ROSE MEMORIAL
LIBRARY ASSOCIATION

79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, September 17, 2025

AGENDA

I. Call to Order

II. Adoption of Minutes ~ August 2025

III. Public Comments

IV. Finance

a. Narrative Report: August 2025*
b. Approval of Disbursements: August 2025*
c. Financial Reports: August 2025*

V. Reports

a. Director's Report: August 2025
b. Board Committees
   i. Marketing & Fundraising
   ii. Facilities & Capital Projects
   iii. Finance & Budget
   iv. Long Range Plan Committee
   v. Technology

VI. Old Business

a. Finalizing plans for !!7 West Main Street location
b. Discuss timeline for job search

VII. New Business

a. Review/approve 2026 RCLS Budget proposal

VIII. Executive Session* (if necessary)

IX. Announcements

X. Adjournment

Next scheduled Board Meeting
October 15, 2025, 5:30pm Kennedy Room

**motion required*

ROSE MEMORIAL
LIBRARY ASSOCIATION

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Wednesday August 20, 2025

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III. **Public Comments**

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   a. Director's Report: July 2025
   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 next steps for RML
   b. Q&A with W.O.H.

VII. **New Business**

VIII. **Executive Session* (if necessary)**

IX. **Announcements**

X. **Adjournment**

Next scheduled Board Meeting
September 17, 2025, 5:30pm Kennedy Room

**motion required*

ROSE MEMORIAL
LIBRARY ASSOCIATION

Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
August 27, 2025

August 27, 2025, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

Present: Amanda Pagan-Glass, Board President; Gina Guadagnino, Vice President; Christina Haigh, Secretary; Richard Eggers, Treasurer; Jackie Hanley, Trustee; Interim Director, Carole Gomez.

I. Meeting called to order at 5:45pm by Amanda Pagan-Glass, Board President.

II. Approval of Minutes*

July 2025, Monthly Meeting Minutes were reviewed. *A motion made by Amanda Pagan-Glass, second by Christina Haigh, with unanimous agreement by Trustees to accept the July minutes.

III. Public Comments ~ no public comments.

IV. Financial Reports*

July 2025 Financial Narrative reviewed by Carole Gomez, RML Interim Director. As discussed at the May meeting, RML transferred $120,000 from the short-term investment account to the Operations account for regular monthly expenses. It will be necessary to authorize the next transfer towards the end of September to cover regular monthly expenses.

The July Cash Disbursements and Financial Reports were discussed. *Dick Eggers made a motion, second by Gina Guadagnino, unanimous by Trustees, to accept the Financial Narrative and Reports for the month of July.

V. Reports ~

a. Director's Report: Carole Gomez, Interim Director.

- **RML has had a strong presence in the community throughout the summer highlighted with the Bubble Bus event, Foam Fun Finale, Shark Week at the Stony Point**

Playgroup at Charles Eccher Park and a Tie Dye Party for Teens on our front lawn.

- **The Summer Reading Program is winding down with visitors to the library cashing in their Book Bucks and "purchasing" prizes.**
- **RML had a record number of in-person visitors to the library in July as well as the highest circulation rate in the last few years.**
- **RML updated website from RockWeb Systems is complete and has a fresh new look to match the logo.**
- **RML has received donations in the amount of $7,299 year to date.**
- **RCLS Road Trip is under way beginning June 30th through September 30th. Many out-of-town visitors have navigated their way through the Stony Point detours to find our little library.**
- **With the summer weather, Joy has again started the nature walks. She has offered some painting and drawing classes at the parks.**
- **Two new team members will be joining RML September 2nd: Katie Coulter, Adult Collections Librarian, and Dawn McFarland, Communications Specialist.**

b. Board Reports

i. **Marketing & Fundraising: Plans are in the works for the following:**

1. **September: *RCLS Annual Meeting*, an opportunity to display pictures and crafts detailing our activities and classes.**
2. **October: *Stony Point P.A.L Annual Fall Festival.***
3. ***L.A.R.C. in the Park*, a 5K at Rockland Lake.**
4. **November: *NRCSD Food Drive***
5. **December: *Light Up Stony Point* holiday parade.**

ii. **Facilities & Capital Projects: The front steps are cracking and a mason is scheduled to do the basic repairs first week of September.**

iii. **Finance & Budgets: Donations total $7,299. Donors are honored on the newly created Thank You page on the website. NRSCD funds are expected early October.**

iv. **Long Range Planning: RML is working towards the new building awaiting access to the funds from Proposition 2 expected in March 2026.**

v. **Technology: One of the new computers, under warranty, had an issue and is being repaired.**

VI. Old Business:

a. **Discussion of next steps for RML: Tentative plans to attend the next Town Board Meeting on September 9th.**
b. **Discussion regarding the benefits of leasing the building located at 117 West Main Street as well as the pros and cons. In addition, the probability of selling the current building at market value.**
c. **Q&A with W.O.H.**

VII. New Business: no new business at this time.

VIII. Executive Session:

a. ***Dick Eggers made a motion, second by Jackie Hanley, to go into Executive Session at 6:00pm, agreed to by the Trustees.**
b. ***Amanda Pagan-Glass, second by Christina Haigh, to go out of Executive Session at 6:40pm, Trustees in unanimous agreement.**

IX. Announcements: The next regular monthly meeting is scheduled for Wednesday, September 17, 5:30pm, Kennedy Room.

X. Adjournment. A *motion was made by Dick Eggers, second by Gina Guadagnino, to adjourn the meeting. The meeting closed at 6:50pm with consent of all Trustees.

The next scheduled monthly Board of Trustees meeting
Wednesday, September 17, 2025, 5:30pm, Kennedy Room.

