

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

Date	Num	Name	Memo	Paid Amount
<b>1001 - TD BUSINESS CHECKING</b>				
11/01/2022	EFT	Pitney Bowes - Reserve Account	44175388, 09/01--09/30	
11/02/2022	9971	DEMCO, Inc.	710111047, Invoice #7208879	(125)
11/02/2022	9972	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0996-8558	(54)
11/02/2022	9973	Orange & Rockland	72647-23003, 08/23--09/23/2022	(262)
11/02/2022	9974	Rockland Carting	190708, Invoice #1138657, November/December 2022	(795)
11/02/2022	9975	Blackstone Publishing, Inc.	Customer ID 140854	(120)
11/02/2022	9976	Demco Software	Customer #710111047, Invoice # INV00014326	(64)
11/02/2022	9977	Culhane's Air Conditioning	Fall 2022 Winterizing Service Call	(1,532)
11/02/2022	9978	Midwest Tape LLC	Customer #2000016084; Hoopla #502901966	(525)
11/02/2022	9979	Staples	NYC 1009485, Acct. #369313, #374668	(269)
11/07/2022			Deposit	(402)
11/07/2022			Deposit	275
11/07/2022			Deposit	61
11/09/2022	9983	Veolia Water New York Inc.	Funds Transfer, Payroll Ending 11/05/2022	(14,200)
11/09/2022	9984	Baker and Taylor	Account #20008129710000	(19)
11/09/2022	9985	Avaya Financial Services	320274 L449649 3 B00000	(119)
11/09/2022	9986	Blackstone Publishing, Inc.	Customer #2000355809	(90)
11/09/2022	9987	Cengage Learning Inc./Gale	Customer ID 140854	(40)
11/09/2022	9988	Diamond Shine Cleaning Service	Account #122519	(360)
11/09/2022	9989	KeyBank	Invoice #121	(950)
11/09/2022	9990	OverDrive	Statement 09/29/2022 to 10/28/2022	(2,259)
11/09/2022	9991	Frontline Data Services	Customer #1052-1017	(113)
11/09/2022	9992	RCLS Automation	VOID: Invoice #6571	0
11/09/2022	9993	Whiteman Osterman & Hanna LLP	Invoice #31399	(440)
11/09/2022	9994	Whiteman Osterman & Hanna LLP	Client #106241, Invoice #598369	(200)
11/09/2022			Client #106241, Invoice #598368	(13,538)
11/09/2022			Funds Transfer, Legal Fees	13,740
11/09/2022	9995	The Baking Coach, Inc.	Invoice 11051	(835)
11/14/2022			Deposit	140,000
11/15/2022			Funds Transfer, 117 West Main Refund of Deposit	(140,000)
11/16/2022			Deposit	48
11/16/2022			Deposit	50
11/16/2022	9996	Baker and Taylor	320274 L449649 3 B00000	(576)
11/16/2022	9997	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0996-8558	(90)
11/16/2022	9998	Oxford Health Plans	Group #130431	(1,014)
11/16/2022	9999	Culhane's Air Conditioning	Replenish supply of filters	(247)
11/16/2022	10000	Frontline Data Services	Invoice #6571	(2,315)
11/16/2022	10001	RCLS Automation	Invoice #31412	(350)
11/16/2022	10002	EJ Stubenvoll Landscaping LLC	Invoice #155, Snow Removal 12/01/2022 thru 03/31/2023	(1,800)
11/16/2022	10003	Cengage Learning Inc./Gale	Account #122519	(18)
11/16/2022	10004	Nancy Lenore	12/05, jewelry-making class	(150)
11/16/2022	10005	Nancy Kaufer	12/09 Gingerbread Igloos Tweens/Teens	(250)
11/16/2022	10006	Christine Adams	Adult Felting Class, 12/05/2022	(200)
11/16/2022	10007	Emperatriz Vasquez	12/14, Holiday Cookie Baking Zoom Class, shared	(35)
11/16/2022	10008	Baker and Taylor	320274 L449649 3 B00000	(514)
11/21/2022			Funds Transfer, payroll ending 11/19/2022	(14,250)
11/21/2022			Deposit	17
11/22/2022			Deposit	42
11/22/2022			Deposit	100
11/28/2022			Deposit	15
11/29/2022	EFT	Amigos Library Services	Library Marketing Conference (PayPal)	(30)
11/30/2022	10009	Cengage Learning Inc./Gale	Account #122519	(37)
11/30/2022	10010	Karelisa Kimmel	Employee Reimbursement	(182)
11/30/2022	10011	Utica National Insurance Group	Account #101087518	(1,593)
11/30/2022	10012	Baker and Taylor	320274 L449649 3 B00000	(193)
11/30/2022	10013	OPTIMUM	Account #07882-391439-01-2	(257)
11/30/2022	10014	Orange & Rockland	72647-23003, 10/24/2022 to 11/22/2022	(1,043)
11/30/2022			Interest	8
Total 1001 - TD BUSINESS CHECKING				(48,100)
<b>TOTAL</b>				<b>(48,100)</b>



