

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, April 19, 2023

AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~ March 2023**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: March 2023
 - b. Approval of Disbursements: March 2023
 - c. Financial Reports: March 2023
- V. Reports**
 - a. Director's Report: March 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**
 - a. Reelection of 2 RMLA Trustees
 - b. Updates to RMLA Staff Health Insurance
 - c. Review and approval of Collection Development Policy and Request for Material Reconsideration Form
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting ~ May 17, 2023, 5:30pm
Guest: Berard & Associates CPAs, RML Audit Report

**motion required*

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**

19
Next scheduled Board Meeting ~ April 26, 2023
Guest: Representatives from Berard & Associates CPAs, P.C.

**motion required*

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
March 15, 2023**

March 15, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Multipurpose Room.

Present: Amanda Pagan-Glass, Board President; Richard Eggers, Vice President; F. Hollis Griffin, Jr., Secretary (via Zoom); Ted Needleman, Treasurer; James Brooks, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML

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

II. Approval of Minutes*

January 18, 2023 Monthly Meeting Minutes were reviewed. February 2023 meeting was cancelled due to weather. A motion made by Ted Needleman, second by Amanda Pagan-Glass, with unanimous agreement to accept the January minutes.

III. Public Comments, no public comments

IV. Financial Reports*

January & February 2023 Financial Narratives reviewed by Carole Gomez, RML Office Manager. The January & February Cash Disbursements and Financial Reports were also discussed. Ted Needleman made a motion, second by Dick Eggers, unanimous by Trustees, to accept the Financial Narratives and Reports for both months.

*A motion was made by Ted Needleman, second by Dick Eggers, to confirm the transfer of \$30,000 from the Business Savings account to the Business Checking account to fund the entire previously-approved 2023 budget. The transfer was approved by email February 22, 2023. In addition, the funds from the Town of Stony Point are expected on/about April 1st. Permission is granted to transfer from TD Business Savings to TD Business Checking monies required to cover expenses if necessary. These funds will be returned upon receipt of the Town of Stony Points funds.

***Alice Meacham, Library Director, requested transfer of \$4,000 from the 6030 General Repairs & Maintenance to 8210 Rent, Parking & Other Occupancy. This transfer does not alter the amount of the budget and provides for funds to pay for offsite space to hold programs & activities not appropriate for the small space of Rose Memorial Library.**

V. Reports ~

a. Director's Report:

Alice Meacham, Library Director

Symphony Web is off to a slow start with several RCLS-wide glitches being addressed as they arise. Staff is getting used to the program and working through the issues.

The new copier is delayed because of shipping issues.

The coin machine is not yet available.

RML has been experiencing several backorder issues with Baker & Taylor but deliveries seem to be catching up in the last week or two.

The Weeding Project was hugely successful. A bin from Discover Books was delivered and lives in the back parking lot by the ramp. Staff is loading it with the remaining weeded books. Several cartons are being donated to RCLS for distribution to prisons.

The Winter Photography Exhibit was a success with a reception for patrons.

The Big Little Art Show had eighty submissions and a reception as well.

Interviews for Circ Clerk have been completed and offers are being made to 2-3 candidates who would act as subs.

b. Board Reports

- i. Marketing & Fundraising, Amanda Pagan-Glass: The Friends Committee is working on a fundraiser, Crafts & Drafts, scheduled for April 26th at a cost of \$40 for attendees. There will be a craft, first drink, door prize donated by Stony Point Pharmacy.**
- ii. Facilities & Capital Projects: To be discussed.**
- iii. Finance & Budgets: See IV. Financial Reports for further information. The 2023 Budget was approved at the December meeting and is now being implemented.**
- iv. Long Range Planning: To be discussed.**

- v. **Technology:** Frontline transition took place as discussed in Director's Report and staff is working through the RCLS-wide glitches and getting familiar with the system. Frontline has been responsive to all requests for assistance.

