

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, January 17, 2024

AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ December 2023
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: December 2023
 - b. Approval of Disbursements: December 2023
 - c. Financial Reports: December 2023
- V. Reports**
 - a. Director's Report: December 2023
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
- VII. New Business**
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting
February 21, 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, 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*

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
December 13, 2023**

December 13, 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 5:45pm by Amanda Pagan-Glass, President.

II. Approval of Minutes*

November 15, 2023 Monthly Meeting Minutes were reviewed. *A motion made by Amanda Pagan-Glass, second by Christina Haigh, with unanimous agreement by all Trustees to accept the November minutes.

III. Public Comments ~ no public comments

IV. Financial Reports*

November 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 was wired back into TD Business Interest Checking December 4th, 2023 to cover library expenses.

Those staff members who manage a budget receive a monthly Budget Analysis for their individual programs and are aware of the year-end amounts available.

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

V. Reports ~

- a. Director's Report:
Alice Meacham, Library Director

- **Rose Memorial Library participated in Light Up Stony Point. RML remained open to Stony Point families, serving hot chocolate, snacks and providing crafts. Nearly 250 residents visited the library during the festivities.**
- **The 2024 Annual Appeal reached homes on December 1st and the donations are starting to arrive.**
- **The Library Director is working on goal setting with the staff.**
- **The Evance program calendar sponsored by Demco is going to sunset in 2024. After careful research, WhoFi has been chosen as the new calendar. Staff is working on populating it and will go live in the near future.**
- **Gateway has disappeared and RCLS is working on a replacement sometime soon.**
- **Adult programs continue to be a huge success with just over 220 patrons attending the November 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 1,353 subscribers with open rate of 51%.**
- **The Books to Broadway raffle has some interest. The winner will be chosen December 15th.**
- **The Staff donated a Thanksgiving Blessings Basket in conjunction with North Rockland Cares through the NRCSD Family Resources program.**
- **In November, nearly 1,583 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: introduced several ideas for 2024 fundraising tied to the 75th Anniversary of RML next October.**
- ii. Facilities & Capital Projects: no news.**
- iii. Finance & Budgets: See Old Business.**
- iv. Long Range Planning ~ on pause**
- v. Technology: no news**

VI. Old Business:

Review and approve 2024 Budget ~ The final 2024 Proposed Budget was discussed. Dick Eggers made a motion, second by Amanda Pagan-Glass to approve the 2024 Annual Budget, with all trustees in favor.

VII. New Business –

- **Dick Eggers introduced the idea of rebranding in conjunction with the October 2024 75th Anniversary. It will be discussed at length in the future.**
- **As a result of the elections held at the 2023 Annual Meeting of the Board of Trustees prior to the regular monthly meeting, the following officers will serve effective January 2024:**
 - **Amanda Pagan-Glass, President**
 - **Gina Guadagnino, Vice President**
 - **Christina Haigh, Secretary**
 - **Richard Eggers, Treasurer**

VIII. Executive Session*: at 6:05pm, 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 6:29pm.

IX. Announcements:

- **Rose Memorial Library will be closed December 24 & 25 for Christmas;**
- **December 31 & January 1 for New Year's.**
- **The library will be open on January 15th, MLK Day.**

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

The next scheduled Board Meeting is Wednesday, January 17, 2024, at 5:30pm, Rose Memorial Library, Kennedy Room

***motion required**

Carole Gomez, RML Office Manager

**ROSE MEMORIAL LIBRARY ASSOCIATION
JANUARY 2024 BOARD MEETING
FINANCIAL NARRATIVE**

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

- **Business Checking Account** \$ 2,363.97
- **Payroll Account** \$ 17,234.39
- **Business Savings Account:** \$ 16,074.56
- **Special Savings Account:** \$ 5,364.72
- **UBS Financial Services as of December 31, 2023.**
 - **Value as of 11/30/2023** \$750,707.85
 - **Value as of 12/31/2023** \$703,596.04
 - **Investment Income/Loss** \$ 3,063.19

There were two payrolls in the month of December 2023 totaling \$28,803.33

The largest expenditures (over \$500) include:

Hoopla (Midwest Tape) audio books	\$417.61
Baker & Taylor	
Adult's Collection: 728.37, 121.11	
Children's Collection:	
Teen's Collection:	\$849.48
Vizcarra LLC (Diamond Shine Cleaning)	\$950.00
Library Ideas LLC (children's collection)	\$979.34
Whiteman, Osterman, Hanna (2nd & 4th quarters retainers)	\$1,045.45
WhoFi (new online calendar annual fee)	\$1,250.00
Frontline Data Services (monthly, yearly dual homed internet bandwidth, upgrade memory in three computers)	\$2,164.00
Key Bank (Amazon & credit card) social media, DVDs, Custodial/Office supplies, Adult Aupplies, High Profile Events, Rental of offsite space, Children's/Teen books, Children's Supplies/Programs	\$2,449.49
Beth Sigler STUDIO Architecture PLLC	\$7,500.00

PROGRAMMING:

Rose Memorial Library Association

Cash Disbursement Report

December 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
Beginning Balance			
12/01/2023	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
12/04/2023		50,000.00	To cover December 2023 expenses.
12/04/2023		73.40	Weekly Revenue
12/04/2023		(15,300.00)	Payroll Ending 12/02/2023
12/04/2023	TD Bank	(15.00)	Wire Fee for UBS Transfer
12/06/2023		74.40	Give Lively
12/06/2023	Blackstone Publishing, Inc.	(98.39)	Customer ID 140854, Invoice #2131226
12/06/2023	Baker and Taylor	(94.39)	Account 320274 L449649 Adult Collection
12/06/2023	DEMCO, Inc.	(42.51)	710111047, Invoice #7402884
12/06/2023	Midwest Tape LLC	(417.61)	Customer #2000016084; Hoopla #504720624
12/06/2023	OverDrive	(49.98)	Customer #1052-1017, Invoice #01052CP23435815
12/06/2023	WhoFi	(1,250.00)	Invoice #2721, 12/01/2023-11/30/2024
12/06/2023	Avaya Financial Services	(89.69)	Customer #2000355809
12/06/2023	Staples	(101.37)	NYC 1009485, Acct. #369313, #374668
12/06/2023	KeyBank	(2,449.49)	10/29--11/28/2023
12/07/2023		700.00	2024 Annual Appeal
12/07/2023		585.00	2024 Annual Appeal
12/07/2023		1,200.00	2024 Annual Appeal
12/07/2023		380.00	2024 Annual Appeal
12/12/2023		240.00	2024 Annual Appeal
12/12/2023		660.00	2024 Annual Appeal
12/12/2023		342.45	2024 Annual Appeal, GiveLively
12/12/2023		64.80	Weekly Revenue
12/12/2023		175.00	2023 Books to Broadway
12/13/2023		7,500.00	Beth Sigler STUDIO
12/13/2023	Veolia Water New York Inc.	(27.70)	Account #20008129710000
12/13/2023	Baker and Taylor	(728.37)	Account 320274 L449649 Adult Collection
12/13/2023	Frontline Data Services	(2,164.00)	Invoice #7644
12/13/2023	Blackstone Publishing, Inc.	(89.57)	Customer ID 140854, Invoice #2131515
12/13/2023	Pitney Bowes Bank Inc., Purchase Power	(60.00)	Acct #8000-9090-0996-8558
12/13/2023	U.S. Bank Equipment Finance	(275.00)	Contract #500-0691759-000
12/13/2023	Whiteman Osterman & Hanna LLP	(1,045.45)	Client #106241
12/13/2023	Beth Sigler STUDIO Architecture	(7,500.00)	Beth Sigler STUDIO Retainer
12/14/2023		30.00	Books to Broadway
12/14/2023		765.00	2024 Annual Appeal
12/18/2023		(15,700.00)	Payroll Period Ending 12/16/2023
12/19/2023		49.55	Weekly Revenue
12/19/2023		890.00	2024 Annual Appeal
12/19/2023	Pearson, Barbara	24.65	Give Lively/Stripe
12/20/2023	DEMCO, Inc.	(77.93)	710111047, Invoice #7411800
12/20/2023	RCLS Automation	(94.44)	RCLS, Barcodes, Invoice #32660

