

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, December 13, 2023**

**AGENDA**

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

***Next scheduled Board Meeting***  
***January 17, 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, 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*

**Monthly Board Meeting Minutes**  
**Board of Trustees**  
**Rose Memorial Library Association**  
**November 15, 2023**

---

November 15, 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

I. Meeting called to order at 5:32pm by Amanda Pagan-Glass, President.

II. Approval of Minutes\*

October 18, 2023 Monthly Meeting Minutes were reviewed. \*A motion made by Dick Eggers, second by Gina Guadagnino, with unanimous agreement by all Trustees to accept the October minutes.

III. Public Comments ~ no public comments

IV. Financial Reports\*

October 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. As agreed at the October meeting, \$100,000 was transferred to UBS as a short-term investment. \$50,000 will be transferred back into TD Business Interest Checking December 4th, 2023 to cover library expenses.

The October Cash Disbursements and Financial Reports were also discussed. Using Key Bank Credit Card Rewards Points, RML redeemed a \$150 statement credit for a total of \$750 in credits this past year.

\*Dick Eggers made a motion, second by Amanda Pagan-Glass, unanimous by Trustees, to accept the Financial Narrative and Reports for month of October.

V. Reports ~

a. Director's Report:

Alice Meacham, Library Director

- One of the Little Free Libraries has been donated to Farley Elementary School. After it is decorated by the Art Classes, it will be placed on property for students

and families. It will have a dedication plaque to Lynn Needleman.

- Rose Memorial Library will participate in “Light Up Stony Point” on December 1<sup>st</sup>. The library will be open during the festivities.
- The 2024 Annual Appeal is being finalized and will hit homes on/around December 1<sup>st</sup>.
- The Library Director is working on goal setting with the staff.
- The Children’s Pumpkin Painting Contest was a huge success.
- Susan has added Little Yoga to her program.
- Adult programs continue to be a huge success with just over 160 patrons attending the October classes. There are some concerns that yoga may have to move its location with the continued changes at Patriot Hills Senior Center.
- The revived Book Club is continuing to be a success. Next year has been planned and there is a lot of interest.
- The eBlast now has 1,286 subscribers with open rate of 54%.
- RML participated in The Great Giveback through October to benefit Pets Alive and Rockland County Against Hunger. Three boxes of food were collected.
- The Staff donated a Thanksgiving Blessings Basket in conjunction with North Rockland Cares through the NRCS Family Resources program.
- The 2023 Annual Appeal has reached \$10,818.00.
- In October, nearly 1,760 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:**  
Industrial Arts Brewery has changed ownership and we are working to develop a relationship in order to use the location for a fundraiser. Several ideas were discussed. The Marketing Committee (Amanda, Alice, Christina) will meet to review ideas, time frames, cost, etc. for 2024.
- ii. **Facilities & Capital Projects:** no news.
- iii. **Finance & Budgets:** School Tax Allotment received second week of October. A portion was transferred to UBS as a short-term investment. \$50,000 will be

transferred back to TD Bank Business Checking on December 4<sup>th</sup> to cover year-end expenses.

iv. Long Range Planning ~ on pause

v. Technology: no news

**VI. Old Business:**

- Review of Next Steps for Rose Memorial Library
  - i. Alice detailed that the NY Legislature passed a bill and signed by the Governor limiting petitions to 25 signatures in order to get on the General Election ballot.
  - ii. Capital Improvement grants may be available for the 2024 calendar year. Applications would be due next July.
- Fundraising Opportunities for 2024 (see Board Reports ~ Marketing & Fundraising)
- Review and approve 2024 Budget ~ The 2024 Proposed Budget was discussed at length. There are a few items awaiting numbers. It was decided to postpone the vote until the December meeting when all information is complete.

**VII. New Business – no new business**

**VIII. Executive Session\*:** at 5:55pm, Amanda Pagan-Glass made a motion, seconded by Dick Eggers, to go into Executive Session with the agreement of all present. Executive session ended at 6:14pm.

