



ROSE MEMORIAL
LIBRARY ASSOCIATION

79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, September 9, 2026
AGENDA

- I. Call to Order**
- II. Adoption of Minutes ~**
 - a. July 29, 2025, Regular Monthly Meeting* (August cancelled)
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: July & August 2026*
 - b. Approval of Disbursements: July & August 2026*
 - c. Financial Reports: July & August 2026*
- V. Reports**
 - a. Director's Report: July & August 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. Head of Adult Services Introduction
 - b. 117 West Main Street Project Status
 - c. Website Accessibility Project
- VII. New Business**
 - a. Review and Approval of 2027 RCLS Budget
 - b. Review & Approval RML Exhibits and Displays Policy
 - c. Review & Approval of RML Use of Community Space Policy
 - d. Discuss possible new security measures and Video Surveillance.
- VIII. Executive Session* (if necessary)**
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting, October 21, 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, 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

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
July 29, 2026**

July 29, 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; Richard Eggers, Treasurer; Beth Pivovar, Trustee; Katherine Coulter, Library Director, and Carole Gomez, Director of Operations. Christina Haigh, Secretary (excused absence).

Meeting called to order at 5:38pm by Amanda Pagan-Glass, Board President.

I. Approval of Minutes*

June 11, 2026, Monthly Meeting Minutes were reviewed. *A motion made by Amanda Pagan-Glass, second by Jackie Hanley, with unanimous agreement by Trustees to accept the June monthly meeting minutes.

II. Public Comments ~ No public comments

III. *Financial Reports*

June 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.

After extensive research and a long conversation with Vice President, Jackie Hanley, who is experienced in grant writing, the application for a grant tied to the 117W building is paused until next year. The timeframe and deadline this year does not give RML the opportunity to file properly in a timely manner.

The June Cash Disbursements and Financial Reports were discussed. *Dick Eggers made a motion, second by Amanda Pagan-

Glass, unanimous by Trustees, to accept the Financial Narrative and Reports for the month of June.

IV. Reports ~

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

- Katie Coulter attended her first DA meeting.
- The 30-day observation goal was completed, observing two programs for Children's as well as two for Adults.
- Carole Gomez, Dawn McFarland and Katie Coulter met twice with Tom Ossa from RockWeb (our website host/designer) to discuss the transition to make the website ADA compliant by the April 2028 deadline.
- An ad for the Adult Librarian is on the RCLS Jobs Page through August 14th. RML has received eight resumes and scheduled three interviews.
- Carole Gomez and I have been working on updating the Job Descriptions, Employee Handbook and RML Policies.
- Adult, Teen and Children's Summer Reading Programs continue to be very well attended.
- Susan Babcock's activities and programs are packed throughout the summer.
- Dawn McFarland has done a phenomenal job with social media publicizing the before and after of all of the summer programs.
- In addition to her regular programs, Joy Buckhout has had excellent attendance at her lecture programs; offered Canasta lessons this summer as well as weekly mahjong.

Toni Ann Mulligan returned for the summer to assist with the Children's activities. Two college students, Kaitlyn Russo and Jillian Babcock, were 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. They have all done a great job and are very much appreciated by the staff.

b. Board Reports

- i. **Marketing & Fundraising:** The Summer Celebration Expense Report was sent to Amanda Pagan-Glass and Dick Eggers for review. RML received several generous gift card donations from local eateries which were used

as Raffle Gifts. The majority of expenses were included in the RML Budget and any leftover items will be incorporated in on-going programs.

- ii. Facilities & Capital Projects: nothing at this time.
- iii. Finance & Budgets: Donations for 2026 YTD total \$900. 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 Sigler, Beth Sigler STUDIO Architecture, 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 through May 31, 2027. Research is on-going to find the best possible solution to have the website be ADA compliant. A presentation was made by Katie Coulter to the Board detailing the results of the research. Library Market and IconicNet were the finalists. The Board is in agreement to move forward with IconicNet.

VII. New Business

a. Approval of amendments to Employee Handbook

*The Employee Handbook amendments were explained in detail. Jackie Hanley made a motion, second by Beth Pivovar and in agreement with the Trustees, to approve the Employee Handbook.

b. Presentation of Remote Work Policy

*The Remote Work Policy was reviewed. Dick Eggers made a motion, second by Beth Pivovar, and in agreement with the Trustees to accept the Remote Work Policy.

c. *Amanda Pagan-Glass made a motion, second by Beth Pivovar, with the unanimous agreement of the Board present, to hire a General Contractor to oversee the 117W project on RML's behalf. Interviews will be scheduled shortly.

VIII. Executive Session:

At 6pm, Amanda Pagan-Glass made a motion, second by Jackie Hanley, and with Trustees agreement, to go into Executive Session.

At 6:25pm, Amanda Pagan-Glass made a motion, second by Beth Pivovar, with Trustees agreement, to end Executive Session.

- IX. Announcements:** The August Board of Trustees Meeting, is currently scheduled for Wednesday, August 19th. Christina requested an excused absent for the August meeting. The August meeting may be rescheduled. It is a strong possibility the August meeting will be cancelled and the September meeting will be earlier on September 9th.

- X. Adjournment.** A *motion was made by Amanda Pagan-Glass, second by Jackie Hanley, to adjourn the meeting. The meeting closed at 6:39pm with consent of all Trustees.

*The August Monthly Meeting of the Rose Memorial Library Association will be Wednesday, August 19th, 2026, 5:30pm, Kennedy Room, Rose Memorial Library.
The August and September meeting dates may be rescheduled.*

*Motion required

Carole Gomez, RML



ROSE MEMORIAL
LIBRARY ASSOCIATION

SEPTEMBER 2026 BOARD MEETING
August Meeting (Cancelled)
FINANCIAL NARRATIVE

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

- Business Checking Account \$ 28,298.10
- Payroll Account \$ 2,725.51
- Business Savings Account: \$ 20,020.39

- UBS Financial Services as of June, 2026.
 - Value as of 06/30/2026 \$ 1,361,989.55
 - Value as of 07/31/2026 \$ 1,290,994.66
 - Investment Income/Loss \$ 4,005.11

The payrolls for the month totaled \$40,946.88.

The larger expenditures include:

Orange & Rockland	\$1,026.05
NY Times (annual subscription)	\$1,378.05
Orange & Rockland	\$1,386.63
Vizcarra Multiservices, July 2026 (\$1,000) Rug (\$600)	\$1,600.00
RCLS (E-Content; Microsoft; RCLS ILS Svcs)	\$3,014.82
Frontline \$1,470 (monthly fee), plus equipment	\$4,271.93
NYS Employees Health Insurance Premiums	\$8,939.04
Beth Sigler STUDIO Architecture (interior design for 117W)	\$15,091.48

PROGRAMMING:

The Social Snacker-Teen Program \$100.00 (balance due)	\$100.00
Lonnie Altomonti-June (yoga for Adults)	\$50.00
Thomas Riley (lecture series Orphan Train)	\$250.00



ROSE MEMORIAL
LIBRARY ASSOCIATION

**SEPTEMBER 2026 BOARD MEETING
FINANCIAL NARRATIVE**

The financial reports for this month, posted on www.rosememoriallibrary.org, reflect income and expenses as of August 31, 2026. As of that date, RML had on deposit in TD Bank:

- Business Checking Account \$ 58,401.09
- Payroll Account \$ 2,831.28
- Business Savings Account: \$ 20,020.73

- UBS Financial Services as of June, 2026.
 - Value as of 07/31/2026 \$ 1,290,994.66
 - Value as of 08/31/2026 \$ 1,199,771.01
 - Investment Income/Loss \$ 3,776.33

The payrolls for the month totaled \$40,603.40.

