

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

**AGENDA**

- I. Call to Order**
- II. Adoption of Minutes ~ March 2024**
- III. Public Comments**
- IV. Finance**
  - a. Narrative Report: March 2024
  - b. Approval of Disbursements: March 2024
  - c. Financial Reports: March 2024
- V. Reports**
  - a. Director's Report: March 2024
  - 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**
  - a. 2023 Audit Presentation by Berard & Associates, CPAs
  - b. Presentation by Beth Sigler STUDIO
- VIII. Executive Session\***
- IX. Announcements**
- X. Adjournment**

***Next scheduled Board Meeting***  
***May 15, 5:30pm, Kennedy Room***

*\*motion required*

**Rose Memorial Library**  
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    - 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*

**Monthly Board Meeting Minutes  
Board of Trustees  
Rose Memorial Library Association  
March 20, 2024**

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March 20, 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 5:35pm by Amanda Pagan-Glass, President.**

**II. Approval of Minutes\***

**February 28, 2024, Monthly Meeting Minutes were reviewed. \*A motion made by Amanda Pagan-Glass, second by Dick Eggers, with unanimous agreement by Trustees to accept the February minutes.**

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

**IV. Financial Reports\***

**February 2024 Financial Narrative reviewed by Carole Gomez, RML Office Manager. Per a motion made at last month's meeting, \$200,000 was transferred from TD Bank to UBS Financial Services as a short-term investment. Increments will be transferred to the TD Operations Account as needed for regular monthly expenses.**

**The 2024 Annual Appeal has been well received with 179 donations totalling \$9,385 to date.**

**The February Cash Disbursements and Financial Reports were also discussed. The Utica umbrella insurance has been paid in full through September 2024; E.J. Stubenvoll landscaping contract is paid. Vizcarra Multiservices (cleaning service) is increasing \$10 weekly after three years of excellent service. \*Dick Eggers made a motion, second by Gina Guadagnino, unanimous by Trustees, to accept the Financial Narrative and Reports for month of February.**

**Research has begun to explore paying library invoices electronically wherever possible. Documentation required for this procedure going forward has been discussed with the auditors.**

**Berard & Associates CPAs completed the scheduled audit of 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**

- **With the leadership of Karelisa Kimmel, the inventory is moving along quickly. Once the Adult Collection is completed, the Children's Room will begin inventory.**
- **Because of some hiccups at Kirkbride Hall, yoga has now moved back to Patriot Hills on Friday mornings attracting a larger group of participants including postal workers and school bus drivers.**
- **The annual "big little art show" is being planned for April and May followed by our annual photography exhibit.**
- **The Evance program calendar sponsored by Demco comes to an end on March 31<sup>st</sup>. WhoFi was chosen as the new calendar. A soft release for Adult Programming happened on March 19<sup>th</sup>. With only a few glitches to be resolved by WhoFi, it went well. The official launch, which will include Children's Programming, is April 1<sup>st</sup>.**
- **Adult programs continue to be a huge success with just over 140 patrons attending the 17 February classes. Joy was on vacation a portion of the month.**
- **A Winter Reading Challenge for adults created by Karelisa had more than twenty registrations with five completing the challenge and were awarded prizes.**
- **The eBlast now has 1,582 subscribers with open rate of 52%.**
- **In February, there were 1,497 in-person visits by patrons to RML with an additional 1,214 visitors to the website.**
- **The Outreach Program Books By Mail continues to have strong participation.**
- **Susan Babcock has begun to plan for Summer Reading with the theme of "Adventure Begins At Your Library".**

**b. Board Reports**

**i. Marketing & Fundraising:**

- 1. Ideas were floated to sponsor a reception linked to the Big Little Art Show.**
- 2. The Summer Family Festival sponsored by RML and the Friends of RML is scheduled for June 22<sup>nd</sup>**

at Charles Eccher Park (Lowland). The park has been reserved and the Certificate of Insurance is in place. Vendors are being contacted. Summer Reading kick-off will be coordinated with this event.

- ii. Facilities & Capital Projects: no news.
- iii. Finance & Budgets: no news
- iv. Long Range Planning ~ on pause
- v. Technology: nothing new at this time.

