

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, June 21, 2023**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes** ~ May 2023, Special Meeting June 12, 2023
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: May 2023
  - b. Approval of Disbursements: May 2023
  - c. Financial Reports: May 2023
- V. Reports**
  - a. Director's Report: May 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. Review of next steps for Rose Memorial Library
  - b. Friends' Summer Family Fest Plans
- VII. New Business**
  - a. TBA
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting***  
***July 19, 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, 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*

**Monthly Board Meeting Minutes**  
**Board of Trustees**  
**Rose Memorial Library Association**  
**May 17, 2023**

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May 17, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

**Present: Amanda Pagan-Glass, Board President; Richard Eggers, Vice President; James Brooks, Trustee, Board Candidates: Christina Haigh, Gina Guadagnino. Library Director Alice Meacham; Carole Gomez, Office Manager RML., F. Hollis Griffin, Jr., Secretary, and Ted Needleman, Treasurer (absent)**

**I. Meeting called to order at 5:36pm by Amanda Pagan-Glass, President.**

**II. Approval of Minutes\***

**April 2023 Monthly Meeting Minutes were reviewed. \*A motion made by Amanda Pagan-Glass, second by Dick Eggers, with unanimous Trustees' agreement to accept the April minutes.**

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

**IV. Financial Reports\***

**April 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. Per a motion made at the April meeting, \$150,000 has been wire transferred to UBS Financial Services as a short-term investment until needed for regular monthly expenses.**

**Baker & Taylor Books were backordered over the last few months. Now that they are arriving, this will create an impact on the budget for collections. However, YTD remains accurate.**

**QuickBooks Nonprofit Premier Edition 2020 is expiring on May 31, 2023. Carole Gomez has explored the options of upgrading to QuickBooks Desktop 2023 or transitioning to QuickBooks Online 2023. Both options are subscriptions with annual fees.**

**The April Cash Disbursements and Financial Reports were also discussed. \*Dick Eggers made a motion, second by James Brooks, unanimous by Trustees, to accept the Financial Narrative and Reports for month of April.**

## **V. Reports ~**

### **a. Director's Report:**

**Alice Meacham, Library Director**

- **The chicks drew a lot of interest and resulted in visitors anxious to see the babies.**
- **The new copier is fully installed and working well.**
- **RML was experiencing several backorder issues with Baker & Taylor but deliveries have caught up with the orders. Therefore, expenses for collections are higher than normal but accurate YTD.**
- **The Big Little Art Show had eighty submissions and a reception as well. Canvases have been returned to applicants. RML is considering a repeat in the Fall.**
- **RML is beginning our outdoor programming at Vincent Clark Park.**
- **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 ran a successful fundraiser, Crafts & Drafts, Wednesday, April 26<sup>th</sup> at a cost of \$40 for attendees at Industrial Arts. 39 people attended resulting in a profit of more than \$800.**
- **Friends group is developing a "Friends' Summer Family Festival" for Sunday, June 25<sup>th</sup> at Lowland Park. Tentative plans include events for teens, younger children, food trucks and vendor tables.**

**ii. Facilities & Capital Projects: To be discussed.**

**iii. Finance & Budgets: See III.**

**iv. Long Range Planning: To be discussed.**

**v. Technology: nothing to report**

## **VI. Old Business:**

- ### **a. Discussion of next steps for Rose Memorial Library. RML is waiting for the analysis from Sigler Henderson of the buildings toured on the Letchworth Village property, specifically the one currently occupied by Cornell Extension. The size, cost of remediation, location, etc. will be taken into consideration**

compared to the 117 West Main possibility. After the information is available, a decision will be made to determine steps forward.

**VII. New Business:**

**a. Review and approve 2022 Audit Report.**

Representatives from Berard & Associates CPAs, George Morfogen and David Raiken, reviewed the report explaining new accounting standards regarding leases, detailing assets, liabilities, etc. They found all accounting practices to be in good order for RML.

