

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

- I. Call to Order**
- II. Adoption of Minutes** ~ June 2023
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: June 2023
  - b. Approval of Disbursements: June 2023
  - c. Financial Reports: June 2023
- V. Reports**
  - 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. Success of Summer Reading Kick-Offs
  - b. Success of Friends Summer Festival
- VII. New Business**
  - a. Recruit new Board members
  - b. Additional signers for Operations Account
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting***  
***August 16, 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, 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*

**Monthly Board Meeting Minutes**  
**Board of Trustees**  
**Rose Memorial Library Association**  
**June 21, 2023**

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June 21, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

Present: Amanda Pagan-Glass, Board President; Richard Eggers, Vice President; Gina Guadagnino, Trustee; Library Director Alice Meacham; Carole Gomez, Office Manager RML., Excused Absence: Christina Haigh, Trustee.

Meeting called to order at 5:49pm by Amanda Pagan-Glass, President.

**I. Approval of Minutes\***

May 17, 2023, Monthly Meeting Minutes were reviewed. \*A motion made by Amanda Pagan-Glass, second by Dick Eggers, with unanimous Trustees' agreement to accept the May minutes.

June 12, 2023, Special Meeting Minutes were reviewed. \*A motion made by Amanda Pagan-Glass, second by Dick Eggers, with unanimous Trustees' agreement to accept the Special Meeting Minutes.

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

**III. Financial Reports\***

May 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. Per a motion made at the April meeting, \$150,000 had been wire-transferred to UBS Financial Services as a short-term investment until needed for regular monthly expenses. It was suggested to transfer \$50,000 from UBS Financial Services back to TD Bank to cover summer expenses. After discussion, it has been decided unanimously to transfer funds from the two TD Bank (low-interest) savings accounts as needed at this time.

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.

The May 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 May.



As discussed at the May meeting, QuickBooks Nonprofit Premier Edition 2020 expired on May 31, 2023 and as planned, QuickBooks Online Plus was purchased. All data migrated to the new program successfully. It is a subscription, first year half-price, renewed annually.

**V. Reports ~**

**a. Director's Report:**

**Alice Meacham, Library Director**

- The chicks drew a lot of interest. They have now moved to their permanent home with a member of our staff.
- Stony Point Girl Scout Troop #40151 created and donated ten (10) literacy discovery bags that will be made available for checkout to our patrons.
- 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.
- RML is beginning our outdoor programming at Vincent Clark Park with Powerhouse Dance Studio as a weather back-up.
- The mailed newsletter will now be twice a year on a trial basis. First one hit homes the week of June 5<sup>th</sup>. It was well-received.
- RML will be launching a new catalog, Aspen Discovery, on July 14<sup>th</sup>. It is in an Amazon-like format, easy to read and simple to use.
- The Birth-4, K-5 and Teen Kick-Offs for Summer Reading are scheduled for the week of June 26<sup>th</sup>.
- The June eNews went out to 1,151 subscribers (and growing).
- Adult programs continue to be a huge success with 150 patrons attending the May classes.
- Yoga classes are drawing up to twenty (20) people weekly.
- The 2023 Annual Appeal has reached \$10,098.00.

**b. Board Reports**

**i. Marketing & Fundraising, Amanda Pagan-Glass:**

- The Friends group is looking forward to the Summer Family Festival on Sunday, June 25<sup>th</sup>. There are ten local vendors scheduled, food trucks Romolo's on the Road and CHOMPED as well as the

**Icee Ice is Nice. There will be face painting, games and activities for all ages.**

- ii. Facilities & Capital Projects: on hold.**
- iii. Finance & Budgets: See III.**
- iv. Long Range Planning: on pause.**
- v. Technology: nothing to report**

**VI. Old Business:**

- a. At the Special Meeting on June 12<sup>th</sup>, it was decided to put next steps on hold at this time.**
- b. Plans for the Friends Summer Family Festival, see Board Reports: Marketing & Fundraising.**