VI. Old Business:

- a. **There is a change in dates for Board Meetings to accommodate scheduling as follows:**
 - i. **Board of Trustees Meeting, April 19, 2023, 5:30pm**
 - ii. **Board of Trustees Meeting, May 17, 2023, 5:30pm ~ Berard & Associates CPAs P.C. will present the RML Audit Report.**
 - iii. **Board of Trustees Meeting, June 21, 2023, 5:30pm**
- b. **Amanda Pagan-Glass made a motion at 6:20pm to move to Executive Session, second by Ted Needleman, with unanimous agreement of the Board of Trustees.**

VII. Executive Session*: Executive Session 6:20pm to 6:45pm.

VIII. Announcements: Next regular monthly meeting will be Wednesday, April 19, 2023, 5:30pm. See Old Business for new dates.

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

*The next scheduled Board Meeting is
Wednesday, April 19, 2023, at 5:30pm,
Rose Memorial Library, Kennedy Room*

*May 17, 2023, 5:30pm
Guest: Representatives from Berard & Associates CPAs
Rose Memorial Library, Kennedy Room*

***motion required**

Carole Gomez, RML Office Manager

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

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

- Business Checking Account \$ 2,103.12
- Special Savings Account: \$ 22,123.65
- Business Savings: \$ 60,069.66
- Payroll Account: \$ 1,719.99
- UBS Financial Services as of March 31, 2023.
 - Value as of 02/28/2023 \$526,074.05
 - Value as of 03/31/2023 \$527,909.58

There were two payrolls in the month of March 2023 and totaling \$28,361.00

The largest expenditures (over \$500) include:

Hoopla (Midwest Tape) 01/31 & 02/28	\$692.46
Diamond Shine Cleaning Services	\$760.00
United Healthcare	\$1,014.36
Orange & Rockland	\$1,289.60
Key Bank (Amazon & credit card) children's books, library/custodial/office supplies, space rental, children's/adult supplies, DVDs, social media, canvas bags promotion, staff development	\$1,336.09
Sigler Henderson Studio LLC	\$1,700.00
Baker & Taylor (Adult Collection) \$186.37, \$933.99, \$381.96 (Children's Collection) \$213.56 (YA teen Collection) \$87.70	\$1,803.58
Frontline Data Services (02/01, \$2,107.50 & 03/01 \$1,470)	\$3,577.50

PROGRAMMING:

Lonnie Altomonte-June (adult yoga) 04/03	\$50.00
Christine Adams (felting with Girl Scouts) 3/11 \$300 shared	\$150.00
Tina Abreu (Zumbini) 3/21 & 3/28, @\$100	\$200.00
Tunes for Tots, 04/17, 04/24, 05/01, 05/08 @\$125	\$500.00