**V. Old Business:**

Discussion of the future for Rose Memorial Library to better serve the community of Stony Point. Exploratory steps have been taken resulting in a more focused plan. Meetings planned and discussions with consultants are scheduled.

Leilani Derr is working on presenting rebranding options to the Board of Trustees. She is reviewing staff comments and visions with the goal of May 2024 to offer options.

Discussion related to the 75<sup>th</sup> Anniversary celebration in October 2024 and starting a PR push on social media.

**VI. New Business: No new business.**

**VII. Executive Session: no Executive Session**

**VIII. Announcements:**

- a. The April meeting on April 17<sup>th</sup> will include representatives of Berard & Associates to present the 2023 Audit Report.
- b. There will be a presentation related to the future of Rose Memorial Library.

**IX. Adjournment. The meeting closed at 6:10pm with consent of all Trustees.**

*The next scheduled Board Meeting is Wednesday, April 17th, at 5:30pm, Rose Memorial Library, Kennedy Room*

\*motion required

Carole Gomez, RML Office Manager

**ROSE MEMORIAL LIBRARY ASSOCIATION  
APRIL 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 March 31, 2024. As of that date, RML had on deposit in TD Bank:

- Business Checking Account                   \$ 54,500.84
- Payroll Account                               \$ 1,084.23
- Business Savings Account:                 \$ 17,075.37
- Special Savings Account:                 \$ 53,855.65
- UBS Financial Services as of March 31, 2024.
  - Value as of 02/29/2024                 \$ 558,939.77
  - Value as of 03/31/2024                 \$ 761,968.24
  - Investment Income/Loss                 \$ 3,203.47

There were two payrolls in the month of March 2024 totaling \$31,255.82

The largest expenditures (over \$500) include:

*Optimum 03/23 to 04/22	\$249.61
Hoopla (Midwest Tape) audio books	\$410.62
Orange & Rockland (2/22 - 3/21)	850.64
WT Cox (annual magazine subscriptions)	\$1,094.30
Frontline Data Services (monthly maintenance \$1,470.00)	\$1,470.00
Key Bank (Credit Card & Amazon purchases) Library/Office/Custodial Supplies; Children's Books/Supplies, Adult Books/Program Supplies, New Flag	\$1,654.33
Baker & Taylor Adult's Collection: \$472.34, 433.42, 491.94 Children's Collection: \$287.93, 12.29 Teen's Collection:	\$1,697.92
Utica Insurance (umbrella policy)	\$3,989.98
Beth Sigler STUDIO (2024 project)	\$13,582.36

**PROGRAMMING:**

Joe Rao (solar eclipse program ZOOM)	\$43.00
Tina Abreu (Zumbini for Tots) 4/08 & 4/15	\$200.00

