

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, May 17, 2023

AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~ April 2023**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: April 2023
 - b. Approval of Disbursements: April 2023
 - c. Financial Reports: April 2023
- V. Reports**
 - a. Director's Report: April 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. Review and approve 2022 Audit Report - Special guests from Berard & Associates
 - b. Appointment of 2 new RML Board Members
 - 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
June 21, 2023, 5:30pm, Kennedy Room

**motion required*

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*

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
April 19, 2023**

April 19, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

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

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

II. Approval of Minutes*

March 2023 Monthly Meeting Minutes were reviewed. *A motion made by Amanda Pagan-Glass, second by Ted Needleman, with unanimous agreement to accept the March minutes.

III. Public Comments, no public comments

IV. Financial Reports*

March 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. Per the motion at the March meeting, a total of \$25,000 was transferred from the TD Bank Business Savings to the TD Bank Business Checking to cover expenses while waiting for the Tax Levy funds in the amount of \$325,000 from the Town of Stony Point. The funds were finally received on April 13, 2023. On April 17, 2023, \$25,000 were returned from TD Business Checking to TD Business Savings.

The March Cash Disbursements and Financial Reports were also discussed. *Dick Eggers made a motion, second by Amanda Pagan-Glass, unanimous by Trustees, to accept the Financial Narrative and Reports for month of March.

***A motion was made by Dick Eggers, second by Hollis Griffin, with unanimous support of the Board to wire transfer \$150,000 to UBS Financial Services until needed to support the library expenses.**

V. Reports ~

a. Director's Report:

Alice Meacham, Library Director

- **Symphony Web: Staff is getting used to the program and working through the issues. Frontline has been readily available to assist.**
- **The new copier is installed and working well. We are still waiting for the coin attachment to be programmed. The credit card is set up but not yet operational.**
- **RML has been experiencing several backorder issues with Baker & Taylor but deliveries seem to be catching up in the last week or two. We are now waiting for the April orders.**
- **The Weeding Project was hugely successful. The bin from Discover Books was filled with the remaining weeded books, emptied by the company and filled again. The shelves are much more looking inviting to patrons.**
- **The Winter Photography Exhibit was a success with a reception for patrons. The display is along the west wall.**
- **The Big Little Art Show had eighty submissions and a reception as well. It will be on display through the end of April.**
- **Three new Circulation Clerks were hired and are being trained to cover vacations, etc. There were several excellent candidates.**
- **RML is beginning our outdoor programming at Vincent Clark Park.**
- **The e-blast newsletter now has 1,500 subscribers with a 51% open rate.**
- **The mailed newsletter will now be twice a year on a trial basis with news about the library and a general change in content.**

b. Board Reports

i. Marketing & Fundraising, Amanda Pagan-Glass:

- **The Friends Committee is working on a fundraiser, Crafts & Drafts, scheduled for Wednesday, April 26th at a cost of \$40 for attendees. There will be a craft, first drink, door prize donated by Stony Point Pharmacy and a 50/50. So far, 29 people are registered to attend.**

- Friends group is developing a “Friends’ Festival” for Sunday, June 25th at Lowland Park. Tentative plans include events for teens, younger children, food trucks and vendor tables.
 - Hollis has reached out to Patriot Hills with possible plans for a golf tournament in September.
- ii. Facilities & Capital Projects: To be discussed.
 - iii. Finance & Budgets: See IV. The Town of Stony Point Tax Levy in the amount of \$325,000 has been received.
 - iv. Long Range Planning: To be discussed.
 - v. Technology: Frontline has been responsive to all requests for assistance with SymphonyWeb.

VI. Old Business:

- a. Discussion of next steps for Rose Memorial Library. Options to expand the library and its services to more appropriately serve the residents of Stony Point were explored, researched and compared in order to make a decision how to move forward.

VII. New Business:

- a. Reelection of two RMLA Trustees.

A *motion was made by Dick Eggers, second by Amanda Pagan-Glass, and with unanimous agreement of the Board, James Brooks and Hollis Griffin were re-elected to the Board of Trustees for three-year terms to begin retroactive to January 1st, 2023.

- b. Updates to RMLA Staff Health Insurance.