Rose Memorial Library Association

Cash Disbursement Report

December 2023

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
12/20/2023	OPTIMUM	(249.56)	12/23 - 01/22 Account #07882-391439-01-2
12/20/2023	Blackstone Publishing, Inc.	(31.99)	Customer ID 140854, Invoice #213385
12/20/2023	Baker and Taylor	(121.11)	Account 320274 L449649 Adult Collection
12/20/2023	Library Ideas LLC	(979.34)	Invoice #104118, Order #4694
12/20/2023	Susan Babcock	(16.99)	Reimbursement for use of personal credit card
12/21/2023		345.00	2024 Annual Appeal
12/27/2023		32.55	Weekly Revenue
12/27/2023		170.00	2024 Annual Appeal
12/28/2023		450.00	2024 Annual Appeal
12/29/2023		(15,750.00)	Payroll Period Ending 12/30/2023
12/31/2023		1.20	Interest Earned
Total for 1001 TD BUSINESS CHECKING		\$ (191.88)	

Rose Memorial Library Association

Profit & Loss

December 2023

	TOTAL
Income	
4014 Fundraising Income - Appeal	7,031.50
4015 Investment Income	3,064.80
4016 Gifts and Donations	1.25
4031 Library Charges	2.90
4032 Other Income	195.15
Total Income	\$10,295.60
GROSS PROFIT	\$10,295.60
Expenses	
6001 Salaries	28,803.33
6002 Benefits	2,415.85
6007 Office Postage	185.00
6009 Legal	1,021.99
6010 Repairs and Maintenance	114.20
6015 Telecommunications	249.56
6017 Utilities	27.70
6019 Dues/Fees	38.46
6034 Software Licensing Fees	1,449.00
6045 Advertising and Promotion	29.87
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	12,419.56
6200 Programs ~ High Profile Events	315.27
6300 Supplies	803.27
8200 Occupancy expenses	50.00
Total Expenses	\$49,393.06
NET OPERATING INCOME	\$ (39,097.46)
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$ (39,097.46)

Rose Memorial Library

Profit & Loss by Month

January - December 2023

	TOTAL	
	JAN - DEC 2023	JAN - DEC 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	12,313.01	16,817.59
4015 Investment Income	31,113.33	4,803.68
4016 Gifts and Donations	103.83	822.75
4018 Friends - Income		15.00
4031 Library Charges	165.47	367.93
4032 Other Income	2,346.85	2,441.44
4039 Expense Reimbursements		11.00
4080 Unrealized Gain/(Loss)		-10,449.77
5 Earned revenues		37.51
Total Income	\$575,431.49	\$544,107.17
GROSS PROFIT	\$575,431.49	\$544,107.17
Expenses		
6001 Salaries	371,051.87	341,458.82
6002 Benefits	34,911.03	33,346.43
6007 Office Postage	2,240.00	2,008.06
6008 Accounting & Other Prof Fees	15,989.66	8,004.04
6009 Legal	2,521.99	4,560.00
6010 Repairs and Maintenance	18,631.09	19,757.81
6011 Health Insurance Premiums Paid	3,346.56	12,243.36
6015 Telecommunications	3,232.96	2,819.46
6017 Utilities	13,827.02	10,721.50
6018 Insurance	9,406.94	10,925.74
6019 Dues/Fees	391.99	1,742.72
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	2,702.22	1,130.54
6035 Newsletters	1,194.63	6,526.52
6036 Fundraising	2,507.16	4,791.07
6043 Retirement 403B		-200.00
6045 Advertising and Promotion	1,110.86	188.88
6046 Movie Licensing Contract		440.00
6050 RCLS Service Fee	2,247.00	2,369.35
6051 Computer Technical Support	18,322.45	11,176.21
6052 New Library Website	172.95	449.76
6053 Website Hosting Fee	579.68	739.45

Rose Memorial Library

Profit & Loss by Month

January - December 2023

	TOTAL	
	JAN - DEC 2023	JAN - DEC 2022 (PY YTD)
6101 Capital Expenditures	58,409.75	65,406.06
6125 Serials	3,571.67	3,537.76
6200 Programs ~ High Profile Events	8,777.03	12,499.79
6300 Supplies	19,602.92	15,764.20
7500 Other personnel expenses		31,207.64
8100 Non-personnel expenses		-139.96
8200 Occupancy expenses	933.75	13,065.89
8400 Depreciation & amortization exp		52,999.00
8500 Misc expenses	1,649.00	6,162.12
Unapplied Cash Bill Payment Expense		-1,989.00
Total Expenses	\$606,043.33	\$686,251.44
NET OPERATING INCOME	\$-30,611.84	\$-142,144.27
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	\$-30,557.00	\$-142,144.27

