



ROSE MEMORIAL
LIBRARY ASSOCIATION

79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, November 19, 2025

AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~**
 - a. October 15, 2025, Regular Monthly Meeting
 - b. October 24, 2025, Special Meeting
 - c. November 1, 2025, Special Meeting
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: October 2025*
 - b. Approval of Disbursements: October 2025*
 - c. Financial Reports: October 2025*
- V. Reports**
 - a. Director's Report: October 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. Finalized plans for 117 West Main Street location
 - b. Discuss timeline for job search
 - c. Discuss signing Maintenance Agreement with RockWeb
 - d. Motion to fill empty Board seat until Annual Meeting.
- VII. New Business**
 - a. Status of Children's Room remediation & rebuild
 - b. Introduction of 2026 proposed RML Budget
- VIII. Executive Session* (if necessary)**
- IX. Announcements**
- X. Adjournment**

2025 Annual Meeting followed by
Next scheduled Board Meeting
December 17, 2025, 5:30pm
Stony Point Ambulance Corps Meeting Room

**motion required*



ROSE MEMORIAL
LIBRARY ASSOCIATION

79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, October 15, 2025
AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~ September 2025**
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: September 2025*
 - b. Approval of Disbursements: September 2025*
 - c. Financial Reports: September 2025*
- V. Reports**
 - a. Director's Report: September 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 117 West Main Street location
 - b. Discuss timeline for job search
- VII. New Business**
 - a. Presentation by Tom Ossa of RockWeb
 - b. Baker & Taylor, change in book supplier
 - c. Fundraising Raffle possibilities
 - d. Status of Children's Room remediation & rebuild
- VIII. Executive Session* (if necessary)**
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting
November 19, 2025, 5:30pm
Stony Point Ambulance Corps Meeting Room

**motion required*



ROSE MEMORIAL
LIBRARY ASSOCIATION

Monthly Board Meeting Minutes Board of Trustees Rose Memorial Library Association October 15, 2025

October 15, 2025, meeting held for Rose Memorial Library, 5:30pm, in-person, Stony Point Ambulance Corps Meeting Room.

Present: Amanda Pagan-Glass, Board President; Gina Guadagnino, Vice President; Christina Haigh, Secretary; Richard Eggers, Treasurer; Jackie Hanley, Trustee; Interim Director, Carole Gomez; Prospective Board Member, Beth Pivovar (observing by Zoom).

I. Meeting called to order at 5:33pm by Amanda Pagan-Glass, Board President.

II. Approval of Minutes*

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

III. Public Comments ~

a. Gina Guadagnino, Vice President, confirmed that she will be resigning from the Board effective November 1, 2025.

Amanda Pagan-Glass, President, thanked Gina for her past years of service to the Board and the entire Board extended their best wishes.

b. Beth Pivovar, prospective Board member is observing our meeting from Wisconsin.

IV. Financial Reports*

September 2025 Financial Narrative reviewed by Carole Gomez, RML Interim Director. As mentioned at the September meeting, the \$200,000 NRCSD tax allocation has arrived and deposited in TD Bank Operations account.

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

Reports ~

- a. **Director's Report: Carole Gomez, Interim Director.**
 - Katie Coulter and Dawn McFarland have settled into their positions and acclimated to the team.
 - On September 25th, the water main at the intersection of Main Street and Route 9W burst filling the Children's Room, public restrooms and storage closets with 6-8 inches of dirty water. The flood caused damage to more than \$10,000 of books, toys, computers and miscellaneous items.
 - RML was pumped out by the fire department, remediated by Servpro and an insurance claim was filed with Utica National. We are currently awaiting word from Utica to begin the rebuild in view of the fact that legal counsel has advised that we must remain closed to the public.
 - The senior staff met on October 1st, found alternate program space in town and created eBlasts for Children's Programming, Adult Programming and Community events.
 - A flyer was edited to reflect the services RML is able to offer patrons. No Browsing is permitted.
 - RML had a table at the Stony Point P.A.L. Fall Fest handing out the amended flyers listing the services available. Visitors to our table were happy to see that we were moving forward.
- b. **Board Reports**
 - i. **Marketing & Fundraising:** Plans are in the works for the following:
 1. *Girl Scout Coat Drive*
 2. *November: NRCSD Food Drive*
 3. *December: Light Up Stony Point* holiday parade.
 - ii. **Facilities & Capital Projects:** nothing at this time.
 - iii. **Finance & Budgets:** Donations total \$7,467. Donors are honored on the newly created Thank You page on the website.
 - iv. **Long Range Planning:** Discussions to finalize arrangements to move to 117 West Main Street are taking place while RML waits for the funds won in Proposition 2 during the 2024 General Election.
 - v. **Technology:** Nothing new at this time.

VI. Old Business:

- a. Finalizing plans for 117 West Main St. agreement. Discussion about selling 79 East Main Street will take place after the move is completed.
- b. Amanda contacted Grace with regard to the current Library Director position but has yet to hear back.