The larger expenditures include:

RCLS (Consumer Reports annual subscription)	\$855.00
Culhane's AC & Refrigeration (service, filters & AC covers)	\$868.76
Vizcarra Multiservices, August 2026	\$1,000.00
ionicNET (25% deposit) ADA project for website	\$1,462.50
Frontline \$1,470 (monthly fee), plus equipment	\$1,654.15
Utica Insurance (50% of annual umbrella policy)	\$4,000.00
American Express (Children's Supplies; Custodial, Library & Office Supplies; Summer Celebration; Repair; Adult, Teen & Children's Books; SRP Children's, Teen Supplies; SRP Children's, Teen Programs; Library of Things; Adult Supplies; Social Media	\$7,725.56
NYS Employees Health Insurance Premiums	\$8,971.23

PROGRAMMING:

All That GlitterZ & Company (Tween/Teen Night 9/25)	\$200.00
Robin Ingram (Adult basketweaving 9/26)	\$200.00
Lonnie Altomonte-June (September 2026)	\$50.00

Rose Memorial Library Association

Cash Disbursement Report

July 2026

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
Beginning			
Balance			
07/02/2026		218.85	Weekly Revenue
07/08/2026	DEMCO, Inc.	(50.94)	710111047, Invoice #7822322
07/08/2026	Rockland Carting	(133.00)	Invoice #1153738, July/August
07/08/2026	Orange & Rockland	(1,026.05)	Account #18242-20000-6,
07/08/2026	Ms. Dawn McFarland	(102.95)	07/01/2026 Travel Reimbursement
07/08/2026	Midwest Tape LLC	(190.99)	Customer #2000016084
07/08/2026	OverDrive, Inc.	(30.55)	Customer ID #1051-1017
07/08/2026	Sharp Business Systems	(372.77)	Account #***0788, Invoice #9005864027 Billable Copies
07/08/2026	Avaya Financial Services	(89.69)	Customer #2000355809, Invoice #49388437
07/08/2026	Brodart - Supplies	(105.08)	Acct. 314998, Invoice #679262
07/08/2026	Staples	(258.58)	Account NYC1009485, Summary: #7010358316
07/08/2026	Midwest Tape LLC	(103.61)	Customer #2000001490
07/08/2026	NYS EMPLOYEES' HEALTH INSURANCE PENDING ACCOUNT	(8,939.04)	PA000514, Statement #635
07/13/2026		32.25	Weekly Revenue w/o 06/29 & w/o 07/06
07/13/2026		(21,000.00)	Payroll Period Ending 07/11/2026
07/15/2026		75,000.00	Recurring Wire Transfer
07/15/2026		(2,000.00)	Transfer to Business Savings
07/15/2026	TD Bank	(15.00)	Wire Transfer
07/16/2026	Beth Sigler STUDIO Architecture	(15,091.48)	Beth Sigler STUDIO Invoice #24-01-04
07/16/2026	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
07/16/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
07/27/2026	Clarence Pitt	23.79	Give Lively Donation
07/27/2026		(19,125.00)	Payroll Period Ending 07/25/2026
07/29/2026	Vizcarra Multiservices LLC	(1,600.00)	Invoices #288 & 289
07/29/2026	Veolia Water New York Inc.	(45.86)	Account #*****0000, 06/05--07/07
07/29/2026	Pitney Bowes Bank Inc., Purchase Power	(19.80)	Acct #8000-9090-0996-8558
07/29/2026	Frontline Data Services	(4,271.93)	Invoice #10430
07/29/2026	Anco Enterprises	(20.00)	Badges
07/29/2026	Ramapo Catskill Library System	(3,014.82)	E-Content, Microsoft Office, RCLS ILS Fee
07/29/2026	Lonnice C Altomonte-June	(50.00)	Yoga/Meditation -August 2026
07/29/2026	Midwest Tape LLC	(51.91)	Customer #2000001490
07/29/2026	The Social Snacker	(100.00)	SRP - Tweens/Teens - Balance Due
07/29/2026	OPTIMUM	(284.94)	Account #07882-391439-01-2,
07/29/2026	Ms. Dawn McFarland	(102.95)	07/27/2026 Travel Reimbursement
07/29/2026	New York Times	(1,378.05)	Account 085974079, Invoice 51FDC3F2628, Annual Subscription
07/29/2026	Orange & Rockland	(1,386.63)	Account #18242-20000-6,
07/29/2026	Thomas Riley	(250.00)	Lecture Series, 07/28 & 08/04
07/30/2026		92.86	Weekly Revenue w/o 07/13 & 07/20
07/30/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
07/31/2026		2.06	Interest Earned

Rose Memorial Library Association

Cash Disbursement Report

July 2026

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
Total for 1001 TD BUSINESS CHECKING		\$	
		(7,836.81)	

Rose Memorial Library Association

Profit & Loss

July 2026

	TOTAL
Income	
4014 Fundraising Income - Appeal	23.79
4015 Investment Income	4,007.50
4016 Gifts and Donations	0.50
4031 Library Charges	14.96
4032 Other Income	184.50
Total Income	\$4,231.25
GROSS PROFIT	\$4,231.25
Expenses	
6001 Salaries	40,946.88
6002 Benefits	3,542.32
6007 Office Postage	144.80
6010 Repairs and Maintenance	1,822.69
6011 Health Insurance Premiums Paid	6,876.16
6015 Telecommunications	284.94
6017 Utilities	2,458.54
6019 Dues/Fees	15.00
6032 RCLS ILS Service Fee	2,032.50
6034 Software Licensing Fees	52.32
6043 Retirement 403B	0.00
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	19,200.47
6125 Serials	1,378.05
6200 Programs ~ High Profile Events	256.00
6300 Supplies	807.37
Total Expenses	\$81,288.04
NET OPERATING INCOME	\$ (77,056.79)
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$ (77,056.79)

Rose Memorial Library

Profit & Loss by Month

July 2026

	TOTAL		
	JUL 2026	JAN - JUL, 2026 (YTD)	JAN - JUL, 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	23.79	1,046.55	6,441.83
4015 Investment Income	4,007.50	24,039.62	12,706.52
4016 Gifts and Donations	0.50	475.60	30.75
4031 Library Charges	14.96	83.07	191.56
4032 Other Income	184.50	2,857.12	1,618.00
Total Income	\$4,231.25	\$1,453,969.96	\$346,445.66
GROSS PROFIT	\$4,231.25	\$1,453,969.96	\$346,445.66
Expenses			
6001 Salaries	40,946.88	277,582.26	252,798.59
6002 Benefits	3,542.32	27,299.78	25,719.45
6007 Office Postage	144.80	894.80	1,225.00
6008 Accounting & Other Prof Fees		10,351.14	9,522.97
6009 Legal		792.50	2,535.00
6010 Repairs and Maintenance	1,822.69	14,802.60	17,146.77
6011 Health Insurance Premiums Paid	6,876.16	56,040.72	
6015 Telecommunications	284.94	1,993.20	2,217.38
6017 Utilities	2,458.54	9,847.49	8,798.97
6018 Insurance		1,986.75	2,036.00
6019 Dues/Fees	15.00	319.80	199.80
6028 Sewer Taxes		782.73	875.35
6032 RCLS ILS Service Fee	2,032.50	6,097.50	6,599.70
6034 Software Licensing Fees	52.32	776.70	741.90
6035 Newsletters		3,149.00	2,599.00
6043 Retirement 403B	0.00	0.00	
6045 Advertising and Promotion		424.00	1,759.54
6050 RCLS Service Fee		2,308.00	2,236.00
6051 Computer Technical Support	1,470.00	10,290.00	10,290.00
6053 Website Hosting Fee		1,407.79	119.80
6101 Capital Expenditures	19,200.47	118,640.89	26,124.92
6125 Serials	1,378.05	3,397.23	3,528.17
6200 Programs ~ High Profile Events	256.00	7,602.72	5,704.38
6300 Supplies	807.37	10,117.72	9,377.52
7500 Other personnel expenses			660.00
8500 Misc expenses		2,580.79	2,317.97
Total Expenses	\$81,288.04	\$569,486.11	\$395,134.18
NET OPERATING INCOME	\$ -77,056.79	\$884,483.85	\$ -48,688.52

