



ROSE MEMORIAL
LIBRARY ASSOCIATION

79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Thursday, July 29, 2026

AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~**
 - a. June 11, 2025, Regular Monthly Meeting*
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: June 2026*
 - b. Approval of Disbursements: June 2026*
 - c. Financial Reports: June 2026*
- V. Reports**
 - a. Director's Report: June 2026
 - b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology
- VI. Old Business**
 - a. 117 West Main Street timeline
 - b. Accessibility Project
 - c. Research on Grant Opportunities
- VII. New Business**
 - a. Approval of amendments Employee Handbook
 - b. Presentation of Remote Work Policy
- VIII. Executive Session* (if necessary)**
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting, August 19, 2026, 5:30pm
Kennedy Room, Rose Memorial Library

**motion required*



ROSE MEMORIAL
LIBRARY ASSOCIATION

79 East Main Street, Stony Point, NY 10980

Regular Meeting of the Board of Trustees

Thursday, June 11, 2026

AGENDA

I. Call to Order

II. Adoption of Minutes ~

- a. May 20, 2026, Regular Monthly Meeting*

III. Public Comments

IV. Finance

- a. Narrative Report: May 2026*
- b. Approval of Disbursements: May 2026*
- c. Financial Reports: May 2026*

V. Reports

- a. Director's Report: May 2026
- b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology

VI. Old Business

- a. 117 West Main Street timeline
- b. Discussion of Summer Celebration Preparation
- c. Annual agreement with RockWeb

VII. New Business

- a. Library Director's projected three-month plan
- b. Review and approval of RCLS Plan of Service 2027-2031
- c. Review and approval of RCLS Free Direct Access Plan 2027-2031
- d. Grant Opportunities
- e. Summer Hires

VIII. Executive Session* (if necessary)

IX. Announcements

X. Adjournment

***Next scheduled Board Meeting, July 15, 2026, 5:30pm
Kennedy Room, Rose Memorial Library***

**motion required*



ROSE MEMORIAL
LIBRARY ASSOCIATION

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
June 11, 2026**

June 11, 2026, meeting held for Rose Memorial Library, 5:30pm, in-person, Rose Memorial Library, Kennedy Room.

Present: Amanda Pagan-Glass, Board President; Jackie Hanley, Vice President; Christina Haigh, Secretary; Richard Eggers, Treasurer; Beth Pivovar, Trustee; Katherine Coulter, Library Director, and Carole Gomez, Director of Operations.

Meeting called to order at 5:35pm by Amanda Pagan-Glass, Board President.

I. Approval of Minutes*

May 20, 2026, Monthly Meeting Minutes were reviewed. *A motion made by Christina Haigh, second by Dick Eggers, with unanimous agreement by Trustees to accept the May monthly meeting minutes.

II. Public Comments ~ No public comments

III. *Financial Reports*

May 2026 Financial Narrative reviewed by Carole Gomez, RML Director of Operations. All Accounts Receivable and Accounts Payable are up-to-date. Monthly wire transfers are in place from short term investment to the Operations account to cover regular expenses. Due to expenses for 117 West, an additional one-time-only wire transfer is planned.

As discussed at previous meetings, NYS now requires employers with ten or more employees that have been in business for at least two years to offer a retirement plan. RML falls under the July 15th deadline timeline. The RML retirement plan opportunity with Invesco is reactivated and has been offered to the entire staff. It is now in place with first payroll deductions on June 17th.

The May Cash Disbursements and Financial Reports were discussed. *Dick Eggers made a motion, second by Beth Pivovar, unanimous by

Trustees, to accept the Financial Narrative and Reports for the month of May.

IV. Reports ~

a. Director's Report: Katherine Coulter, Library Director.

- **Katie attended her first DA meeting just prior to her official start date, shadowing Carole who introduced her to the Directors' Association members.**
- **Katie is participating in a New Directors' Handbook webinar.**
- **Claudia Depkin, Library Director of HKDPL as well as President of the Directors' Association, has agreed to be Katie's mentor and she spent a day with her.**
- **Also attended the RCLS Town Hall and was introduced to RCLS Senior Staff.**
- **In view of the fact that there are plans in place to hire an Adult Librarian after Labor Day, Katie has been managing both positions with ease.**
- **Carole has been working with Katie on establishing the parameters of both the Library Director and Director of Operations positions during the transition.**
- **Susan has been prepping for the Summer Celebration as well as Summer Reading Program Kick-Off while still running her Circle Time and Messy MeetUp programs at the Vincent Clark Park.**
- **Dawn has finalized the mailer for the Summer Celebration, created an eBlast as well. She has also updated the website to include all of the summer events.**
- **Joy has had excellent attendance at her programs and is busy planning her Murder at the Pizzeria evening.**