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

- Wednesday, December 13, 2023, 5:30pm (date change)
- Wednesday, December 13, 2023, (Annual Meeting)
- Note: Rose Memorial Library will be closed November 22, 23 and 24 for Thanksgiving; December 24 & 25 for Christmas; and, December 31 & January 1 for New Year's.

**X. Adjournment.** The meeting closed at 6:20pm with consent of all Trustees.

*The next scheduled Board Meeting is Wednesday, December 13, 2023, at 5:30pm,  
Rose Memorial Library, Kennedy Room  
The 2023 Annual Board of Trustees Meeting will be held immediately following.*

\*motion required

Carole Gomez, RML Office Manager

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

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

- Business Checking Account                   \$ 11,096.66
- Payroll Account                               \$ 1,703.57
- Business Savings Account:                 \$ 16,074.29
- Special Savings Account:                 \$ 12,864.58
- UBS Financial Services as of November 30, 2023.
  - Value as of 10/31/2023                 \$747,464.33
  - Value as of 11/30/2023                 \$750,707.85
  - Investment Income/Loss                 \$ 3,243.52

There were two payrolls in the month of November 2023 totaling \$28,429.00

The largest expenditures (over \$500) include:

Hoopla (Midwest Tape) audio books	\$379.93
Vizcarra LLC (Diamond Shine Cleaning) November	\$760.00
Orange & Rockland (9/24 - 10/23)	\$761.45
RCLS (E-Content 4Q23 \$902.00; MS365 3Q23 \$26.91)	\$928.91
Orange & Rockland (10/23 - 11/22)	\$930.32
Vizcarra LLC (Diamond Shine Cleaning) October	\$950.00
Utica Insurance (umbrella policy) payment	\$1,731.00
Key Bank (Amazon & credit card) Children/Teen/Adult supplies, Children/Teen Programs, Children Books, Office/Custodial Supplies, High Profile Events, Social Media, DVDs/Video Games, Rent for offsite space.	\$2,019.44
Shell Ann Printing (2024 Annual Appeal)	\$2,112.00
Frontline Data Services (monthly, Deep Freeze subscription), cable replacement	\$2,524.75
Baker & Taylor Adult's Collection: 351.17, 1,527.54, 1,161.61 Children's Collection: Teen's Collection:	\$3,040.32

**PROGRAMMING:**

Tina Abreu (Zumbini, 11/14, 11/21, 11/28) 3@\$100.00, Tots	\$300.00
Tunes for Tots (12/05, 12/12, 12/19) 3@\$150.00	\$450.00

