FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, July 9, 2024
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: June 11	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
- Discussion about CD's		
Friends of the Library		Ms. Gorman
Liaison Report		Mrs. Evans
Policy		Mrs. Weldon
Old Business		
- Online banking discussion		
New Business		
Review of Tasks and Projects		Trustees
Motion for Adjournment		Trustees

Consolidated Expenses
June, 2024

	Board	City	Total Expenses
Salaries	$ -	$ 27,220.68	$ 27,220.68
Overtime	$ -	$ 238.73	$ 238.73
Other Employee Expenses	$ -	$ 23,389.55	$ 23,389.55
Total	**$ -**	**$ 50,848.96**	**$ 50,848.96**
Adult Fiction	$ 3,058.28	$ -	$ 3,058.28
Adult Graphic Novels	$ 76.54	$ -	$ 76.54
Adult Nonfiction	$ 7,035.50	$ -	$ 7,035.50
Adult Audio Books	$ 680.49	$ -	$ 680.49
Adult DVD's	$ 945.20	$ -	$ 945.20
Adult Programs	$ -	$ -	$ -
Teen Books	$ 924.68	$ -	$ 924.68
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 2,188.26	$ -	$ 2,188.26
Music CD's	$ 177.94	$ -	$ 177.94
Large Print	$ 718.06	$ -	$ 718.06
Children's Books	$ 239.51	$ 813.98	$ 1,053.49
Children's DVD's	$ 182.90	$ -	$ 182.90
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ -	$ 36.90	$ 36.90
Computer Expenses/Online Database	$ 105.00	$ -	$ 105.00
Membership Dues	$ 348.00	$ -	$ 348.00
Accounting/Professional Fees	$ 684.66	$ -	$ 684.66
Grant/Donation Expenditures	$ -	$ -	$ -
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ 69.05	$ -	$ 69.05
Contracted Services	$ 748.70	$ 6,393.73	$ 7,142.43
Security	$ -	$ 3,404.63	$ 3,404.63
Contracted Expenses/NCLS	$ 267.48	$ -	$ 267.48
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 106.25	$ 106.25
Postage	$ -	$ 43.59	$ 43.59
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ 1,420.80	$ 1,420.80
Utilities	$ -	$ 11,804.17	$ 11,804.17
Travel/Training	$ -	$ -	$ -
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ -	$ -	$ -
Depreciation	$ -	$ -	$ -
Total	**$ 18,450.25**	**$ 24,024.05**	**$ 42,474.30**
		$ -	
Grand Total Expenses	**$ 18,450.25**	**$ 74,873.01**	**$ 93,323.26**

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

Account	Balance Total	Description
1020 · Statement Savings WSB	197,538.02	Board of Trustees Statement Savings Account
1030 · Checking Account WSB	7,375.74	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	26,737.79	29,237.79
6005 · Restricted Donations	1,070.00	0.00	221,786.00	15,075.00	237,931.00
6010 · Grants	0.00	235,702.59	0.32	0.00	235,702.91
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	235,702.59	231,786.32	42,127.79	513,186.70
Gross Profit	3,570.00	235,702.59	231,786.32	42,127.79	513,186.70
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	27,353.17	5,834.77	0.00	33,187.94
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	23,984.07	0.00	24,284.07
7260 · Adult Programs	0.00	218.85	0.00	0.00	218.85
7520 · Computer Exp/Supplies - LLSA	0.00	31,996.97	780.14	0.00	32,777.11
7521 · Office & Library Materials	0.00	94.95	0.00	395.70	490.65
7610 · Grant/Donation Expenditures	999.18	112,311.69	79,952.83	9,883.59	203,147.29
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	203,312.92	187,989.71	16,512.43	408,830.27
Net Ordinary Income	2,554.79	32,389.67	43,796.61	25,615.36	104,356.43
Net Income	**2,554.79**	**32,389.67**	**43,796.61**	**25,615.36**	**104,356.43**

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

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	7,920.00	7,920.00
6005 · Restricted Donations	0.00	28,591.35	0.00	28,591.35
6010 · Grants	14,419.00	0.00	0.00	14,419.00
6020 · NCLS CBA Funds	0.00	10,000.00	0.00	10,000.00
Total Income	14,419.00	38,591.35	7,920.00	60,930.35
Gross Profit	14,419.00	38,591.35	7,920.00	60,930.35
Expense				
7035 · Large Print/Smith Fund	4,052.74	0.00	0.00	4,052.74
7250 · Program Supplies	0.00	6,146.37	0.00	6,146.37
7520 · Computer Exp/Supplies - LLSA	12,375.30	0.00	0.00	12,375.30
7610 · Grant/Donation Expenditures	715.97	8,768.76	6,264.53	15,749.26
Total Expense	17,144.01	14,915.13	6,264.53	38,323.67
Net Ordinary Income	-2,725.01	23,676.22	1,655.47	22,606.68
Net Income	**-2,725.01**	**23,676.22**	**1,655.47**	**22,606.68**

