

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, March 15, 2023
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ January 18, 2023, February Board Meeting cancelled
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: January & February 2023
 - b. Approval of Disbursements: January & February 2023
 - c. Financial Reports: January & February 2023
- V. Reports**
 - a. Director's Report: January & February 2023
 - 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 ~ April 26, 2023
Guest: Representatives from Berard & Associates CPAs, P.C.

**motion required*

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

The financial reports for this month, posted on Google Drive, reflect income and expenses as of February 28, 2023. As of that date, RML had on deposit in TD Bank:

- Business Checking Account \$ 11,657.31
- Special Funds Savings Account: \$ 22,123.28
- Business Savings: \$ 95,068.47
- Payroll Account: \$ 1,650.40
- UBS Financial Services as of February 28, 2023.
 - Value as of 01-31-2023 \$524,269.53
 - Value as of 02-28-2023 \$526,074.05

There were one payroll in the month of February 2023 and one March overlapping payroll totaling \$28,680.

The largest expenditures (over \$500) include:

Staples (calendars, card stock, post it notes, toner for Circulation Desk printer, cleaning products, wireless keyboard	\$611.18
Diamond Shine Cleaning Services	\$950.00
United Healthcare	\$1,014.57
WT Cox (annual subscription services)	\$1,130.57
RCLS ~ 1Q23 Consumer Reports (\$218), 1Q23 E-Content (\$902), 4Q22 Microsoft Office (\$29.70)	\$1,149.70
Baker & Taylor (Adult Collection) \$532.61, \$563.63, \$203.32	\$1,299.56
E.J. Stubenvoll (Landscaping 2023 contract)	\$1,579.50
Orange & Rockland	\$1,606.78
RCLS (1Q23 RCLS ILS Support)	\$1,950.00
Key Bank (Credit Card & Amazon)-- new chairs, exterminator, Children's Books, Teen/Children's/Adult Program Supplies, Children's Programs, Library/Office Supplies, Video Games, DVDs, Social Media, PBZ (play-based learning zone), Photography Event	\$1,993.04
Standard Security Life Insurance (annual)	\$2,324.99

PROGRAMMING:

Lonnie Altomonte-June (adult yoga), 02/06	\$50.00
Lonnie Altomonte-June (adult yoga), 03/06	\$50.00
Nancy Kaufer, 02/17, hot chocolate party for elementary & teens	\$200.00
Tina Abreau, 03/07, 03/14 @\$100 Zumbini for toddlers	\$200.00

2:05 PM

03/06/23

Cash Basis

Rose Memorial Library Association
Cash Disbursement Report
 As of February 28, 2023

Date	Num	Name	Memo	Paid Amount
1001 - TD BUSINESS CHECKING				
02/01/2023	10056	Blick Art Materials	Account #2428251, Invoice 9983392	(303)
02/01/2023	10057	Diamond Shine Cleaning Service	Invoice #124	(950)
02/01/2023	10058	RCLS Automation	Invoice #31492, 31539, 31591	(1,150)
02/01/2023	10059	Blackstone Publishing, Inc.	Customer ID 140854	(100)
02/01/2023	10060	Baker and Taylor	320274 L449649 3 B00000	(533)
02/01/2023	10061	U.S. Postal Service	Permit #8350 Renewal	(290)
02/01/2023	10062	OPTIMUM	Account #07882-391439-01-2	(250)
02/01/2023	10063	Standard Security Life Insurance Company	Policyholder #R11206-000	(2,325)
02/01/2023	10064	Orange & Rockland	72647-23003, 12/22/2022 -- 01/24/2023	(1,607)
02/01/2023	10065	First-Citizens Bank & Trust Co.	Avaya, Invoice No. 41656047	(90)
02/01/2023	10066	EJ Stubenvoll Landscaping LLC	Invoice #198, Salting 12/11 & 12/23/2022	(190)
02/01/2023	10067	Lonnie C Altomonte-June	Yoga/Meditation	(50)
02/01/2023	EFT	Pitney Bowes - Reserve Account	44175388,	(125)
02/08/2023	10068	Staples	NYC 1009485, Acct. #369313, #374668	(611)
02/08/2023	10069	EJ Stubenvoll Landscaping LLC	Invoice #159, 2023 Landscaping Season	(1,580)
02/08/2023	10070	Shell Ann Printing	Invoice #29296	(356)
02/08/2023	10071	Cengage Learning Inc./Gale	Account #122519	(25)
02/08/2023	10072	KeyBank	Statement 12/29/2022--01/28/2023	(1,993)
02/08/2023	10073	Baker and Taylor	320274 L449649 3 B00000	(564)
02/09/2023			Deposit	19
02/13/2023			Funds Transfer	(15,500)
02/20/2023			Deposit	7
02/20/2023			Deposit	480
02/20/2023			Deposit	16
02/20/2023			Deposit	39
02/20/2023			Deposit	170
02/22/2023	10074	Tina Abreu	Zumbini Time with Tina 03/07/2023	(100)
02/22/2023	10075	Tina Abreu	Zumbini Time with Tina 03/14/2023	(100)
02/22/2023	10076	WT COX Information Services	Account #2085735, Invoice # 3120612	(1,131)
02/22/2023	10077	Nancy Kaufer	02/17, Hot Cocoa From Around the World	(250)
02/22/2023	10078	Reddi Alarm	Invoice #026059	(300)
02/22/2023	10079	Pitney Bowes Bank Inc., Purchase Power	8000-9090-0996-8558	(100)
02/22/2023	10080	Baker and Taylor	320274 L449649 3 B00000	(203)
02/22/2023	10081	Oxford Health Plans	Group #130431	(1,014)
02/22/2023	10082	RCLS Automation	Invoice #31675	(1,950)
02/22/2023	10083	The Journal News Media Group #1084	Acct #WT5337902; 02/01/2023--04/30/2023	(335)
02/22/2023	10084	Veolia Water New York Inc.	Account #20008129710000	(24)
02/22/2023	10085	Lonnie C Altomonte-June	Yoga/Meditation	(50)
02/27/2023			Funds Transfer, Payroll Ending 02/25/2023	(16,000)
02/28/2023			Deposit	175
02/28/2023			Deposit	124
02/28/2023			Interest	2
Total 1001 - TD BUSINESS CHECKING				(49,116)
TOTAL				(49,116)

