FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, May 14, 2024
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: April 9	Official Action	Trustees
Approval of Consolidated Expenses	Official Action	Trustees
President's Report		Mrs. Evans
Treasurer's Reports	Official Action	Mr. DiFabion
Director's Report		Mrs. Renzi-Falge
Committee Reports		
Building & Grounds		Mr. Caughlin
Finance/Investment		Mr. DiFabion
Presentation of Board Budget		
Friends of the Library		Ms. Gorman
Motion to approve book sale dates for 2024		
Liaison Report		
Policy		Mrs. Weldon
Old Business		
New Business		
- PayPal discussion and motion to approve	Official Action	Trustees
- Bank account for PayPal transactions motion to approve	Official Action	Trustees
- Antiques Roadshow discussion		
- New board member discussion		
Review of Tasks and Projects		Trustees
Motion for Adjournment		Trustees

Roswell P. Flower Memorial Library
Bank Account Listing
May 2, 2024

Account	Balance Total	Description
1020 · Statement Savings WSB	195,801.91	Board of Trustees Statement Savings Account
1030 · Checking Account WSB	58,915.94	Board of Trustees Checking Account
1069 · Carthage S&L - Schobel Checking	1,349.14	Genealogy Dept. Checking
1099 · Schobel CD 12/28/24	52,419.81	Genealogy Dept. CD
1330 · Otis Woodruff MM Savings WSB	40,371.79	Paintings
1450 · Emma Flower Taylor Bequest	381.04	Certificate of Deposit
1451 · Carthage CD 3/30/26	25,000.34	Certificate of Deposit - Emma Flower Taylor Estate
1490 · Carthage CD 2/28/25	34,697.69	Certificate of Deposit

Consolidated Expenses
April, 2024

	Board	City	Total Expenses
Salaries	$ -	$ 52,554.03	$ 52,554.03
Overtime	$ -	$ -	$ -
Other Employee Expenses	$ -	$ 31,451.18	$ 31,451.18
Total	**$ -**	**$ 84,005.21**	**$ 84,005.21**
Adult Fiction	$ 679.49	$ -	$ 679.49
Adult Graphic Novels	$ 24.26	$ -	$ 24.26
Adult Nonfiction	$ 1,322.26	$ -	$ 1,322.26
Adult Audio Books	$ 230.25	$ -	$ 230.25
Adult DVD's	$ 200.55	$ -	$ 200.55
Adult Programs	$ -	$ -	$ -
Teen Books	$ 149.64	$ -	$ 149.64
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 771.07	$ -	$ 771.07
Music CD's	$ -	$ -	$ -
Large Print	$ 459.45	$ -	$ 459.45
Children's Books	$ 21.26	$ 723.38	$ 744.64
Children's DVD's	$ 68.89	$ -	$ 68.89
Promotional Materials	$ 210.94	$ -	$ 210.94
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 202.26	$ 226.82	$ 429.08
Computer Expenses/Online Database	$ -	$ -	$ -
Membership Dues	$ 138.80	$ -	$ 138.80
Accounting/Professional Fees	$ -	$ -	$ -
Grant/Donation Expenditures	$ 1,753.84	$ -	$ 1,753.84
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ 26.92	$ -	$ 26.92
Contracted Services	$ 510.39	$ 5,371.28	$ 5,881.67
Security	$ -	$ 7,462.44	$ 7,462.44
Contracted Expenses/NCLS	$ 133.74	$ -	$ 133.74
Furniture/Furnishings	$ 61.98	$ -	$ 61.98
Maintenance Expenses	$ -	$ 1,205.33	$ 1,205.33
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ 1,000.00	$ 1,000.00
Insurance	$ -	$ -	$ -
Utilities	$ -	$ 377.98	$ 377.98
Travel/Training	$ -	$ -	$ -
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ -	$ -	$ -
Depreciation	$ -	$ -	$ -
Total	**$ 6,965.99**	**$ 16,367.23**	**$ 23,333.22**
		$ -	
Grand Total Expenses	**$ 6,965.99**	**$ 100,372.44**	**$ 107,338.43**