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

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	150.00	150.00
6010 · Grants	1,000.00	0.00	0.00	1,000.00
Total Income	1,000.00	0.00	150.00	1,150.00
Gross Profit	1,000.00	0.00	150.00	1,150.00
Expense				
7035 · Large Print/Smith Fund	718.06	0.00	0.00	718.06
7250 · Program Supplies	0.00	1,668.63	0.00	1,668.63
7520 · Computer Exp/Supplies - LLSA	105.00	0.00	0.00	105.00
7610 · Grant/Donation Expenditures	0.00	1,096.02	133.85	1,229.87
Total Expense	823.06	2,764.65	133.85	3,721.56
Net Ordinary Income	176.94	-2,764.65	16.15	-2,571.56
Net Income	**176.94**	**-2,764.65**	**16.15**	**-2,571.56**

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

	Jul - June 24	Budget	% of Budget	Jul - June 23	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	8,487.62	4,000.00	212.19%	7,702.89	2,000.00	385.15%
6005 · Restricted Donations	28,591.35	21,000.00	136.15%	16,054.53	14,000.00	114.68%
6010 · Grants	14,419.00	13,000.00	110.92%	21,244.16	13,000.00	163.42%
6015 · School Ballot Funds	69,039.59	75,000.00	92.05%	76,313.62	72,000.00	105.99%
6020 · NCLS CBA Funds	53,225.00	50,000.00	106.45%	36,116.08	50,000.00	72.23%
6151 · Book Sales	13,560.17	12,000.00	113.0%	9,323.57	12,000.00	77.7%
6240 · Miscellaneous Income	909.21	500.00	181.84%	5,566.62	700.00	795.23%
6241 · Internet Copies	3,589.57	4,500.00	79.77%	4,612.18	4,000.00	115.31%
6242 · Photocopier/Microprinters	466.66	400.00	116.67%	561.38	400.00	140.35%
6244 · Headsets/Thumb Drives	85.00	100.00	85.0%	73.00	100.00	73.0%
6245 · Lost & Damaged Materials	964.55	1,000.00	96.46%	724.21	1,000.00	72.42%
6247 · Returnable Deposits/Refunds	50.05	0.00	100.0%	-46.90	0.00	100.0%
6250 · Library Promotions	56.00	0.00	100.0%	64.00	0.00	100.0%
6260 · Interest Income	144.37	100.00	144.37%	107.94	300.00	35.98%
6262 · Library Cards	278.80	300.00	92.93%	337.28	300.00	112.43%
6280 · Genealogy Income	131.50	300.00	43.83%	216.72	300.00	72.24%
6998 · Appropriated Fund Balance	0.00	20,900.00	0.0%	0.00	9,300.00	0.0%
Total Income	193,998.44	203,100.00	95.52%	178,971.28	179,400.00	99.76%
Gross Profit	193,998.44	203,100.00	95.52%	178,971.28	179,400.00	99.76%
Expense						
7010 · Adult Fiction Books	12,497.48	12,500.00	99.98%	14,154.58	14,000.00	101.1%
7015 · Adult Graphic Novels	2,000.28	2,000.00	100.01%	2,133.97	2,000.00	106.7%
7017 · Non-Fiction CBA	28,714.50	50,000.00	57.43%	20,948.92	50,000.00	41.9%
7020 · Adult Audio Books	3,109.71	3,250.00	95.68%	2,904.63	3,250.00	89.37%
7030 · Adult DVD's & Supplies	2,745.48	3,500.00	78.44%	2,996.35	3,000.00	99.88%
7035 · Large Print/Smith Fund	4,145.11	4,750.00	87.27%	4,988.94	4,750.00	105.03%
7040 · Teen Books	4,743.77	5,000.00	94.88%	4,812.53	4,800.00	100.26%
7050 · Music CD's	900.00	900.00	100.0%	891.08	900.00	99.01%
7060 · Children's Books	2,501.45	2,500.00	100.06%	2,014.64	2,000.00	100.73%
7092 · Children's DVD's	900.16	900.00	100.02%	500.23	900.00	55.58%
7200 · Newspapers & Magazines	697.35	2,000.00	34.87%	1,616.48	2,000.00	80.82%
7250 · Programs Supplies	7,462.42	8,000.00	93.28%	9,103.28	10,000.00	91.03%
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%	1,000.00	1,000.00	100.0%
7450 · Event Expenses	902.42	1,500.00	60.16%	254.33	500.00	50.87%
7520 · Computer Expenses/Supplies-LLSA	12,375.30	12,500.00	99.0%	5,870.59	10,000.00	58.71%
7521 · Office & Library Materials	1,988.70	2,000.00	99.44%	1,941.95	1,800.00	107.89%
7532 · Membership Dues	1,040.00	1,000.00	104.0%	1,328.29	1,000.00	132.83%
7610 · Grant/Donation Expenditures	15,749.26	20,000.00	78.75%	20,514.50	20,000.00	102.57%
7640 · Accounting/Professional Fees	9,975.00	30,000.00	33.25%	35,701.07	22,000.00	162.28%
7650 · Bank & Credit Card Charges	277.94	300.00	92.65%	340.19	300.00	113.4%
7755 · NCLS Contractual Expenses	1,404.88	2,000.00	70.24%	1,647.22	2,000.00	82.36%
7760 · Contracted Services	4,060.46	8,500.00	47.77%	3,525.61	4,500.00	78.35%
7800 · Furniture/Furnishings	968.78	1,000.00	96.88%	1,091.77	1,000.00	109.18%
8058 · Genealogy/Schobel Expenses	13,389.40	13,000.00	103.0%	2,491.58	7,000.00	35.59%
6999 - Uncategorized Expenses (Per Audit)	0.00	0.00	0.0%	-92.20	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%	7,799.00	0.00	4.35%
Total Expense	145,144.33	203,100.00	71.46%	159,300.67	179,400.00	88.8%
Net Ordinary Income	48,854.11	0.00	100.0%	19,670.61	0.00	100.0%
Net Income	**48,854.11**	**0.00**	**100.0%**	**19,670.61**	**0.00**	**100.0%**