VII. New Business:

- a. Tom Ossa from RockWeb Systems and our web designer made a presentation related to a change in his business model.
 - i. Tom has found it necessary to raise his prices 23% across the board effective January 2nd, 2026, at which time each client will go on a maintenance plan (similar to a retainer).
 - ii. All plans include daily data backup, plug-in and packet updates fully included in the web hosting. Annual licensing is based on a per client basis.
 - iii. Included will be a dedicated DevOps tech who will be a much-needed bridge between RockWeb and the client base.
 - iv. Also discussed the need to update our expiring website platform and adopt the new ADA requirements that will be effective April 2027.
- b. Baker & Taylor,
 - i. RML's major book supplier, has gone bankrupt as of Wednesday afternoon, October 8th. After receiving input from the Directors' Association, Katie, Adult Librarian, researched other vendors. She was able to successfully open accounts with Ingram, Follett and Barnes & Noble Business.
 - ii. Katie cancelled all the Baker & Taylor backorders and reordered them on Amazon to fill the gap.
- c. Fundraising Raffle possibility.
 - i. Eddie Caro, Circulation staff, donated two signed Patterson/Lupica books to be raffled off.
 - ii. Board decided to wait until rebuild is complete.
- d. Status of Children's Room (see Director's Report)

VIII. Executive Session:

- a. *Dick Eggers made a motion, second by Amanda Pagan-Glass, to go into Executive Session at 6:24pm, agreed to by the Trustees.

b. ***Amanda Pagan-Glass made a motion, second by Christina Haigh, to go out of Executive Session at 6:36pm, agreed to by the Trustees in unanimous agreement.**

IX. Announcements: The next regular monthly meeting is scheduled for Wednesday, November 19, 5:30pm, location pending.

X. Adjournment. A *motion was made by Dick Eggers, second by Jackie Hanley, to adjourn the meeting. The meeting closed at 6:45pm with consent of all Trustees.

**The next *scheduled monthly Board of Trustees meeting*
Wednesday, November 19, 2025, 5:30pm, Location TBD.**

***Motion required**

Carole Gomez, RML Interim Director

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Special Meeting of the Board of Trustees
October 24, 2025
5:30pm, 79 East Main St.
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular monthly meeting, November 19, 2025
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular monthly meeting, November 19, 2025
 - a. Narrative Report: June 2024
 - b. Approval of Disbursements: October 2025
 - c. Financial Reports: October 2025
- V. Reports** ~ to be reviewed at next regular monthly meeting, November 19, 2025
 - a. Director's Report: October 2025
 - 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. *Approval of Resolution Electing Participation, NYS Health Insurance Program
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled monthly Board Meeting ~ November 19, 2025
TBD, 5:30pm

**motion required*



Department of
Civil Service

NYS DEPARTMENT OF CIVIL SERVICE
RESOLUTION ELECTING PARTICIPATION
NEW YORK STATE HEALTH INSURANCE PROGRAM
PS-500 (Rev. 4/16)

At a meeting of the _____
(local legislative body*)
of the _____ State of New York,
(name of employer)
held at _____, New York, on _____,
(place of meeting) (date)
_____ offered the following Resolution:
(name of introducer)

*RESOLVED that the _____
(local legislative body*)
of the _____
(name of employer)

of the State of New York elects to participate as a participating employer in the New York State Health Insurance Program and to include in such plan its officers and employees and to include in (exclude from) such plan its retired officers and employees, subject to and in accordance with the provisions of Article XI of the Civil Service Law and the Regulations governing the New York State Health Insurance Program, as presently existing or hereafter amended, together with such provisions of the insurance contracts as may be approved by the President of the Civil Service Commission and any administrative rule or directive governing the plan.

STATE OF NEW YORK)
COUNTY OF _____) ss:

I, _____
(name of clerk)
_____ of the _____
(local legislative body*) (name of employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such _____,
(local legislative body*)

held on the _____ day of _____, 20____ on file as part of the minutes of such meeting and that the same is a true copy thereof and the whole of such original. I further certify that _____,
(local legislative body*)

dollars for the purpose of paying the employer's costs including administrative charges levied by and payable to the State of New York on account of the coverage of such officers and employees (and retired officers and employees, if applicable) and their dependents in the plan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal
of the

(name of employer)

on this _____ day of _____, 20____

(signature of clerk)

*THE RESOLUTION ELECTING PARTICIPATION MUST BE ADOPTED BY THE LOCAL LEGISLATIVE BODY AND BE APPROVED BY ANY OTHER BODY OR OFFICER REQUIRED BY LAW TO APPROVE RESOLUTIONS BY SUCH LOCAL LEGISLATIVE BODY.



ROSE MEMORIAL
LIBRARY ASSOCIATION

**Special Board Meeting
Board of Trustees
Rose Memorial Library Association
October 24, 2025**

October 24, 2025, meeting held at Rose Memorial Library, 5:30pm, in-person, Kennedy Room.

Present: Amanda Pagan-Glass, Board President; Vacant, Vice President; Christina Haigh, Secretary; Richard Eggers, Treasurer; Jackie Hanley, Trustee; Carole Gomez, Interim Director; Beth Pivovar, Prospective Trustee (Guest)

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

2. Approval of Minutes*

October 15, 2025, Monthly Meeting Minutes will be available for approval at the November regular monthly meeting.

