



ROSE MEMORIAL
LIBRARY ASSOCIATION

AGENDA
Regular Meeting of the Board of Trustees
Wednesday, October 21, 2026

- I. Call to Order**
- II. Adoption of Minutes ~**
 - a. September 9th, Regular Monthly Meeting*
- III. Public Comments**
- IV. Finance**
 - a. Narrative Report: September 2026*
 - b. Approval of Disbursements: September 2026*
 - c. Financial Reports: September 2026*
- V. Reports**
 - a. Director's Report: September 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 Project Status
 - b. Review & Approval of Video Surveillance Policy
 - c. Website Accessibility Project
- VII. New Business**
 - a. Discuss bids for possible resident mailing in January
- VIII. Executive Session* (if necessary)**
- IX. Announcements**
- X. Adjournment**

Next scheduled Board Meeting, November 18, 2026, 5:30pm
Kennedy Room, Rose Memorial Library

**motion required*



ROSE MEMORIAL
LIBRARY ASSOCIATION

AGENDA
Regular Meeting of the Board of Trustees
Wednesday, September 9, 2026

- 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

**Monthly Board Meeting Minutes
Board of Trustees
Rose Memorial Library Association
September 9, 2026**

September 9, 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.

I. Meeting called to order at 5:42pm by Amanda Pagan-Glass, Board President.

II. Approval of Minutes*

July 29, 2026, Monthly Meeting Minutes were reviewed. *A motion made by Christina Haigh, second by Beth Pivovar, with unanimous agreement by Trustees to accept the July monthly meeting minutes.

III. Public Comments ~ No public comments

IV. *Financial Reports*

July 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. The NRCSD funds in the amount of \$200,000 are expected sometime within the first two weeks of October.

The July and August Cash Disbursements and Financial Reports were discussed. *Amanda Pagan-Glass made a motion, second by Dick Eggers, unanimous by Trustees, to accept the Financial Narrative and Reports for the months of July and August.

V. Reports ~

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

- Kara Gemian, RML's new Head of Adult Services, was introduced to the Board and answered a few questions about her background and experience.**

- As part of the 117W project, bids were solicited to hire a Construction Manager to act on RML's behalf.
- Carole Gomez, Dawn McFarland and Katie Coulter have begun the working with ionicNET to redesign the website in order to be ADA compliant by April 2028. Mock-ups are expected shortly.
- Staff evaluations have started and are proceeding. The template is a self-evaluation followed by a meeting and ending with re-signing the current Job Description.
- Adult, Teen and Children's Summer Reading Programs have ended and all prizes distributed to very happy patrons.
- RML has had record in-person visitors as well as circulation stats in July and August (similar to pre-COVID numbers).
- Dawn McFarland has done a phenomenal job with social media. RML is now on Facebook, Instagram and YouTube as well as three plus e-Blasts monthly.
- In addition to her regular programs, Joy Buckhout has had amazing attendance at her now-regular Canasta and MahJong days.
- Every Senior Staff has worked to clean out, inventory and organize their individual supply areas in anticipation of the move to 117W.

b. Board Reports

i. Marketing & Fundraising:

1. Katie, Carole, Susan and Kara will be attending the RCLS Annual Meeting and Legislative Breakfast on September 18th as well as provide a display of our activities and programs this past year.
2. RML will have a table at the Stony Point P.A.L. Fall Fest on October 3rd.
3. RML will participate in the P.A.L. Trunk or Treat on October 23rd at Kirkbride.
4. RML will provide hot cocoa and act as a warming center (and potty break) for the annual Light Up Stony Point Parade on December 4th.

ii. Facilities & Capital Projects: nothing at this time.

iii. Finance & Budgets: Donations for 2026 YTD total \$1,000. RML is awaiting the NRCSD funds.

- iv. **Long Range Planning:** The team has planned layouts for the 117 West Main building and made color choices as well as furniture ideas.
- v. **Technology:** RML is working coordinating the technology and security of the building as a whole.

VI. Old Business:

- a. **Head of Adult Services: Introduction of Kara Gemian.**
- b. **117 West Main Street Project Status.**
Vote to hire Calgi Construction for the position of Construction Manager. They will work closely with our attorneys to ensure that the building is in accordance with RML's functional design as detailed in the lease. *A motion was made by Dick Eggers and second by Amanda Pagan-Glass, followed by a unanimous vote, to proceed with Calgi Construction.
- c. **Website Accessibility Project:**
RML has entered into an agreement with ionicNET to develop the website to be ADA compliant per regulations which will be in effect April 2028.