# Rose Memorial Library Association

## Cash Disbursement Report

March 2024

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
	Beginning Balance		
03/04/2024		(53,500.00)	Special Projects
03/04/2024		(1,000.00)	Stand-by Balance
03/06/2024		517.65	Weekly Revenue
03/06/2024		(200,000.00)	Short Term Investment
03/06/2024	TD Bank	(30.00)	Wire Fee for UBS Transfer
03/11/2024		(17,250.00)	Payroll Period Ending 03/09/2024
03/12/2024	Frontline Data Services	(1,470.00)	Invoice #7892
03/12/2024	EJ Stubenvoll Landscaping LLC	(200.00)	Invoice #191
03/12/2024	Rockland Carting	(130.84)	Acct. 190708, Invoice #1144218, Mar/Apr 2024
03/12/2024	Veolia Water New York Inc.	(20.71)	Account #20008129710000
03/12/2024	Baker & Taylor LLC	(472.34)	Account 320274 L449649 Adult Collection
03/12/2024	Beth Sigler STUDIO Architecture	(13,582.36)	Beth Sigler STUDIO Invoice#RML-02
03/12/2024	Library Ideas LLC	(51.00)	Invoice #110881, VOX Books
03/12/2024	Midwest Tape LLC	(410.62)	Customer #2000016084; Hoopla #505127767
03/12/2024	OverDrive	(39.10)	Customer #1052-1017, Invoice #01052CP24065094
03/12/2024	KeyBank	(1,654.33)	Key Bank Credit Card & Amazon 01/29 to 02/28
03/12/2024	U.S. Bank Equipment Finance	(275.00)	Contract #500-0691759-000
03/12/2024	Staples	(51.23)	Account NYC1009485, Invoice #6000504022
03/12/2024	Joe Rao	(43.00)	Virtual Lecture Program, 03/13/2024
03/12/2024	Pitney Bowes Global Financial Services LL	(83.00)	Acct #0015905188, Invoice #1024927483, Postage Machine Ink Cartridges
03/12/2024	WT COX Information Services	(1,094.30)	Account #2085735, Invoice #3134694
03/12/2024		62.50	Weekly Revenue
03/15/2024	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
03/19/2024		58.90	Weekly Revenue
03/20/2024	Karelisa Kimmel	(77.61)	Employee Reimbursement
03/20/2024	Utica National Insurance Group	(3,989.98)	Account #10187518
03/20/2024	Baker & Taylor LLC	(721.35)	Account 320274 L449649 Adult Collection, Children's Collection
03/20/2024	OPTIMUM	(249.21)	Account #07882-391439-01-2 03/23 to 04/22
03/25/2024		22.70	Weekly Revenue
03/25/2024		(16,825.00)	Payroll Period Ending 03/23/2024
03/26/2024	DEMCO, Inc.	(74.40)	710111047, Invoice #7456201
03/26/2024	Susan Babcock	(53.74)	Teens~Reimbursement personal cc
03/26/2024	Orange & Rockland	(850.64)	Account #18242-20000-6, (02/22-03/21)
03/26/2024	Baker & Taylor LLC	(504.23)	Account 320274 L449649 Adult Collection, Children's Collection
03/26/2024	Tina Abreu	(200.00)	Zumbini Time with Tina 04/08 & 04/15
03/26/2024	Pitney Bowes Global Financial Services LL	(76.89)	Acct #0015905188, Invoice #3318911603, Lease 04/20 - 07/19

# Rose Memorial Library Association

## Cash Disbursement Report

March 2024

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
03/29/2024	Mary Fogarty	493.75	EFT Benevity
03/31/2024		5.55	Interest Earned
<b>Total for 1001 TD BUSINESS CHECKING</b>		\$	
		<b>(313,944.83)</b>	



# Rose Memorial Library Association

## Profit & Loss

March 2024

	TOTAL
Income	
4010 LLSWA State Aid	449.00
4014 Fundraising Income - Appeal	518.75
4015 Investment Income	3,210.12
4016 Gifts and Donations	10.15
4031 Library Charges	3.50
4032 Other Income	174.10
<b>Total Income</b>	<b>\$4,365.62</b>
<b>GROSS PROFIT</b>	<b>\$4,365.62</b>
Expenses	
6001 Salaries	31,255.82
6002 Benefits	2,865.85
6007 Office Postage	208.00
6010 Repairs and Maintenance	471.78
6015 Telecommunications	249.21
6017 Utilities	871.35
6018 Insurance	3,989.98
6019 Dues/Fees	60.00
6045 Advertising and Promotion	29.87
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	16,248.76
6125 Serlals	1,094.30
6200 Programs ~ High Profile Events	320.61
6300 Supplies	1,522.02
<b>Total Expenses</b>	<b>\$60,657.55</b>
<b>NET OPERATING INCOME</b>	<b>\$ (56,291.93)</b>
Other Expenses	
6800 Net Payroll	0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>
<b>NET OTHER INCOME</b>	<b>\$0.00</b>
<b>NET INCOME</b>	<b>\$ (56,291.93)</b>

