

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, February 28, 2024

AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ January 2024
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: January 2024
 - b. Approval of Disbursements: January 2024
 - c. Financial Reports: January 2024
- V. Reports**
 - a. Director's Report: January 2024
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
 - a. Discussion of future of Rose Memorial Library
- VII. New Business**
 - a. Discussion about rebranding for Rose Memorial Library
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting
March 20, 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, 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*

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
January 17, 2024**

January 17, 2024 meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

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

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

II. Approval of Minutes*

December 13, 2023 Monthly Meeting Minutes were reviewed. *A motion made by Amanda Pagan-Glass, second by Dick Eggers, with unanimous agreement by Trustees to accept the December minutes.

III. Public Comments ~ no public comments

IV. Financial Reports*

December 2023 Financial Narrative reviewed by Carole Gomez, RML Office Manager. As agreed at the October meeting, \$100,000 was transferred to UBS Financial Services as a short-term investment. \$75,000 has been wired back into TD Business Interest Checking January 2, 2024 to cover regular monthly library expenses.

Those staff members who manage a budget received the final 2023 numbers. They have the approved 2024 amounts to start the new year.

The 2024 Annual Appeal has been well received and donations are over \$8,200 to date.

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

Berard & Associates CPAs are scheduled to audit the 2023 financials on March 12 with the presentation of results to the Board at the April 17 meeting.

Reports ~

a. Director's Report:

Alice Meacham, Library Director

- The Library Director complimented staff for expertly arranging and rearranging scheduling complicated by illness and time-off during the holidays. This ensured that the library was available to seamlessly serve our patrons.
- The 2024 Annual Appeal reached homes on December 1st. To date, more than \$8,200 has been received, processed and acknowledgment letters will go out shortly.
- Vox Books, a read-along book series, are now included in the Children's Collection. They are great for new readers, ESL and reluctant readers as well.
- The due date for the RCLS-requested inventory of our entire collection has been delayed until May. There is a training available for interested staff members.
- Rose Memorial is currently displaying works of art by patrons who attend classes at the library.
- The annual "big little art show" is being planned for March and April followed by our annual photography exhibit.
- The Evance program calendar sponsored by Demco is going to sunset in 2024. After careful research, WhoFi was chosen as the new calendar. There is a short delay in going live while a few glitches are resolved.
- Adult programs continue to be a huge success with just over 200 patrons attending the December classes.
- A Winter Reading Challenge for adults has begun and has been well received.
- The eBlast now has 1,360 subscribers with open rate of 53%.
- In December, nearly 2,381 visits by patrons to RML. This included the Light Up Stony Point event.
- The Outreach Program Books By Mail continues to have strong participation.

b. Board Reports

- i. Marketing & Fundraising, Amanda Pagan-Glass and Christina Haigh introduced several ideas for 2024 fundraising tied to the 75th Anniversary of RML next

October. There is a concern that winter weather will delay the start of events until March.

- ii. Facilities & Capital Projects: no news.
- iii. Finance & Budgets: The 2024 Budget was approved at the December meeting and has been implemented.
- iv. Long Range Planning ~ on pause
- v. Technology: The four "Circulation" computers have been upgraded by Frontline.

V. Old Business:

VI. New Business –

The February meeting, originally scheduled for February 21 is now February 28.

- VII. Executive Session*: at 6:10pm, Christina Haigh made a motion, seconded by Amanda Pagan-Glass, to go into Executive Session with the agreement of all present. Executive session ended at 6:20pm.

VIII. Announcements:

- a. The February meeting is now scheduled for February 28th.

- IX. Adjournment. The meeting closed at 6:25pm with consent of all Trustees.

The next scheduled Board Meeting is Wednesday, February 28th, at 5:30pm, Rose Memorial Library, Kennedy Room

*motion required

Carole Gomez, RML Office Manager

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

The financial reports for this month, posted on www.rosememoriallibrary.org, reflect income and expenses as of January 31, 2024. As of that date, RML had on deposit in TD Bank:

- Business Checking Account \$ 15,886.45
- Payroll Account \$ 1,138.25
- Business Savings Account: \$ 16,074.83
- Special Savings Account: \$ 5,364.81
- UBS Financial Services as of January 31, 2024.
 - Value as of 12/31/2023 \$703,596.04
 - Value as of 01/31/2024 \$631,402.42
 - Investment Income/Loss \$ 2,806.38

There were three payrolls in the month of January 2024 totaling \$46, 827.91.