VII. New Business

- a. **Review and Approval of 2027 RCLS Budget:** The RCLS Budget overview was sent to Board members in advance for review. *A motion was made by Christina Haigh and second by Beth Pivovar to approve the 2027 RCLS Budget followed by an unanimous vote by the Board. Amanda Pagan-Glass, President, signed the 2027 Budget Ballot which will be returned to RCLS CFO Stephen Hoefer.
- b. **Presentation of RML Exhibits and Displays Policy** (sent in advance to the Board for review): *A motion was made by Amanda Pagan-Glass, second by Jackie Hanley, with unanimous vote of the Board to accept this updated policy.
- c. **Presentation of RML Use of Community Space Policy** sent in advance to the Board for review. *A motion was made by Christina Haigh, second by Beth Pivovar, unanimous vote by the Board to accept the RML Use of Community Space Policy.
- d. **Discuss possible new security measures and Video Surveillance:** Katie Coulter, Library Director, introduced the concept of ring cameras in the 79E building due to concerns raised during staff evaluations. The Board agreed it was well researched and an economical solution in view of the fact that RML will be moving within the next year. The ring cameras will be purchased and an

appropriate RML Policy will be researched and presented at the next Board meeting.

VIII. Executive Session:

At 5:55pm, Dick Eggers made a motion to go into Executive Session, second by Amanda Pagan-Glass and agreed to by the Board.

At 6:15pm, Amanda Pagan-Glass made a motion, second by Dick Eggers, with Trustees agreement, to end Executive Session.

IX. Announcements: The October Board of Trustees Meeting is currently scheduled for Wednesday, October 21st. Christina requested an excused absence for the October meeting.

X. Adjournment. A *motion was made by Amanda Pagan-Glass, second by Jackie Hanley, to adjourn the meeting. The meeting closed at 6:25pm with consent of all Trustees.

***The October Monthly Meeting of the Rose Memorial Library Association
will be Wednesday, October 21, 2026, 5:30pm,
Kennedy Room, Rose Memorial Library.***

***Motion required**

Carole Gomez, RML



ROSE MEMORIAL
LIBRARY ASSOCIATION

OCTOBER 2026 BOARD MEETING FINANCIAL NARRATIVE

The financial reports for this month, posted on www.rosememoriallibrary.org, reflect income and expenses as of September 30, 2026. As of that date, RML had on deposit in TD Bank:

- Business Checking Account \$ 67,476.68
- Payroll Account \$ 2,622.75
- Business Savings Account: \$ 20,021.06

- UBS Financial Services as of September, 2026.
 - Value as of 08/31/2026 \$ 1,199,771.01
 - Value as of 09/30/2026 \$ 1,128,280.16
 - Investment Income/Loss \$ 3,509.15

The payrolls for the month totaled \$41,335.72.

The larger expenditures include:

RCLS (annual movie license)	\$440.00
Campbell Fire Protection (quarterly inspection)	\$419.50
Vizcarra Multiservices, September 2026	\$1,000.00
Orange & Rockland (utilities)	\$1,470.44
Frontline \$1,470 (monthly fee)	\$1,470.00
Whiteman, Osterman, Hanna (annual retainer plus fees)	\$2,157.50
American Express (Children's Supplies; Custodial, Library & Office Supplies; BooHoo Brunch; Fall Festival; Repair; Adult, Teen & Children's Books; Children's, Teen Supplies; Children's, Teen Programs; Adult Supplies; Museum Passes, Social Media	\$4,638.36
NYS Employees Health Insurance Premiums	\$8,939.04

PROGRAMMING:

Tina Abreu (Zumbini for Tots) – four sessions	\$520.00
Lonnie Altomonte-June (October 2026)	\$50.00