Directors Report July '24:

Building & Grounds

The city is currently collecting bids for the roof project on the old part of the library. They are hopeful that construction will begin in August.

Programming/Department Highlights

From Ashley Pickett: On Monday, June 10th, I had the opportunity to represent Flower for the second time at an event hosted by PIVOT called the Older Adult Education Day. This time the event was held inside the newly formed Watertown Senior Center on Polk Street - and the 20 participants filled the room! The library was one of five organizations who were welcome to speak about services provided and then interact with interested audience members about their specific questions. I was able to bring along flyers, brochures, newsletters, and library-themed swag. Participants seemed especially thrilled to hear about our anniversary milestones and the services beyond traditional print (like the Books by Mail program and Libby).

From Amanda Tehonica: On Wednesday, June 5th, a cross-stitch program was held to teach patrons the basics of this needle art. Some participants had never cross-stitched before, and it had been a while for others, so we reviewed how to find the center of their aida fabric, reading a pattern, and strand counts for embroidery floss. The design for the project was the iconic outline of our building as used as our logo. A free pattern was made using the website FlossCross and each participant was equipped with all of their necessary supplies (needle, three thread colors, pattern and the fabric) since the class session would not provide enough time to complete the design. As a bonus, each participant received a frame purchased from the Dollar Tree to use to display their finished projects. In addition to the 10 adults in attendance, I received requests for the pattern from individuals unable to attend the program.

Miscellaneous

I had the pleasure of being a special guest presenter for the RENY (Retired Teachers of New York) annual scholarship luncheon. I gave a presentation on how our library got its start. We ended up receiving $150 in donations from the group!

Jamie LaPlaca was awarded a small grant from NNYCF to help with getting new and improved toys and kid furniture for the playroom.

Respectfully Submitted by *Suzie Renzi-Falge*

Monthly Statistic Comparison Report

	June, 2024	June, 2023
ADULT BOOK CIRCULATION		
Fiction (Adult & YA)	2,698	2,637
Non-Fiction (Adult & YA)	1,328	1,217
Total	**4,026**	**3,854**
JUVENILE BOOK CIRCULATION		
Fiction	2,316	2,597
Non-Fiction	585	586
Total	**2,901**	**3,183**
TOTAL BOOK CIRCULATION	**6,927**	**7,037**
OTHER MATERIALS CIRCULATION		
Adult & YA Magazines	58	40
Juvenile Magazines	6	6
Adult & YA Talking Books/Audios	80	150
Juvenile Talking Books/Audios	21	58
Adult DVD's/BluRay's	772	783
Juvenile DVD's/BluRay's	200	194
Multimedia	54	102
Music CD's	124	88
TOTAL OTHER MATERIALS	**1,315**	**1,421**
*Other Items\Empire Passes	44	47
IN-HOUSE TALLY (Kathy)		
Read & Return Paperbacks	**29**	**47**
Circulation Desk Reference Titles		
Magazines	0	0
Newspapers	29	10
Serials/Reference Books	0	1
Total Circulation Desk	**29**	**11**
GRAND TOTAL CIRCULATION	**8,344**	**8,563**
REFERENCE QUESTIONS		
Adult/Teen/Juvenile	162	78
Genealogy	18	31
Total	**180**	**109**
DUENORTH (Favorites)		
Borrowed (Received) 4.16	0	0
Loaned (Sent) 4.17	11	9
OCLC (Lisa)		
Borrowed (Loaned) 4.16	0	53
PROCTORING EXAMS	6	3
MEETING ROOM RESERVATIONS		
Library	21	23
Non-Library	42	52
Total	**63**	**75**

DOOR COUNT	8,485	8,765
COMPUTER SESSIONS 5.6	595	0
NEW BORROWERS	174	169
Programs		
Adult		
Sessions	20	22
Attendance	335	251
Young Adult		
Sessions	9	4
Attendance	77	17
Juvenile/Tween		
Sessions	27	4
Attendance	1,639	235
Total Sessions	**56**	**30**
Total Attendance	**2,051**	**503**
Ancestry.com		
Sessions	248	637
Website Visits 5.4	72,366	66,776
Wireless Sessions	16,634	7,309
EBOOK Checkouts	771	786
Audio Book Downloads	678	604
ArtistWorks, LawDepot & Universal Class	3	6