# Rose Memorial Library Association

## Cash Disbursement Report

November 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
Beginning Balance			
11/01/2023	Tina Abreu	(300.00)	Zumbini Time with Tina -- 11/14, 11/21, 11/28
11/01/2023	Blackstone Publishing, Inc.	(128.46)	Customer ID 140854, Invoice #2122357
11/01/2023	Baker and Taylor	(351.17)	Account 320274 L449649
11/01/2023	Orange & Rockland	(761.45)	Account #18242-20000-6, (09/25 to 10/24)
11/01/2023	RCLS Automation	(928.91)	RCLS, E-Content & MS365 Invoices #32612, #32566
11/01/2023	Rockland Carting	(121.08)	Acct. 190708, Invoice #1142839, Nov/Dec 2023
11/01/2023	KeyBank	(2,019.44)	KeyBank Credit Card & Amazon 9/29 - 10/28
11/01/2023	Whiteman Osterman & Hanna LLP	(500.00)	Client #106241, Invoice #663728, 4Q23 Retainer
11/01/2023	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
11/02/2023		(15,500.00)	Payroll Ending 11/04/2023
11/08/2023	Staples	(185.48)	NYC 1009485, Acct. #369313, #374668
11/08/2023	OverDrive	(55.05)	Customer #1052-1017
11/08/2023	Midwest Tape LLC	(379.93)	Customer #2000016084; Hoopla #504577584
11/08/2023	Frontline Data Services	(2,524.75)	Invoice #7562
11/08/2023	Baker and Taylor	(1,527.54)	Account 320274 L449649
11/08/2023	Vizcarra Multiservices LLC	(950.00)	Invoice #146
11/08/2023	U.S. Bank Equipment Finance	(275.00)	Contract #500-0691759-000
11/08/2023	The Journal News Media Group #1084	(334.99)	Acct #WT5337902; 11/01-01/31/2024
11/08/2023	Veolia Water New York Inc.	(27.70)	Account #20008129710000
11/08/2023	Avaya Financial Services	(89.69)	Customer #2000355809
11/08/2023		63.17	Weekly Revenue
11/15/2023		30.60	Weekly Revenue
11/20/2023		16.45	Weekly Revenue
11/20/2023		(15,400.00)	Payroll Ending 11/18/2023
11/28/2023		347.85	Weekly Revenue
11/29/2023		(50.00)	Yoga/Meditation - December 2023
11/29/2023	Baker and Taylor	(1,161.61)	Account 320274 L449649 Adult Collection
11/29/2023	NYLA	(650.00)	Developing Leaders, Student share 50/50
11/29/2023	Utica National Insurance Group	(1,731.00)	Account #101087518 09/01/23-09/01/24
11/29/2023	Shell Ann Printing	(2,112.00)	Invoice #30273, 2024 Annual Appeal
11/29/2023	Vizcarra Multiservices LLC	(760.00)	Invoice #149, Diamond Shine
11/29/2023	Brodart - Supplies	(90.78)	Acct. 314998, Invoice #633271
11/29/2023	OPTIMUM	(249.56)	11/23--12/22 Account #07882-391439-01-2
11/29/2023	O & R	(930.34)	Account #18242-20000-6 10/24 - 11/22/2023
11/29/2023	Tunes for Tots Rockland LLC	(450.00)	Three Week Music Classes 12/05-12/19/2023
11/29/2023	EJ Stubenvoll Landscaping LLC	(1,800.00)	Invoice #311, 2023-2024 Winter Season
11/30/2023		1.10	Interest Earned

# Rose Memorial Library Association

## Cash Disbursement Report

November 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
	<b>Total for 1001 TD BUSINESS CHECKING</b>	<b>\$ (52,011.76)</b>	



# Rose Memorial Library Association

## Profit & Loss

November 2023

	TOTAL
Income	
4015 Investment Income	3,245.10
4016 Gifts and Donations	0.30
4032 Other Income	74.25
<b>Total Income</b>	<b>\$3,319.65</b>
GROSS PROFIT	<b>\$3,319.65</b>
Expenses	
6001 Salaries	28,429.00
6002 Benefits	2,312.25
6007 Office Postage	125.00
6009 Legal	500.00
6010 Repairs and Maintenance	3,854.47
6015 Telecommunications	249.56
6017 Utilities	1,719.49
6018 Insurance	1,731.00
6019 Dues/Fees	(85.00)
6034 Software Licensing Fees	816.91
6036 Fundraising	2,112.00
6045 Advertising and Promotion	29.87
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	5,764.17
6125 Serials	269.99
6200 Programs ~ High Profile Events	1,087.25
6300 Supplies	1,142.70
8200 Occupancy expenses	75.00
8500 Misc expenses	325.00
<b>Total Expenses</b>	<b>\$51,928.66</b>
NET OPERATING INCOME	<b>\$ (48,609.01)</b>
Other Expenses	
6800 Net Payroll	0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$0.00</b>
NET INCOME	<b>\$ (48,609.01)</b>