Rose Memorial Library Association

Cash Disbursement Report

September 2026

DATE	NAME	AMOUNT	MEMO/DESCRIPTION
1001 TD BUSINESS CHECKING			
	Beginning Balance		
09/01/2026		198.65	Weekly Revenue 08/17 & 08/24
09/05/2026		(19,400.00)	Payroll Period Ending 09/05/2026
09/09/2026	American Express	(4,638.36)	Amex Invoice
09/09/2026	Frontline Data Services	(1,470.00)	Invoice #10856
09/09/2026	NYS DCS NYSHIP AGENCY	(8,939.04)	PA000514, Statement #637
09/09/2026	Avaya Financial Services	(89.69)	Customer #2000355809, Invoice #49713287
09/09/2026	Ms. Dawn McFarland	(102.95)	09/03/2026 Travel Reimbursement
09/09/2026	Staples	(287.71)	Account NYC1009485, Summary: #7011093778
09/09/2026	Ramapo Catskill Library System	(440.00)	Invoice #35890
09/09/2026	Midwest Tape LLC	(52.66)	Customer #2000001490, Invoice #509114618
09/09/2026	Midwest Tape LLC	(251.84)	Customer #2000016084, Invoice #509359937
09/09/2026	OverDrive, Inc.	(25.05)	Customer ID #1051-1017
09/09/2026	Campbell Fire Protection Inc.	(419.50)	Invoice #43041
09/09/2026	Orange & Rockland	(1,470.44)	Account #18242-20000-6,
09/10/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
09/15/2026		75,000.00	Recurring wire transfer
09/15/2026	TD Bank	(15.00)	Wire Transfer
09/16/2026	Pitney Bowes - Reserve Account	(125.00)	Pitney Bowes Reserve Account
09/17/2026	Ramapo Catskill Library System	4,215.00	90% LLSA through RCLS
09/17/2026		134.40	Weekly Revenue
09/21/2026		(21,000.00)	Pay Period Ending 09/19/2026
09/24/2026	Invesco Investment Services, Inc.	(935.00)	Retirement Contribution
09/24/2026	Tina Abreu	(520.00)	Zumbini for Tots 4 @\$130
09/24/2026	Susan Babcock	(58.00)	Travel to and from RCLS Annual Meeting
09/24/2026	Kara Gemian	(58.00)	To and From 2026 RCLS Annual Meeting
09/24/2026	Carole Gomez	(58.00)	Travel Reimbursement
09/24/2026	Katherine Coulter	(58.00)	Travel Reimbursement to RCLS Meeting
09/24/2026	Pitney Bowes Global Financial Services LL	(76.89)	Acct #*****5188, lease 10/20-01/19/2027
09/24/2026	OPTIMUM	(284.64)	Account #07882-391439-01-2,
09/24/2026	Suffern Free Library	(29.00)	Reimbursement of Damaged Book
09/24/2026	Whiteman Osterman & Hanna LLP	(2,157.50)	Client #106241-002, Professional Services
09/24/2026	Lonnie C Altomonte-June	(50.00)	Yoga/Meditation -October 2026
09/24/2026	Vizcarra Multiservices LLC	(1,000.00)	Invoices #293
09/24/2026	Veolia Water New York Inc.	(36.20)	Account #*****0000, 08/05/2026-09/04/2026
09/24/2026	Ms. Dawn McFarland	(102.95)	Travel Reimbursement
09/24/2026	HI-Tech Security Services, Inc.	(111.00)	Account #181271,
09/29/2026		128.90	Weekly Revenue 09/14 & 09/21
09/30/2026		2.78	Interest Earned
Total for 1001 TD BUSINESS CHECKING		\$14,482.31	

Rose Memorial Library Association

Profit & Loss

September 2026

	TOTAL
Income	
4010 LLSWA State Aid	4,215.00
4014 Fundraising Income - Appeal	50.00
4015 Investment Income	3,512.26
4016 Gifts and Donations	156.70
4031 Library Charges	20.80
4032 Other Income	194.15
Total Income	\$8,148.91
GROSS PROFIT	\$8,148.91
Expenses	
6001 Salaries	41,338.72
6002 Benefits	3,562.36
6007 Office Postage	(25.00)
6009 Legal	2,157.50
6010 Repairs and Maintenance	2,433.11
6011 Health Insurance Premiums Paid	6,912.16
6015 Telecommunications	284.64
6017 Utilities	1,506.64
6019 Dues/Fees	15.00
6043 Retirement 403B	(126.00)
6045 Advertising and Promotion	74.00
6046 Movie Licensing Contract	440.00
6051 Computer Technical Support	1,470.00
6101 Capital Expenditures	1,910.76
6125 Serials	229.49
6200 Programs ~ High Profile Events	1,121.50
6300 Supplies	1,892.54
Total Expenses	\$65,197.42
NET OPERATING INCOME	\$ (57,048.51)
Other Expenses	
6800 Net Payroll	0.00
Total Other Expenses	\$0.00
NET OTHER INCOME	\$0.00
NET INCOME	\$ (57,048.51)