**Rose Memorial Library Association**  
**Profit & Loss**  
**November 2022**

	<u>Nov 22</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	425
4015 · Investment Income	10
4016 · Gifts and Donations	468
4031 · Library Charges	29
4032 · Other Income	129
Total Income	<u>1,061</u>
Gross Profit	1,061
Expense	
6001 · Salaries	26,326
6002 · Benefits	2,262
6007 · Office Postage	215
6010 · Repairs and Maintenance	3,782
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	257
6017 · Utilities	1,857
6018 · Insurance	1,593
6019 · Dues/Fees	56
6034 · Software Licensing Fees	350
6035 · Newsletters	262
6045 · Advertising and Promotion	126
6046 · Movie Licensing Contract	440
6051 · Computer Technical Support	2,315
6101 · Capital Expenditures	(135,515)
6200 · Programs ~ High Profile Events	2,033
6300 · Supplies	1,896
7500 · Other personnel expenses	13,738
8500 · Misc expenses	30
Total Expense	<u>(77,053)</u>
Net Ordinary Income	78,114
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>78,114</u></u>

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

	Nov 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	400	(400)	0%
4014 · Fundraising Income - Appeal	425	0	425	100%
4015 · Investment Income	10	0	10	100%
4016 · Gifts and Donations	468			
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	29	42	(12)	70%
4032 · Other Income	129	125	4	103%
<b>Total Income</b>	<u>1,061</u>	<u>925</u>	<u>136</u>	<u>115%</u>
<b>Gross Profit</b>	1,061	925	136	115%
<b>Expense</b>				
6001 · Salaries	26,326	27,879	(1,553)	94%
6002 · Benefits	2,262	2,935	(673)	77%
6007 · Office Postage	215	167	48	129%
6008 · Accounting & Other Prof Fees	0	113	(113)	0%
6009 · Legal	0	188	(188)	0%
6010 · Repairs and Maintenance	3,782	3,171	612	119%
6011 · Health Insurance Premiums Paid	926	1,014	(89)	91%
6015 · Telecommunications	257	260	(3)	99%
6017 · Utilities	1,857	759	1,097	245%
6018 · Insurance	1,593	590	1,003	270%
6019 · Dues/Fees	56	44	12	128%
6028 · Sewer Taxes	0	0	0	0%
6032 · Ansernet Service Fee	0	1,026	(1,026)	0%
6034 · Software Licensing Fees	350	133	217	264%
6035 · Newsletters	262	0	262	100%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	17	(17)	0%
6045 · Advertising and Promotion	126	226	(101)	55%



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12/01/22

Cash Basis

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

	Nov 22	Budget	\$ Over Budget	% of Budget
6046 · Movie Licensing Contract	440			
6050 · RCLS Service Fee	0	190	(190)	0%
6051 · Computer Technical Support	2,315	542	1,773	427%
6052 · New Library Website	0	42	(42)	0%
6053 · Website Hosting Fee	0	50	(50)	0%
6101 · Capital Expenditures	(135,515)	4,042	(139,557)	(3,353)%
6125 · Serials	0	0	0	0%
6200 · Programs ~ High Profile Events	2,033	1,087	946	187%
6300 · Supplies	1,896	1,903	(8)	100%
7500 · Other personnel expenses	13,738			
8500 · Misc expenses	30	0	30	100%
<b>Total Expense</b>	<b>(77,053)</b>	<b>46,374</b>	<b>(123,428)</b>	<b>(166)%</b>
<b>Net Ordinary Income</b>	<b>78,114</b>	<b>(45,449)</b>	<b>123,564</b>	<b>(172)%</b>
<b>Other Income/Expense</b>				
Other Expense	0			
6800 · Net Payroll	0			
<b>Total Other Expense</b>	<b>0</b>			
<b>Net Other Income</b>	<b>0</b>			
<b>Net Income</b>	<b>78,114</b>	<b>(45,449)</b>	<b>123,564</b>	<b>(172)%</b>