***Motion required**

Carole Gomez, RML Interim Director

ROSE MEMORIAL
LIBRARY ASSOCIATION

SEPTEMBER 2025 BOARD MEETING
FINANCIAL NARRATIVE

The financial reports for this month, posted on www.rosememoriallibrary.org, reflect income and expenses as of August 2025. As of that date, RML had on deposit in TD Bank:

- **Business Checking Account $ 41,918.34**
- **Payroll Account $ 2,674.02**
- **Business Savings Account: $ 18,017.07**
- **UBS Financial Services as of August 31, 2025.**
  - **Value as of 07/31/2025 $ 406,358.27**
  - **Value as of 08/31/2025 $ 407,813.17**
  - **Investment Income/Loss $ 1,454.90**

There were two payrolls in the month of August totaling $29,497.89

The largest expenditures (over $500) include:

RCLS, Consumer Reports Annual DB Pool	**$847.00**
Vizcarra Multiservices, August 2025,	**$1,000.00**
RockWeb (website redesign & annual domain license)	**$1,149.60**
Orange & Rockland (07/23-08/21))	**$1,246.18**
Utica National Insurance (payment)	**$2,047.00**
Frontline (monthly fee, wire replacement, new printer)	**$2,434.00**
Key Bank (Amazon & CC): Office/Custodial Supplies, High Profile Event, Adult/Children's Books, SRP Children's/Teen's Supplies, SRP Teen Programs, Adult Supplies, DVDs, Games, Social Media	**$2,744.99**

PROGRAMMING:

Jody Atkinson (yoga, September)	**$50.00**
Tina Abreu (Zumbini for Tots, 09/10, 09/17, 09/24)	**$390.00**

Rose Memorial Library Association

Cash Disbursement Report

August 2025

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
Beginning Balance			
08/07/2025		79.50	Weekly Revenue
08/11/2025	Avaya Financial Services	(89.69)	Customer #2000355809, Invoice #475011604
08/11/2025	Baker & Taylor LLC	(180.10)	Account #320274 L449649
08/11/2025	Ramapo Catskill Library System	(847.00)	Annual Database Pool RCLS Billing
08/11/2025	Midwest Tape LLC	(212.93)	Customer #2000016084; Hoopla Invoice #507536246
08/11/2025	OverDrive, Inc.	(40.05)	Customer ID #1052-1027
08/11/2025	KeyBank	(2,744.99)	Key Bank (CC & Amazon), 6/29-7/28/2025
08/11/2025	Veolia Water New York Inc.	(33.44)	Account #**********0000, 07/03-08/04
08/11/2025	Frontline Data Services	(2,434.00)	Invoice #9390
08/11/2025	U.S. Bank Equipment Finance	(283.15)	Contract #500-0691759-000, Sharp BP50C31 Copier - Invoice #561795444
08/11/2025		(15,500.00)	Payroll Period Ending 08/09/2025
08/12/2025	GiveLively (Stripe, Inc.)	8.63	Give Lively Donation
08/13/2025		39.14	Weekly Revenue
08/18/2025	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
08/19/2025	GiveLively (Stripe, Inc.)	8.81	Give Lively Donation
08/20/2025	GiveLively (Stripe, Inc.)	8.81	Give Lively Donation
08/20/2025		(16,250.00)	Payroll Period Ending 08/23/2025
08/25/2025		121.60	Weekly Revenue, w/o 08/11 & 08/18
08/27/2025	Clarence Pitt	23.79	Give Lively Donation
08/27/2025	OPTIMUM	(284.51)	Account #07882-391439-01-2, 08/23-09/22
08/27/2025	Rockland Carting	(131.92)	Acct. 190708, Sept/Oct 2025
08/27/2025	Orange & Rockland	(1,246.18)	Account #18242-20000-6, (7/23 to 08/21)
08/27/2025	Baker & Taylor LLC	(19.45)	Account #320274 L449649
08/27/2025	Blick Art Materials	(93.48)	Account #***8251, Invoice #5951211
08/27/2025	Utica National Insurance Group	(2,047.00)	Account #*****7518
08/27/2025	RockWeb Systems, Inc.	(1,149.60)	Invoices #20250514, #20250575
08/27/2025	Tina Abreu	(390.00)	Zumbini for Tots 09/10, 09/17, 09/24 @$130
08/27/2025	Vizcarra Multiservices LLC	(1,000.00)	Invoice #245, August 2025
08/27/2025	Jodi Atkinson	(50.00)	September 2025, Yoga/Meditation for Adults
08/31/2025		2.81	Interest Earned
Total for 1001 TD BUSINESS CHECKING		**$ (44,859.40)**	

Rose Memorial Library Association

Profit & Loss

August 2025

	TOTAL
Income	
4014 Fundraising Income - Appeal	100.04
4015 Investment Income	1,458.02
4016 Gifts and Donations	1.80
4031 Library Charges	29.19
4032 Other Income	127.25
Total Income	**$1,716.30**
GROSS PROFIT	**$1,716.30**
Expenses	
6001 Salaries	29,497.89
6002 Benefits	2,505.81
6007 Office Postage	125.00
6010 Repairs and Maintenance	1,264.67
6015 Telecommunications	284.51
6017 Utilities	1,279.62
6018 Insurance	2,047.00
6019 Dues/Fees	105.15
6045 Advertising and Promotion	121.98
6051 Computer Technical Support	1,795.00
6052 New Library Website	549.75
6053 Website Hosting Fee	599.85
6101 Capital Expenditures	2,246.23
6200 Programs ~ High Profile Events	1,133.11
6300 Supplies	1,818.62
Total Expenses	**$45,374.19**
NET OPERATING INCOME	**$ (43,657.89)**
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	**$0.00**
NET OTHER INCOME	**$0.00**
NET INCOME	**$ (43,657.89)**

