

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, February 22, 2023
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ January 18, 2023
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: January 2023
 - b. Approval of Disbursements: January 2023
 - c. Financial Reports: January 2023
- V. Reports**
 - a. Director's Report: January 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**
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ March 15, 2023

**motion required*

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
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- I. Call to Order**
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 - 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*

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
January 18, 2023**

January 18, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Children's Room.

Present: 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, Absent: James Brooks, Board President

I. Meeting called to order at 5:40pm by Amanda Pagan-Glass, Vice President.

II. Approval of Minutes*

December 21, 2022 Monthly Meeting Minutes were reviewed. A motion made by Ted Needleman, second by Dick Eggers, with unanimous agreement to accept the December minutes.

III. Public Comments, no public comments

IV. Financial Reports*

December 2022 Financial Narrative reviewed by Carole Gomez, RML Office Manager. The Cash Disbursements and Financial Reports were also discussed. It was noted that there has been a phenomenal response from the citizens of Stony Point to the 2023 Annual Appeal.

Hollis Griffin made a motion, second by Ted Needleman, to accept all Financials with unanimous approval of the Board.

V. Reports ~

a. Director's Report:

Alice Meacham, Library Director, discussed the December call-outs due to illness of staff and/or their families. Coverage was maintained in a seamless manner to provide appropriate service for our patrons. The Library will be closed to the public January 23-30 to complete an assortment of projects including, but not limited, weeding the collection and subsequent book sale, reorganizing the collection, rearranging the layout to make it more user friendly, etc. In addition, Frontline

and RCLS will make the technology transition at that time. Curbside Pickup will be provided.

b. Board Reports

- i. Marketing & Fundraising, Amanda Pagan-Glass.** The first meeting of the reactivated Friends of RML group will be Tuesday, January 31, 6pm. The Committee is working on a fundraiser, Crafts & Drafts, for the near future.
- ii. Facilities & Capital Projects: To be discussed.**
- iii. Finance & Budgets: The 2023 Budget was approved at the December meeting and is now being implemented. Staff are in receipt of their budgets for the year.**
- iv. Long Range Planning: To be discussed.**
- v. Technology: Frontline transition will take place week of January 22nd.**

VI. Old Business:

- a. Alice met with Petr Tomkevich Jr. After family discussion, Mr. Tomkevich may be interested in accepting the offer to extend the contract on 117 West Main through the November 2023 election.**
- b. A detailed conversation took place discussing additional options for expanding RML with and/or without Town support.**
- c. Three options were suggested and will be discussed at length during an Executive Session to be scheduled within the next few weeks.**
- d. *Ted Needleman made a motion, second by Dick Eggers to transfer \$100,000 from the TD Bank Business Savings to UBS to have RML money "make money". Ted Needleman, Treasurer will take care of wiring the money within the next few days.**
- e. *Hollis Griffin made a motion, second by Dick Eggers, authorizing Carole Gomez, Office Manager, to coordinate the TD/UBS transfer.**

VII. New Business:

- a. James Brooks, President, will be stepping down but remain on the Board as a Trustee. Amanda Pagan-Glass was nominated unopposed for President by Dick Eggers, second by Hollis Griffin and unanimous vote of the Trustees.**

- b. Dick Eggers was nominated for Vice President by Ted Needleman, second by Hollis Griffin, approved by unanimous vote of the Trustees.
 - c. Hollis Griffin will continue as Secretary
 - d. Ted Needleman will continue as Treasurer.
- VIII. Executive Session*: None, A Special Meeting will be announced shortly.
- IX. Announcements: Next regular monthly meeting will be Wednesday, February 15, 2023, 5:30pm.
- X. Adjournment. The meeting closed at 6:45pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, February 15, 2023, at 5:30pm,
Rose Memorial Library, Kennedy Room*

*motion required

Carole Gomez, RML Office Manager

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

The financial reports for this month, posted on Google Drive, reflect income and expenses as of January 31, 2023. As of that date, RML had on deposit in TD Bank:

- Business Checking Account \$ 60,773.46
- Special Funds Savings Account: \$ 22,122.94
- Business Savings: \$ 95,067.01
- Payroll Account: \$ 1,706.56
- UBS Financial Services as of January 31, 2023.
 - Value as of 12/31/2022 \$422,728.18
 - Value as of 01/31/2023 \$524,269.53

There were two payrolls in the month of January 2023 and one February overlapping payroll totaling \$41,350.