**VII. New Business:**

- a. The Rose Memorial Library Board of Trustees would like to thank James Brooks, Ted Needleman and Hollis Griffin for their years of dedication and service to the library.**
- b. James Brooks, Trustee and former Board President, has submitted his resignation from the RML Board effective June 15<sup>th</sup>. He now resides outside of Stony Point.**
- c. Ted Needleman, Treasurer of the Board of Trustees, has submitted his resignation from the RML Board effective June 10<sup>th</sup>. He has moved out of the area.**
- d. Hollis Griffin, Secretary of the Board of Trustees, had submitted his resignation effective May 1<sup>st</sup>.**
- e. President Amanda Pagan-Glass has assigned Dick Eggers, Vice President, to oversee financial matters at this time. Amanda Pagan-Glass will oversee the duties of Secretary.**

**VIII. Executive Session\*: No Executive Session.**

**IX. Announcements: Next regular monthly meeting will be Wednesday, July 19, 5:30pm.**

**X. Adjournment. The meeting closed at 6:25pm with consent of all Trustees.**

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

**\*motion required**

Carole Gomez, RML Office Manager



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

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

- Business Checking Account \$50,864.63
- Payroll Account \$ 1,797.87
- Business Savings Account: \$65,072.73
- Special Savings Account: \$12,863.55
- UBS Financial Services as of June 30, 2023.
  - Value as of 05/31/2023 \$682,776.75
  - Value as of 06/30/2023 \$685,582.91

There were two payrolls in the month of June 2023 totaling \$31,394.00

The largest expenditures (over \$500) include:

Hoopla (Midwest Tape) audio books	\$404.40
Whiteman, Osterman, Hanna (retainer)	\$500.00
RockWeb Systems (formerly Rockland Web Design) Annual VPS Hosting, monthly data backup, weekly core update, Google Analytics weekly	\$599.85
Vizcarra Multiservices LLC (Diamond Shine Svcs) June	\$760.00
Orange & Rockland (4/22 to 5/22)	\$813.57
Diamond Shine Cleaning Services (May)	\$950.00
Star Press, 2023 Summer Newsletter delivered to homes	\$985.00
Orange & Rockland (5/23 to 6/23)	\$1,016.12
Key Bank (Amazon & credit card) Summer Reading Children's Supplies, Children/Teen Supplies, Children's Books, High Profile Event (chicks), Social Media, DVDs, Video Games, Adult Program Supplies, Office/Custodial Supplies, Building Supplies	\$1,054.21
Frontline Data Services	\$1,470.00
Baker & Taylor (orders arriving) (Adult Collection) \$390.67, \$271.64, \$123.33, \$443.46 (Children's Collection) \$10.36, \$10.39, \$475.93, \$164.71 (YA teen Collection) \$ (May & June backorders)	\$1,890.49
Sigler Henderson (Expansion Exploration) Funds transferred from Special Savings	\$6,060.77

**PROGRAMMING:**

David Engel, Pirate School K-5 Summer Reading Kick-off) 6/25	\$450.00
Talewise, Saving the Earth Together (K-5), 7/11	\$375.00
Tunes for Tots, (Birth-4), 6/27, Summer Reading Kick-Off	\$100.00
Lonnie June-Altomonte, yoga (adults) 07/10	\$50.00

