FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, June 11, 2024
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: May 14	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
Friends of the Library		Ms. Gorman
Liaison Report		
Policy		Mrs. Weldon
Old Business		
New Business		
- Motion to approve Joint Automation Board Memo of Understanding		
- Picking a final winner for lion naming contest		
Review of Tasks and Projects		Trustees
Motion for Adjournment		Trustees

Consolidated Expenses
May, 2024

	Board	City	Total Expenses
Salaries	$ -	$ 52,628.46	$ 52,628.46
Overtime	$ -	$ -	$ -
Other Employee Expenses	$ -	$ 31,094.85	$ 31,094.85
Total	**$ -**	**$ 83,723.31**	**$ 83,723.31**
Adult Fiction	$ 499.84	$ -	$ 499.84
Adult Graphic Novels	$ 11.24	$ -	$ 11.24
Adult Nonfiction	$ 3,009.98	$ -	$ 3,009.98
Adult Audio Books	$ 203.57	$ -	$ 203.57
Adult DVD's	$ 85.42	$ -	$ 85.42
Adult Programs	$ -	$ -	$ -
Teen Books	$ 94.36	$ -	$ 94.36
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 197.47	$ -	$ 197.47
Music CD's	$ 91.82	$ -	$ 91.82
Large Print	$ 186.45	$ -	$ 186.45
Children's Books	$ 426.81	$ 726.37	$ 1,153.18
Children's DVD's	$ 24.77	$ -	$ 24.77
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 24.33	$ 620.32	$ 644.65
Computer Expenses/Online Database	$ 2,980.27	$ -	$ 2,980.27
Membership Dues	$ -	$ -	$ -
Accounting/Professional Fees	$ 900.00	$ -	$ 900.00
Grant/Donation Expenditures	$ -	$ -	$ -
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 419.02	$ 11,028.63	$ 11,447.65
Security	$ -	$ 7,462.44	$ 7,462.44
Contracted Expenses/NCLS	$ -	$ -	$ -
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 1,471.21	$ 1,471.21
Postage	$ -	$ 37.64	$ 37.64
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ -	$ -
Utilities	$ -	$ 232.39	$ 232.39
Travel/Training	$ -	$ 92.86	$ 92.86
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ -	$ -	$ -
Depreciation	$ -	$ -	$ -
Total	**$ 9,155.35**	**$ 21,671.86**	**$ 30,827.21**
		$ -	
Grand Total Expenses	**$ 9,155.35**	**$ 105,395.17**	**$ 114,550.52**

Roswell P. Flower Memorial Library
Bank Account Listing
June 4, 2024

Account	Balance Total	Description
1020 · Statement Savings WSB	197,538.02	Board of Trustees Statement Savings Account
1030 · Checking Account WSB	49,726.43	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

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	26,635.11	5,834.77	0.00	32,469.88
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	23,128.58	0.00	23,428.58
7260 · Adult Programs	0.00	218.85	0.00	0.00	218.85
7520 · Computer Exp/Supplies - LLSA	0.00	31,891.97	780.14	0.00	32,672.11
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	9,662.02	200,932.75
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	202,489.86	185,141.25	16,290.86	404,937.18
Net Ordinary Income	2,554.79	32,212.73	46,595.07	25,686.93	107,049.52
Net Income	**2,554.79**	**32,212.73**	**46,595.07**	**25,686.93**	**107,049.52**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) -Fiscal YTD
July 2023 through May 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	3,334.68	0.00	0.00	3,334.68
7250 · Program Supplies	0.00	5,290.88	0.00	5,290.88
7520 · Computer Exp/Supplies - LLSA	12,270.30	0.00	0.00	12,270.30
7610 · Grant/Donation Expenditures	715.97	6,775.79	6,042.96	13,534.72
Total Expense	16,320.95	12,066.67	6,042.96	34,430.58
Net Ordinary Income	-2,901.95	26,524.68	1,727.04	25,349.77
Net Income	**-2,901.95**	**26,524.68**	**1,727.04**	**25,349.77**

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

	Grants	Restricted Donations	TOTAL
Ordinary Income/Expense			
Expense			
7035 · Large Print/Smith Fund	186.45	0.00	186.45
7250 · Program Supplies	0.00	197.47	197.47
7520 · Computer Exp/Supplies - LLSA	2,980.27	0.00	2,980.27
Total Expense	3,166.72	197.47	3,364.19
Net Ordinary Income	-3,166.72	-197.47	-3,364.19
Net Income	**-3,166.72**	**-197.47**	**-3,364.19**