Roswell P. Flower Memorial Library
Profit Loss Budget vs. Actual
April 2024

	Jul - Apr 24	Budget	% of Budget	Jul - Apr 23	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	8,327.27	4,000.00	208.18%	7,536.78	2,000.00	376.84%
6005 · Restricted Donations	28,591.35	21,000.00	136.15%	16,054.53	14,000.00	114.68%
6010 · Grants	13,419.00	13,000.00	103.22%	16,624.16	13,000.00	127.88%
6015 · School Ballot Funds	69,039.59	75,000.00	92.05%	73,012.06	72,000.00	101.41%
6020 · NCLS CBA Funds	53,225.00	50,000.00	106.45%	36,116.08	50,000.00	72.23%
6151 · Book Sales	10,317.25	12,000.00	85.98%	7,642.01	12,000.00	63.68%
6240 · Miscellaneous Income	781.69	500.00	156.34%	1,776.21	700.00	253.74%
6241 · Internet Copies	2,976.47	4,500.00	66.14%	3,647.95	4,000.00	91.2%
6242 · Photocopier/Microprinters	387.19	400.00	96.8%	393.85	400.00	98.46%
6244 · Headsets/Thumb Drives	78.00	100.00	78.0%	61.00	100.00	61.0%
6245 · Lost & Damaged Materials	877.61	1,000.00	87.76%	544.94	1,000.00	54.49%
6247 · Returnable Deposits/Refunds	50.00	0.00	100.0%	-74.90	0.00	100.0%
6250 · Library Promotions	41.00	0.00	100.0%	39.50	0.00	100.0%
6260 · Interest Income	144.37	100.00	144.37%	101.10	300.00	33.7%
6262 · Library Cards	193.80	300.00	64.6%	266.00	300.00	88.67%
6280 · Genealogy Income	131.50	300.00	43.83%	156.72	300.00	52.24%
6998 · Appropriated Fund Balance	0.00	20,900.00	0.0%	0.00	9,300.00	0.0%
Total Income	188,581.09	203,100.00	92.85%	163,897.99	179,400.00	91.36%
Gross Profit	188,581.09	203,100.00	92.85%	163,897.99	179,400.00	91.36%
Expense						
7010 · Adult Fiction Books	10,529.21	12,500.00	84.23%	10,898.33	14,000.00	77.85%
7015 · Adult Graphic Novels	1,959.08	2,000.00	97.95%	1,360.99	2,000.00	68.05%
7017 · Non-Fiction CBA	18,669.02	50,000.00	37.34%	17,119.70	50,000.00	34.24%
7020 · Adult Audio Books	1,915.39	3,250.00	58.94%	2,399.66	3,250.00	73.84%
7030 · Adult DVD's & Supplies	1,559.03	3,500.00	44.54%	2,281.12	3,000.00	76.04%
7035 · Large Print/Smith Fund	3,240.60	4,750.00	68.22%	3,721.96	4,750.00	78.36%
7040 · Teen Books	3,724.73	5,000.00	74.5%	4,405.19	4,800.00	91.78%
7050 · Music CD's	647.02	900.00	71.89%	668.73	900.00	74.3%
7060 · Children's Books	1,835.13	2,500.00	73.41%	1,617.00	2,000.00	80.85%
7092 · Children's DVD's	733.63	900.00	81.51%	368.96	900.00	41.0%
7200 · Newspapers & Magazines	697.35	2,000.00	34.87%	1,616.48	2,000.00	80.82%
7250 · Programs Supplies	6,507.08	8,000.00	81.34%	7,914.33	10,000.00	79.14%
7300 · E-Books/NCLS Contractural	9,898.29	13,000.00	76.14%	8,821.14	10,000.00	88.21%
7410 · Promotional Materials	2,696.19	3,000.00	89.87%	817.91	1,000.00	81.79%
7450 · Event Expenses	830.45	1,500.00	55.36%	0.00	500.00	0.0%
7520 · Computer Expenses/Supplies-LLSA	9,290.03	12,500.00	74.32%	8,292.26	10,000.00	82.92%
7521 · Office & Library Materials	2,191.18	2,000.00	109.56%	1,440.12	1,800.00	80.01%
7532 · Membership Dues	1,000.00	1,000.00	100.0%	1,828.29	1,000.00	182.83%
7610 · Grant/Donation Expenditures	13,534.72	20,000.00	67.67%	19,288.04	20,000.00	96.44%
7640 · Accounting/Professional Fees	9,075.00	30,000.00	30.25%	24,545.99	22,000.00	111.57%
7650 · Bank & Credit Card Charges	208.87	300.00	69.62%	321.41	300.00	107.14%
7755 · NCLS Contractual Expenses	1,137.40	2,000.00	56.87%	1,379.74	2,000.00	68.99%
7760 · Contracted Services	2,892.74	8,500.00	34.03%	2,988.24	4,500.00	66.41%
7800 · Furniture/Furnishings	803.80	1,000.00	80.38%	1,091.77	1,000.00	109.18%
8058 · Genealogy/Schobel Expenses	13,389.40	13,000.00	103.0%	1,830.43	7,000.00	26.15%
6999 - Uncategorized Expenses (Per Audit)	0.00	0.00	0.0%	4.97	700.00	100.0%
9000 - Contingencies	0.00	0.00	0.0%	0.00	0.00	0.0%
9998 - Depreciation	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Expense	118,965.34	203,100.00	58.58%	127,022.76	179,400.00	70.8%
Net Ordinary Income	69,615.75	0.00	100.0%	36,875.23	0.00	100.0%
Net Income	**69,615.75**	**0.00**	**100.0%**	**36,875.23**	**0.00**	**100.0%**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) - Month
April 2024