7/5/2023

# Rose Memorial Library Association

## Cash Disbursement Report

June 2023

DATE	MEMO/DESCRIPTION	AMOUNT
<b>1001 TD BUSINESS CHECKING</b>		
	Beginning Balance	
06/01/2023	44175388,	(125)
06/01/2023	Statement 04/29/2023 to 05/28/2023	(1,054)
06/01/2023	Account #07882-391439-01-2	(249)
06/01/2023	72647-23003, 04/24/2023 to 05/23/2023	(814)
06/01/2023	Invoice #2205A - #1	(6,061)
06/05/2023	Payroll Ending 06/03/2023	(15,400)
06/05/2023		229
06/07/2023		(600)
06/07/2023		(27)
06/07/2023	NYC 1009485, Acct. #369313, #374668	(72)
06/07/2023	Customer #2000355809	(90)
06/07/2023	Account 320274 L449671 L449649	(401)
06/07/2023	Customer #1052-1017	(58)
06/07/2023	Customer #2000016084; Hoopla #503584822	(404)
06/07/2023	Contract #500-0691759-000	(275)
06/07/2023	Account #20008129710000	(26)
06/12/2023		51
06/14/2023	Invoice #7145	(1,470)
06/14/2023	Account 320274 L449649	(272)
06/14/2023	Pirate School, 06/26/2023	(450)
06/15/2023		17
06/17/2023	Payroll Ending 06/17/2023	(15,750)
06/26/2023		363
06/28/2023	Account 320274 L449649	(1,218)
06/28/2023	Lease 07/20/2023 to 10/19/2023	(77)
	Invoice #3317645567	
06/28/2023	Invoice #28653, Summer 2023 Newsletter, 4 pages	(985)
06/28/2023	Customer ID 140854, Invoice #2106636	(88)
06/28/2023	Account #07882-391439-01-2	(249)
06/28/2023	Saving Earth Together 07/11	(375)
06/28/2023	Yoga/Meditation	(50)
06/28/2023	Rubber Ducky Kick-Off	(100)
06/28/2023	86-97344 5	(256)
06/28/2023	Client #106241, Invoice #640846, 3rd Quarter	(500)
06/28/2023	72647-23003, 05/23 thru 06/23/2023	(1,016)
06/28/2023	Invoice #130	(760)
06/28/2023	190708, Invoice #1141445, Jul/Aug 2023	(121)
06/30/2023	Interest Earned	3
<b>Total for 1001 TD BUSINESS CHECKING</b>		<b>\$ (48,729)</b>

# Rose Memorial Library Association

## Profit Loss

June 2023

	TOTAL
Income	
4014 Fundraising Income - Appeal	225
4015 Investment Income	2,810
4016 Gifts and Donations	6
4031 Library Charges	(27)
4032 Other Income	299
<b>Total Income</b>	<b>\$3,314</b>
GROSS PROFIT	<b>\$3,314</b>
Expenses	
6001 Salaries	28,646
6002 Benefits	2,748
6007 Office Postage	125
6009 Legal	500
6010 Repairs and Maintenance	1,061
6011 Health Insurance Premiums Paid	(89)
6015 Telecommunications	498
6017 Utilities	1,821
6035 Newsletters	985
6045 Advertising and Promotion	30
6051 Computer Technical Support	1,470
6052 New Library Website	140
6053 Website Hosting Fee	460
6101 Capital Expenditures	8,795
6200 Programs ~ High Profile Events	1,032
6300 Supplies	913
<b>Total Expenses</b>	<b>\$49,135</b>
NET OPERATING INCOME	<b>\$ (45,821)</b>
Other Expenses	
6800 Net Payroll	0
<b>Total Other Expenses</b>	<b>\$0</b>
NET OTHER INCOME	<b>\$0</b>
NET INCOME	<b>\$ (45,821)</b>



# Rose Memorial Library

## Profit and Loss by Month

January - June, 2023

	TOTAL	
	JAN - JUN, 2023	JAN - JUN, 2022 (PY YTD)
Income		
4 Contributed support		-139.96
4001 Local Public Funds	325,000.00	325,000.00
4010 LLSWA State Aid	439.00	430.00
4014 Fundraising Income - Appeal	4,561.51	7,137.87
4015 Investment Income	12,913.45	1,735.61
4016 Gifts and Donations	86.98	322.60
4018 Friends - Income		15.00
4031 Library Charges	124.98	119.87
4032 Other Income	1,240.63	1,509.83
4039 Expense Reimbursements		11.00
5 Earned revenues		37.51
<b>Total Income</b>	<b>\$344,366.55</b>	<b>\$336,179.33</b>
GROSS PROFIT	<b>\$344,366.55</b>	<b>\$336,179.33</b>
Expenses		
6001 Salaries	183,976.19	165,766.01
6002 Benefits	19,685.10	18,139.77
6007 Office Postage	1,270.00	1,005.49
6008 Accounting & Other Prof Fees	7,750.00	
6009 Legal	500.00	500.00
6010 Repairs and Maintenance	10,319.71	10,360.23
6011 Health Insurance Premiums Paid	3,479.85	6,734.79
6015 Telecommunications	1,738.27	1,534.71
6017 Utilities	8,204.20	4,519.52
6018 Insurance	5,952.94	4,267.74
6019 Dues/Fees	483.99	524.51
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	985.00	1,708.23
6036 Fundraising	395.16	2,871.07
6043 Retirement 403B		-200.00
6045 Advertising and Promotion	931.64	31.00
6050 RCLS Service Fee	2,247.00	2,310.40
6051 Computer Technical Support	9,502.45	2,002.50
6052 New Library Website	139.97	299.83
6053 Website Hosting Fee	579.68	739.45
6101 Capital Expenditures	28,437.86	157,638.59
6125 Serials	1,766.25	1,798.50
6200 Programs ~ High Profile Events	3,364.81	4,365.90