Rose Memorial Library

Profit & Loss by Month

September 2026

		TOTAL	
	SEP 2026	JAN - SEP, 2026 (YTD)	JAN - SEP, 2025 (PY YTD)
Income			
4001 Local Public Funds		1,425,000.00	325,000.00
4010 LLSWA State Aid	4,215.00	4,683.00	4,669.00
4014 Fundraising Income - Appeal	50.00	1,096.55	6,565.66
4015 Investment Income	3,512.26	31,330.84	15,409.32
4016 Gifts and Donations	156.70	744.77	32.55
4031 Library Charges	20.80	103.87	220.75
4032 Other Income	194.15	3,131.72	1,943.20
Total Income	\$8,148.91	\$1,466,090.75	\$353,840.48
GROSS PROFIT	\$8,148.91	\$1,466,090.75	\$353,840.48
Expenses			
6001 Salaries	41,338.72	359,524.38	314,230.44
6002 Benefits	3,562.36	34,049.85	30,902.65
6007 Office Postage	-25.00	1,202.67	1,486.00
6008 Accounting & Other Prof Fees		10,351.14	9,522.97
6009 Legal	2,157.50	3,085.00	2,535.00
6010 Repairs and Maintenance	2,433.11	19,434.20	18,976.50
6011 Health Insurance Premiums Paid	6,912.16	69,897.23	
6015 Telecommunications	284.64	2,562.78	2,501.89
6017 Utilities	1,506.64	11,400.68	10,112.03
6018 Insurance		5,986.75	4,083.00
6019 Dues/Fees	15.00	394.80	212.67
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	-126.00	-126.00	
6045 Advertising and Promotion	74.00	572.00	2,873.39
6046 Movie Licensing Contract	440.00	440.00	
6050 RCLS Service Fee		2,308.00	2,236.00
6051 Computer Technical Support	1,470.00	13,230.00	13,555.00
6052 New Library Website		1,462.50	549.75
6053 Website Hosting Fee		1,407.79	719.65
6101 Capital Expenditures	1,910.76	126,363.87	29,329.39
6125 Serials	229.49	3,997.71	3,747.66
6200 Programs ~ High Profile Events	1,121.50	10,110.67	8,481.34
6300 Supplies	1,892.54	15,216.72	12,140.70
7500 Other personnel expenses			1,500.00
8500 Misc expenses		2,593.78	2,317.97
Total Expenses	\$65,197.42	\$706,272.45	\$482,829.95
NET OPERATING INCOME	\$ -57,048.51	\$759,818.30	\$ -128,989.47

Rose Memorial Library

Profit & Loss by Month

September 2026

	TOTAL		
	SEP 2026	JAN - SEP, 2026 (YTD)	JAN - SEP, 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	\$ -57,048.51	\$759,818.30	\$ -128,989.47

Rose Memorial Library Association

Profit & Loss Prev Year Comparison

September 2026

	TOTAL			
	SEP 2026	SEP 2025 (PY)	CHANGE	% CHANGE
Income				
4010 LLSWA State Aid	4,215.00	4,212.00	3.00	0.07 %
4014 Fundraising Income - Appeal	50.00	23.79	26.21	110.17 %
4015 Investment Income	3,512.26	1,244.78	2,267.48	182.16 %
4016 Gifts and Donations	156.70	0.00	156.70	
4031 Library Charges	20.80	0.00	20.80	
4032 Other Income	194.15	197.95	-3.80	-1.92 %
Total Income	\$8,148.91	\$5,678.52	\$2,470.39	43.50 %
GROSS PROFIT	\$8,148.91	\$5,678.52	\$2,470.39	43.50 %
Expenses				
6001 Salaries	41,338.72	31,933.96	9,404.76	29.45 %
6002 Benefits	3,562.36	2,677.39	884.97	33.05 %
6007 Office Postage	-25.00	136.00	-161.00	-118.38 %
6009 Legal	2,157.50	0.00	2,157.50	
6010 Repairs and Maintenance	2,433.11	565.06	1,868.05	330.59 %
6011 Health Insurance Premiums Paid	6,912.16	0.00	6,912.16	
6015 Telecommunications	284.64	0.00	284.64	
6017 Utilities	1,506.64	33.44	1,473.20	4,405.50 %
6019 Dues/Fees	15.00	-92.28	107.28	116.25 %
6043 Retirement 403B	-126.00	0.00	-126.00	
6045 Advertising and Promotion	74.00	991.87	-917.87	-92.54 %
6046 Movie Licensing Contract	440.00	0.00	440.00	
6051 Computer Technical Support	1,470.00	1,470.00	0.00	0.00 %
6101 Capital Expenditures	1,910.76	958.24	952.52	99.40 %
6125 Serials	229.49	219.49	10.00	4.56 %
6200 Programs ~ High Profile Events	1,121.50	1,643.85	-522.35	-31.78 %
6300 Supplies	1,892.54	944.56	947.98	100.36 %
7500 Other personnel expenses	0.00	840.00	-840.00	-100.00 %
Total Expenses	\$65,197.42	\$42,321.58	\$22,875.84	54.05 %
NET OPERATING INCOME	\$ -57,048.51	\$ -36,643.06	\$ -20,405.45	-55.69 %
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	\$ -57,048.51	\$ -36,643.06	\$ -20,405.45	-55.69 %



ROSE MEMORIAL
LIBRARY ASSOCIATION

October 21, 2026 Board Report

Katherine Coulter, Library Director

- Staff evaluations are completed for 2026. The main feedback given was the interest for video surveillance and more staff training with web-based library resources. We have purchased two ring cameras, one for each floor, and then an outdoor ring camera for the back alley of the library, video surveillance policies to be put up for review and approval at today's meeting. We also set up Niche Academy as to assign staff training videos, the first of which assigned was to inform staff of the new RCLS Mobile.
- Following IonicNet's advice (the company responsible for our web redesign), we have made steps to make our flyers, calendars, and handouts ADA compliant as the dev team does the same for our website.
- Carole and I attended the final ARB and Planning Board meetings for the new building, which ended in the approval for the rest of the building to commence for the new building.
- Ritchie Price (our representative from Calgi), Dick, and myself toured the build site with Chesky, Alex's project manager. It looked like they made a decent amount of progress since our last update.
- The agreement with Calgi has been finalized as of 10/12/2026. We are excited to move forward in this partnership as they help us navigate our way to the completion of the new building.

