

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, January 18, 2023**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes ~ December 2022**
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: December 2022
  - b. Approval of Disbursements: December 2022
  - c. Financial Reports: December 2022
- V. Reports**
  - a. Director's Report: December 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. Discussion of next steps for Rose Memorial Library
- VII. New Business**
  - a. New officer roles for Rose Memorial Library Association  
Board of Trustees
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting ~ February 15, 2023***

*\*motion required*

**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  
December 21, 2022**

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**December 21, 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 5:37pm by James Brooks, President.**

**II. Approval of Minutes\***

**November 16, 2022 Monthly Meeting Minutes were reviewed. A motion made by Dick Eggers, second by Ted Needleman, with unanimous agreement to accept the November minutes.**

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

**IV. Financial Reports\***

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

**All expenses related to the 117 West Main building have been paid. A detailed list is available upon request.**

**It was discovered that American Power & Gas, through Orange & Rockland, has been charging tax for the past six months. This issue has been resolved and RML has received a refund in the amount of \$316. Other accounts were researched; two required correction and credits will be on the next month's invoices. The remainder are accurate.**

**James Brooks 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 RML participation in the Stony Point P.A.L. "Light Up Stony Point" event. 250 cups of cocoa, along with snacks, were distributed to residents enjoying the event. The Girl Scouts volunteered to assist. RML was made available to the public as a warming and rest room center.
- ii. Joy Buckhout, Adult Programming and Outreach Coordinator, is doing a fabulous job introducing a wide variety of crafts and lecture opportunities. Yoga has been added to the schedule. Postings of events are available online and in-house as well.
- 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. RCLS as a whole has been experiencing a delay in shipping. Baker & Taylor shut down its computer system for a short period of time and is attempting to catch up the order process.
- v. 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.
- vi. 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.

### b. Board Reports

- i. Marketing & Fundraising, Amanda Pagan-Glass. We will begin again creating some interesting events for the public. A Books to Broadway raffle took place featuring "Into the Woods".
- ii. Facilities & Capital Projects.
- iii. Finance & Budgets: The final budget was discussed and reviewed. Ted Needleman made a motion, second by Dick

Eggers, to accept the 2023 budget with unanimous agreement of the Board of Trustees.

iv. Long Range Planning.

v. Technology: Frontline transition will take place week of January 22<sup>nd</sup>. Some smaller installations are already completed.

VI. Old Business:

a. \*Discussion of 2023 Annual Budget: see above. 2023 Budget has been reviewed and approved.

b. \*A motion was made by Ted Needleman, second by Amanda Pagan-Glass, to give the RML staff a paid holiday on December 26, 2022.

VII. New Business:

a. James Brooks, President, will be stepping down as of December 31, 2022. He will remain on the Board as a Trustee. He was thanked by the entire Board for his excellent service as President. Nominations and Elections to be held at the next regular monthly meeting on January 18, 2023.

VIII. Executive Session\*: None

IX. Announcements: Next meeting will be Wednesday, January 18, 2023, 5:30pm.

X. Adjournment. The meeting closed at 5:59pm with consent of all Trustees.

*The next scheduled Board Meeting is  
Wednesday, January 18, 2023, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

\*motion required

Carole Gomez, RML Office Manager

**ROSE MEMORIAL LIBRARY ASSOCIATION  
 JANUARY 2023 BOARD MEETING  
 FINANCIAL NARRATIVE**

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

- Business Checking Account                    \$123,920.56
- Special Funds Savings Account:            \$ 22,122.56
- Business Savings:                            \$195,163.80
- Payroll Account:                             \$ 1,500.98
- UBS Financial Services as of December 31, 2022.
  - Value as of 11/30/2022                    \$421,456.05
  - Value as of 12/31/2022                    \$422,728.18

There were two payrolls in the month of December 2022 totaling \$26,195.