# Rose Memorial Library

## Profit and Loss by Month

January - June, 2023

	TOTAL	
	JAN - JUN, 2023	JAN - JUN, 2022 (PY YTD)
6300 Supplies	9,445.02	5,180.54
7500 Other personnel expenses	500.00	1,260.00
8100 Non-personnel expenses		-139.96
8200 Occupancy expenses	550.00	5,000.00
8500 Misc expenses	1,275.00	5,117.49
<b>Total Expenses</b>	<b>\$308,350.64</b>	<b>\$410,291.83</b>
NET OPERATING INCOME	<b>\$36,015.91</b>	<b>\$-74,112.50</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>\$0.00</b>	<b>\$0.00</b>
NET INCOME	<b>\$36,015.91</b>	<b>\$-74,112.50</b>

# Rose Memorial Library Association

## Profit Loss Prev Year Comparison

July 2022 - June 2023

	TOTAL				
	JUL 2022 - JUN 2023	JUL 2021 - JUN 2022 (PY)	CHANGE	% CHANGE	
<b>Income</b>					
4 Contributed support	0.00		-139.96	139.96	100.00 %
4000 Tax Levy	200,000.00	200,000.00	0.00		0.00 %
4001 Local Public Funds	325,000.00	325,000.00	0.00		0.00 %
4010 LLSWA State Aid	4,389.00	5,300.00	-911.00		-17.19 %
4014 Fundraising Income - Appeal	14,241.23	16,522.54	-2,281.31		-13.81 %
4015 Investment Income	15,981.52	6,614.13	9,367.39		141.63 %
4016 Gifts and Donations	587.13	430.85	156.28		36.27 %
4018 Friends - Income	0.00	15.00	-15.00		-100.00 %
4031 Library Charges	373.04	699.26	-326.22		-46.65 %
4032 Other Income	2,172.24	3,060.68	-888.44		-29.03 %
4037 Exp. Reimbursements-61 E. Main	0.00	1,909.40	-1,909.40		-100.00 %
4039 Expense Reimbursements	0.00	11.00	-11.00		-100.00 %
4080 Unrealized Gain/(Loss)	-10,449.77	0.00	-10,449.77		
5 Earned revenues	0.00	37.51	-37.51		-100.00 %
<b>Total Income</b>	<b>\$552,294.39</b>	<b>\$559,460.41</b>	<b>\$-7,166.02</b>		<b>-1.28 %</b>
<b>GROSS PROFIT</b>	<b>\$552,294.39</b>	<b>\$559,460.41</b>	<b>\$-7,166.02</b>		<b>-1.28 %</b>
<b>Expenses</b>					
4002 Reconciliation Discrepancies	0.00	1.90	-1.90		-100.00 %
4100 Loss of Sale	0.00	536,362.26	-536,362.26		-100.00 %
6001 Salaries	359,669.00	342,586.00	17,083.00		4.99 %
6002 Benefits	34,891.76	31,326.62	3,565.14		11.38 %
6007 Office Postage	2,272.57	1,796.86	475.71		26.47 %
6008 Accounting & Other Prof Fees	15,754.04	2,946.74	12,807.30		434.63 %
6009 Legal	4,560.00	1,135.00	3,425.00		301.76 %
6010 Repairs and Maintenance	19,717.29	20,672.44	-955.15		-4.62 %
6011 Health Insurance Premiums Paid	8,988.42	16,621.61	-7,633.19		-45.92 %
6015 Telecommunications	3,023.02	2,350.12	672.90		28.63 %
6017 Utilities	14,406.18	9,082.36	5,323.82		58.62 %
6018 Insurance	12,610.94	6,937.91	5,673.03		81.77 %
6019 Dues/Fees	1,702.20	988.26	713.94		72.24 %
6028 Sewer Taxes	911.15	802.28	108.87		13.57 %
6031 Internet Access	0.00	725.29	-725.29		-100.00 %
6032 RCLS ILS Service Fee	9,272.70	13,506.52	-4,233.82		-31.35 %
6033 Printing	210.00	85.00	125.00		147.06 %
6034 Software Licensing Fees	1,189.94	0.00	1,189.94		
6035 Newsletters	5,803.29	4,722.73	1,080.56		22.88 %
6036 Fundraising	2,315.16	5,071.07	-2,755.91		-54.35 %
6043 Retirement 403B	0.00	-300.00	300.00		100.00 %
6045 Advertising and Promotion	1,089.52	66.00	1,023.52		1,550.79 %