# Rose Memorial Library

## Profit & Loss by Month

January - November, 2023

	TOTAL	
	JAN - NOV, 2023	JAN - NOV, 2022 (PY YTD)
<b>Income</b>		
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	10,179.34
4015 Investment Income	28,048.53	1,770.05
4016 Gifts and Donations	102.58	821.45
4018 Friends - Income		15.00
4031 Library Charges	162.57	367.93
4032 Other Income	2,151.70	2,316.04
4039 Expense Reimbursements		11.00
5 Earned revenues		37.51
<b>Total Income</b>	<b>\$565,135.89</b>	<b>\$544,758.36</b>
<b>GROSS PROFIT</b>	<b>\$565,135.89</b>	<b>\$544,758.36</b>
<b>Expenses</b>		
6001 Salaries	342,248.54	309,129.82
6002 Benefits	32,495.18	30,726.13
6007 Office Postage	2,055.00	1,810.49
6008 Accounting & Other Prof Fees	15,989.66	7,854.04
6009 Legal	1,500.00	4,560.00
6010 Repairs and Maintenance	18,516.89	19,119.68
6011 Health Insurance Premiums Paid	3,346.56	11,317.86
6015 Telecommunications	2,983.40	2,819.46
6017 Utilities	13,799.32	11,013.22
6018 Insurance	9,406.94	8,936.74
6019 Dues/Fees	353.53	1,577.72
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	1,253.22	1,130.54
6035 Newsletters	1,194.63	6,526.52
6036 Fundraising	2,507.16	2,871.07
6043 Retirement 403B		-200.00
6045 Advertising and Promotion	1,080.99	188.88
6046 Movie Licensing Contract		440.00
6050 RCLS Service Fee	2,247.00	2,369.35
6051 Computer Technical Support	16,852.45	9,706.21
6052 New Library Website	172.95	449.76
6053 Website Hosting Fee	579.68	739.45
6101 Capital Expenditures	45,990.19	95,061.92

# Rose Memorial Library

## Profit & Loss by Month

January - November, 2023

	TOTAL	
	JAN - NOV, 2023	JAN - NOV, 2022 (PY YTD)
6125 Serials	3,571.67	3,537.76
6200 Programs ~ High Profile Events	8,461.76	11,665.02
6300 Supplies	18,799.65	14,284.32
7500 Other personnel expenses		31,035.14
8100 Non-personnel expenses		-139.96
8200 Occupancy expenses	883.75	13,065.89
8500 Misc expenses	1,649.00	5,197.49
<b>Total Expenses</b>	<b>\$556,650.27</b>	<b>\$619,332.74</b>
NET OPERATING INCOME	<b>\$8,485.62</b>	<b>\$-74,574.38</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>\$8,540.46</b>	<b>\$-74,574.38</b>

# Rose Memorial Library Association

## Profit & Loss Prev Year Comparison

November 2022 - November 2023

	TOTAL			
	NOV 2022 - NOV 2023	NOV 2021 - NOV 2022 (PY)	CHANGE	% CHANGE
<b>Income</b>				
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	18,229.01	-5,884.25	-32.28 %
4015 Investment Income	31,092.33	1,826.22	29,266.11	1,602.55 %
4016 Gifts and Donations	571.46	839.75	-268.29	-31.95 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	191.92	664.88	-472.96	-71.13 %
4032 Other Income	2,405.80	2,738.49	-332.69	-12.15 %
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>\$565,545.50</b>	<b>\$556,510.30</b>	<b>\$9,035.20</b>	<b>1.62 %</b>
<b>GROSS PROFIT</b>	<b>\$565,545.50</b>	<b>\$556,510.30</b>	<b>\$9,035.20</b>	<b>1.62 %</b>
<b>Expenses</b>				
6002 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	400,903.05	368,798.67	32,104.38	8.71 %
6002 Benefits	37,407.56	34,040.92	3,366.64	9.89 %
6007 Office Postage	2,467.57	2,308.66	158.91	6.88 %
6008 Accounting & Other Prof Fees	16,139.66	10,800.78	5,338.88	49.43 %
6009 Legal	1,500.00	4,695.00	-3,195.00	-68.05 %
6010 Repairs and Maintenance	22,937.28	23,438.79	-501.51	-2.14 %
6011 Health Insurance Premiums Paid	5,197.56	16,362.92	-11,165.36	-68.24 %
6015 Telecommunications	3,239.93	3,188.24	51.69	1.62 %
6017 Utilities	15,364.26	12,373.32	2,990.94	24.17 %
6018 Insurance	12,988.94	9,952.92	3,036.02	30.50 %
6019 Dues/Fees	574.53	1,884.12	-1,309.59	-69.51 %
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	1,603.22	1,130.54	472.68	41.81 %
6035 Newsletters	1,456.52	7,576.52	-6,120.00	-80.78 %
6036 Fundraising	4,427.16	5,071.07	-643.91	-12.70 %
6043 Retirement 403B	0.00	-300.00	300.00	100.00 %
6045 Advertising and Promotion	1,206.50	188.88	1,017.62	538.77 %
6046 Movie Licensing Contract	440.00	440.00	0.00	0.00 %