**b. Appointment of two new RML Board Members.** Amanda Pagan-Glass introduced Gina Guadagnino and Christina Haigh. Gina and Christina each gave a short bio. Amanda proposed they be appointed to fill the Trustee positions vacated by Dora Flora and Terry Marsico. They will seek formal election at the Annual Meeting in December.

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

The draft of the Collection Development Policy was distributed last month. It explains the process of developing the collection, weeding policy, disposal, etc. A draft of the Request for Reconsideration of Library Material was distributed as well. Amanda Pagan-Glass made a motion, second by James Brooks, approved by the entire Board of Trustees to accept the Collection Development Policy and Request for Material Reconsideration Form.

**VIII. Executive Session\*: No Executive Session. One will be scheduled in the next few weeks to discuss the results of Sigler Henderson analysis of expansion options.**

**IX. Announcements: Next regular monthly meeting will be Wednesday, June 21, 5:30pm.**

**X. Adjournment. The meeting closed at 6:30pm with consent of all Trustees.**

*The next scheduled Board Meeting is  
Wednesday, June 21, 2023, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

\*motion required

Carole Gomez, RML Office Manager

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Special Meeting of the Board of Trustees**  
**June 12, 2023**  
**5:30pm, Kennedy Room**  
**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular monthly meeting, June 21, 2023
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular monthly meeting, June 21, 2023
  - a. Narrative Report: June 2023
  - b. Approval of Disbursements: June 2023
  - c. Financial Reports: June 2023
- V. Reports** ~ to be reviewed at next regular monthly meeting, June 21, 2023
  - a. Director's Report: June 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. Review Next Steps for Rose Memorial Library
- VII. New Business**
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled monthly Board Meeting ~ June 21, 2023***  
***Rose Memorial Library Kennedy Room, 5:30pm***

*\*motion required*

**Special Board Meeting  
Board of Trustees  
Rose Memorial Library Association  
June 12, 2023**

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**June 12, 2023, meeting held at Rose Memorial Library, 5:30am, in-person, Children's Room.**

**Present: Amanda Pagan-Glass, Board President; Richard Eggers, Vice President; Ted Needleman, Treasurer; Gina Guadagnino, Trustee; Christine Haigh, Trustee; Library Director, Alice Meacham; RML Office Manager, Carole Gomez; Absent: James Brooks, Trustee**

**1. Meeting called to order at 5:36pm by Amanda Pagan-Glass, President.**

**2. Approval of Minutes\***

**May 2023 Monthly Meeting Minutes will be available for approval at the regular monthly meeting, June 21, 2023.**

**3. Public Comments. No public comments.**

**4. Financial Reports\***

**May 2023 Financials will be available for approval at the regular monthly meeting, June 21, 2023.**

**5. Reports ~ reports will be available at the regular monthly meeting, June 21, 2023.**

- **Director's Report: June 2023**
- **Board Committees**
  - i. **Marketing & Fundraising**
  - ii. **Facilities & Capital Projects**
  - iii. **Finance & Budget**
  - iv. **Long Range Plan Committee**
  - v. **Technology**

**6. Old Business**

**Review Next Steps for Rose Memorial Library.**

- a. **Update of available information:**
  - **The building at 117 West Main St., Stony Point, NY is under contract to another buyer per our Real Estate Agent Sue Bova. The contract is for 30 days.**

- The old Ambulance Building, Lee Avenue, next to Rose Memorial Library, is still for sale at \$450,000. This location does not have adequate space, does not give outdoor space, does not provide adequate parking plus any changes must be approved by the Zoning Board.
- An empty warehouse building on Holt Drive, near Shoprite, \$5,000,000 and is 20,000 sq.ft. This location does not meet the needs of the library and is much larger than necessary and has industrial feel.
- The building located on the grounds of Letchworth Village. It is the opinion of the Board that this is not a desirable location, too far from center of town, is not inviting to the public, would require far more renovation due to its current condition, no security of ownership.
- The vacant land at the former Fiesta Cancun location on South Liberty Drive was explored as well. It is not available for purchase, only lease.