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

	Dec '21 - Nov 22	Dec '20 - Nov 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	5,075.40	-695.40	-13.7%
4014 · Fundraising Income - Appeal	17,980.83	12,201.18	5,779.65	47.4%
4015 · Investment Income	3,727.46	10,509.43	-6,781.97	-64.5%
4016 · Gifts and Donations	825.90	237.30	588.60	248.0%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	396.88	778.48	-381.60	-49.0%
4032 · Other Income	2,493.14	1,836.95	656.19	35.7%
4037 · Exp. Reimbursements-61 E. Main	0.00	282,844.03	-282,844.03	-100.0%
4039 · Expense Reimbursements	11.00	0.00	11.00	100.0%
5 · Earned revenues	37.51	0.00	37.51	100.0%
<b>Total Income</b>	<b>554,727.76</b>	<b>808,482.77</b>	<b>-253,755.01</b>	<b>-31.4%</b>
<b>Gross Profit</b>	<b>554,727.76</b>	<b>808,482.77</b>	<b>-253,755.01</b>	<b>-31.4%</b>
Expense				
4002 · Reconciliation Discrepancies	0.00	1.90	-1.90	-100.0%
6001 · Salaries	335,475.13	299,119.39	36,355.74	12.2%
6002 · Benefits	32,973.90	28,614.06	4,359.84	15.2%
6007 · Office Postage	2,015.84	1,345.41	670.43	49.8%
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	22,391.55	22,986.67	-595.12	-2.6%
6011 · Health Insurance Premiums Paid	14,891.54	13,970.68	920.86	6.6%
6015 · Telecommunications	3,076.02	1,456.15	1,619.87	111.2%
6017 · Utilities	11,670.03	9,962.67	1,707.36	17.1%
6018 · Insurance	9,157.74	6,391.24	2,766.50	43.3%
6019 · Dues/Fees	1,833.08	1,212.25	620.83	51.2%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%



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

	Dec '21 - Nov 22	Dec '20 - Nov 21	\$ Change	% Change
6031 · Internet Access	0.00	1,883.36	-1,883.36	-100.0%
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	1,130.54	0.00	1,130.54	100.0%
6035 · Newsletters	7,576.52	4,591.64	2,984.88	65.0%
6036 · Fundraising	5,071.07	2,104.43	2,966.64	141.0%
6043 · Retirement 403B	-250.00	-50.00	-200.00	-400.0%
6045 · Advertising and Promotion	188.88	35.00	153.88	439.7%
6046 · Movie Licensing Contract	440.00	0.00	440.00	100.0%
6050 · RCLS Service Fee	2,369.35	2,296.16	73.19	3.2%
6051 · Computer Technical Support	9,943.71	5,747.50	4,196.21	73.0%
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	101,684.92	6,228.63	95,456.29	1,532.5%
6125 · Serials	3,537.76	1,968.58	1,569.18	79.7%
6200 · Programs ~ High Profile Events	11,765.02	5,429.75	6,335.27	116.7%
6300 · Supplies	14,684.03	10,598.63	4,085.40	38.6%
6819 · Covid 19 Expenses	0.00	-252.29	252.29	100.0%
7500 · Other personnel expenses	31,035.14	0.00	31,035.14	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	5,227.49	0.00	5,227.49	100.0%
<b>Total Expense</b>	<b>667,206.61</b>	<b>521,585.91</b>	<b>145,620.70</b>	<b>27.9%</b>
<b>Net Ordinary Income</b>	<b>-112,478.85</b>	<b>286,896.86</b>	<b>-399,375.71</b>	<b>-139.2%</b>
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-112,478.85</b>	<b>286,896.86</b>	<b>-399,375.71</b>	<b>-139.2%</b>

**Rose Memorial Library**  
**December 2022 Board Meeting**  
**Board Report**

**Alice Meacham, Director**

- Rose Memorial was thrilled to be a part of Stony Point PAL's first Light Up Stony Point event on December 2. We welcomed well over 200 members of the community to our front lawn to enjoy cocoa, cookies, and a storytime in the glow of holiday lights. Next year we hope to expand our role by opening the library fully during the event and offering a hands-on experience, such as a craft, in the library. We will also be buying about 500 more cookies. Special thanks to Carole for running the cocoa station, Joy for envisioning and putting together the magical glowing balloon luminaries, and Joy's daughter, Shelly, and members of Girl Scout Troop 40078 for volunteering with us!