The largest expenditures (over \$500) include:

The Journal News (quarterly)	\$334.99
Hoopla (Midwest Tape) audio books	\$380.12
Baker & Taylor Adult's Collection: \$263.38, 223.93 Children's Collection: Teen's Collection:	\$487.31
Whiteman, Osterman, Hanna 1Q24 (retainer)	\$500.00
Vizcarra LLC (Diamond Shine Cleaning) 4 weeks	\$760.00
Town of Stony Point, Receiver of Taxes, Sewer Taxes (annual)	\$897.49
Vizcarra Multiservices LLC (Diamond Shine, January 5 weeks)	\$950.00
Orange & Rockland(11/22 to 12/22)	\$1,169.99
Orange & Rockland (12/22 to 01/24)	\$1,374.85
Standard Security Life Insurance (NYS Disability/FMLA)	\$1,762.13
Key Bank 01/28/2024 Invoice (Amazon & Credit Card) Children's Supplies/Books, Rent for offsite, Adult Supplies, Social Media, DVDs, Office Supplies, High Profile Event, Professional Development	\$1,855.95
Frontline Data Services (monthly maintenance, upgrade hard drive & memory, Thermal Receipt Printer)	\$2,029.60
Key Bank 12/28/2023 invoice (Amazon & credit card) Children's/Teens/Adult Supplies, Children's Books, Rent of Offsite Space, Social Media, DVDs, Custodial/Office Supplies, High Profile Event, Gift Cards	\$2,448.39
RCLS: 1Q24 E-Content, 2024 RCLS Service Fee, 4Q23 Microsoft Office 365	\$3,215.91

PROGRAMMING:

ValerieVendrame, Little Yoga, 01/10, 17, 21, 28 @\$150.00	\$600.00
Lonnie Altomonte-June (January Adult yoga/meditation)	\$50.00

Rose Memorial Library Association

Cash Disbursement Report

January 2024

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
	Beginning Balance		
01/02/2024		75,000.00	RML Monthly Expenses
01/02/2024		6.60	Weekly Revenue
01/02/2024		545.00	2024 Annual Appeal
01/02/2024	Christina Moreno	97.01	PayPal
01/02/2024	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
01/02/2024	TD Bank	(15.00)	Wire Fee for UBS Transfer
01/03/2024	OverDrive	(57.50)	Customer #1052-1017, Invoice #01052CP23463409
01/03/2024	Valerie Vendrame	(300.00)	Little Yoga - Two Sessions
01/03/2024	Valerie Vendrame	(300.00)	Little Yoga - Two Sessions
01/03/2024	Midwest Tape LLC	(380.12)	Customer #2000016084; Hoopla #504859424
01/03/2024	Staples	(103.99)	NYC 1009485, Acct. #369313, #374668
01/03/2024	Pitney Bowes Bank Inc., Purchase Power	(269.56)	Acct #8000-9090-0996-8558 Newsletter Postage Total \$390.65
01/03/2024	Orange & Rockland	(1,169.99)	Account #18242-20000-6, (11/22 - 12/22)
01/03/2024	Vizcarra Multiservices LLC	(760.00)	Invoice #152, Diamond Shine
01/03/2024	Pitney Bowes Global Financial Services LL	(76.89)	Acct #0015905188, Invoice #3318488380
01/03/2024	Rockland Carting	(129.76)	Acct. 190708, Invoice #1143533, Jan/Feb 2024
01/08/2024	Clarence Pitt	96.80	2024 Annual Appeal, GiveLively
01/08/2024		44.75	Weekly Revenue
01/08/2024		250.00	2024 Annual Appeal
01/10/2024	The Journal News Media Group #1084	(334.99)	Acct #WT5337902; 02/01/24 to 04/30/24
01/10/2024	Avaya Financial Services	(89.69)	Customer #2000355809
01/10/2024	Reddi Alarm & Time Systems, Inc.	(111.00)	Invoice #027912
01/10/2024	KeyBank	(2,448.39)	11/28 to 12/27/2023
01/10/2024	Frontline Data Services	(2,029.60)	Invoice #7724
01/10/2024	U.S. Bank Equipment Finance	(275.00)	Contract #500-0691759-000
01/10/2024	Town of Stony Point - Receiver of Taxes	(897.49)	15.19-4-61, Bill No. 005335
01/10/2024	Veolia Water New York Inc.	(21.36)	Account #20008129710000
01/10/2024	Blick Art Materials	(364.80)	Account #2428251, Invoice #2187728
01/10/2024	Baker and Taylor	(263.38)	Account 320274 L449649 Adult Collection
01/10/2024	Whiteman Osterman & Hanna LLP	(500.00)	Client #106241
01/15/2024		(18,000.00)	Payroll Period Ending 01/13/2024
01/17/2024		220.60	Weekly Revenue
01/17/2024	General Code	(100.00)	Customer #16858, Invoice #GC00123782
01/17/2024	Ramapo Catskill Library System	(3,215.91)	RCLS, Invoices #32757, 32805, 32704
01/17/2024	Sharp Business Systems	(100.58)	Account #8000788, Invoice #9004521885
01/18/2024		300.00	2024 Annual Appeal
01/22/2024		540.26	Weekly Revenue
01/22/2024		85.00	2024 Annual Appeal