Carole Gomez, Director of Operations

- Katie, Susan, Kara and I attended the RCLS Annual Meeting and Legislative Breakfast. We created a 2026 RML display and included the renderings for 117 West Main.
- Katie, Reese and I attended the Stony Point P.A.L. Fall Festival at Kirkbride. It was a beautiful day. There were a lot of visitors to our table. Visitors enjoyed looking at the pictures on our display detailing many of our activities throughout the year. Approximately 125 people participated in our "Guess How Many Kisses" contest. The winner won the glass pumpkin with 294 Hershey kisses inside. We distributed flyers, activity schedules and answered questions.
- RML plans to participate in the P.A.L. Trunk or Treat in October, The Blessing Baskets (food donation) in November and Light Up Stony Point in December.
- RML hosted Girl Scout CPR training before hours. Twelve Scouts and leaders attended.
- Total for 2026, RML has received \$1,520 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 3,124 registered patrons end of September. RCLS continues to purge periodically those patrons who are not active for more than five years.
- Thirty-three (33) new cards were issued September.
- In September, in-person visitors reached 1,930. In addition, 1,347 visits to our website resulting in 3,210 page views.
- September circulation equaled a total of 2,104: Adults – 889; Teens – 54 and Children – 1,161.
- Books By Mail Outreach program was utilized by seven (7) patrons.

- Monthly use of RML computer services is popular again and we provided 43 patrons with the 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 fourteen (14) 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.

Susan Babcock, Director of Youth Services

- September was a steady month, with a little more activity than usual for this time of year. We had a great mix of programs and events, and it was wonderful to see families, tweens, and teens taking advantage of what the library had to offer.
- Our *Boo Hoo/Yahoo Brunch* was a success! The parents who attended truly appreciated having the opportunity to sit, chat, and share with one another about the ups and downs of raising children. It was a relaxed and supportive morning, and it was great to see parents connecting with each other.
- For the most part, the weather cooperated with our outdoor programs, with only one cancellation due to weather.
- We were also excited to have a great turnout for our *Tween/Teen Trinket Dish Resin Workshop*. Brooke Ortiz from *The Creative Pour Experience* was wonderful with our tweens and teens, providing instruction on how to create beautiful trinket trays while also emphasizing the important safety measures involved when working with resin.
- All in all, it was a fantastic month with great participation and some wonderful opportunities for our patrons to connect, create, and enjoy the library!

Kara Gemian, Head of Adult Services

- This month I catalogued 144 new items across the fiction, nonfiction, and periodical categories.
- Multiple reports were run to clean up the 'dead' records in the library.
 - For example, multiple items were marked as 'missing'. Through the missing items report, I was able to find some items and correct their status in KOHA, the other items were withdrawn.
 - I also ran reports on 'damaged' items and 'long/overdue lost' items. There were items marked with these designations in KOHA that no longer needed to be.
 - After completing these reports, 86 items were withdrawn in the month of September.
- October audiobooks, DVDs, and adult fiction and nonfiction were all ordered in the last week of September to prepare for the upcoming month.
- Rigid book covers have been ordered to cover adult paperback materials. These covers prolong the life of a library book and will cut down on potential replacement costs.
- Banned Books week is October 4-10. A display was put up highlighting some banned and challenged books. It will stay up through at least mid-October.
- A relabeling project has begun to make all items have uniform spine labels. This will be done slowly and throughout all Adult collections.

Dawn McFarland, Communications Specialist

- On the RML website, click on NEWS to see the page detailing an update on 117 West including the renderings which was created following Katie, Carole and Amanda's visit with Supervisor Amy Stamm who will include a link to the page in the next Dispatch. A copy was printed as a hand-out at the Circulation Desk for interested patrons.
- Both Staff Picks and In the Spotlight Web carousels are updated to highlight October new books and programs.