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

January - December 2023

	TOTAL			
	JAN - DEC 2023	JAN - DEC 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	4,380.00	9.00	0.21 %
4014 Fundraising Income - Appeal	12,313.01	16,817.59	-4,504.58	-26.78 %
4015 Investment Income	31,113.33	4,803.68	26,309.65	547.70 %
4016 Gifts and Donations	103.83	822.75	-718.92	-87.38 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	165.47	367.93	-202.46	-55.03 %
4032 Other Income	2,346.85	2,441.44	-94.59	-3.87 %
4039 Expense Reimbursements	0.00	11.00	-11.00	-100.00 %
4080 Unrealized Gain/(Loss)	0.00	-10,449.77	10,449.77	100.00 %
5 Earned revenues	0.00	37.51	-37.51	-100.00 %
Total Income	\$575,431.49	\$544,107.17	\$31,324.32	-5.76 %
GROSS PROFIT	\$575,431.49	\$544,107.17	\$31,324.32	-5.76 %
Expenses				
6001 Salaries	371,051.87	341,458.82	29,593.05	8.67 %
6002 Benefits	34,911.03	33,346.43	1,564.60	4.69 %
6007 Office Postage	2,240.00	2,008.06	231.94	11.55 %
6008 Accounting & Other Prof Fees	15,989.66	8,004.04	7,985.62	99.77 %
6009 Legal	2,521.99	4,560.00	-2,038.01	-44.69 %
6010 Repairs and Maintenance	18,631.09	19,757.81	-1,126.72	-5.70 %
6011 Health Insurance Premiums Paid	3,346.56	12,243.36	-8,896.80	-72.67 %
6015 Telecommunications	3,232.96	2,819.46	413.50	14.67 %
6017 Utilities	13,827.02	10,721.50	3,105.52	28.97 %
6018 Insurance	9,406.94	10,925.74	-1,518.80	-13.90 %
6019 Dues/Fees	391.99	1,742.72	-1,350.73	-77.51 %
6028 Sewer Taxes	911.15	802.28	108.87	13.57 %
6032 RCLS ILS Service Fee	7,800.00	11,525.94	-3,725.94	-32.33 %
6033 Printing	0.00	210.00	-210.00	-100.00 %
6034 Software Licensing Fees	2,702.22	1,130.54	1,571.68	139.02 %
6035 Newsletters	1,194.63	6,526.52	-5,331.89	-81.70 %
6036 Fundraising	2,507.16	4,791.07	-2,283.91	-47.67 %
6043 Retirement 403B	0.00	-200.00	200.00	100.00 %
6045 Advertising and Promotion	1,110.86	188.88	921.98	488.13 %
6046 Movie Licensing Contract	0.00	440.00	-440.00	-100.00 %
6050 RCLS Service Fee	2,247.00	2,369.35	-122.35	-5.16 %
6051 Computer Technical Support	18,322.45	11,176.21	7,146.24	63.94 %
6052 New Library Website	172.95	449.76	-276.81	-61.55 %
6053 Website Hosting Fee	579.68	739.45	-159.77	-21.61 %

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

January - December 2023

	TOTAL			
	JAN - DEC 2023	JAN - DEC 2022 (PY)	CHANGE	% CHANGE
6101 Capital Expenditures	58,409.75	65,406.06	-6,996.31	-10.70 %
6125 Serials	3,571.67	3,537.76	33.91	0.96 %
6200 Programs ~ High Profile Events	8,777.03	12,499.79	-3,722.76	-29.78 %
6300 Supplies	19,602.92	15,764.20	3,838.72	24.35 %
7500 Other personnel expenses	0.00	31,207.64	-31,207.64	-100.00 %
8100 Non-personnel expenses	0.00	-139.96	139.96	100.00 %
8200 Occupancy expenses	933.75	13,065.89	-12,132.14	-92.85 %
8400 Depreciation & amortization exp	0.00	52,999.00	-52,999.00	-100.00 %
8500 Misc expenses	1,649.00	6,162.12	-4,513.12	-73.24 %
Unapplied Cash Bill Payment Expense	0.00	-1,989.00	1,989.00	100.00 %
Total Expenses	\$606,043.33	\$686,251.44	\$-80,208.11	-11.69 %
NET OPERATING INCOME	\$-30,611.84	\$-142,144.27	\$111,532.43	78.46 %
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	\$0.00	\$54.84	0.00%
NET INCOME	\$-30,557.00	\$-142,144.27	\$111,587.27	78.50 %