**b. Status of Petitions Required for a Ballot Vote**

- Currently the requirement to complete a petition to get on the ballot for the General Election in November is 10 percent of the actual voters from the previous General Election 2022. Recently a bill passed in the State Legislature to reduce the number to 25 signatures and is awaiting the Governor's approval.

**c. Next Steps**

- Without the availability of 117 West Main, what direction is feasible at this time. After discussion, it was decided to put the project on a short-term pause; wait to see if 117 West becomes available at the end of the thirty days. There is no interest to file a 414 for the 2023 Calendar year. There does not seem to be any positive support from the Town leadership.
  - a. New Business: No New Business.
  - b. Executive Session\* - none
  - c. Announcements

10. The meeting closed at 6:23pm with consent of all Trustees.

*The next scheduled Board Meeting is Wednesday, June 21, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

\*motion required'

Carole Gomez, RML Office Manager



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

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

- Business Checking Account                   \$85,171.20
- Special Savings Account:                   \$12,863.33
- Business Savings Account:               \$65,071.66
- Payroll Account:                           \$ 1,697,03
- UBS Financial Services as of May 31, 2023.
  - Value as of 04/30/2023               \$529,967.11
  - Value as of 05/31/2023               \$682,776.75

There were two payrolls in the month of May 2023 totaling \$31,085.71.

The largest expenditures (over \$500) include:

Hush Electrical (public restrooms)	\$493.32
Diamond Shine Cleaning Services	\$760.00
Orange & Rockland	\$981.22
Frontline Data Services	\$1,470.00
Sigler Henderson (expansion exploration project)	\$1,500.00
RCLS (2023 Service Fee)	\$2,247.00
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	\$2,347.11
Baker & Taylor (April, May & June orders arriving) (Adult Collection) \$246.22, \$667.17, \$182.40, \$384.78, \$265.65, \$304.15, \$461.02 (Children's Collection) \$429.26, \$6.93 (YA teen Collection) \$	\$2,947.58

**PROGRAMMING:**

Lonnie Altomonte-June (yoga, 6/05)	\$50.00

# Rose Memorial Library Association

## Cash Disbursement Report

May 2023

DATE	MEMO/DESCRIPTION	AMOUNT
<b>1001 TD BUSINESS CHECKING</b>		
	Beginning Balance	
05/01/2023	44175388,	(125)
05/01/2023	Deposit	308
05/01/2023	Deposit	10
05/01/2023	Funds Transfer, Sigler Henderson, 117 Project	3,200
05/03/2023	Four week interactive 04/17 to 05/08	(540)
05/03/2023	Fee for UBS Wire Transfer	(30)
05/03/2023	Stop Payment for Check 10111	(30)
05/03/2023	NYC 1009485, Acct. #369313, #374668	(132)
05/03/2023	190708, Invoice #1140745, May/June 2023	(121)
05/03/2023	72647-23003, 03/24/2023 - 04/24/2023	(981)
05/03/2023	320274 L449649 3 B00000	(246)
05/03/2023	Invoice #2205A - #0	(1,500)
05/03/2023	Customer #2000016084; Hoopla #503584822	(346)
05/03/2023	Customer #2000355809	(90)
05/03/2023	Invoice #127	(760)
05/03/2023	Customer #1052-1017	(86)
05/03/2023	Funds Transfer	(150,000)
J5/08/2023	Funds Transfer, Payroll Ending 05/06/2023	(15,700)
05/09/2023	Acct #WT5337902; 05/01 to 07/31/2023	(331)
05/09/2023	320274 L449649 3 B00000	(1,096)
05/09/2023	Statement 03/29/2023 to 04/28/2023	(2,347)
05/09/2023	Lost Book -- Fault Lines	(27)
05/09/2023	Deposit	39
05/09/2023	Contract #500-0691759-000	(275)
05/09/2023	Invoice #31938	(162)
05/09/2023	Account #20008129710000	(26)
05/09/2023	Invoice #7064	(1,470)
05/09/2023	Invoice 23-5378	(493)
05/09/2023	Invoice #20232235	(60)
05/15/2023	Deposit	157
05/17/2023	Yoga/Meditation	(50)
05/17/2023	320274 L449649 3 B00000	(1,137)
05/17/2023	314998, Invoice #624142	(78)
05/22/2023	Deposit	22
05/22/2023	Funds Transfer, Payroll Period 05/20/2023	(15,350)
05/23/2023	320274 L449649 3 B00000	(468)
05/23/2023	Invoice #31973, #32004	(2,327)
05/23/2023	Invoice #20232252	(60)
05/31/2023	Sigler Henderson Invoice 2205A-#1	6,061
05/31/2023	Invoice #128	(950)
<b>Total for 1001 TD BUSINESS CHECKING</b>		<b>\$ (187,598)</b>