- Blog pages on our website: Community, Adult, New Books, and Youth Programming have been updated for October.
- Email blasts for Adult Programming, Children's Programming and Fresh Off of the Press are all updated to include October.
- I created a Short Video to highlight the Teen Resin Art program and posted on YouTube, and social and in the Youth Programming email blast

Joy Buckhout, Adult Programming & Outreach Coordinator

- In September, we had 281 patrons attending 36 in-person programs.
- We had another very successful Basket Weaving Workshop with Robin Ingram. It was a full day of weaving that started out with no electricity (due to a storm and downed tree in the area), but we made it work and power returned a couple hours into the class.
- We have a couple of History Lectures coming up:
 - Major John Andre: Beyond Benedict Arnold – Sunday, October 18th, 2-4pm
 - The History of Tea: From Ancient China to the Boston Tea Party – Monday, November 16th, 6-7:30pm
- Our Paint & Sips have been very popular so we have been hosting them monthly at the Round Table Brewery.
- We are planning another Murder Mystery Dinner for probably December. Details to be determined soon.
- Our Book Clubs have been gaining popularity. The **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) and **Tai Chi** (Wednesdays 9am) are available weekly at Patriot Hills. **Gentle Yoga** is finished for the year, but we are looking into offering some Zoom classes over the winter next year.
- Open **Mahjong** (Fridays 11am) and Open **Canasta** (Thursdays 11am) is 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	308	38	138			154	
New Fiction	91	114	98	119	96	123	79	107	87	108	128	127	140	138	174	131	87	134	36	98			83	
Express Books	51	16	30	14	25	10	29	10	38	11	14	8	21	17	22	9	16	17	1	13			9	
Large Print Books	127	124	120	98	159	132	137	102	163	105	157	115	188	136	134	144	136	147	43	51			81	
Non Fiction Books	182	111	148	113	161	126	156	115	143	111	110	128	159	130	152	150	149	141	43	85			104	
Graphic Books	4	0	0	0	0	3	3	0	0	3	1	7	4	1	12	6	3	1	3	4			5	
Total Adult Books	740	585	682	542	737	600	694	548	774	573	700	638	767	725	824	706	625	748	164	389			436	
CD/Audio	29	10	27	16	20	9	12	15	34	12	27	14	16	5	22	6	21	9	0	8			8	
DVD	182	118	171	99	244	170	198	141	146	152	155	91	148	123	122	122	130	87	20	84			86	
Miscellaneous (equip. plus)	2	0	0	0	0	2	5	0	1	3	4	6	0	1	2	1	3	6	0	0			0	
Periodicals	39	68	46	43	69	54	30	25	24	31	29	56	38	47	64	44	48	36	22	17			53	
TOTAL Adult Circulation	992	781	926	700	1070	835	939	729	979	771	915	805	989	901	1034	879	827	886	208	498			583	

Juvenile Collection																								
Fiction Books (+New)	540	623	605	543	765	629	765	503	567	371	482	688	867	1142	887	849	643	794	46	89			234	
Non-Fiction Books (+New)	68	74	100	99	158	141	137	110	136	90	9	118	176	144	163	143	64	138	2	24			27	
Graphic Books (+New)	72	88	121	42	170	72	159	144	166	96	113	176	263	292	222	175	135	161	20	22			21	
VOX Books	26	9	50	15	39	10	13	16	13	19	15	44	43	61	26	42	7	42	3	15			17	
Total Juvenile Books	706	794	876	699	1132	852	1074	773	882	576	619	1026	1349	1639	1298	1209	849	1135	71	150			299	
CD/Audio	0	0	3	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0			0	
DVD	20	32	52	6	16	5	23	12	14	36	9	9	52	41	70	23	52	13	2	0			36	
Miscellaneous (kits plus)	0	1	3	1	4	1	4	0	3	1	1	3	0	0	1	0	0	2	0	0			0	
Periodicals	0	0	5	4	2	1	4	4	0	16	0	22	0	20	2	0	0	10	0	0			2	
TOTAL Juvenile Circulation	726	827	939	710	1154	859	1105	789	899	629	629	1061	1401	1701	1371	1232	901	1160	73	150			337	

YA Collection																								
Fiction Books	40	21	25	13	44	22	34	36	44	21	33	22	39	46	39	38	46	39	0	20			10	
Non-Fiction Books	6	2	0	12	3	3	3	0	6	6	1	3	2	3	1	4	4	3	1	2			1	
New Books	0	0	0	1	0	10	6	3	0	0	0	2	3	3	1	0	1	1	0	0			1	
Graphic Books	5	1	13	1	38	9	23	14	34	14	35	27	18	39	42	27	17	6	0	4			4	
TOTAL YA Books	51	24	38	27	85	44	66	53	87	41	69	54	62	91	83	69	68	49	1	26			16	
CD/Audio	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0			0	
DVD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0			0	
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	
TOTAL YA Circulation	51	24	38	27	85	44	66	54	87	41	69	54	62	91	83	69	70	49	1	26			16	
Games - Adult	0	1	4	2	1	2	19	6	3	1	1	7	5	11	2	4	1	5	0	0			0	
Games - Young Adult	4	2	12	3	18	1	11	1	16	3	9	4	21	8	13	11	0	4	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			0	
TOTAL Games Circulation	4	3	16	5	19	3	30	7	20	5	10	11	26	19	16	17	1	9	1	4			2	