# Rose Memorial Library Association

## Profit & Loss Prev Year Comparison

November 2022 - November 2023

	TOTAL				
	NOV 2022 - NOV 2023	NOV 2021 - NOV 2022 (PY)	CHANGE	% CHANGE	
6050 RCLS Service Fee	2,247.00	2,369.35	-122.35	-5.16 %	
6051 Computer Technical Support	20,637.45	10,371.21	10,266.24	98.99 %	
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	-119,180.94	63,348.63	-182,529.57	-288.13 %	
6125 Serials	3,571.67	3,766.54	-194.87	-5.17 %	
6200 Programs ~ High Profile Events	11,329.51	11,886.01	-556.50	-4.68 %	
6300 Supplies	22,175.21	15,557.09	6,618.12	42.54 %	
6819 Covid 19 Expenses	0.00	999.00	-999.00	-100.00 %	
7500 Other personnel expenses	13,910.72	31,035.14	-17,124.42	-55.18 %	
8100 Non-personnel expenses	0.00	-139.96	139.96	100.00 %	
8200 Occupancy expenses	883.75	13,065.89	-12,182.14	-93.24 %	
8400 Depreciation & amortization exp	52,999.00	63,023.00	-10,024.00	-15.91 %	
8500 Misc expenses	2,613.63	5,321.86	-2,708.23	-50.89 %	
Unapplied Cash Bill Payment Expense	-1,989.00	0.00	-1,989.00		
<b>Total Expenses</b>	<b>\$546,515.52</b>	<b>\$1,272,905.97</b>	<b>\$-726,390.45</b>	<b>-57.07 %</b>	
<b>NET OPERATING INCOME</b>	<b>\$19,029.98</b>	<b>\$-716,395.67</b>	<b>\$735,425.65</b>	<b>102.66 %</b>	
Other Income					
8800* 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>\$19,084.82</b>	<b>\$-713,615.60</b>	<b>\$732,700.42</b>	<b>102.67 %</b>	

**Rose Memorial Library  
December 2023  
Library Director's Report**

**Alice Meacham, Director**

- The (now) annual Light Up Stony Point event was very rainy, but still a huge success. The library saw over 200 people come through its doors for cocoa, cookies, and crafts. It was a great opportunity to connect with some of our community who may not have visited the library before. We did have some library card signups as well. Special thanks to Joy, Susan, Carole and Georgie for staying late in the evening to work! Also big thanks to Averie and Shelly for volunteering to help at the event!
- Rose Memorial is in the process of changing our online calendar from Evanced to WhoFi. Demco is sunsetting the Evanced product, but I am very excited about the user-friendly experience with WhoFi, as well as their robust, library-centered features.
- We are having issues with our fax machine but we are pricing out either buying a new one or just having a phone line installed so patrons can send faxes directly from the public copy machine.
- I will be out of town and will not have reliable access to my phone from December 15-January 5. I will hopefully be able to check my emails once a day. Carole and Susan will be in town and reachable in case of emergency.