Rose Memorial Library

Profit & Loss by Month

August 2025

	TOTAL		
	AUG 2025	JAN - AUG, 2025 (YTD)	JAN - AUG, 2024 (PY YTD)
Income			
4001 Local Public Funds		325,000.00	325,000.00
4010 LLSWA State Aid		457.00	4,563.00
4014 Fundraising Income - Appeal	100.04	6,541.87	3,325.32
4015 Investment Income	1,458.02	14,164.54	22,627.96
4016 Gifts and Donations	1.80	32.55	65.20
4018 Friends - Income			49.64
4031 Library Charges	29.19	220.75	246.45
4032 Other Income	127.25	1,745.25	1,737.30
Total Income	**$1,716.30**	**$348,161.96**	**$357,614.87**
GROSS PROFIT	**$1,716.30**	**$348,161.96**	**$357,614.87**
Expenses			
6001 Salaries	29,497.89	282,296.48	282,378.62
6002 Benefits	2,505.81	12,708.69	28,522.41
6007 Office Postage	125.00	1,350.00	1,745.30
6008 Accounting & Other Prof Fees		9,522.97	9,604.83
6009 Legal		2,535.00	1,000.00
6010 Repairs and Maintenance	1,264.67	18,411.44	13,849.91
6015 Telecommunications	284.51	2,501.89	1,998.59
6017 Utilities	1,279.62	10,078.59	8,270.98
6018 Insurance	2,047.00	4,083.00	13,402.52
6019 Dues/Fees	105.15	304.95	444.00
6028 Sewer Taxes		875.35	897.49
6032 RCLS ILS Service Fee		6,599.70	6,292.50
6034 Software Licensing Fees		741.90	96.30
6035 Newsletters		2,599.00	269.56
6045 Advertising and Promotion	121.98	1,881.52	733.36
6050 RCLS Service Fee		2,236.00	2,274.00
6051 Computer Technical Support	1,795.00	12,085.00	12,397.50
6052 New Library Website	549.75	549.75	89.85
6053 Website Hosting Fee	599.85	719.65	599.85
6099 Friends Expenditures			50.00
6101 Capital Expenditures	2,246.23	28,371.15	74,635.73
6125 Serials		3,528.17	3,406.70
6200 Programs ~ High Profile Events	1,133.11	6,837.49	6,022.23
6300 Supplies	1,818.62	11,802.12	9,482.96
7500 Other personnel expenses		660.00	2,420.00
8200 Occupancy expenses			400.00
8400 Depreciation & amortization exp			38,232.00

Rose Memorial Library

Profit & Loss by Month

August 2025

	TOTAL		
	AUG 2025	JAN - AUG, 2025 (YTD)	JAN - AUG, 2024 (PY YTD)
8500 Misc expenses		1,711.99	4,182.47
Total Expenses	**$45,374.19**	**$424,991.80**	**$523,699.66**
NET OPERATING INCOME	**$ -43,657.89**	**$ -76,829.84**	**$ -166,084.79**
Other Expenses			
6800 Net Payroll	0.00	15,516.57	0.00
Total Other Expenses	**$0.00**	**$15,516.57**	**$0.00**
NET OTHER INCOME	**$0.00**	**$ -15,516.57**	**$0.00**
NET INCOME	**$ -43,657.89**	**$ -92,346.41**	**$ -166,084.79**

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

August 2025

	TOTAL			
	AUG 2025	AUG 2024 (PY)	CHANGE	% CHANGE
Income				
4010 LLSWA State Aid	0.00	4,114.00	-4,114.00	-100.00 %
4014 Fundraising Income - Appeal	100.04	27.84	72.20	259.34 %
4015 Investment Income	1,458.02	2,296.99	-838.97	-36.52 %
4016 Gifts and Donations	1.80	0.00	1.80	
4031 Library Charges	29.19	16.00	13.19	82.44 %
4032 Other Income	127.25	623.40	-496.15	-79.59 %
Total Income	**$1,716.30**	**$7,078.23**	**$ -5,361.93**	**-75.75 %**
GROSS PROFIT	**$1,716.30**	**$7,078.23**	**$ -5,361.93**	**-75.75 %**
Expenses				
6001 Salaries	29,497.89	31,047.56	-1,549.67	-4.99 %
6002 Benefits	2,505.81	2,587.12	-81.31	-3.14 %
6007 Office Postage	125.00	154.55	-29.55	-19.12 %
6010 Repairs and Maintenance	1,264.67	1,349.68	-85.01	-6.30 %
6015 Telecommunications	284.51	254.68	29.83	11.71 %
6017 Utilities	1,279.62	1,423.58	-143.96	-10.11 %
6018 Insurance	2,047.00	7,369.79	-5,322.79	-72.22 %
6019 Dues/Fees	105.15	35.00	70.15	200.43 %
6045 Advertising and Promotion	121.98	133.97	-11.99	-8.95 %
6051 Computer Technical Support	1,795.00	1,470.00	325.00	22.11 %
6052 New Library Website	549.75	0.00	549.75	
6053 Website Hosting Fee	599.85	0.00	599.85	
6101 Capital Expenditures	2,246.23	21,609.03	-19,362.80	-89.61 %
6200 Programs ~ High Profile Events	1,133.11	1,038.96	94.15	9.06 %
6300 Supplies	1,818.62	1,808.65	9.97	0.55 %
Total Expenses	**$45,374.19**	**$70,282.57**	**$ -24,908.38**	**-35.44 %**
NET OPERATING INCOME	**$ -43,657.89**	**$ -63,204.34**	**$19,546.45**	**30.93 %**
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**	**$0.00**	**0.00%**
NET INCOME	**$ -43,657.89**	**$ -63,204.34**	**$19,546.45**	**30.93 %**

ROSE MEMORIAL
LIBRARY ASSOCIATION

September 17, 2025 Board Report

Carole Gomez, Interim Director

- Rose Memorial Library has had a strong presence in the community throughout the summer with plans for the fall as well.
- There were a lot of vacations and unavoidable absences in August. A special thank you to the team for covering in order to provide seamless service to the patrons of Stony Point.
- Summer Reading Program was a huge success across all ages: Children, Teens and Adults.
- Two new team members joined RML as of September 2nd ~ Katie Coulter, Adult Collections Librarian, and Dawn McFarland, Communications Specialist.
- We are preparing for a very busy Fall. Susan and I attended the RCLS Annual Meeting displaying our multitude of programs and activities throughout the past year.
- In October, we will be at the Stony Point P.A.L. Fall Fest. At the end of October, I am volunteering at L.A.R.C. in the Park, a 5K at Rockland Lake. The food drives are in November and Light Up Stony Point is December 5th.
- RCLS is offering several important trainings in the Fall, a variety targeting each staff group. Most will be recorded for scheduling convenience.
- Tom Ossa of RockWeb is scheduled to make a presentation at our October Board of Trustees meeting.
- There was a problem with cracking on the front steps to the building. They were quickly repaired by Danny Landscaping & Construction to ensure safety of our visitors.