Rose Memorial Library Association

03/06/23

Profit & Loss

Cash Basis

February 2023

	Feb 23
Ordinary Income/Expense	
Income	
4010 · LLSWA State Aid	439
4014 · Fundraising Income - Appeal	345
4015 · Investment Income	
4033 · Interest Income	3
Total 4015 · Investment Income	3
4016 · Gifts and Donations	36
4031 · Library Charges	36
4032 · Other Income	
- CANVAS TOTE	65
- COPY	2
- COPY MACHINE	41
- FAX	48
- MISCELLANEOUS	15
- PRINT	2
Total 4032 · Other Income	173
Total Income	1,032
Gross Profit	1,032
Expense	
6001 · Salaries	28,680
6002 · Benefits	
6023 · Payroll Processing Fees	11,857
6002 · Benefits - Other	4,898
Total 6002 · Benefits	16,755
6007 · Office Postage	515
6010 · Repairs and Maintenance	
Alarms & Locksmith	300
6014 · R & M Equipment	
Avaya ~ Rental	90
Total 6014 · R & M Equipment	90
6016 · Building Repairs	
6405 · Cleaning Services	950
Total 6016 · Building Repairs	950
6029 · Maintenance- Grounds	
Landscaping/Snow Removal	1,580
Salting	190
Total 6029 · Maintenance- Grounds	1,770
6030 · R & M - Building	406
Total 6010 · Repairs and Maintenance	3,515
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	250
6017 · Utilities	
Orange & Rockland	1,607
Veolia Water	24
Total 6017 · Utilities	1,631
6019 · Dues/Fees	65

Rose Memorial Library Association
Profit & Loss
February 2023

	Feb 23
6045 · Advertising and Promotion	
Printing/Flyers	356
Social Media	114
Total 6045 · Advertising and Promotion	470
6050 · RCLS Service Fee	1,980
6101 · Capital Expenditures	
6100 · Books	
6100-A · Books	
-- LP	25
6100-A · Books - Other	1,300
Total 6100-A · Books	1,324
6100-C · Books- Children	89
Total 6100 · Books	1,413
6150 · AV	
6110 · AV-Audio	
6115 · Audio Books	100
Total 6110 · AV-Audio	100
6130 · Video Tapes and DVDs	240
6140 · Databases	902
6141 · Digital Reading Technology	
Consumer Reports	218
Total 6141 · Digital Reading Technology	218
6160 · Software	
6161 · Video Games	20
Total 6160 · Software	20
Total 6150 · AV	1,480
Total 6101 · Capital Expenditures	2,893
6125 · Serials	
The Journal News	270
WT COX Information Services	1,131
Total 6125 · Serials	1,401
6200 · Programs ~ High Profile Events	
6210 · Adult Program Fees	100
6220 · Children's Program Fees	550
6200 · Programs ~ High Profile Events - Other	100
Total 6200 · Programs ~ High Profile Events	750
6300 · Supplies	
6013 · Library Supplies	200
6027 · Office Supplies & Expense	783
6301 · Program Supplies - Adult	657
6302 · Program Supplies - Children's	169
6304 · Program Supplies - Young Adults	30
Total 6300 · Supplies	1,838
Total Expense	61,668
Net Ordinary Income	(60,636)