Rose Memorial Library
January 2024 Board Report

Alice Meacham, Director

- The staff did an incredible job over the holidays despite bad weather, illnesses, and pre-arranged PTO absences.
 - I want to especially shout-out Carole for expertly arranging (and rearranging) staff schedules to ensure the library was able to stay open, even when multiple people were out, and Eddie, Reese, and Georgie for enthusiastically jumping in to cover shifts multiple times/days at a moment's notice!

Susan Babcock, Children's Services

- The Vox books are now processed and available in the Children's Room. So far nothing but positive comments. These "read-a-long" books are great for new readers, English language learners, reluctant readers etc. I plan to try to add a few new titles each month to the collection.

Circulation

- RCLS has extended the inventory deadline until May which gives us some more time to get started and complete this project.
- Training of a few staff will begin in the spring for the new ILS Koha that will be coming in August.

Karelisa Kimmel, Adult Collections and Communications Librarian

- Our Winter Reading Challenge for adults has kicked off and runs through March 1st. Patrons will get some small gifts as prizes including an RML tote bag, and be entered into a raffle for a gift card to a local business as a grand prize.
- I completed the Inventory Training and can assist in scanning/reporting the adult collection.
- The change to our events calendar and registration process (switching from Evanced to WhoFi) was communicated to the public, however its launch has been delayed because we are working through some technical problems. Launch is now planned for March.
- Our last eNews went out to 1,360 subscribers with an open rate of 53%. It resulted in 62 referrals to register for programs.

Joy Buckhout, Adult Programming and Outreach Coordinator

- We had another banner month and another record with over 200 patrons participating in 23 programs in December!
- Our Community Art Show of patron paintings is on display 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 February and will be collected for display in March (or maybe April?).
- We will be looking to repeat our Community Photography Exhibit in 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?)
- We are continuing our event calendar using Evanced for February. However, we are preparing for our transition to a new platform (WhoFi).

Carole Gomez, Office Manager/Bookkeeper

- The audit by Berard & Associates is scheduled for March 12 with the presentation to the Board of Trustees on April 17 at the regular monthly meeting.
- The 2023 Annual Appeal ended November 30th and totaled **\$10,818.00**.
- The 2024 Annual Appeal hit homes on Friday, December 1st. To date, RML has received **\$8,170.21**. Thank you letters (used for tax purposes) will be sent to donors shortly.
- RML redeemed \$750 Rewards Points as a statement credit for the Key Bank credit card in 2023.
- Rose Memorial Library has 3,523 registered patrons as of December 31.
- There were 2,381 in-person visitors (including Light Up Stony Point event), 749 visitors to the website totaling 1,319 visits resulting in 2,269 page views.
- Thirty six (36) 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 11. Many patrons bring their own laptops enjoying RML free WiFi services.
- Outreach services during December were accessed four (4) 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 soon, estimated at \$302.40.
- There were ten (10) 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 December 2023

	December 2023	YTD 2023	December 2022	YTD 2022
Registered Users	3,523	n/a	3,933	n/a
	*RCLS purges			
New Cards	36	304	28	262
Library Visitors	2,381	20,923	1,561	17,731
Public Computer Sessions	11	348	45	832
	1 Desktop & 2 Laptops			
Web Analytics				
Visitors	749	10,073	918	11,409
Number of Visits	1,319	18,343	1,511	19,045
Page Views	2,269	39,499	2,368	31,868

PROGRAMS

ADULT				
Number of Programs	35	158	23	119
Attendance	203	1,925	111	677
CHILDREN'S				
Number of Programs	6	177	8	79
Attendance	157	1,705	79	1304
TEEN/YOUNG ADULT				
Number of Programs	1	11	1	12
Attendance	11	138	9	211