

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, November 15, 2023

AGENDA

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

Next scheduled Board Meeting
December 13, 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, 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*

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
October 18, 2023**

October 18, 2023, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

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

Guest: Debbie DiBernardo

I. Meeting called to order at 5:37pm by Amanda Pagan-Glass, President.

II. Approval of Minutes*

September 27, 2023, Monthly Meeting Minutes were reviewed. *A motion made by Amanda Pagan-Glass, second by Dick Eggers, with unanimous Trustees' agreement to accept the September minutes.

III. Public Comments

Debbie DiBernardo lives in Tomkins Cove. Attending Board meetings is a requirement for a class. She has attended in the past and was interested in the progress Rose Memorial has made in reaching short-term and long-term goals.

IV. Financial Reports*

September 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. The \$200,000 School Tax allotment was received, deposited and cleared TD Bank. As discussed and detailed in the Minutes of the April meeting related to short-term investments, \$100,000 of this money will be transferred to UBS Financial Services account from the TD Bank Operations account at this time. Monies will be transferred back into TD Business Interest Checking in increments as needed to cover library expenses.

The September Cash Disbursements and Financial Reports were also discussed. *Christina Haigh made a motion, second by Gina Guadagnino, unanimous by Trustees, to accept the Financial Narrative and Reports for month of September.

V. Reports ~

a. Director's Report:

Alice Meacham, Library Director

- **Rose Memorial Library attended the PAL Fall Fest on Saturday, September 30th. There was library information available as well as a nature-based art activity. The morning was slow due to weather but it was busy in the afternoon.**
- **Rose Memorial Library will participate in "Light Up Stony Point" on December 1st. Tentative plans are to staff the library and be open to the public as well as have a giveaway.**
- **The staff meeting on Tuesday, October 3rd, 8:30am to 10:30am was very well attended. There were great discussions and information amongst the staff.**
- **L.A.R.C., Library Association of Rockland County, has held a few meetings. They are working to revitalize the organization which took a pause during the pandemic. The group has elected new officers and are discussing new goals and direction of the group.**
- **Adult programs continue to be a huge success with just under 200 patrons attending the September classes. Two evening yoga classes have been added at the Patriot Hills Community Center.**
- **The revived Book Club is continuing to be a success.**
- **Karelisa has worked with the Circulation Staff to make the shelves even more appealing to our patrons.**
- **The eBlast now has 1,334 subscribers with open rate of 53%.**
- **RML is participating in The Great Giveback through October to benefit Pets Alive and Rockland County Against Hunger.**
- **The 2023 Annual Appeal has reached \$10,818.00.**
- **In September, nearly 1,700 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 25th, at Industrial Arts, tickets \$40, featuring a craft, raffle and one drink.**

- ii. **Facilities & Capital Projects: no news.**
- iii. **Finance & Budgets: School Tax Allotment received second week of October. A portion will be transferred to UBS as a short-term investment.**
- iv. **Long Range Planning: see Old Business.**
- v. **Technology: no news**

VI. Old Business:

- **Review of Next Steps for Rose Memorial Library**
 - i. **RML's number one choice for a new location, 117 West Main St, has been sold to another party.**
 - ii. **RML's number two choice for a new location, Lee Ave. empty ambulance building, is under contract to another party.**
 - iii. **After a discussion of the minimal available options in the Town of Stony Point, it was decided to explore a few other possibilities.**
 - iv. **Alice detailed that the NY Legislature passed a bill limiting petitions to 25 signatures in order to get on the General Election ballot. It is currently on the Governor's desk for signature within ten days.**
 - v. **Capital Improvement grants may be available for the 2024 calendar year. Applications would be due next July.**

VII. New Business –

- a. **Initial 2024 Budget Discussion: Alice Meacham, Library Director, has begun working on the 2024 Budget. The COLA was announced at 3.2%. There was discussion about the amount of increase for staff, increase in hours for the Adult Programming & Outreach Coordinator and Adult Collections & Communications Librarian. She does not foresee decreases in programming, collections or general expenses. Some small adjustments will be made. The 2024 Budget will be reviewed thoroughly at the November meeting.**
- b. **Fundraising Brainstorm: Several ideas were discussed and reviewed for 2024 including, but not limited to,**
 - i. **Silent Auction**
 - ii. **Book reading by guest author**
 - iii. **Book Fair for grown-ups**
 - iv. **Summer Festival combined w/Summer Reading Kick-off.**
 - v. **Mom's night out**
 - vi. **Dine & Donate**

VIII. Executive Session*: No Executive Session.

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

- **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 6:28pm with consent of all Trustees.

The next scheduled Board Meeting is Wednesday, November 15, 2023, at 5:30pm, Rose Memorial Library, Kennedy Room

***motion required**

Carole Gomez, RML Office Manager

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

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

- Business Checking Account \$ 48,012.62
- Payroll Account \$ 1,464.15
- Business Savings Account: \$ 16,074.02
- Special Savings Account: \$ 12,864.37
- UBS Financial Services as of October 31, 2023.
 - Value as of 09/30/2023 \$644,392.37
 - Value as of 10/31/2023 \$747,464.33
 - Investment Income/Loss \$ 3,071.96

There were two payrolls in the month of October 2023 totaling \$29,863.69.

