

**Rose Memorial Library**  
**79 East Main Street, Stony Point, NY 10980**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, March 20, 2024**

**AGENDA**

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

*Next scheduled Board Meeting*  
*April 17, 5:30pm, Kennedy Room*  
*Guests: Berard & Associates, CPAs*

*\*motion required*



**ORIGINAL**

**Rose Memorial Library**  
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    - 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*

**Monthly Board Meeting Minutes  
Board of Trustees  
Rose Memorial Library Association  
February 28, 2024**

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February 28, 2024 meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

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

**I. Meeting called to order at 5:40pm by Amanda Pagan-Glass, President.**

**II. Approval of Minutes\***

January 17, 2024 Monthly Meeting Minutes were reviewed. \*A motion made by Dick Eggers, second by Gina Guadagnino, with unanimous agreement by Trustees to accept the January minutes.

**III. Public Comments ~ no public comments**

**IV. Financial Reports\***

January 2024 Financial Narrative reviewed by Carole Gomez, RML Office Manager. The recent banking issues have been resolved. The accounts involved were handled quickly and efficiently by the bank as well new supplies ordered. All vendors were contacted; no fees incurred. New security measures have been implemented and additional ones are being reviewed.

The 2024 Annual Appeal has been well received and donations are over \$9,350 to date.

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

The Town of Stony Point funds for 2024 have been received and deposited. Dick Eggers made a motion, second by Amanda Pagan-Glass, with all Trustees in agreement to wire transfer \$200,000 to the UBS Financial Services account as a short-term investment.

Increments will be transferred back to TD Bank periodically to cover regular monthly expenses.

Berard & Associates CPAs are scheduled to audit the 2023 financials on March 7th with the presentation of results to the Board at the April 17 meeting.

## Reports ~

### a. Director's Report:

Alice Meacham, Library Director

- The new RCLS GO app has been launched. There are a few glitches but it has been well received.
- The due date for the RCLS-requested inventory of our entire collection has been delayed until May. Karelisa has organized the process. It is moving along with the assist of the Circ staff.
- 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. Launch plans are for April 2024.
- Adult programs continue to be a huge success with just over 169 patrons attending the January classes despite the weather-related closures.
- A Winter Reading Challenge for adults began and was very well received.
- The eBlast now has 1,425 subscribers with open rate of 48%.
- In December, there were 1,610 visits by patrons to RML with an additional 1,029 visitors to the website.
- The Outreach Program Books By Mail continues to have strong participation.

### b. Board Reports

- i. Marketing & Fundraising: nothing new at this time.
- ii. Facilities & Capital Projects: no news.
- iii. Finance & Budgets: The 2024 Budget is in place.
- iv. Long Range Planning ~ on pause
- v. Technology: nothing new at this time.

**V. Old Business:**

**Formal approval of the 2023 Annual Report: \*Motion made by Dick Eggers, second by Gina Guadagnino, to formally approve the 2023 Annual Report submitted March 2023.**

**VI. New Business –**

- a. **Discussion about rebranding for Rose Memorial Library. Leilani Derr joined the meeting by ZOOM. She has years of experience in the field. She would like to send a questionnaire to be shared with staff exploring visual aspects, culture, visual identity, spontaneous thoughts, feelings and words that describe the library.**
- b. **Leilani will ultimately present three concepts for review by the Board of Trustees**
- c. **Tentative timeline is completion and introduction to the community by the 75<sup>th</sup> anniversary in October.**
- d. **\*Motion made by Dick Eggers, second by Amanda Pagan-Glass to set aside up to \$6,500 for this project.**

**VII. Executive Session\*: at 6:07pm, 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 6:35pm. A \*motion was made by Dick Eggers, second by Gina Guadagnino to set aside up to \$75,000 to explore options to enable Rose Memorial Library to better serve the community of Stony Point.**

**VIII. Announcements:**

- a. **The March meeting is scheduled for March 20<sup>th</sup>.**
- b. **The April meeting on April 17<sup>th</sup> will include representatives of Berard & Associates to present the 2023 Audit Report.**

**IX. Adjournment. The meeting closed at 6:40pm with consent of all Trustees.**

*The next scheduled Board Meeting is Wednesday, March 20th, at 5:30pm,  
Rose Memorial Library, Kennedy Room*