b. Board Reports

- i. **Marketing & Fundraising: The Charles Eccher Park has been booked for the Summer Celebration & Summer Reading Kickoff on June 28th. Plans have been finalized. RML has the entire park for the whole day: four food trucks, ten vendors, the Bubble Bus followed by the Stony Point Fire Department, crafts, face painting and of course, Summer Reading Kick-Off. Mailers will be in homes on/around June 15th and an eBlast will go out June 22nd. Yard signs are in place.**
- ii. **Facilities & Capital Projects: nothing at this time.**

- iii. **Finance & Budgets:** Donations for 2026 YTD total \$800. RML is in receipt of the Town of Stony Point funds.
- iv. **Long Range Planning:** The team has planned layouts for the 117 West Main building. Meetings with Beth continue every two weeks.
- v. **Technology:** RML is working coordinating the technology and security of the building as a whole.

VI. Old Business:

- a. **117 West Main Street Timeline.**
The team completed the layouts for the 117 West Main building. There was discussion in coordinating and scheduling technology installation following managing the security of the building.
- b. **Summer Celebration (see Marketing & Fundraising).**
- c. **Annual Agreement with RockWeb Systems.**
RML has renewed their domains with RockWeb and is moving forward on the accessibility project.

VII. New Business

- a. **Library Director's projected three-month plan.**
Katie detailed her 30-60-90 plan which was well received by the Board.
- b. **Review and approval of the RCLS Plan of Service 2027-2031**
A motion to approve the 2027-2031 RCLS Plan of Service as presented was made by Amanda Pagan-Glass, President, and seconded by Dick Eggers, Treasurer, with a 5-0 vote approving the plan.
- c. **Review and approval of the 2027-2031 RCLS Direct Access Plan.**
A motion to approve the 2027-2031 RCLS Direct Access Plan as presented was made by Christina Haigh, Secretary, and seconded by Beth Pivovar, Trustee, with a 5-0 vote approving the plan.
- d. **Grant Opportunities**
Katie has coordinated a Zoom meeting with Stephen Hoefer and the RML Building Committee to explore grant opportunities for 117 West Main.
- e. **Summer Hires**
Two college students have been hired part time for the summer months to assist with the ambitious Summer Reading Program, help with the weeding and general clean-up in preparation for the final move.

VIII. Executive Session: no session.

IX. Announcements:

a. The July Board of Trustees Meeting, is currently scheduled for Wednesday, July 15th. The August Board of Trustees Meeting is scheduled for Wednesday, August 19th. Christina requested an excused absent for both. One or both may be rescheduled in the near future.

X. Adjournment. A *motion was made by Amanda Pagan-Glass, second by Dick Eggers, to adjourn the meeting. The meeting closed at 6:30pm with consent of all Trustees.

The July Monthly Meeting of the Rose Memorial Library Association will be Wednesday, July, 15 2026, 5:30pm, Kennedy Room, Rose Memorial Library.

***Motion required**

Carole Gomez, RML



ROSE MEMORIAL
LIBRARY ASSOCIATION

***JULY 2026 BOARD MEETING
FINANCIAL NARRATIVE***

The financial reports for this month, posted on www.rosememoriallibrary.org, reflect income and expenses as of June 2026. As of that date, RML had on deposit in TD Bank:

- **Business Checking Account** \$ 37,305.88
- **Payroll Account** \$ 2,887.98
- **Business Savings Account:** \$ 18,020.06
- **UBS Financial Services as of June, 2026.**
 - **Value as of 06/30/2026** \$ 1,361,989.55
 - **Value as of 05/31/2026** \$ 1,457,892.64
 - **Investment Income/Loss** \$ 4,096.91

The payrolls for the month totaled \$55,550.46.