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

Date	Num	Name	Memo	Paid Amount
1001 - TD BUSINESS CHECKING				
03/01/2023	EFT	Pitney Bowes - Reserve Account	44175388,	(125)
03/07/2023			Deposit	456
03/08/2023			Funds Transfer	30,000
03/08/2023	10086	KeyBank	Statement 1/29/2023 - 2/28/2023	(1,336)
03/08/2023	10087	OPTIMUM	Account #07882-391439-01-2	(250)
03/08/2023	10088	Avaya Financial Services	Customer #2000355809	(90)
03/08/2023	10089	Midwest Tape LLC	Customer #2000016084; Hoopla #503175477	(692)
03/08/2023	10090	Christine Adams	Girl Scout Felting Glass, 03/11/2023	(300)
03/08/2023	10091	Rockland Carting	190708, Invoice #1140048, March/April 2023	(121)
03/08/2023	10092	Baker and Taylor	320274 L449649 3 B00000	(186)
03/08/2023	10093	Pitney Bowes Global Financial Services LL	0015905188, Invoice #1022605256	(40)
03/08/2023	10094	OverDrive	Customer #1052-1017	(56)
03/08/2023	10095	Staples	NYC 1009485, Acct. #369313, #374668	(179)
03/08/2023	10096	Diamond Shine Cleaning Service	Invoice #125	(760)
03/08/2023	10097	Orange & Rockland	72647-23003, 01/23/2023~02/22/2023	(1,290)
03/08/2023	10098	Frontline Data Services	Invoices #6798 & #6879	(3,578)
03/13/2023			Funds Transfer, Payroll Ending 03/11/2023	(15,500)
03/15/2023			Deposit	250
03/15/2023			Deposit	8
03/15/2023	10099	Tina Abreu	Zumbini Time with Tina 03/21/2023	(100)
03/15/2023	10100	Tina Abreu	Zumbini Time with Tina 03/28/2023	(100)
03/15/2023	10101	Baker and Taylor	320274 L449649 3 B00000	(1,235)
03/15/2023	10102	Veolia Water New York Inc.	Account #20008129710000	(20)
03/15/2023	10103	OverDrive	Customer #1052-1017	(95)
03/20/2023			Deposit	30
03/22/2023			Funds Transfer pending Stony Point Funds	5,000
03/22/2023	10104	Sigler Henderson Studio LLC	Invoice #2205 - #3	(1,700)
03/22/2023	10105	Pitney Bowes Global Financial Services LL	0015905188, Invoice #3317209565	(77)
03/22/2023	10106	Oxford Health Plans	Group #130431	(1,014)
03/22/2023	10107	Lonnie C Altomonte-June	Yoga/Meditation	(50)
03/27/2023			Funds Transfer, Payroll Ending 03/25/2023	(15,450)
03/27/2023			Deposit	43
03/29/2023	10108	Baker and Taylor	320274 L449649 3 B00000	(382)
03/29/2023	10109	OPTIMUM	Account #07882-391439-01-2	(250)
03/29/2023	10110	Blackstone Publishing, Inc.	Customer ID 140854	(164)
03/29/2023	10111	Tunes for Tots Rockland LLC	Invoice #200, 4-week outdoor music class	(500)
03/29/2023			Deposit	297
03/31/2023			Interest	1
Total 1001 - TD BUSINESS CHECKING				(9,554)
TOTAL				(9,554)

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

	Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	0	0	0%
4000 · Tax Levy	0	325,000	(325,000)	0%
4001 · Local Public Funds	0	0	0	0%
4010 · LLSWA State Aid	0	0	0	0%
4014 · Fundraising Income - Appeal	547	0	547	100%
4015 · Investment Income	2	0	2	100%
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	22	30	(9)	72%
4032 · Other Income	516	224	292	230%
Total Income	1,087	325,254	(324,167)	0%
Gross Profit	1,087	325,254	(324,167)	0%
Expense				
6001 · Salaries	28,361	31,244	(2,883)	91%
6002 · Benefits	2,609	2,974	(366)	88%
6007 · Office Postage	165	167	(2)	99%
6008 · Accounting & Other Prof Fees	7,750	0	7,750	100%
6009 · Legal	0	31	(31)	0%
6010 · Repairs and Maintenance	984	1,414	(429)	70%
6011 · Health Insurance Premiums Paid	926	1,144	(219)	81%
6015 · Telecommunications	499	118	382	424%
6017 · Utilities	1,310	863	446	152%
6018 · Insurance	0	543	(543)	0%
6019 · Dues/Fees	0	6	(6)	0%
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	342	0	342	100%
6046 · Movie Licensing Contract	0	0	0	0%
6050 · RCLS Service Fee	0	187	(187)	0%
6051 · Computer Technical Support	3,578	1,470	2,108	243%
6052 · New Library Website	0	0	0	0%
6053 · Website Hosting Fee	0	0	0	0%
6101 · Capital Expenditures	4,658	3,363	1,295	138%
6125 · Serials	0	308	(308)	0%
6200 · Programs ~ High Profile Events	550	579	(29)	95%
6300 · Supplies	1,264	1,053	211	120%
8200 · Occupancy expenses	100	333	(233)	30%
8500 · Misc expenses	225	0	225	100%
Total Expense	53,320	45,814	7,506	116%
Net Ordinary Income	(52,233)	279,440	(331,673)	(19)%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(52,233)	279,440	(331,673)	(19)%