GRAND TOTAL																								
	1773	1635	1919	1442	2328	1741	2140	1579	1985	1446	1623	1931	2478	2712	2504	2197	1799	2104	282	678			938	
All Books	1497	1403	1596	1268	1954	1496	1834	1374	1743	1190	1388	1718	2198	2455	2205	1984	1542	1932	237	565			751	
All AV	231	160	253	121	280	184	233	169	194	200	191	115	216	170	214	151	205	109	22	92			130	
Periodicals	39	68	51	47	71	55	34	29	24	47	29	78	38	67	66	44	48	46	22	17			55	
Games	4	3	16	5	19	3	30	7	20	5	10	11	26	19	16	17	1	9	1	4			2	
Miscellaneous	2	1	3	1	4	3	9	0	4	4	5	9	0	1	3	1	3	8	0	0			0	
TOTAL CIRCULATION	1773	1635	1919	1442	2328	1741	2140	1579	1985	1446	1623	1931	2478	2712	2504	2197	1799	2104	282	678			938	

LIBRARY STATISTICS

	January			February			March			April			May			June								
	2025	YTD	2026	YTD	2025	YTD	2026	YTD	2025	YTD	2026	YTD	2025	YTD	2026	YTD	2025	YTD	2026	YTD				
Registered Users (jurged by RCL5)	3,441	n/a	3,149	n/a	3,462	n/a	*3158	n/a	3,496	n/a	3,179	n/a	2,950*	n/a	2974*	n/a	2,973	n/a	2,993	n/a	3,001	n/a	3,028	n/a
New Cards	28	28	15	15	14	42	13	28	42	84	25	53	28	112	25	78	24	136	23	101	26	162	34	135
Library Visitors	1,496	1,496	1,264	1,264	1,657	3,153	1,314	2,578	2,006	5,159	1699	4,277	1,701	6,860	1,459	5,736	1,630	8,480	1,327	7,063	1,608	10,088	1,219	8,282
Public Computer Sessions	33	33	23	23	48	81	21	44	45	126	30	74	56	182	41	115	36	218	34	149	43	261	32	181
Notary Services	9	9	6	6	4	13	12	18	8	21	5	23	6	27	15	38	9	36	8	46	11	47	10	56
Books By Mail Outreach	4	4	2	2	4	8	4	6	3	11	10	10	0	11	5	15	8	19	2	17	3	22	3	20
Web Analytics																								
Visitors	695	695	1,942	1,942	759	1,454	1,795	3,737	895	2,349	1,355	5,092	912	3,261	1,091	6,183	805	4,066	1406	7,589	1,011	5,077	1,449	9,038
Number of Sessions	1,417	1,417	2,619	2,619	1,485	2,902	2,421	5,040	1,645	4,547	2,125	7,165	1,599	6,146	1,787	8,952	1,505	7,651	2,115	11,067	1,831	9,482	2,313	13,380
Page Views	2,419	2,419	3,642	3,642	2,435	4,854	3,649	7,201	2,767	7,621	3,388	10,679	2,691	10,312	2,691	13,370	2,412	12,724	3,157	16,527	2,879	15,603	3,456	19,383

[illegible]

	July			August			September			October			November			December						
	2025	YTD	2026	YTD	2025	YTD	2026	YTD	2025	YTD	2026	YTD	2025	YTD	2026	YTD	2025	YTD	2026	YTD		
Registered Users	*3,037	n/a	3,066	n/a	3,062	n/a	3,091	n/a	3,087	n/a	3,124	n/a	3,102	n/a			3,122	n/a	3,139	n/a		
New Cards	42	204	37	172	25	229	25	197	22*	251	33	230	18*	259			17	286		347		
Library Visitors	1,878	11,966	2071	10,353	1,812	13,778	1,828	12,181	1,393*	15,171	1,930	14,111	691*	15,862			945*	16,807		1306*		
Public Computer Sessions	29	290	34	215	41	331	25	240	31*	362	43	283	0*	362			0*	362*		13*		
Notary Services	13	60	17	73	12	72	17	90	6*	78	14	104	5*	83			17	100		13		
Books By Mail Outreach	0	22	7	27	4	26	9	36	7	33	7	43	4	37			5	42		5		
Web Analytics																						
Visitors	856	5,933	1,216	10,254	879	6,812	1,206	11,460	839	7,651	1,347	12,807	1,148	8,799			1,112	9,911		897		
Number of Sessions	1,667	11,149	2,003	15,383	1,683	12,832	1,837	17,220	1,606	14,438	2,029	19,249	1,930	16,366			1,763	18,131		2,688		
Page Views	2,889	18,492	3,233	23,216	2,608	21,100	2,948	26,164	2,540	23,640	3,210	29,377	2,917	26,557			2,898	29,455		3,601		
	*RCLS Purge								*FILOD								*REPAIR					
PROGRAMS																	RESTORATION					
ADULT																						
Number of Programs	31	205	33	219	27	232	33	252	26	258	36	288	31	289			26	315		23		
Attendance	275	1,659	296	1,964	208	1,877	271	2,235	223	2,100	281	2,516	266	2,366			240	2,606		223		
CHILDREN'S																						
Number of Programs	26	66	21	78	10	76	4	82	9	85	11	93	8**	93			7	100		3*		
Attendance	1,017	1,822	638	1,887	212	2,034	123	2,010	157	2,191	248	2,258	172	2,363			119	2,482		109		
TEEN/YOUNG ADULT														**weather cancel								
Number of Programs	6	9	8	11	4	13	1	12	0	13	1	13	0	13			1	14		0		
Attendance	56	86	82	141	32	118	8	149	0	118	10	159	0	118			8	126		0		