**Susan Babcock, Children's Services**

- Programs have been well attended this month. Owl felting was a big hit among the tween/teen age group. Looking ahead, Friday evenings seem to be a popular time slot for the Tween/Teen group, so I am hoping to plan a program on one Friday night a month.
- Melissa at Powerhouse Dance center has been so accommodating and programs at this location allow us to open each program up to more families. Zumbini was a blast and I have had many requests to bring it back again.
- December usually is a lighter attendance month for youth services so I have scaled back programming a bit to focus on using up my materials budgets with best books of the year that I may have missed as well as our new Vox books that just arrived.

**Circulation**

- The RCLS Gateway library app was just recently discontinued. RCLS is currently looking for a replacement. In the meantime, staff will direct patrons to access their accounts directly through the website.

- With the upcoming integration of the new ILS system in 2024 RCLS will expect us to do some “cleaning up” of our collections including an inventory of all materials. With the massive weed in January 2023, it should not be too hard to get this project completed before the February 2024 deadline.

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

- Our December eBlast went out to 1,353 subscribers and had an open rate of 51 percent. There were 60 referrals to our event calendar for program sign up; and 14 referrals to our Book Discussions webpage.
- I’m working on an Adult Winter Reading Challenge for January-February.
- With the end of the year approaching, I am spending down budgets for each collection area. There were some interesting books on ‘best of the year’ lists from NYPL and others that I acquired.
- Our Facebook page has been performing well – by far the most popular content is real photos of patrons. Past month performance metrics include: 367 photo views; and 69 link clicks to our website.
- The RCLS ‘Gateway’ app has been discontinued. I am removing mention of it from our website and marketing materials.

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

- We had another banner month and another record with over 200 patrons participating in 25 programs in November!
- I am looking to do more Community Events with Patrons in 2024
  - We are having a Community Art Show of patron paintings and will be collecting art throughout December to be shown in the Kennedy Room through January.
  - Susan & I will be collaborating to do our (now) Annual Big Little Art Show. Tiny canvases (4”x4”) will be available starting in early January and will be collected by late February, for show in March (and maybe April?).
  - We will be looking to repeat our Community Photography Exhibit either in April or May.
  - Susan & I discussed doing a “Puzzle Race” for both Children & Adults in teams of 3-4, both down in the Children’s room and up in the Kennedy room. If this is popular, maybe we can try to do something similar with other types of games (chess, checkers, Pictionary?)
- Light Up Stony Point was a big success, especially considering the cold, rainy weather! Being open late and serving as a refuge for the community was amazing and we were told that over and over. Next year, if we continue to offer Cocoa & Cookies, we may want to look into investing in gallons of water and thermal carafes so it will be easier to serve.

- In preparation of our transition to a new platform (**WhoFi**) for our online event calendar, I have gone through programs from the past year & a half since I started. I have cataloged all the adult programs, along with descriptions, to create a record and more efficiently create monthly calendars in the future.

**Carole Gomez, Office Manager/Bookkeeper**

- The 2023 Annual Appeal ended November 30<sup>th</sup> and totaled **\$10,818.00**.
- The 2024 Annual Appeal hit homes on Friday, December 1<sup>st</sup>. To date, RML has received **\$4,035.00**. Thank you letters (used for tax purposes) will be sent to donors in the near future.
- RML redeemed \$750 Rewards Points as a statement credit for the Key Bank credit card.
- Rose Memorial Library has 3,505 registered patrons as of November 30<sup>th</sup>.
- There were 1,583 in-person visitors, 766 visitors to the website totaling 1,412 visits resulting in 2,208 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 29. 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 and 4Q23 reimbursements will be submitted at the end of this year.
- There were seven (7) 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 November 2023

	November 2023	YTD 2023	November 2022	YTD 2022
Registered Users	3,505	n/a	3,919	n/a
	<i>*RCLS purges</i>			
New Cards	22	268	28	248
Library Visitors	1,583	18,542	1,447	16,170
Public Computer Sessions	29	337	50	787
	<i>1 Desktop &amp; 2 Laptops</i>			
Web Analytics				
Visitors	766	9,324	720	10,491
Number of Visits	1,412	17,024	1,250	17,534
Page Views	2,208	37,230	2,015	29,500