The largest expenditures (over \$500) include:

Hoopla (Midwest Tape) audio books	\$421.20
Vizcarra LLC (Diamond Shine Cleaning)	\$760.00
Orange & Rockland (8/23 to 9/25)	\$1,276.09
Frontline Data Services	\$1,470.00
Baker & Taylor Adult's Collection: 693.13, 131.48, 680.04, 250.63 Children's Collection: Teen's Collection:	\$1,701.28
Key Bank (Amazon & credit card) Adult/Teen/Children's Supplies, Social Media, DVDs, Office/Library Supplies, rental space, Storm King membership, ZOOM Annual subscription	\$1,926.99
RCLS (ILS Support Fees \$1,950.00 & Consumer Reports \$217)	\$2,167.00

PROGRAMMING:

Valerie Vendrame ("Little Yoga" 10/18)	\$150.00
Lonnie Altomonte-June yoga/meditation 11/06	\$50.00
Cornell Cooperative Extension "Leaves Are Not Litter" 10/11	\$85.00
Danielle Lafayette (Owl Drawing, Teens) 10/23, with materials	\$200.00
Christine Adams (Felting Hedwig Owl) 11/07, with materials	\$270.00

Rose Memorial Library Association

Cash Disbursement Report

October 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
Beginning Balance			
10/01/2023	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
10/02/2023		287.40	Weekly Revenue
10/04/2023	Vizcarra Multiservices LLC	(760.00)	Invoice #142
10/04/2023	Staples	(123.84)	NYC 1009485, Acct. #369313, #374668
10/04/2023	Avaya Financial Services	(89.69)	Customer #2000355809
10/04/2023	Baker and Taylor	(693.13)	Account 320274 L449649
10/04/2023	Valerie Vendrame	(150.00)	Little Yoga - 10/18/2023
10/04/2023	Midwest Tape LLC	(421.20)	Customer #2000016084; Hoopla #504429920
10/04/2023	KeyBank	(1,926.99)	Key Bank (Amazon & Credit Card)
10/04/2023	OverDrive	(56.53)	Customer #1052-1017
10/04/2023	Cornell Cooperative Extension of Rockland	(85.00)	Leaves Are Not Litter 10/11/2023
10/04/2023	Orange & Rockland	(1,276.09)	72647-23003, (08/23 to 09/25)
10/04/2023	Ms. Christine J. Buckhout	(49.00)	Staff Development reimbursement
10/04/2023	Sharp Business Systems	(110.35)	Invoice #9004521885
10/09/2023		(4,000.00)	Payroll ending 10/07/2023
10/09/2023		85.80	Weekly Revenue
10/10/2023	North Rockland Central School District	200,000.00	Deposit - NRCSD
10/11/2023	The Library Store, Inc.	(270.14)	Customer #157560, Invoice #655808
10/11/2023	Reddi Alarm & Time Systems, Inc.	(111.00)	Invoice #027402
10/11/2023	U.S. Bank Equipment Finance	(275.00)	Contract #500-0691759-000
10/11/2023	Veolia Water New York Inc.	(27.70)	Account #20008129710000
10/11/2023	Danielle Lafayette	(200.00)	Tween/Teen Art Class, 10/23/2023
10/11/2023	Frontline Data Services	(1,470.00)	Invoice #7480
10/11/2023	Baker and Taylor	(131.48)	Account 320274 L449649
10/17/2023		(12,000.00)	Return temporary transfer awaiting School Tax Funds allotment!
10/17/2023		(15,000.00)	Transfer to cover future Payroll Funds.
10/18/2023		87.10	Weekly Revenue
10/18/2023	Baker and Taylor	(680.04)	Account 320274 L449649
10/18/2023	Pitney Bowes Global Financial Services LL	(40.00)	Acct #0015905188, Invoice #1024041660
10/18/2023	RCLS Automation	(2,167.00)	Invoices #32436, #32477
10/19/2023		(100,000.00)	Short-Term Investment of School Tax
10/19/2023	TD Bank	(30.00)	Wire Fee for UBS Transfer
10/23/2023		(16,150.00)	Payroll Ending 10/21/2023
10/23/2023		13.85	Weekly Revenue
10/25/2023	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation - November 2023
10/25/2023	Christine Adams	(270.00)	Teen Felting Class 11/07/2023
10/25/2023	OPTIMUM	(249.56)	10/23 - 11/22 Account #07882-391439-01-2
10/25/2023	Blick Art Materials	(91.91)	Account #2428251, Invoice #1686852

Rose Memorial Library Association

Cash Disbursement Report

October 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
10/25/2023	Baker and Taylor	(250.63)	Account 320274 L449649
10/30/2023		27.35	Weekly Revenue
10/31/2023		3.41	Interest Earned
Total for 1001 ID BUSINESS CHECKING		\$41,173.63	

Rose Memorial Library Association

Monthly Profit & Loss

October 2023

	TOTAL
Income	
4001 Local Public Funds	200,000.00
4014 Fundraising Income - Appeal	250.00
4015 Investment Income	3.73
4016 Gifts and Donations	0.55
4032 Other Income	250.95
Total Income	\$200,505.23
GROSS PROFIT	\$200,505.23
Expenses	
6001 Salaries	29,863.69
6002 Benefits	2,436.78
6007 Office Postage	165.00
6010 Repairs and Maintenance	960.69
6015 Telecommunications	249.56
6017 Utilities	1,303.79
6019 Dues/Fees	30.00
6032 RCLS ILS Service Fee	1,950.00
6045 Advertising and Promotion	29.87
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	2,811.24
6200 Programs ~ High Profile Events	1,454.70
6300 Supplies	1,657.43
8200 Occupancy expenses	50.00
8500 Misc expenses	49.00
Total Expenses	\$44,481.75
NET OPERATING INCOME	\$156,023.48
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$156,023.48