Rose Memorial Library Association

Cash Disbursement Report

January 2024

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
01/23/2024	DEMCO, Inc.	(178.20)	710111047, Invoice #7420438
01/23/2024	Baker and Taylor	(223.93)	Account 320274 L449649 Adult Collection
01/23/2024	Standard Security Life Insurance Company	(1,762.13)	Policyholder #R11206-000
01/23/2024	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation - January 2024
01/23/2024	Ms. Christine J. Buckhout	(18.89)	Employee reimbursement
01/23/2024	Blackstone Publishing, Inc.	(171.96)	Customer ID 140854, Invoice #2138020
01/24/2024	Bonacci, Peter & Frances	154.55	2024 Annual Appeal
01/29/2024		51.55	Weekly Revenue
01/29/2024		180.00	2024 Annual Appeal
01/29/2024		(17,500.00)	Payroll Ending 01/27/2024
01/31/2024	Vizcarra Multiservices LLC	(950.00)	Invoice #153, Diamond Shine
01/31/2024	Orange & Rockland	(1,374.85)	Account #18242-20000-6, Account #18242-20000-6, (12/22 - 01/24)
01/31/2024	U.S. Postal Service	(320.00)	Permit #8350, 2024 Renewal
01/31/2024	KeyBank	(1,855.95)	Key Bank, 12/29 to 01/28
01/31/2024		2.45	Interest Earned
Total for 1001 TD BUSINESS CHECKING		\$20,728.66	

Rose Memorial Library Association

Profit & Loss

January 2024

	TOTAL
Income	
4014 Fundraising Income - Appeal	1,858.36
4015 Investment Income	2,809.19
4016 Gifts and Donations	0.25
4031 Library Charges	119.77
4032 Other Income	168.65
Total Income	\$4,956.22
GROSS PROFIT	\$4,956.22
Expenses	
6001 Salaries	46,827.91
6002 Benefits	6,537.12
6007 Office Postage	445.00
6009 Legal	500.00
6010 Repairs and Maintenance	2,143.64
6017 Utilities	2,566.20
6019 Dues/Fees	15.00
6028 Sewer Taxes	897.49
6034 Software Licensing Fees	26.91
6035 Newsletters	269.56
6045 Advertising and Promotion	193.74
6050 RCLS Service Fee	2,274.00
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	3,671.22
6125 Serials	434.99
6200 Programs ~ High Profile Events	785.35
6300 Supplies	2,188.63
8200 Occupancy expenses	200.00
8500 Misc expenses	1,076.96
Total Expenses	\$72,523.72
NET OPERATING INCOME	\$ (67,567.50)
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$ (67,567.50)