**Susan Babcock, Children's Services**

- Programming has been going well at the offsite location of Power House Dance Center. The availability is mornings, which only allows us to use for preschool programming.
- Using the library afterhours has been successful for school age and Tween/Teen programming.
- I will be planning a light load for January so that we can reorganize our supply closet, and refresh the collection. We will be offering Take & Makes all month.

**Circulation**

- Ongoing collection weeding and refreshing is happening and helping to lead to a better browsing experience for our patrons.

**Karelisa Kimmel, Adult Collections and Communications Librarian**

- Baker and Taylor is experiencing significant delays across RCLS - so our Nov/Dec book orders are slowed. The downtime in cataloging has been an opportunity to continue weeding and rearranging. I think we are all looking forward to the big reorganization project happening in January!
- We are in a good flow of promoting programs now ... with our paper calendar, eblast, and social media efforts feeling more streamlined. Our Nov. email reached 848 people with a %47 open rate. (Our email marketing platform is now offering SMS marketing - if that is something we'd like to try?)



- We are hosting our 2nd annual Books to Broadway raffle, and are also participating in Marine Toys for Tots. Promotion for both across many platforms.
- I've been updating our LibGuides little by little - which is the website that houses all of our databases. There have been a few patron requests for Homework, Language Learning, and Immigrant resources.
- I attended a virtual library marketing conference funded by RML (thank you for the opportunity!). There were some great ideas about promoting programs, a sample style guide, newsletters and such.
- I met with McNaughton to price out piloting a leased book program, and taking that into consideration along with positive feedback from other RCLS Directors, seems like a great fit with our space and budget.

### **Joy Buckhout, Adult Programming and Outreach Coordinator**

- I have been attending the RCLS APOC (Adult Programming & Outreach Coordinator) meetings on a monthly basis and have found them to be highly informative and helpful. We discuss what is working and not working. We also share ideas and instructor info for specific programs.
- Programs are filling up nicely with the exception of (ironically!) book clubs. We will be experimenting with a few different times and formats (Short Story Book Club, Book Shares, Books & a Brew, etc.) to see what sticks. We have also been trying our Adult Storytime on Zoom, but may do it as a hybrid during the day in the future to see if we get more attendance.
- Arts & Crafts continue to be our bread and butter and attendance is good.
- Yoga started in December, but due to budgetary constraints we cannot continue offering it weekly on an ongoing basis. However, maybe if we offer/sponsor it regularly, on the first Monday of every month, we can create enough of a following to support it through small donations. We do have weekly Tai Chi up at Rho (the instructor is donating his time – arranged through the Town) so that will continue indefinitely.
- I have been creating & posting weekly graphics of Adult Programs on FB & Instagram on Thursdays to promote and get the word out about the upcoming week. This is then shared to various groups on FB primarily by myself, Carole & Friends of the Library. I think if we do this consistently, we will gain traction.
- E-Newsletters, printable one-sheet listings and opening registration 7-10 days before the beginning of the month has proven successful and deescalated any previous conflict. And I would suggest we do not promote specific programs in the quarterly, printed newsletter but direct them to stop in to grab a printed copy of the monthly program and/or to sign up for the E-Newsletters.
- Looking forward into 2023, I would like to plan more elaborate, collaborative program events... (PS I loved the Light Up SP Event and hope we have many more opportunities to bring the community together!)



### **Carole Gomez, Office Manager/Bookkeeper**

- The final total for the 2022 Annual Appeal Fund is \$14,458 as compared to the 2021 total of \$12,268. The 2023 Annual Appeal hit homes on December 10<sup>th</sup>. Donations are currently being processed as they are delivered. A running total will be available at the Board Meeting.
- It was discovered American Power & Gas, our supplier through Orange & Rockland, was charging tax since the transition in the spring. The oversight was corrected, and RML received a refund check in the amount of \$316.00. Following thorough research, Optimum and Campaign Monitor were also charging tax. There will be a three-month tax credit on the next Optimum invoice. Campaign Monitor has made the correction as well.
- There were six (6) requests for Notary services during November.
- Outreach services were accessed five (5) times through the Books By Mail Program. A reimbursement request for postage will be submitted to L.A.R.C. for \$370 plus whatever is returned through the end of December.
- Rose Memorial Library continues to offer Proctoring services for now four school/training programs: Stanford University, Quinnipiac University, Real Estate University and Pro-Career Center
- There were 1,447 in-person visitors and 1,250 visits to the website as well as 26 new cards.