Rose Memorial Library

Profit & Loss Comparison

October 2023

	TOTAL		
	OCT 2023	JAN - OCT, 2023 (YTD)	JAN - OCT, 2022 (PY YTD)
Income			
4 Contributed support			-139.96
4000 Tax Levy		325,000.00	
4001 Local Public Funds	200,000.00	200,000.00	525,000.00
4010 LLSWA State Aid		4,389.00	4,380.00
4014 Fundraising Income - Appeal	250.00	5,281.51	9,754.34
4015 Investment Income	3.73	21,731.47	1,759.88
4016 Gifts and Donations	0.55	102.28	353.87
4018 Friends - Income			15.00
4031 Library Charges		162.57	338.58
4032 Other Income	250.95	2,077.45	2,187.34
4039 Expense Reimbursements			11.00
5 Earned revenues			37.51
Total Income	\$200,505.23	\$558,744.28	\$543,697.56
GROSS PROFIT	\$200,505.23	\$558,744.28	\$543,697.56
Expenses			
6001 Salaries	29,863.69	313,819.54	282,804.31
6002 Benefits	2,436.78	30,182.93	28,434.05
6007 Office Postage	165.00	1,930.00	1,595.49
6008 Accounting & Other Prof Fees		15,989.66	7,854.04
6009 Legal		500.00	4,560.00
6010 Repairs and Maintenance	960.69	14,662.42	15,337.42
6011 Health Insurance Premiums Paid		3,346.56	10,392.36
6015 Telecommunications	249.56	2,733.84	2,562.93
6017 Utilities	1,303.79	12,079.83	9,156.56
6018 Insurance		7,675.94	7,343.74
6019 Dues/Fees	30.00	593.99	1,521.72
6028 Sewer Taxes		911.15	802.28
6032 RCLS ILS Service Fee	1,950.00	7,800.00	11,525.94
6033 Printing			210.00
6034 Software Licensing Fees		436.31	780.54
6035 Newsletters		1,194.63	6,264.63
6036 Fundraising		395.16	2,871.07
6043 Retirement 403B			-200.00
6045 Advertising and Promotion	29.87	1,051.12	63.37
6050 RCLS Service Fee		2,247.00	2,369.35
6051 Computer Technical Support	1,470.00	15,382.45	7,391.21
6052 New Library Website		172.95	449.76
6053 Website Hosting Fee		579.68	739.45
6101 Capital Expenditures	2,811.24	40,226.02	230,577.19
6125 Serials		3,301.68	3,537.76

Rose Memorial Library

Profit & Loss Comparison

October 2023

	TOTAL		
	OCT 2023	JAN - OCT, 2023 (YTD)	JAN - OCT, 2022 (PY YTD)
6200 Programs ~ High Profile Events	1,454.70	7,374.51	9,632.04
6300 Supplies	1,657.43	17,501.49	12,388.64
7500 Other personnel expenses		500.00	17,296.92
8100 Non-personnel expenses			-139.96
8200 Occupancy expenses	50.00	808.75	13,065.89
8500 Misc expenses	49.00	1,324.00	5,197.49
Total Expenses	\$44,481.75	\$504,721.61	\$696,386.19
NET OPERATING INCOME	\$156,023.48	\$54,022.67	\$ -152,688.63
Other Expenses			
6800 Net Payroll	0.00	-54.84	0.00
Total Other Expenses	\$0.00	\$ -54.84	\$0.00
NET OTHER INCOME	\$0.00	\$54.84	\$0.00
NET INCOME	\$156,023.48	\$54,077.51	\$ -152,688.63

Rose Memorial Library

Profit & Loss YTD

January - October, 2023

	TOTAL	
	JAN - OCT, 2023	JAN - OCT, 2022 (PY YTD)
Income		
4 Contributed support		-139.96
4000 Tax Levy	325,000.00	
4001 Local Public Funds	200,000.00	525,000.00
4010 LLSWA State Aid	4,389.00	4,380.00
4014 Fundraising Income - Appeal	5,281.51	9,754.34
4015 Investment Income	21,731.47	1,759.88
4016 Gifts and Donations	102.28	353.87
4018 Friends - Income		15.00
4031 Library Charges	162.57	338.58
4032 Other Income	2,077.45	2,187.34
4039 Expense Reimbursements		11.00
5 Earned revenues		37.51
Total Income	\$558,744.28	\$543,697.56
GROSS PROFIT	\$558,744.28	\$543,697.56
Expenses		
6001 Salaries	313,819.54	282,804.31
6002 Benefits	30,182.93	28,434.05
6007 Office Postage	1,930.00	1,595.49
6008 Accounting & Other Prof Fees	15,989.66	7,854.04
6009 Legal	500.00	4,560.00
6010 Repairs and Maintenance	14,662.42	15,337.42
6011 Health Insurance Premiums Paid	3,346.56	10,392.36
6015 Telecommunications	2,733.84	2,562.93
6017 Utilities	12,079.83	9,156.56
6018 Insurance	7,675.94	7,343.74
6019 Dues/Fees	593.99	1,521.72
6028 Sewer Taxes	911.15	802.28
6032 RCLS ILS Service Fee	7,800.00	11,525.94
6033 Printing		210.00
6034 Software Licensing Fees	436.31	780.54
6035 Newsletters	1,194.63	6,264.63
6036 Fundraising	395.16	2,871.07
6043 Retirement 403B		-200.00
6045 Advertising and Promotion	1,051.12	63.37
6050 RCLS Service Fee	2,247.00	2,369.35
6051 Computer Technical Support	15,382.45	7,391.21
6052 New Library Website	172.95	449.76
6053 Website Hosting Fee	579.68	739.45
6101 Capital Expenditures	40,226.02	230,577.19
6125 Serials	3,301.68	3,537.76