**\*motion required**

**Carole Gomez, RML Office Manager**

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

The financial reports for this month, posted on [www.rosememoriallibrary.org](http://www.rosememoriallibrary.org), reflect income and expenses as of February 29, 2024. As of that date, RML had on deposit in TD Bank:

- Business Checking Account                   \$ 313,819.37
- Payroll Account                               \$ 1,130.90
- Business Savings Account:                 \$ 17,075.09
- Special Savings Account:                 \$ 53,859.83
- UBS Financial Services as of February 29, 2024.
  - Value as of 01/31/2024                   \$ 631,402.42
  - Value as of 02/29/2024                 \$ 558,939.77
  - Investment Income/Loss                 \$ 2,362.35

There were two payrolls in the month of February 2024 totaling \$31,143.65.

The largest expenditures (over \$500) include:

Hoopla (Midwest Tape) audio books	\$373.26
E.J. Stubenvoll, snow 1/17, 1/16 2X, 1/19	\$400.00
Kanopy (annual debit account deposit)	\$400.00
*Optimum 01/23-2/22 (re-issue) and 02/23-3/22 (new)	\$498.79
American Museum of Natural History (50 annual patron passes)	\$500.00
Vizcarra LLC (Diamond Shine Cleaning), 02/05 – 03/02	\$760.00
Orange & Rockland (01/24-02/22)	\$1,075.98
Baker & Taylor Adult's Collection: \$400.70, 345.73, 313.04, 193.62* (re-issue) Children's Collection: Teen's Collection:	\$1,253.09
E.J. Stubenvoll, 2024 Seasonal Contract	\$1,827.00
Utica Insurance (umbrella policy)	\$1,937.00
Frontline Data Services (monthly maintenance \$1,470.00, annual anti-virus \$637.50)	\$2,107.50
*RCLS, ILS Support \$2,097.50 & Consumer Reports \$213 1Q24	\$2,310.50
*Berard & Associates, 2023 first installment, 2023 Audit	\$2,833.00
Beth Sigler STUDIO	\$7,104.60

**PROGRAMMING:**

*Tunes for Tots (12/05, 12/12, 12/19) – lost in the mail	\$450.00
*Lonnie Altomonte-June (February Adult yoga/meditation)	\$50.00
Lonnie Altomonte-June (March Adult yoga/meditation)	\$50.00

\*original check VOID, account closed 02/06/2024, re-issued on 02/20/2024.

3/5/2024

# Rose Memorial Library Association

## Cash Disbursement Report

February 2024

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
<b>1001 TD BUSINESS CHECKING</b>			
	Beginning Balance		
02/01/2024	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
02/05/2024		75,000.00	02/05/2024 RML Regular Expenses
02/05/2024	TD Bank	(15.00)	Wire Fee for UBS Transfer
02/05/2024		5,000.00	Project Payment
02/06/2024		95.75	Weekly Revenue
02/06/2024		250.00	2024 Annual Appeal
02/12/2024		(17,000.00)	Payroll Period Ending 02/10/2024
02/15/2024	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
02/16/2024	PayPal	(0.15)	DD Test
02/16/2024	PayPal	0.12	DD Test
02/16/2024	PayPal	0.03	DD Test
02/19/2024	Town of Stony Point	325,000.00	2024 Funding
02/19/2024		85.00	2024 Annual Appeal
02/19/2024		61.85	Weekly Revenue
02/20/2024	Tunes for Tots Rockland LLC	(450.00)	Three week music class, 12/5, 12/12, 12/19, replacement check.
02/20/2024	Berard & Associates CPA's P.C.	(2,833.00)	Invoice #003268, replacement
02/20/2024	Baker and Taylor	(940.05)	Account 320274 L449649 Adult Collection
02/20/2024	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation - February 2024
02/20/2024	Ramapo Catskill Library System	(2,310.50)	RCLS, Invoices #32852, 32896
02/20/2024	OPTIMUM	(498.79)	12/23 - 01/22 & 02/23 - 03/22 Account #07882-391439-01-2
02/20/2024	EJ Stubenvoll Landscaping LLC	(400.00)	Invoice #177, Salting
02/20/2024	Avaya Financial Services	(89.69)	Customer #2000355809
02/20/2024	Midwest Tape LLC	(373.26)	Customer #2000016084; Hoopla #504859424
02/20/2024	Staples	(80.76)	NYC 1009485, Acct. #369313, #374668
02/20/2024	Veolia Water New York Inc.	(27.70)	Account #20008129710000
02/20/2024	OverDrive	(47.93)	Customer #1052-1017, Invoice #01052CP24031862
02/20/2024	U.S. Bank Equipment Finance	(275.00)	Contract #500-0691759-000
02/20/2024	Beth Sigler STUDIO Architecture	(7,104.60)	Beth Sigler STUDIO RML-01
02/20/2024	EJ Stubenvoll Landscaping LLC	(1,827.00)	Invoice #182, 2024 Seasonal Contract
02/20/2024	Frontline Data Services	(2,107.50)	Invoice #7807
02/20/2024	Pitney Bowes Bank Inc., Purchase Power	(150.00)	Acct #8000-9090-0996-8558
02/20/2024	Utica National Insurance Group	(1,937.00)	Account #101087518
02/20/2024	American Museum of Natural History	(500.00)	50 Annual Patron Passes
02/20/2024	Vizcarra Multiservices LLC	(760.00)	Invoice #158, Diamond Shine
02/20/2024	Kanopy, Inc.	(400.00)	Invoice #KDEP-22000
02/20/2024	Blackstone Publishing, Inc.	(97.54)	Customer ID 140854, Invoice #2141501
02/26/2024		(17,150.00)	Payroll Period Ending 02/24/2024
02/27/2024		27.25	Weekly Revenue