The largest expenditures (over \$500) include:

Whiteman Osterman Hanna (retainer)	\$500.00
Diamond Shine Cleaning Services	\$760.00
Baker & Taylor (Adult/Teen/Children Books)	\$767.00
Town of Stony Point Receiver of Taxes (sewer taxes)	\$911.15
United Healthcare	\$1,014.36
Orange & Rockland	\$1,257.36
Frontline Data Services	\$1,470.00
Key Bank (Credit Card & Amazon)-- (Light Up Stony Point Event, Staff Gifts, DVDs, Video Games, Museum Membership, Campaign Monitor, Custodial/Office Supplies, Children's Books, Children's/Teen/Adult Program Supplies	\$5,142.72
Utica National Insurance Group (commercial umbrella policy thru 09/01/2023))	\$5,952.94

PROGRAMMING:

Lonnie Altomonte-June (yoga classes, 12/12, 12/19, 01/09)	\$150.00

Rose Memorial Library Association Cash Disbursement Report As of January 31, 2023

Date	Num	Name	Memo	Paid Amount
1001 · TD BUSINESS CHECKING				
01/02/2023			Funds Transfer, Payroll Ending 12/31/2022	
01/03/2023			Deposit	(14,250)
01/03/2023	EFT	Pitney Bowes - Reserve Account	44175388,	460
01/04/2023			Deposit	(125)
01/04/2023			Deposit	120
01/04/2023	10032	KeyBank	Statement 11/29/2022 to 12/28/2022	5
01/04/2023	10033	Midwest Tape LLC	Customer #2000016084; Hoopla #503175477	(5,143)
01/04/2023	10034	Town of Stony Point - Receiver of Taxes	15.19-4-61	(239)
01/04/2023	10035	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0996-8558	(911)
01/04/2023	10036	First-Citizens Bank & Trust Co.	Avaya, Invoice No. 41452724	(395)
01/04/2023	10037	Rockland Carting	190708, Invoice #1139356, January/February 2023	(90)
01/04/2023	10038	DEMCO, Inc.	710111047, Invoice #7235716	(120)
01/04/2023	10039	Baker and Taylor	320274 L449649 3 B00000	(79)
01/04/2023	10040	Diamond Shine Cleaning Service	Invoice #123	(366)
01/04/2023	10041	Staples	NYC 1009485, Acct. #369313, #374668	(760)
01/04/2023	10042	OPTIMUM	Account #07882-391439-01-2	(355)
01/04/2023	10043	Orange & Rockland	72647-23003, 11/22/2022-12/22/2022	(242)
01/04/2023	10044	Whiteman Osterman & Hanna LLP	Client #106241, Invoice #610666	(1,257)
01/09/2023			Deposit	(500)
01/09/2023			Deposit	538
01/09/2023			Deposit	125
01/11/2023			Deposit	19
01/11/2023	10045	Kanopy, Inc.	Invoice #KDEP-20420	247
01/11/2023	10046	Blackstone Publishing, Inc.	Customer ID 140854	(400)
01/11/2023	10047	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0996-8558	(357)
01/11/2023	10048	Frontline Data Services	Invoice #6719	(90)
01/11/2023	10049	Veolia Water New York Inc.	Account #20008129710000	(1,470)
01/11/2023	10050	Reddi Alarm	Invoice #025773	(25)
01/12/2023			Deposit	(222)
01/16/2023			Deposit	265
01/17/2023			Funds Transfer Payroll Ending 01/14/2023	(15,400)
01/17/2023			Deposit	245
01/17/2023			Deposit	61
01/18/2023	10051	General Code	Deposit	80
01/18/2023	10052	Oxford Health Plans	Customer #16858, Invoice #GC00119797	(100)
01/18/2023	10053	Baker and Taylor	Group #130431	(1,014)
01/18/2023	10054	Utica National Insurance Group	320274 L449649 3 B00000	(401)
01/18/2023	10055	Lonnie C Altomonte-June	Account #101087518	(5,953)
01/25/2023			Yoga/Meditation, 12/12, 12/19 & 01/09	(150)
01/25/2023			Deposit	180
01/30/2023			Deposit	14
01/30/2023			Deposit	830
01/30/2023			Deposit	103
01/30/2023			Deposit	230
01/31/2023			Funds Transfer, Payroll Ending 01/28/2023	(15,800)
			Interest	4
Total 1001 · TD BUSINESS CHECKING				(62,687)
TOTAL				(62,687)