Rose Memorial Library

Profit & Loss YTD

January - October, 2023

	TOTAL	
	JAN - OCT, 2023	JAN - OCT, 2022 (PY YTD)
6200 Programs ~ High Profile Events	7,374.51	9,632.04
6300 Supplies	17,501.49	12,388.64
7500 Other personnel expenses	500.00	17,296.92
8100 Non-personnel expenses		-139.96
8200 Occupancy expenses	808.75	13,065.89
8500 Misc expenses	1,324.00	5,197.49
Total Expenses	\$504,721.61	\$696,386.19
NET OPERATING INCOME	\$54,022.67	\$-152,688.63
Other Expenses		
6800 Net Payroll	-54.84	0.00
Total Other Expenses	\$-54.84	\$0.00
NET OTHER INCOME	\$54.84	\$0.00
NET INCOME	\$54,077.51	\$-152,688.63

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

November 2022 - October 2023

	TOTAL			
	NOV 2022 - OCT 2023	NOV 2021 - OCT 2022 (PY)	CHANGE	% CHANGE
Income				
4 Contributed support	0.00	-139.96	139.96	100.00 %
4000 Tax Levy	325,000.00	0.00	325,000.00	
4001 Local Public Funds	200,000.00	525,000.00	-325,000.00	-61.90 %
4010 LLSWA State Aid	4,389.00	5,379.00	-990.00	-18.40 %
4014 Fundraising Income - Appeal	12,344.76	17,804.01	-5,459.25	-30.66 %
4015 Investment Income	24,775.27	1,816.05	22,959.22	1,264.24 %
4016 Gifts and Donations	571.16	372.17	198.99	53.47 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	191.92	635.53	-443.61	-69.80 %
4032 Other Income	2,331.55	2,609.79	-278.24	-10.66 %
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 %
Total Income	\$559,153.89	\$555,449.50	\$3,704.39	0.67 %
GROSS PROFIT	\$559,153.89	\$555,449.50	\$3,704.39	0.67 %
Expenses				
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	372,474.05	342,473.16	30,000.89	8.76 %
6002 Benefits	35,095.31	31,748.84	3,346.47	10.54 %
6007 Office Postage	2,342.57	2,093.66	248.91	11.89 %
6008 Accounting & Other Prof Fees	16,139.66	10,800.78	5,338.88	49.43 %
6009 Legal	500.00	4,695.00	-4,195.00	-89.35 %
6010 Repairs and Maintenance	19,082.81	19,656.53	-573.72	-2.92 %
6011 Health Insurance Premiums Paid	5,197.56	15,437.42	-10,239.86	-66.33 %
6015 Telecommunications	2,990.37	2,931.71	58.66	2.00 %
6017 Utilities	13,644.77	10,516.66	3,128.11	29.74 %
6018 Insurance	11,257.94	8,359.92	2,898.02	34.67 %
6019 Dues/Fees	814.99	1,828.12	-1,013.13	-55.42 %
6028 Sewer Taxes	911.15	802.28	108.87	13.57 %
6031 Internet Access	0.00	144.32	-144.32	-100.00 %
6032 RCLS ILS Service Fee	7,800.00	11,525.94	-3,725.94	-32.33 %
6033 Printing	0.00	295.00	-295.00	-100.00 %
6034 Software Licensing Fees	786.31	780.54	5.77	0.74 %
6035 Newsletters	1,456.52	7,314.63	-5,858.11	-80.09 %
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	1,176.63	63.37	1,113.26	1,756.76 %
6046 Movie Licensing Contract	440.00	0.00	440.00	

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

November 2022 - October 2023

	TOTAL				
	NOV 2022 - OCT 2023	NOV 2021 - OCT 2022 (PY)	CHANGE	% CHANGE	
6050 RCLS Service Fee	2,247.00	2,369.35	-122.35	-5.16 %	
6051 Computer Technical Support	19,167.45	8,056.21	11,111.24	137.92 %	
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	-124,945.11	198,863.90	-323,809.01	-162.83 %	
6125 Serials	3,301.68	3,766.54	-464.86	-12.34 %	
6200 Programs ~ High Profile Events	10,242.26	9,853.03	389.23	3.95 %	
6300 Supplies	20,877.05	13,661.41	7,215.64	52.82 %	
6819 Covid 19 Expenses	0.00	999.00	-999.00	-100.00 %	
7500 Other personnel expenses	14,410.72	17,296.92	-2,886.20	-16.69 %	
8100 Non-personnel expenses	0.00	-139.96	139.96	100.00 %	
8200 Occupancy expenses	808.75	13,065.89	-12,257.14	-93.81 %	
8400 Depreciation & amortization exp	52,999.00	63,023.00	-10,024.00	-15.91 %	
8500 Misc expenses	2,288.63	5,321.86	-3,033.23	-57.00 %	
Unapplied Cash Bill Payment Expense	-1,989.00	0.00	-1,989.00		
Total Expenses	\$494,586.86	\$1,349,959.42	\$ -855,372.56	-63.36 %	
NET OPERATING INCOME	\$64,567.03	\$ -794,509.92	\$859,076.95	108.13 %	
Other Income					
6800* Unrealized gain (loss)	0.00	2,780.07	-2,780.07	-100.00 %	
Total Other Income	\$0.00	\$2,780.07	\$ -2,780.07	-100.00 %	
Other Expenses					
6800 Net Payroll	-54.84	0.00	-54.84		
Total Other Expenses	\$ -54.84	\$0.00	\$ -54.84	0.00%	
NET OTHER INCOME	\$54.84	\$2,780.07	\$ -2,725.23	-98.03 %	
NET INCOME	\$64,621.87	\$ -791,729.85	\$856,351.72	108.16 %	