The largest expenditures (over \$500) include:

Diamond Shine Cleaning Services	\$760.00
Baker & Taylor (Adult/Teen/Children Books)	\$942.80
United Healthcare	\$1,014.36
Frontline Data Services	\$1,470.00
Shell Ann Printing (2023 Annual Appeal)	\$1,920.00
Key Bank (Credit Card & Amazon)-- (Children's/Teens Programs & Supplies, Adult Supplies, Custodial, Office & Library Supplies, Adult & Children's Books, DVDs. Postage and Special Event	\$2,855.63

**PROGRAMMING:**


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

Date	Num	Name	Memo	Paid Amount
<b>1001 · TD BUSINESS CHECKING</b>				
12/01/2022	EFT	Pitney Bowes - Reserve Account	44175388, 09/01--09/30	(125)
12/05/2022			Funds Transfer Payroll Ending 12/03/2022	(14,100)
12/05/2022			Deposit	338
12/05/2022			Deposit	200
12/07/2022	10015	DEMCO, Inc.	710111047, Invoice #7225729	(98)
12/07/2022	10016	Shell Ann Printing	Invoice #29114	(1,920)
12/07/2022	10017	Staples	NYC 1009485, Acct. #369313, #374668	(420)
12/07/2022	10018	Midwest Tape LLC	Customer #2000016084; Hoopla #502901966	(237)
12/07/2022	10019	Brodart - Supplies	314998, Invoice #614650	(108)
12/07/2022	10020	Diamond Shine Cleaning Service	Invoice #122	(760)
12/07/2022	10021	Avaya Financial Services	Customer #2000355809	(90)
12/07/2022	10022	Baker and Taylor	320274 L449649 3 B00000	(137)
12/07/2022	10023	KeyBank	Statement 10/29/2022--11/28/2022	(2,856)
12/07/2022	10024	Whiteman Osterman & Hanna LLP	Client #106241, Invoice #603711	(173)
12/07/2022	10025	Kanopy, Inc.	Invoice #KDEP-	(200)
12/07/2022	10026	Frontline Data Services	Invoice #6638	(1,470)
12/12/2022			Deposit	59
12/12/2022			Deposit	565
12/19/2022			Funds Transfer, Payroll Period Ending 12/17/2022	(14,150)
12/19/2022			Deposit	17
12/19/2022			Deposit	250
12/19/2022			Deposit	1,460
12/19/2022			Deposit	590
12/19/2022			Deposit	393
12/19/2022			Deposit	1,400
12/21/2022	10027	Pitney Bowes Global Financial Services LL	0015905188, Invoice #3316776773	(77)
12/21/2022	10028	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0996-8558	(45)
12/21/2022	10029	Baker and Taylor	320274 L449649 3 B00000	(943)
12/21/2022	10030	Oxford Health Plans	Group #130431	(1,014)
12/21/2022	10031	Veolia Water New York Inc.	Account #20008129710000	(24)
12/21/2022			Deposit	745
12/22/2022			Deposit	175
12/22/2022			Deposit	380
12/27/2022			Deposit	29
12/27/2022			Deposit	330
12/28/2022			Deposit	150
12/31/2022			Interest	6
Total 1001 · TD BUSINESS CHECKING				(31,858)
<b>TOTAL</b>				<b>(31,858)</b>

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

	<u>Dec 22</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	6,638
4015 · Investment Income	9
4016 · Gifts and Donations	1
4032 · Other Income	<u>125</u>
Total Income	<u>6,774</u>
Gross Profit	6,774
Expense	
6001 · Salaries	26,195
6002 · Benefits	2,214
6007 · Office Postage	198
6010 · Repairs and Maintenance	882
6011 · Health Insurance Premiums Paid	926
6017 · Utilities	(292)
6019 · Dues/Fees	25
6036 · Fundraising	1,920
6051 · Computer Technical Support	1,470
6101 · Capital Expenditures	2,263
6200 · Programs ~ High Profile Events	835
6300 · Supplies	1,917
7500 · Other personnel expenses	<u>173</u>
Total Expense	<u>38,724</u>
Net Ordinary Income	(31,950)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	<u>0</u>
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>(31,950)</u></u>