3. Public Comments. Beth Pivovar (guest and prospective Trustee) is present to observe the operations of the Board of Trustees.

4. Financial Reports* ~ reports will be available at the regular November monthly meeting.

5. Reports ~ reports will be available at the regular November monthly meeting.

6. Old Business

No old business at this time.

7. New Business:

Approval of Resolution Electing Participation in the NYS Health Insurance Program - NYSHIP (read into the minutes by Secretary, Christina Haigh):

“At a meeting of the Board of Trustees of the Rose Memorial Library Association, State of New York, held at 79 East Main St., Stony Point NY, on October 24, 2025, Christina Haigh offered the following Resolution:

RESOLVED that the Board of Trustees of the Rose Memorial Library Association of the State of New York elects to participate as a participating employer in the New York State Health Insurance Program and to include in such plan its officers and employees and to include in (exclude from) such plan its retired officers and employees, subject to and in accordance with the provisions of Article XI of the Civil Service Law and the Regulations governing the New York State Health Insurance Program, as presently existing or hereafter amended, together with such provisions of the insurance contracts as may be approved by the President of the Civil Service Commission and any administrative rule or directive governing the plan.”

A discussion and decision followed related to the percentage paid by the employee and the employer. A motion was made by Amanda Pagan-Glass, second by Dick Eggers, to accept the Resolution Electing Participation as stated with the unanimous agreement of the Board.

8. Executive Session* - none

9. Announcements:

- a. The Wednesday, 5:30pm, November 19th meeting will be relocated to the Stony Point Ambulance Corps Meeting Room.**

10. The meeting closed at 6:00pm with consent of all Trustees.

***The next scheduled Board Meeting is
Wednesday, November 19, at 5:30pm,
Stony Point Ambulance Corps Meeting Room***

***motion required'**

Carole Gomez, RML Office Manager

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Special Meeting of the Board of Trustees
November 1, 2025
10am, 79 East Main St.
AGENDA

- I. Call to Order**
- II. Adoption of Minutes** ~ to be reviewed at next regular monthly meeting, November 19, 2025
- III. Public Comments**
- IV. Finance** ~ to be reviewed at next regular monthly meeting, November 19, 2025
 - a. Narrative Report: June 2024
 - b. Approval of Disbursements: October 2025
 - c. Financial Reports: October 2025
- V. Reports** ~ to be reviewed at next regular monthly meeting, November 19, 2025
 - a. Director's Report: October 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. Official vote to move forward and sign the long-term lease for 117 West Main Street, Stony Point, NY to be the new home of the Rose Memorial Library.
- VII. New Business**
- VIII. Executive Session***
- IX. Announcements**
- X. Adjournment**

Next scheduled monthly Board Meeting ~ November 19, 2025
Stony Point Ambulance Corps, 5:30pm

**motion required*



ROSE MEMORIAL
LIBRARY ASSOCIATION

**Special Board Meeting
Board of Trustees
Rose Memorial Library Association
November 1, 2025**

November 1, 2025, meeting held at Rose Memorial Library, 10:00am, in-person, Kennedy Room.

Present: Amanda Pagan-Glass, Board President; Vacant, Vice President; Richard Eggers, Treasurer; Jackie Hanley, Trustee; Christina Haigh (excused absence), Secretary; Carole Gomez, Interim Director; Beth Pivovar, Prospective Trustee (Guest)

1. Meeting called to order at 10:06am by Amanda Pagan-Glass, President.

2. Approval of Minutes*

October 15, 2025, Monthly Meeting Minutes, and the October 24, 2025, Special Meeting Minutes, will be available for approval at the November regular monthly meeting.

3. Public Comments. Beth Pivovar (guest and prospective Trustee) is present to observe the operations of the Board of Trustees.

4. Financial Reports* ~ reports will be available at the regular November monthly meeting.

5. Reports ~ reports will be available at the regular November monthly meeting.

6. Old Business

Official vote to move forward and sign the long-term lease for 117 West Main Street, Stony Point, NY to be the new home of the Rose Memorial Library.

- To recap. Alex Goldberger is the current owner of 117 West Main Street under the name Stony Point Medical Arts LLC.**

- January 2025, the Finance Director of Ramapo, acting as a liaison, approached the Rose Memorial Library Director to discuss the possibility of a long-term lease for use of the 117 West Main Street building as the Rose Memorial Library.
- As the months passed, the offer was thoroughly vetted through the library's financial consultant as well as the RML attorneys.
- Following the execution of the lease by both parties, Mr. Goldberger will apply for Building Permits from the Town of Stony Point to construct the building for the library.
- 117 West Main is estimated to be ready for move-in on/about November 1, 2026.
- 79 East Main Street will be offered for sale after the completion of the move at market value
- Dick Eggers made a formal motion to accept the lease document, second by Amanda Pagan-Glass, with unanimous agreement by the Board.
- Amanda Pagan-Glass, President of the Board of Trustees, signed the lease and it was notarized.