Office Manager

- To date, RML has received **$7,392.00** from 130 donors.
- Rose Memorial Library has 3,062 registered patrons ending August 31st as a result of the RCLS global purge of patrons who have not utilized services since 2020.
- Twenty five (25) new cards were issued in August.
- In August, there were 1,812 in-person visitors; 879 visitors to the website totaling 1,683 visits resulting in 2,608 page views.
- August Circulation Statistics show a total circulation of 2,504 items including 2,205 books, 214 AV items along with 85 periodicals, games and activity kits.
- Books By Mail Outreach program was utilized by four patrons.
- Monthly use of RML computer services totaled forty-one (41).
- There were twelve (12) requests for Notary services.
- Rose Memorial Library continues to offer Proctoring services to several school/training programs: Stanford University, Quinnipiac University, Tulane University, Real Estate University and Pro-Career Center

Katherine Coulter, Adult Collections & Communications Librarian

- New books, movies, games, and all other adult medias have been supplied to patrons seamlessly thanks to the efforts of RML staff during the months of July and August.
- I, Katie Coulter, started my new position as the new Adult Collections Librarian at the start of September, and have officially taken over such duties, as well as all other duties associated with my new position. I have spent my time thus far acquainting myself with the day-to-day operations of RML and am excited to officially become a part of the RML team!

Susan Babcock, Children's Services & Circulation Supervisor

Youth Services –

- In August, Youth Services wrapped up a successful Summer Reading Program with a Festive Foam Cannon Party at Lowland Park, where families enjoyed ice pops and lots of foam fun to celebrate their participation. Teens had a great time at our tie-dye party, complete with pizza and creativity.
- All in all, the participants came to the library on a regular basis each week to report on reading progress and collect their incentive prizes.
- Engagement was strong across age groups throughout the summer, and we are now in the process of compiling participation and program data for submission in the upcoming state report. The positive turnout and enthusiasm from the community made the summer reading program one to remember!

Circulation-

- August was a busy and productive month at the Circulation Desk as staff managed the high volume of activity that comes with the end of the summer season. In addition to their regular duties, the team helped shifting around some of the teen book collection and adult collection as well. They also kept our book displays looking fresh and seasonally relevant in the absence of an adult librarian. Special thanks to Reese, who has been instrumental in gathering and organizing data for the RCLS-wide Road Trip program! One of our local patrons even won a prize in the Road Trip program.

Joy Buckhout, Adult Programming & Outreach Coordinator

- August had a great turnout for programs (considering end-of-summer vacations), with 208 patrons attending 27 in-person programs this past month.
- Adult Summer Reading is all wrapped up and we will be awarding gift cards to 5 winners in different categories (Bookmark Design Contest, Summer Reading Bingo, Frequent Flyer Program Attendance, Avid Reader Book Reviews, & First Time Library Card). A big THANK YOU to Alicia Pagan for getting all the gift cards donated from local restaurants!
- Our Patron Showcase has come down and we will be working on creating a new community art project for October – The Enchanted Sculpture Garden!
- Our Quarterly Genre Book Clubs have been popular. We meet once a month on a Wednesday evening at 6pm out at a local restaurant. Most recently, we met for the Sci Fi Book Club (Sci Fi, Fantasy & Dystopian Fiction) at Playa Cancun. In September, we will meet at Gyro Point Plus for the Non Fiction Club (Biography, Memoir & Non-Fiction). Interested patrons should request to be put on the email

list for updates on titles and dates for events. You can also learn more on our website at: https://www.rosememoriallibrary.org/book-discussion-groups/

- We are continuing to offer movies up at Patriot Hills. We have focused on documentaries for now and have discontinued the Saturday Matinee and moved the Friday Night movie to 3pm. Attendance has started to pick up and we are hoping word will spread.
- Mahjong has been steady, with about 8 people attending most weeks. We will continue through October.
- Our Plein Air Painting & Drawing at Vincent Clark Park has gained a nice following. There is plenty of space and shade/shelter under the pavilion.
- We were hoping to host a "Repair Café" in October, but due to scheduling conflicts with the organizers, as well as key repair "coaches", we will need to postpone until early next year. More information to come.

RML LIBRARY STATISTICS

	January				February				March				April				May				June			
	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD
Registered Users	3,441	n/a	3,552	n/a	3,462	n/a	3,583	n/a	3,496	n/a	3,608	n/a	2,950*	n/a	*3,184	n/a	2,973	n/a	3,210	n/a	3,001	n/a	3,247	n/a
(purged by RCLS)																								
New Cards	28	28	29	29	14	42	31	60	42	84	26	86	28	112	33	119	24	136	23	142	26	162	37	179
Library Visitors	1,496	1,496	1,610	1,610	1,657	3,153	1,497	3,107	2,006	5,159	1740	4,847	1,701	6,860	1,794	6,641	1,630	8,480	1,595	8,236	1,608	10,088	1,493	9,789
Public Computer Sessions	33	33	30	30	48	81	33	63	45	126	46	109	56	182	41	150	36	218	29	179	43	261	32	211
Notary Services	9	9	8	8	4	13	4	12	8	21	6	18	6	27	6	24	9	36	5	29	11	47	4	33
Books By Mail Outreach	4	4	4	4	4	8	3	7	3	11	8	15	0	11	8	23	8	19	6	29	3	22	4	33
Web Analytics																								
Visitors	695	695	1,029	1,029	759	1,454	1,214	2,243	895	2,349	887	3,130	912	3,261	911	4,041	805	4,066	867	4,908	1,011	5,077	923	5,831
Number of Visits	1,417	1,417	1,569	1,569	1,485	2,902	1,891	3,460	1,645	4,547	1,641	5,101	1,599	6,146	1,769	6,870	1,505	7,651	1,403	8,273	1,831	9,482	1,725	9,998
Page Views	2,419	2,419	7,145	7,145	2,435	4,854	2,841	9,986	2,767	7,621	5,549	15,535	2,691	10,312	3,095	18,630	2,412	12,724	7,179	25,809	2,879	15,603	2,760	28,569
									*RCLS Purge				*RCLS Purge		*RCLS Purge									
PROGRAMS																								
ADULT																								
Number of Programs	28	28	34	34	25	53	25	66	28	81	28	87	30	117	27	114	29	146	*24	138	28	174	24	162
Attendance	201	201	169	169	202	403	140	309	266	669	261	570	239	908	242	812	233	1,141	228	1040	253	1394	168	1208
																			*+3 cancellations					
CHILDREN'S																								
Number of Programs	4	4	4	4	9	13	11	15	10	23	10	25	7	30	8	33	*5	35	*8	41	5	40	5	46
Attendance	76	76	74	74	192	268	104	178	185	453	67	245	162	615	84	329	60	675	119	448	130	805	77	525
																	*+4 cancellations		*+3 cancellations		*+4 cancellations			
TEEN/YOUNG ADULT																								
Number of Programs	0	0	0	0	1	1	1	1	1	2	1	2	0	2	1	3	0	2	0	3	0	3	0	3
Attendance	0	0	0	0	10	10	14	14	20	30	7	21	0	30	8	29	0	30	0	29	0	30	0	29