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

	Jul - May 24	Budget	% of Budget	Jul - May 23	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	8,335.12	4,000.00	208.38%	7,643.49	2,000.00	382.18%
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	11,889.23	12,000.00	99.08%	8,347.14	12,000.00	69.56%
6240 · Miscellaneous Income	881.60	500.00	176.32%	1,841.88	700.00	263.13%
6241 · Internet Copies	3,421.42	4,500.00	76.03%	4,001.67	4,000.00	100.04%
6242 · Photocopier/Microprinters	466.66	400.00	116.67%	561.38	400.00	140.35%
6244 · Headsets/Thumb Drives	83.00	100.00	83.0%	61.00	100.00	61.0%
6245 · Lost & Damaged Materials	940.60	1,000.00	94.06%	592.44	1,000.00	59.24%
6247 · Returnable Deposits/Refunds	50.05	0.00	100.0%	-74.90	0.00	100.0%
6250 · Library Promotions	56.00	0.00	100.0%	49.00	0.00	100.0%
6260 · Interest Income	144.37	100.00	144.37%	104.57	300.00	34.86%
6262 · Library Cards	209.80	300.00	69.93%	291.34	300.00	97.11%
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	190,884.29	203,100.00	93.99%	165,382.56	179,400.00	92.19%
Gross Profit	190,884.29	203,100.00	93.99%	165,382.56	179,400.00	92.19%
Expense						
7010 · Adult Fiction Books	11,029.05	12,500.00	88.23%	11,417.14	14,000.00	81.55%
7015 · Adult Graphic Novels	1,970.32	2,000.00	98.52%	1,360.99	2,000.00	68.05%
7017 · Non-Fiction CBA	21,679.00	50,000.00	43.36%	17,694.71	50,000.00	35.39%
7020 · Adult Audio Books	2,118.96	3,250.00	65.2%	2,399.66	3,250.00	73.84%
7030 · Adult DVD's & Supplies	1,644.45	3,500.00	46.98%	2,281.12	3,000.00	76.04%
7035 · Large Print/Smith Fund	3,427.05	4,750.00	72.15%	3,999.89	4,750.00	84.21%
7040 · Teen Books	3,819.09	5,000.00	76.38%	4,631.87	4,800.00	96.5%
7050 · Music CD's	738.84	900.00	82.09%	668.73	900.00	74.3%
7060 · Children's Books	2,261.94	2,500.00	90.48%	1,617.00	2,000.00	80.85%
7092 · Children's DVD's	758.40	900.00	84.27%	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	6,704.55	8,000.00	83.81%	7,948.04	10,000.00	79.48%
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	12,270.30	12,500.00	98.16%	8,292.26	10,000.00	82.92%
7521 · Office & Library Materials	2,215.51	2,000.00	110.78%	1,670.89	1,800.00	92.83%
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%	19,408.78	20,000.00	97.04%
7640 · Accounting/Professional Fees	9,975.00	30,000.00	33.25%	32,237.90	22,000.00	146.54%
7650 · Bank & Credit Card Charges	208.89	300.00	69.63%	321.41	300.00	107.14%
7755 · NCLS Contractual Expenses	1,137.40	2,000.00	56.87%	1,513.48	2,000.00	75.67%
7760 · Contracted Services	3,311.76	8,500.00	38.96%	3,137.85	4,500.00	69.73%
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%	2,247.21	7,000.00	32.1%
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	128,120.71	203,100.00	63.08%	137,398.45	179,400.00	76.59%
Net Ordinary Income	62,763.58	0.00	100.0%	27,984.11	0.00	100.0%
Net Income	**62,763.58**	**0.00**	**100.0%**	**27,984.11**	**0.00**	**100.0%**

Directors Report June '24:

Building & Grounds

The cornice repointing and cleaning is completed. The building is looking beautiful, the front doors are open, and maintenance has been diligently working at landscaping and cleaning up the front and sides of the library.

We had our construction grant walk-through with NCLS, more on that in the B & G report.

Programming/Department Highlights

From Jamie LaPlaca: On Saturday, May 11th, I hosted a Zombie Dolls event for ages 6-12. The goal of this program was to promote creativity and give participants a space to be themselves. This program involved taking ordinary dolls and turning them into zombies using art supplies. I prepped for this program a few days in advance by spray painting all the dolls gray as a base. I had a mix of dolls including different genders, sizes, hair colors, hair textures, and more. I also collected a variety of clothes for the dolls including athleisure, formal wear, and everyday wear. I wanted to be as diverse as possibility so everyone can create a doll that resembles them. I allowed the non-toxic spray paint to dry for a few days, then brought them all to the library the day of the program. Before the start of the program, I laid out all the dolls, clothes, and art supplies. Art supplies included paint, glitter, and scissors. Then, at the start of the program, participants were free to choose a doll, clothes, and whatever art supplies they wanted. I did not give any instructions so they can take their creativity in whichever direction they wanted. While some opted for fun, sparkly dolls, most participants chose a more horrifying route that included a lot of red paint and missing limbs. My favorite part of this program was the super shy children who were hesitant to participate ended up creating the most horrifying, creative zombies. Once they started, they didn't want to stop! A total of 27 participants attended this event. I will definitely be bringing this event or something similar back in the future so children can continue to embrace their creativity in unique ways.

From Brittani LaJuett: This month Andrea and I attended Career Jam, which is an event held every year by The Workplace in order to prompt young teens to start thinking about different career paths they can take after high school. This is a program we have been a part of for 5 years now and always have a lot of fun at. At our booth, Andrea and I spoke to 160 teens over the course of the day about the many different jobs in a library, what it means to have positions that are part of a union, and what we do day-to-day. We also had them don fakes glasses and shawls and race to put books in order! Many teens were surprised that there are more than just Librarians working in libraries, mentioned that they stop by the Teen Space from time to time, or were excited for the start of our Summer Reading Program.

We're headed towards the end of the school year so things are getting busy here in the library! We also held a program as part of the WCSD Reads initiative. Our program, called Ben Yokoyama's Noodle Fan Club, was geared towards the children in grades K-4 who were reading "Ben Yokoyama and the Cookie of Doom," by Matthew Swanson and Robbi Behr. The main character, Ben, loves noodles so we set up different noodle themed activity stations in the children's room. 14 people attended this program and were thrilled to build spaghetti sculptures, toss noodles at targets on the wall, and make a matching game. We have been involved with WCSD Reads for the past 2 years and find that it's an excellent opportunity to network with teachers in the school district and draw new patrons in to the library.

The Summer Reading Program for kids and teens began on June 1st. The adult program will begin on June 21st.

Respectfully Submitted by *Suzie Renzi-Falge*