# Rose Memorial Library Association

## Cash Disbursement Report

February 2024

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
02/27/2024		125.00	2024 Annual Appeal
02/28/2024	Blackstone Publishing, Inc.	(35.99)	Customer ID 140854, Invoice #2142195
02/28/2024	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation - March 2024
02/28/2024	Orange & Rockland	(1,075.98)	Account #18242-20000-6, (01/24 to 02/22)
02/28/2024	Baker and Taylor	(313.04)	Account 320274 L449649 Adult Collection
02/28/2024	Robin Ingram	(200.00)	Adult Basket Weaving 03/23/2024
02/28/2024	Avaya Financial Services	(89.69)	Customer #2000355809
02/28/2024	Lefkow, Steven	9.92	2024 Annual Appeal
02/29/2024		6.47	Interest Earned
<b>Total for 1001 TD BUSINESS CHECKING</b>		<b>\$346,221.22</b>	



# Rose Memorial Library Association

## Profit & Loss

February 2024

	TOTAL
Income	
4001 Local Public Funds	325,000.00
4014 Fundraising Income - Appeal	469.92
4015 Investment Income	2,369.10
4016 Gifts and Donations	1.75
4031 Library Charges	17.65
4032 Other Income	140.10
<b>Total Income</b>	<b>\$327,998.52</b>
GROSS PROFIT	<b>\$327,998.52</b>
Expenses	
6001 Salaries	31,143.65
6002 Benefits	3,006.94
6007 Office Postage	400.00
6008 Accounting & Other Prof Fees	2,833.00
6010 Repairs and Maintenance	3,416.38
6015 Telecommunications	498.79
6017 Utilities	1,103.68
6018 Insurance	1,937.00
6019 Dues/Fees	20.00
6032 RCLS ILS Service Fee	2,097.50
6051 Computer Technical Support	2,107.50
6101 Capital Expenditures	9,525.41
6200 Programs ~ High Profile Events	1,000.00
6300 Supplies	330.41
<b>Total Expenses</b>	<b>\$59,420.26</b>
NET OPERATING INCOME	<b>\$268,578.26</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>\$268,578.26</b>