Rose Memorial Library

Profit & Loss by Month

July 2026

	TOTAL		
	JUL 2026	JAN - JUL, 2026 (YTD)	JAN - JUL, 2025 (PY YTD)
Other Expenses			
6800 Net Payroll	0.00	0.00	0.00
Total Other Expenses	\$0.00	\$0.00	\$0.00
NET OTHER INCOME	\$0.00	\$0.00	\$0.00
NET INCOME	\$ -77,056.79	\$884,483.85	\$ -48,688.52

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

July 2026

	TOTAL			
	JUL 2026	JUL 2025 (PY)	CHANGE	% CHANGE
Income				
4014 Fundraising Income - Appeal	23.79	118.84	-95.05	-79.98 %
4015 Investment Income	4,007.50	1,488.09	2,519.41	169.30 %
4016 Gifts and Donations	0.50	8.50	-8.00	-94.12 %
4031 Library Charges	14.96	46.25	-31.29	-67.65 %
4032 Other Income	184.50	181.15	3.35	1.85 %
Total Income	\$4,231.25	\$1,842.83	\$2,388.42	129.61 %
GROSS PROFIT	\$4,231.25	\$1,842.83	\$2,388.42	129.61 %
Expenses				
6001 Salaries	40,946.88	28,378.72	12,568.16	44.29 %
6002 Benefits	3,542.32	8,493.01	-4,950.69	-58.29 %
6007 Office Postage	144.80	125.00	19.80	15.84 %
6009 Legal	0.00	500.00	-500.00	-100.00 %
6010 Repairs and Maintenance	1,822.69	4,463.58	-2,640.89	-59.17 %
6011 Health Insurance Premiums Paid	6,876.16	0.00	6,876.16	
6015 Telecommunications	284.94	284.51	0.43	0.15 %
6017 Utilities	2,458.54	1,521.39	937.15	61.60 %
6018 Insurance	0.00	270.00	-270.00	-100.00 %
6019 Dues/Fees	15.00	15.00	0.00	0.00 %
6032 RCLS ILS Service Fee	2,032.50	2,182.50	-150.00	-6.87 %
6034 Software Licensing Fees	52.32	52.20	0.12	0.23 %
6043 Retirement 403B	0.00	0.00	0.00	
6045 Advertising and Promotion	0.00	949.33	-949.33	-100.00 %
6051 Computer Technical Support	1,470.00	1,470.00	0.00	0.00 %
6101 Capital Expenditures	19,200.47	3,249.88	15,950.59	490.81 %
6125 Serials	1,378.05	1,579.94	-201.89	-12.78 %
6200 Programs ~ High Profile Events	256.00	1,219.20	-963.20	-79.00 %
6300 Supplies	807.37	1,526.76	-719.39	-47.12 %
Total Expenses	\$81,288.04	\$56,281.02	\$25,007.02	44.43 %
NET OPERATING INCOME	\$ -77,056.79	\$ -54,438.19	\$ -22,618.60	-41.55 %
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	\$ -77,056.79	\$ -69,954.76	\$ -7,102.03	-10.15 %

Rose Memorial Library Association

Cash Disbursement Report

August 2026

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
Beginning Balance			
08/05/2026	Pitney Bowes Bank Inc., Purchase Power	(195.97)	Acct #8000-9090-0996-8558
08/07/2026		20,000.00	Wire Transfer
08/07/2026	TD Bank	(15.00)	Wire Transfer
08/10/2026		(20,000.00)	Payroll Period Ending 08/08/2026
08/11/2026		74.85	Weekly Revenue, w/o 07/27 & 08/03
08/11/2026	American Express	(7,725.56)	Six-Week Amex Invoice
08/11/2026	IONICNET LLC	(1,462.50)	Invoice RMLA-001, 25% Deposit
08/11/2026	Staples	(29.98)	Account NYC1009485, Summary: #7010705542
08/11/2026	Ronni Howard	(100.00)	Weaving Craft Class
08/11/2026	Midwest Tape LLC	(54.91)	Customer #2000001490
08/11/2026	Avaya Financial Services	(89.69)	Customer #2000355809, Invoice #49550872
08/11/2026	Midwest Tape LLC	(222.83)	Customer #2000016084, Invoice #509220059
08/11/2026	Ramapo Catskill Library System	(855.00)	Invoice #35813
08/11/2026	OverDrive, Inc.	(31.50)	Customer ID #1051-1017
08/11/2026	Culhane's Air Conditioning	(868.76)	Full Service, filters and covers for the AC Units
08/11/2026	Kangaroo Swirls	(201.00)	Summer Reading Program Finale 08/06/2026
08/11/2026	U.S. Bank Equipment Finance	(288.58)	Contract #500-0691759-000, Sharp BP50C31 Copier -
08/11/2026	Vizcarra Multiservices LLC	(1,000.00)	Invoices #290
08/11/2026	The Journal News Media Group #1084	(370.99)	Acct #WT5337902; 08/01/2026 - 10/31/2026 Subscription Service
08/11/2026	NYS EMPLOYEES' HEALTH INSURANCE PENDING ACCOUNT	(8,971.23)	PA000514, Statement #636
08/11/2026	Veolia Water New York Inc.	(46.55)	Account #*****0000, 07/07-08/05
08/11/2026	Lonnle C Altomonte-June	(50.00)	Yoga/Meditation -September 2026
08/11/2026	Frontline Data Services	(1,654.15)	Invoice #10571
08/12/2026	Pitney Bowes Bank Inc., Purchase Power	(11.90)	Acct #8000-9090-0996-8558
08/13/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
08/14/2026	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
08/17/2026		75,000.00	Recurring Wire Transfer
08/17/2026	TD Bank	(15.00)	Wire Transfer
08/21/2026		18.60	Weekly Revenue
08/24/2026		(20,000.00)	Payroll Period Ending 08/22/2026
08/26/2026	Thomas Riley	(250.00)	Lecture Series, Reissue Lost Check
08/26/2026	Rockland Carting	(133.00)	Invoice #1153738, Sept/Oct
08/26/2026	Whiteman Osterman & Hanna LLP	(135.00)	Client #106241-002, Invoice #831658
08/26/2026	OPTIMUM	(284.94)	Account #07882-391439-01-2,
08/26/2026	Katherine Coulter	(67.60)	Reimbursement of personal expense
08/26/2026	Brooke Ortiz	(200.00)	Event, Tween/Teen Night
08/26/2026	Robin Ingram	(200.00)	Adult Basket Weaving 09/26/2026
08/26/2026	U.S. Bank Equipment Finance	(288.58)	Contract #500-0691759-000, Sharp BP50C31 Copier -
08/26/2026	Utica National Insurance Group	(4,000.00)	Account #*****7518

Rose Memorial Library Association

Cash Disbursement Report

August 2026

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
08/26/2026	TD Bank	(30.00)	Stop Payment
08/27/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
08/31/2026		2.27	Interest Earned
Total for 1001 TD BUSINESS CHECKING		\$23,250.50	

Rose Memorial Library Association

Profit & Loss

August 2026

	TOTAL
Income	
4015 Investment Income	3,778.96
4016 Gifts and Donations	112.47
4032 Other Income	80.45
Total Income	\$3,971.88
GROSS PROFIT	\$3,971.88
Expenses	
6001 Salaries	40,603.40
6002 Benefits	3,187.71
6007 Office Postage	332.87
6009 Legal	135.00
6010 Repairs and Maintenance	2,198.49
6011 Health Insurance Premiums Paid	6,944.35
6015 Telecommunications	284.94
6017 Utilities	46.55
6018 Insurance	4,000.00
6019 Dues/Fees	60.00
6043 Retirement 403B	0.00
6045 Advertising and Promotion	74.00
6051 Computer Technical Support	1,470.00
6052 New Library Website	1,462.50
6101 Capital Expenditures	5,812.22
6125 Serials	370.99
6200 Programs ~ High Profile Events	1,636.45
6300 Supplies	3,206.46
8500 Misc expenses	12.99
Total Expenses	\$71,838.92
NET OPERATING INCOME	\$ (67,867.04)
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$ (67,867.04)