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

	Dec 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	0	0	0%
4014 · Fundraising Income - Appeal	6,638	625	6,013	1,062%
4015 · Investment Income	9	0	9	100%
4016 · Gifts and Donations	1			
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	0	42	(42)	0%
4032 · Other Income	125	125	0	100%
<b>Total Income</b>	<b>6,774</b>	<b>1,150</b>	<b>5,624</b>	<b>589%</b>
<b>Gross Profit</b>	<b>6,774</b>	<b>1,150</b>	<b>5,624</b>	<b>589%</b>
<b>Expense</b>				
5001 · Salaries	26,195	27,879	(1,684)	94%
5002 · Benefits	2,214	2,935	(721)	75%
5007 · Office Postage	198	167	31	119%
5008 · Accounting & Other Prof Fees	0	113	(113)	0%
5009 · Legal	0	188	(188)	0%
5010 · Repairs and Maintenance	882	1,561	(678)	57%
5011 · Health Insurance Premiums Paid	926	1,014	(88)	91%
5015 · Telecommunications	0	260	(260)	0%
5017 · Utilities	(292)	759	(1,051)	(38)%
5018 · Insurance	0	590	(590)	0%
5019 · Dues/Fees	25	44	(19)	57%
5028 · Sewer Taxes	0	0	0	0%
5032 · Anترنت Service Fee	0	1,026	(1,026)	0%
5034 · Software Licensing Fees	0	133	(133)	0%
5035 · Newsletters	0	1,509	(1,509)	0%
5036 · Fundraising	1,920	2,375	(455)	81%
5043 · Retirement 403B	0	17	(17)	0%
5045 · Advertising and Promotion	0	226	(226)	0%

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

	Dec 22	Budget	\$ Over Budget	% of Budget
6050 · RCLS Service Fee	0	190	(190)	0%
6051 · Computer Technical Support	1,470	542	928	271%
6052 · New Library Website	0	42	(42)	0%
6053 · Website Hosting Fee	0	50	(50)	0%
6101 · Capital Expenditures	2,263	4,042	(1,779)	56%
6125 · Serials	0	0	0	0%
6200 · Programs ~ High Profile Events	835	1,087	(252)	77%
6300 · Supplies	1,917	1,902	15	101%
7500 · Other personnel expenses	173			
8500 · Misc expenses	0	0	0	0%
<b>Total Expense</b>	<b>38,724</b>	<b>48,647</b>	<b>(9,923)</b>	<b>80%</b>
<b>Net Ordinary Income</b>	<b>(31,950)</b>	<b>(47,497)</b>	<b>15,547</b>	<b>67%</b>
Other Income/Expense				
Other Expense				
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>(31,950)</b>	<b>(47,497)</b>	<b>15,547</b>	<b>67%</b>

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

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4 · Contributed support	(140)	4,300	(4,440)	(3)%
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	4,300	80	102%
4014 · Fundraising Income - Appeal	16,818	18,750	(1,932)	90%
4015 · Investment Income	1,780	21,900	(20,120)	8%
4016 · Gifts and Donations	823			
4018 · Friends - Income	15	500	(485)	3%
4031 · Library Charges	368	500	(132)	74%
4032 · Other Income	2,441	2,200	241	111%
4039 · Expense Reimbursements	11			
5 · Earned revenues	38			
<b>Total Income</b>	<b>551,533</b>	<b>577,450</b>	<b>(25,917)</b>	<b>96%</b>
<b>Gross Profit</b>	<b>551,533</b>	<b>577,450</b>	<b>(25,917)</b>	<b>96%</b>
<b>Expense</b>				
6001 · Salaries	335,325	334,545	780	100%
6002 · Benefits	32,940	35,318	(2,378)	93%
6007 · Office Postage	2,008	2,000	8	100%
6008 · Accounting & Other Prof Fees	7,854	9,204	(1,350)	85%
6009 · Legal	4,560	2,250	2,310	203%
6010 · Repairs and Maintenance	20,002	23,156	(3,154)	86%
6011 · Health Insurance Premiums Paid	12,243	14,130	(1,887)	87%
6015 · Telecommunications	2,819	3,118	(299)	90%
6017 · Utilities	10,722	9,110	1,612	118%
6018 · Insurance	8,937	7,077	1,860	126%
6019 · Dues/Fees	1,603	1,414	189	113%
6028 · Sewer Taxes	802	700	102	115%
6032 · Ansernet Service Fee	11,526	12,306	(781)	94%
6033 · Printing	210			
6034 · Software Licensing Fees	1,131	1,592	(461)	71%
6035 · Newsletters	6,527	6,035	492	108%
6036 · Fundraising	4,791	5,475	(684)	88%
6043 · Retirement 403B	(200)	200	(400)	(100)%
6045 · Advertising and Promotion	189	2,714	(2,525)	7%
6046 · Movie Licensing Contract	440			
6050 · RCLS Service Fee	2,369	2,281	88	104%
6051 · Computer Technical Support	11,176	6,500	4,676	172%
6052 · New Library Website	450	500	(50)	90%
6053 · Website Hosting Fee	739	600	139	123%
6101 · Capital Expenditures	97,325	48,402	48,923	201%
6125 · Serials	3,538	4,232	(694)	84%
6200 · Programs ~ High Profile Events	12,500	15,920	(3,420)	79%
6300 · Supplies	16,201	17,745	(1,544)	91%
7500 · Other personnel expenses	31,208			
8100 · Non-personnel expenses	(140)			
8200 · Occupancy expenses	13,066			
8500 · Misc expenses	5,197	7,250	(2,053)	72%
<b>Total Expense</b>	<b>658,057</b>	<b>573,774</b>	<b>84,283</b>	<b>115%</b>
<b>Net Ordinary Income</b>	<b>(106,524)</b>	<b>3,676</b>	<b>(110,200)</b>	<b>(2,898)%</b>