The larger expenditures include:

Orange & Rockland	\$672.79
Vizcarra Multiservices, June 2026,	\$1,000.00
RockWeb Systems (annual)	\$1,287.99
American Express: Adult Supplies; Library of Things, Adult/Children's Books, SRP Supplies, QBO annual subscription, Staff Development, HPE (Summer Celebration), Office/Library Supplies, Social Media, Branded items, Custodial Supplies, -\$62.82 Cash Back	\$5,560.49
NYS Employees Health Insurance Premiums	\$8,939.04
Frontline \$1,470 (monthly fee), plus equipment	\$9,918.16
Beth Sigler STUDIO Architecture (interior design for 117W)	\$21,333.03

PROGRAMMING:

The Social Snacker-Teen Program \$250 deposit/\$250 Balance	\$500.00
Lonnie Altomonti-June (yoga for Adults)	\$50.00

Rose Memorial Library Association

Cash Disbursement Report

June 2026

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
	Beginning Balance		
06/01/2026		(17,100.00)	Payroll Period Ending 05/30/2026
06/09/2026		107.10	Weekly Revenue X3
06/11/2026	Veolia Water New York Inc.	(73.88)	Account #*****0000, 05/07-06/05
06/11/2026	Avaya Financial Services	(89.69)	Customer #2000355809, Invoice #49225217
06/11/2026	Haverstraw King's Daughters Pub. Library	(32.49)	Reimbursement for Lost Book
06/11/2026	NYS EMPLOYEES' HEALTH INSURANCE PENDING ACCOUNT	(8,939.04)	PA000514, Statement #634
06/11/2026	RockWeb Systems, Inc.	(1,287.99)	Invoices #20260538
06/11/2026	OverDrive, Inc.	(93.47)	Customer ID #1051-1017
06/11/2026	Midwest Tape LLC	(57.16)	Customer #2000001490
06/11/2026	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation -Workshop 6/13
06/11/2026	OPTIMUM	(284.66)	Account #07882-391439-01-2,
06/11/2026	Orange & Rockland	(672.79)	Account #18242-20000-6,
06/11/2026	Ms. Dawn McFarland	(102.95)	05/26/2026 Travel Reimbursement
06/11/2026	Blackstone Publishing, Inc.	(50.86)	Customer ID 140854, Invoice #2234916
06/11/2026	Brodart - Books	(119.00)	Account #314990, Invoice #677011
06/11/2026	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation -July 2026
06/15/2026	TD Bank	(15.00)	Wire Transfer
06/15/2026		(18,500.00)	Payroll Period Ending 06/13/2026
06/15/2026		100,000.00	Transfer for monthly expenses
06/16/2026	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
06/18/2026	Frontline Data Services	(9,918.16)	Invoice #10328
06/18/2026	U.S. Bank Equipment Finance	(288.58)	Contract #500-0691759-000, Sharp BP50C31 Copier -
06/18/2026	Berard & Associates CPA's P.C.	(7,001.14)	Invoice #009558, Audit for Year 2025
06/18/2026	Midwest Tape LLC	(210.34)	Customer #2000016084
06/18/2026	Vizcarra Multiservices LLC	(1,000.00)	Invoice #262, May 2026
06/18/2026	Beth Sigler STUDIO Architecture	(21,333.03)	Beth Sigler STUDIO Invoice #24-01-03
06/18/2026	Staples	(125.44)	Account NYC1009485, Summary: #7010010429
06/18/2026	Kamila Agi-Mejias	(25.00)	Adult Program, Guest Teacher
06/18/2026	Roberta Jahn	(25.00)	Guest Instructor - Adult Program
06/18/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
06/18/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
06/23/2026		405.00	Murder at the Pizzeria
06/23/2026		160.00	Donation, Weekly Revenue 06/08, 06/15
06/24/2026	American Express	(5,560.49)	Amex (credit card & Amazon) 06/14/2026
06/24/2026	OPTIMUM	(284.66)	Account #07882-391439-01-2,
06/24/2026	U.S. Bank Equipment Finance	(288.58)	Contract #500-0691759-000, Sharp BP50C31 Copier -
06/24/2026	Hi-Tech Security Services, Inc.	(111.00)	Account #181271,
06/24/2026	Midwest Tape LLC	(225.82)	Customer #2000016084
06/24/2026	Nasuti, Patti	(25.00)	Guest Instructor

Rose Memorial Library Association

Cash Disbursement Report

June 2026

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
06/24/2026	The Social Snacker	(250.00)	SRP - Tweens/Teens - Deposit
06/24/2026	The Social Snacker	(250.00)	SRP - Tweens/Teens - Balance Due
06/24/2026	Pitney Bowes Global Financial Services LL	(76.89)	Acct #*****5188, lease 07/20--10/19
06/24/2026	North Rockland High School Yearbook	(100.00)	2026 NRHS Yearbook
06/25/2026	Clarence Pitt	23.79	GiveLively Donation
06/29/2026		(19,500.00)	Payroll Period Ending 06/27/2026
06/30/2026		2.50	Interest Earned
Total for 1001 TD BUSINESS CHECKING		\$	
		(15,414.72)	