Rose Memorial Library

Profit & Loss by Month

August 2026

	TOTAL		
	AUG 2026	JAN - AUG, 2026 (YTD)	JAN - AUG, 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		1,046.55	6,541.87
4015 Investment Income	3,778.96	27,818.58	14,164.54
4016 Gifts and Donations	112.47	588.07	32.55
4031 Library Charges		83.07	220.75
4032 Other Income	80.45	2,937.57	1,745.25
Total Income	\$3,971.88	\$1,457,941.84	\$348,161.96
GROSS PROFIT	\$3,971.88	\$1,457,941.84	\$348,161.96
Expenses			
6001 Salaries	40,603.40	318,185.66	282,296.48
6002 Benefits	3,187.71	30,487.49	28,225.26
6007 Office Postage	332.87	1,227.67	1,350.00
6008 Accounting & Other Prof Fees		10,351.14	9,522.97
6009 Legal	135.00	927.50	2,535.00
6010 Repairs and Maintenance	2,198.49	17,001.09	18,411.44
6011 Health Insurance Premiums Paid	6,944.35	62,985.07	
6015 Telecommunications	284.94	2,278.14	2,501.89
6017 Utilities	46.55	9,894.04	10,078.59
6018 Insurance	4,000.00	5,986.75	4,083.00
6019 Dues/Fees	60.00	379.80	304.95
6028 Sewer Taxes		782.73	875.35
6032 RCLS ILS Service Fee		6,097.50	6,599.70
6034 Software Licensing Fees		776.70	741.90
6035 Newsletters		3,149.00	2,599.00
6043 Retirement 403B	0.00	0.00	
6045 Advertising and Promotion	74.00	498.00	1,881.52
6050 RCLS Service Fee		2,308.00	2,236.00
6051 Computer Technical Support	1,470.00	11,760.00	12,085.00
6052 New Library Website	1,462.50	1,462.50	549.75
6053 Website Hosting Fee		1,407.79	719.65
6101 Capital Expenditures	5,812.22	124,453.11	28,371.15
6125 Serials	370.99	3,768.22	3,528.17
6200 Programs ~ High Profile Events	1,636.45	8,989.17	6,837.49
6300 Supplies	3,206.46	13,324.18	11,196.14
7500 Other personnel expenses			660.00
8500 Misc expenses	12.99	2,593.78	2,317.97
Total Expenses	\$71,838.92	\$641,075.03	\$440,508.37
NET OPERATING INCOME	\$ -67,867.04	\$816,866.81	\$ -92,346.41

Rose Memorial Library

Profit & Loss by Month

August 2026

	TOTAL		
	AUG 2026	JAN - AUG, 2026 (YTD)	JAN - AUG, 2025 (PY YTD)
Other Expenses			
6800 Net Payroll	0.00	0.00	0.00
Total Other Expenses	\$0.00	\$0.00	\$0.00
NET OTHER INCOME	\$0.00	\$0.00	\$0.00
NET INCOME	\$ -67,867.04	\$816,866.81	\$ -92,346.41

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

August 2026

	TOTAL			
	AUG 2026	AUG 2025 (PY)	CHANGE	% CHANGE
Income				
4014 Fundraising Income - Appeal	0.00	100.04	-100.04	-100.00 %
4015 Investment Income	3,778.96	1,458.02	2,320.94	159.18 %
4016 Gifts and Donations	112.47	1.80	110.67	6,148.33 %
4031 Library Charges	0.00	29.19	-29.19	-100.00 %
4032 Other Income	80.45	127.25	-46.80	-36.78 %
Total Income	\$3,971.88	\$1,716.30	\$2,255.58	131.42 %
GROSS PROFIT	\$3,971.88	\$1,716.30	\$2,255.58	131.42 %
Expenses				
6001 Salaries	40,603.40	29,497.89	11,105.51	37.65 %
6002 Benefits	3,187.71	2,505.81	681.90	27.21 %
6007 Office Postage	332.87	125.00	207.87	166.30 %
6009 Legal	135.00	0.00	135.00	
6010 Repairs and Maintenance	2,198.49	1,264.67	933.82	73.84 %
6011 Health Insurance Premiums Paid	6,944.35	0.00	6,944.35	
6015 Telecommunications	284.94	284.51	0.43	0.15 %
6017 Utilities	46.55	1,279.62	-1,233.07	-96.36 %
6018 Insurance	4,000.00	2,047.00	1,953.00	95.41 %
6019 Dues/Fees	60.00	105.15	-45.15	-42.94 %
6043 Retirement 403B	0.00	0.00	0.00	
6045 Advertising and Promotion	74.00	121.98	-47.98	-39.33 %
6051 Computer Technical Support	1,470.00	1,795.00	-325.00	-18.11 %
6052 New Library Website	1,462.50	549.75	912.75	166.03 %
6053 Website Hosting Fee	0.00	599.85	-599.85	-100.00 %
6101 Capital Expenditures	5,812.22	2,246.23	3,565.99	158.75 %
6125 Serials	370.99	0.00	370.99	
6200 Programs ~ High Profile Events	1,636.45	1,133.11	503.34	44.42 %
6300 Supplies	3,206.46	1,818.62	1,387.84	76.31 %
8500 Misc expenses	12.99	0.00	12.99	
Total Expenses	\$71,838.92	\$45,374.19	\$26,464.73	58.33 %
NET OPERATING INCOME	\$ -67,867.04	\$ -43,657.89	\$ -24,209.15	-55.45 %
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	\$ -67,867.04	\$ -43,657.89	\$ -24,209.15	-55.45 %



ROSE MEMORIAL
LIBRARY ASSOCIATION

September 9, 2026 Board Report

Katherine Coulter, Library Director

- We hired Kara Gemian to be our new Adult Librarian, please give her a warm welcome as she starts this month! In preparation, I have moved my office to the Local History room, and Kara will be in the staff office room.
- As part of the 117W project planning process, I solicited proposals from multiple construction management firms. Several firms declined to pursue the opportunity due to concerns related to the workload and associated project risks. To date, one qualified firm has submitted a proposal, Calgi Construction. The proposed fee is competitive, and notably below the typical construction management cost for a project of this scope, which generally ranges from approximately \$200,000 to \$300,000 conservatively.
- In light of the limited response from the market and the favorable pricing received, we would like to suggest that the Board consider and vote on accepting the proposal presented from Calgi Construction.
- I designed the fall flyer attached.
- We started the initial re-design with IonicNet, going over the formatting and ADA compliance.
- A total of 61 adults signed up for the Adult Summer Reading Program, and the prize basket winners were: Andrea G. (Grill Basket), Clif F. (Picnic Basket), and Birdie J. (Beach Bag).
- We went out for bid for the construction manager; Calgi seems to be the most on-top of the issue, as we have had regular correspondence, and they have been in contact with our attorneys already.
- Started testing Microsoft Forms for the staff evals to occur in September, following a self-evaluation format. From the test, everything seems to be running smoothly.
- Carole and I attended the Planning Board Meeting on Aug. 27th, and observed Alex's team's presentation, followed by a reassuring conversation with Toni, Alex's architect.
- I created a staff picks shelf, where staff can display books of their choice.
- Carole and I met with Joe Price, our insurance broker from Epic Brokers, and renewed our commercial insurance policy.