### PROGRAMS

ADULT				
Number of Programs	25	123	16	96
Attendance	223	1,722	110	566
CHILDREN'S				
Number of Programs	8	171	6	71
Attendance	165	1,548	92	1225
TEEN/YOUNG ADULT				
Number of Programs	1	10	3	11
Attendance	11	127	46	202

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
<b>INCOME</b>		2022 Updated Final	2023 Approved	2024 Approved		
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	\$0.00	
	Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	
4014	Fundraising Income	\$8,000.00	\$7,500.00	\$10,000.00	\$2,500.00	
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					

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
4044	Friends Raffles	\$500.00	\$500.00	\$500.00	\$0.00	
4046	Friend's Fundraiser					
4031	Library Charges					
	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	\$54,111.00	\$24,200.00	
	Large Projects					
<b>TOTAL REVENUE</b>		\$573,150.00	\$600,000.00	\$630,000.00	\$30,000.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
<b>EXPENSES</b>						
6001	Salaries	\$259,545.00	\$374,929.00	\$397,621.48	\$22,702.48	5% raise
6002	Library Staff					
6002	Benefits					
6002	Social Security	\$22,822.00	\$23,000.00	\$24,000.00	\$178.00	
6002	Medicare	\$5,381.00	\$5,400.00	\$5,420.00	\$20.00	
6002	Worker's Compensation Insurance	\$2,600.00	\$2,642.00	\$2,604.00	-\$38.00	
6002	PFLA					
6002	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					
	Pitney Bowes	\$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					

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
	Reimbursement for 1 member	\$13,731.00	\$13,731.00	\$5,585.00	-\$8,146.00	
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	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
	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	
	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	\$1,200.00	\$0.00	
6023	Payroll and Timekeeping Fees					

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
	ADP Processing	\$2,500.00	\$3,250.00	\$4,000.00	\$750.00	
	Employee Timekeeping and Payroll Processing					
6024	Bank & Investment Charges					
	Bank Charges	150	\$150.00	\$150.00	\$0.00	
	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	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
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	\$10,281.52	\$2,294.52	
6031	Internet Access	-				
	Optimum online					
6032	ANSER Service Fees					
	Workstations and Usage	\$10,670.00	\$0.00	\$0.00	\$0.00	Transition to independent IT services via Frontline
	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.
	Calendar (Demco)					
	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	



Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
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					
	403B	\$200.00	\$200.00	\$200.00	\$0.00	
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	\$0.00	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
	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					Frontline will be fully supporting RML as we are going IT independent from RCLS.
6052	IT	\$6,500.00	\$17,640.00	\$17,640.00	\$0.00	
	Rockland Web Design (Tom Ossa)	\$500.00	\$500.00	\$500.00	\$0.00	
6053	Library Website					
	Website Hosting	\$600.00	\$600.00	\$600.00	\$0.00	
6100	Library Materials					
	Books	\$18,850.00	\$18,000.00	\$18,000.00	\$0.00	
	Adult Books	\$0.00	\$0.00	\$0.00	\$0.00	
	Express Books	\$7,500.00	\$7,250.00	\$7,250.00	\$0.00	
	Children's Books	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	
6115	YA Books	\$1,990.00	\$1,000.00	\$1,000.00	\$0.00	
6120	Audio Books	\$480.00	\$0.00	\$0.00	\$0.00	
6130	Music - CDs	\$4,500.00	\$3,500.00	\$3,000.00	-\$500.00	
	DVDs					

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
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)					
	Overdrive	\$3,559.00	\$3,559.00	\$3,559.00	\$0.00	
	Overdrive	\$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	
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	

Account Number	Account Name	2022 Updated Final	2023 Approved	2024 Approved	Change for 2024	Note
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	
dem	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 Approved	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.
<b>Total Expenses</b>		<b>\$573,150.00</b>	<b>\$600,199.00</b>	<b>\$630,000.00</b>	<b>\$29,801.00</b>	