### **Additional Notes:**



	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022
<b>Adult Collection</b>											
Fiction Books	306	294	381	307	279	295	349	370	298	292	276
New Fiction	144	96	54	30	66	74	67	70	59	41	41
Express Books	225	151	216	191	209	206	227	225	137	176	151
Large Print Books	131	126	157	129	135	142	155	209	148	147	149
Non-Fiction Books	159	177	189	206	188	134	169	163	174	176	160
<b>Total Adult Books</b>	<b>965</b>	<b>844</b>	<b>997</b>	<b>917</b>	<b>863</b>	<b>877</b>	<b>851</b>	<b>967</b>	<b>1037</b>	<b>816</b>	<b>832</b>
CD/Audio	34	53	13	28	15	35	30	48	12	15	32
DVD	290	178	239	215	174	158	154	126	154	199	163
Misc.								0	0	0	0
Periodicals	58	36	36	35	61	38	61	50	35	32	33
<b>TOTAL ADULT CIRC</b>	<b>1347</b>	<b>1111</b>	<b>1285</b>	<b>1141</b>	<b>1127</b>	<b>1202</b>	<b>1082</b>	<b>1281</b>	<b>1078</b>	<b>1017</b>	<b>1005</b>
<b>Juvenile Collection</b>											
Fiction Books	391	541	745	671	484	505	663	939	614	678	683
Non-Fiction Books	85	132	172	175	142	55	93	154	107	154	91
Express Books	0	0	0	0	0					0	0
<b>Total Juv Books</b>	<b>476</b>	<b>673</b>	<b>917</b>	<b>846</b>	<b>626</b>	<b>560</b>	<b>756</b>	<b>1093</b>	<b>739</b>	<b>832</b>	<b>774</b>
CD/Audio	3	0	2	5	2	7	1	0	0	0	0
DVD	12	63	64	97	18	31	47	109	24	46	55
Misc.				6	0	0	3	0	1	1	0
Periodicals	0			2	1	1	0	6	0	0	1
<b>TOTAL Juvenile CIRC</b>	<b>491</b>	<b>736</b>	<b>983</b>	<b>956</b>	<b>647</b>	<b>807</b>	<b>1208</b>	<b>1208</b>	<b>879</b>	<b>830</b>	<b>830</b>

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022
<b>YA Collection</b>											
Fiction Books	45	45	58	77	38	27	63	69	55	33	33
Non-Fiction Books	0	5	1	0	1	3	20	4	13	4	8
Express Books	4	3	0	0	0	0	1	0	1	6	0
CD/Audio	0	0	0	0	0	0	0	0	0	0	0
DVD	0	0	0	0	0	1	0	0	0	0	0
<b>TOTAL YA CIRC</b>	<b>49</b>	<b>53</b>	<b>59</b>	<b>77</b>	<b>39</b>	<b>84</b>	<b>84</b>	<b>73</b>	<b>69</b>	<b>43</b>	<b>41</b>
Graphic Books	78	99	92	110	57	80	92	166	131	133	136
Games	19	14	22	10	12	14	23	41	10	30	29
<b>GRAND TOTAL</b>	<b>1984</b>	<b>2013</b>	<b>2441</b>	<b>2294</b>	<b>1882</b>	<b>2214</b>	<b>1991</b>	<b>2749</b>	<b>2163</b>	<b>2041</b>	<b>2041</b>

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022
All Books	1568	149	2065	1896	1599	1522	1899	2369	1755	1840	1728
All AV	339	294	318	345	209	233	232	283	190	260	250
Periodicals	58	36	36	37	62	37	61	56	35	32	34
Games	19	14	22	10	12	14	23	41	10	30	29
Misc	0	0	0	6	0	0	3	0	1	1	0
<b>TOTAL</b>	<b>1984</b>	<b>2013</b>	<b>2441</b>	<b>2294</b>	<b>1882</b>	<b>2214</b>	<b>1991</b>	<b>2749</b>	<b>2163</b>	<b>2041</b>	<b>2041</b>