Rose Memorial Library

Profit & Loss by Month

January 2024

	TOTAL	
	JAN 2024	JAN 2023 (PY YTD)
Income		
4014 Fundraising Income - Appeal	1,858.36	3,319.51
4015 Investment Income	2,809.19	1,548.95
4016 Gifts and Donations	0.25	0.80
4031 Library Charges	119.77	31.40
4032 Other Income	168.65	95.25
Total Income	\$4,956.22	\$4,995.91
GROSS PROFIT	\$4,956.22	\$4,995.91
Expenses		
6001 Salaries	46,827.91	41,350.05
6002 Benefits	6,537.12	4,027.66
6007 Office Postage	445.00	215.00
6009 Legal	500.00	500.00
6010 Repairs and Maintenance	2,143.64	1,296.50
6011 Health Insurance Premiums Paid		881.07
6015 Telecommunications		241.69
6017 Utilities	2,566.20	1,282.08
6018 Insurance		5,952.94
6019 Dues/Fees	15.00	100.00
6028 Sewer Taxes	897.49	911.15
6034 Software Licensing Fees	26.91	
6035 Newsletters	269.56	
6036 Fundraising		395.16
6045 Advertising and Promotion	193.74	29.87
6050 RCLS Service Fee	2,274.00	
6051 Computer Technical Support	1,470.00	1,470.00
6101 Capital Expenditures	3,671.22	2,637.89
6125 Serials	434.99	100.00
6200 Programs ~ High Profile Events	785.35	566.41
6300 Supplies	2,188.63	3,031.51
8200 Occupancy expenses	200.00	
8500 Misc expenses	1,076.96	1,050.00
Total Expenses	\$72,523.72	\$66,038.98
NET OPERATING INCOME	\$ -67,567.50	\$ -61,043.07
Other Expenses		
6800 Net Payroll	0.00	0.00
Total Other Expenses	\$0.00	\$0.00
NET OTHER INCOME	\$0.00	\$0.00
NET INCOME	\$ -67,567.50	\$ -61,043.07

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

January 2024

	TOTAL			
	JAN 2024	JAN 2023 (PY)	CHANGE	% CHANGE
Income				
4014 Fundraising Income - Appeal	1,858.36	3,319.51	-1,461.15	-44.02 %
4015 Investment Income	2,809.19	1,548.95	1,260.24	81.36 %
4016 Gifts and Donations	0.25	0.80	-0.55	-68.75 %
4031 Library Charges	119.77	31.40	88.37	281.43 %
4032 Other Income	168.65	95.25	73.40	77.06 %
Total Income	\$4,956.22	\$4,995.91	\$-39.69	-0.79 %
GROSS PROFIT	\$4,956.22	\$4,995.91	\$-39.69	-0.79 %
Expenses				
6001 Salaries	46,827.91	41,350.05	5,477.86	13.25 %
6002 Benefits	6,537.12	4,027.66	2,509.46	62.31 %
6007 Office Postage	445.00	215.00	230.00	106.98 %
6009 Legal	500.00	500.00	0.00	0.00 %
6010 Repairs and Maintenance	2,143.64	1,296.50	847.14	65.34 %
6011 Health Insurance Premiums Paid	0.00	881.07	-881.07	-100.00 %
6015 Telecommunications	0.00	241.69	-241.69	-100.00 %
6017 Utilities	2,566.20	1,282.08	1,284.12	100.16 %
6018 Insurance	0.00	5,952.94	-5,952.94	-100.00 %
6019 Dues/Fees	15.00	100.00	-85.00	-85.00 %
6028 Sewer Taxes	897.49	911.15	-13.66	-1.50 %
6034 Software Licensing Fees	26.91	0.00	26.91	
6035 Newsletters	269.56	0.00	269.56	
6036 Fundraising	0.00	395.16	-395.16	-100.00 %
6045 Advertising and Promotion	193.74	29.87	163.87	548.61 %
6050 RCLS Service Fee	2,274.00	0.00	2,274.00	
6051 Computer Technical Support	1,470.00	1,470.00	0.00	0.00 %
6101 Capital Expenditures	3,671.22	2,637.89	1,033.33	39.17 %
6125 Serials	434.99	100.00	334.99	334.99 %
6200 Programs ~ High Profile Events	785.35	566.41	218.94	38.65 %
6300 Supplies	2,188.63	3,031.51	-842.88	-27.80 %
8200 Occupancy expenses	200.00	0.00	200.00	
8500 Misc expenses	1,076.96	1,050.00	26.96	2.57 %
Total Expenses	\$72,523.72	\$66,038.98	\$6,484.74	9.82 %
NET OPERATING INCOME	\$-67,567.50	\$-61,043.07	\$-6,524.43	-10.69 %
Other Expenses				
6800 Net Payroll	0.00	0.00	0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	0.00%
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	0.00%
NET INCOME	\$-67,567.50	\$-61,043.07	\$-6,524.43	-10.69 %