7. New Business: no new business.

8. Executive Session* - none

9. Announcements:

- a. The Wednesday, 5:30pm, November 19th meeting will be relocated to the Stony Point Ambulance Corps Meeting Room.

10. The meeting closed at 10:46am with consent of all Trustees.

*The next scheduled Board Meeting is
Wednesday, November 19, at 5:30pm,
Stony Point Ambulance Corps Meeting Room*

***motion required'**

Carole Gomez, RML Office Manager



OCTOBER 2025 BOARD MEETING FINANCIAL NARRATIVE

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

- Business Checking Account \$ 205,731.65
- Payroll Account \$ 2,545.14
- Business Savings Account: \$ 18,017.67
- UBS Financial Services as of October 31, 2025.
 - Value as of 09/30/2025 \$ 349,055.73
 - Value as of 10/31/2025 \$ 350,144.20
 - Investment Income/Loss \$ 1,088.47

There were two payrolls in the month of October totaling \$36,332.69.

The largest expenditures (over \$500) include:

Culhane's AC/Refrigeration	\$225.00
DIA Art Foundation Annual renewal	\$250.00
RCLS annual Movie License, year 1 of 3	\$440.00
Whiteman, Osterman, Hanna 4Q2025	\$500.00
Staples@ toner cartridges, coffee, copy paper, carts, crate, miscellaneous	\$548.81
Orange & Rockland	\$865.73
Vizcarra Multiservices, October 2025,	\$1,000.00
Vizcarra Multiservices (September)	\$1,000.00
Orange & Rockland	\$1,037.25
Frontline (monthly fee)	\$2,457.50
Key Bank (Amazon & CC): Adult Supplies, HPE, Office/Library/Custodial Supplies, Adult/Children's/Teen Books, Children's Supplies, Children's Programs, Library of Things, Zoom annual, Museum Passes, Social Media	\$2,994.64
RCLS: E-content, ILS Support, MS365	\$3,149.48
Key Bank (CC & Amazon): Flood25, HPE, Office/Custodial/Library Supplies, DVDs, Social Media, Children's/Adult Books, Museum Passes, Children's Programs, Children's/Adult Supplies, Staff Development	\$3,765.02

PROGRAMMING:

Lonnie Altomonte-June (yoga, November)	\$50.00
Tina Abreu (Zumbini for Tots, 11/05, 11/19)	\$260.00
Robin Ingram, 11/08, basketweaving	\$200.00
Jody Atkinson (yoga, October)	\$50.00
Tian Abreu (Zumbini for Tots, 10/15, 10/22)	\$260.00

Rose Memorial Library Association

Cash Disbursement Report

October 2025

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
	Beginning Balance		
10/06/2025		(20,000.00)	Payroll Period Ending 10/04/2025
10/08/2025	Whiteman Osterman & Hanna LLP	(500.00)	Client #106241, Invoice #811338
10/08/2025	The Journal News Media Group #1084	(370.99)	Acct #WT5337902; 11/01/2025 - 01/31/2026 Subscription
10/08/2025	Pitney Bowes Global Financial Services LL	(76.89)	Acct #*****5188, Lease Postage Machine
10/08/2025	Sharp Business Systems	(207.50)	Account #***0788, Invoice #9005514053 Billable Copies
10/08/2025	Blackstone Publishing, Inc.	(65.58)	Customer ID 140854, Invoice #2212988
10/08/2025	Frontline Data Services	(2,457.50)	Invoice #9572
10/08/2025	Avaya Financial Services	(89.69)	Customer #2000355809, Invoice #47865177
10/08/2025	Midwest Tape LLC	(114.32)	Customer #2000016084; Midwest Tape (DVDs)
10/08/2025	Ramapo Catskill Library System	(3,149.48)	Annual Database Pool RCLS Billing
10/08/2025	Ms. Dawn McFarland	(99.40)	10/01/2025 Travel Reimbursement
10/08/2025	Orange & Rockland	(865.73)	Account #18242-20000-6, 08/21 - 09/22
10/08/2025	DEMCO, Inc.	(105.31)	710111047, Invoice #7701974
10/08/2025	Staples	(104.80)	Account NYC1009485, Summary #1009485NYC1002290 Invoice for September 2025
10/08/2025	Midwest Tape LLC	(192.09)	Customer #2000016084; Midwest Tape Hoopla
10/08/2025	OverDrive, Inc.	(66.60)	Customer ID #1052-1027
10/08/2025	OPTIMUM	(284.51)	Account #07882-391439-01-2,
10/08/2025	Tina Abreu	(260.00)	Zumbini for Tots 10/15 & 10/22 @\$130
10/08/2025	Vizcarra Multiservices LLC	(1,000.00)	Invoice #245, September 2025
10/08/2025	Jody Atkinson	(50.00)	Yoga Instructions, September 2025
10/08/2025	Baker & Taylor LLC	(38.31)	Account #320274 L449649
10/08/2025	Susan Babcock	(54.25)	Travel Reimbursement for Training
10/08/2025	U.S. Bank Equipment Finance	(283.15)	Contract #500-0691759-000, Sharp BP50C31 Copier - Invoice #566205316
10/09/2025	KeyBank	(2,994.64)	Key Bank (Amazon & CC)
10/09/2025	Pitney Bowes Global Financial Services LL	(92.00)	Acct #*****5188, ink cartridges
10/14/2025	North Rockland Central School District	200,000.00	NRCSD Tax Levy for 2025
10/14/2025		502.81	Weekly Revenue w/o 09/22 & 10/06, plus donations
10/15/2025	DIA Art Foundation	(250.00)	Annual membership
10/15/2025	Culhane's Air Conditioning	(225.00)	Full Service on Furnaces
10/15/2025	Veolia Water New York Inc.	(41.95)	Account #*****0000, 09/03-10/02/2025
10/15/2025	Hi-Tech Security Services, Inc.	(111.00)	Account #181271,
10/15/2025	Vizcarra Multiservices LLC	(1,000.00)	Invoice #247, October 2025
10/15/2025	Robin Ingram	(200.00)	Adult Basket Weaving 11/08/2025
10/15/2025	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
10/20/2025		(19,500.00)	Payroll Period Ending 10/18/2025
10/22/2025		538.46	Weekly Revenue & Donationa
10/27/2025	Clarence Pitt	23.79	GiveLively Monthly Donation