RML has been informed by Oxford who provides our group United Healthcare insurance that the opportunity for health insurance is terminated effective June 1st because there is only one staff (Library Director, Alice Meacham) utilizing the plan at this time. A group consists of two or more. Therefore, *Dick Eggers made a motion, second by Hollis Griffin, with unanimous agreement of the Board, Alice will receive a monthly stipend of \$441.31 to reimburse her for obtaining health insurance from an outside source.

- c. Review and approval of Collection Development Policy and Request for Material Reconsideration Form.

The draft of the Collection Development Policy was distributed. It explains the process of developing the collection, weeding policy, disposal, etc. In addition, a draft of the Request for Reconsideration of Library Material was

distributed. These draft documents are for review and will be voted on at the May 17th meeting.

VIII. Executive Session*: No Executive Session

IX. Announcements: Next regular monthly meeting will be Wednesday, May 17, 2023, 5:30pm. Berard & Associates, CPAs, will present the audit report promptly at 5:30pm. The regular monthly meeting will follow.

X. Adjournment. The meeting closed at 6:37pm with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, May 17, 2023, at 5:30pm,
Rose Memorial Library, Kennedy Room*

Guest: Representatives from Berard & Associates CPAs

***motion required**

Carole Gomez, RML Office Manager

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

The financial reports for this month, posted on Google Drive, reflect income and expenses as of April 30, 2023. As of that date, RML had on deposit in TD Bank:

- Business Checking Account \$283,927.92
- Special Savings Account: \$ 18,924.02
- Business Savings Account: \$ 65,070.55
- Payroll Account: \$ 1,732.74
- UBS Financial Services as of April 30, 2023.
 - Value as of 03/31/2023 \$527,909.58
 - Value as of 04/30/2023 \$529,967.11

There were two payrolls in the month of April 2023 totaling \$28,263.00

The largest expenditures (over \$500) include:

Baker & Taylor (Adult Collection) \$157.03, \$328.61 (Children's Collection) \$176.67 (YA teen Collection) \$0.00	\$662.31
Diamond Shine Cleaning Services	\$760.00
United Healthcare	\$1,014.36
Orange & Rockland	\$1,237.18
Key Bank (Amazon & credit card) children's books, library/office supplies, space rental, children's/adult supplies, DVDs, social media promotion, Video Games, Amazon annual membership	\$1,251.08
Frontline Data Services	\$1,514.95
RCLS (MS365, 1Q23, \$29.70; E-Content, 2Q23, \$902.00; Consumer Reports, 2Q23, \$217.00; 2Q23 ILS Support, \$1,950)	\$3,098.70

PROGRAMMING:

Lonnie Altomonte-June (yoga, 5/01)	\$50.00
Nancy Lenore (Digital Photography Class, 04/17)	\$175.00
Robin Ingram (Basket weaving, 05/06)	\$200.00