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

	Jan - Dec 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	(106,524)	3,676	(110,200)	(2,898)%

## Rose Memorial Library Association Profit & Loss Prev Year Comparison January through December 2022

	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	16,817.99	12,354.67	4,462.92	36.1%
4015 · Investment Income	1,779.51	14,800.47	-13,020.96	-88.0%
4016 · Gifts and Donations	822.75	241.75	581.00	240.3%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	367.93	807.43	-439.50	-54.4%
4032 · Other Income	2,441.44	1,844.75	596.69	32.4%
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>551,532.77</b>	<b>812,968.50</b>	<b>-261,435.73</b>	<b>-32.2%</b>
<b>Gross Profit</b>	<b>551,532.77</b>	<b>812,968.50</b>	<b>-261,435.73</b>	<b>-32.2%</b>
<b>Expense</b>				
4002 · Reconciliation Discrepancies	0.00	1.90	-1.90	-100.0%
6001 · Salaries	335,324.73	304,238.77	31,085.96	10.2%
6002 · Benefits	32,939.90	29,198.66	3,741.24	12.8%
6007 · Office Postage	2,008.06	1,667.51	340.55	20.4%
6008 · Accounting & Other Prof Fees	7,854.04	1,800.00	6,054.04	336.3%
6009 · Legal	4,560.00	5,645.09	-1,085.09	-19.2%
6010 · Repairs and Maintenance	20,002.04	21,079.50	-1,077.46	-5.1%
6011 · Health Insurance Premiums Paid	12,243.36	17,544.36	-5,301.00	-30.2%
6015 · Telecommunications	2,819.46	1,601.65	1,217.81	76.0%
6017 · Utilities	10,721.50	9,303.40	1,418.10	15.2%
6018 · Insurance	8,936.74	6,612.24	2,324.50	35.2%
6019 · Dues/Fees	1,602.72	1,423.40	179.32	12.6%
6028 · Sewer Taxes	802.28	1,490.27	-687.99	-46.2%