Account Number	Account Name	2021 Approved	2022 Approved	2022 Updated Final	2023 Proposed	Change for 2023	Note
<b>INCOME</b>							
4000	Tax Levy	2021 Approved	2022 Proposed	2022 Updated Final	2023 Proposed		
	North Rockland School District	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00	
4001	Public Funds						
	Town of Stony Point	\$295,000.00	\$325,000.00	\$325,000.00	\$325,000.00	\$0.00	
4010	Local Library Services Aid (LLSA)	\$3,000.00	\$4,300.00	\$4,300.00	\$4,389.00	\$89.00	
4011	Grants & Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4014	Fundraising Income	\$8,000.00	\$8,000.00	\$8,000.00	\$7,500.00	-\$500.00	
4040	Monthly e-newsletter and quarterly	\$1,000.00	\$2,500.00	\$2,500.00	\$3,500.00	\$1,000.00	
4049	Books & Brews, Golf Tournament	\$0.00	\$7,500.00	\$7,500.00	\$3,500.00	-\$4,000.00	
4042	Online Donation	\$0.00	\$500.00	\$500.00	\$750.00	\$250.00	
4051	Donations - Adult Programs	\$250.00	\$250.00	\$250.00	\$0.00	-\$250.00	
4016	Gifts & Donations						
	Miscellaneous Donations						
4018	Friends Income	\$200.00					
4044	Friends Raffles	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	
4046	Friend's Fundraiser						
4031	Library Charges	\$4,000.00	\$500.00	\$500.00	\$350.00	-\$150.00	
	Fines						
4032 & 4060	Other Income - Photocopier etc	\$3,200.00	\$1,500.00	\$1,500.00	\$2,000.00	\$500.00	
4032	Other Income - Photocopier, Fax						











	Orange & Rockland	Gas & Electric	\$8,400.00	\$8,750.00	\$8,750.00	\$10,000.00	\$1,250.00	
<b>6018</b>	<b>Property Insurance</b>							
	Price, Capell & Assoc. Inc.		\$5,150.00	\$5,720.00	\$5,720.00	\$5,393.00	-\$327.00	
	Umbrella		\$825.00	\$907.00	\$907.00	\$942.00	\$35.00	
	Automobile		\$275.00	\$450.00	\$450.00	\$175.00	-\$275.00	
<b>6019</b>	<b>Dues, Fees</b>							
	North Rockland Chamber of Commerce		\$200.00	\$49.95	\$50.00	\$0.00	-\$50.00	
	North Rockland Rotary		\$250.00	\$200.00	\$200.00	\$200.00	\$0.00	
	NYS Library Trustees		\$200.00	\$75.00	\$75.00	\$0.00	-\$75.00	
	Amazon Membership		\$50.00	\$69.00	\$69.00	\$195.00	\$126.00	
	NYLA		\$200.00	\$300.00	\$300.00	\$300.00	\$0.00	
	Memberships		\$385.00	\$0.00	\$0.00	\$0.00	\$0.00	
	ALA Membership		\$0.00	\$195.00	\$195.00	\$0.00	-\$195.00	
	Rockland Women's Business Network							
	LARC memberships		\$180.00	\$80.00	\$0.00	\$0.00	\$0.00	
<b>6020</b>	<b>Custodial Supplies</b>							
			\$910.00	\$900.00	\$900.00	\$900.00	\$0.00	
<b>6021</b>	<b>Conferences</b>							
			NYLA					
	Registration		\$250.00	-	-	\$0.00	\$0.00	
	Hotel		\$350.00	-	-	\$0.00	\$0.00	
	Meals and Incidental Expenses		\$125.00	-	-	\$0.00	\$0.00	
	Travel		\$125.00	-	-	\$0.00	\$0.00	
	LARC Conference							
			\$450.00	\$0.00	-	\$0.00	\$0.00	
	Registration Mileage					\$0.00	\$0.00	
	Fall Info Books							
			\$70.00	\$70.00	\$70.00	\$30.00	-\$40.00	
	Registration Mileage		\$45.00	\$45.00	\$45.00	\$0.00	\$0.00	
	Power Up Virtual Conference							
			-	\$200.00	\$200.00	\$0.00	-\$200.00	Not an annual conference
<b>6022</b>	<b>Fixed Assets &amp; Improvements</b>							











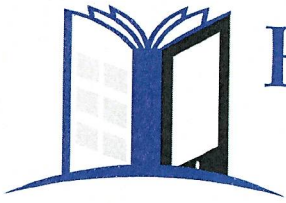












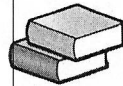
# Rose Memorial LIBRARY

79 East Main Street  
Stony Point, NY 10980

845.786.2100  
rosememorallibrary.org.