Rose Memorial Library Association
Cash Disbursement Report
 As of April 30, 2023

Date	Num	Name	Memo	Paid Amount
1001 · TD BUSINESS CHECKING				
04/03/2023			Deposit	34
04/03/2023	EFT	Pitney Bowes - Reserve Account	44175388,	(125)
04/05/2023	10112	Orange & Rockland	72647-23003, 02/22/2023 to 03/24/2023	(1,237)
04/05/2023	10113	Midwest Tape LLC	Customer #2000016084; Hoopla #503584822	(351)
04/05/2023	10114	Staples	NYC 1009485, Acct. #369313, #374668	(128)
04/05/2023	10115	Diamond Shine Cleaning Service	Invoice #126	(760)
04/05/2023			Funds Transfer Pending Receipt of SP Funds	20,000
04/05/2023	10116	Avaya Financial Services	Customer #2000355809	(90)
04/05/2023	10117	Baker and Taylor	320274 L449649 3 B00000	(157)
04/05/2023	10118	OverDrive	Customer #1052-1017	(83)
04/05/2023	10119	KeyBank	Statement 03/01/2023 to 03/28/2023	(1,251)
04/10/2023			Deposit	80
04/10/2023			Funds Transfer, Pay Period Ending 04/08/2023	(15,200)
04/12/2023	10120	Goshen Public Library	Reimbursement for Lost Book	(30)
04/12/2023	10121	Robin Ingram	Adult Basket Weaving 05/06/2022	(200)
04/12/2023	10122	Nancy Lenore	04/17/2023, Digital Photography Class	(175)
04/12/2023	10123	Veolia Water New York Inc.	Account #20008129710000	(38)
04/12/2023	10124	Lonnice C Altomonte-June	Yoga/Meditation	(50)
04/12/2023	10125	Frontline Data Services	Invoice #6973	(1,515)
04/13/2023			Deposit	325,000
04/17/2023			Funds Transfer, Stony Point Tax Levy Received, Funds R...	(25,000)
04/17/2023			Deposit	205
04/19/2023	10126	RCLS Automation	Invoices #31867, #31821, #31736, #31781	(3,099)
04/19/2023	10127	Oxford Health Plans	Group #130431	(1,014)
04/19/2023	10128	Baker and Taylor	320274 L449649 3 B00000	(505)
04/24/2023			Funds Transfer, Payroll Ending 04/22/2023	(15,500)
04/25/2023			Deposit	148
04/26/2023	10129	OPTIMUM	Account #07882-391439-01-2	(249)
04/26/2023	10130	U.S. Bank Equipment Finance	Contract #500-0691759-000	(400)
04/30/2023			Interest	7
Total 1001 · TD BUSINESS CHECKING				278,317
TOTAL				278,317

Rose Memorial Library Association

Profit & Loss

April 2023

05/01/23

Cash Basis

	Apr 23
Ordinary Income/Expense	
Income	
4000 · Tax Levy	325,000
4014 · Fundraising Income - Appeal	25
4015 · Investment Income	
4033 · Interest Income	8
Total 4015 · Investment Income	8
4016 · Gifts and Donations	11
4031 · Library Charges	63
4032 · Other Income	
- COPY	1
- COPY MACHINE	22
- FAX	28
- PRINT	10
Total 4032 · Other Income	61
Total Income	325,168
Gross Profit	325,168
Expense	
6001 · Salaries	28,263
6002 · Benefits	
6023 · Payroll Processing Fees	239
6002 · Benefits - Other	2,274
Total 6002 · Benefits	2,513
6007 · Office Postage	125
6010 · Repairs and Maintenance	
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
Total 6010 · Repairs and Maintenance	850
6011 · Health Insurance Premiums Paid	926
6015 · Telecommunications	249
6017 · Utilities	
Orange & Rockland	1,117
Veolia Water	38
Total 6017 · Utilities	1,154
6019 · Dues/Fees	
Amazon Membership	194
Total 6019 · Dues/Fees	194
6032 · RCLS ILS Service Fee	1,950
6034 · Software Licensing Fees	
Microsoft 365 (RCLS)	30
Total 6034 · Software Licensing Fees	30
6045 · Advertising and Promotion	
Social Media	30
Total 6045 · Advertising and Promotion	30

Rose Memorial Library Association

Profit & Loss

April 2023

05/01/23

Cash Basis

	Apr 23
6051 · Computer Technical Support	1,515
6101 · Capital Expenditures	
6100 · Books	
6100-A · Books	486
6100-C · Books- Children	189
Total 6100 · Books	674
6150 · AV	
6130 · Video Tapes and DVDs	139
6140 · Databases	902
6141 · Digital Reading Technology	
Consumer Reports	217
Hoopla	351
Overdrive (RML)	83
Total 6141 · Digital Reading Technology	651
6160 · Software	
6161 · Video Games	93
Total 6160 · Software	93
Total 6150 · AV	1,786
Total 6101 · Capital Expenditures	2,460
6200 · Programs ~ High Profile Events	
6210 · Adult Program Fees	425
6220 · Children's Program Fees	(150)
Total 6200 · Programs ~ High Profile Events	275
6300 · Supplies	
6013 · Library Supplies	78
6027 · Office Supplies & Expense	
6041 · Equipment Rental	
Public Copy Machine	400
Total 6041 · Equipment Rental	400
6027 · Office Supplies & Expense - Other	128
Total 6027 · Office Supplies & Expense	528
6301 · Program Supplies - Adult	253
6302 · Program Supplies - Children's	221
Total 6300 · Supplies	1,079
8200 · Occupancy expenses	
8210 · Rent, parking, other occupancy	225
Total 8200 · Occupancy expenses	225
Total Expense	41,837
Net Ordinary Income	283,331
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	283,331