Rose Memorial Library Association
Profit & Loss
February 2023

	<u>Feb 23</u>
Other Income/Expense	
Other Expense	
6800 - Net Payroll	(11,465)
Total Other Expense	(11,465)
Net Other Income	11,465
Net Income	<u>(49,171)</u>

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

	Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	0	0	0%
4000 · Tax Levy	0	0	0	0%
4001 · Local Public Funds	0	0	0	0%
4010 · LLSWA State Aid	439	0	439	100%
4014 · Fundraising Income - Appeal	345	0	345	100%
4015 · Investment Income	3	0	3	100%
4016 · Gifts and Donations	36			
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	36	30	6	119%
4032 · Other Income	173	224	(51)	77%
Total Income	1,032	254	778	406%
Gross Profit	1,032	254	778	406%
Expense				
6001 · Salaries	28,680	31,244	(2,564)	92%
6002 · Benefits	16,755	2,974	13,781	563%
6007 · Office Postage	515	167	348	309%
6008 · Accounting & Other Prof Fees	0	0	0	0%
6009 · Legal	0	31	(31)	0%
6010 · Repairs and Maintenance	3,515	1,747	1,768	201%
6011 · Health Insurance Premiums Paid	926	1,144	(219)	81%
6015 · Telecommunications	250	118	132	212%
6017 · Utilities	1,631	863	767	189%
6018 · Insurance	0	543	(543)	0%
6019 · Dues/Fees	65	6	59	1,040%
6028 · Sewer Taxes	0	0	0	0%
6032 · Ansernet Service Fee	0	0	0	0%
6034 · Software Licensing Fees	0	0	0	0%
6035 · Newsletters	0	0	0	0%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	17	(17)	0%
6045 · Advertising and Promotion	470	0	470	100%
6046 · Movie Licensing Contract	0	0	0	0%
6050 · RCLS Service Fee	1,980	187	1,792	1,057%
6051 · Computer Technical Support	0	1,470	(1,470)	0%
6052 · New Library Website	0	0	0	0%
6053 · Website Hosting Fee	0	0	0	0%
6101 · Capital Expenditures	2,893	3,363	(470)	86%
6125 · Serials	1,401	308	1,093	455%
6200 · Programs ~ High Profile Events	750	579	171	129%
6300 · Supplies	1,838	1,053	786	175%
8500 · Misc expenses	0	0	0	0%
Total Expense	61,668	45,815	15,854	135%
Net Ordinary Income	(60,636)	(45,561)	(15,075)	133%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	(11,465)			
Total Other Expense	(11,465)			
Net Other Income	11,465			
Income	(49,171)	(45,561)	(3,610)	108%

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

	Mar '22 - Feb 23	Mar '21 - Feb 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	4,819.00	6,074.40	-1,255.40	-20.7%
4014 · Fundraising Income - Appeal	18,251.13	13,555.64	4,695.49	34.6%
4015 · Investment Income	75.63	10,947.39	-10,871.76	-99.3%
4016 · Gifts and Donations	850.03	227.60	622.43	273.5%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	358.85	854.40	-495.55	-58.0%
4032 · Other Income	2,135.51	2,279.78	-144.27	-6.3%
4037 · Exp. Reimbursements-61 E. Main	0.00	1,909.40	-1,909.40	-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	551,413.70	530,848.61	20,565.09	3.9%
Gross Profit	551,413.70	530,848.61	20,565.09	3.9%
Expense				
4100 Loss of Sale	0.00	536,362.26	-536,362.26	-100.0%
4002 · Reconciliation Discrepancies	0.00	1.90	-1.90	-100.0%
6001 · Salaries	338,867.78	344,279.58	-5,411.80	-1.6%
6002 · Benefits	44,184.02	32,476.32	11,707.70	36.1%
6007 · Office Postage	2,467.65	1,462.92	1,004.73	68.7%
6008 · Accounting & Other Prof Fees	7,854.04	4,746.74	3,107.30	65.5%
6009 · Legal	4,560.00	5,645.09	-1,085.09	-19.2%
6010 · Repairs and Maintenance	21,103.66	21,322.96	-219.30	-1.0%
6011 · Health Insurance Premiums Paid	10,735.63	18,259.84	-7,524.21	-41.2%
6015 · Telecommunications	2,799.08	1,779.47	1,019.61	57.3%
6017 · Utilities	11,887.94	9,967.41	1,920.53	19.3%
6018 · Insurance	12,793.68	7,855.42	4,938.26	62.9%
6019 · Dues/Fees	1,554.72	1,429.73	124.99	8.7%
6028 · Sewer Taxes	911.15	802.28	108.87	13.6%
6031 · Internet Access	0.00	1,301.92	-1,301.92	-100.0%
6032 · Ansernet Service Fee	8,449.32	14,106.54	-5,657.22	-40.1%
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	-75.00	-215.00	140.00	65.1%
6045 · Advertising and Promotion	667.62	56.00	611.62	1,092.2%