# Rose Memorial Library

## Profit & Loss by Month

February 2024

	TOTAL	
	FEB 2024	JAN - FEB, 2024 (YTD)
Income		
4001 Local Public Funds	325,000.00	325,000.00
4010 LLSWA State Aid		
4014 Fundraising Income - Appeal	469.92	2,328.28
4015 Investment Income	2,369.10	5,178.29
4016 Gifts and Donations	1.75	2.00
4031 Library Charges	17.65	137.42
4032 Other Income	140.10	308.75
<b>Total Income</b>	<b>\$327,998.52</b>	<b>\$332,954.74</b>
GROSS PROFIT	<b>\$327,998.52</b>	<b>\$332,954.74</b>
Expenses		
6001 Salaries	31,143.65	77,971.56
6002 Benefits	3,006.94	9,544.06
6007 Office Postage	400.00	845.00
6008 Accounting & Other Prof Fees	2,833.00	2,833.00
6009 Legal		500.00
6010 Repairs and Maintenance	3,416.38	5,560.02
3011 Health Insurance Premiums Paid		
6015 Telecommunications	498.79	498.79
6017 Utilities	1,103.68	3,669.88
6018 Insurance	1,937.00	1,937.00
6019 Dues/Fees	20.00	35.00
6028 Sewer Taxes		897.49
6032 RCLS ILS Service Fee	2,097.50	2,097.50
6034 Software Licensing Fees		26.91
6035 Newsletters		269.56
6036 Fundraising		
6045 Advertising and Promotion		193.74
6050 RCLS Service Fee		2,274.00
6051 Computer Technical Support	2,107.50	3,577.50
6101 Capital Expenditures	9,525.41	13,196.63
6125 Serials		434.99
6200 Programs ~ High Profile Events	1,000.00	1,785.35
6300 Supplies	330.41	2,519.04
8200 Occupancy expenses		200.00
8500 Misc expenses		1,076.96
<b>Total Expenses</b>	<b>\$59,420.26</b>	<b>\$131,943.98</b>
NET OPERATING INCOME	<b>\$268,578.26</b>	<b>\$201,010.76</b>

# Rose Memorial Library

## Profit & Loss by Month

February 2024

	TOTAL	
	FEB 2024	JAN - FEB, 2024 (YTD)
Other Expenses		
6800 Net Payroll	0.00	0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$0.00</b>	<b>\$0.00</b>
NET INCOME	<b>\$268,578.26</b>	<b>\$201,010.76</b>

# Rose Memorial Library Association

## Profit & Loss Prev Year Comparison

March 2023 - February 2024

	TOTAL			
	MAR 2023 - FEB 2024	MAR 2022 - FEB 2023 (PY)	CHANGE	% CHANGE
<b>Income</b>				
4 Contributed support	0.00	-139.96	139.96	100.00 %
4000 Tax Levy	200,000.00	200,000.00	0.00	0.00 %
4001 Local Public Funds	650,000.00	325,000.00	325,000.00	100.00 %
4010 LLSWA State Aid	3,950.00	4,819.00	-869.00	-18.03 %
4014 Fundraising Income - Appeal	10,976.78	18,251.13	-7,274.35	-39.86 %
4015 Investment Income	32,934.67	6,445.67	26,489.00	410.96 %
4016 Gifts and Donations	68.72	850.03	-781.31	-91.92 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	235.80	358.85	-123.05	-34.29 %
4032 Other Income	2,387.50	2,135.51	251.99	11.80 %
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 %
<b>Total Income</b>	<b>\$900,553.47</b>	<b>\$547,333.97</b>	<b>\$353,219.50</b>	<b>64.53 %</b>
<b>GROSS PROFIT</b>	<b>\$900,553.47</b>	<b>\$547,333.97</b>	<b>\$353,219.50</b>	<b>64.53 %</b>
<b>Expenses</b>				
6001 Salaries	378,993.53	345,001.87	33,991.66	9.85 %
6002 Benefits	35,137.27	33,125.23	2,012.04	6.07 %
6007 Office Postage	2,355.00	2,467.65	-112.65	-4.57 %
6008 Accounting & Other Prof Fees	18,822.66	8,004.04	10,818.62	135.16 %
6009 Legal	2,521.99	5,060.00	-2,538.01	-50.16 %
6010 Repairs and Maintenance	19,379.35	20,859.43	-1,480.08	-7.10 %
6011 Health Insurance Premiums Paid	1,539.99	10,735.63	-9,195.64	-85.66 %
6015 Telecommunications	3,240.33	2,799.08	441.25	15.76 %
6017 Utilities	14,584.05	11,887.94	2,696.11	22.68 %
6018 Insurance	5,391.00	14,782.68	-9,391.68	-63.53 %
6019 Dues/Fees	66.99	1,629.72	-1,562.73	-95.89 %
6028 Sewer Taxes	897.49	911.15	-13.66	-1.50 %
6032 RCLS ILS Service Fee	7,947.50	10,399.32	-2,451.82	-23.58 %
6033 Printing	0.00	210.00	-210.00	-100.00 %
6034 Software Licensing Fees	2,699.43	1,160.24	1,539.19	132.66 %
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	-75.00	75.00	100.00 %
6045 Advertising and Promotion	804.86	667.62	137.24	20.56 %
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	20,429.95	12,021.21	8,408.74	69.95 %
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