# Rose Memorial Library

## Profit & Loss by Month

March 2024

	TOTAL		
	MAR 2024	JAN - MAR, 2024 (YTD)	JAN - MAR, 2023 (PY YTD)
<b>Income</b>			
4001 Local Public Funds		325,000.00	
4010 LLSWA State Aid	449.00	449.00	439.00
4014 Fundraising Income - Appeal	518.75	2,847.03	4,211.51
4015 Investment Income	3,210.12	8,388.41	5,194.87
4016 Gifts and Donations	10.15	12.15	37.11
4031 Library Charges	3.50	140.92	88.59
4032 Other Income	174.10	482.85	783.85
<b>Total Income</b>	<b>\$4,365.62</b>	<b>\$337,320.36</b>	<b>\$10,754.93</b>
<b>GROSS PROFIT</b>	<b>\$4,365.62</b>	<b>\$337,320.36</b>	<b>\$10,754.93</b>
<b>Expenses</b>			
6001 Salaries	31,255.82	109,227.38	98,390.51
6002 Benefits	2,865.85	12,409.91	11,926.48
6007 Office Postage	208.00	1,053.00	895.00
6008 Accounting & Other Prof Fees		2,833.00	
6009 Legal		500.00	500.00
6010 Repairs and Maintenance	471.78	6,031.80	5,796.03
6011 Health Insurance Premiums Paid			2,732.07
6015 Telecommunications	249.21	748.00	990.88
6017 Utilities	871.35	4,541.23	4,222.39
6018 Insurance	3,989.98	5,926.98	5,952.94
6019 Dues/Fees	60.00	95.00	-55.46
6028 Sewer Taxes		897.49	911.15
6032 RCLS ILS Service Fee			1,950.00
6034 Software Licensing Fees		26.91	29.70
6035 Newsletters		269.56	
6036 Fundraising			395.16
6045 Advertising and Promotion	29.87	223.61	842.03
6050 RCLS Service Fee		2,274.00	
6051 Computer Technical Support	1,470.00	5,047.50	5,047.50
6101 Capital Expenditures	16,248.76	29,232.39	10,188.83
6125 Serials	1,094.30	1,529.29	1,565.56
6200 Programs ~ High Profile Events	320.61	2,105.96	1,766.39
6300 Supplies	1,522.02	4,041.06	5,789.34
8200 Occupancy expenses		200.00	200.00
8500 Misc expenses		1,076.96	1,275.00
<b>Total Expenses</b>	<b>\$60,657.55</b>	<b>\$190,291.03</b>	<b>\$161,311.50</b>
<b>NET OPERATING INCOME</b>	<b>\$-56,291.93</b>	<b>\$147,029.33</b>	<b>\$-150,556.57</b>

# Rose Memorial Library

## Profit & Loss by Month

March 2024

	TOTAL		
	MAR 2024	JAN - MAR, 2024 (YTD)	JAN - MAR, 2023 (PY YTD)
Other Expenses			
6800 Net Payroll	0.00	0.00	0.00
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET OTHER INCOME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET INCOME</b>	<b>\$-56,291.93</b>	<b>\$147,029.33</b>	<b>\$-150,556.57</b>