## Rose Memorial Library Association Profit & Loss Prev Year Comparison January through December 2022

	Jan - Dec 22	Jan - Dec 21	\$ Change	% Change
6031 · Internet Access	0.00	1,738.20	-1,738.20	-100.0%
6032 · Ansernet Service Fee	11,525.94	14,706.56	-3,180.62	-21.6%
6033 · Printing	210.00	85.00	125.00	147.1%
6034 · Software Licensing Fees	1,130.54	0.00	1,130.54	100.0%
6035 · Newsletters	6,526.52	5,641.64	884.88	15.7%
6036 · Fundraising	4,791.07	2,200.00	2,591.07	117.8%
6043 · Retirement 403B	-200.00	-100.00	-100.00	-100.0%
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	11,176.21	5,700.00	5,476.21	96.1%
6052 · New Library Website	449.76	134.93	314.83	233.3%
6053 · Website Hosting Fee	739.45	589.70	149.75	25.4%
6101 · Capital Expenditures	97,324.55	46,369.38	50,955.17	109.9%
6125 · Serials	3,537.76	1,968.58	1,569.18	79.7%
6200 · Programs ~ High Profile Events	12,499.79	5,354.75	7,145.04	133.4%
6300 · Supplies	16,201.03	9,156.92	7,044.11	76.9%
6819 · Covid 19 Expenses	0.00	-300.29	300.29	100.0%
7500 · Other personnel expenses	31,207.64	0.00	31,207.64	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%
8500 · Misc expenses	5,197.49	0.00	5,197.49	100.0%
<b>Total Expense</b>	<b>658,056.74</b>	<b>497,183.28</b>	<b>160,873.46</b>	<b>32.4%</b>
Net Ordinary Income	-106,523.97	315,785.22	-422,309.19	-133.7%
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%
<b>Net Income</b>	<b>-106,523.97</b>	<b>315,785.22</b>	<b>-422,309.19</b>	<b>-133.7%</b>

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

**Alice Meacham, Director**

- Between the holidays and illness, this was a rough month staffing-wise for Rose Memorial. I want to thank Carole, especially, for getting creative with the staffing and making sure everything was covered while I was away!

**Susan Babcock, Children's Services**

- Fall/Winter programming at the Dance Studio wrapped up. I will be contacting Melissa this month to set up more programs for February through May.
- In December we had a Tween/Teen Edible Igloo Program that was super successful. Friday evenings seem to be a good day and time to attract that age group. Going forward I would like to host a program one Friday night a month. February, I have Hot Cocoas Around the World booked.

**Circulation**

- Circulation staff have been focused on starting a major weeding project during our slow times.
- RCLS will be implementing a new patron catalog product soon called Aspen Discovery. Several libraries in the system already have it and it is very user friendly. Even if we migrate away from Symphony, Aspen Discovery works with many other ILS (Intergrated Library Systems ).

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

- We received a new batch of vouchers for American Museum of Natural History and updated our policy to accommodate larger families. All of the Experience Pass info has been updated on the website and in our front desk folder.
- Catching up on cataloging backlogged book orders. Did ordering in specific areas to build up our standing collection (cook books, money and investing books, home buying, craft books, biographies).
- Everybody has chipped in on weeding and getting books ready for upcoming book sale. Slowly, Adult Collection is starting to thin out so it can be rearranged.

- The month of December I published 2 blog posts, and also tried to diversify our social media with posts about new books/collections.
- The December Programs eBlast went out to 848 subscribers with an open rate of 48%. We promoted Giving Tuesday online, alas did not get any donations specific to it.

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

- December was full of holiday and winter crafting!
- We had good attendance overall.
- We had to cancel or reschedule things towards the end of the month due to illness and a death in the family.
- We partnered with multiple libraries to provide a virtual Holiday baking class.

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

- **\$8,445** is the current total for the 2023 Annual Appeal Fund which hit homes on December 10. Thank you letters (used for tax deductions) will be sent out shortly to the 164 generous donors.
- Staffing in December was a challenge with so much sickness for the staff and/or their families. Thank you to everyone who pitched in to provide seamless service to our patrons.
- There were two (2) requests for Notary services during December.
- Outreach services were accessed three (3) times through the Books By Mail Program. A reimbursement request for postage was submitted to L.A.R.C. for \$394.
- 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 1,561 in-person visitors and 1,511 visits to the website as well as 14 new cards.

### **Additional Notes:**



**ROSE MEMORIAL LIBRARY STATISTICS  
DECEMBER 2022**

	DECEMBER 2022	YTD 2022	DECEMBER 2021	YTD 2021
Registered Users	3,933	n/a	**4224	n/a
New Cards	28 14	262	0	0
Library Visitors	1,561	17,731	No Record	12,510
Public Computer Sessions	45	832	No Record	363
Web Analytics				
Visitors	918	11,409	No Record	
Number of Visits	1,511	19,045	No Record	
Page Views	2,368	31,868	No Record	

**PROGRAMS**

<b>ADULT</b>				
Number of Programs	**23	119	No Record	
Attendance	111	677		
<b>CHILDREN'S</b>				
Number of Programs	8	79	No Record	
Attendance	79	1304		
<b>TEEN/YOUNG ADULT</b>				
Number of Programs	1	12	No Record	
Attendance	9	211		

\*\*Four cancellations due to illness.