# Rose Memorial Library Association

## Profit Loss

May 2023

	TOTAL
Income	
4014 Fundraising Income - Appeal	100
4015 Investment Income	2,842
4016 Gifts and Donations	33
4031 Library Charges	0
4032 Other Income	97
<b>Total Income</b>	<b>\$3,072</b>
GROSS PROFIT	<b>\$3,072</b>
Expenses	
6001 Salaries	28,677
6002 Benefits	2,498
6007 Office Postage	125
6010 Repairs and Maintenance	2,613
6011 Health Insurance Premiums Paid	(89)
6017 Utilities	1,007
6019 Dues/Fees	125
6045 Advertising and Promotion	30
6050 RCLS Service Fee	2,247
6051 Computer Technical Support	1,470
6053 Website Hosting Fee	120
6101 Capital Expenditures	6,994
6125 Serials	266
6200 Programs ~ High Profile Events	292
6300 Supplies	1,818
8200 Occupancy expenses	125
<b>Total Expenses</b>	<b>\$48,317</b>
NET OPERATING INCOME	<b>\$ (45,245)</b>
Other Income	
6800* Unrealized gain (loss)	1,541
<b>Total Other Income</b>	<b>\$1,541</b>
Other Expenses	
6800 Net Payroll	0
<b>Total Other Expenses</b>	<b>\$0</b>
NET OTHER INCOME	<b>\$1,541</b>
<b>NET INCOME</b>	<b>\$ (43,704)</b>