Rose Memorial Library Association

Profit & Loss

04/03/23

March 2023

Cash Basis

	Mar 23
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	547
4015 · Investment Income	
4033 · Interest Income	2
Total 4015 · Investment Income	2
4031 · Library Charges	22
4032 · Other Income	
- CANVAS TOTE	30
- COPY MACHINE	47
- FAX	39
- MISCELLANEOUS	3
- PRINT	2
Other Income - LARC BooksByMail	395
Total 4032 · Other Income	516
Total Income	1,087
Gross Profit	1,087
Expense	
6001 · Salaries	28,361
6002 · Benefits	
6023 · Payroll Processing Fees	226
6002 · Benefits - Other	2,383
Total 6002 · Benefits	2,609
6007 · Office Postage	165
6008 · Accounting & Other Prof Fees	7,750
6010 · Repairs and Maintenance	
Sanitation - Rockland Carting	121
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	14
Total 6030 · R & M - Building	14
Total 6010 · Repairs and Maintenance	984
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	499
6017 · Utilities	
Orange & Rockland	1,290
Veolia Water	20
Total 6017 · Utilities	1,310
6045 · Advertising and Promotion	
Promotional Items	312
Social Media	30
Total 6045 · Advertising and Promotion	342
6051 · Computer Technical Support	3,578

Rose Memorial Library Association

04/03/23

Profit & Loss

Cash Basis

March 2023

	Mar 23
6101 · Capital Expenditures	
6022 · Fixed Asset & Capital Purchases	
6401 · Architect Fees	1,700
Total 6022 · Fixed Asset & Capital Purchases	1,700
6100 · Books	
6100-A · Books	1,502
6100-C · Books- Children	231
6100-YA · Books- YA	88
Total 6100 · Books	1,821
6150 · AV	
6110 · AV-Audio	
6115 · Audio Books	164
Total 6110 · AV-Audio	164
6130 · Video Tapes and DVDs	130
6141 · Digital Reading Technology	
Hoopla	692
Overdrive (RML)	150
Total 6141 · Digital Reading Technology	843
Total 6150 · AV	1,137
Total 6101 · Capital Expenditures	4,658
6200 · Programs ~ High Profile Events	
6210 · Adult Program Fees	50
6220 · Children's Program Fees	500
Total 6200 · Programs ~ High Profile Events	550
6300 · Supplies	
6013 · Library Supplies	
PBL-ZONE	37
6013 · Library Supplies - Other	10
Total 6013 · Library Supplies	47
6027 · Office Supplies & Expense	
6041 · Equipment Rental	
Postage Machine	77
Total 6041 · Equipment Rental	77
6027 · Office Supplies & Expense - Other	218
Total 6027 · Office Supplies & Expense	295
6301 · Program Supplies - Adult	307
6302 · Program Supplies - Children's	615
Total 6300 · Supplies	1,264
8200 · Occupancy expenses	
8210 · Rent, parking, other occupancy	100
Total 8200 · Occupancy expenses	100
8500 · Misc expenses	
8540 · Staff development	225
Total 8500 · Misc expenses	225
Total Expense	53,320
Net Ordinary Income	(52,233)

11:38 AM

04/03/23

Cash Basis

Rose Memorial Library Association

Profit & Loss

March 2023

	<u>Mar 23</u>
Other Income/Expense	
Other Expense	
6800 - Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	<u><u>(52,233)</u></u>