March 2023 - February 2024

	TOTAL			
	MAR 2023 - FEB 2024	MAR 2022 - FEB 2023 (PY)	CHANGE	% CHANGE
6101 Capital Expenditures	66,075.37	63,217.49	2,857.88	4.52 %
6125 Serials	2,701.10	3,544.81	-843.71	-23.80 %
6200 Programs ~ High Profile Events	8,895.99	11,680.28	-2,784.29	-23.84 %
6300 Supplies	17,252.11	18,692.95	-1,440.84	-7.71 %
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	1,033.75	13,165.89	-12,132.14	-92.15 %
8400 Depreciation & amortization exp	0.00	52,999.00	-52,999.00	-100.00 %
8500 Misc expenses	1,675.96	4,229.90	-2,553.94	-60.38 %
Unapplied Cash Bill Payment Expense	0.00	-1,989.00	1,989.00	100.00 %
<b>Total Expenses</b>	<b>\$621,295.49</b>	<b>\$693,100.26</b>	<b>\$-71,804.77</b>	<b>-10.36 %</b>
NET OPERATING INCOME	<b>\$279,257.98</b>	<b>\$-145,766.29</b>	<b>\$425,024.27</b>	<b>291.58 %</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>
NET OTHER INCOME	<b>\$54.84</b>	<b>\$0.00</b>	<b>\$54.84</b>	<b>0.00%</b>
NET INCOME	<b>\$279,312.82</b>	<b>\$-145,766.29</b>	<b>\$425,079.11</b>	<b>291.62 %</b>

**Rose Memorial Library**  
**March 2024 Board Report**

**Alice Meacham, Director**

- The 2023 Annual Report has been completed and submitted to NYS for review.
- The staff, led by Karelisa Kimmel, is doing an amazing job on running inventory!
- We have started a Monthly Staff Spotlight in which we focus on getting to know staff members a little better. In February, our staff spotlight was on Georgiana Aybar. For March, it is Toni Ann Mulligan. I am sending an email about the staff members with a little info and the team members are encouraged to create a display of some of their favorite items in the library.

**Susan Babcock, Children's Services**

- It's that time of the year again, Summer Reading will be here before we know it. I will be devoting a lot of my time to planning summer reading program for babies to teens for Summer 2024. Adventure Begins at Your Library is the theme this year. I'm hoping to get some fun events for all ages booked this year.

**Circulation**

- Once the inventory project is finished upstairs, we will be working on completing the project downstairs.
- In anticipation of migrating to the new ILS, Karelisa and I will be attending multiple trainings starting soon and through the summer in order to prepare to train other staff.

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

- Inventory is going well and we've recovered a couple hundred misplaced+ books. The Kennedy Room is almost done, and we are scheduled to complete the audio and music collections this week.
- Prizes were given out to our Winter Reading Challenge winners (includes gift card to Rock's Kitchen). Five of the over twenty people registered finished the challenge in full. I have learned some lessons for running an Adult Summer Reading Challenge.
- Joy made some essential changes to WhoFi and it will be officially launched on our website on March 27.

- Our most recent eBlast went out to 1,582 subscribers with a 52% open rate. This campaign had our highest engagement yet: 88 referrals to program registration; 33 referrals to our Women's History Month booklist; and 18 to our general website.

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

- Although February was a short month, and I was on vacation for a decent portion of it, we still had a good turnout with 140 patrons attending 17 programs throughout the month.
- Our Community Art Show for adults who attended various painting classes is wrapping up. It was an enormous success (and I hope you had a chance to see it!). We had so much positive feedback... we will definitely feature this again!
- In April, we will be having our 2<sup>nd</sup> annual Big Little Art Show.
- The Fiber Arts & Craft Circle has gained some traction, with a steady 3-5 faithful attendees. Herbal Arts workshops have also been steadily gaining momentum with an average of 6-10 people per class!
- After a trial at Kirkbride... Chair Yoga is back at Patriot Hills. It has moved to Friday mornings (to avoid any conflict with the seniors). Lonnie reports a growing number of post office workers and school bus drivers have been attending. The word is spreading! Chair Yoga usually gets between 8-15 people!
- We are switching Calendar Platforms (from Demco's Evance to WhoFi), and we have been busy training the circulation staff, playing with the back end, as well as testing out patron registration from their perspective. I have been on the phone with Ashely to address some glitches and technical issues regarding patron usability, as well as how we manage events.