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6010 · Grants	4,680.00	0.00	0.00	4,680.00
Total Income	4,680.00	0.00	0.00	4,680.00
Gross Profit	4,680.00	0.00	0.00	4,680.00
Expense				
7035 · Large Print/Smith Fund	459.45	0.00	0.00	459.45
7250 · Program Supplies	0.00	771.07	0.00	771.07
7610 · Grant/Donation Expenditures	0.00	330.88	1,422.96	1,753.84
Total Expense	459.45	1,101.95	1,422.96	2,984.36
Net Ordinary Income	4,220.55	-1,101.95	-1,422.96	1,695.64
Net Income	**4,220.55**	**-1,101.95**	**-1,422.96**	**1,695.64**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) - All
All Transactions

	Board Designated Funds	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense					
Income					
6000 · Unrestricted Donations	2,500.00	0.00	0.00	26,587.79	29,087.79
6005 · Restricted Donations	1,070.00	0.00	221,736.00	15,075.00	237,881.00
6010 · Grants	0.00	234,702.59	0.32	0.00	234,702.91
6020 · NCLS CBA Funds	0.00	0.00	10,000.00	0.00	10,000.00
6247 · Returnable Deposits/Refunds	0.00	0.00	0.00	315.00	315.00
Total Income	3,570.00	234,702.59	231,736.32	41,977.79	511,986.70
Gross Profit	3,570.00	234,702.59	231,736.32	41,977.79	511,986.70
Expense					
7010 · Adult Fiction Books	16.03	23.64	71,581.23	0.00	71,620.90
7015 · Adult Graphic Novels	0.00	0.00	5,060.61	0.00	5,060.61
7020 · Adult Audio Books	0.00	0.00	139.79	524.14	663.93
7030 · Adult DVD's & DVD Supplies	0.00	0.00	495.68	0.00	495.68
7035 · Large Print/Smith Fund	0.00	26,448.66	5,834.77	0.00	32,283.43
7040 · Teen Books	0.00	0.00	20.58	0.00	20.58
7060 · Children's Books	0.00	17.58	140.01	0.00	157.59
7240 · Children's Programs	0.00	1,277.97	0.00	0.00	1,277.97
7250 · Program Supplies	0.00	300.00	22,931.11	0.00	23,231.11
7260 · Adult Programs	0.00	218.85	0.00	0.00	218.85
7520 · Computer Exp/Supplies - LLSA	0.00	28,911.70	780.14	0.00	29,691.84
7521 · Office & Library Materials	0.00	94.95	0.00	395.70	490.65
7610 · Grant/Donation Expenditures	999.18	112,311.69	77,959.86	9,556.72	200,827.45
7620 · Construction Grant Expenses	0.00	29,678.10	0.00	0.00	29,678.10
7755 · NCLS Contractual Expenses	0.00	40.00	0.00	0.00	40.00
7760 · Contracted Services	0.00	0.00	0.00	3,476.75	3,476.75
7790 · Building & Grounds	0.00	0.00	0.00	1,951.38	1,951.38
9000 · Contingencies	0.00	0.00	0.00	280.87	280.87
Total Expense	1,015.21	199,323.14	184,943.78	16,185.56	401,467.69
Net Ordinary Income	2,554.79	35,379.45	46,792.54	25,792.23	110,519.01
Net Income	**2,554.79**	**35,379.45**	**46,792.54**	**25,792.23**	**110,519.01**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) -Fiscal YTD
July 2023 through April 2024