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

05/01/23

April 2023

Cash Basis

	Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 · Contributed support	0	0	0	0%
4000 · Tax Levy	325,000	0	325,000	100%
4001 · Local Public Funds	0	0	0	0%
4010 · LLSWA State Aid	0	0	0	0%
4014 · Fundraising Income - Appeal	25	0	25	100%
4015 · Investment Income	8	0	8	100%
4016 · Gifts and Donations	11	0	0	0%
4018 · Friends - Income	0	0	0	0%
4031 · Library Charges	63	30	33	210%
4032 · Other Income	61	224	(163)	27%
Total Income	<u>325,168</u>	<u>254</u>	<u>324,914</u>	<u>128,019%</u>
Gross Profit	325,168	254	324,914	128,019%
Expense				
6001 · Salaries	28,263	31,244	(2,981)	90%
6002 · Benefits	2,513	2,974	(462)	84%
6007 · Office Postage	125	167	(42)	75%
6008 · Accounting & Other Prof Fees	0	0	0	0%
6009 · Legal	0	500	(500)	0%
6010 · Repairs and Maintenance	850	1,414	(564)	60%
6011 · Health Insurance Premiums Paid	926	1,144	(219)	81%
6015 · Telecommunications	249	118	131	211%
6017 · Utilities	1,154	863	291	134%
6018 · Insurance	0	543	(543)	0%
6019 · Dues/Fees	194	6	188	3,104%
6028 · Sewer Taxes	0	0	0	0%
6032 · RCLS ILS Service Fee	1,950	0	1,950	100%
6034 · Software Licensing Fees	30	0	30	100%
6035 · Newsletters	0	0	0	0%
6036 · Fundraising	0	0	0	0%
6043 · Retirement 403B	0	17	(17)	0%
6045 · Advertising and Promotion	30	0	30	100%
6046 · Movie Licensing Contract	0	0	0	0%
6050 · RCLS Service Fee	0	187	(187)	0%
6051 · Computer Technical Support	1,515	1,470	45	103%
6052 · New Library Website	0	0	0	0%
6053 · Website Hosting Fee	0	0	0	0%
6101 · Capital Expenditures	2,460	3,586	(1,126)	69%
6125 · Serials	0	308	(308)	0%
6200 · Programs ~ High Profile Events	275	579	(304)	47%
6300 · Supplies	1,079	1,053	27	103%
8200 · Occupancy expenses	225	333	(108)	68%
8500 · Misc expenses	0	0	0	0%
Total Expense	<u>41,837</u>	<u>46,506</u>	<u>(4,668)</u>	<u>90%</u>
Net Ordinary Income	283,331	(46,252)	329,582	(613)%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0	0	0	0%
Total Other Expense	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	<u><u>283,331</u></u>	<u><u>(46,252)</u></u>	<u><u>329,582</u></u>	<u><u>(613)%</u></u>