Rose Memorial Library Association

Profit & Loss

June 2026

	TOTAL
Income	
4014 Fundraising Income - Appeal	174.24
4015 Investment Income	4,099.70
4016 Gifts and Donations	70.12
4031 Library Charges	0.00
4032 Other Income	122.31
Total Income	\$4,466.37
GROSS PROFIT	\$4,466.37
Expenses	
6001 Salaries	55,550.46
6002 Benefits	4,311.36
6007 Office Postage	125.00
6008 Accounting & Other Prof Fees	7,001.14
6010 Repairs and Maintenance	2,418.07
6011 Health Insurance Premiums Paid	5,844.72
6015 Telecommunications	569.32
6017 Utilities	746.67
6019 Dues/Fees	15.00
6043 Retirement 403B	0.00
6045 Advertising and Promotion	74.00
6051 Computer Technical Support	1,470.00
6053 Website Hosting Fee	1,287.99
6101 Capital Expenditures	32,307.45
6200 Programs ~ High Profile Events	736.15
6300 Supplies	2,031.73
8500 Misc expenses	989.38
Total Expenses	\$115,478.44
NET OPERATING INCOME	\$ (111,012.07)
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$ (111,012.07)

Rose Memorial Library

Profit & Loss by Month

June 2026

	TOTAL		
	JUN 2026	JAN - JUN, 2026 (YTD)	JAN - JUN, 2025 (PY YTD)
Income			
4001 Local Public Funds		1,425,000.00	325,000.00
4010 LLSWA State Aid		468.00	457.00
4014 Fundraising Income - Appeal	174.24	1,022.76	6,322.99
4015 Investment Income	4,099.70	20,032.12	11,218.43
4016 Gifts and Donations	70.12	475.10	22.25
4031 Library Charges	0.00	68.11	145.31
4032 Other Income	122.31	2,672.62	1,436.85
Total Income	\$4,466.37	\$1,449,738.71	\$344,602.83
GROSS PROFIT	\$4,466.37	\$1,449,738.71	\$344,602.83
Expenses			
6001 Salaries	55,550.46	236,635.38	224,419.87
6002 Benefits	4,311.36	23,757.46	17,226.44
6007 Office Postage	125.00	750.00	1,100.00
6008 Accounting & Other Prof Fees	7,001.14	10,351.14	9,522.97
6009 Legal		792.50	2,035.00
6010 Repairs and Maintenance	2,418.07	12,979.91	12,683.19
6011 Health Insurance Premiums Paid	5,844.72	49,164.56	
6015 Telecommunications	569.32	1,708.26	1,932.87
6017 Utilities	746.67	7,388.95	7,277.58
6018 Insurance		1,986.75	1,766.00
6019 Dues/Fees	15.00	304.80	184.80
6028 Sewer Taxes		782.73	875.35
6032 RCLS ILS Service Fee		4,065.00	4,417.20
6034 Software Licensing Fees		724.38	689.70
6035 Newsletters		3,149.00	2,599.00
6043 Retirement 403B	0.00	0.00	
6045 Advertising and Promotion	74.00	424.00	810.21
6050 RCLS Service Fee		2,308.00	2,236.00
6051 Computer Technical Support	1,470.00	8,820.00	8,820.00
6053 Website Hosting Fee	1,287.99	1,407.79	119.80
6101 Capital Expenditures	32,307.45	99,440.42	22,875.04
6125 Serials		2,019.18	1,948.23
6200 Programs ~ High Profile Events	736.15	7,371.72	4,485.18
6300 Supplies	2,031.73	9,310.35	7,850.76
7500 Other personnel expenses			660.00
8500 Misc expenses	989.38	2,580.79	2,317.97
Total Expenses	\$115,478.44	\$488,223.07	\$338,853.16
NET OPERATING INCOME	\$ -111,012.07	\$961,515.64	\$5,749.67

Rose Memorial Library

Profit & Loss by Month

June 2026

	TOTAL		
	JUN 2026	JAN - JUN, 2026 (YTD)	JAN - JUN, 2025 (PY YTD)
Other Expenses			
6800 Net Payroll	0.00	0.00	-15,516.57
Total Other Expenses	\$0.00	\$0.00	\$ -15,516.57
NET OTHER INCOME	\$0.00	\$0.00	\$15,516.57
NET INCOME	\$ -111,012.07	\$961,515.64	\$21,266.24