## **OFFICIAL CALENDAR OF ROSE MEMORIAL LIBRARY BOARD OF TRUSTEES MEETINGS 2023**

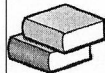
**Wednesday, January 18, 2023**  
**Wednesday, February 15, 2023**  
**Wednesday, March 15, 2023**  
**Wednesday, April 19, 2023**  
**Wednesday, May 17, 2023**  
**Wednesday, June 21, 2023**  
**Wednesday, July 19, 2023**  
**Wednesday, August 16, 2023**  
**Wednesday, September 20, 2023**  
**Wednesday, October 18, 2023**  
**Wednesday, November 15, 2023**  
**Wednesday, December 20, 2023**



**5:30pm, Kennedy Room**  
**Or by ZOOM invite per NYS Guidelines**  
**ROSE MEMORIAL LIBRARY**  
**Third Wednesday of each month**



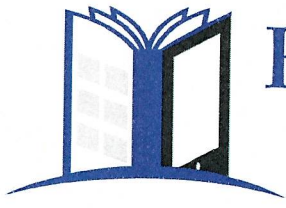
**Check our webpage for Agendas & Board Materials**



**The public is always invited to attend  
open Board Meetings.**

**—Open the Next Chapter—**





# Rose Memorial LIBRARY

## CALENDAR OF LIBRARY CLOSINGS 2023

79 East Main Street  
Stony Point, NY 10980

845.786.2100  
rosememoriallibrary.org

<b>Sunday</b>	<b>January 1</b>	<b>New Year's Day</b>
<b>Sunday</b>	<b>April 9</b>	<b>Easter</b>
<b>Monday</b>	<b>May 29</b>	<b>Memorial Day</b>
<b>Tuesday</b>	<b>July 4</b>	<b>Independence Day</b>
<b>Monday</b>	<b>September 4</b>	<b>Labor Day</b>
<b>Wednesday</b>	<b>November 22</b>	<b>Thanksgiving Eve</b>
<b>Thursday</b>	<b>November 23</b>	<b>Thanksgiving Day</b>
<b>Friday</b>	<b>November 24</b>	<b>Black Friday</b>
<b>Sunday</b>	<b>December 24</b>	<b>Christmas Eve</b>
<b>Monday</b>	<b>December 25</b>	<b>Christmas Day</b>
<b>Sunday</b>	<b>December 31</b>	<b>New Year's Eve (close at 2pm)</b>

All staff whose normal schedule would include the day of any of the holidays will receive pro-rated holiday pay.



The Library will remain open on the following holidays in order to afford the public extra access to the resources and programs of the Library.

<b>Monday</b>	<b>January 16</b>	<b>Martin Luther King Jr. Day</b>
<b>Monday</b>	<b>February 20</b>	<b>President's Day</b>
<b>Monday</b>	<b>June 19</b>	<b>Juneteenth</b>
<b>Monday</b>	<b>October 9</b>	<b>Columbus Day</b>
<b>Saturday</b>	<b>November 11</b>	<b>Veteran's Day</b>

Hourly employees working a shift on these holidays may choose to either work at the premium rate of time-and-a-half OR take a floating holiday. Those whose normal schedule would include these days may take the day off as an unpaid holiday as long as they let their supervisor know at least one month in advance.

**NOTE:** Staff are encouraged to use floating holidays and/or speak with the Director regarding taking off for religious or cultural holidays not specifically covered by this policy.

<b>Regular hours:</b>	<b>Monday &amp; Wednesday</b>	<b>10am – 8pm</b>
	<b>Tuesday, Thursday &amp; Friday</b>	<b>10am – 5pm</b>
	<b>Saturday</b>	<b>10am – 4pm</b>
	<b>Sunday</b>	<b>noon – 4pm</b>
<b>Summer hours:</b>	<b>Closed Sundays, June 18 through September 3</b>	

*Calendar may be subject to change with notice.*

**—Open the Next Chapter—**