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

	May '22 - Apr 23	May '21 - Apr 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
4 · Contributed support	-139.96	0.00	-139.96	-100.0%
4000 · Tax Levy	525,000.00	200,000.00	325,000.00	162.5%
4001 · Local Public Funds	0.00	325,000.00	-325,000.00	-100.0%
4010 · LLSWA State Aid	4,389.00	5,300.00	-911.00	-17.2%
4014 · Fundraising Income - Appeal	14,116.23	17,432.54	-3,316.31	-19.0%
4015 · Investment Income	3,100.75	8,588.49	-5,487.74	-63.9%
4016 · Gifts and Donations	832.09	156.39	675.70	432.1%
4018 · Friends - Income	15.00	0.00	15.00	100.0%
4031 · Library Charges	429.24	788.95	-359.71	-45.6%
4032 · Other Income	2,316.51	2,650.53	-334.02	-12.6%
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%
4080 · Unrealized Gain/(Loss)	-10,449.77	0.00	-10,449.77	-100.0%
5 · Earned revenues	0.00	37.51	-37.51	-100.0%
Total Income	539,620.09	561,863.81	-22,243.72	-4.0%
Gross Profit	539,620.09	561,863.81	-22,243.72	-4.0%
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	342,304.80	345,214.12	-2,909.32	-0.8%
6002 · Benefits	33,125.11	31,604.26	1,520.85	4.8%
6007 · Office Postage	2,147.57	2,019.71	127.86	6.3%
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	18,573.45	21,085.44	-2,511.99	-11.9%
6011 · Health Insurance Premiums Paid	11,017.14	18,266.13	-7,248.99	-39.7%
6015 · Telecommunications	3,036.10	2,065.98	970.12	47.0%
6017 · Utilities	12,814.62	9,576.67	3,237.95	33.8%
6018 · Insurance	12,335.68	6,765.42	5,570.26	82.3%
6019 · Dues/Fees	1,729.72	1,301.73	427.99	32.9%
6028 · Sewer Taxes	911.15	802.28	108.87	13.6%
6031 · Internet Access	0.00	1,012.67	-1,012.67	-100.0%
6032 · RCLS ILS Service Fee	9,272.70	13,506.52	-4,233.82	-31.4%
6033 · Printing	210.00	85.00	125.00	147.1%
6034 · Software Licensing Fees	1,189.94	0.00	1,189.94	100.0%
6035 · Newsletters	4,818.29	6,085.56	-1,267.27	-20.8%
6036 · Fundraising	3,618.37	3,767.86	-149.49	-4.0%
6043 · Retirement 403B	0.00	-300.00	300.00	100.0%
6045 · Advertising and Promotion	1,029.78	66.00	963.78	1,460.3%

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

	May '22 - Apr 23	May '21 - Apr 22	\$ Change	% Change
6046 · Movie Licensing Contract	440.00	0.00	440.00	100.0%
6050 · RCLS Service Fee	2,340.10	2,325.41	14.69	0.6%
6051 · Computer Technical Support	16,496.16	5,137.50	11,358.66	221.1%
6052 · New Library Website	449.76	0.00	449.76	100.0%
6053 · Website Hosting Fee	679.55	589.70	89.85	15.2%
6101 · Capital Expenditures	95,165.05	6,829.47	88,335.58	1,293.5%
6125 · Serials	3,479.81	3,253.32	226.49	7.0%
6200 · Programs ~ High Profile Events	11,240.28	7,760.65	3,479.63	44.8%
6300 · Supplies	20,179.71	11,142.82	9,036.89	81.1%
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	13,490.89	0.00	13,490.89	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	<u>674,817.72</u>	<u>1,111,839.88</u>	<u>-437,022.16</u>	<u>-39.3%</u>
Net Ordinary Income	-135,197.63	-549,976.07	414,778.44	75.4%
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	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	2,780.07	-2,780.07	-100.0%
Net Income	<u><u>-135,197.63</u></u>	<u><u>-547,196.00</u></u>	<u><u>411,998.37</u></u>	<u><u>75.3%</u></u>

Rose Memorial Library
May 2023 Board Meeting
Board Report

Alice Meacham, Director

- This month went fast!!
- Our copier is being well received by the community, but we are still awaiting the cash/change parts.
- The chickens are drawing some interest. It will be fun to see how our community responds.
- The new comfy seating area is now complete and looking great!

Susan Babcock, Children's Services

- April brought the beginning of programming at the park. Tunes for Tots of Rockland was a huge success. Our performer Drew is well liked by all the families and puts on a wonderful show filled with fun songs and lots of movement and fun. We were able to use the dance center as a backup for a few of the bad weather days, so we didn't have to deal with cancellations or rescheduling.
- Storytimes once again were well attended.
- Summer reading planning is currently in full force.

Circulation

- Now that the Big Little Art Show has been taken down, the fiction collection has been moved, leaving just the top and bottom shelves open. The collection looks so great and now it is so much easier to browse and find a good book!
- Many patrons have been visiting and going straight to the incubator to check on our newest, exciting library members! The anticipation and excitement of patrons and staff has been spreading. New books were purchased for kids to check out and follow the stages of life of the chicks.