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

June 2026

	TOTAL			
	JUN 2026	JUN 2025 (PY)	CHANGE	% CHANGE
Income				
4014 Fundraising Income - Appeal	174.24	93.97	80.27	85.42 %
4015 Investment Income	4,099.70	1,817.66	2,282.04	125.55 %
4016 Gifts and Donations	70.12	0.00	70.12	
4031 Library Charges	0.00	0.00	0.00	
4032 Other Income	122.31	179.75	-57.44	-31.96 %
Total Income	\$4,466.37	\$2,091.38	\$2,374.99	113.56 %
GROSS PROFIT	\$4,466.37	\$2,091.38	\$2,374.99	113.56 %
Expenses				
6001 Salaries	55,550.46	51,492.00	4,058.46	7.88 %
6002 Benefits	4,311.36	-2,052.16	6,363.52	310.09 %
6007 Office Postage	125.00	125.00	0.00	0.00 %
6008 Accounting & Other Prof Fees	7,001.14	6,556.97	444.17	6.77 %
6010 Repairs and Maintenance	2,418.07	1,386.47	1,031.60	74.40 %
6011 Health Insurance Premiums Paid	5,844.72	0.00	5,844.72	
6015 Telecommunications	569.32	569.22	0.10	0.02 %
6017 Utilities	746.67	1,562.77	-816.10	-52.22 %
6019 Dues/Fees	15.00	0.00	15.00	
6043 Retirement 403B	0.00	0.00	0.00	
6045 Advertising and Promotion	74.00	122.74	-48.74	-39.71 %
6051 Computer Technical Support	1,470.00	1,470.00	0.00	0.00 %
6053 Website Hosting Fee	1,287.99	0.00	1,287.99	
6101 Capital Expenditures	32,307.45	4,526.16	27,781.29	613.79 %
6200 Programs ~ High Profile Events	736.15	1,373.70	-637.55	-46.41 %
6300 Supplies	2,031.73	1,568.72	463.01	29.52 %
8500 Misc expenses	989.38	0.00	989.38	
Total Expenses	\$115,478.44	\$68,701.59	\$46,776.85	68.09 %
NET OPERATING INCOME	\$ -111,012.07	\$ -66,610.21	\$ -44,401.86	-66.66 %
Other Expenses				
6800 Net Payroll	0.00	-15,516.57	15,516.57	100.00 %
Total Other Expenses	\$0.00	\$ -15,516.57	\$15,516.57	100.00 %
NET OTHER INCOME	\$0.00	\$15,516.57	\$ -15,516.57	-100.00 %
NET INCOME	\$ -111,012.07	\$ -51,093.64	\$ -59,918.43	-117.27 %



ROSE MEMORIAL
LIBRARY ASSOCIATION

July 29, 2026 Board Report

Katherine Coulter, Library Director

- I attended my first Director's meeting on my own, and all went smoothly.
- We researched the grant opportunities, but nothing seemed to fit this year, especially considering the construction of the building is still in progress. It is a lengthy, detailed process. Considering our current short-term and long-term responsibilities this year, it was decided that we will circle back next year.
- I completed the 30-day observation goal for the library. Our endeavor for this month as part of my 30-60-90 day plan is to utilize what I learned in my observational period and update policies as needed to accommodate the new building, and to clean out junk from the closets/basement.
- Carole, Dawn and I met twice with Tom Ossa to start the mandated transition to an accessible website for the visually impaired. Another meeting is scheduled for late July.
- We've had a steady number of Adult Summer Reading sign-ups, and I have heard feedback is positive for what I streamlined for patrons.
- Adult materials have been ordered and processed at the normal schedule.

Carole Gomez, Director of Operations

- The Summer Celebration Expense Report was sent to Amanda and Dick for review. RML made \$144 on the Dining Gift Cards raffle and Friends profited from the Vendor fees. The other expenses had been included in the 2026 budget and leftover items will be used for upcoming programs offered by the library. Thank-you emails were sent to all organizations and volunteers involved. The day went very smoothly and attendance reached over 300.
- The two college students hired part time for the summer have made a seamless transition to RML and their assistance has been invaluable. Toni Ann M. has returned for the summer as well.
- Katie and I met with Tom Ossa to discuss the new pricing structure for his services. We scheduled and met with him two weeks later including Dawn. We have just learned that the deadline for the website to be ADA compliant has been extended to April 2028. We are exploring options and doing research as this time.
- Katie, Susan and I have registered for the RCLS Annual Meeting and Legislative Breakfast. We will once again create a 2026 RML display and include the renderings for 117 West Main.
- Total for 2026, RML has received \$900.00 from 11 donors. There is a Thank You to All Donors page on the website and they receive letters for tax purposes.
- Rose Memorial Library has 3,028 registered patrons end of June. RCLS continues to purge periodically those patrons who are not active for more than five years.
- Thirty-four (34) new cards were issued June.
- In June, 1,239 in person visitors came to RML, always lower in June due to family events and the start of Summer.
- June circulation continues to increase year to date. The numbers for May are historically low while the numbers for June are very high.
- Books By Mail Outreach program (now administered again by me) was utilized by two (2) patrons.