Rose Memorial Library Association

Cash Disbursement Report

October 2025

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
10/27/2025	Rockland Carting	(131.92)	Acct. 190708, November/December 2025
10/27/2025	Ramapo Catskill Library System	(440.00)	Invoice #35045, Movie License
10/31/2025	Orange & Rockland	(1,037.25)	Account #18242-20000-6, 09/22-10/21
10/31/2025	Tina Abreu	(260.00)	Zumbini for Tots 11/05 & 11/19 @\$130
10/31/2025	Lonnle C Altomonte-June	(50.00)	Yoga/Meditation -November 2025
10/31/2025	OverDrive, Inc.	(102.50)	Customer ID #1052-1027
10/31/2025	Midwest Tape LLC	(106.07)	Customer #2000016084; Midwest Tape DVDs
10/31/2025	OPTIMUM	(284.83)	Account #07882-391439-01-2,
10/31/2025	Brodart - Supplies	(83.09)	Acct. 314998, Invoice #665242
10/31/2025	KeyBank	(3,765.02)	Key Bank (Amazon & CC)
10/31/2025		5.88	Interest Earned
Total for 1001 TD BUSINESS CHECKING		\$139,834.57	

Rose Memorial Library Association

Profit & Loss

October 2025

	TOTAL
Income	
4000 Tax Levy	200,000.00
4014 Fundraising Income - Appeal	573.79
4015 Investment Income	1,094.65
4031 Library Charges	10.99
4032 Other Income	28.91
Total Income	\$201,708.34
GROSS PROFIT	\$201,708.34
Expenses	
6001 Salaries	36,332.69
6002 Benefits	3,633.69
6007 Office Postage	125.00
6009 Legal	500.00
6010 Repairs and Maintenance	2,729.44
6015 Telecommunications	569.34
6017 Utilities	1,944.93
6032 RCLS ILS Service Fee	2,182.50
6034 Software Licensing Fees	43.98
6045 Advertising and Promotion	142.14
6046 Movie Licensing Contract	440.00
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	5,750.68
6125 Serials	370.99
6200 Programs ~ High Profile Events	1,790.22
6300 Supplies	2,995.13
8500 Misc expenses	77.00
Total Expenses	\$61,097.73
NET OPERATING INCOME	\$140,610.61
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$140,610.61

Rose Memorial Library

Profit & Loss by Month

October 2025

	TOTAL		
	OCT 2025	JAN - OCT, 2025 (YTD)	JAN - OCT, 2024 (PY YTD)
Income			
4000 Tax Levy	200,000.00	200,000.00	200,000.00
4001 Local Public Funds		325,000.00	325,000.00
4010 LLSWA State Aid		4,669.00	4,563.00
4014 Fundraising Income - Appeal	573.79	7,139.45	4,286.82
4015 Investment Income	1,094.65	16,503.97	26,445.49
4016 Gifts and Donations		32.55	68.50
4018 Friends - Income			49.64
4031 Library Charges	10.99	231.74	259.45
4032 Other Income	28.91	1,972.11	2,208.50
Total Income	\$201,708.34	\$555,548.82	\$562,881.40
GROSS PROFIT	\$201,708.34	\$555,548.82	\$562,881.40
Expenses			
6001 Salaries	36,332.69	350,563.13	343,996.58
6002 Benefits	3,633.69	19,019.77	33,491.36
6007 Office Postage	125.00	1,611.00	2,025.45
6008 Accounting & Other Prof Fees		9,522.97	9,604.83
6009 Legal	500.00	3,035.00	1,500.00
6010 Repairs and Maintenance	2,729.44	21,705.94	17,661.96
6015 Telecommunications	569.34	3,071.23	2,508.19
6017 Utilities	1,944.93	12,056.96	11,008.56
6018 Insurance		4,083.00	13,402.52
6019 Dues/Fees		212.67	289.00
6028 Sewer Taxes		875.35	897.49
6032 RCLS ILS Service Fee	2,182.50	8,782.20	8,390.00
6034 Software Licensing Fees	43.98	785.88	146.88
6035 Newsletters		2,599.00	269.56
6036 Fundraising			1,575.60
6045 Advertising and Promotion	142.14	3,015.53	1,067.31
6046 Movie Licensing Contract	440.00	440.00	
6050 RCLS Service Fee		2,236.00	2,274.00
6051 Computer Technical Support	1,470.00	15,025.00	15,337.50
6052 New Library Website		549.75	89.85
6053 Website Hosting Fee		719.65	599.85
6099 Friends Expenditures			50.00
6101 Capital Expenditures	5,750.68	35,080.07	119,279.79
6125 Serials	370.99	4,118.65	3,945.18
6200 Programs ~ High Profile Events	1,790.22	10,271.56	9,074.89
6300 Supplies	2,995.13	15,741.81	13,895.35
7500 Other personnel expenses		1,500.00	2,420.00
8200 Occupancy expenses			603.68