Carole Gomez, Director of Operations

- The two college students, Kaitlyn and Jillian, hired part time for the summer have returned to school and their assistance was invaluable. Both plan to work on holiday vacations. Toni Ann M. has returned to teaching but will be filling in occasionally on the weekend as well.
- Katie, Dawn and I met with ionicNET on several occasions to discuss the design of the ADA-compliant website. The process is a minimum of 8-10 months and has begun.
- Katie, Susan, Kara 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 nearly \$1,000 in donations YTD. There is a Thank You to All Donors page on the website and they receive letters for tax purposes.
- Rose Memorial Library has 3,091 registered patrons end of August. RCLS continues to purge periodically those patrons who are not active for more than five years.
- Sixty-two (62) new cards were issued July and August.
- In July, in-person visitors reached 2,071 and for August, 1,828.
- July & August circulation equaled a total of 4,722 due to the great response to Adult, Teen and Children's Summer Reading Programs and activities.

- Books By Mail Outreach program (now administered again by me) was utilized by nine (9) patrons.
- Monthly use of RML computer services is popular again and we provided 24 patrons with a new public computer and new laptops to use. It also continues to increase year to date. This does not include those who use their own laptops.
- There were seventeen (17) requests for Notary services. Katie and I shared the requests.
- I have been working in the Archive Room (back basement) to reorganize all the files and documents stored there. Seven boxes of expired documents have been shredded with another six on the way. This enables us to streamline our move in the future.
- 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

- August wrapped up a very successful Summer Reading season. Although we finished our Summer Reading programming a little early, we still had a great turnout for the four programs we hosted during the month. Our Teen Summer Reading Finale also went very well and provided a fun way to wrap up the summer with our teen participants.
- Summer Reading was well attended throughout the entire season, and I was especially grateful for the additional support from Toni Ann and Jillian. Having their help made a significant difference in keeping the program running smoothly and allowed us to offer a successful and engaging summer for our patrons.
- After our Finales we kept our Summer Reading "Store" open through the end of August. This allowed children to continue earning Book Bucks for their reading and redeeming them for prizes, giving them an incentive to continue reading throughout the remainder of the month. The Teens also were able to continue earning punches on their Reading punch cards to participate in a secondary raffle that will take place Sept 8th.
- After Summer Reading programming concluded, Jillian helped me complete an inventory and cleanout of the Youth Services supply closet. We were able to purge many outdated or no-longer-needed items and organize the remaining supplies. Having an updated inventory will allow me to be more intentional about utilizing supplies we already have on hand when planning future programs, helping us make the most of our existing resources. (and less to pack up and move)
- Toni Ann also assisted me in revamping our **1,000 Books Before Kindergarten** program, which was originally introduced in 2019.

Dawn McFarland, Communications Specialist

- **In the Spotlight Web carousel** is updated to highlight September programs.
- **Blog pages** on our website: Community, Adult and Youth Programing are reformatted in preparation for ADA compliance.
- **Genre Book Clubs** on our website is updated through December and reformatted for ADA compliance.
- **Email blasts** for Adult programs/Youth programs went out to highlight September
- **Youth eMail Blast** is reformatted for ADA compliance.
- **YouTube** is updated to include all videos and photos sent to me for summer reading.
- **Social Media** has been updated to include posts for both email blasts as well as anything asked of me to promote.

Joy Buckhout, Adult Programming & Outreach Coordinator

- In July, we had 296 patrons attending 32 in-person programs.
- We had an Author Talk by Michele Rinaldi (July 26th) a veterinary nurse and animal rescuer, about her book *Nightingale Watch: A Journey of Animal Ministry*. It chronicles her personal journey through the stories of the animals.

- We had the first part of Tom Riley's Local History Lecture (July 28th) on The Great Hunger in Ireland and subsequent emigration.
- In August, we had 271 patrons attending 33 in-person programs.
- We had the second part of Tom Riley's Local History Lecture (Aug 4th) on the Orphan Trains and the Happy Valley Orphanage in Pomona.
- Genre Book Club Selections, Dates & Meeting Places are available through the end of the year, in addition to the 2026 Main Book Club list. Both are available on the website (to print out) as well as a printed version available at the library.
 - There are 4 Genre Book Clubs:
 - MYSTERY: Mystery/Thriller/True Crime;
 - SCI FI: Science Fiction/Fantasy/Dystopian;
 - NON-FICTION: Non-Fiction/Biography/Memoir;
 - FICTION: Fiction/Classic Fiction/Historical Fiction
 - We rotate genres and meet once a month on a Thursday evening, at a local restaurant.
 - Interested patrons should ask to be put on the email list. People can learn more on our website: <https://www.rosememoriallibrary.org/book-discussion-groups/>
 - *We are in the process of adding a form on the website so people can suggest books to read.*
- We offer a Monthly Documentary Movie – Usually in the fields of Art, History or Science, etc.
- Chair Yoga (Fridays 10am), Gentle Yoga (Wednesdays 6pm), and Tai Chi (Wednesdays 9am) are available weekly at Patriot Hills.
- Open Canasta (Thursdays 11am) and Open Mahjong (Fridays 11am) are at the library weekly. People who are interested in learning either one should contact the front desk to be put on a list.

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	303	330	266	234		38		138		154	
New Fiction	91	114	98	119	96	123	79	107	87	108	128	127	140	138	174	131	87		36		98		83	
Express Books	51	16	30	14	25	10	29	10	38	11	14	8	21	17	22	9	16		1		13		9	
Large Print Books	127	124	120	98	159	132	137	102	163	105	157	115	188	136	134	144	136		43		51		81	
Non Fiction Books	182	111	148	113	161	126	156	115	143	111	110	128	159	130	152	150	149		43		85		104	
Graphic Books	4	0	0	0	0	3	3	0	0	3	1	7	4	1	12	6	3		3		4		5	
Total Adult Books	700	585	662	542	674	600	654	548	724	573	702	638	787	725	822	706	625		164		389		436	
CD/Audio	29	10	27	16	20	9	12	15	34	12	27	14	16	5	22	6	21		0		8		8	
DVD	182	118	171	99	244	170	198	141	146	152	155	91	148	123	122	122	123		20		84		86	
Miscellaneous (equip. plus)	2	0	0	0	0	2	5	0	1	3	4	6	0	1	2	1	3		0		0		0	
Periodicals	39	68	46	43	69	54	30	25	24	31	29	56	38	47	64	44	48		22		17		53	
TOTAL Adult Circulation	999	781	996	700	1070	835	939	729	992	771	935	805	985	901	1032	879	827		208		498		554	

Juvenile Collection																								
Fiction Books (+New)	540	623	605	543	765	629	765	503	567	371	482	688	867	1142	887	849	643		46		89		234	
Non-Fiction Books (+New)	68	74	100	99	158	141	137	110	136	90	9	118	176	144	163	143	64		2		24		27	
Graphic Books (+New)	72	88	121	42	170	72	159	144	166	96	113	176	263	292	222	175	135		20		22		21	
VOX Books	26	9	50	15	39	10	13	16	13	19	15	44	43	61	26	42	7		3		15		17	
Total Juvenile Books	706	794	876	699	1074	852	1074	773	866	576	615	1026	1343	1639	1258	1209	849		71		150		293	
CD/Audio	0	0	3	0	0	0	0	0	0	0	0	1	0	1	0	0	0		0		0		0	
DVD	20	32	52	6	16	5	23	12	14	36	9	9	52	41	70	23	52		2		0		36	
Miscellaneous (kits plus)	0	1	3	1	4	1	4	0	3	1	1	3	0	0	1	0	0		0		0		0	
Periodicals	0	0	5	4	2	1	4	4	0	16	0	22	0	20	2	0	0		0		0		2	
TOTAL Juvenile Circulation	726	827	939	710	1155	859	1055	789	869	629	629	1061	1301	1701	1377	1232	901		73		150		357	