	July				August				September				October				November				December			
	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD	2025	YTD	2024	YTD
Registered Users	*3,037	n/a	3,296	n/a	3,062	n/a	3,328	n/a		n/a	3,353	n/a		n/a	3,381	n/a		n/a	3,400	n/a		n/a	3,424	n/a
New Cards	42	204	49	228	25	229	26	254			27	281			23	304			26	330			13	343
Library Visitors	1,878	11,966	1786	11,575	1,812	13,778	1,651	13,226			1651	14,877			1,821	16,665			1,505	18,170			1,680	19,850
Public Computer Sessions	29	290	44	255	41	331	43	298			40	338			38	376			29	405			39	444
Notary Services	13	60	5	38	12	72	14	52			6	58			6	64			6	70			4	74
Books By Mail Outreach	0	22	5	38	4	26	10	48			8	56			13	69			4	73			4	77
Web Analytics																								
Visitors	856	5,933	887	6,718	879	6,812	934	7,652			735	8,387			976	9,363			890	10,253			1,003	1,893
Number of Visits	1,667	11,149	1,866	11,864	1,683	12,832	1,660	13,524			1,467	14,991			1,515	16,506			1,487	17,993			1,393	19,386
Page Views	2,889	18,492	2,972	31,541	2,608	21,100	9,463	41,004			2,220	43,224			5,170	48,394			2,332	50,726			10,259	60,985
	*RCLS Purge																							
PROGRAMS																								
ADULT																								
Number of Programs	31	205	28	190	27	232	23	213			24	237			23	260			28	288			23	311
Attendance	275	1,669	221	1,429	208	1,877	173	1,602			191	1,793			190	1,983			247	2,230			195	2,425
CHILDREN'S																								
Number of Programs	26	66	26	72	10	76	6	78			10	88			12	100			6	106			10	116
Attendance	1,017	1,822	435	960	212	2,034	328	1,258			141	1,399			301	1,700			121	1821			239	2060
TEEN/YOUNG ADULT																								
Number of Programs	6	9	5	8	4	13	2	10			0	10			0	10			1	11			0	11
Attendance	56	86	36	65	32	118	9	74			0	74			0	74			12	86			0	86

RML CIRCULATION STATISTICS

	January		February		March		April		May		June		July		August		September		October		November		December	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
Adult Collection																								
Fiction Books	285	335	286	273	296	293	290	296	343	359	290	267	275	332	330	332		283		362		262		253
New Fiction	91	32	98	27	96	36	79	24	87	43	128	34	140	33	174	74		75		90		104		66
Express Books	51	186	30	141	25	138	29	164	38	149	14	145	21	153	22	129		115		120		70		60
Large Print Books	127	168	120	142	159	161	137	144	163	139	157	165	188	193	134	185		176		193		146		125
Non Fiction Books	182	180	148	138	161	127	156	150	143	132	110	139	159	164	152	164		173		140		141		157
Graphic Books	4	5	0	4	0	2	3	2	0	4	1	1	4	2	12	8		5		5		2		2
Total Adult Books	740	906	682	725	737	757	694	780	774	826	700	751	787	877	824	892		827		910		725		663
CD/Audio	29	18	27	11	20	19	12	37	34	33	27	19	16	19	22	21		25		10		15		17
DVD	182	137	171	140	244	230	198	202	146	166	155	125	148	126	122	107		111		98		151		200
Miscellaneous (equip. plus)	2	21	0	0	0	0	5	0	1	3	4	0	0	0	2	0		1		0		1		0
Periodicals	39	49	46	37	69	12	30	16	24	46	29	47	38	32	64	27		29		23		58		23
TOTAL Adult Circulation	992	1131	926	913	1070	1018	939	1035	979	1074	915	942	989	1054	1034	1047		993		1041		950		903
Juvenile Collection																								
Fiction Books (+New)	540	352	605	694	765	801	765	662	567	643	482	575	867	758	887	755		752		643		524		534
Non-Fiction Books (+New)	68	104	100	17	158	107	137	129	136	140	9	69	176	144	163	168		155		110		65		79
Graphic Books (+New)	72	38	121	68	170	103	159	98	166	134	113	118	263	213	222	146		150		173		142		101
VOX Books	26	29	50	36	39	38	13	30	13	15	15	5	43	18	26	23		30		23		16		15
Total Juvenile Books	706	523	876	815	1132	1049	1074	919	882	932	619	767	1349	1133	1298	1092		1087		949		747		729
CD/Audio	0	1	3	0	0	0	0	0	0	0	0	1	0	0	0	0		2		2		0		1
DVD	20	32	52	32	16	19	23	19	14	6	9	31	52	36	70	51		34		14		29		19
Miscellaneous (kits plus)	0	0	3	5	4	4	4	3	3	2	1	3	0	2	1	6		0		4		2		0
Periodicals	0	0	5	0	2	1	4	0	0	14	0	6	0	1	2	4		0		3		3		0
TOTAL Juvenile Circulation	726	556	939	852	1154	1073	1105	941	899	954	629	808	1401	1172	1371	1153		1123		972		781		749
YA Collection																								
Fiction Books	40	40	25	59	44	31	34	45	44	54	33	38	39	51	39	38		28		43		39		25
Non-Fiction Books	6	10	0	9	3	3	3	5	6	2	1	6	2	12	1	5		5		3		0		5
New Books	0	0	0	0	0	0	6	0	3	0	0	2	3	0	1	0		3		3		1		1
Graphic Books	5	18	13	12	38	15	23	4	34	3	35	5	18	10	42	13		11		14		4		2
TOTAL YA Books	51	68	38	80	85	49	66	54	87	59	69	51	62	73	83	56		47		63		44		33
CD/Audio	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0		0		0		0		0
DVD	0	0	0	0	0	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	0		0		0		0		0
TOTAL YA Circulation	51	68	38	80	85	49	66	55	87	59	69	51	62	73	83	56		47		63		44		33
Games - Adult	0	13	4	17	1	20	19	2	3	21	1	20	5	26	2	10		2		6				1
Games - Young Adult	4	0	12	0	18	0	11	0	16	0	9	0	21	0	13	0		0		0		7		2
Games - Children	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	12		7		3				
TOTAL Games Circulation	4	13	16	17	19	20	30	2	20	21	10	20	26	26	16	22		9		9		7		3
GRAND TOTAL	1773	1768	1919	1862	2328	2160	2140	2033	1985	2108	1623	1821	2478	2325	2504	2278		2172		2085		1782		1,688
All Books	1497	1497	1596	1620	1954	1855	1834	1753	1743	1817	1388	1569	2198	2083	2205	2040		1961		1922		1516		1425
All AV	231	188	253	183	280	268	233	259	194	205	191	176	216	181	214	179		172		124		195		237
Periodicals	39	49	51	37	71	13	34	16	24	60	29	53	38	33	66	31		29		26		61		23
Games	4	13	16	17	19	20	30	2	20	21	10	20	26	26	16	22		9		9		7		3
Miscellaneous	2	21	3	5	4	4	9	3	4	5	5	3	0	2	3	6		1		4		3		0
TOTAL CIRCULATION	1773	1768	1919	1862	2328	2160	2140	2033	1985	2108	1623	1821	2478	2325	2504	2278		2172		2085		1782		1688