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

February 2023 - January 2024

	TOTAL			
	FEB 2023 - JAN 2024	FEB 2022 - JAN 2023 (PY)	CHANGE	% CHANGE
Income				
4 Contributed support	0.00	-139.96	139.96	100.00 %
4000 Tax Levy	200,000.00	200,000.00	0.00	0.00 %
4001 Local Public Funds	325,000.00	325,000.00	0.00	0.00 %
4010 LLSWA State Aid	4,389.00	4,380.00	9.00	0.21 %
4014 Fundraising Income - Appeal	10,851.86	18,257.56	-7,405.70	-40.56 %
4015 Investment Income	32,373.57	6,349.80	26,023.77	409.84 %
4016 Gifts and Donations	103.28	821.52	-718.24	-87.43 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	253.84	398.33	-144.49	-36.27 %
4032 Other Income	2,420.25	2,131.03	289.22	13.57 %
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	\$575,391.80	\$546,812.02	\$28,579.78	-5.23 %
GROSS PROFIT	\$575,391.80	\$546,812.02	\$28,579.78	-5.23 %
Expenses				
6001 Salaries	376,529.73	343,469.24	33,060.49	9.63 %
6002 Benefits	37,420.49	30,675.79	6,744.70	21.99 %
6007 Office Postage	2,470.00	2,089.83	380.17	18.19 %
6008 Accounting & Other Prof Fees	15,989.66	8,004.04	7,985.62	99.77 %
6009 Legal	2,521.99	5,060.00	-2,538.01	-50.16 %
6010 Repairs and Maintenance	19,478.23	20,538.36	-1,060.13	-5.16 %
6011 Health Insurance Premiums Paid	2,465.49	11,510.51	-9,045.02	-78.58 %
6015 Telecommunications	2,991.27	2,805.25	186.02	6.63 %
6017 Utilities	15,111.14	11,127.08	3,984.06	35.81 %
6018 Insurance	3,454.00	16,659.68	-13,205.68	-79.27 %
6019 Dues/Fees	46.99	1,629.72	-1,582.73	-97.12 %
6028 Sewer Taxes	897.49	911.15	-13.66	-1.50 %
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	2,729.13	1,130.54	1,598.59	141.40 %
6035 Newsletters	1,464.19	6,176.52	-4,712.33	-76.29 %
6036 Fundraising	2,112.00	4,668.37	-2,556.37	-54.76 %
6043 Retirement 403B	0.00	-125.00	125.00	100.00 %
6045 Advertising and Promotion	1,274.73	198.75	1,075.98	541.37 %
6046 Movie Licensing Contract	0.00	440.00	-440.00	-100.00 %
6050 RCLS Service Fee	4,521.00	2,369.35	2,151.65	90.81 %
6051 Computer Technical Support	18,322.45	12,503.71	5,818.74	46.54 %
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

February 2023 - January 2024

	TOTAL			
	FEB 2023 - JAN 2024	FEB 2022 - JAN 2023 (PY)	CHANGE	% CHANGE
6101 Capital Expenditures	59,443.08	65,381.54	-5,938.46	-9.08 %
6125 Serials	4,166.66	3,297.77	868.89	26.35 %
6200 Programs ~ High Profile Events	8,545.97	12,716.20	-4,170.23	-32.79 %
6300 Supplies	18,760.04	17,530.16	1,229.88	7.02 %
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	1,133.75	13,065.89	-11,932.14	-91.32 %
8400 Depreciation & amortization exp	0.00	52,999.00	-52,999.00	-100.00 %
8500 Misc expenses	1,675.96	4,312.12	-2,636.16	-61.13 %
Unapplied Cash Bill Payment Expense	0.00	-1,989.00	1,989.00	100.00 %
Total Expenses	\$612,078.07	\$693,149.40	\$-81,071.33	-11.70 %
NET OPERATING INCOME	\$-36,686.27	\$-146,337.38	\$109,651.11	74.93 %
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	\$-36,631.43	\$-146,337.38	\$109,705.95	74.97 %

Rose Memorial Library

February 2024 Board Report

Alice Meacham, Director

- Despite a few weather-related closures, it has been a good and busy start to 2024 at Rose Memorial!
- The art museum display created by students from Joy's classes looks beautiful. It really adds a great pop of color to the space and has been a wonderful way to highlight our patrons and the fantastic classes Joy is offering.
- Thanks to Carole and Dick's quick response there was very, very minimal damage caused by the fraudulent check that was attempted to be cashed from our funds. Apparently, attempts to pass fraudulent checks are very common right now. Our payment and funds handling processes followed all recommended financial best practices, but new layers are being added to further increase security.
- RCLS has relaunched the popular RCLS Go app. There have been a few quirks as it gets up and running, but overall, it seems to be going over well.