Rose Memorial Library

November 2023 Board Report

Alice Meacham, Director

- One of the Little Free Libraries has been delivered to Farley Elementary School. It will be decorated by their art club, then permanently placed at the school for student and family access in early 2024.
- The 2024 Budget is ready for approval.
- The 2024 Annual Appeal will be going out to the community at the beginning of December.

Susan Babcock, Children's Services

- Programs were buzzing in October! Our annual Book Character Pumpkin Contest was once again a success with 23 entries and over 120 people voted for our winners. Top vote getters were given Barnes and Noble gift cards for \$25, \$15 and \$10. The remaining entries received a \$5 gift card. We may make a few changes next year!
- Little Yoga went very well, and many are asking for us to bring it back in 2024 so January we will do a four-week session.
- An order was recently placed for a new type of Book for the collection called VOX books. Vox books have a permanently attached "vox reader" that transforms a book into an all-in-one read-a-long. These will be great for beginners, as well as struggling readers and ESL learners. They are pricey but I think they will be popular.
- The Discovery bags donated by the Girl Scouts continue to be a hot check out item.

Circulation

- Symphony web continues to create challenges in our circulation with small glitches. We often find items aren't checked in properly, lag time when checking out patrons and a few other minor issues. I think we are all looking forward to the new ILS coming in 2024. RCLS is beginning the process by having us put staff in place to become trainers on the system.

Karelisa Kimmel, Adult Collections and Communications Librarian

- We've been promoting Books To Broadway with an ad running on Facebook, and asked RCLS to share on their socials and eNews as well. There is also a page on our website with more info.

- We collected three boxes of food for this year's Great Giveback, which were dropped off in Congers for Rockland Community Against Hunger. We're onto Toys for Tots! We have a generous community!
- I did some ordering to fill in gaps in our collection for Indigenous authors (we are marking Native American Heritage Month and Veterans' Voices in the library this month).
- We are preparing for a Winter print newsletter to mail out early January. Some content we are brainstorming is a full page for giving, highlights from our Annual Report; Book Club selections through 2024; and programming/service/staff achievements.
- The October eBlast went out to 1,286 subscribers with an open rate of 54%. Seventy seven (77) people visited the events calendar, and eight (8) checked out the book for Book Club in our catalog.

Joy Buckhout, Adult Programming and Outreach Coordinator

- We had over 160 patrons attend programming for October.
- The newly framed "Fiber Arts & Craft Circle" has started to gain traction and more people are coming with various craft projects they want to finish up while also getting a chance to socialize.
- Herbal Arts workshops have also been gaining some momentum! Specifically, the "how to make" programs are popular (we have our first "sold out" program this month), but attendance for the wellness talks has also started to pick up steam.
- Book Club has remained at steady numbers (8 in October; 10 in November) and we are having nice and robust discussions! Next month, for December, we will be having a holiday potluck gathering under the veil of a cookbook share. We have already set the books and meeting times for all of 2024 and there is general excitement in the group.
- Yoga has also gained a loyal following (Chair Yoga is specifically sponsored by the library). However, Lonnie has also started to offer donation-only classes: Gentle Yoga – for beginners, and Yoga Flow – for more advanced practitioners. If there are any more issues with the senior group or if they move pool tables, game tables or lounge furniture into that space without creating more space somewhere else, we may need to pay for renting space at Powerhouse or some other facility. Rumor is that Kirkbride Hall is being improved for this purpose.
- We are looking forward to another great showing for "Light Up Stony Point"

Carole Gomez, Office Manager/Bookkeeper

- The 2023 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.
- RML is preparing to send out the 2024 Annual Appeal to arrive in homes on/around December 1st.
- The KeyBank Business Credit Card offers Rewards Points. RML received a \$150 Statement Credit toward the latest invoice dated 10/28/2023. This makes a total of \$750 redeemed since October 2022.
- Rose Memorial Library has 3,480 registered patrons as of October 31st.
- There were 1,760 in-person visitors, 854 visitors to the website totaling 1,463 visits resulting in 4,859 page views. Twenty-two (22) new cards were issued. 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) totaled 21. Many patrons bring their own laptops enjoying RML WiFi services.
- Outreach services during October 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. 3Q23 reimbursement for \$159.60 will be submitted shortly.
- There were thirteen (13) 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

October 2023

	October 2023	YTD 2023	October 2022	YTD 2022
Registered Users	3,480	n/a	3,888	n/a
	*RCLS purges			
New Cards	22	246	22	192
Library Visitors	1,760	16,959	1,702	14,723
Public Computer Sessions	21	308	58	737
	1 Desktop & 2 Laptops			
Web Analytics				
Visitors	854	8,558	861	9,771
Number of Visits	1,463	15,612	1,616	16,284
Page Views	4,859	35,022	2,700	27,485

PROGRAMS

ADULT				
Number of Programs	**22	98	**21	80
Attendance	**163	1,505	101	456
CHILDREN'S				
Number of Programs	**12	163	5	65
Attendance	168	1,383	73	1133
TEEN/YOUNG ADULT				
Number of Programs	2	9	0	8
Attendance	20	116	0	156
*Does not include 12 Town-sponsored Tai Chi & Yoga classes				
**3 Cancellations due to inclement weather				
**4 Cancelled due to inclement weather				

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
INCOME		2022 Updated Final	2023 Proposed	2024 Proposed		
4000	Tax Levy					
	North Rockland School District	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00	
4001	Public Funds					
	Town of Stony Point	\$325,000.00	\$325,000.00	\$325,000.00	\$0.00	
4010	Local Library Services Aid (LLSA)					
	State Aid					
4010	Local Library Services Aid	\$4,300.00	\$4,389.00	\$4,389.00	\$0.00	
4011	Grants & Aid	\$0.00	\$0.00		\$0.00	
	Other Grants	\$0.00	\$0.00		\$0.00	
4014	Fundraising Income	\$8,000.00	\$7,500.00	\$10,000.00	\$2,500.00	
	Annual Appeal					
4040	Monthly e-newsletter and quarterly	\$2,500.00	\$3,500.00	\$1,000.00	-\$2,500.00	
4049	Books & Brews, Golf Tournament	\$7,500.00	\$3,500.00	\$3,500.00	\$0.00	
4042	Online Donation	\$500.00	\$750.00	\$500.00	-\$250.00	
4051	Donations - Adult Programs	\$250.00	\$0.00	\$100.00	\$100.00	
4016	Gifts & Donations					
	Miscellaneous Donations					
4018	Friends Income					
	Friends Income Other					
4044	Friends Raffles	\$500.00	\$500.00	\$500.00	\$0.00	
4046	Friend's Fundraiser					

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
4031	Library Charges					
4031	Fines	\$500.00	\$350.00	\$150.00	-\$150.00	
4032 & 4060	Other Income - Photocopier, etc					
4032	Other Income - Photocopier, Fax	\$1,500.00	\$2,000.00	\$2,500.00	\$500.00	
4032	LARC Reimbursements	\$700.00	\$700.00	\$700.00	\$0.00	
4060	Insurance Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	
4033 & 4034	Investment Income					
4015	Investment Income - Other	\$20,000.00	\$20,000.00	\$30,000.00	\$10,000.00	
4033	Interest Income	\$500.00	\$500.00	\$0.00	-\$500.00	Absorbed into general line 4015.
4034	Dividend Income	\$400.00	\$400.00	\$0.00	-\$400.00	
4035	Gain/Loss on Sale	\$500.00	\$500.00	\$0.00	-\$500.00	
4036	Other Investment Related Income	\$500.00	\$500.00	\$0.00	-\$500.00	
3998	Fund Balance Appropriation					
3998	Operating Budget		\$29,911.00			
	Large Projects					
TOTAL REVENUE		\$573,150.00	\$600,000.00	\$575,889.00	-\$24,111.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
EXPENSES						
6001	Salaries					
	Staff Salaries	\$334,545.00	\$374,929.00	\$397,621.00	\$22,702.00	5% raise for staff (not including Director)
6002	Benefits					
	Social Security	\$22,822.00	\$23,000.00	\$24,000.00	\$178.00	
	Medicare	\$5,381.00	\$5,400.00	\$5,420.00	\$20.00	
	Worker's Compensation Insurance	\$2,600.00	\$2,642.00	\$2,604.00	-\$38.00	
	PFLA	-				
	Disability	\$1,250.00	\$1,250.00	\$1,250.00	\$0.00	
6004	Travel Reimbursement					
	Other Mileage for Library Business	\$350.00	\$150.00	\$50.00	-\$100.00	
6007	Postage - Office					
	Postage Machine	\$1,500.00	\$1,500.00	\$2,000.00	\$500.00	
	Additional Postage	\$500.00	\$500.00	\$500.00	\$0.00	
6008	Accounting & Prof Fees					
	Accounting	\$0.00	\$0.00	\$0.00	\$0.00	
	Auditor	\$7,854.00	\$7,900.00	\$8,500.00	\$600.00	Board elected to do a full audit
	Quickbooks Online			\$1,000.00	\$1,000.00	Software had to be replaced in 2023
6009	Legal Fees					
	(Quarterly retainer \$500)	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	
	Billable Expenses	\$250.00	\$250.00	\$250.00	\$0.00	
6011	Health Insurance					
	Reimbursement for 1 member	\$13,731.00	\$13,731.00	\$5,585.00	-\$8,146.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
6013	Office and Library Supplies					
6013	Library Supplies	\$2,000.00	\$1,500.00	\$1,750.00	\$250.00	
6027	Office Supplies	\$5,500.00	\$4,750.00	\$4,500.00	-\$250.00	
6014	Equipment - Repairs & Maintenance					
	Avaya	\$1,080.00	\$700.00	\$1,000.00	\$300.00	
	Optima	\$275.00	\$0.00	\$0.00	\$0.00	
6015	Telecommunications					
	Optimum	\$3,118.00	\$1,414.00	\$3,312.00	\$1,898.00	
6017	Utilities - 79 East Main (Library)					
	Veolia (formerly Suez)	\$360.00	\$360.00	\$360.00	\$0.00	
	Orange & Rockland	\$8,750.00	\$10,000.00	\$14,000.00	\$4,000.00	
6018	Property Insurance					
	Price, Capell & Assoc. Inc.	\$5,720.00	\$5,393.00	\$5,683.00	\$290.00	
	Umbrella	\$907.00	\$942.00	\$1,027.00	\$85.00	
	Automobile	\$450.00	\$175.00	\$175.00	-\$275.00	
6019	Dues, Fees					
	North Rockland Chamber of Commerce	\$50.00	\$0.00	\$0.00	\$0.00	
	North Rockland Rotary	\$200.00	\$200.00	\$0.00	-\$200.00	
	NYS Library Trustees	\$75.00	\$0.00	\$0.00	-\$75.00	
	Amazon Membership	\$69.00	\$195.00	\$195.00	\$0.00	
	NYLA Memberships	\$300.00	\$300.00	\$90.00	-\$210.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
	ALA Membership	\$0.00	\$0.00	\$0.00	\$0.00	
	Rockland Women's Business Network	\$195.00	\$0.00	\$0.00	\$0.00	
	LARC memberships	\$0.00	\$0.00	\$0.00	\$0.00	
6020	Custodial Supplies	\$900.00	\$900.00	\$500.00	-\$400.00	
6021	Conferences					
	Registration	-	\$0.00	\$0.00	\$0.00	
	Hotel	-	\$0.00	\$0.00	\$0.00	
	Meals and Incidental Expenses	-	\$0.00	\$0.00	\$0.00	
	Travel	-	\$0.00	\$0.00	\$0.00	
	Fall Into Books					
	Registration	\$70.00	\$30.00	\$30.00	\$0.00	
	Mileage	\$45.00	\$0.00	\$0.00	\$0.00	
6022	Fixed Assets & Improvements					
	Computer Equipment	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	
	Other	\$2,000.00	\$1,200.00		-\$800.00	
6023	Payroll and Timekeeping Fees					
	Employee Timekeeping and Payroll Processing	\$2,500.00	\$3,250.00	\$3,750.00	\$500.00	
6024	Bank Charges	150	\$150.00	\$150.00	\$0.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
	Investment Fees (Merrill Lynch)	300	\$0.00	\$0.00	-\$300.00	moved to UBS
	Late fees etc	75	\$75.00	\$75.00	\$0.00	
6028	Property Tax					
	Sewer Tax Library	\$700.00	\$815.00	\$1,000.00	\$185.00	
6029	Grounds Maintenance					
	Groundskeeping	\$3,000.00	\$3,350.00	\$3,200.00	-\$150.00	
6406	Salting (\$85 per day)	\$1,500.00	\$1,500.00	\$1,000.00	-\$500.00	
6030	Building Repairs & Maintenance					
6016	Roof repairs - Quatrochi - Gutters					
6405	Building Cleaning	\$9,200.00	\$9,880.00	\$9,880.00	\$0.00	
6030	Carpet Cleaning	\$500.00	\$0.00	\$850.00	\$850.00	
6030	Window Washing	\$200.00	\$0.00	\$0.00	\$0.00	
6030	Heat & AC	\$400.00	\$525.00	\$525.00	\$125.00	Annual service at \$525
6030	Electrical service	\$500.00	\$500.00	\$500.00	\$0.00	
6030	Sanitation	\$660.00	\$660.00	\$750.00	\$90.00	
6030	Plumbing	\$400.00	\$400.00	\$400.00	\$0.00	
6030	Alarms & Locksmith	\$450.00	\$600.00	\$750.00	\$150.00	Increase in biannual service charge
6030	Fire Protection	\$280.00	\$280.00	\$280.00	\$0.00	
6030	General	\$3,811.00	\$7,987.00			
6031	Internet Access					
	Internet Access	-				
6032	ANSER Service Fees					
	Workstations and Usage	\$10,670.00	\$0.00	\$0.00	\$0.00	Transition to independent IT services via Frontline

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
	Scanner	\$0.00	\$0.00	\$0.00	\$0.00	
	Telecom	\$1,561.00	\$0.00	\$0.00	\$0.00	
	ILS Fee		\$7,800.00	\$8,390.00	\$590.00	
6034	Software Licensing Fees					
	Deep Freeze (10 licenses)public	-	\$790.00	\$790.00	\$0.00	
	Evanced	\$1,475.00	\$1,535.00	\$2,500.00	\$965.00	Demco is sunsetting Evanced, so we will be moving to a new product. It will include a one-time set up fee.
	Microsoft 365	\$117.00	\$120.00	\$228.00	\$108.00	RCLS is requiring MFA for all email accounts
	Symphony Web Licenses		\$448.00	\$448.00	\$0.00	
6035	Newsletter					
6035	Star Press	\$4,135.00	\$1,065.00	\$1,200.00	\$135.00	4 page bi-annual newsletter
6037	Postage	\$1,900.00	\$1,780.00	\$780.00	-\$1,000.00	
6036	Fundraising					
	Fundraising Printing	\$1,800.00	\$500.00	\$500.00	\$0.00	
	Fundraising Event Costs	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	
	Advertising & Misc	\$600.00	\$300.00	\$300.00	\$0.00	
6038	Fundraising Postage	\$575.00	\$550.00	\$550.00	\$0.00	
6041	Equipment Rental					
	Copier	\$400.00	\$3,240.00	\$3,240.00	\$0.00	New multifunctional machine which includes fax, print, color, cc machine, airprint, toner, parts, and service. \$270/mo for 60 months
	Postage Machine	\$240.00	\$240.00	\$300.00	\$60.00	
6043	Retirement	\$200.00	\$200.00	\$200.00	\$0.00	
	403B					

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
6045	Advertising & Promotion					
	Advertising	\$500.00	\$100.00	\$100.00	-\$400.00	
	Printing flyers etc	\$1,300.00	\$300.00	\$350.00	\$50.00	
	Programs	\$500.00	\$0.00	\$0.00	\$0.00	
	Social Media Promotions	\$200.00	\$100.00	\$400.00	\$300.00	
	Promotional Items	\$1,213.00	\$1,200.00	\$750.00	-\$450.00	
6046	Movie & Software Licensing					
	MPLC	\$0.00	\$0.00		\$0.00	
	Movie Licensing USA	\$0.00	\$440.00	\$0.00	-\$440.00	
6047	Employment Advertising					
		\$100.00	\$100.00	\$100.00	\$0.00	
6050	RCLS Service Fee					
		\$2,281.00	\$2,247.00	\$2,274.00	\$27.00	
6051	Computer Technical Support					
	IT	\$6,500.00	\$17,640.00	\$17,640.00	\$0.00	Frontline will be fully supporting RML as we are going IT independent from RCLS.
6052	Library Website					
	Rockland Web Design (Tom Ossa)	\$500.00	\$500.00	\$500.00	\$0.00	
6053	Website Hosting					
	Annual website hosting	\$600.00	\$600.00	\$600.00	\$0.00	
	Library Materials					

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
6100	Books					
	Adult Books	\$18,850.00	\$18,000.00	\$18,000.00	\$0.00	
	Express Books	\$0.00	\$0.00	\$0.00	\$0.00	
	Children's Books	\$7,500.00	\$7,250.00	\$7,250.00	\$0.00	
	YA Books	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	
6115	Audio Books	\$1,990.00	\$1,000.00	\$1,000.00	\$0.00	
6120	Music - CDs	\$480.00	\$0.00	\$0.00	\$0.00	
6130	DVDs	\$4,500.00	\$3,500.00	\$3,000.00	-\$500.00	
6161	Video Games	\$1,850.00	\$1,850.00	\$1,850.00	\$0.00	
6125	Serials (Paper copies)					
	Popular Subscription Service	\$1,300.00	\$1,130.00	\$1,150.00	\$20.00	
	Journal News	\$1,982.00	\$1,500.00	\$1,600.00	\$100.00	
	Hornbook	\$0.00	\$0.00	\$0.00	\$0.00	
	Publisher's Weekly	\$0.00	\$199.00	\$199.00	\$0.00	
	New York Times	\$950.00	\$1,066.00	\$1,066.00	\$0.00	
6140	Serials (magazine) electronic					
	Hoopla	\$2,400.00	\$2,600.00	\$4,000.00	\$1,400.00	
	Kanopy	\$200.00	\$400.00	\$400.00	\$0.00	
6141	Electronic Books (E-books)					
	RCLS shared content	\$3,559.00	\$3,559.00	\$3,559.00	\$0.00	
	Local purchases by RML	\$700.00	\$700.00	\$700.00	\$0.00	
	Consumer Reports	\$874.00	\$892.00	\$892.00	\$0.00	2% increase
6170	Grant Expenditures					
6200	Programs					
6210	Adult Program Fees	\$5,250.00	\$3,250.00	\$1,250.00	-\$2,000.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
6215	Young Adult Program Fees	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00	
6220	Children's Program Fees	\$4,250.00	\$2,700.00	\$2,700.00	\$0.00	
6251	Summer Reading Program Fees - Childrens	\$3,050.00	\$2,700.00	\$2,700.00	\$0.00	
6253	Summer Reading Program Fees - Young Adult	\$500.00	\$400.00	\$400.00	\$0.00	
6200	High Profile Events	\$2,500.00	\$1,250.00	\$1,250.00	\$0.00	
6225	Museum Passes					
	Storm King Art Center	\$125.00	\$125.00	\$250.00	\$125.00	
	Mohonk Preserve		\$150.00	\$0.00	-\$150.00	
	Amer Museum Natural History	\$250.00	\$250.00	\$250.00	\$0.00	
	Hudson Highlands Nature		\$100.00	\$100.00	\$100.00	
	Empire Pass	\$100.00	\$100.00	\$100.00	\$0.00	
6300	Program Supplies					
6301	Program Supplies - Adult	\$1,750.00	\$750.00	\$2,750.00	\$2,000.00	
6302	Program Supplies - Children	\$2,100.00	\$1,600.00	\$1,600.00	\$0.00	
6304	Program Supplies - Young Adult	\$1,550.00	\$550.00	\$550.00	\$0.00	
6252	Summer Reading Expenses - Children	\$1,200.00	\$800.00	\$800.00	\$0.00	
6254	Summer Reading Expenses - YA	\$750.00	\$500.00	\$500.00	\$0.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Proposed	Change for 2024	Note
8500	Miscellaneous Expenses					
8540	Staff Development	\$1,250.00	\$1,250.00	\$1,250.00	\$0.00	
8590	Other Branding Standards & Rebranding	\$6,000.00	\$0.00	\$0.00	\$0.00	
8210	Rental			\$1,500.00	\$1,500.00	Rental of off-site spaces for programming.
Total Expenses		\$573,150.00	\$600,199.00	\$618,268.00	\$31,273.00	