YA Collection																								
Fiction Books	40	21	25	13	44	22	34	36	44	21	33	22	39	46	39	38	46		0		20		10	
Non-Fiction Books	6	2	0	12	3	3	3	0	6	6	1	3	2	3	1	4	4		1		2		1	
New Books	0	0	0	1	0	10	6	3	3	0	0	2	3	3	1	0	1		0		0		1	
Graphic Books	5	1	13	1	38	9	23	14	34	14	35	27	18	39	42	27	17		0		4		4	
TOTAL YA Books	51	24	38	27	85	44	66	53	87	41	63	54	62	91	83	69	68		1		24		16	
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	2		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	24	38	27	85	44	66	54	87	41	63	54	62	91	83	69	70		1		24		16	

Games - Adult	0	1	4	2	1	2	19	6	3	1	1	7	5	11	2	4	1		0		0		0	
Games - Young Adult	4	2	12	3	18	1	11	1	16	3	9	4	21	8	13	11	0		1		4		2	
Games - Children	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	2	0		0		0		0	
TOTAL Games Circulation	4	3	16	5	19	3	30	7	20	5	10	11	26	19	16	17	1		1		4		2	

GRAND TOTAL	1635	1635	1635	1442	2323	1741	2140	1579	1995	1446	1623	1931	2478	2712	2204	2197	1799		282		678		958	
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All Books	1497	1403	1596	1268	1954	1496	1834	1374	1743	1190	1388	1748	2198	2455	2205	1984	1542		237		565		751	
All AV	231	160	253	121	280	184	233	169	194	200	191	115	216	170	214	151	205		22		92		130	
Periodicals	39	68	51	47	71	55	34	29	24	47	29	78	38	67	66	44	48		22		17		55	
Games	4	3	16	5	19	3	30	7	20	5	10	11	26	19	16	17	1		1		4		2	
Miscellaneous	2	1	3	1	4	3	9	0	4	5	5	9	0	1	3	1	3		0		0		0	
TOTAL CIRCULATION	1773	1635	1915	1442	2273	1741	2140	1579	1995	1446	1623	1931	2478	2712	2204	2197	1799		282		678		958	

LIBRARY STATISTICS

	January			February			March			April			May			June		
	2025	YTD	2026	2025	YTD	2026	2025	YTD	2026	2025	YTD	2026	2025	YTD	2026	2025	YTD	2026
Registered Users (purged by RCLs)	3,441	n/a	3,149	n/a	3,462	n/a	3,496	n/a	3,179	n/a	2,950*	n/a	2,973	n/a	2,993	n/a	3,001	n/a
New Cards	28	28	15	15	14	42	42	84	25	53	28	25	78	24	136	23	101	26
Library Visitors	1,496	1,496	1,264	1,264	1,657	3,153	2,006	5,159	1699	4,277	1,701	6,860	1,459	5,736	1,327	7,063	1,608	10,088
Public Computer Sessions	33	33	23	23	48	81	44	126	30	74	56	182	41	115	96	218	43	43
Notary Services	9	9	6	6	4	13	12	18	5	23	6	27	15	38	9	36	46	11
Books By Mail Outreach	4	4	2	2	4	8	3	11	4	10	0	11	5	15	8	19	2	17
Web Analytics																		
Visitors	695	1,942	1,942	759	1,454	1,795	895	2,349	1,355	5,092	912	3,261	1,091	6,183	805	4,066	1,011	5,077
Number of Sessions	1,417	2,619	2,619	1,485	2,902	2,421	1,645	4,547	2,125	7,165	1,599	6,146	1,787	8,952	1,505	7,651	1,851	9,482
Page Views	2,419	2,419	3,642	2,435	3,642	3,649	2,767	7,621	3,388	10,679	2,691	10,312	2,691	13,370	2,412	12,724	3,157	16,527
PROGRAMS																		
ADULT																		
Number of Programs	28	28	29	29	25	53	28	81	31	87	30	117	32	119	29	146	30	149
Attendance	201	288	288	202	403	245	266	669	285	818	239	908	303	1121	233	1,141	232	1,353
CHILDREN'S																		
Number of Programs	4	4	5	5	9	13	10	23	14	31	7	30	10*	41	5	35	7	48
Attendance	76	76	68	68	192	268	185	453	253	520	162	615	222	742	60	675	135	877
TEEN/YOUNG ADULT																		
Number of Programs	0	0	0	0	1	1	1	2	1	1	0	2	0*	1	0	2	0	1
Attendance	0	0	0	0	10	10	20	30	12	12	0	30	0	12	0	30	0	12
July																		
Registered Users	3,037	n/a	3,066	n/a	3,062	n/a	3,087	n/a	3,102	n/a	3,102	n/a	3,122	n/a	3,139	n/a	3,139	n/a
New Cards	42	204	37	172	25	229	22*	251	18*	269	18*	269	17	285	17	347	17	347
Library Visitors	1,878	11,966	2071	10,353	1,812	13,778	1,828	12,181	1,393*	15,171	691*	15,862	945*	16,807	1306*	18,113	1306*	18,113
Public Computer Sessions	29	290	34	215	41	331	25	240	31*	362	0*	362	0*	362	13*	375	13*	375
Notary Services	13	60	17	73	12	72	17	90	6*	78	5*	83	17	100	13	113	13	113
Books By Mail Outreach	0	22	7	27	4	26	7	33	4	37	4	37	5	42	5	47	5	47
Web Analytics																		
Visitors	856	5,933	1,216	10,254	879	6,812	839	7,651	1,148	8,799	1,148	8,799	1,112	9,911	897	10,808	897	10,808
Number of Sessions	1,667	11,149	2,003	15,383	1,683	12,832	1,837	17,220	1,930	16,368	1,930	16,368	1,763	18,131	2,688	20,819	2,688	20,819
Page Views	2,889	18,492	3,233	23,216	2,608	21,100	2,948	26,164	2,917	26,557	2,917	26,557	2,898	29,455	3,601	33,056	3,601	33,056
*RCLs Purge																		
August																		
Registered Users	3,037	n/a	3,066	n/a	3,062	n/a	3,087	n/a	3,102	n/a	3,102	n/a	3,122	n/a	3,139	n/a	3,139	n/a
New Cards	42	204	37	172	25	229	22*	251	18*	269	18*	269	17	285	17	347	17	347
Library Visitors	1,878	11,966	2071	10,353	1,812	13,778	1,828	12,181	1,393*	15,171	691*	15,862	945*	16,807	1306*	18,113	1306*	18,113
Public Computer Sessions	29	290	34	215	41	331	25	240	31*	362	0*	362	0*	362	13*	375	13*	375
Notary Services	13	60	17	73	12	72	17	90	6*	78	5*	83	17	100	13	113	13	113
Books By Mail Outreach	0	22	7	27	4	26	7	33	4	37	4	37	5	42	5	47	5	47
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Page Views	2,889	18,492	3,233	23,216	2,608	21,100	2,948	26,164	2,917	26,557	2,917	26,557	2,898	29,455	3,601	33,056	3,601	33,056
*RCLs Purge																		
September																		
Registered Users	3,037	n/a	3,066	n/a	3,062	n/a	3,087	n/a	3,102	n/a	3,102	n/a	3,122	n/a	3,139	n/a	3,139	n/a
New Cards	42	204	37	172	25	229	22*	251	18*	269	18*	269	17	285	17	347	17	347
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*RCLs Purge																		
October																		
Registered Users	3,037	n/a	3,066	n/a	3,062	n/a	3,087	n/a	3,102	n/a	3,102	n/a	3,122	n/a	3,139	n/a	3,139	n/a
New Cards	42	204	37	172	25	229	22*	251	18*	269	18*	269	17	285	17	347	17	347
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Public Computer Sessions	29	290	34	215	41	331	25	240	31*	362	0*	362	0*	362	13*	375	13*	375
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Books By Mail Outreach	0	22	7	27	4	26	7	33	4	37	4	37	5	42	5	47	5	47
Web Analytics																		
Visitors	856	5,933	1,216	10,254	879	6,812	839	7,651	1,148	8,799	1,148	8,799	1,112	9,911	897	10,808	897	10,808
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*RCLs Purge																		
November																		
Registered Users	3,037	n/a	3,066	n/a	3,062	n/a	3,087	n/a	3,102	n/a	3,102	n/a	3,122	n/a	3,139	n/a	3,139	n/a
New Cards	42	204	37	172	25	229	22*	251	18*	269	18*	269	17	285	17	347	17	347
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Public Computer Sessions	29	290	34	215	41	331	25	240	31*	362	0*	362	0*	362	13*	375	13*	375
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Web Analytics																		
Visitors	856	5,933	1,216	10,254	879	6,812	839	7,651	1,148	8,799	1,148	8,799	1,112	9,911	897	10,808	897	10,808
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*RCLs Purge																		
December																		
Registered Users	3,037	n/a	3,066	n/a	3,062	n/a	3,087	n/a	3,102	n/a	3,102	n/a	3,122	n/a	3,139	n/a	3,139	n/a
New Cards	42	204	37	172	25	229	22*	251	18*	269	18*	269	17	285	17			