Rose Memorial Library

Profit & Loss by Month

October 2025

	TOTAL		
	OCT 2025	JAN - OCT, 2025 (YTD)	JAN - OCT, 2024 (PY YTD)
8400 Depreciation & amortization exp			38,232.00
8500 Misc expenses	77.00	1,788.99	4,182.47
Total Expenses	\$61,097.73	\$528,411.11	\$657,819.85
NET OPERATING INCOME	\$140,610.61	\$27,137.71	\$ -94,938.45
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	\$140,610.61	\$11,621.14	\$ -94,938.45

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

October 2025

	TOTAL			
	OCT 2025	OCT 2024 (PY)	CHANGE	% CHANGE
Income				
4000 Tax Levy	200,000.00	200,000.00	0.00	0.00 %
4014 Fundraising Income - Appeal	573.79	689.84	-116.05	-16.82 %
4015 Investment Income	1,094.65	1,902.20	-807.55	-42.45 %
4031 Library Charges	10.99	0.00	10.99	
4032 Other Income	28.91	288.15	-259.24	-89.97 %
Total Income	\$201,708.34	\$202,880.19	\$ -1,171.85	-0.58 %
GROSS PROFIT	\$201,708.34	\$202,880.19	\$ -1,171.85	-0.58 %
Expenses				
6001 Salaries	36,332.69	31,331.36	5,001.33	15.96 %
6002 Benefits	3,633.69	2,553.33	1,080.36	42.31 %
6007 Office Postage	125.00	145.30	-20.30	-13.97 %
6009 Legal	500.00	0.00	500.00	
6010 Repairs and Maintenance	2,729.44	1,413.02	1,316.42	93.16 %
6015 Telecommunications	569.34	254.92	314.42	123.34 %
6017 Utilities	1,944.93	1,585.00	359.93	22.71 %
6019 Dues/Fees	0.00	30.00	-30.00	-100.00 %
6032 RCLS ILS Service Fee	2,182.50	2,097.50	85.00	4.05 %
6034 Software Licensing Fees	43.98	50.58	-6.60	-13.05 %
6036 Fundraising	0.00	75.60	-75.60	-100.00 %
6045 Advertising and Promotion	142.14	231.98	-89.84	-38.73 %
6046 Movie Licensing Contract	440.00	0.00	440.00	
6051 Computer Technical Support	1,470.00	1,470.00	0.00	0.00 %
6101 Capital Expenditures	5,750.68	23,743.78	-17,993.10	-75.78 %
6125 Serials	370.99	538.48	-167.49	-31.10 %
6200 Programs ~ High Profile Events	1,790.22	1,972.85	-182.63	-9.26 %
6300 Supplies	2,995.13	3,380.49	-385.36	-11.40 %
8500 Misc expenses	77.00	0.00	77.00	
Total Expenses	\$61,097.73	\$70,874.19	\$ -9,776.46	-13.79 %
NET OPERATING INCOME	\$140,610.61	\$132,006.00	\$8,604.61	6.52 %
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	\$140,610.61	\$132,006.00	\$8,604.61	6.52 %



ROSE MEMORIAL
LIBRARY ASSOCIATION

November 19, 2025 Board Report

Carole Gomez, Interim Director

- It has been more than seven weeks since the water main break flooded the Children's Room with muddy sewer water causing devastating damage. Since that time, the RML team has worked to accommodate our patrons with a multitude of services offered with the exception of no browsing.
- Katie has focused on creating accounts with Ingram, Follett, Barnes & Noble, Macklin along with the Amazon Library Hub in light of the Baker & Taylor closing nationwide.
- Joy was successful in moving her programs to the Stony Point Ambulance Corps, Patriot Hills Community Center and Round Table Brewery.
- Susan finished out October at Vincent Clark Park and moved to Powerhouse Dance Studio in November.
- Dawn, our Communications Specialist, has been successful in keeping the public informed with regular updates on Facebook, Instagram and our website.
- Despite our setbacks, a very successful coat drive was run in October through Toni Ann's Girl Scout Troop collecting more than four overflowing bins of donated coats.
- Throughout October and first half of November, we are publicizing the Blessing Baskets food drive sponsored by Keller Williams to benefit families in the NRCSD. Through the generosity of patrons and staff, we have eight baskets to donate as of this time.
- It has been our goal to demonstrate resilience and stay in the public eye.
- The rebuild should begin the week of 11/17 and be completed in approximately ten days. At which time, we will put a team together to return the books to the shelves.
- RML plans to participate in Light Up Stony Point on December 5th.