# Rose Memorial Library Association

## Profit & Loss Prev Year Comparison

April 2023 - March 2024

	TOTAL			
	APR 2023 - MAR 2024	APR 2022 - MAR 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	0.00	650,000.00	
4010 LLSWA State Aid	4,399.00	4,389.00	10.00	0.23 %
4014 Fundraising Income - Appeal	10,948.53	15,532.95	-4,584.42	-29.51 %
4015 Investment Income	34,306.87	8,279.61	26,027.26	314.35 %
4016 Gifts and Donations	78.87	827.26	-748.39	-90.47 %
4018 Friends - Income	0.00	15.00	-15.00	-100.00 %
4031 Library Charges	217.80	379.35	-161.55	-42.59 %
4032 Other Income	2,045.85	2,400.01	-354.16	-14.76 %
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>\$901,996.92</b>	<b>\$221,281.96</b>	<b>\$680,714.96</b>	<b>307.62 %</b>
<b>GROSS PROFIT</b>	<b>\$901,996.92</b>	<b>\$221,281.96</b>	<b>\$680,714.96</b>	<b>307.62 %</b>
<b>Expenses</b>				
6001 Salaries	381,888.74	346,857.07	35,031.67	10.10 %
6002 Benefits	35,394.46	33,423.00	1,971.46	5.90 %
6007 Office Postage	2,398.00	2,237.57	160.43	7.17 %
6008 Accounting & Other Prof Fees	11,072.66	8,004.04	3,068.62	38.34 %
6009 Legal	2,521.99	4,560.00	-2,038.01	-44.69 %
6010 Repairs and Maintenance	18,866.86	18,739.99	126.87	0.68 %
6011 Health Insurance Premiums Paid	614.49	9,961.05	-9,346.56	-93.83 %
6015 Telecommunications	2,990.08	3,042.64	-52.56	-1.73 %
6017 Utilities	14,145.86	11,691.65	2,454.21	20.99 %
6018 Insurance	9,380.98	14,553.68	-5,172.70	-35.54 %
6019 Dues/Fees	282.45	1,649.26	-1,366.81	-82.87 %
6028 Sewer Taxes	897.49	911.15	-13.66	-1.50 %
6032 RCLS ILS Service Fee	5,850.00	10,399.32	-4,549.32	-43.75 %
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	4,976.52	-3,512.33	-70.58 %
6036 Fundraising	2,112.00	3,618.37	-1,506.37	-41.63 %
6043 Retirement 403B	0.00	-25.00	25.00	100.00 %
6045 Advertising and Promotion	492.44	999.91	-507.47	-50.75 %
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	15,123.71	3,198.74	21.15 %
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

April 2023 - March 2024

	TOTAL			
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)	CHANGE	% CHANGE
6101 Capital Expenditures	77,453.31	64,440.07	13,013.24	20.19 %
6125 Serials	3,795.40	3,544.81	250.59	7.07 %
6200 Programs ~ High Profile Events	8,666.60	11,360.28	-2,693.68	-23.71 %
6300 Supplies	17,854.64	18,885.24	-1,030.60	-5.46 %
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	13,265.89	-12,332.14	-92.96 %
8400 Depreciation & amortization exp	0.00	52,999.00	-52,999.00	-100.00 %
8500 Misc expenses	1,450.96	2,454.90	-1,003.94	-40.90 %
Unapplied Cash Bill Payment Expense	0.00	-1,989.00	1,989.00	100.00 %
<b>Total Expenses</b>	<b>\$626,822.86</b>	<b>\$692,121.60</b>	<b>\$-65,298.74</b>	<b>-9.43 %</b>
<b>NET OPERATING INCOME</b>	<b>\$275,174.06</b>	<b>\$-470,839.64</b>	<b>\$746,013.70</b>	<b>158.44 %</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>\$0.00</b>	<b>\$54.84</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$275,228.90</b>	<b>\$-470,839.64</b>	<b>\$746,068.54</b>	<b>158.45 %</b>

# **Rose Memorial Library**

## **April 2024 Board Report**

### **Alice Meacham, Director**

- The 2023 Annual Report has been approved by RCLS and submitted to New York State.
- We have officially transferred our online events calendar system to WhoFi. There are a few small kinks to work out, but it has mostly gone smoothly, thanks to the clear communications with our patrons provided by Karelisa, Susan and Joy.
- The Second Annual BIG Little Art Show has commenced and already looks beautiful!
- There were a lot of requests for eclipse glasses as many local news stations reported that local libraries had them. We did not have them (and the libraries that did saw a huge rush and ran out a week before the eclipse.) I am very proud of how our staff handled the demand.
- The Staff Spotlight for April is Reese Garcia!

### **Susan Babcock, Children's Services**

- Programs are going well and now that the parks have opened, we will be using Vincent Clark Park for upcoming programs.
- We just began our part of the inventory project and hope we can complete it before the end of May deadline.

### **Circulation**

- Circulation staff did a fabulous job handling a very busy day on the eclipse. They fielded a lot of calls and in person questions (over 80 inquiries) and did their best to direct our patrons to viewing events.
- Inventory is moving along upstairs. Karelisa and I will begin trainings this month both virtual and in person for the new ILS KOHA.