# Rose Memorial Library

## Profit and Loss by Month

January - May, 2023

	JAN - MAY, 2023		TOTAL	
	CURRENT	JAN - MAY, 2023 (YTD)	CURRENT	JAN - MAY, 2023 (YTD)
<b>Income</b>				
4000 Tax Levy	325,000.00	325,000.00	\$325,000.00	\$325,000.00
4001 Local Public Funds			\$0.00	\$0.00
4010 LLSWA State Aid	439.00	439.00	\$439.00	\$439.00
4014 Fundraising Income - Appeal	4,336.51	4,336.51	\$4,336.51	\$4,336.51
4015 Investment Income	54.68	54.68	\$54.68	\$54.68
4016 Gifts and Donations	80.53	80.53	\$80.53	\$80.53
4018 Friends - Income			\$0.00	\$0.00
4031 Library Charges	151.48	151.48	\$151.48	\$151.48
4032 Other Income	941.38	941.38	\$941.38	\$941.38
5 Earned revenues			\$0.00	\$0.00
<b>Total Income</b>	<b>\$331,003.58</b>	<b>\$331,003.58</b>	<b>\$331,003.58</b>	<b>\$331,003.58</b>
<b>GROSS PROFIT</b>	<b>\$331,003.58</b>	<b>\$331,003.58</b>	<b>\$331,003.58</b>	<b>\$331,003.58</b>
<b>Expenses</b>				
6001 Salaries	155,330.54	155,330.54	\$155,330.54	\$155,330.54
6002 Benefits	16,937.13	16,937.13	\$16,937.13	\$16,937.13
6007 Office Postage	1,145.00	1,145.00	\$1,145.00	\$1,145.00
6008 Accounting & Other Prof Fees	7,750.00	7,750.00	\$7,750.00	\$7,750.00
6009 Legal			\$0.00	\$0.00
6010 Repairs and Maintenance	9,258.40	9,258.40	\$9,258.40	\$9,258.40
6011 Health Insurance Premiums Paid	3,568.71	3,568.71	\$3,568.71	\$3,568.71
6015 Telecommunications	1,240.01	1,240.01	\$1,240.01	\$1,240.01
6017 Utilities	6,383.66	6,383.66	\$6,383.66	\$6,383.66
6018 Insurance	5,952.94	5,952.94	\$5,952.94	\$5,952.94
6019 Dues/Fees	483.99	483.99	\$483.99	\$483.99
6028 Sewer Taxes	911.15	911.15	\$911.15	\$911.15
6032 RCLS ILS Service Fee	3,900.00	3,900.00	\$3,900.00	\$3,900.00
6034 Software Licensing Fees	59.40	59.40	\$59.40	\$59.40
6035 Newsletters			\$0.00	\$0.00
6036 Fundraising	395.16	395.16	\$395.16	\$395.16
6043 Retirement 403B			\$0.00	\$0.00
6045 Advertising and Promotion	901.77	901.77	\$901.77	\$901.77
6050 RCLS Service Fee	2,247.00	2,247.00	\$2,247.00	\$2,247.00
6051 Computer Technical Support	8,032.45	8,032.45	\$8,032.45	\$8,032.45
6052 New Library Website			\$0.00	\$0.00
6053 Website Hosting Fee	119.80	119.80	\$119.80	\$119.80
6101 Capital Expenditures	19,642.55	19,642.55	\$19,642.55	\$19,642.55
6125 Serials	1,766.25	1,766.25	\$1,766.25	\$1,766.25
6200 Programs ~ High Profile Events	2,333.01	2,333.01	\$2,333.01	\$2,333.01
6300 Supplies	8,531.78	8,531.78	\$8,531.78	\$8,531.78

# Rose Memorial Library

## Profit and Loss by Month

January - May, 2023

	JAN - MAY, 2023		TOTAL	
	CURRENT	JAN - MAY, 2023 (YTD)	CURRENT	JAN - MAY, 2023 (YTD)
7500 Other personnel expenses	500.00	500.00	\$500.00	\$500.00
8200 Occupancy expenses	550.00	550.00	\$550.00	\$550.00
8500 Misc expenses	1,275.00	1,275.00	\$1,275.00	\$1,275.00
<b>Total Expenses</b>	<b>\$259,215.70</b>	<b>\$259,215.70</b>	<b>\$259,215.70</b>	<b>\$259,215.70</b>
NET OPERATING INCOME	<b>\$71,787.88</b>	<b>\$71,787.88</b>	<b>\$71,787.88</b>	<b>\$71,787.88</b>
Other Income				
6800* Unrealized gain (loss)	10,048.57	10,048.57	\$10,048.57	\$10,048.57
<b>Total Other Income</b>	<b>\$10,048.57</b>	<b>\$10,048.57</b>	<b>\$10,048.57</b>	<b>\$10,048.57</b>
Other Expenses				
6800 Net Payroll	0.00	0.00	\$0.00	\$0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$10,048.57</b>	<b>\$10,048.57</b>	<b>\$10,048.57</b>	<b>\$10,048.57</b>
NET INCOME	<b>\$81,836.45</b>	<b>\$81,836.45</b>	<b>\$81,836.45</b>	<b>\$81,836.45</b>