# Rose Memorial Library Association

## Profit Loss Prev Year Comparison

July 2022 - June 2023

	TOTAL				
	JUL 2022 - JUN 2023	JUL 2021 - JUN 2022 (PY)	CHANGE	% CHANGE	
6046 Movie Licensing Contract	440.00	0.00	440.00		
6050 RCLS Service Fee	2,305.95	2,410.35	-104.40	-4.33 %	
6051 Computer Technical Support	18,676.16	4,852.50	13,823.66	284.88 %	
6052 New Library Website	289.90	299.83	-9.93	-3.31 %	
6053 Website Hosting Fee	579.68	769.40	-189.72	-24.66 %	
6101 Capital Expenditures	-63,794.67	145,210.40	-209,005.07	-143.93 %	
6125 Serials	3,505.51	3,260.32	245.19	7.52 %	
6200 Programs ~ High Profile Events	11,498.70	8,325.65	3,173.05	38.11 %	
6300 Supplies	20,028.68	11,416.63	8,612.05	75.43 %	
6819 Covid 19 Expenses	0.00	1,159.95	-1,159.95	-100.00 %	
7500 Other personnel expenses	30,447.64	1,260.00	29,187.64	2,316.48 %	
8100 Non-personnel expenses	0.00	-139.96	139.96	100.00 %	
8200 Occupancy expenses	8,615.89	5,000.00	3,615.89	72.32 %	
8400 Depreciation & amortization exp	52,999.00	63,023.00	-10,024.00	-15.91 %	
8500 Misc expenses	2,319.63	5,241.86	-2,922.23	-55.75 %	
Unapplied Cash Bill Payment Expense	-1,989.00	1,089.00	-3,078.00	-282.64 %	
<b>Total Expenses</b>	<b>\$584,310.25</b>	<b>\$1,250,665.90</b>	<b>\$-666,355.65</b>	<b>-53.28 %</b>	
<b>NET OPERATING INCOME</b>	<b>\$-32,015.86</b>	<b>\$-691,205.49</b>	<b>\$659,189.63</b>	<b>95.37 %</b>	
Other Income					
6800* Unrealized gain (loss)	0.00	2,780.07	-2,780.07	-100.00 %	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$2,780.07</b>	<b>\$-2,780.07</b>	<b>-100.00 %</b>	
Other Expenses					
6800 Net Payroll	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>	
<b>NET OTHER INCOME</b>	<b>\$0.00</b>	<b>\$2,780.07</b>	<b>\$-2,780.07</b>	<b>-100.00 %</b>	
<b>NET INCOME</b>	<b>\$-32,015.86</b>	<b>\$-688,425.42</b>	<b>\$656,409.56</b>	<b>95.35 %</b>	

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

**Alice Meacham, Director**

- Massive thank you to Amanda for planning and executing the Family Summer Festival! It was an incredible event with wonderful attendance and community involvement. We are excited to make it even bigger next year.
- Summer Reading is off to an amazing start! The programs are packed, kids are excited about the prizes, and it is all a lot of fun! Special thanks to Susan Babcock for her planning!
- Aspen Discover launched Friday, July 14. All seems to be working well.
- It took longer than expected, but the copier is fully operational and taking money. I appreciate the staff and community's patience as the kinks were worked out.
- The new mobile Little Free Libraries will be ready to debut by the end of the month. More info to come on their locations.

**Susan Babcock, Children's Services**

- Summer Reading is in full swing! Our first few programs were rained/stormed out of the park, so we moved to the inside venue, Powerhouse Dance Center. I think the thunderstorms happening right at the same time as our program hurt our attendance a little but overall, it was well attended. Summer Reading (Ages 5 and up) Pirate School with David Engel was fantastic and a lot of fun. The Rubber Ducky Preschool Kick off was also fun and well attended. Drew from Tunes for Tots was amazing and engaged attendees of all ages.
- The children's room has been a lot busier. Books are flying off the shelves and kids are coming in to collect their incentives as part of the summer reading program.
- We have had some awesome Tween/Teen attendance this summer! The summer reading program for them is seeing quite a nice increase in participants.

**Circulation**

- The New Aspen catalog launched on Friday and so far, things are going well!
- The RCLS Road Trip is bringing in some new faces. It's wonderful to meet new library lovers and hear all about their experiences at various libraries within the system. I hope this becomes an annual program.

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

- We launched a new collection for music lovers – vinyl LPs and a portable record player. The items are all catalogued and on display. This is the start of offering

untraditional items to our patrons which is exciting! The literacy kits, once cataloged, will be another item in this category.

- Summer Bestsellers have been added to the shelves. These were ordered primarily in large print which our patrons like.
- Our July eblast went out to 1,226 subscribers with an open rate of 50%. You can tell that people are very interested in our Summer Reading programs because there were 24 referrals to our Event Calendar, and 18 to our Friends of Rose Memorial Library webpages.
- The Summer Family Festival added 13 new mailing list members.

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

- Programs have been going very well. Attendance has brought in over 140 patrons.
- We are still having some lower than usual numbers for our fiber arts program so we may try adjusting how many times we offer this.
- We (Samantha is helping me) are excited to start up the Book Club again! We are doing two brainstorming launch events in July to get people involved and build the club back from the ground up. In addition to picking books, we will discuss alternating a traditional book club choice with some more out-of-the-box ideas.

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

- QuickBooks Online (QBO) has been operational since June 1<sup>st</sup> and the migration from QuickBooks Desktop NonProfit Premier Edition 2020 (expired May 31<sup>st</sup>) has been successful. It was a smooth transition. It is subscription based with an annual fee. RML received half-priced for first year (\$475).
- **\$10,323.00** is the current total for the 2023 Annual Appeal Fund. 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 totaling \$450 which is included in the grand total.
- Rose Memorial Library has 3,379 registered patrons at this time.
- Outreach services during June were accessed seven (7) times through the Books By Mail Program. L.A.R.C. reimbursement has been submitted for 2Q23 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 1,667 in-person visitors, 1,375 visits to the website as well as 25 new cards. As new patrons join Rose Memorial Library, their email addresses are added to our eBlast group.
- There were three (3) requests for Notary services during June.



**ROSE MEMORIAL LIBRARY STATISTICS**  
**JUNE 2023**

	JUNE 2023	YTD 2023	JUNE 2022	YTD 2022
Registered Users	3,379	n/a	3,802	n/a
	*RCLS purge			
New Cards	25	138	16	82
Library Visitors	1,667	9,820	1,462	7,976
Public Computer Sessions	37	209	41	472
	new laptops			
Web Analytics				
Visitors	702	5,158	1,203	5,984
Number of Visits	1,375	9,681	1,852	9,495
Page Views	2,342	15,769	3,147	16,026

**PROGRAMS**

<b>ADULT</b>				
Number of Programs	19	126	0	12
Attendance	142	884	0	221
<b>CHILDREN'S</b>				
Number of Programs	Summer Reading			
Attendance	Kick-Off	2	5	27
		107	198	538
<b>TEEN/YOUNG ADULT</b>				
Number of Programs	Summer Reading			
Attendance	Kick-Off	1	1	6
		21	12	111
<b>FRIENDS SUMMER FESTIVAL~375 plus</b>				

\*\*Purged by RCLS