Susan Babcock, Children's Services

- We hosted a weekly Little Yoga Program in January. The program was well received with many requests from participants to bring the presenter Val Vendrame back for more. We had a packed house all 4 weeks of the program. I intend to bring her back later in the spring as the program is costly.

Circulation

- RCLS recently launched the new app RCLS Go. The app helps give our patrons access to their library accounts right at their fingertips. They can search the collection and place holds etc.

Karelisa Kimmel, Adult Collections and Communications Librarian

- RCLS has asked every library to complete an inventory of their collections before we migrate to the new ILS, Koha. We've begun the adult collection starting with Fiction. Janet has been the primary person helping me and a huge asset! Toni Ann just joined as well and hopefully

we can get more staff involved. We're using the inventory project also as a time to weed damaged books and clean the shelves.

- Our last eBlast went out to 1,425 subscribers with a 48% open rate; 17 referrals to online program registration, and 5 referrals to our Catalog.
- February marked Black History Month – we did a feature in the eNews, book display, and online booklist.

Joy Buckhout, Adult Programming and Outreach Coordinator

- Despite the weather, we had a good month with thirty-four (34) programs and 169 patrons participating for the month of January.
- Our Community Art Show of patron paintings is on display in the Kennedy Room through February.
- Susan & I will be collaborating to do our (now) Annual Big Little Art Show. Tiny canvases are 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 and possibly March. However, we are preparing for our transition to the new platform (WhoFi).

Carole Gomez, Office Manager/Bookkeeper

- The recent banking issues have been resolved. The accounts in question were handled quickly and efficiently by the bank as well new supplies ordered. All vendors involved were contacted. No fees were incurred. New security measures have been implemented and additional ones are being reviewed.
- The audit by Berard & Associates has been rescheduled for March 7th with the presentation to the Board of Trustees on April 17th at the regular monthly meeting.
- The 2024 Annual Appeal hit homes on Friday, December 1st. To date, RML has received **\$9,350**. Thank you letters (used for tax purposes) are sent within 48-72 hours.
- RML is reintroducing Circulation Statistics to the Board Packet including a year-over-year comparison.
- Rose Memorial Library has 3,552 registered patrons as of January 31st.

- There were 1,610 in-person visitors, 1,029 visitors to the website totaling 1,569 visits resulting in 7,145 page views.
- Twenty-nine (29) 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 30. Many patrons bring their own laptops enjoying RML free WiFi services.
- Outreach services during January were accessed four (4) times through the Books By Mail Program.
- There were eight (8) 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.