September 1, 2026

Dear Member Library Board Presidents and Directors:

I'm pleased to share that the RCLS Board of Trustees approved the 2027 Operating Budget on August 18, 2026.

After five years of holding the RCLS Service Fee flat, the RCLS Board of Trustees is proposing a \$12,800, or 10%, increase for the coming year. This adjustment brings the total Service Fee to \$140,600, allocated among the 46 member libraries, helps ensure the continued delivery of essential system services to you, our community.

The 2027 increase in ILS Services Support of 24%, or \$152,400. This increase is primarily due to two reasons: the addition of one full-time Technical Services Specialist, including associated salary and benefits at a cost of \$58,300, and a transfer reduction of \$87,400 from the ILS Capital Fund, as per the Directors' Association.

The 2027 RCLS Budget continues to reflect a 10% reduction in State Aid to RCLS that was incorporated into the 2026 budget. Maintaining this conservative assumption helps ensure RCLS remains financially stable and well-positioned to navigate economic challenges that are expected due to cuts in the Federal Budget. This is reflected in the 0% increase RCLS received for 2026 State Aid.

To maintain financial stability, contributions to the following RCLS capital funds continue to be suspended for 2027:

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

The 2025 RCLS Road Trip demonstrated its value by drawing visitors to member libraries, reminding communities of the wide range of services and programs available. There is a 2027 RCLS Road Trip budget.

The RCLS Chief Financial 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 16, 2026 (6:30PM – 7:30PM)

Budget Discussion - Wednesday, September 30, 2026 (10:00AM – 11:00AM)

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

1. 2027 General & ILS Budgets, plus 2027 RCLS Service Fee
2. 2027 Budget Highlights Reference Guide
3. 2027 ILS Services Support Cost (displaying each member's ILS Service Support contribution)
4. 2027 Budget Voting Ballot **(due by Friday, November 20, 2026)**

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

Sincerely,

Grace Riario

Grace Riario
Executive Director



RAMAPO
CATSKILL
LIBRARY
SYSTEM

2027 RCLS Budget Highlights Reference Guide

07/09/26 To RCLS Personnel & Finance Committee

08/18/26 To RCLS Board of Trustees

The 5 most interesting things about the 2027 RCLS Budget

1. After five years of holding the RCLS Service Fee flat, the RCLS Board of Trustees is proposing a \$12,800 or 10% increase for the coming year. This adjustment brings the total Service Fee to \$140,600 and helps ensure the continued delivery of essential system services to member libraries.
2. The 2027 increase in ILS Services Support of 24% or \$152,400 is primarily due to two reasons:
 - ✓ The addition of one full-time Technical Services Specialist, including associated salary and benefits at a cost of \$58,300. This investment strengthens the ILS Department's capacity to address the member libraries' needs and concerns shared during the Plan of Service focus groups.
 - ✓ The Directors' Association voted to reduce the Transfer from ILS Capital Fund by \$87,400. This action will offset future ILS operating costs and mitigate what would otherwise be a significant fee increase in 2028.
3. The Travel line has decreased substantially. With the continued 0% increase in State Aid, RCLS will not be attending Library Conferences this year. All ILS Travel has been eliminated for 2027.
4. Contributions to the RCLS Delivery Vehicle Capital Fund, to the RCLS Building Improvement Capital Fund, and the ILS Capital Fund continue to be suspended for 2027, due to a 0% increase budgeted for State Aid.
5. The 2026 Budget anticipated a 10% reduction in State Aid, representing a decrease of \$212,200 in revenue supporting RCLS operations. The 2026 State Budget did not include this reduction and so prudent 2026 budgeting has positioned RCLS to absorb the ongoing inflationary pressures in 2027.

ROSE MEMORIAL LIBRARY ASSOCIATION

EXHIBITS AND DISPLAYS POLICY

INTRODUCTION

The Rose Memorial Library welcomes not-for-profit groups and individuals to set up exhibits and displays of educational, cultural, or community interest. The Library does not support for-profit organizations or businesses or political groups or people/groups outside of the Library's service area. The Library Display Case and other display areas in the Library may be used to exhibit art, handiwork, collections of unique, interesting, or historically significant items, or other materials appropriate for display.

Display facilities are available on an equitable basis. Permission to exhibit or display items is based on the provisions of this policy and not on the viewpoints, beliefs, or affiliations of the exhibitors. Exhibits are offered as a community service. The Library does not necessarily endorse or agree with the ideas, issues, or events promoted by the exhibits or displays. The views expressed implicitly or explicitly are those of the individual or group using the display space.

PROCEDURES

- The Library Director and Senior Staff will plan and solicit displays and exhibits on behalf of the Library.
- A potential exhibitor must complete the Request to Exhibit or Display Form (Appendix A) and submit it to the Library Director or Director of Operations at least one (1) month prior to the requested start date of the exhibit. In addition, the exhibitor must sign the Indemnification Agreement (Appendix B) holding the Library harmless from liability in case of damage, destruction, loss, or theft of any display item.
- The choice of items to be exhibited or displayed rests with the Library Director and the Senior Staff. Only items that have been approved may be included in the exhibit or display.
- Materials to be displayed are subject to review by the Library Director and the Senior Staff.
- The selection of a suitable display area and the manner in which the display will be presented is at the discretion of the Library Director and the Senior Staff.
- The Library reserves the right to limit the number of times an individual or group may exhibit or display materials.

- The duration of the display will be established by the Library Director and the Senior Staff and will be scheduled according to the needs of the Library. At the end of the agreed-upon display period, additional time may be granted at the discretion of the Library Director or the Director of Operations.
- A card or plaque, no larger than 3" by 5", identifying the exhibitor must be included with the display. Other signage, if any, should be provided by the exhibitor and must be approved by the Library Director.
- The exhibitor will provide the Library Director or the Director of Operations with an inventory of items to be displayed.
- A copy of this policy will be attached to the Request to Exhibit or Display Form (Appendix A), and exhibitors must agree to follow the procedures and guidelines contained within.