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

September 12, 2025

Dear Member Library Board Presidents and Directors:

I'm pleased to share that the RCLS Board of Trustees approved the 2026 Operating Budget on August 19, 2025, with a 0% increase to the RCLS Service Fee—a significant achievement given the ongoing uncertainty surrounding State Aid for New York libraries in 2026.

For the past five years, RCLS has successfully shielded member libraries from rising operational costs by strategically utilizing unallocated funds and leveraging the favorable interest rate secured in 2024 through NYLAF, now known as NYCLASS.

As part of the 2026 budget, $176,400 will be transferred from the ILS Capital Fund to offset ILS operating costs, in accordance with the ILS Agreement with member libraries. This year also marks the second year of our ILS contract with ByWater Solutions, which continues with 0% increase in license costs, reinforcing our commitment to minimizing the impact of State Aid unpredictability on member libraries.

Recognizing the broader fiscal challenges facing New York State — including increased demands on social services and healthcare due to federal funding cuts — RCLS has proactively planned for a 10% reduction in State Aid. This equates to a $212,200 loss in revenue for RCLS operations and an $83,500 decrease in funding for member libraries.

To maintain financial stability, contributions to the following RCLS capital funds have been suspended for 2026:

- RCLS Delivery Vehicle Capital Fund: $15,000
- RCLS Building Improvement Capital Fund: $35,000
- ILS Capital Fund: $33,200

Despite these challenges, RCLS remains committed to supporting member libraries. In 2026, we will continue to offer professional development opportunities for staff and trustees. Our Government Relations Specialist will also maintain close collaboration with State and Federal officials to advocate for libraries and mitigate the effects of potential funding cuts.

2026 also marks the third year of RCLS's sustainability initiative, which supports member libraries in achieving their goals and celebrates their successes through RCLS social media campaigns.

The 2025 RCLS Road Trip once again demonstrates its value by drawing visitors to member libraries, reminding communities of the wide range of services and programs available—far beyond just books.

The RCLS Fiscal Officer, Stephen Hoefer, and I would like to invite all member library Trustees and Directors to participate in one of the scheduled budget discussions. We hope these discussions will be mutually beneficial and informative to everyone. Please note that registration for attendance at the Budget Discussions is required to ensure that a link to the virtual conversation is provided to you via email at least one day prior to the scheduled date.

The scheduled dates are:

Budget Discussion - Wednesday, September 17, 2025 (6:30PM – 7:30PM)
Budget Discussion - Thursday, September 25, 2025 (10:00AM – 11:00AM)

Finally, please find the following essential documents included with this letter for your review.

1. 2026 General & ILS Budgets, plus 2026 RCLS Service Fee
2. 2026 Budget Highlights Reference Guide
3. 2026 ILS Services Support Cost (displaying each member's ILS Service Support contribution)
4. 2026 Budget Voting Ballot **(due by Friday, November 21, 2025)**

If you have any questions, please don't hesitate to contact me.

Sincerely,

Grace Riario

Grace Riario
Executive Director

RCLS | RAMAPO CATSKILL LIBRARY SYSTEM

2026 RCLS Budget Highlights
Reference Guide
08/19/25

<u>The 5 most interesting things about the 2026 RCLS Budget</u>

1. This is the fifth year in a row that the RCLS Board of Trustees has approved a budget with no increase to the RCLS Service Fee. To accomplish this 0% increase, a total of $125,000 from the RCLS Unallocated Fund Balance is utilized to balance the General budget.

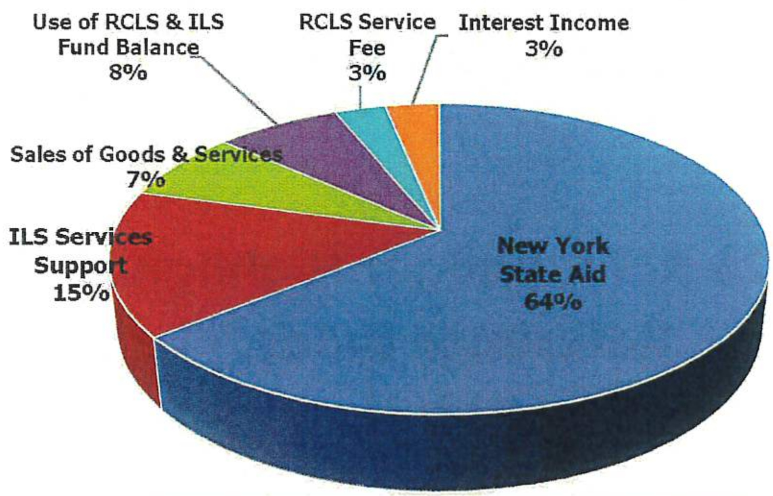
2. The increase in 2026 ILS Services Support is $0 due to the Transfer from ILS Capital Fund of $176,400 to offset costs as per the ILS Agreement.