\*Curbside only through April 6, 2021

\*\*Purged by RCLS 01/2022

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022
<b>Adult Collection</b>												
Fiction Books	306	294	381	307	279	295	349	370	298	292	276	273
New Fiction	144	96	54	30	66	74	67	70	59	41	41	49
Express Books	225	151	216	191	209	206	227	225	137	176	151	116
Large Print Books	131	126	157	129	135	142	155	209	148	147	149	96
Non Fiction Books	159	177	189	206	188	134	169	163	174	176	160	133
<b>Total Adult Books</b>	<b>965</b>	<b>844</b>	<b>997</b>	<b>863</b>	<b>877</b>	<b>851</b>	<b>967</b>	<b>1037</b>	<b>816</b>	<b>832</b>	<b>777</b>	<b>667</b>
CD/Audio	34	53	13	28	15	35	30	48	12	15	32	16
DVD	290	178	239	215	174	158	154	126	154	199	163	155
Misc.												
Periodicals	58	36	36	35	61	38	61	50	35	32	33	37
<b>TOTAL ADULT CIRC</b>	<b>1347</b>	<b>1111</b>	<b>288</b>	<b>278</b>	<b>250</b>	<b>231</b>	<b>245</b>	<b>224</b>	<b>201</b>	<b>246</b>	<b>228</b>	<b>208</b>

<b>Juvenile Collection</b>												
Fiction Books	391	541	745	671	484	505	663	939	614	678	683	518
Non-Fiction Books	85	132	172	175	142	55	93	154	107	154	91	81
Express Books	0	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>	<b>599</b>
CD/Audio	3	0	2	5	2	7	1	0	0	0	0	0
DVD	12	63	64	97	18	31	47	109	24	46	55	32
Misc.				6	0	0	3		1	1	0	0
Periodicals	0			2	1	1	0	6	0	0	1	0
<b>TOTAL Juvenile Circ</b>	<b>491</b>	<b>736</b>	<b>66</b>	<b>110</b>	<b>21</b>	<b>39</b>	<b>51</b>	<b>115</b>	<b>25</b>	<b>47</b>	<b>56</b>	<b>631</b>

<b>YA Collection</b>												
Fiction Books	45	45	58	77	38	27	63	69	55	33	33	34
Non-Fiction Books	0	5	1	0	1	3	20	4	13	4	8	2
Express Books	4	3	0	0	0	0	1	0	1	6	0	0
CD/Audio	0		0	0	0	0	0	0	0	0	0	0
DVD	0		0	0	0	1	0	0	0	0	0	1
<b>TOTAL YA Circ</b>	<b>49</b>	<b>53</b>	<b>59</b>	<b>77</b>	<b>39</b>	<b>31</b>	<b>84</b>	<b>73</b>	<b>69</b>	<b>43</b>	<b>41</b>	<b>37</b>
Graphic Books	78	99	92	110	57	80	92	166	131	133	136	128
Games	19	14	22	10	12	14	23	41	10	30	29	15

<b>GRAND TOTAL</b>												
All Books	1568	149	2065	1896	1599	1522	1899	2369	1755	1840	1728	1430
All AV	339	294	318	345	209	233	232	283	190	260	250	204
Periodicals	58	36	36	37	62	37	61	56	35	32	34	37
Games	19	14	22	10	12	14	23	41	10	30	29	15
Misc	0	0	0	6	0	0	3	0	1	1	0	0
<b>1984</b>	<b>1984</b>	<b>2013</b>	<b>2441</b>	<b>2294</b>	<b>1882</b>	<b>1806</b>	<b>2218</b>	<b>2749</b>	<b>1991</b>	<b>2163</b>	<b>2041</b>	<b>1686</b>