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

- I've been taking part in a continuing education cohort hosted by RCLS and Mid-Hudson Library System called "Resilience Hubs" about sustainability in libraries and library response to natural disasters. Enjoying the discussions! I will complete it in May.
- Susan and I are preparing for the switch to KOHA. Before the in-person training, I will be completing a webinar and have begun playing around with a mock site.
- Inventory is continuing at a good pace in the Adult Collection. After we complete Nonfiction, we will just have some smaller sections left.

- Our recent eNews went out to 1,671 subscribers with a 48% open rate. 55 people checked out events on our new WhoFi event calendar via the eNews.
- We just celebrated National Library Week! Patrons were very generous in leaving us supportive messages on Facebook and on little notes in the Library.

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

- March was another banner month with over 260 patrons attending 26 programs throughout the month. This is the highest yet!
- Our Community Art Show was a great success and we have put up our 2<sup>nd</sup> Annual BIG Little Art Show and it looks great.
- Chair Yoga has also had record numbers recently on Friday mornings and has seen up to 20 people attending and benefiting from this community program.
- The WhoFi calendar platform is up and running and we are working with them to improve efficiency and functionality.
- Although we did not have eclipse glasses (I applied over a year ago and they were already unavailable), we did participate in a great informational talk with Joe Rao.

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

- The draft of the Berard & Associates audit report was received, reviewed and returned for the final presentation scheduled for April 17<sup>th</sup>.
- The 2024 Annual Appeal hit homes on Friday, December 1st. To date, RML has received **\$10,084.00** from 185 donors. Thank you letters (used for tax purposes) are sent within 48-72 hours.
- RML has included Circulation Statistics in the Board Packet with a year-over-year comparison as well month-to-month in addition to the Library Statistics information.
- Rose Memorial Library has 3,608 registered patrons as of March 31<sup>st</sup>.
- Twenty-six (26) new cards were issued. As new patrons join Rose Memorial Library, their email addresses are added to our e-Blast group
- In March, there were 1,740 in-person visitors; 887 visitors to the website totaling 1,641 visits resulting in 5,549 page views.
- Use of RML computer services (one desktop and two laptops) totaled 46. Many patrons bring their own laptops enjoying RML free WiFi services.
- Outreach services during March were accessed eight (8) 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 six (6) 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 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	293	212		276		277		283		305		293		243		218		198	
New Fiction	86	32	29	27	60	36	36		54		55		55		60		65		43		37		27	
Express Books	162	186	94	141	134	138	116		162		134		191		173		154		147		150		127	
Large Print Books	171	168	125	142	168	161	148		171		188		189		179		175		148		161		155	
Non Fiction Books	183	180	118	138	142	127	153		199		139		184		166		159		153		128		137	
Graphic Books	9	5	13	4	6	2	7		9		8		4		1		1		2		3		3	
<b>Total Adult Books</b>	<b>850</b>	<b>906</b>	<b>607</b>	<b>725</b>	<b>750</b>	<b>757</b>	<b>672</b>		<b>871</b>		<b>801</b>		<b>906</b>		<b>884</b>		<b>847</b>		<b>736</b>		<b>697</b>		<b>647</b>	
CD/Audio	22	18	12	11	37	19	26		18		23		31		34		26		28		36		21	
DVD	146	137	184	140	150	230	140		154		174		161		154		126		152		107		159	
Miscellaneous (equip. plus)	2	21	0	0	0	0	0		6		0		2		1		0		2		1		2	
Periodicals	41	49	30	37	30	12	44		41		38		37		33		22		29		29		18	
<b>TOTAL Adult Circulation</b>	<b>1061</b>	<b>1131</b>	<b>833</b>	<b>913</b>	<b>967</b>	<b>1018</b>	<b>882</b>		<b>1090</b>		<b>1036</b>		<b>1137</b>		<b>1106</b>		<b>1021</b>		<b>947</b>		<b>870</b>		<b>847</b>	