Karelisa Kimmel, Adult Collections and Communications Librarian

- We are getting an updated public Catalog. RCLS rolled out the new product (called Aspen Discovery), and RML was in the final batch of libraries to have

- access. We are now in the stage where we can design and customize ours and select a date for it to go 'live'. Aspen Discovery provides much better searching/browsing and shows titles in a variety of formats all in one place (On the Shelf, in Libby, in Hoopla, etc.) You can preview here: https://rosememorial.aspendiscovery.org/?browseCategory=new_materials_all_formats_top
- Baker-Taylor caught up with their delivery issues, so the books were delivered all at the same time! That's great news, but there is a lot of cataloging to do now.
- May is AAPI month (Asian American Pacific Islander) so I did a book display and reading list which can be downloaded from our website.
- Patrons got another new database: Tutor.com. This is a useful resource for homework help and offers live assistance. Although 37 Libraries funded the acquisition and RML was not part of it, RML library card holders can still log in and use it!
- Our April eBlast went out to 1,163 people with an open rate of 51%.
- A Spring/Summer newsletter is in the works with a focus on Summer Reading 2023

Joy Buckhout, Adult Programming and Outreach Coordinator

- April was busy with programs and events!
- We saw 150 patrons come to our regularly scheduled programs and 39 people for our first Fundraiser, Crafts & Drafts, by the newly revived Friends of the Library!
- We will be changing the timing of some of our afternoon craft classes (from 3-5pm to 4-6pm) to accommodate teachers and other workers who get out closer to 3. Although we have had requests for even later classes (for those working until 5), it is hard to schedule complicated crafts any later because of cleanup time.
- We wrapped up our first annual Big Little Art Show which was a big success, and people have been stopping by to collect their canvases.
- We are in the planning stages of launching another Community Photography Program for the end of Summer. We hope to have this at least twice a year.
- We (Samantha, Karelisa & I) have been trying to come up with a plan for reviving the Book Club. We have not had enormous success previously but are hoping that if we plan out multiple months in advance and kick it off with a couple events and promote it, we will be able to rekindle some interest and participation. We may look for some patron leadership to help establish a local buzz and are toying with the idea of several types of Book Clubs (fiction, non-fiction, mystery, cookbook+). We will experiment with different ideas until the end of the year and see what resonates with the community.

Carole Gomez, Office Manager/Bookkeeper

- **\$9,872** 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.
- The annual audit report by Berard & Associates is scheduled for Wednesday, May 17th at the May Board of Trustees meeting.
- Board of Trustees Vice President Dick Eggers is now authorized as an additional signer on the TD Bank Operations Account.
- Per the Handbook for Library Trustees of New York State, there is now a RML Orientation Manual to welcome our newest Board members. Copies are available for all Trustees.
- As discussed at the last Board meeting, a wire transfer was made to the UBS account for the short-term to facilitate improved earnings for our funds.
- Outreach services were accessed four (4) 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 1,353 in-person visitors, 1,025 visits to the website as well as 22 new cards.
- There were seven (7) requests for Notary services during April.

Additional Notes:

CIRCULATION STATISTICS

February
2023

March
2023

April
2023

Adult Collection

Fiction Books				228		240		212
New Fiction				29		60		36
Express Books				94		134		116
Large Print Books				125		168		148
Non Fiction Books				118		142		153
Graphic Books				13		6		7
Total Adult Books				607		750		672
CD/Audio				12		37		26
DVD				184		150		140
Misc.								0
Periodicals				30		30		44
Total Adult Circ.				833		967		882

Juvenile Collection

Fiction Books				719		883		630
Non-Fiction Books				124		203		156
Graphic Books				94		131		79
Total Juv Books				937		1217		865
DVD				51		33		46
Misc.				1				0
Periodicals						3		4
Total Juvenile Circ				989		1253		915

YA Collection

Fiction Books				20		20		21
Non-Fiction Books				0		1		1
Express Books				3		0		0
Graphic Books				12		22		23
Total YA Books				35		43		45
CD/Audio				0				1
DVD				0				0
Misc.				0				0
Total YA Circ				35		43		46
Games				28		40		17
GRAND TOTAL				1885		2303		1860

All Books				1579		2010		1582
All AV				247		220		213
Periodicals				30		33		48
Games				28		40		17
Misc				1		0		0
				1885		2303		1860

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*