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

	Apr '22 - Mar 23	Apr '21 - Mar 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	0.00	325,000.00	-325,000.00	-100.0%
4010 · LLSWA State Aid	4,389.00	6,160.40	-1,771.40	-28.8%
4014 · Fundraising Income - Appeal	15,532.95	16,585.82	-1,052.87	-6.4%
4015 · Investment Income	74.04	9,777.15	-9,703.11	-99.2%
4016 · Gifts and Donations	827.26	150.37	676.89	450.2%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	379.35	822.40	-443.05	-53.9%
4032 · Other Income	2,400.01	2,528.83	-128.82	-5.1%
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	223,526.16	562,934.37	-339,408.21	-60.3%
Gross Profit	223,526.16	562,934.37	-339,408.21	-60.3%
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	340,722.98	339,387.97	1,335.01	0.4%
6002 · Benefits	44,481.79	31,124.09	13,357.70	42.9%
6007 · Office Postage	2,237.57	1,733.00	504.57	29.1%
6008 · Accounting & Other Prof Fees	15,604.04	4,746.74	10,857.30	228.7%
6009 · Legal	4,060.00	2,135.00	1,925.00	90.2%
6010 · Repairs and Maintenance	18,984.22	21,005.88	-2,021.66	-9.6%
6011 · Health Insurance Premiums Paid	9,961.05	19,197.86	-9,236.81	-48.1%
6015 · Telecommunications	3,042.64	1,923.91	1,118.73	58.2%
6017 · Utilities	11,691.65	10,192.50	1,499.15	14.7%
6018 · Insurance	12,564.68	6,536.42	6,028.26	92.2%
6019 · Dues/Fees	1,554.72	1,306.32	248.40	19.0%
6028 · Sewer Taxes	911.15	802.28	108.87	13.6%
6031 · Internet Access	0.00	1,156.36	-1,156.36	-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	4,976.52	7,191.64	-2,215.12	-30.8%
6036 · Fundraising	3,618.37	3,767.86	-149.49	-4.0%
6043 · Retirement 403B	-25.00	-275.00	250.00	90.9%
6045 · Advertising and Promotion	999.91	66.00	933.91	1,415.0%

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

	Apr '22 - Mar 23	Apr '21 - Mar 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	15,123.71	5,802.50	9,321.21	160.6%
6052 · New Library Website	449.76	0.00	449.76	100.0%
6053 · Website Hosting Fee	739.45	589.70	149.75	25.4%
6101 · Capital Expenditures	96,358.56	9,632.51	86,726.05	900.4%
6125 · Serials	3,479.81	3,253.32	226.49	7.0%
6200 · Programs ~ High Profile Events	11,360.28	7,365.65	3,994.63	54.2%
6300 · Supplies	19,666.61	11,148.22	8,518.39	76.4%
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	13,265.89	0.00	13,265.89	100.0%
8400 · Depreciation & amortization exp	0.00	63,023.00	-63,023.00	-100.0%
8500 · Misc expenses	1,490.27	5,106.59	-3,616.32	-70.8%
Total Expense	683,467.22	1,111,272.35	-427,805.13	-38.5%
Net Ordinary Income	-459,941.06	-548,337.98	88,396.92	16.1%
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	-448,475.74	-545,557.91	97,082.17	17.8%

Rose Memorial Library
April 2023 Board Meeting
Board Report

Alice Meacham, Director

- Rose Memorial Library hired 3 fantastic new part-time/substitute Circulation Clerks at the end of March. We are thrilled to welcome Joy Teising, Reese Garcia, and Eddie Caro to the RML team! This will make scheduling much easier, especially heading into the travel-heavy summer season.
- The new copier is in place! It has been very well received by both staff and customers. Everyone seems very happy with the airprint function, as well as the copy of the prints. Rob with Frontline has set it up so basically every computer in the library can print to it.
- The check from the Town of Stony Point was very late arriving this year. It is likely this is due to a personnel change at Town Hall. It finally was available on April 13.
- Rose Memorial will be hatching chickens in May! The copier repairman, Mike, mentioned that he has a farm and his daughter keeps chickens. When I said that hatching chicks is my favorite activity to do in the library, he offered to bring us eggs. It is a truly magical program and one I am very excited we can offer to our community. Once the hatched chicks are 1-2 weeks old, they will be moving to their permanent home at RML Circ. Clerk Toni Ann Mulligan's home.
- We have been able to clear out most of the weeded books thanks to the Discover Books bin! It is a great resource that we will be publicizing to our community beginning in late April.
- The 2022 Annual Report has been accepted and approved by RCLS and has now been submitted to the state.