GUIDELINES

- The content of an exhibit or display should be within the broad standards of community acceptability and be appropriate for all age groups, including children.
- The exhibitor will assume full responsibility for the installation and dismantling of the display and will provide all needed materials and labor. Library staff cannot help with setup or takedown.
- Setting up and/or taking down a display may not interfere with Library business. The date and time of installation and dismantling should be scheduled with the Library Director or the Director of Operations.
- Displays may not be affixed or adhered to the Library building, furnishings, or property. It will be the sole responsibility of the exhibitor to cover the cost of any damage to the Library building, furnishings, or property resulting from the installation and/or dismantling of the exhibit or display.
- Materials must be removed promptly at the close of the exhibit period. The Library cannot provide storage space. The exhibitor must leave the Library in the same condition as it was found at the commencement of the exhibit.
- The Library will remove displays or exhibits that have not been dismantled by the date agreed upon. Any expense for such removal becomes the responsibility of the exhibitor.

- The Library assumes no responsibility for the possible damage, destruction, loss, or theft of any item displayed. Groups or individuals providing exhibit or display materials do so at their own risk.
- Objects and materials on display are afforded the same security protection as that of all Library materials. The Library cannot provide additional security.
- Exhibits and displays must not present a fire, safety, or personal hazard.
- The Library retains the right to cancel or reschedule an exhibit or display if the space is needed by the Library. Whenever possible, the exhibitor will receive a fourteen (14) day notice, if preempted.
- Exhibits or displays may not disrupt the normal routine of the Library.
- All publicity materials must be submitted to the Library Director or Director of Operations for approval at least two (2) weeks prior to distribution and/or publication. Such materials may not imply that the exhibit or display is sponsored, co-sponsored, or endorsed by the Library.
- Failure to comply with the procedures and guidelines contained within this policy will result in denial of exhibit or display privileges.
- The Library Director and the Board of Trustees reserve the right to refuse, cancel, limit, or impose restrictions, such as time, size, number, and/or placement of items, upon any exhibit or display. Appeals concerning any decision by the Library Director and the Board of Trustees to refuse, cancel, limit, or impose restrictions upon any exhibit or display should be made in writing to the Library Board of Trustees.

APPENDIX A - REQUEST TO EXHIBIT OR DISPLAY FORM
APPENDIX B - INDEMNIFICATION AGREEMENT

Approved by the Board of Trustees on December 9, 2014
Updated and approved by the Board of Trustees ??/??/2026

APPENDIX A

REQUEST TO EXHIBIT OR DISPLAY FORM

Name of Applicant _____

Address _____

Phone _____

Email _____

Sponsoring Organization _____

Address _____

Phone _____ **Email** _____

FAX _____

Purpose of Organization _____

Requested Dates _____

Purpose of Exhibit _____

I/We have received a copy of the Rose Memorial Library's Exhibits and Displays Policy and I/we agree to abide by all of the stated procedures and guidelines.

Name (Print) _____

Signature _____

Date _____

RML APPROVAL _____ **Date** _____

Approved Dates _____

Installation (Date & Time) _____

Dismantling (Date & Time) _____

A copy of the approved form will be given to the applicant.

APPENDIX B**INDEMNIFICATION AGREEMENT**

I/We, the undersigned, have provided the Library Director with an inventory of items to be displayed. In consideration of exhibiting or displaying these items in the Library, I/we agree to hold harmless the Rose Memorial Library for any damage, destruction, loss, or theft of any item exhibited or displayed. I/We also agree that the Library shall not be responsible for any injury incurred during the installation or removal of the exhibit or display.

Dates of Exhibition or Display _____

Brief Description of Materials Exhibited/Displayed

Name (Print) _____

Signature _____

Date _____

ROSE MEMORIAL LIBRARY ASSOCIATION

USE OF COMMUNITY SPACE POLICY

INTRODUCTION

The Rose Memorial Library welcomes not-for-profit groups and individuals to use the community spaces in the Library for programs of educational, cultural, or community interest. The Library does not support for-profit organizations or businesses or political groups or people/groups outside of the Library's service area.

Organizations and individuals shall not be permitted to use the space to advocate for or promote religious or political doctrine or beliefs, sell goods or services, or raise funds.

The Board of Trustees of Rose Memorial Library Association have a fundamental obligation to protect the Library and its contents from potential damage, to maintain security, and to provide patrons with an atmosphere conducive to use of the facilities. Therefore, they reserve the right to deny use of the community spaces to any organization, upon determination, that its presence might threaten disruption of the normal activities of the Library.

APPLICATION

Formal application for the use of a community space is made to the Director of Operations or Library Director.

An individual or representative of an organization responsible for the gathering must complete and sign an Application Form (APPENDIX A) as well as the Indemnification Agreement (APPENDIX B).

Reconfirmation of the gathering must be made at least two weeks prior.

Cancellation or change of date must be cleared with the Director of Operations or the Library Director.

GUIDELINES

The number of attendees shall be limited to the number prescribed by local fire regulations.

The Library does not advocate for, nor endorse, the viewpoints expressed in gatherings by users of the community spaces.

All meetings must be open to the public and may not be restricted to the membership of the sponsoring organization.

Community spaces may not be used for sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is prohibited.

Private social events are not permitted. Admission fees may not be charged.

The Library reserves the right to pre-empt the use of community space for library purposes with four weeks' notice to the organization which requested that space.

The name and address of the Library may be used as a designation of location only.

Publicity or literature distributed by any organization or individual using the Rose Memorial Library community space shall not suggest that the program is sponsored or co-sponsored by the Library and it must clearly state: *"This event is not sponsored or endorsed by the Rose Memorial Library, is free of charge and open to the public. The Library is not responsible for the information presented in this program."*

Programs should be planned so that the meeting space will be vacated fifteen (15) minutes prior to closing time.

No smoking and no alcohol is permitted.

Individuals or organization using the community space are held responsible for the preservation of order by the attendees. The applicant is responsible for supervising and ensuring the attendees adhere to the Library's policies and Code of Conduct.

If there is any damage to any room or equipment that necessitates professional cleaning or repairs, the applicant will be held responsible for the associated costs.

Organizations must submit a Certificate of Insurance.

Reviewed & Approved by the Board of Trustees ??/??/2026

APPENDIX A

APPLICATION TO USE COMMUNITY SPACE

Name of Applicant _____

Address _____

Phone _____

Email _____

Sponsoring Organization _____

Address _____

Phone _____ **Email** _____

FAX _____

Purpose of Organization _____

Requested Dates _____

Purpose of Presentation _____

I/We have received a copy of the Rose Memorial Library's USE OF COMMUNITY SPACE Policy and I/we agree to abide by all of the stated guidelines.

Name (Print) _____

Signature _____

Date _____

RML APPROVAL _____ **Date** _____

Approved Dates _____

(Date & Time) _____

Multiple Dates & Times: _____

APPENDIX B

INDEMNIFICATION AGREEMENT

I/We, the undersigned, have received and read a copy of the Rose Memorial Library *Use of Community Space Policy* and agree to abide by the policies and rules of use contained therein.

APPLICANT'S NAME (Please Print): _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE: _____

In consideration of being permitted to use the community space, the undersigned Applicant, on behalf of (Group or Organization) _____, waives, releases, indemnifies and discharges the Rose Memorial Library, its employees and Board of Trustees ("Library") from the liability for any loss or damage whatsoever, including personal injury, death, property damage, medical expense and any other type of expense ("damages") whether caused directly or indirectly by the active or passive negligence of the Library, while the undersigned Applicant's group/organization is in, upon or about the Library premises.

Applicant also agrees to release, hold harmless, defend and indemnify the Library from any and all liability for any loss, injury and/or damages caused directly or indirectly to any third party arising out of the use of the facility by the third party pursuant to this application.

The undersigned Applicant further expressly agrees that this waiver, release and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of New York and that if any portion of the Application and Agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

APPLICANT'S SIGNATURE: _____

DATE: _____

This form must be completed and submitted at least thirty (30) days in advance of requested date of use.

Applicant will be notified of availability within five (5) working days of submission.

Please return completed forms to:

Rose Memorial Library or email: cgoomez@rcls.org (subject: COMMUNITY SPACE REQUEST)

For office use only: Received: _____

Approved: _____; Not Approved: _____