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	7,770.00	7,770.00
6005 · Restricted Donations	0.00	28,591.35	0.00	28,591.35
6010 · Grants	13,419.00	0.00	0.00	13,419.00
6020 · NCLS CBA Funds	0.00	10,000.00	0.00	10,000.00
Total Income	13,419.00	38,591.35	7,770.00	59,780.35
Gross Profit	13,419.00	38,591.35	7,770.00	59,780.35
Expense				
7035 · Large Print/Smith Fund	3,148.23	0.00	0.00	3,148.23
7250 · Program Supplies	0.00	5,093.41	0.00	5,093.41
7520 · Computer Exp/Supplies - LLSA	9,290.03	0.00	0.00	9,290.03
7610 · Grant/Donation Expenditures	715.97	6,775.79	5,937.66	13,429.42
Total Expense	13,154.23	11,869.20	5,937.66	30,961.09
Net Ordinary Income	264.77	26,722.15	1,832.34	28,819.26
Net Income	**264.77**	**26,722.15**	**1,832.34**	**28,819.26**

Directors Report May '24:

Building & Grounds

The window project is completed with the exception of the broken window, which they are still waiting for the replacement to be delivered. The cornice work has begun and is moving fairly smoothly. They are still at the mercy of the weather, but they hope to be done by the end of May. We are still waiting on quotes to see how much money it will cost to get the fountains up and running.

Programming/Department Highlights

From Jamie LaPlaca: On Tuesday, April 23rd, I held a Garden Club program for ages 3-12. This is the second year I held this program because it was very popular last year. Multiple patrons asked if I was going to do it again this year, so I made sure to add it to my program list for this spring. The goals of this program were to introduce participants to the world of gardening, let participants show off their creativity, connect with other people their age who share a similar interest, and connect participants to the world around them. First, everyone got a white ceramic pot to paint. They painted the pot with acrylic paint, and had complete freewill on the design of their pot. They were able to use any color(s) they wanted, and had no limits on their creativity. Some participants opted for a rainbow pot, others opted for a polka dotted pot, and others chose to make pots based on their favorite characters. The most memorable pot was the Bluey pot. This allowed participants to show off their creativity and artistic abilities. Then, participants were encouraged to go look for books, play in the play room, or explore the library to give the pots time to dry. This step emphasized the importance of patience as their pots would've gotten ruined if they rushed the drying process. Once the pots were dried, everyone came back to plant their soil and seeds. Everyone was given the same seeds (mixed wildflower) and the same amount of soil in a small Ziploc bag. Participants were encouraged to use their hands to scoop up the dirt, put it in the pot, then bury their seeds in the dirt with their fingers. The purpose of this was to introduce them to different textures, improve their fine motor skills and coordination, and show them how to properly plant if they wish to continue to garden outside the library. Scoops were provided in case participants did not want to use their hands. After they planted their seeds, participants were given instructions on how to care for the plant. The program then ended, but many stuck around to show each other their pots. Thanks to the help of my fellow librarians who helped me plan this program, this program was a huge success. I've gotten several emails and phone calls from caregivers saying how excited their child is that their plant is starting to grow. I will definitely be doing this program again next year. A total of 84 people attended this program. Last year, 33 people attended.