- Monthly use of RML computer services is popular again and we provided 32 patrons with a new public computer and new laptops to use. It also continues to increase year to date.
- There were ten (10) requests for Notary services. Katie and I shared the requests.
- Rose Memorial Library continues to offer Proctoring services to several school/training programs: Stanford University, Quinnipiac University, Virginia Tech, Tulane University, Real Estate University and Pro-Career Center.
- I have been proctoring exams for a student attending Stanford University Online High School for the past four years and he has graduated.

Susan Babcock, Director of Youth Services

- We had a wonderful start to summer with our Summer Reading Kickoff Celebration. With perfect weather and a fantastic turnout, it was a truly successful day.
- Many families registered for the Summer Reading Program and enjoyed a variety of activities, including the bubble bus, face painting, crafts, as well as the food trucks and community vendors.
- Our new employees, Kaitlyn and Jillian, were a tremendous help both during the event and in the preparation leading up to the start of summer reading.

Dawn McFarland, Communications Specialist

- Both Staff Picks and In the Spotlight Web Carousels are updated to highlight July.
- Blog pages on our website: Community, Adult and New Books, Youth Programming complete.
- Email blasts for Fresh Off the Press went out on the 2nd. Working on July Highlights for Adults to go out on the 3rd.
- **Important notes:**
We had an ADA compliance website meeting with Tom. I learned that:
 - I have to be more descriptive in my alternate text on photos and flyers on the website.
 - If I cannot figure out how to add captions on the embedded videos, I have to embed from YouTube and do it there or add a link to the video on our YouTube channel
 - Research suggests that <https://accessibe.com/> will not voice over pdfs, which means that we need an alternate. Assuming we report this to Tom at our next meeting, he will have a solution for us. This is what I found:
 - 1. Properly Tagged PDFs
You must manually format the PDF. Use tools like Adobe Acrobat or Microsoft Word to add tags, headings, and alt-text. You can then open the file in a browser (like Safari) or Adobe Acrobat and use Apple's built-in VoiceOver to read the document. [[1](#), [2](#), [3](#), [4](#), [5](#), [6](#)]
 - 2. Third-Party PDF Readers
If your PDF is untagged or an "image-only" scan, use an app that supports Optical Character Recognition (OCR). Apps like Envision AI[Seeing AI], or Speechify convert images of text into readable audio and work well with VoiceOver. [[1](#), [2](#), [3](#), [4](#), [5](#)]

Joy Buckhout, Adult Programming & Outreach Coordinator

- In June, we had 315 patrons attending 37 in-person programs. That is a record number of programs in a month as well as number of people per month.
- For the **Summer Celebration**, we had two North Rockland High School students help with facepainting; together we painted over 70 people.
- We hosted a **Murder Mystery Dinner** – *Murder at the Pizzeria* (on Monday June 15th 6pm) at The Pyngyp Schoolhouse.

- We have a **Local Author Presentation** by Michele Rinaldi (Sunday, July 26th, 2pm), a veterinary nurse and animal rescuer, about her book ***Nightingale Watch: A Journey of Animal Ministry***. It chronicles her personal journey with animals.
- We have two **Local History Lectures** by Tom Reilly (Tuesdays, July 28th & Aug 4th, 6:30-7:30pm) on the Great Hunger, the Orphan Trains and the Happy Valley Orphanage in Pomona. As a former resident of Happy Valley, Tom will speak about his time there as well as the history of the Great Hunger and the Orphan Trains.
- **Genre Book Club** Selections, Dates & Meeting Places are available through August, in addition to the 2026 **Main Book Club** list. Both are available on the website as well as a handout at the library.
- There are four Genre Book Clubs. We rotate genres and meet once a month on a Thursday evening, at a local restaurant:
 - **MYSTERY**: Mystery/Thriller/True Crime;
 - **SCI FI**: Science Fiction/Fantasy/Dystopian;
 - **NON-FICTION**: Non-Fiction/Biography/Memoir;
 - **FICTION**: Fiction/Classic Fiction/Historical Fiction
- Interested patrons should ask to be put on the email list for updates on titles & dates for events. People can learn more on our website:
<https://www.rosememoriallibrary.org/book-discussion-groups/>
- We offer a **Monthly Movie**, focusing on documentaries.
- **Chair Yoga** (Fridays 10am) and **Gentle Yoga** (Wednesdays 6pm) are available weekly at Patriot Hills.
- **Mahjong** (Fridays 10:30am) is available at the library weekly.
- **Canasta** classes are being taught (Thursdays 1:30pm) in June & July for 6 weeks. In the future, we will offer open hours for Canasta.
- **Office for the Aging** had open "office hours" on June 10th to advise residents on resources available in the County.
- In July, we will have a mixed ages class with local fiber artist and retired art teacher, Ronni Howard **Free Form Weaving**. The class will register 6 adults and 6 teens/tweens.
- We have started a **Master Artists series** to expand the community's exposure to other art styles.