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

- The audit by Berard & Associates was March 7th with the presentation to the Board of Trustees on April 17th at the regular monthly meeting. All documentation requests by Berard were provided via the shared portal prior to the visit. This resulted in the audit running smoothly on the day. Presentation of the results will take place at the April 17<sup>th</sup> Board of Trustees meeting.
- The 2024 Annual Appeal hit homes on Friday, December 1st. To date, RML has received **\$9,385** from 179 donors. Thank you letters (used for tax purposes) are sent within 48-72 hours.

- RML included Circulation Statistics to the Board Packet with a year-over-year comparison and month-to-month.
- Rose Memorial Library has 3,583 registered patrons as of February 29th.
- In February, there were 1,497 in-person visitors, 1,214 visitors to the website totaling 1,891 visits resulting in 2,841 page views.
- Thirty-one (31) 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 33. Many patrons bring their own laptops enjoying RML free WiFi services.
- Outreach services during February were accessed three (3) times through the Books By Mail Program. RML is awaiting reimbursement of \$537.60 from 2023. L.A.R.C. is now re-established and funds are expected shortly.
- There were four (4) requests for Notary services.
- Rose Memorial Library continues to offer Proctoring services to four school/training programs: Stanford University, Quinnipiac University, Real Estate University and Pro-Career Center.



RML LIBRARY STATISTICS

	January		February		March		April		May		June	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD
Registered Users (purged by RCLS)	3,950	n/a	3,963	n/a	3,308	n/a	3,331	n/a	3,349	n/a	3,379	n/a
New Cards	17	29	26	43	29	72	22	94	20	114	25	138
Library Visitors	1,571	1,610	1,620	3,191	1,990	5,181	1,353	6,534	1,619	8,153	1,667	9,820
Public Computer Sessions	45	30	11	116	33	63	18	151	21	172	37	209
Notary Services	2	8	1	3	4	12	7	14	7	21	3	24
Books By Mail Outreach	8	4	4	12	3	7	4	23	10	33	7	40
Web Analytics												
Visitors	887	1,029	1,264	2,151	1,012	3,163	592	3,755	701	4,459	702	5,158
Number of Visits	1,569	1,569	2,244	3,892	1,891	5,786	1,025	6,811	1,495	8,306	1,375	9,681
Page Views	2,678	7,145	3,885	6,563	3,020	9,583	1,602	11,185	2,242	13,427	2,342	15,769
<b>PROGRAMS</b>												
<b>ADULT</b>												
Number of Programs	20	34	21	41	25	66	19	87	20	107	19	126
Attendance	111	169	128	239	140	379	189	589	153	742	142	884
<b>CHILDREN'S</b>												
Number of Programs	2	4	4	6	11	15	8	114	8	122	2	124
Attendance	33	74	61	94	104	178	133	400	172	572	107	679
<b>TEEN/YOUNG ADULT</b>												
Number of Programs	0	0	2	2	1	1	0	3	0	3	1	4
Attendance	0	0	25	25	14	14	0	39	0	39	21	60
<b>July</b>												
Registered Users	3,407	n/a	3,439	n/a	n/a	n/a	3,480	n/a	3,505	n/a	3,523	n/a
New Cards	32	178	34	202	22	224	22	246	22	268	36	304
Library Visitors	1,759	11,579	1,928	13,507	1,692	15,199	1,760	16,959	1,538	18,542	2,381	20,923
Public Computer Sessions	22	231	39	270	38	308	21	308	29	337	11	348
Notary Services	5	29	14	43	4	47	13	60	7	67	10	77
Books By Mail Outreach	8	48	7	55	6	61	7	68	7	75	4	79
Web Analytics												
Visitors	848	6,006	732	6,738	966	7,704	854	8,558	766	9,324	749	10,073
Number of Visits	1,497	11,178	1,399	12,577	1,572	14,149	1,463	15,612	1,412	17,024	1,319	18,343
Page Views	4,646	20,415	2,494	22,909	7,254	30,163	4,859	35,022	2,208	37,230	2,269	39,499
<b>PROGRAMS</b>												
<b>ADULT</b>												
Number of Programs	16	41	17	58	18	76	22	98	25	123	35	158
Attendance	127	1,011	134	1,145	197	1,342	163	1,505	223	1,723	203	1,958
<b>CHILDREN'S</b>												
Number of Programs	11	135	10	145	6	151	12	163	8	171	6	177
Attendance	228	907	177	1,084	131	1,215	168	1,383	165	1,548	157	1,705
<b>TEEN/YOUNG ADULT</b>												
Number of Programs	2	6	0	6	1	7	2	9	1	10	1	11
Attendance	29	89	0	89	7	96	20	116	11	127	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
<b>Adult Collection</b>																								
Fiction Books	239	335	228	273	240		212		276		277		283		305		293		243		218		198	
New Fiction	86	32	29	27	60		36		54		55		55		60		65		43		37		27	
Express Books	162	186	94	141	134		116		162		134		191		173		154		147		150		127	
Large Print Books	171	168	125	142	168		148		171		188		189		179		175		148		161		155	
Non Fiction Books	183	180	118	138	142		153		199		139		184		166		159		153		128		137	
Graphic Books	9	5	13	4	6		7		9		8		4		1		1		2		3		3	
<b>Total Adult Books</b>	850	906	607	725	750		672		871		801		906		884		847		736		697		647	
CD/Audio	22	18	12	11	37		26		18		23		31		34		26		28		21		21	
DVD	146	137	184	140	150		140		154		174		161		154		126		152		107		159	
Miscellaneous (equip. plus)	2	21	0	0	0		0		6		0		2		1		0		2		1		2	
Periodicals	41	49	30	37	30		44		41		38		37		33		22		29		29		18	
<b>TOTAL Adult Circulation</b>	1061	1131	833	913	967		882		1090		1036		1137		1106		1021		947		870		847	