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

03/06/23

Cash Basis

	Mar '22 - Feb 23	Mar '21 - Feb 22	\$ Change	% Change
6046 · Movie Licensing Contract	440.00	0.00	440.00	100.0%
6050 · RCLS Service Fee	4,349.05	2,296.16	2,052.89	89.4%
6051 · Computer Technical Support	12,021.21	5,660.00	6,361.21	112.4%
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	95,135.98	8,470.95	86,665.03	1,023.1%
6125 · Serials	3,479.81	3,253.32	226.49	7.0%
6200 · Programs ~ High Profile Events	11,780.28	7,090.65	4,689.63	66.1%
6300 · Supplies	19,129.78	10,747.37	8,382.41	78.0%
6819 · Covid 19 Expenses	0.00	500.17	-500.17	-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%
8400 · Depreciation & amortization exp	0.00	63,023.00	-63,023.00	-100.0%
8500 · Misc expenses	3,265.27	3,106.59	158.68	5.1%
Total Expense	676,370.88	1,115,308.72	-438,937.84	-39.4%
Net Ordinary Income	-124,957.18	-584,460.11	459,502.93	78.6%
Other Income/Expense				
Other Income				
6800* · Unrealized gain (loss)	0.00	2,780.07	-2,780.07	-100.0%
Total Other Income	0.00	2,780.07	-2,780.07	-100.0%
Other Expense				
6800 · Net Payroll	-11,465.32	0.00	-11,465.32	-100.0%
Total Other Expense	-11,465.32	0.00	-11,465.32	-100.0%
Net Other Income	11,465.32	2,780.07	8,685.25	312.4%
Net Income	-113,491.86	-581,680.04	468,188.18	80.5%

- **Rose Memorial Library**
- **March 2023 Board Meeting**
 - **Board Report**

Alice Meacham, Director

- The Rose Memorial staff has done a fantastic job continuing to update our space by weeding books and creating engaging, modern displays!
- The book donation bin for Discover Books arrived on Friday, March 10. We are already putting it to good use!
- The Big Little Art Show, organized by Joy Buckhout and Susan Babcock was a major success! Over 80 mini canvases were created by members of our community and are on display. They look fabulous!
- The new copier/scanner/printer/fax is delayed due to a supply chain issue with the coin/credit card operator.
- We have been a little short-staffed recently as some of our Circ Clerks' availability has changed, so I held interviews for an additional part-time Circ Clerk and substitute. The candidates were so strong that I have actually decided to hire and train a couple of additional subs as well. This will give us a little more flexibility when people call out in the future and will allow for promotion if/when circ positions open up.

Susan Babcock, Children's Services

- We used February to finish a heavy weeding of the picture book area.
- Weekly StoryTime at Powerhouse Dance Center was well attended. Melissa the owner is also very accommodating with the space. We also hosted a successful Hot Cocoa Around the World program with Tweens/Teens. Friday evenings after closing seems to be a good time slot for that age group.
- The Children's Room was rearranged once again back to its previous set up due to staff safety concerns. I am still trying to figure out a better set up. While staff was worried about trip hazards having the toys behind the desks, I am concerned about the same with the toys in close proximity to the emergency exit and lift where often handicapped patrons come down to use the restrooms.