Rose Memorial Library Association
Profit & Loss
 January 2023

	Jan 23
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	
4041 · Fund Raising Income - Book Sale	830
4014 · Fundraising Income - Appeal - Other	2,490
Total 4014 · Fundraising Income - Appeal	3,320
4015 · Investment Income	
4033 · Interest Income	8
Total 4015 · Investment Income	8
4016 · Gifts and Donations	1
4031 · Library Charges	31
4032 · Other Income	
- COPY	1
- COPY MACHINE	35
- FAX	36
- PRINT	23
Total 4032 · Other Income	95
Total Income	3,455
Gross Profit	3,455
Expense	
6001 · Salaries	
6002 · Benefits	41,350
6023 · Payroll Processing Fees	222
6002 · Benefits - Other	3,806
Total 6002 · Benefits	4,028
6007 · Office Postage	215
6010 · Repairs and Maintenance	
Alarms & Locksmith	222
Sanitation - Rockland Carting	120
6014 · R & M Equipment	
Avaya ~ Rental	90
Total 6014 · R & M Equipment	90
6016 · Building Repairs	
6405 · Cleaning Services	760
Total 6016 · Building Repairs	760
6030 · R & M - Building	
6020 · Custodial Supplies	105
Total 6030 · R & M - Building	105
Total 6010 · Repairs and Maintenance	1,297
6011 · Health Insurance Premiums Paid	881
6015 · Telecommunications	242
6017 · Utilities	
Orange & Rockland	1,257
Veolia Water	25
Total 6017 · Utilities	1,282
6018 · Insurance	5,953

Rose Memorial Library Association
Profit & Loss
January 2023

	Jan 23
6019 · Dues/Fees	
6024 · Bank Chgs/ML Fees	100
Total 6019 · Dues/Fees	100
6028 · Sewer Taxes	911
6036 · Fundraising	
6038 · Fundraising Postage	395
Total 6036 · Fundraising	395
6045 · Advertising and Promotion	
Social Media	30
Total 6045 · Advertising and Promotion	30
6051 · Computer Technical Support	1,470
6101 · Capital Expenditures	
6100 · Books	
6100-A · Books	767
6100-C · Books- Children	491
6100 · Books - Other	(75)
Total 6100 · Books	1,183
6150 · AV	
6110 · AV-Audio	
6115 · Audio Books	357
Total 6110 · AV-Audio	357
6130 · Video Tapes and DVDs	209
6141 · Digital Reading Technology	
Hoopla	239
Kanopy	400
Total 6141 · Digital Reading Technology	639
6160 · Software	
6161 · Video Games	250
Total 6160 · Software	250
Total 6150 · AV	1,455
Total 6101 · Capital Expenditures	2,638
6125 · Serials	
General Code	100
Total 6125 · Serials	100
6200 · Programs ~ High Profile Events	
6210 · Adult Program Fees	150
6225 · Museum Passes	
Musuem of Natural History	250
Total 6225 · Museum Passes	250
6200 · Programs ~ High Profile Events - Other	166
Total 6200 · Programs ~ High Profile Events	566
6300 · Supplies	
6013 · Library Supplies	79
6027 · Office Supplies & Expense	421
6301 · Program Supplies - Adult	213
6302 · Program Supplies - Children's	1,880

Rose Memorial Library Association

Profit & Loss

January 2023

	Jan 23
6304 · Program Supplies - Young Adults	439
Total 6300 · Supplies	3,032
7500 · Other personnel expenses	
7530 · Legal fees	500
Total 7500 · Other personnel expenses	500
8500 · Misc expenses	
8540 · Staff development	1,050
Total 8500 · Misc expenses	1,050
Total Expense	66,039
Net Ordinary Income	(62,584)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(62,584)

Rose Memorial Library Association YTD Profit & Loss Budget vs. Actual January 2023

	Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	29,911	(29,911)	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	3,320	15,250	(11,930)	22%
4015 · Investment Income	8	21,900	(21,892)	0%
4016 · Gifts and Donations	1			
4018 · Friends - Income	0	500	(500)	0%
4031 · Library Charges	31	20	11	157%
4032 · Other Income	95	236	(141)	40%
Total Income	<u>3,455</u>	<u>67,817</u>	<u>(64,362)</u>	<u>5%</u>
Gross Profit	3,455	67,817	(64,362)	5%
Expense				
6001 · Salaries	41,350	31,244	10,106	132%
6002 · Benefits	4,028	3,104	923	130%
6007 · Office Postage	215	167	48	129%
6008 · Accounting & Other Prof Fees	0	7,900	(7,900)	0%
6009 · Legal	0	500	(500)	0%
6010 · Repairs and Maintenance	1,297	8,062	(6,766)	16%
6011 · Health Insurance Premiums Paid	881	1,144	(263)	77%
6015 · Telecommunications	242	118	124	205%
6017 · Utilities	1,282	863	419	148%
6018 · Insurance	5,953	543	5,410	1,097%
6019 · Dues/Fees	100	851	(751)	12%
6028 · Sewer Taxes	911	815	96	112%
6032 · Ansernet Service Fee	0	7,800	(7,800)	0%
6034 · Software Licensing Fees	0	2,893	(2,893)	0%
6035 · Newsletters	0	2,845	(2,845)	0%
6036 · Fundraising	395	3,850	(3,455)	10%
6043 · Retirement 403B	0	17	(17)	0%
6045 · Advertising and Promotion	30	1,700	(1,670)	2%
6046 · Movie Licensing Contract	0	440	(440)	0%
6050 · RCLS Service Fee	0	187	(187)	0%
6051 · Computer Technical Support	1,470	1,470	0	100%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	0	600	(600)	0%
6101 · Capital Expenditures	2,638	6,787	(4,149)	39%
6125 · Serials	100	308	(208)	32%
6200 · Programs ~ High Profile Events	566	5,654	(5,088)	10%
6300 · Supplies	3,032	2,351	681	129%
7500 · Other personnel expenses	500			
8500 · Misc expenses	1,050	1,250	(200)	84%
Total Expense	<u>66,039</u>	<u>93,963</u>	<u>(27,925)</u>	<u>70%</u>
Net Ordinary Income	<u>(62,584)</u>	<u>(26,146)</u>	<u>(36,438)</u>	<u>239%</u>
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>(62,584)</u></u>	<u><u>(26,146)</u></u>	<u><u>(36,438)</u></u>	<u><u>239%</u></u>

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
February 2022 through January 2023

	Feb '22 - Jan 23	Feb '21 - Jan 22	\$ 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	18,257.56	13,309.21	4,948.35	37.2%
4015 · Investment Income	1,784.28	13,364.52	-11,580.24	-86.7%
4016 · Gifts and Donations	821.52	243.78	577.74	237.0%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	398.33	804.63	-406.30	-50.5%
4032 · Other Income	2,131.03	2,250.41	-119.38	-5.3%
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%
Total Income	552,696.27	812,891.98	-260,195.71	-32.0%
Gross Profit	552,696.27	812,891.98	-260,195.71	-32.0%
Expense				
4002 · Reconciliation Discrepancies	0.00	1.90	-1.90	-100.0%
6001 · Salaries	337,335.15	328,458.68	8,876.47	2.7%
6002 · Benefits	30,269.26	32,734.29	-2,465.03	-7.5%
6007 · Office Postage	2,089.83	1,495.74	594.09	39.7%
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	20,782.59	20,577.76	204.83	1.0%
6011 · Health Insurance Premiums Paid	11,510.51	17,399.68	-5,889.17	-33.9%
6015 · Telecommunications	2,805.25	1,746.49	1,058.76	60.6%
6017 · Utilities	11,127.08	10,160.04	967.04	9.5%
6018 · Insurance	14,670.68	6,831.24	7,839.44	114.8%
6019 · Dues/Fees	1,489.72	1,635.40	-145.68	-8.9%
6028 · Sewer Taxes	911.15	802.28	108.87	13.6%
6031 · Internet Access	0.00	1,593.04	-1,593.04	-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	6,176.52	5,991.64	184.88	3.1%
6036 · Fundraising	4,668.37	2,717.86	1,950.51	71.8%
6043 · Retirement 403B	-125.00	-175.00	50.00	28.6%
6045 · Advertising and Promotion	198.75	55.00	143.75	261.4%
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	12,503.71	5,462.50	7,041.21	128.9%
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	97,300.03	48,747.58	48,552.45	99.6%
6125 · Serials	3,297.77	2,308.57	989.20	42.9%
6200 · Programs ~ High Profile Events	12,716.20	5,704.75	7,011.45	122.9%
6300 · Supplies	17,966.99	9,990.83	7,976.16	79.8%

Rose Memorial Library Association Profit & Loss Prev Year Comparison February 2022 through January 2023

	Feb '22 - Jan 23	Feb '21 - Jan 22	\$ Change	% Change
6819 · Covid 19 Expenses	0.00	-300.29	300.29	100.0%
7500 · Other personnel expenses	31,707.64	0.00	31,707.64	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	3,347.49	2,900.00	447.49	15.4%
Total Expense	<u>664,954.70</u>	<u>532,097.42</u>	<u>132,857.28</u>	<u>25.0%</u>
Net Ordinary Income	-112,258.43	280,794.56	-393,052.99	-140.0%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>-112,258.43</u></u>	<u><u>280,794.56</u></u>	<u><u>-393,052.99</u></u>	<u><u>-140.0%</u></u>