# Rose Memorial Library

## Profit and Loss Comparison

January - May, 2023

	TOTAL	
	JAN - MAY, 2023	JAN - MAY, 2022 (PP)
<b>Income</b>		
4000 Tax Levy	325,000.00	
4001 Local Public Funds		325,000.00
4010 LLSWA State Aid	439.00	430.00
4014 Fundraising Income - Appeal	4,336.51	7,112.87
4015 Investment Income	2,864.32	1,730.93
4016 Gifts and Donations	80.53	316.05
4018 Friends - Income		15.00
4031 Library Charges	151.48	146.37
4032 Other Income	941.38	1,345.58
5 Earned revenues		37.51
<b>Total Income</b>	<b>\$333,813.22</b>	<b>\$336,134.31</b>
<b>GROSS PROFIT</b>	<b>\$333,813.22</b>	<b>\$336,134.31</b>
<b>Expenses</b>		
6001 Salaries	155,330.54	141,646.53
6002 Benefits	16,937.13	15,993.90
6007 Office Postage	1,145.00	880.49
6008 Accounting & Other Prof Fees	7,750.00	
6009 Legal		500.00
6010 Repairs and Maintenance	9,258.40	8,335.54
6011 Health Insurance Premiums Paid	3,568.71	5,809.29
6015 Telecommunications	1,240.01	1,023.37
6017 Utilities	6,383.66	3,915.52
6018 Insurance	5,952.94	4,267.74
6019 Dues/Fees	483.99	471.99
6028 Sewer Taxes	911.15	802.28
6032 RCLS ILS Service Fee	3,900.00	6,153.24
6034 Software Licensing Fees	59.40	
6035 Newsletters		1,708.23
6036 Fundraising	395.16	2,871.07
6043 Retirement 403B		-200.00
6045 Advertising and Promotion	901.77	31.00
6050 RCLS Service Fee	2,247.00	29.25
6051 Computer Technical Support	8,032.45	1,765.00
6052 New Library Website		49.95
6053 Website Hosting Fee	119.80	739.45
6101 Capital Expenditures	19,642.55	16,470.73
6125 Serials	1,766.25	1,798.50
6200 Programs ~ High Profile Events	2,333.01	3,100.90
6300 Supplies	8,531.78	3,734.01

# Rose Memorial Library

## Profit and Loss Comparison

January - May, 2023

	TOTAL	
	JAN - MAY, 2023	JAN - MAY, 2022 (PP)
7500 Other personnel expenses	500.00	
8200 Occupancy expenses	550.00	
8500 Misc expenses	1,275.00	5,117.49
<b>Total Expenses</b>	<b>\$259,215.70</b>	<b>\$227,015.47</b>
NET OPERATING INCOME	<b>\$74,597.52</b>	<b>\$109,118.84</b>
Other Income		
6800* Unrealized gain (loss)	1,541.35	
<b>Total Other Income</b>	<b>\$1,541.35</b>	<b>\$0.00</b>
Other Expenses		
6800 Net Payroll	0.00	0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$1,541.35</b>	<b>\$0.00</b>
NET INCOME	<b>\$76,138.87</b>	<b>\$109,118.84</b>

**Rose Memorial Library**  
**June 2023 Board Meeting**  
**Board Report**

**Alice Meacham, Director**

- The chickens were a huge hit and have now moved to their permanent home with one of our staff members who already had chickens and was excited to add to her brood.
- Stony Point Girl Scout Troop #40151 created and donated 10 literacy discovery bags that will be available for checkout at the library. These bags all include children's books and play-based learning materials focused around topics selected by the Scouts, such as Animal Habitats and Musical Instruments. They will begin circulating as soon as they are added to our circ system. We will be promoting and featuring them at the Friends Summer Family Festival. We are SO grateful to the Scouts and the leaders of Troop #40151 for these wonderful resources for our community!
- RML will be launching the new catalog, Aspen Discovery, on July 14.

**Susan Babcock, Children's Services**

- We have been very busy preparing for the Summer Reading Program. All of the Kick-Offs June 26<sup>th</sup> Pirate School, Grades K-5; June 27<sup>th</sup> Rubber Ducky Reading Club, thru 4 years old; June 28<sup>th</sup> Teen Kick-Off Make Your Own Sundae. The calendar is filled with activities for all ages and I am excited to begin.