LIBRARY STATISTICS

	January						February						March						April						May						June																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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RML CIRCULATION STATISTICS

	January		February		March		April		May		June		July		August		September		October		November		December	
	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
Adult Collection																								
Fiction Books	285	220	286	198	296	206	290	214	343	235	290	253	275		330		234		38		138		154	
New Fiction	91	114	98	119	96	123	79	107	87	108	128	127	140		174		87		36		98		83	
Express Books	51	16	30	14	25	10	29	10	38	11	14	8	21		22		16		1		13		9	
Large Print Books	127	124	120	98	159	132	137	102	163	105	157	115	188		134		136		43		51		81	
Non Fiction Books	182	111	148	113	161	126	156	115	143	111	110	128	159		152		149		43		85		104	
Graphic Books	4	0	0	0	0	3	3	0	0	3	1	7	4		12		3		3		4		5	
TOTAL Adult Books	740	585	682	542	737	600	694	548	774	573	700	638	877		824		625		164		389		436	
CD/Audio	29	10	27	16	20	9	12	15	34	12	27	14	16		22		21		0		8		8	
DVD	182	118	171	99	244	170	198	141	146	152	155	91	148		122		130		20		84		86	
Miscellaneous (equip. plus)	2	0	0	0	0	2	5	0	1	3	4	6	0		2		3		0		0		0	
Periodicals	39	68	46	43	69	54	30	25	24	31	29	56	38		64		48		22		17		53	
TOTAL Adult Circulation	992	781	926	700	1070	835	939	729	979	771	915	805	989		1034		827		208		498		583	

Juvenile Collection																								
Fiction Books (+New)	540	623	605	543	765	629	765	503	567	371	482	688	867		887		643		46		89		234	
Non-Fiction Books (+New)	68	74	100	99	158	141	137	110	136	90	9	118	176		163		64		2		24		27	
Graphic Books (+New)	72	88	121	42	170	72	159	144	166	96	113	176	263		222		135		20		22		21	
VOX Books	26	9	50	15	39	10	13	16	13	19	15	44	43		26		7		3		15		17	
TOTAL Juvenile Books	706	794	876	699	1132	852	1074	773	882	576	619	1026	1349		1298		849		71		150		299	
CD/Audio	0	0	3	0	0	0	0	0	0	0	0	1	0		0		0		0		0		0	
DVD	20	32	52	6	16	5	23	12	14	36	9	52	52		70		52		2		0		36	
Miscellaneous (kits plus)	0	1	3	1	4	1	4	0	3	1	1	3	0		1		0		0		0		0	
Periodicals	0	0	5	4	2	1	4	4	0	16	0	22	0		2		0		0		0		2	
TOTAL Juvenile Circulation	736	827	939	710	1154	859	1105	789	899	629	629	1061	1401		1371		901		73		150		337	

YA Collection																								
Fiction Books	40	21	25	13	44	22	34	36	44	21	33	22	39		39		46		0		20		10	
Non-Fiction Books	6	2	0	12	3	3	3	0	6	6	1	3	2		1		4		1		2		1	
New Books	0	0	0	0	0	10	6	3	3	0	0	2	3		1		1		0		0		1	
Graphic Books	5	1	13	1	38	9	23	14	34	14	35	27	18		42		17		0		4		4	
TOTAL YA Books	51	24	38	27	85	44	66	53	87	41	69	54	62		83		68		1		26		16	
CD/Audio	0	0	0	0	0	0	0	1	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		2		0		0		0	
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0		0		0		0		0		0	
TOTAL YA Circulation	51	24	38	27	85	44	66	54	87	41	69	54	62		83		70		1		26		16	