Susan Babcock, Children's Services

- Spring is here and programs will be moving outside to Vincent Clark Park. We can still use Powerhouse Dance center space as a backup location on bad weather days as needed.
- We have been working with a local Girl Scout Troop and they will be donating "Discovery Bags". They did multiple fundraisers and are busy creating themed bags that will consist of 2 books along with other items (puzzles, games, manipulatives) that will enhance the borrower's learning experience. We expect them to be bringing us the completed bags in early June. I hope to be able to have them available for check out during the summer months.
- I will be working with another older Girl Scout Troop to create kindness rocks. Once they complete them, we are going to put them at the base of the two free little libraries outside.

Circulation

- Our 3 new Circulation staff have been in a few hours, training and from all reports are doing a great job.
- The adult/teen collections look great. Now that we have space on the shelves the materials there can be browsed so much easier. When the collection is easier to access/browse it shows in the circulation stats.
- Symphony Web is still having glitches, but staff seem to be getting used to the system. Alex at RCLS is quick to respond when support is needed.

Karelisa Kimmel, Adult Collections and Communications Librarian

- We are steadily growing our email subscribers and are about to hit our 1500th subscriber! Exciting! Our March eblast went out to 920 people with an open rate of 51%. I am still awaiting a decision on a print newsletter or whether we are going fully digital?
- The Crafts and Drafts fundraiser, hosted by the Friends Group, has been marketed very heavily. We even got a radio ad on Hudson Valley's "The Wall" radio app.
- Our new database, Mango Languages, officially launched to the public and has been promoted on social media, in-Library flyers, and website posting with instructions. We have a unique link that should allow us to track visitors.
- I used my full book budget in March/April (lots of Spring releases) but once again am experiencing delivery delays.
- Almost all of the Book Sale books have been removed and collections shifted – next up some signage and a regular weeding schedule. Things look good!

Joy Buckhout, Adult Programming and Outreach Coordinator

- In March, programs have been well received and well attended (27 programs & 161 patrons attending). Many programs are running at their capacity and filling up on the day registration opens.
- We have been having increased awareness and subsequent attendance for the Chair Yoga and Tai Chi classes.
- Now that we are out of Winter, we will be starting up the Foraging Walks again.
- In the next few months, we will have some outside program instructors (Digital Photography & Basket Weaving).
- We are receiving many accolades for the Big Little Art Show which will run through the end of April. It would be nice to do this on an annual basis.
- Perhaps we could start having other community-based shows or even showing other artist's works...

Carole Gomez, Office Manager/Bookkeeper

- **\$9,772** is the current total for the 2023 Annual Appeal Fund which hit homes on December 10. Thank you letters (used for tax deductions) are sent within 24-48 hours after receipt of the donation. There are a few patrons who kindly apply for matching funds from their employers. After the paperwork is completed, the funds are direct deposited into our checking account.
- The annual audit report by Berard & Associates is scheduled for Wednesday, May 17th at the May Board of Trustees meeting.
- Outreach services were accessed seven (7) times through the Books By Mail Program. L.A.R.C. reimbursement has been submitted for 1Q23 in the amount of \$159.60.
- 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 1,990 in-person visitors, 1,893 visits to the website as well as 29 new cards.
- There were four (4) requests for Notary services during March.

Additional Notes:

ROSE MEMORIAL LIBRARY ASSOCIATION
79 East Main Street
Stony Point, NY 10980

ELECTIONS - BOARD OF TRUSTEES

April 19, 2023 Meeting
Rose Memorial Library Association, 5:30 pm

A seven member Board of Trustees governs the Rose Memorial Library Association.

Trustees are elected by the members of the Association and serve a three-year term.