#### Juvenile Collection

Fiction Books	487	352	719	694	883		630		458		647		915		919		809		835		714		566	
Non-Fiction Books	103	104	124	17	203		156		103		100		122		121		117		146		97		95	
Graphic Books	112	38	1	68	131		79		112		129		178		160		108		108		142		98	
VOX Books	n/a	29	n/a	36	n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a	
<b>Total Juvenile Books</b>	702	523	844	815	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	32	33		46		32		52		92		50		57		44		37		20	
Miscellaneous (kits plus)	0	0	1	5	0		0		0		0		0		16		6		3		7		6	
Periodicals	7			0	3		4		7		2		7		0		0		0		0		0	
<b>TOTAL Juvenile Circulation</b>	742	556	896	852	1253		915		713		930		1316		1269		1097		1137		998		785	

#### YA Collection

Fiction Books	32	40	20	59	20		21		32		39		51		37		23		20		32		36	
Non-Fiction Books	1	10	0	9	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	12	22		23		21		8		42		30		23		29		24		19	
<b>TOTAL YA Books</b>	54	68	35	80	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	
<b>TOTAL YA Circulation</b>	55	68	35	80	43		46		55		49		97		69		49		52		58		59	

#### Games

Games	13	13	28	17	40		17		13		26		33		24		9		11		11		13	
<b>TOTAL Games Circulation</b>	13	13	28	17	40		17		13		26		33		24		9		11		11		13	

#### GRAND TOTAL

<b>GRAND TOTAL</b>	1871	1768	1885	1862	2303		1860		1871		2041		2583		2468		2176		2147		1937		1704	
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#### All Books

All Books	1606	1497	1579	1620	2010		1582		1598		1726		2218		2153		1930		1877		1708		1465	
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#### All AV

All AV	202	188	247	183	220		213		206		249		286		241		209		225		181		200	
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#### Periodicals

Periodicals	48	49	30	37	33		48		48		40		44		33		22		29		29		18	
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#### Games

Games	13	13	28	17	40		17		13		26		33		24		9		11		11		13	
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#### Miscellaneous

Miscellaneous	2	21	1	5	0		0		6		0		2		17		6		5		8		8	
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#### TOTAL CIRCULATION

<b>TOTAL CIRCULATION</b>	1871	1768	1885	1862	2303		1860		1871		2041		2583		2468		2176		2147		1937		1704	
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