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

GRAND TOTAL	1773	1635	1919	1442	2328	1741	2140	1579	1985	1446	1623	1931	2478		2504		1799		282		678		938	
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All Books	1497	1403	1596	1268	1954	1496	1834	1374	1743	1190	1388	1718	2198		2205		1542		237		565		751	
All AV	231	160	253	121	280	184	233	169	194	200	191	115	216		214		205		22		92		130	
Periodicals	39	68	51	47	71	55	34	29	24	47	29	78	38		66		48		22		17		55	
Games	4	3	16	5	19	3	30	7	20	5	10	11	26		16		1		1		4		2	
Miscellaneous	2	1	3	1	4	3	9	0	4	4	5	9	0		3		3		0		0		0	
TOTAL CIRCULATION	1773	1635	1919	1442	2328	1741	2140	1579	1985	1446	1623	1931	2478		2504		1799		282		678		938	

Amendment to RML Handbook

B. WORK RULES

Offering medical, legal or financial advice of any type to patrons or members of the community is strictly prohibited.

Addition to RML Handbook

CONDUCT AND CORRECTIVE ACTION

Progressive Discipline Process

- Coaching or informal discussion
- Verbal warning
- Written warning/write-up
- Final written warning
- Termination

Warnings, write-ups and terminations are different levels of disciplinary action that may become necessary to address performance, attendance, conduct or policy violations.

- A warning is a notice that there is a problem needing to be corrected.
 - **Verbal Warning:** A conversation between a supervisor and employee about an issue.
 - **Written Warning:** A documented notice describing the problem, expectations for improvement, and possible consequences if the issue continues.
 - **Examples:** Repeated tardiness, missing deadlines, minor policy violations.
- A write-up is a formal written record of a performance or conduct issue. Multiple write-ups can lead to more serious disciplinary action. It includes:
 - What Happened
 - When it happened
 - Which policy or expectation violated
 - Employee's explanation
 - Required corrective action
 - Potential future consequences
- Termination means the employment relationship has ended. Terminations may be **Voluntary** or **Involuntary**. Reasons may include:
 - Continued poor performance despite warnings
 - Repeated violations of policies
 - Serious misconduct
 - Excessive absenteeism



ROSE MEMORIAL
LIBRARY ASSOCIATION

REMOTE WORK POLICY

"Remote Work" or "Work From Home" is work performed by Rose Memorial Library employees in furtherance of that individual's routine duties at places other than at RML's business address (excluding presentations, programs or events). Generally, this Remote Work would be performed at the employee's home. Remote Work may be provided as a reasonable accommodation in compliance with the ADA (Americans with Disabilities Act) and New York State Laws. This policy does not apply to those employees hired to work primarily from home.

Requests for remote work will be addressed on a case-by-case basis under the applicable laws and regulations. Should remote work be granted as a reasonable accommodation, the applicable provisions and requirements set out under the "Remote Work Program" below will apply.

Work remotely can be beneficial for employees for a number of reasons:

- It can help employees balance their work/home life if they have difficult commutes.
- It allows participation in pre- or post-work activities; and
- It can enable employees to work from home when it is a benefit to RML.

This program is most successful for those employees who are self-disciplined and have a home work environment free from distractions.

The Library Director must approve each employee's remote work schedule to ensure continuity and coverage. Some positions will not be able to participate based on business needs and other criteria. Employees may request to work a hybrid schedule of some days at home and some days at the library.

The guidelines for the Remote Work Program include:

- A specific work schedule, including specific remote workdays and hours, must be requested by the employee and agreed upon in advance by the Library Director. Employees must be on site at RML as necessary to attend meetings, programs, events, training sessions, etc. unless remote attendance is pre-arranged in advance with RML's permission.
- The employee's request for a remote work schedule is the employee's agreement to work that schedule if approved.

- Employees will be responsible for ensuring that all their job duties are performed, including checking their voicemail and email.
- If a full-time staff (35 hour work week) is approved to work from home, they may work from home a total of seven (7) hours within the work week. Any additional Work From Home hours must be pre-approved by the Library Director.
- Taking Remote Work hours without prior approval may result in corrective action as detailed in the RML Employee Handbook.
- Employees must maintain a normal workload and complete their work as they would if working at the library.

Employees approved for remote work are expected to maintain regular working hours, remain available during core business hours, meet performance expectations, protect library information, and follow all library policies. The library will provide approved work equipment where applicable, while employees are responsible for maintaining a secure and productive work environment. Remote work arrangements may be modified or discontinued based on library needs or employee performance.

Reviewed and approved by the Board of Trustees on 00/00/0000