ROSE MEMORIAL LIBRARY ASSOCIATION

VIDEO SURVEILLANCE POLICY

The Rose Memorial Library Association employs a video recording system to ensure the physical security of its staff, patrons and facilities. This policy establishes guidelines for the placement and use of video security cameras and the access and retrieval of recorded digital video images at the Rose Memorial Library.

These cameras are present only for security and safety purposes (such as Code of Conduct violations, criminal activity, or to provide video record of incidents where injury is suffered by patrons or staff).

The Library's use of security cameras does not eliminate the potential for Code of Conduct violations, accidents, theft, violence, or other criminal activity. Patrons and staff should take appropriate precautions for their safety and the safety of their personal property. The Library is not responsible for the loss or property or personal injury.

Guidelines:

1. Location
 - a. Cameras are installed at library locations on an as-needed basis.
 - b. Security cameras may be placed in both indoor and outdoor areas.
 - c. Placement of cameras will be limited to uses that do not violate a reasonable expectation of privacy, such as the private offices or restrooms.
2. Notice to the Public
 - a. Signage shall be conspicuously displayed within the Library advising of the recording of video images.
 - b. A copy of this policy is posted on the Rose Memorial Library website.
3. Privacy and Law Enforcement
 - a. Cameras will not be installed for the purpose of monitoring routine staff performance or evaluation.
 - b. Conversations shall not be monitored or recorded by the security cameras. No audio recordings are captured.
 - c. The Library's security cameras do not utilize biometric identifying technology or artificial intelligence (AI) technology.
4. Viewing Real-Time and Stored Images
 - a. All requests for the viewing of real-time or recorded images by law enforcement officials must be presented to the Library Director or Director of Operations. Law enforcement officials may then view recorded images unless such images are protected in accordance with

New York State Law (CPLR Section 4509) maintaining the confidentiality of library patron data.

- b. Live footage may be monitored by the Library Director or Director of Operations onsite or remotely. The designated *Person-in-Charge* may view real-time footage onsite while they are filling this role.

Unauthorized viewing of video footage is strictly forbidden and will be subject to disciplinary action.

- c. Live footage will not be continuously monitored.

Archived Footage

1. Internal requests by staff to review footage must accompany a completed incident report, staff concerns about Code of Conduct violations, or suspected criminal activity.
2. External requests to review footage will be honored as required by law. Footage will not be released outside of the Library without an official subpoena or court order, except as necessary for the proper operation of the Library. Confidentiality and privacy issues prevent the general public from viewing security camera footage containing patron information.
3. To the extent possible, the Library will comply with requests from law enforcement to access footage when accompanied by court order or subpoena. The Library Director reserves the right to consult with the Rose Memorial Library Board President or Library attorney prior to releasing video surveillance footage.
4. Archived footage may only be retrieved by the Library Director or personnel acting on orders of the Director.
5. As necessary to comply with valid subpoenas or court orders, the Library will distribute only the footage necessary to comply with the request.

Retention

The retention of video surveillance images will be determined by the capacity of the available data storage. As new images are recorded, the oldest images will be automatically deleted.

Footage reviewed and determined to show suspected or actual Code of Conduct violations, criminal activities, or accidents and injuries involving either staff or patrons may be retained for longer periods as necessary for action or needed record of events. This footage must be archived in conjunction with a related incident report demonstrating need for retention.

Reviewed and Approved by the Board of Trustees 10/21/2026



ROSE MEMORIAL LIBRARY ASSOCIATION



OUR FUTURE

EXCITING NEWS, STONY POINT

We're so happy to share the updated renderings of our new library building! It's exciting to see our vision coming to life, and each new update reminds us how close we are to creating a space our whole community can enjoy. We can't wait to welcome everyone into a bright, inviting library where people of all ages can read, learn, meet, and connect. We're grateful for all the support that has helped make this project possible, and we look forward to sharing more updates as we get closer to opening our doors.



LOBBY



COMMUNITY ROOM



CHILDREN'S ROOM



TEEN SPACE

Rose Memorial Library | 79 East Main Street | Stony Point, NY 10980 | (845) 786-2100

<https://www.rosememoriallibrary.org/>