3. RCLS is budgeting for a 10% decrease in State Aid because of the federal cuts to NYS.

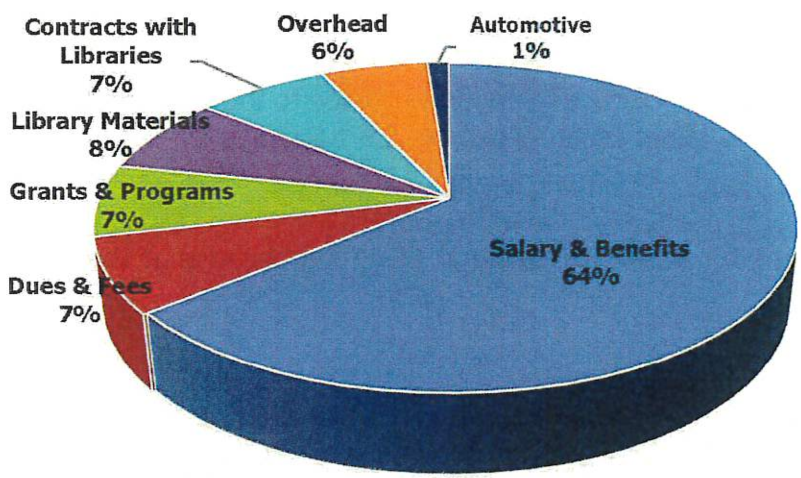
4. Contributions to the RCLS Delivery Vehicle Capital Fund of $15,000, to the RCLS Building Improvement Capital Fund of $35,000, and the ILS Capital fund of $33,200 have been suspended for 2026.

5. ILS Payroll Expenses and Employee Benefits have increased to cover the cost of two full-time Catalogers and the associated benefits, one with an MLS and the other with 18 years' experience cataloging for member libraries. One part-time cataloger remains in the RCLS General Budget.

REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS



State Aid	$	2,665,700
ILS Services Support		625,400
Sales of Goods & Services		301,200
Use of RCLS & ILS Fund Balance		301,400
RCLS Service Fee		127,800
Interest Income		129,100
Other Revenue		2,500
TOTAL REVENUE	**$**	**4,153,100**



Salary & Benefits	$	2,658,700
Dues & Fees		303,300
Grants & Programs		290,300
Library Materials		311,700
Contracts with Libraries		298,100
Overhead		242,300
Automotive		48,700
Transfer to Reserves		-
TOTAL APPROPRIATIONS	**$**	**4,153,100**

REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

INCOME

NYS STATE AID

New Yorkers reply on federal funding for a great deal of facets that support their daily lives - paving the highways, bolstering the schools, and putting food on the table are just some areas federal funding touches. In the State Fiscal Year 2025 budget, federal receipts totaled $96 billion, 39% of receipts in the budget, Medicaid at $57 billion represents 59% of federal funds and dwarves all other major grants and revenues, per the Office of the New York State Comptroller.

Federal funding pays for New York State (NYS) workers to carry out essential activities, such as administration of major benefits programs like Unemployment Insurance and the Supplemental Nutrition Assistance Program; provision of services like workforce training and in-home care for older New Yorkers; and prevention of fraud in use of Medicaid in other funds. A total of 43% of the NYS Department of Education's employees have been covered annually by federal funds.

The proposed 25/26 federal budget includes deep cuts to Medicaid spending, as well as many other programs cuts or the complete elimination of services. One such program that has been eliminated is the Institute of Museum and Library Services - an independent federal agency whose Grants to State program provided over $8 million annually to the NYS Library. Per the Fiscal Policy Institute, New York will lose ($15.4) billion per year under the federal budget.

Amid significant uncertainty and looming federal cuts, the NYS 25/26 budget prioritized affordability and shields New Yorks from federal threats; however, New York is limited in its capacity to contribute more financial support to the federal government than it receives in return, and in its ability to adjust the state budget to compensate for the loss of federal funding. It is for these reasons the 25/26 NYS budget has granted the Governor expanded authority to implement mid-year budget cuts in response to financial challenges.

The 2026 RCLS budget acknowledges these challenges by planning for a 10% reduction in State Aid to RCLS, which equates to a ($212,200) loss in revenue for RCLS operations and ($83,500) loss in revenue that supports member libraries.

REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

INCOME

ILS SERVICES SUPPORT

The increase in 2026 ILS Services Support is $0 due to the Transfer from ILS Capital Fund of $176,400 to offset costs as per the ILS Agreement.

ILS Services Support Costs - Schedule B provides detailed information, per library, based on the ILS Support formula. This formula considers a 3-year average of circulation and holdings, and a minimum support amount. The 2024 State Annual Report introduced several revisions that impacted the three-year averages in the formulate to calculate the ILS Services Support Costs.

GOODS & SERVICES

This line consists of estimated revenue for services and pass-through purchases with member libraries, such as: System-Wide E-Content Pool at $206,800; Consumer Report Pool at $39,500; movie licensing at $16,500, MS365 email subscriptions at $20,000; etc. This is where the purchasing power of the consortium provides outstanding returns on public dollars for member libraries. The offsetting expense code is Contracts with Libraries.

ILS Goods & Services consists of $1,600 for PayPal funds collected to offset PayPal Fees.

RCLS SERVICE FEE

This is the fifth year in a row that RCLS Board of Trustees has approved a budget with no increase to the RCLS Service Fee.

INTEREST INCOME

RCLS continues to enjoy investments with NYLAF, now merged with NYCLASS, and is expected to result in a $11,000 increase in the General Budget.

E-RATE FUNDING

RCLS switched from an annual reimbursement process to a monthly discounted invoice. E-Rate Funding as a discount is a non-cash item and therefore has been removed from the cash-based budget. The E-Rate funding will be recognized with the year-end accounting accruals.

TRANSFER FROM FUND BALANCE

The RCLS Board of Trustees approved the use of $125,000 from the RCLS General Fund to support the services provided to member libraries.

REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

INCOME

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REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

EXPENSES

PAYROLL EXPENSES

The table below details the Payroll allocation for General and ILS Services. RCLS has a total of 26 Full-Time Equivalents (FTE): 16.9 FTE are General, and 4.6 FTE are ILS Services.

This method of allocation allows ILS Services to utilize highly qualified and trained RCLS employees on a pro-rated basis. For example, it takes a combination of eight specialized employees to equal the 4.6 ILS FTEs.

Job Title	General	ILS Services
Executive Director	95%	0%
Chief Financial Officer	80%	10%
Asst. Fiscal Officer	30%	25%
Software Analyst and Admin.	5%	95%
Software Support Specialist	10%	70%
IT Manager and Network Admin.	18%	25%
Assistant Network Administrator	3%	30%
Cataloger Consultant	0%	100%
ILL/Technical Services Specialist	0%	100%
% of Total Payroll	**64%**	**17%**

EMPLOYEE BENEFITS

Benefits are budgeted to increase 4% or $33,500 overall. Benefits are allocated to General and ILS Services based on the percentage of total Payroll for each.

HOSPITALIZATION

The New York State Health Insurance Plan (NYSHIP) is budgeted to increase by 5% or $17,600; however, retiree health insurance is reduced by ($9,800) for a net increase of $7,800.

RETIREMENT

The RCLS employer contribution to the NYS Retirement System is budgeted to increase 4% or $16,300.

EQUIPMENT, FURNITURE & FIXTURES

There are no equipment, furniture or fixture purchases planned for this year.

REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

EXPENSES

VEHICLE PURCHASE/LEASE

Annual cost to lease an all-electric Chevy Bolt.

LIBRARY MATERIALS

Central Library Service Aid (CLSA) from NYS is budgeted at $310,100 and supports library services and the purchase of eligible library materials. RCLS and the Central Library, Newburgh Free Library, have committed $30,000 towards a mobile app. replacement.

OFFICE SUPPLIES

Included in this line are typical office supplies, plus PCs, laptops, and equipment. The overall budget has decreased by ($8,900) because in 2025, RCLS replaced PCs and Laptops at RCLS HQ that were not upgradable to Windows 11.

TELECOMMUNICATIONS

The General budget line has increased by $500 to cover the cost of an in-house hotspot and Gov. Relations Specialist cell phone.

The ($8,000) reduction in Telecommunications is because RCLS is now receiving E-Rate discounted invoices for Telecommunications, rather than paying the full invoice and receiving a rebate the following year. The telephone bill has also been reduced further as robo-calls are no longer via the RCLS phones.

TRAVEL

The Travel budget is for RCLS Staff to attend various conferences such as the New York Library Association (NYLA) conference, ALA conferences, YSS conference, etc., and has been reduced by ($6,000) on the General side.

ILS Travel has been reduced by ($5,100) and only includes the Software Analyst & Administrators' attendance at the annual Koha Conference.

CONTRACTS WITH LIBRARIES

This line offsets estimated revenue for services and pass-through purchases with member libraries, such as: System-Wide E-Content Pool at $206,800; Consumer Report Pool at $39,500; movie licensing at $16,500, MS365 email subscriptions at $20,000; etc. This is where the purchasing power of the consortium provides outstanding returns on public dollars for member libraries. This line has decreased by ($23,700) mostly due to dropping the Tutor.com subscription.

REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

EXPENSES

PROFESSIONAL FEES

Included in this line are payroll processing fees, general purpose attorney, PayPal Fees and CPA audit costs. The ($43,900) reduction is a result of the Plan of Service focus group consultant and Public Relations Project being completed in 2025.

CONTINUING ED – RCLS Staff

The ILS budget decreased by ($5,400) as there is no SQL Data Science online course or additional training for the ILS Software Analyst & Administrator this year.

RCLS PROGRAMS

The ($8,800) decrease is due to a reduction in Adult, Youth & IT continuing education, and the elimination of Archival Grants to member libraries.

SOFTWARE/HARDWARE MAINT. & SUBS

This includes hardware and software support, both annual contracts and multi-year contracts. The General side shows a ($29,700) decrease because $30,000 to develop the RCLS Go App. has been removed.

The ILS $210,200 Budget has decreased by ($1,600). The budgeted amount includes the Bywater and ASPEN contract budgeted at $146,000, EBSCO Discover Services at $20,900, Message Bee services at $18,000, development of the Koha software at $10,000, RCLS IT Services Support at $4,000, Twilio robo-calls at $3,000, and a $6,000 (reduced by $4,000) buffer.

CATALOGING TOOLS

RCLS had been covering these costs for decades and with the anticipated loss of State Aid, Cataloging Tools have been shifted to the ILS budget. The General budget has decreased by ($43,000) due to shifting $23,000 to the ILS budget, removing the EDI consulting and editing services at ($38,000) and eliminating two subscriptions.

BUILDING REPAIRS & MAINT

FUELS AND UTILITIES

In April 2025, Orange & Rockland Utilities announced a 10.9% increase in gas and a 4.6% increase in electricity. January 2026 there will be a 3.5% increase in gas and 3.3% increase in electricity. The RCLS third-party electricity supply contract ends 12/31/25 and so in 2026, RCLS is budgeting for a 15% overall increase in utilities, which amounts to an increase of $3,200 on the General budget and $1,200 on the ILS budget.

REFERENCE GUIDE: 2026 BUDGET HIGHLIGHTS

EXPENSES

OTHER OPERATION & MAINTENANCE

Includes the following: insurance, trash removal, cleaning the building, groundskeeping, snow plowing and sanding, fire extinguisher maintenance, septic cleaning, fire and burglar alarm protection and other miscellaneous items. There is a $300 increase on the General budget.

Insurance costs on the General side have increased by $2,300, and by $300 for the ILS.

REPAIRS TO BUILDING

The Repairs to Building budget remains unchanged at $8,000.

NYS Aid

The ($58,100) decrease represents a 10% loss in Coordinated Outreach Funds and State Correctional Facilities.

TRANSFER TO OTHER FUNDS

The ($50,000) decrease on the General side reflects a one-year suspension on transfers of ($35,000) to the RCLS Building Improvement Capital Fund and ($15,000) to the RCLS Delivery Vehicle Fund.

The transfer to ILS Capital Fund has been reduced from ($33,200) to $0 for 2026.