Any resident of the Town of Stony Point or the owner/operator of a business concern in the Town who is 18 years of age or older may become a member of the Association and may vote in the election.

Candidates for the Trustee Positions

Two trustee positions are vacant.

Two trustees, Hollis Griffin, Jr. and James Brooks, are up for reelection for 3 year terms.

Other candidates may run for election according to the following procedures:

A petition signed by fifteen (15) qualified voters shall be required to place a name of an individual on the ballot.

Petitions should be submitted to the Board Secretary (% the Library Director) prior to the April 19, 2023 meeting.

All Board members must be residents of or owners/operators of businesses in the area served by Rose Memorial Library Association.

Information about responsibilities and duties of trustees are available at the Library.

Rose Memorial Library Association Collection Development Policy
Revised April 2022
Approved by the Library Board of Trustees _____

1. Mission Statement:

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

2. Purpose of Collection Development Policy:

The Collection Development Policy, approved by the Library Board of Trustees, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Rose Memorial Library Association's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Rose Memorial Library Association's collection will remain on course, reflecting the diverse wants and needs of our community members.

3. Philosophy and Scope of the Collection:

The Rose Memorial Library Association collects materials, in a variety of popular formats, which support its function as a major information source for the needs of its service area. The collection also serves the general educational interest, recreational, and entertainment needs of the public. Widespread interest and usage are the most powerful influence on the Library's collection. Selections are also made to provide depth and a diversity of viewpoints and experiences to the existing collection.

Inherent in the collection development philosophy is an appreciation for each customer of the Rose Memorial Library Association. The Library is a forum for all points of view on current and historical issues, therefore adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights and contained within the Freedom to Read and Freedom to View Principles adopted by the American Library Association or ALA. It is the goal of the Rose Memorial Library Association to make available to its customers materials that reflect the diverse community served by its Library collection.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of a child is the responsibility of their parents/guardians, who guide and oversee their own child's development. The Rose Memorial Library Association does not intrude on that relationship.

4. Scope of the Collection: The library's collection includes physical and digital materials. The specific formats of the materials are determined by current availability and popularity.

5. Responsibility for Collection Management: Implementation of collection development policy and management of the collection is assigned to relevant Library staff. Rose Memorial Library Association disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends Foundation serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

6. Selection Criteria: Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing

6. Customer Requests: Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection using the aforementioned selection criteria and status of material's availability within the Ramapo Catskill Library System (RCLS).

7. Materials Donations: Rose Memorial Library Association does not accept donations of any materials due to space limitations.

8. Collection Management: The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of the location and the holdings of other RCLS libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Criteria for Weeding and Withdrawal: The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other RCLS libraries and online

Disposal of withdrawn items will be carried out in the manner most advantageous and accessible to the Library. Proceeds from the sale of any withdrawn items will return to the Library.

9. Requests for Reconsideration: The Library opposes any attempts by individuals or groups of individuals to censor materials selected for its collection. Further, the Library's decision to acquire or remove materials from its collections will not be determined by partisan or doctrinal points of view. It is the Library's goal to offer the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority or controversial in nature. The Library's decision to acquire material does not constitute endorsement of the material's content. Customers are free to challenge the presence of material in any collection and may request in writing reconsideration of the appropriateness of the item in question following the process.

Rose Memorial Library Association members requesting reconsideration and removal of items in the collection may submit a fully completed Request for Reconsideration of Library Material form, which is available at the Library. Once the completed form has been submitted, the Library Director will appoint a committee of library staff members with appropriate professional expertise to review the request in relation to the Library's mission and selection criteria. A reply with the results of the review will be sent within thirty days of receipt of the request. If the requesting party is not satisfied and wishes to appeal the decision, the request will then be forwarded to the Board of Library Trustees. The Board of Library Trustees will have final decision on any request for the removal of materials from the Library. The item in question will not be removed from the shelf during the reconsideration process.