Circulation

- Staff is getting more and more used to the Symphony Web platform. The product is still experiencing lots of glitches. Alex Carver at RCLS has been very helpful and quick to address any issues as they arise.
- The new patron catalog Aspen Discovery is slowly rolling out throughout many RCLS libraries. You can learn more about it, see which libraries currently have it up and running and give it a try at the link for the Libguide. It looks like a great product. I can't wait until our patrons have access.
<https://guides.rcls.org/c.php?g=1200571&p=9456202>

Karelisa Kimmel, Adult Collections and Communications Librarian

- We acquired a new database, Mango Languages, which will be available to our patrons soon. I'll be doing a training on the 15th about setting up the interface.
- Thanks to Joy we have an advertising partner in Rockland Arts Council - we have started promoting programs on their website.
- The upstairs space and collection really look fantastic. Lots of weeding has occurred and a majority of the books have also been shifted.
- We did have some backordering issues with Baker and Taylor in February but books are coming in now.
- Our February eBlast went out to 915 subscribers and had a 54% open rate.

Joy Buckhout, Adult Programming and Outreach Coordinator

- February may have been a short month, but turn-out was great. RML Adult programs were well attended, with nearly 130 patrons participating.
- Our Winter Community Photography Project was a success and we hope to do this at least biannually if not seasonally. Due to the thorough weeding, the exhibit is still up in the non fiction area of the library. We had a lovely reception and more than a dozen people stopped by to chat and enjoy the photography.
- We are continuing to expand our programs while keeping what is most popular.

- We have streamlined monthly program registration!
 - Registration opens the 23rd of each month for the following month.
 - The online monthly program calendar becomes visible and physical copies are available for patrons around mid-month for the following month.
 - And the Program E-Blast goes out right around the 23rd.
- We were able to acquire (by some thriftiness of Carole's!) some new storage bins (to keep supplies organized) and some new Bluetooth Speakers! The speakers are a big hit with the patrons during quiet programs (i.e., fiber arts circle, open studio) and events or receptions.

Carole Gomez, Office Manager/Bookkeeper

- **\$9,450** is the current total for the 2023 Annual Appeal Fund which hit homes on December 10. All thank you letters (used for tax purposes) have been sent to our generous donors.
- The annual audit by Berard & Associates happened Wednesday, March 1st. The initial Request List was received on February 2nd. It was completed with all possible information uploaded to the secure Berard portal prior to the visit. Because standards and practices recommended at the 2022 audit were utilized throughout the last fiscal year, the audit went smoothly.
- Outreach services were accessed four (4) times through the Books By Mail Program. We have received and deposited the reimbursement request for postage submitted to L.A.R.C. in the amount of \$394. Reimbursement period through 12/31/2022.
- 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 1,620 in-person visitors and 2,244 visits to the website as well as 26 new cards.
- There was one (1) request for Notary services during February.

Additional Notes:

**ROSE MEMORIAL LIBRARY STATISTICS
FEBRUARY 2023**

	FEBRUARY 2023	YTD 2023	FEBRUARY 2022	YTD 2022
Registered Users	3,963	n/a	*4288	n/a
New Cards	26	43	18	24
Library Visitors	1,620	3,191	1,353	2,585
Public Computer Sessions	11	116	112	172
	new laptops			
Web Analytics				
Visitors	1,264	2,151	694	726
Number of Visits	2,244	3,892	1,281	2,483
Page Views	3,885	6,563	2,158	4,256

Closed to public for 01/23 thru 01/29

PROGRAMS

ADULT				
Number of Programs	21	41	2	5
Attendance	128	239	34	83
CHILDREN'S				
Number of Programs	4	6	2	7
Attendance	61	94	55	156
TEEN/YOUNG ADULT				
Number of Programs	2	2	1	2
Attendance	25	25	24	48
			**Purged by RCLS 01/2022	

Rose Memorial Library Circulation Statistics

January
2023

February
2023

Adult Collection

Fiction Books				228	
New Fiction				29	
Express Books				94	
Large Print Books				125	
Non Fiction Books				118	
Graphic Books				13	
Total Adult Books					607
CD/Audio				12	
DVD				184	
Misc.					
Periodicals				30	
Total Adult Circ.					833

Juvenile Collection

Fiction Books				719	
Non-Fiction Books				124	
Graphic Books				94	
Total Juv Books					937
DVD				51	
Misc.				1	
Periodicals					
Total Juvenile Circ					989

YA Collection

Fiction Books				20	
Non-Fiction Books				0	
Express Books				3	
Graphic Books				12	
Total YA Books					35
CD/Audio				0	
DVD				0	
Misc.				0	
Total YA Circ				0	
Games				28	
GRAND TOTAL					1885

All Books				1579	
All AV				247	
Periodicals				30	
Games				28	
Misc				1	
					1885