Rose Memorial Library
February 2023 Board Meeting
Board Report

Alice Meacham, Director

- The closure the week of January 23 was A LOT of hard work for our staff, but incredibly productive! The entire regular fiction section was weeded, as was the majority of non-fiction. We were able to clear out a fantastic amount of shelf space, which will help us better showcase the incredible materials we have and continue to collect materials that are of high interest to our community!
 - We have continued to weed the collection since the closure.
 - The staff was so grateful for the Deli Central gift cards from the Board!
- The book sale following the closure was a rousing success! Over 200 people attended, and we made almost \$850. We have continued to share the leftover materials with the community.
 - Thanks to a tip from Georgiana Aybar and Amber Sterbenz, we have connected with Discover Books, an online bookseller that also heavily supports literacy initiatives and charitable giving, and they will be placing a large book donation bin in our back parking lot near the air conditioning units where we will be able to discard of weeded books and the local community can donate unwanted books. This is free for us and a HUGE asset for us and the local community as it can be very difficult to find places to rehome unwanted books! The bin should be delivered in the next couple of weeks. Discover Books will pick up donations from the bin once or twice a month, depending on demand.
 - I posted the leftover books on Facebook marketplace and many members of the Rockland community have taken advantage of the free materials. Monsey Fire Department Auxiliary is collecting new and gently used toys, games and books for Nyack Hospital's pediatric unit and picked up all the weeded books to take to the hospital.
- Rose Memorial has officially transitioned to IT independent. The move to Symphony Web has not been without frustration as the system can be very finicky, but the staff has been incredible rolling with it!
- We placed the three potential tote bag designs on social media for a community vote and we had huge engagement! The bags arrived a couple of weeks ago and are adorable. They are selling for \$5 bag and all profits go to support the library.

Susan Babcock, Children's Services

- Much of my time this month was spent weeding the collection and shifting after to try to create a "New Materials" section right across from our check out desk in the Children's room for easy access for patrons who may not have much time to browse. I am hoping to have it ready to go by the end of February.

Circulation

- In view of the fact that RML was closed for one week with the special project, there will be no Circulation Statistics report as it would not reflect accurate numbers.

Karelisa Kimmel, Adult Collections and Communications Librarian

- The changes to our upstairs Adult Collection are truly amazing as a result of the closure/weeding and Book Sale. Making shelf space and keeping sections more contained, we are getting a vision for our permanent layout. I really hope that we can be thoughtful in deciding our permanent layout as well take some time to decorate and update shelf signage. I will be creating a semi-formal Collection Development manual, so that we have something in writing (similar to our Processing Guide) that standardizes our labels, genres, and cataloging (for the adult collection).
- Jan/Feb were heavy book ordering months. I invested in books for Black History Month. The new shelves have a pretty great selection right now.
- Alice had the great idea to put our eNews on the website – we'll do this going forward which is helpful since we are scaling back to 2 print newsletters annually
- Our January eBlast went out to 884 subscribers with a 59% open rate.
- Symphony Web has been challenging. It's not that intuitive and RCLS could have done better with training. I really can't wait for us to get our updated public online catalog, as staff are having to supplement Symphony Web with the online catalog to find what patrons are asking for.

Joy Buckhout, Adult Programming and Outreach Coordinator

- Programs have been well received and well attended.
- We hope to expand into some new areas with outreach efforts to Penguin Rep Theatre and some local arts organizations.
- We are receiving high praise and excitement for our community programs/events: such as the Winter Photography Exhibit (spearheaded by Samantha Remigio), and the upcoming Big Little Art Show in March, which would be nice to do annually and perhaps a seasonal Photography exhibit.

Carole Gomez, Office Manager/Bookkeeper

- **\$9,025** is the current total for the 2023 Annual Appeal Fund which hit homes on December 10. Thank you letters (used for tax deductions) were sent out on/about 02/01/2023 to our generous donors.
- The annual audit by Berard & Associates is scheduled for Wednesday, March 1st. The initial Request List was received on February 2nd. It has been completed with all possible information uploaded to the secure Berard portal. The Deposit & Invoice Request Lists will be here within the next day. Because standards and practices recommended at the 2022 audit were utilized throughout the last fiscal year, it is expected this year should go smoothly.
- Outreach services were accessed eight (8) times through the Books By Mail Program. We are awaiting the reimbursement request for postage submitted to L.A.R.C. for \$394.
- Rose Memorial Library continues to offer Proctoring services to four school/training programs: Stanford University, Quinnipiac University, Real Estate University and Pro-Career Center.
- There were 1,571 in-person visitors and 1,648 visits to the website as well as 17 new cards.
- There were two (2) requests for Notary services during January.

Additional Notes:

