

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, October 18, 2023**

**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes** ~ September 2023
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: September 2023
  - b. Approval of Disbursements: September 2023
  - c. Financial Reports: September 2023
- V. Reports**
  - a. Director's Report: September 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
- VII. New Business**
  - a. Initial 2024 Budget Discussion
  - b. Fundraising brainstorm
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting***  
***November 15, 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, September 27, 2023**

**AGENDA**

- I. Call to Order**
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    - i. Marketing & Fundraising
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    - iii. Finance & Budget
    - iv. Long Range Plan Committee
    - v. Technology
- VI. Old Business**
  - a. Review of next steps for Rose Memorial Library
  - b. Review and approve updated policy drafts\*
    - i. Patron Code of Conduct Policy
    - ii. Vulnerable Person Policy
    - iii. Notary Policy
- VII. New Business**
  - a. Review and approve updated staff leave proposal - birthdays\*

**BIRTHDAY LEAVE POLICY:** Each employee is entitled to one shift's worth of leave for their birthday.

    - The employee may take such leave on any day within seven (7) days before or after the actual birthday
    - The amount of leave will be consistent with the number of hours the staff member works during an average shift.
    - The employee needs to follow all standard PTO procedures when requesting the time off.
  - b. Review and approve RCLS New ILS Software\*
  - c. Review and approve RCLS 2024 Budget\*
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting***  
***October 18, 2023, 5:30pm, Kennedy Room***

*\*motion required*

**Monthly Board Meeting Minutes  
Board of Trustees  
Rose Memorial Library Association  
September 27, 2023**

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September 27, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

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

Meeting called to order at 5:38pm by Amanda Pagan-Glass, President.

**I. Approval of Minutes\***

August 16, 2023, Monthly Meeting Minutes were reviewed. \*A motion made by Amanda Pagan-Glass, second by Christina Haigh, with unanimous Trustees' agreement to accept the August minutes.

**II. Public Comments**

No public comment.

**III. Financial Reports\***

August 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. As discussed and detailed in the Minutes of the April meeting, \$50,000 was transferred from UBS Financial Services account to the TD Bank Operations account in September to cover regular expenses. It was noted that the school budget was approved and the NRCSD tax allotment is expected the first week of October.

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

**IV. Reports ~**

**a. Director's Report:**

Alice Meacham, Library Director

- Rose Memorial Library will be at the PAL Fall Fest on Saturday, September 30<sup>th</sup>. There will be library information available as well as a nature-based art activity.



- The Bob Burghardt art is now displayed in the main library space for the community to enjoy.
- There will be a staff meeting on Tuesday, October 3<sup>rd</sup>, 8:30am to 10:30am. RML will open at 10:30am.
- Summer Reading Programs are complete. Overall numbers were slightly down for Elementary Age but up in both Preschool and Tween/Teenage groups. Susan is exploring a hybrid program for Summer 2024.
- RCLS has researched and chosen a new ILS product which will be phased in throughout 2024.
- Adult programs continue to be a huge success with 134 patrons attending the August classes. An evening yoga class has been added at the Patriot Hills Community Center. All crafts classes remain popular with watercolor leading.
- The revived Book Club is continuing to be a success.
- Karelisa attended the RCLS annual conference and created a display of the RML activities.
- The eBlast now has 1,273 subscribers with open rate of 51%.
- RML is participating in The Great Giveback through October to benefit Pets Alive and Rockland County Against Hunger.
- The 2023 Annual Appeal has reached \$10,667.00.
- In August, nearly 2,000 visits by patrons to RML.
- The Outreach Program Books By Mail continues to have strong participation.

**b. Board Reports**

- i. **Marketing & Fundraising, Amanda Pagan-Glass:** There is a Friends of Rose Memorial Library Association fundraiser, Crafts & Drafts, on Wednesday, October 25<sup>th</sup>, at Industrial Arts, tickets \$40, featuring a craft, raffle and one drink.
- ii. **Facilities & Capital Projects:** see Old Business.
- iii. **Finance & Budgets:** School Tax Allotment expected first week of October.
- iv. **Long Range Planning:** see Old Business.
- v. **Technology:** see New Business



**VI. Old Business:**

- **Next Steps: Brainstorming – Moving forward.**
  - i. There continues to be a need for a larger space to better serve the community of Stony Point. The library is the same size; however, the resident population has tripled through the years. There was a lengthy discussion of different options: building a new building from the ground up, renovating the current library to a larger space or an unknown solution.
  - ii. Amanda explored an option of building on land available on Route 9W. Although RML would be able to build on the property, the land is a long-term lease not for purchase.
  - iii. After a thorough discussion of available options, it was unanimously decided to explore the opportunity of the empty building next door to the library.
  - iv. \*Christina Haigh made a motion, second by Amanda Pagan-Glass, unanimously agreed by the Trustees, to assign \$10,000 from the Special Savings account to further explore this possibility.
- **Review & Approve Updated Policies:**
  - i. Patron Code of Conduct Policy: Alice Meacham pointed out the language which has been appropriately updated. \*Amanda Pagan-Glass made a motion to approve this policy, second by Gina Guadagnino, unanimously approved by the Trustees.
  - ii. Vulnerable Person Policy (replacing Unattended Child Policy): \*Amanda Pagan-Glass made a motion to approve this policy, second by Gina Guadagnino, unanimously approved by the Trustees.
  - iii. Notary Public Service Policy: \*Amanda Pagan-Glass made a motion to approve this policy, second by Gina Guadagnino, unanimously approved by the Trustees.

**VII. New Business – Review & Approve Agenda Items**

- Birthday Leave Policy: Each employee is entitled to one shift's worth of leave for their birthday taken within seven (7) days prior or after the actual birthday. \*Amanda Pagan-Glass made a motion to approve this policy, second by Gina Guadagnino, unanimously approved by the Trustees.

- **RCLS New ILS Software:** Alice Meacham detailed the RCLS research and unanimous decision to move to Koha during 2024. \*Christina Haigh made a motion to approve this transition, second by Amanda Pagan-Glass, unanimously approved by the Trustees.
- **RCLS 2024 Budget:** \*Christina Haigh made a motion to approve this budget, second by Amanda Pagan-Glass, unanimously approved by the Trustees.

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

IX. **Announcements:** The remainder 2023 regular monthly meeting will be as follows:

- Wednesday, October 18, 2023, 5:30pm.
  - Wednesday, November 15, 2023, 5:30pm
  - Wednesday, December 13, 2023, 5:30pm (date change)
  - Wednesday, December 13, 2023, (Annual Meeting)
- **Note:** Rose Memorial Library will be closed Sunday, December 31, 2023.

X. **Adjournment.** The meeting closed at 6:35pm with consent of all Trustees.

*The next scheduled Board Meeting is Wednesday, October 18, 2023, at 5:30pm, Rose Memorial Library, Kennedy Room*

\*motion required

Carole Gomez, RML Office Manager





# Rose Memorial Library Association

## Cash Disbursement Report

September 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
	Beginning Balance		
09/01/2023	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
09/05/2023		94.00	Weekly Revenue
09/06/2023	OPTIMUM	(245.17)	Account #07882-391439-01-2
09/06/2023	Orange & Rockland	(1,175.76)	72647-23003, (07/25 to 08/23)
09/06/2023	Veolia Water New York Inc.	(27.70)	Account #20008129710000
09/06/2023		50,000.00	Transfer from UBS
09/06/2023	Campbell Fire Protection Inc.	(240.25)	Invoice #26639
09/06/2023	Rockland Carting	(121.08)	190708, Invoice #1142142, Sept/Oct 2023
09/06/2023	KeyBank	(1,924.03)	Key Bank
09/06/2023	Midwest Tape LLC	(407.05)	Customer #2000016084; Hoopla #504148716
09/06/2023	OverDrive	(62.48)	Customer #1052-1017
09/06/2023	Staples	(127.15)	NYC 1009485, Acct. #369313, #374668
09/06/2023	Avaya Financial Services	(89.69)	Customer #2000355809
09/06/2023	DEMCO, Inc.	(112.38)	710111047, Invoice #7354539, #7349843
09/06/2023	Baker and Taylor	(527.86)	Account 320274 L449649
09/06/2023	Collaborative Summer Library Program	(183.75)	Invoice #16053 dated 04/15/2021
09/06/2023	TD Bank	(15.00)	Wire Fee for UBS Transfer
09/06/2023	Vizcarra Multiservices LLC	(760.00)	Invoice #132
09/11/2023		80.80	Weekly Revenue
09/11/2023		(15,250.00)	Payroll Ending 09/09/2023
09/13/2023	U.S. Bank Equipment Finance	(275.00)	Contract #500-0691759-000
09/13/2023	Tunes for Tots Rockland LLC	(600.00)	Four Week music classes, 09/12 to 10/03
09/13/2023	Jan Way	(375.26)	Invoice #143692
09/13/2023	Robin Ingram	(200.00)	Adult Basket Weaving 09/16/2023
09/13/2023	Baker and Taylor	(329.48)	Account 320274 L449649
09/13/2023	Frontline Data Services	(1,470.00)	Invoice #7394
09/19/2023		47.25	Weekly Revenue
09/20/2023	RCLS Automation	(350.00)	Invoice #32358, Symphony Web License
09/20/2023	DEMCO, Inc.	(69.59)	710111047, Invoice #7360860
09/20/2023	Blick Art Materials	(215.05)	Account #2428251, Invoice #1442823
09/20/2023	Liberty Public Library	(22.00)	Lost Book ~ Two Alone By Sandra Brown
09/25/2023		(15,600.00)	Payroll Period Ending 09/23/2023
09/26/2023	Ms. Pamela Ehlers	25.00	Donation
09/26/2023		50.09	Weekly Revenue
09/27/2023	Baker and Taylor	(298.31)	Account 320274 L449649
09/27/2023	Blackstone Publishing, Inc.	(32.00)	Customer ID 140854, Invoice #2120077
09/27/2023	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation
09/27/2023	OPTIMUM	(248.67)	Account #07882-391439-01-2
09/27/2023	Valerie Vendrame	(150.00)	Little Yoga - 10/04/2023
09/27/2023	Pitney Bowes Global Financial Services LL	(76.89)	Lease 10/20/2023-01/19/2024 Invoice #3318097448
09/30/2023		1.10	Interest Earned

# Rose Memorial Library Association

## Cash Disbursement Report

September 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
<b>Total for 1001 TD BUSINESS CHECKING</b>		<b>\$8,541.64</b>	

# Rose Memorial Library Association

Profit & Loss  
September 2023

	TOTAL
Income	
4014 Fundraising Income - Appeal	125.00
4015 Investment Income	2,807.30
4016 Gifts and Donations	5.35
4031 Library Charges	22.99
4032 Other Income	121.80
<b>Total Income</b>	<b>\$3,082.44</b>
GROSS PROFIT	<b>\$3,082.44</b>
Expenses	
6001 Salaries	28,660.03
6002 Benefits	2,330.67
6007 Office Postage	125.00
6010 Repairs and Maintenance	1,211.02
6015 Telecommunications	493.84
6017 Utilities	1,203.46
6019 Dues/Fees	15.00
6034 Software Licensing Fees	350.00
6045 Advertising and Promotion	29.87
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	1,917.98
6125 Serials	199.49
6200 Programs ~ High Profile Events	1,000.00
6300 Supplies	2,685.19
8200 Occupancy expenses	183.75
<b>Total Expenses</b>	<b>\$41,875.30</b>
NET OPERATING INCOME	<b>\$ (38,792.86)</b>
Other Expenses	
6800 Net Payroll	(54.84)
<b>Total Other Expenses</b>	<b>\$ (54.84)</b>
NET OTHER INCOME	<b>\$54.84</b>
NET INCOME	<b>\$ (38,738.02)</b>



# Rose Memorial Library

## Profit & Loss by Month

January - September, 2023

	TOTAL	
	JAN - SEP, 2023	JAN - SEP, 2022 (PY YTD)
<b>Income</b>		
4 Contributed support		-139.96
4001 Local Public Funds	325,000.00	325,000.00
4010 LLSWA State Aid	4,389.00	4,380.00
4014 Fundraising Income - Appeal	5,031.51	8,522.87
4015 Investment Income	21,727.74	1,750.81
4016 Gifts and Donations	101.73	352.27
4018 Friends - Income		15.00
4031 Library Charges	162.57	211.24
4032 Other Income	1,826.50	2,018.59
4039 Expense Reimbursements		11.00
5 Earned revenues		37.51
<b>Total Income</b>	<b>\$358,239.05</b>	<b>\$342,159.33</b>
<b>GROSS PROFIT</b>	<b>\$358,239.05</b>	<b>\$342,159.33</b>
<b>Expenses</b>		
6001 Salaries	283,955.85	256,123.71
6002 Benefits	27,746.15	26,188.26
6007 Office Postage	1,765.00	1,470.49
6008 Accounting & Other Prof Fees	15,989.66	7,854.04
6009 Legal	500.00	4,560.00
6010 Repairs and Maintenance	13,701.73	14,487.73
6011 Health Insurance Premiums Paid	3,346.56	9,466.86
6015 Telecommunications	2,484.28	2,306.40
6017 Utilities	10,776.04	7,957.53
6018 Insurance	7,675.94	7,343.74
6019 Dues/Fees	563.99	1,456.72
6028 Sewer Taxes	911.15	802.28
6032 RCLS ILS Service Fee	5,850.00	8,839.59
6033 Printing		210.00
6034 Software Licensing Fees	436.31	390.27
6035 Newsletters	1,194.63	4,664.63
6036 Fundraising	395.16	2,871.07
6043 Retirement 403B		-200.00
6045 Advertising and Promotion	1,021.25	63.37
6050 RCLS Service Fee	2,247.00	2,339.65
6051 Computer Technical Support	13,912.45	7,248.71
6052 New Library Website	172.95	449.76
6053 Website Hosting Fee	579.68	739.45
6101 Capital Expenditures	37,414.78	201,172.95
6125 Serials	3,301.68	3,259.87
6200 Programs ~ High Profile Events	5,919.81	8,182.42

# Rose Memorial Library

## Profit & Loss by Month

January - September, 2023

	JAN - SEP, 2023	TOTAL	JAN - SEP, 2022 (PY YTD)
6300 Supplies	15,844.06		11,246.50
7500 Other personnel expenses	500.00		15,576.92
8100 Non-personnel expenses			-139.96
8200 Occupancy expenses	758.75		13,065.89
8500 Misc expenses	1,324.00		5,197.49
<b>Total Expenses</b>	<b>\$460,288.86</b>		<b>\$625,196.34</b>
NET OPERATING INCOME	<b>\$-102,049.81</b>		<b>\$-283,037.01</b>
Other Expenses			
6800 Net Payroll	-54.84		0.00
<b>Total Other Expenses</b>	<b>\$-54.84</b>		<b>\$0.00</b>
NET OTHER INCOME	<b>\$54.84</b>		<b>\$0.00</b>
NET INCOME	<b>\$-101,994.97</b>		<b>\$-283,037.01</b>

# Rose Memorial Library Association

## Profit & Loss Prev Year Comparison

September 2022 - September 2023

	TOTAL			
	SEP 2022 - SEP 2023	SEP 2021 - SEP 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	8,339.00	5,379.00	2,960.00	55.03 %
4014 Fundraising Income - Appeal	13,481.23	17,842.54	-4,361.31	-24.44 %
4015 Investment Income	24,785.98	4,105.42	20,680.56	503.74 %
4016 Gifts and Donations	597.13	428.92	168.21	39.22 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	324.36	673.49	-349.13	-51.84 %
4032 Other Income	2,400.80	3,207.61	-806.81	-25.15 %
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>\$564,478.73</b>	<b>\$558,469.93</b>	<b>\$6,008.80</b>	<b>1.08 %</b>
<b>GROSS PROFIT</b>	<b>\$564,478.73</b>	<b>\$558,469.93</b>	<b>\$6,008.80</b>	<b>1.08 %</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	395,472.14	368,662.49	26,809.65	7.27 %
6002 Benefits	37,115.87	33,858.11	3,257.76	9.62 %
6007 Office Postage	2,472.57	2,081.86	390.71	18.77 %
6008 Accounting & Other Prof Fees	16,139.66	10,800.78	5,338.88	49.43 %
6009 Legal	1,000.00	5,195.00	-4,195.00	-80.75 %
6010 Repairs and Maintenance	20,197.63	21,425.56	-1,227.93	-5.73 %
6011 Health Insurance Premiums Paid	7,048.56	16,039.38	-8,990.82	-56.05 %
6015 Telecommunications	3,254.57	3,010.34	244.23	8.11 %
6017 Utilities	13,564.36	11,354.37	2,209.99	19.46 %
6018 Insurance	11,257.94	8,359.92	2,898.02	34.67 %
6019 Dues/Fees	1,449.99	1,879.43	-429.44	-22.85 %
6028 Sewer Taxes	911.15	802.28	108.87	13.57 %
6031 Internet Access	0.00	579.74	-579.74	-100.00 %
6032 RCLS ILS Service Fee	8,536.35	12,516.23	-3,979.88	-31.80 %
6033 Printing	0.00	295.00	-295.00	-100.00 %
6034 Software Licensing Fees	1,176.58	390.27	786.31	201.48 %
6035 Newsletters	3,056.52	7,192.84	-4,136.32	-57.51 %
6036 Fundraising	2,315.16	5,071.07	-2,755.91	-54.35 %
6043 Retirement 403B	0.00	-275.00	275.00	100.00 %
6045 Advertising and Promotion	1,179.13	98.37	1,080.76	1,098.67 %
6046 Movie Licensing Contract	440.00	0.00	440.00	



# Rose Memorial Library Association

## Profit & Loss Prev Year Comparison

September 2022 - September 2023

	TOTAL				
	SEP 2022 - SEP 2023	SEP 2021 - SEP 2022 (PY)	CHANGE	% CHANGE	
6050 RCLS Service Fee	2,276.70	2,439.60	-162.90	-6.68 %	
6051 Computer Technical Support	22,084.45	8,626.21	13,458.24	156.02 %	
6052 New Library Website	172.95	449.76	-276.81	-61.55 %	
6053 Website Hosting Fee	579.68	769.40	-189.72	-24.66 %	
6101 Capital Expenditures	-72,724.88	179,203.10	-251,927.98	-140.58 %	
6125 Serials	3,778.57	3,488.65	289.92	8.31 %	
6200 Programs ~ High Profile Events	11,320.55	11,018.41	302.14	2.74 %	
6300 Supplies	22,939.72	15,577.85	7,361.87	47.26 %	
6819 Covid 19 Expenses	0.00	1,159.95	-1,159.95	-100.00 %	
7500 Other personnel expenses	25,745.72	15,576.92	10,168.80	65.28 %	
8100 Non-personnel expenses	0.00	-139.96	139.96	100.00 %	
8200 Occupancy expenses	3,258.75	13,065.89	-9,807.14	-75.06 %	
8400 Depreciation & amortization exp	52,999.00	63,023.00	-10,024.00	-15.91 %	
8500 Misc expenses	2,368.63	5,321.86	-2,953.23	-55.49 %	
Unapplied Cash Bill Payment Expense	-1,989.00	442.00	-2,431.00	-550.00 %	
<b>Total Expenses</b>	<b>\$599,399.02</b>	<b>\$1,365,724.84</b>	<b>\$-766,325.82</b>	<b>-56.11 %</b>	
<b>NET OPERATING INCOME</b>	<b>\$-34,920.29</b>	<b>\$-807,254.91</b>	<b>\$772,334.62</b>	<b>95.67 %</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	-54.84	0.00	-54.84		
<b>Total Other Expenses</b>	<b>\$-54.84</b>	<b>\$0.00</b>	<b>\$-54.84</b>	<b>0.00%</b>	
<b>NET OTHER INCOME</b>	<b>\$54.84</b>	<b>\$2,780.07</b>	<b>\$-2,725.23</b>	<b>-98.03 %</b>	
<b>NET INCOME</b>	<b>\$-34,865.45</b>	<b>\$-804,474.84</b>	<b>\$769,609.39</b>	<b>95.67 %</b>	

# **Rose Memorial Library**

## **October 2023 Board Report**

### **Alice Meacham, Director**

- Rose Memorial had a table at the annual Stony Point PAL Fall Festival. The day started pretty slowly due to some inclement weather, but it really picked up in the afternoon. It was fun connecting with community members, sharing info about the library, and giving the kiddoes an opportunity to do some free crafts (making felt leaf and pumpkin creatures).
- Work on the 2024 budget has begun. More on this later.
- LARC (Library Association of Rockland County) is taking initial steps to reform and refocus after some time away following COVID. It is still unclear exactly what it will look like, but I have been attending meetings.

### **Susan Babcock, Children's Services**

- We have had a nice steady flow of families coming into the children's room this month. More in house programming has been added back into the schedule such as Little Yoga, Playdough, Lego will return in November. Cornell Cooperative even presented a really great program on Fall leaves. Melissa at Powerhouse has also been very accommodating for programs that need more space.

### **Circulation**

- Currently our annual Book Character Pumpkin Contest is decorating the shelves upstairs. Patrons love it and we are getting a lot of great feedback. The Discovery bags donated by the Girl Scouts have been flying off the shelves and people are really enjoying them. So far, they have been taking really good care of the items.

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

- Our last eBlast went out to 1,334 subscribers and had a 53% open rate (that's one of our best). 24 people clicked out to Eventbrite to view tickets for our upcoming Crafts and Drafts event hosted by the Friends Group.
- The Journal News did a piece on Stony Point featuring the Library and granted us rights to use the photo in our social media and website. I've updated our website photography, edited our Research page, and added a new page about our Book Club. (Website visits and time spent on site are also up).
- We marked Banned Books Week and Hispanic Heritage Month with book displays and online booklists.
- Staff have really amped up organization of the Adult/YA collection (shelf reading, cleaning shelves, shifting and weeding damaged books). Much appreciate their hard work!!



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

- We had a record number of patrons participating in our programs in September! Almost 200!
- Fiber Arts is now Fiber Arts & Crafts Circle, and it looks like we \*may\* be starting to gain a little momentum/following.
- Book Club is chugging along, and I think we have a steady group forming. However, we have had some issues acquiring books this month because we picked a book on the Best Sellers list... We are trying to streamline our holds and create a more efficient system for both patrons & circulation staff. We have also been expanding the genre of books and looking at things that are not \*as\* current.
- We had a nice Basket Weaving workshop up at the new space at the Patriot Hills Senior & Community Center. It is a nice, clean space but there may be some conflicts if they end up filling up the one space with pool/ping pong tables and furniture (which is the rumor) where there is currently Yoga & Tai Chi. So, we will cross that bridge when we get there, I guess :)
- Yoga & Tai Chi have moved up to the new space at Patriot Hills. Chair Yoga has expanded (requested by the Town – AKA Karenanne & Carl Javenes) – directly to my yoga instructor) to offer other evening classes on Wednesdays – by donation only. We still pay her \$50 per month for Chair Yoga (every week on Monday mornings), and she has agreed to expand her classes to Gentle Yoga & Stretching (5-6 on Wednesday) and Yoga Flow (more advanced, from 6:30-7:30 on Wednesdays).

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

- The Annual Appeal (including the June Newsletter tear-off) has resulted in donations totaling **\$10,818.00**. Thank you letters (used for tax deductions) are sent within 24-48 hours after receipt of the donation.
- Rose Memorial Library has 3,461 registered patrons as of September 30th.
- There were 1,692 in-person visitors, 966 visits to the website as well as 22 new cards. As new patrons join Rose Memorial Library, their email addresses are added to our e-Blast group. Use of RML computer services (one desktop and two laptops) increased to 38.
- Outreach services during September were accessed six (6) times through the Books By Mail Program. L.A.R.C. reimbursement has been submitted for 2Q23 in the amount of \$159.60. 3Q23 reimbursement for \$159.60 will be submitted shortly.
- There were four (4) requests for Notary services.
- Rose Memorial Library continues to offer Proctoring services to four school/training programs: Stanford University, Quinnipiac University, Real Estate University and Pro-Career Center.



**ROSE MEMORIAL LIBRARY STATISTICS**  
**September 2023**

	September 2023	YTD 2023	September 2022	YTD 2022
Registered Users	3,461	n/a	3,874	n/a
	<i>*RCLS purges</i>			
New Cards	22	224	18	170
Library Visitors	1,692	15,199	1,454	13,021
Public Computer Sessions	38	308	64	679
	<i>1 Desktop &amp; 2 Laptops</i>			
Web Analytics				
Visitors	966	7,704	971	8,910
Number of Visits	1,572	14,149	1,633	14,668
Page Views	7,254	30,163	2,649	24,785

**PROGRAMS**

<b>ADULT</b>				
Number of Programs	*18	76	17	63
Attendance	197	1,342	*36	355
<b>CHILDREN'S</b>				
Number of Programs	**6	151	**11	60
Attendance	131	1,215	145	1060
<b>TEEN/YOUNG ADULT</b>				
Number of Programs	1	7	0	8
Attendance	7	96	0	156
<i>*Does not include Town-sponsored Tai Chi classes</i>				
<i>**3 Cancellations due to inclement weather</i>				
<i>*Attendance @Zoom unknown</i>				
<i>**3 Cancelled due to inclement weather</i>				