RML LIBRARY STATISTICS

	January				February				March				April				May				June			
	2023	2024	YTD	2023	2024	YTD	2023	2024	YTD	2023	2024	YTD	2023	2024	YTD	2023	2024	YTD	2023	2024	YTD	2023	2024	YTD
	YTD	n/a	3,552	n/a	3,963	n/a	3,308	n/a	3,331	n/a	3,349	n/a	3,351	n/a	3,379	n/a	3,349	n/a	3,379	n/a	3,379	n/a	3,379	n/a
Registered Users (purged by RCLS)	17	17	29	29	26	43	29	72	22	94	20	114	20	114	20	114	20	114	20	114	20	114	20	114
New Cards	1,571	1,571	1,610	1,610	1,620	3,191	1,990	5,181	1,353	6,534	1,619	8,153	1,619	8,153	1,619	8,153	1,619	8,153	1,619	8,153	1,667	9,820	1,667	9,820
Library Visitors	45	45	30	30	11	56	17	73	18	91	21	112	21	112	21	112	21	112	21	112	37	149	37	149
Public Computer Sessions																								
Web Analytics																								
Visitors	887	887	1,029	1,029	1,264	2,151	1,012	3,163	592	3,755	701	4,459	592	3,755	701	4,459	701	4,459	701	4,459	702	5,158	702	5,158
Number of Visits	1,569	1,569	1,569	1,569	2,244	3,892	1,893	5,786	1,025	6,811	1,495	8,306	1,495	8,306	1,495	8,306	1,495	8,306	1,495	8,306	1,375	9,681	1,375	9,681
Page Views	2,678	2,678	7,145	7,145	3,885	6,563	3,020	9,583	1,602	11,185	2,242	13,427	2,242	13,427	2,242	13,427	2,242	13,427	2,242	13,427	2,342	15,769	2,342	15,769
PROGRAMS																								
ADULT																								
Number of Programs	20	20	34	34	21	41	27	68	19	87	20	107	20	107	20	107	20	107	20	107	19	126	19	126
Attendance	111	111	169	169	128	239	161	400	189	589	153	742	153	742	153	742	153	742	153	742	142	884	142	884
CHILDREN'S																								
Number of Programs	2	2	4	4	4	6	10	106	8	114	8	122	8	122	8	122	8	122	8	122	2	124	2	124
Attendance	33	33	74	74	61	94	173	267	133	400	172	572	172	572	172	572	172	572	172	572	107	679	107	679
TEEN/YOUNG ADULT																								
Number of Programs	0	0	0	0	2	2	1	3	0	3	0	3	0	3	0	3	0	3	0	3	1	4	1	4
Attendance	0	0	0	0	25	25	14	39	0	39	0	39	0	39	0	39	0	39	0	39	21	60	21	60
July																								
Registered Users	3,407	n/a	3,439	n/a	3,461	n/a	3,480	n/a	3,505	n/a	3,523	n/a	3,550	n/a	3,578	n/a	3,605	n/a	3,633	n/a	3,660	n/a	3,688	n/a
New Cards	32	178	34	202	22	224	22	224	22	246	22	268	22	268	22	268	22	268	22	268	36	304	36	304
Library Visitors	1,759	11,579	1,928	13,507	1,692	15,199	1,760	16,959	1,828	18,807	1,906	20,711	1,984	22,615	2,062	24,519	2,140	26,423	2,218	28,327	2,296	30,231	2,374	32,135
Public Computer Sessions	22	171	39	210	38	248	21	269	29	298	29	298	29	298	29	298	29	298	29	298	11	309	11	309
Web Analytics																								
Visitors	848	6,006	732	6,738	966	7,704	854	8,558	1,142	9,502	1,430	10,476	1,718	11,450	2,006	12,424	2,294	13,398	2,582	14,372	2,870	15,346	3,158	16,300
Number of Visits	1,497	11,178	1,399	12,577	1,572	14,149	1,463	15,612	1,647	17,175	1,538	18,713	1,429	20,256	1,310	21,800	1,191	23,343	1,062	24,836	934	26,378	806	27,921
Page Views	4,646	20,415	2,494	22,909	7,254	30,163	4,859	35,022	2,603	39,876	1,452	44,728	2,295	49,580	1,187	54,432	640	59,284	475	64,038	318	68,794	152	73,500
PROGRAMS																								
ADULT																								
Number of Programs	16	41	17	58	18	76	22	98	25	123	25	123	25	123	25	123	25	123	25	123	35	158	35	158
Attendance	127	1,011	134	1,145	197	1,342	163	1,505	223	1,723	203	1,958	223	1,723	203	1,958	223	1,723	203	1,958	203	1,958	203	1,958
CHILDREN'S																								
Number of Programs	11	135	10	145	6	151	12	163	8	171	8	171	8	171	8	171	8	171	8	171	6	177	6	177
Attendance	228	907	177	1,084	131	1,215	168	1,383	165	1,548	165	1,548	165	1,548	165	1,548	165	1,548	165	1,548	157	1,705	157	1,705
TEEN/YOUNG ADULT																								
Number of Programs	2	6	0	6	1	7	2	9	1	10	1	10	1	10	1	10	1	10	1	10	1	11	1	11
Attendance	29	89	0	89	7	96	20	116	11	127	11	127	11	127	11	127	11	127	11	127	11	138	11	138