**Circulation**

- Staff has been viewing the training video for the Aspen Discovery Catalog product preparing for its launch in July.

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

- Our Summer '23 newsletter was delivered to homes two weekends ago, and there has been positive feedback from staff and patrons. The issue features our amazing Summer Reading programs. 5,800 copies were produced in total, and we did a shorter 4-page design to keep down costs.
- The June eNews went out to 1,151 subscribers and had an open rate of 47 percent. This also featured Summer Reading. Additionally, working with Amanda, we sent out an eBlast just for the Summer Family Festival on 6/19 to 1,225 subscribers.  
\*A reminder to try to collect email addresses at the festival.



- I created a staff Shelf Reading Manual for the adult collection. The goal is to have daily shelf reading (tidying) of the collection – ideally a full sweep once a year.
- Our website went down for 3 days due to an expired security certificate. It did not affect the Evanced Calendar (program registration) but did drop our site statistics. We are back up and I made some minor updates: uploading newsletters, updating Summer Reading content, adding a summer reading list for adults, answering queries from the suggestion box etc.

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

- Programs have been well attended in general. We are continuing to bring back previous patrons and draw in new ones. We had over 150 people attend our programs in May.
- We are still building interest for the Fiber Arts Circle – we offer some daytime hours and some evening hours for working people and students.
- Samantha and I, with Karelisa’s help, are trying to jumpstart our book club again, after a few failed attempts. We are planning two “brainstorming” events, one on a weekend and another on a weeknight, to invite patrons to be part of creating what type of book club they are interested in and to help pick books and times for the book club. We will plan out the rest of the year (first one starting in August) and promote it so people have plenty of time to read the books.
- Now that the weather is nice again, we have begun offering Nature Foraging (or Plant ID) Walks on a monthly basis.
- Our Chair Yoga classes have begun to draw a decent group each week, and when I dropped in on a class recently, I could hardly find a spot! There were almost 20 people!
- Responding to some feedback (from a teacher) we have moved many of our afternoon classes from 3-5pm to 4-6pm to accommodate both teachers and students and have opened many classes to the teen population. We haven’t seen the teens show up yet, but it has been helpful for teachers and others who get out closer to 3pm (some healthcare workers).

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

- **\$10,098.00** 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. Following delivery of the June in-home Newsletter, donations have started to flow in again.
- 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.

- Outreach services during May were accessed ten (10) times through the Books By Mail Program. L.A.R.C. reimbursement submitted for 1Q23 in the amount of \$159.60 was recently received and deposited.
- 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 1,619 in-person visitors, 1,495 visits to the website as well as 20 new cards. As new patrons join Rose Memorial Library, their email addresses are added to our eBlast group.
- There were seven (7) requests for Notary services during May.

**Additional Notes:**

**ROSE MEMORIAL LIBRARY STATISTICS**  
**MAY 2023**

	MAY 2023	YTD 2023	MAY 2022	YTD 2022
Registered Users	3,349	n/a	3,777	n/a
	*recent purge			
New Cards	20	114	14	66
Library Visitors	1,619	8,153	1,297	6,514
Public Computer Sessions	21	172	62	431
	new laptops			
Web Analytics				
Visitors	701	4,456	1,395	4,781
Number of Visits	1,495	8,306	2,009	7,643
Page Views	2,242	13,427	3,295	12,879

**PROGRAMS**

<b>ADULT</b>				
Number of Programs	20	107	1	12
Attendance	153	742	39	221
<b>CHILDREN'S</b>				
Number of Programs	8	122	9	22
Attendance	172	572	114	340
<b>TEEN/YOUNG ADULT</b>	(end of school year)			
Number of Programs	0	3	1	5
Attendance	0	39	12	99

\*\*Purged by RCLS