From Ashley Pickett: On Tuesday, April 30th 23 adults from around Jefferson County visited the library for a new-to-us event, SKYWARN training. The National Weather Service's SKWARN Storm Spotter Program is a national effort to save lives during severe weather emergencies with an expanding network of trained volunteer weather spotters. SKYWARN spotters support their local community and government by providing reports of severe weather directly to the National Weather Service in Buffalo; event participants learned about the NWS, some severe weather safety tips, and also left with an overview of severe weather meteorology. The vast majority of participants were new library visitors and were seen exploring the building during breaks and after the event. The presenter, who drove straight from Buffalo for the event and traveled back immediately after, requested that we schedule another SKYWARN session for winter weather! Our community members will get to experience another round of weather education as we gear up for winter weather.

Miscellaneous

The Trisomy 21 Foundation of NNY presented us with the Advocate of the Year award for our continued partnership, use of volunteers, and advocacy for individuals with down syndrome.

NCLS is looking to put together a group of library directors and trustees from Jefferson County to discuss the future of county funding and how it should be split among the libraries. NCLS and member libraries are looking to make the allocation more equitable to the libraries. If any trustees are interested in joining this committee, please let me know and I can provide you with more information and let Paulette know you have an interest in joining.

The little spring book sale held in the rotunda made $1422! We are looking forward to the Farmer's Market on May 22.

Respectfully Submitted by *Suzie Renzi-Falge*

2024/2025 Budget Proposal	2024/2025 Proposed		2023/2024	2023/2024 YTD P&L As of 4/3/2024
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	12,000.00	8,000.00	4,000.00	8,290.02
6005 · Restricted Donations	11,000.00	-10,000.00	21,000.00	28,591.35
6010 · Grants	13,000.00		13,000.00	8,739.00
6015 · Ballot Funds	75,000.00		75,000.00	69,039.59
6020 · NCLS CBA Funds	50,000.00		50,000.00	53,225.00
6151 · Book Sales	12,000.00		12,000.00	8,988.68
6240 · Miscellaneous Income	500.00		500.00	782.06
6241 · Internet Copies	4,500.00		4,500.00	2,663.32
6242 · Photocopier/Microprinters	400.00		400.00	387.19
6244 · Headsets/Thumb Drives	100.00		100.00	76.00
6245 · Lost & Damaged Materials	1,000.00		1,000.00	653.82
6247 · Returnable Deposits/Refunds	0.00		0.00	50.00
6250 · Library Promotions	0.00		0.00	41.00
6260 · Interest Income	100.00		100.00	144.37
6262 · Library Cards	300.00		300.00	176.20
6280 · Genealogy Income	300.00		300.00	131.50
6998 · Appropriated Fund Balance	7,900.00	-13,000.00	20,900.00	0.00
Total Income	188,100.00		203,100.00	181,979.10
Expense				
7010 · Adult Fiction Books	12,500.00		12,500.00	9,849.72
7015 · Adult Graphic Novels	2,500.00	500.00	2,000.00	1,934.82
7017 · Non-Fiction CBA	50,000.00		50,000.00	17,346.76
7020 · Adult Audio Books	3,250.00		3,250.00	1,685.14
7030 · Adult DVD's & DVD Supplies	3,500.00		3,500.00	1,358.48
7035 · Large Print/Smith Fund	4,750.00		4,750.00	2,781.15
7040 · Teen Books	5,000.00		5,000.00	3,575.09
7050 · Music CD's	900.00		900.00	647.02
7100 · Children's Books	2,500.00		2,500.00	1,813.87
7150 · Children's DVD's	900.00		900.00	664.74
7200 · Newspapers & Magazines	2,000.00		2,000.00	697.35
7250 · Program Supplies	10,000.00	2,000.00	8,000.00	5,736.01
7300 · E-Books/NCLS Contractural	13,000.00		13,000.00	9,898.29
7410 · Promotional Materials	1,000.00	-2,000.00	3,000.00	2,485.25
7450 · Event Expenses	1,500.00		1,500.00	830.45
7520 · Computer Expenses/Supplies - LLSA	12,500.00		12,500.00	9,290.03
7521 · Office & Library Materials	3,000.00	1,000.00	2,000.00	1,988.92
7532 · Membership Dues	2,500.00	1,500.00	1,000.00	966.50
7610 · Grant/Donation Expenditures	20,000.00		20,000.00	11,675.58
7640 · Accounting/Professional Fees	20,000.00	-10,000.00	30,000.00	9,075.00
7650 · Bank & Credit Card Charges	300.00		300.00	181.97
7755 · NCLS Contractual Expenses	2,000.00		2,000.00	1,003.66
7760 · Contracted Services	8,500.00		8,500.00	2,382.35
7800 · Furniture/Design	1,000.00		1,000.00	741.82
8058 · Genealogy/Schobel Expenses	5,000.00	-8,000.00	13,000.00	13,389.40
Total Expense	$188,100.00	**-$30,000.00**	$203,100.00	111,999.37
Net Ordinary Income	0.00		0.00	69,979.73