Juvenile Collection

Fiction Books	487	352	719	694	883	801	630		458		647		915		919		809		835		714		566	
Non-Fiction Books	103	104	124	17	203	107	156		103		100		122		121		117		146		97		95	
Graphic Books	112	38	1	68	131	103	79		112		129		178		160		108		108		142		98	
VOX Books	n/a	29	n/a	36	n/a	38	n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a	
<b>Total Juvenile Books</b>	<b>702</b>	<b>523</b>	<b>844</b>	<b>815</b>	<b>1217</b>	<b>1049</b>	<b>865</b>		<b>673</b>		<b>876</b>		<b>1215</b>		<b>1200</b>		<b>1034</b>		<b>1089</b>		<b>953</b>		<b>759</b>	
CD/Audio	1	1	0	0	0	0	0		1		0		2		3		0		1		1		0	
DVD	32	32	51	32	33	19	46		32		52		92		50		57		44		37		20	
Miscellaneous (kits plus)	0	0	1	5	0	4	0		0		0		0		16		6		3		7		6	
Periodicals	7	7	0	0	3	1	4		7		2		7		0		0		0		0		0	
<b>TOTAL Juvenile Circulation</b>	<b>742</b>	<b>556</b>	<b>896</b>	<b>852</b>	<b>1253</b>	<b>1073</b>	<b>915</b>		<b>713</b>		<b>930</b>		<b>1316</b>		<b>1269</b>		<b>1097</b>		<b>1137</b>		<b>998</b>		<b>785</b>	

YA Collection

Fiction Books	32	40	20	59	20	31	21		32		39		51		37		23		20		32		36	
Non-Fiction Books	1	10	0	9	1	3	1		1		2		4		2		3		3		2		3	
Express Books	0	0	3	0	0	0	0		0		0		0		0		0		0		0		0	
Graphic Books	21	18	12	12	22	15	23		21		8		42		30		23		29		24		19	
<b>TOTAL YA Books</b>	<b>54</b>	<b>68</b>	<b>35</b>	<b>80</b>	<b>43</b>	<b>49</b>	<b>45</b>		<b>54</b>		<b>49</b>		<b>97</b>		<b>69</b>		<b>49</b>		<b>52</b>		<b>58</b>		<b>59</b>	
CD/Audio	1	0	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		0	
Miscellaneous	0	0	0	0	0	0	0		0		0		0		0		0		0		0		0	
<b>TOTAL YA Circulation</b>	<b>55</b>	<b>68</b>	<b>35</b>	<b>80</b>	<b>43</b>	<b>49</b>	<b>46</b>		<b>55</b>		<b>49</b>		<b>97</b>		<b>69</b>		<b>49</b>		<b>52</b>		<b>58</b>		<b>59</b>	

Games	13	13	28	17	40	20	17		13		26		33		24		9		11		11		13	
<b>TOTAL Games Circulation</b>	<b>13</b>	<b>13</b>	<b>28</b>	<b>17</b>	<b>40</b>	<b>20</b>	<b>17</b>		<b>13</b>		<b>26</b>		<b>33</b>		<b>24</b>		<b>9</b>		<b>11</b>		<b>11</b>		<b>13</b>	

<b>GRAND TOTAL</b>	<b>1871</b>	<b>1768</b>	<b>1885</b>	<b>1862</b>	<b>2303</b>	<b>2160</b>	<b>1860</b>		<b>1871</b>		<b>2041</b>		<b>2583</b>		<b>2468</b>		<b>2176</b>		<b>2147</b>		<b>1937</b>		<b>1704</b>	
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All Books	1606	1497	1579	1620	2010	1855	1582		1598		1726		2218		2153		1930		1877		1708		1465	
All AV	202	188	247	183	220	268	213		206		249		286		241		209		225		181		200	
Periodicals	48	49	30	37	33	13	48		48		40		44		33		22		29		29		18	
Games	13	13	28	17	40	20	17		13		26		33		24		9		11		11		13	
Miscellaneous	2	21	1	5	0	4	0		6		0		2		17		6		5		8		8	
<b>TOTAL CIRCULATION</b>	<b>1871</b>	<b>1768</b>	<b>1885</b>	<b>1862</b>	<b>2303</b>	<b>2160</b>	<b>1860</b>		<b>1871</b>		<b>2041</b>		<b>2583</b>		<b>2468</b>		<b>2176</b>		<b>2147</b>		<b>1937</b>		<b>1704</b>	