RML CIRCULATION STATISTICS

	January		February		March		April		May		June		July		August		September		October		November		December	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Adult Collection																								
Fiction Books	239	335	228	228	240		212		276		277		283		305		293		243		218		198	
New Fiction	86	32	29	94	60	134	36	116	54	162	55	134	55	191	60	173	65	154	43	147	37	150	27	127
Express Books	162	186	94	134	134	168	116	148	162	171	134	188	191	189	173	179	154	175	147	148	150	161	127	155
Large Print Books	171	168	125	118	142	142	153	153	199	199	188	188	189	184	179	166	175	159	148	153	161	128	137	137
Non Fiction Books	183	180	118	118	142	6	153	7	199	9	139	8	184	4	166	1	159	1	153	2	128	3	137	3
Graphic Books	9	5	13	13	6		7		9		8		4		1		1		2		3		3	
Total Adult Books	850	906	607	750	750		672		871		801		906		884		847		736		697		647	
CD/Audio	22	18	12	37	37		26	26	18	23	31	23	31	28	34	26	26	26	36	21	36	21	21	21
DVD	146	137	184	150	150		140	140	154	154	174	174	161	161	154	152	126	126	152	107	107	159	159	159
Miscellaneous (equip. plus)	2	21	0	0	0		0	0	6	6	0	0	2	2	1	0	0	0	2	2	1	2	2	2
Periodicals	41	49	30	30	30		44	44	41	41	38	38	37	37	33	22	22	22	29	29	29	18	18	18
TOTAL Adult Circulation	1061	1131	833	967	967		882		1090		1036		1137		1106		1021		947		870		847	

Juvenile Collection

Fiction Books	487	352	719	883			630		458		647		915		919		809		835		714		566	
Non-Fiction Books	103	104	124	203	203		156		103		100		122		121		117		146		97		95	
Graphic Books	112	38	1	131	131		79		112		129		178		160		108		108		142		98	
VOX Books	n/a	29	n/a	n/a	n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a	
Total Juvenile Books	702	523	844	1217	1217		865		673		876		1215		1200		1034		1089		953		759	
CD/Audio	1	1	0	0	0		0		1		0		2		3		0		1		1		0	
DVD	32	32	51	33	33		46		32		52		92		50		57		44		37		20	
Miscellaneous (kits plus)	0	0	1	0	0		0		0		0		0		16		6		3		7		6	
Periodicals	7			3	3		4		7		2		7		0		0		0		0		0	
TOTAL Juvenile Circulation	742	556	896	1253	1253		915		713		930		1316		1269		1097		1137		998		785	

YA Collection

Fiction Books	32	40	20	20	20		21		32		39		51		37		23		20		32		36	
Non-Fiction Books	1	10	0	1	1		1		1		2		4		2		3		3		2		3	
Express Books	0	0	3	0	0		0		0		0		0		0		0		0		0		1	
Graphic Books	21	18	12	22	22		23		21		8		42		30		23		29		24		19	
TOTAL YA Books	54	68	35	43	43		45		54		49		97		69		49		52		58		59	
CD/Audio	1	0	0	0	0		1		1		0		0		0		0		0		0		0	
DVD	0	0	0	0	0		0		0		0		0		0		0		0		0		0	
Miscellaneous	0	0	0	0	0		0		0		0		0		0		0		0		0		0	
TOTAL YA Circulation	55	68	35	43	43		46		55		49		97		69		49		52		58		59	

Games	13	13	28	40	40		17		13		26		33		24		9		11		11		13	
TOTAL Games Circulation	13	13	28	40	40		17		13		26		33		24		9		11		11		13	

GRAND TOTAL	1871	1768	1885	2303	2303		1860		1871		2041		2583		2468		2176		2147		1937		1704	
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All Books	1606	1497	1579	2010	2010		1582		1598		1726		2218		2153		1930		1877		1708		1465	
All AV	202	188	247	220	220		213		206		249		286		241		209		225		200		200	
Periodicals	48	49	30	33	33		48		48		40		44		33		22		29		29		18	
Games	13	13	28	40	40		17		13		26		33		24		9		11		11		13	
Miscellaneous	2	21	1	0	0		0		6		0		2		17		6		5		8		8	
TOTAL CIRCULATION	1871	1768	1885	2303	2303		1860		1871		2041		2583		2468		2176		2147		1937		1704	