Scott Brayley Slater

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Education

C.A.S. in Educational Administration	State University of New York at Oswego	2002
MS in Elementary Education	State University of New York at Potsdam	1999
BA in Communication	State University of New York at Buffalo	1991

Certification

New York State Permanent School:	District Administrator (SDA)	2003
New York State Permanent Teacher:	Special Education	2001

Professional Experience

Superintendent of Schools	South Jefferson Central School District	2019 to 2023
Assistant Superintendent	South Jefferson Central School District	2014 to 2019

Responsible for all aspects of operating a school district with an annual average budget of approximately 38 million dollars, employing just over 350 staff, and serving approximately 1800 students and their families. Roles and responsibilities include things like:

- Work with the board to develop an annual operating budget and review and maintain the district's policy manual.
- Collaborate with local unions to negotiate employee contracts including provisions for health care
- Final hiring decisions for all professional and paraprofessional staff
- Oversee and coordinate all aspects of human resources
- Develop, coordinate, and facilitate district wide, representative leadership teams focusing on instructional and curricular needs
- Develop, implement, and monitor data driven action plans for instructional improvement
- Oversee district wide student/academic support programs and special education programs
- Develop and administer federal grants that support student academic and social-emotional well-being
- Plan for, provide and follow up on district wide professional development
- Mentor and support building principals

Regional Coordinator	RSE-TASC Network, Jefferson-Lewis BOCES	2009 to 2014

- Planned for, coordinated, and directed the school improvement efforts of eight specialists across four BOCES serving 51 districts
- Served as primary regional liaison with NYSED, District Superintendents, School Superintendents and the Central Special Education Quality Assurance office
- Responsible for data driven regional planning that detailed the deployment of resources and resulted in the NYSED Regional Work Plan
- Ensured technical assistance provided to the region and to districts met identified needs
- Led a State required Steering Committee to ensure progress monitoring occurs; adjusted the work accordingly
- Direct oversight of two grants, fulfilled reporting requirements, maintained records, evaluated staff, and completed all NYSED and BOCES accountability reports associated with an over one million dollar a year budget

References Available Upon Request

Scott Brayley Slater
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Professional Development Specialist SETRC Network, JL BOCES 2004 to 2009

- facilitated multidisciplinary district level teams in causal analysis and problem solving resulting in quality improvement plans
- facilitated development of district level school improvement and professional development plans
- developed, coordinated, conducted and evaluated data driven, job imbedded, professional development for administrators, teachers, paraprofessionals, and parents
- worked with state education regional associate, district special education directors, and district teams to conduct district wide focused reviews
- worked collaboratively with other SED networks to provide school improvement services to targeted districts