Office Manager

- To date, RML has received \$7,992.00 from 135 donors. RML has received a few donations with condolence cards related to the flood.
- Rose Memorial Library has 3,102 registered patrons ending October 31st as a result of the RCLS global purge of patrons who have not utilized services since 2020.
- Eighteen (18) new cards were issued in October despite the fact that we were offering limited services.

- In October, there were 691 in-person visitors from October 5th through October 31st; 1,148 visitors to the website totaling 1,930 visits resulting in 2,917 page views. This represents a huge increase in online activity.
- October Circulation Statistics show a total circulation of 282 items from October 6th through the end of the month. Since this time, we have moved all New Books, Adult and Children's, to the front. This has proved successful in encouraging limited browsing.
- Books By Mail Outreach program was utilized by four patrons.
- Monthly use of RML computer services is suspended at this time.
- There were five (5) 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

- During the month of October, while the library has been closed, adult collections have been maintained for patrons via Amazon in the wake of Baker & Taylor's unforeseen closure.
- I have also connected with Ingram, which appears to be what will be taking Baker & Taylor's place as far as processed adult media.
- Additionally, I contacted Barnes & Nobles and set up an account with them as well as a backup.
- Amazon has also recently set up their own library hub, which would give the library competitive pricing.
- Additionally, the new adult and children's books and magazine have now been moved to the lobby area for patrons to peruse while we are still under construction.
- I have also enrolled in a notary class, and by winter, I will be an additional notary for patrons to utilize.

Susan Babcock, Children's Services

Youth Services-

- Due to the flood-related park closure, I reached out to the STP Recreation Director regarding the Columbus Day closure and requested an extension of our permit. She was able to extend our usage through October 28. This allowed us to continue offering Circle Time, Messy Meet-Ups, and several other seasonal programs. Unfortunately, we were still impacted by weather conditions, which resulted in a few cancellations.
- As October came to a close, I worked with Melissa Smith of Powerhouse Dance Center to secure studio space a few mornings per week. This arrangement allows us to continue offering limited programming through November and, if needed, into December.
- All damaged books and toys were inventoried and priced in October for the insurance claim. Throughout November, I will work on reordering

replacement books, supplies, and toys, and ensure they are processed and shelf-ready in preparation for the reopening.

- Circulation Supervisor responsibilities have been assumed by Katie Coulter.

Joy Buckhout, Adult Programming & Outreach Coordinator

- In October, we had a great turnout for programs, with 266 patrons attending 31 in-person programs.
- Due to the FLOOD, and subsequent Library Closure, Adult Programs have been indefinitely RELOCATED to the STONY POINT AMBULANCE CORPS. A Huge Thank You goes out to them! We have also had a few programs at The Round Table Brewery (Book Club and Paint & Sips). Thank you.
- Air dry clay is available at the front desk for anyone interested in participating in our all ages Take & Make community art project – The Winter Sculpture Garden! We are hopeful it will be able to be on display starting sometime in December and throughout January.
- The 2026 Book Club list is currently “under construction” after having received input from everyone in the Book Club. It will be out sometime in December.
- Our Genre Book Clubs [**MYSTERY**: Mystery/Thriller/True Crime; **SCI FI**: Science Fiction/Fantasy/Dystopian; **NON-FICTION**: Non-Fiction/Biography/Memoir] have been expanded by one more category: **FICTION** [Fiction/Classics/Historical Fiction]. We rotate genres and meet once a month on a Wednesday evening at 6pm, out at a local restaurant. 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 going to move the Friday afternoon movie to Saturday afternoon a little earlier in the day because of Eastern Standard Time. We will continue to focus on documentaries.
- Mahjong and Chair Yoga will continue through the end of the year up at Patriot Hills. Lonnie June is once again back at the helm of Chair Yoga – we thank Jody Atkinson for stepping in for these past few months! Gentle Yoga has been put on Pause through the Winter Months. We will look to bring it back in the Spring if there is interest.
- Foraging Walks and Plein Air Painting & Drawing are over for the year. We will restart those again in April.

Dawn McFarland, Communications Specialist

- The team decided to separate the email blasts. One for new books, one for youth programming, and one for adult programming. Keeping it relative to the audience is going to be appreciated.
- I did some online professional development to figure out the blog portion of our website. I was able to update the website and remove old content.

- In the future, I would like to build different email subscriber lists, but for now, folks can simply delete the newsletter emails that are not relevant to them.
- The website still needs some updates which I will continue to make as discussed with the staff at my November meeting. (Katie, Georgie, Susan, Carole, and I believe Joy also gave me some feedback).
- I would like to be a part of the new website
- I am enjoying working with and for the Rose Memorial Library Association.