Request for Reconsideration of Library Material

**Rose Memorial Library
79 East Main Street
Stony Point, New York 10980
845-786-2100**

About Rose Memorial Library Association:

Our mission is to preserve the past, enrich the present and enhance the future for all Stony Point residents.

Rose Memorial Library Association is a forum for all points of view on current and historical issues, therefore adheres to the principles of intellectual freedom as expressed in United States Constitution, the Library Bill of Rights and contained within the Freedom to Read and Freedom to View Principles adopted by the American Library Association or ALA. It is the goal of the Rose Memorial Library Association to make available to its customers materials that reflect the diverse community served by its Library collection. We also value the community members' right to express their concerns regarding materials that are a part of the library's collection.

Reconsideration Process:

Rose Memorial Library Association members requesting reconsideration and removal of items in the collection may submit a fully completed Request for Reconsideration of Library Material form, which is available at the Library. Once the completed form has been submitted, the Library Director will appoint a committee of library staff members with appropriate professional expertise to review the request in relation to the Library's mission and selection criteria. A reply with the results of the review will be sent within thirty days of receipt of the request. If the requesting party is not satisfied and wishes to appeal the decision, the request will then be forwarded to the Board of Library Trustees. The Board of Library Trustees will have final decision on any request for the removal of materials from the Library. The item in question will not be removed from the shelf during the reconsideration process.

Date: _____

Name: _____

Address: _____

City: _____ State/Zip: _____

Phone: _____ Email: _____

If you are filing the request on behalf of or in affiliation with a group/organization, please share their name: _____

Resource on which you are commenting:

- Book (e-book)
- Movie
- Magazine
- Audio Recording
- Digital Resource
- Game
- Newspaper
- Other: _____

Title: _____

Author/Producer: _____

Publication Year: _____

How did you learn about this material? _____

Did you read/view/listen to the entire work in full?

- Yes
- No

What is the purpose of this material? _____

What are the positive qualities of the material? Please give specific examples, including listing pages or sections (attach additional sheets if needed) _____

What are your concerns about this material? Please give specific examples, including listing pages or sections (attach additional sheets if needed): _____

How has this material been assessed in professional review sources? Please give specific examples (attach additional sheets if needed): _____

Please explain how the material fails to meet Intellectual Freedom standards: _____

Who would be negatively impacted by retaining this material and how? Please give citations showing evidence of negative impact: _____

What would you replace the material with? Please include title and professional reviews of suggested material: _____

Rose Memorial Library does not require any patron to check out any materials that do not interest them and per our approved policies “the reading and viewing activity of a child is the responsibility of their parents/guardians, who guide and oversee their own child's development. The Rose Memorial Library Association does not intrude on that relationship.” Please initial that you understand this: _____

With that in mind, why do you believe you should be able to restrict the choices other community members make when they borrow materials? _____

Signed: _____

Dated: _____

**Incomplete or unsigned forms will be considered void and will not be reviewed*

RML CIRCULATION STATISTICS 2023

	February 2023	March 2023
Fiction Books	228	240
New Fiction	29	60
Express Books	94	134
Large Print Books	125	168
Non Fiction Books	118	142
Graphic Books	13	6
Total Adult Books	607	750
CD/Audio	12	37
DVD	184	150
Misc.		
Periodicals	30	30
Total Adult Circ.	833	967

Juvenile Collection

Fiction Books	719	883
Non-Fiction Books	124	203
Graphic Books	94	131
Total Juv Books	937	1217
DVD	51	33
Misc.	1	
Periodicals		3
Total Juvenile Circ	989	1253

YA Collection

Fiction Books	20	20
Non-Fiction Books	0	1
Express Books	3	0
Graphic Books	12	22
Total YA Books	35	43
CD/Audio	0	
DVD	0	
Misc.	0	
Total YA Circ	35	43
Games	28	40
GRAND TOTAL	1885	2303

All Books	1579	2010
All AV	247	220
Periodicals	30	33
Games	28	40
Misc	1	0
	1885	2303