Program Supervisor Jefferson-Lewis BOCES 2002 to 2004

- Direct supervisory responsibility for approximately 70 staff including teachers, related service providers and paraprofessionals
- coordinated and managed placement, services, and instruction for students with disabilities
- provided crisis intervention and assistance in developing effective classroom management
- supervised related services department providing caseload management, staffing, and billing reports

Special Education Teacher Jefferson-Lewis BOCES districts 1993 to 2002

- 7^{th}, 8^{th}, and 9^{th} grade Resource Room Teacher and special class, 8:1:1 settings
- K – 4^{th} grade, 7^{th} and 8^{th} grade special classes in both 15:1 and 8:1:1 settings

Additional Experience

- A history of successfully collaborating with other NYSED and regional TA providers including BOCES Network Teams, ECDC, NYU TAC-D, PIRC, RBERN, SE Parent Centers, SEQA and S3TAIR
- Developing and maintaining on-going, successful working relationships with District Superintendents and other key administrative staff at all four BOCES in the Central region.
- Serving on the Behavior Workgroup
- Helping to develop the RSE-TASC Walk Through tool
- Helping to create, review and revise the Quality Improvement Process and QIP Manual
- Serving as a member of the Integrated Intervention Teams as part of the DTSDE Reviews for both schools and districts
- Presenting to the NYSED Program Manager for RTTT on the Quality Improvement Process
- Helping plan, create and deliver a webinar on *School Principals and Special Education* for the NYS Council of School Superintendents
- Helping plan for and deliver professional development for one of the Office of Accountability's DTSDE Statewide meeting
- Trustee on Samaritan Keep Home Board of Directors

References Available Upon Request

Monthly Statistic Comparison Report

	April, 2024	April, 2023
ADULT BOOK CIRCULATION		
Fiction (Adult & YA)	2,458	1,580
Non-Fiction (Adult & YA)	1,289	571
Total	**3,747**	**2,151**
JUVENILE BOOK CIRCULATION		
Fiction	2,303	1,218
Non-Fiction	593	268
Total	**2,896**	**1,486**
TOTAL BOOK CIRCULATION	**6,643**	**3,637**
OTHER MATERIALS CIRCULATION		
Adult & YA Magazines	64	21
Juvenile Magazines	5	0
Adult & YA Talking Books/Audios	125	105
Juvenile Talking Books/Audios	20	7
Adult DVD's/BluRay's	811	351
Juvenile DVD's/BluRay's	213	71
Multimedia	55	38
Music CD's	91	21
TOTAL OTHER MATERIALS	**1,384**	**614**
*Other Items\Empire Passes	32	1
IN-HOUSE TALLY (Kathy)		
Read & Return Paperbacks	**39**	**67**
Circulation Desk Reference Titles		
Magazines	1	2
Newspapers	21	17
Serials/Reference Books	1	0
Total Circulation Desk	**23**	**19**
GRAND TOTAL CIRCULATION	**8,121**	**4,338**
REFERENCE QUESTIONS		
Adult/Teen/Juvenile	148	99
Genealogy	24	26
Total	**172**	**125**
DUENORTH (Favorites)		
Borrowed (Received) 4.16	1	0
Loaned (Sent) 4.17	15	16
OCLC (Lisa)		
Borrowed (Loaned) 4.16	54	0
PROCTORING EXAMS	5	4
MEETING ROOM RESERVATIONS		
Library	19	26
Non-Library	42	52
Total	**61**	**78**

DOOR COUNT	8,124	9,311
COMPUTER SESSIONS 5.6	535	0
NEW BORROWERS	149	66
Programs		
Adult		
Sessions	25	22
Attendance	833	164
Young Adult		
Sessions	6	7
Attendance	26	41
Juvenile/Tween		
Sessions	21	24
Attendance	971	855
Total Sessions	**52**	**53**
Total Attendance	**1,830**	**1,060**
Ancestry.com		
Sessions	759	674
Website Visits 5.4	118,481	65,558
Wireless Sessions	19,103	9,500
EBOOK Checkouts	781	748
Audio Book Downloads	642	609
ArtistWorks, LawDepot & Universal Class	3	8