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																									
	285	335	286	273	296	293	290	296	343	359	290	267	275	332	330	332	234	283	38	362		262		253	
	91	32	98	27	96	36	79	24	87	43	128	34	140	33	174	74	87	75	36	90		104		66	
	51	186	30	141	25	138	29	164	38	149	14	145	21	153	22	129	16	115	1	120		70		60	
	127	168	120	142	159	161	137	144	163	139	157	165	188	193	134	185	136	176	43	193		146		125	
	182	180	148	138	161	127	156	150	143	132	110	139	159	164	152	164	149	173	43	140		141		157	
	4	5	0	4	0	2	3	2	0	4	1	1	4	2	12	8	3	5	3	5		2		2	
	Total Adult Books																								
	29	18	27	11	20	19	12	37	34	33	27	19	16	19	22	21	21	25	0	10		15		17	
	182	137	171	140	244	230	198	202	146	166	155	125	148	126	122	107	130	111	20	98		151		200	
Miscellaneous (equip. plus)	2	21	0	0	0	0	5	0	1	3	4	0	0	0	2	0	3	1	0		1		0		
	39	49	46	37	69	12	30	16	24	46	29	47	38	32	64	27	48	29	22	23		58		23	
	Periodicals																								
TOTAL Adult Circulation																									
992	1131	926	913	1070	1018	939	1035	979	1074	915	942	989	1054	1047	1034	1047	827	993	208	1041		950		903	

Juvenile Collection																								
Fiction Books (+New)	540	352	605	694	765	801	765	662	567	643	482	575	867	758	887	755	643	752	46	643		524		534
Non-Fiction Books (+New)	68	104	100	17	158	107	137	129	136	140	9	69	176	144	163	168	64	155	2	110		65		79
Graphic Books (+New)	72	38	121	68	170	103	159	98	166	134	113	118	263	213	222	146	135	150	20	173		142		101
VOX Books	26	29	50	36	39	38	13	30	13	15	15	5	43	18	26	23	7	30	3	23		16		15
TOTAL Juvenile Books	706	523	876	815	1132	1049	1074	919	882	932	619	767	1349	1133	1298	1092	849	1087	71	949		747		729
CD/Audio	0	1	3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	2		0		1
DVD	20	32	52	32	16	19	23	19	14	6	9	31	52	36	70	51	52	34	2	14		29		19
Miscellaneous (kits plus)	0	0	3	5	4	4	4	3	3	2	1	3	0	2	1	6	0	0	0	4		2		0
Periodicals	0	0	5	0	2	1	4	0	0	14	0	6	0	0	1	2	4	0	0	3		3		0
TOTAL Juvenile Circulation	726	556	939	852	1154	1073	1105	941	899	954	629	808	1401	1172	1371	1153	901	1123	73	972		781		749

YA Collection																								
Fiction Books	40	40	25	59	44	31	34	45	44	54	33	38	39	51	39	38	46	28	0	43		39		25
Non-Fiction Books	6	10	0	9	3	3	3	5	6	2	1	6	2	12	1	5	4	5	1	3		0		5
New Books	0	0	0	0	0	0	6	0	3	0	0	0	2	3	0	1	0	1	3	0		3		1
Graphic Books	5	18	13	12	38	15	23	4	34	3	35	5	18	10	42	13	17	11	0	14		4		2
TOTAL YA Books	51	68	38	80	85	49	66	54	87	59	69	51	62	73	83	56	68	47	1	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		0		0
DVD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	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		0		0
TOTAL YA Circulation	51	68	38	80	85	49	66	55	87	59	69	51	62	73	83	56	70	47	1	63		44		33

Games - Adult	0	13	4	17	1	20	19	2	3	21	1	20	5	26	2	10	1	2	0	6				1
Games - Young Adult	4	0	12	0	18	0	11	0	16	0	9	0	21	0	13	0	0	0	1	0		7		2
Games - Children	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	12	0	7	0	3				3
TOTAL Games Circulation	4	13	16	17	19	20	30	2	20	21	10	20	26	26	16	22	1	9	1	9		7		3

GRAND TOTAL	1773	1768	1919	1862	2328	2160	2140	2033	1985	2108	1623	1821	2478	2325	2504	2278	1799	2172	282	2085		1782		1,688
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All Books	1497	1497	1596	1620	1954	1855	1834	1753	1743	1817	1388	1569	2198	2083	2205	2040	1542	1961	237	1922		1516		1425
All AV	231	188	253	183	280	268	233	259	194	205	191	176	216	181	214	179	205	172	22	124		195		237
Periodicals	39	49	51	37	71	13	34	16	24	60	29	53	38	33	66	31	48	29	22	26		61		23
Games	4	13	16	17	19	20	30	2	20	21	10	20	26	26	16	22	1	9	1	9		7		3
Miscellaneous	2	21	3	5	4	4	9	3	4	5	5	3	0	2	3	6	3	1	0	4		3		0
TOTAL CIRCULATION	1773	1768	1919	1862	2328	2160	2140	2033	1985	2108	1623	1821	2478	2325	2504	2278	1799	2172	282	2085		1782		1688