FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, November 12, 2024
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: October 8	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		Mrs. Evans
Policy		Mrs. Weldon
- Approval of updated credit card policy		

Old Business
- Approval of updated Trustee by-laws
- Jefferson County Funding: Discussion of letter provided

New Business
- Approval of closing on Friday January 17, 2025 for all staff training day
- Approval of changing library hours to 9 am-5 pm on Friday December 6, 2024 to accommodate for staff participation in the Christmas Parade
- Approval of the NCLS Central Library and services budget

Review of Tasks and Projects Trustees

Motion for Adjournment Trustees

Consolidated Expenses
October, 2024

	Board	City	Total Expenses
Salaries	$ -	$ 55,579.78	$ 55,579.78
Overtime	$ -	$ -	$ -
Other Employee Expenses	$ -	$ 33,338.08	$ 33,338.08
Total	**$ -**	**$ 88,917.86**	**$ 88,917.86**
Adult Fiction	$ 965.48	$ -	$ 965.48
Adult Graphic Novels	$ 334.62	$ -	$ 334.62
Adult Nonfiction	$ 6,285.46	$ -	$ 6,285.46
Adult Audio Books	$ 328.55	$ -	$ 328.55
Adult DVD's	$ 280.32	$ -	$ 280.32
Adult Programs	$ -	$ -	$ -
Teen Books	$ 718.71	$ -	$ 718.71
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 446.17	$ -	$ 446.17
Music CD's	$ 117.83	$ -	$ 117.83
Large Print	$ 478.17	$ -	$ 478.17
Children's Books	$ 93.03	$ 162.41	$ 255.44
Children's DVD's	$ 94.58	$ -	$ 94.58
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 20.69	$ 385.17	$ 405.86
Computer Expenses/Online Database	$ 1,412.94	$ -	$ 1,412.94
Membership Dues	$ -	$ -	$ -
Accounting/Professional Fees	$ -	$ -	$ -
Grant/Donation Expenditures	$ 1,853.89	$ -	$ 1,853.89
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 787.82	$ 268.58	$ 1,056.40
Security	$ -	$ 7,462.44	$ 7,462.44
Contracted Expenses/NCLS	$ -	$ -	$ -
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 157.12	$ 157.12
Postage	$ -	$ 35.70	$ 35.70
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ -	$ -
Utilities	$ -	$ 299.64	$ 299.64
Travel/Training	$ -	$ 689.87	$ 689.87
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ 4,041.00	$ -	$ 4,041.00
Depreciation	$ -	$ -	$ -
Total	**$ 18,259.26**	**$ 9,460.93**	**$ 27,720.19**
		$ -	
Grand Total Expenses	**$ 18,259.26**	**$ 98,378.79**	**$ 116,638.05**

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

Account	Balance Total	Description
1020 · Statement Savings WSB	96,416.11	Board of Trustees Statement Savings Account
1030 · Checking Account WSB	52,332.82	Board of Trustees Checking Account
1035 · Checking - Paypal WSB	5.00	Paypal Deposit Account
1069 · Carthage S&L - Schobel Checking	380.20	Genealogy Dept. Checking
1099 · Schobel CD 12/28/24	52,419.81	Genealogy Dept. CD
1330 · Otis Woodruff MM Savings WSB	40,392.32	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
1491 · Carthage CD 7/29/25	75,000.00	Certificate of Deposit - Library Savings

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	41,637.79	44,137.79
6005 · Restricted Donations	1,070.00	0.00	222,905.14	15,075.00	239,050.14
6010 · Grants	0.00	244,784.59	0.32	0.00	244,784.91
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	244,784.59	232,905.46	57,027.79	538,287.84
Gross Profit	3,570.00	244,784.59	232,905.46	57,027.79	538,287.84
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	29,536.02	5,834.77	0.00	35,370.79
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	25,620.95	0.00	25,920.95
7260 · Adult Programs	0.00	218.85	0.00	0.00	218.85
7520 · Computer Exp/Supplies - LLSA	0.00	35,690.89	780.14	0.00	36,471.03
7521 · Office & Library Materials	0.00	94.95	0.00	395.70	490.65
7610 · Grant/Donation Expenditures	999.18	113,319.89	81,481.75	10,951.62	206,752.44
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	210,197.89	191,155.51	17,580.46	419,949.07
Net Ordinary Income	2,554.79	34,586.70	41,749.95	39,447.33	118,338.77
Net Income	**2,554.79**	**34,586.70**	**41,749.95**	**39,447.33**	**118,338.77**

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

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Expense				
7035 · Large Print/Smith Fund	423.01	0.00	0.00	423.01
7250 · Program Supplies	0.00	446.17	0.00	446.17
7520 · Computer Exp/Supplies - LLSA	1,412.94	0.00	0.00	1,412.94
7610 · Grant/Donation Expenditures	740.21	101.83	1,011.85	1,853.89
Total Expense	2,576.16	548.00	1,011.85	4,136.01
Net Ordinary Income	-2,576.16	-548.00	-1,011.85	-4,136.01
Net Income	**-2,576.16**	**-548.00**	**-1,011.85**	**-4,136.01**

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

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	14,900.00	14,900.00
6005 · Restricted Donations	0.00	1,169.14	0.00	1,169.14
6010 · Grants	9,082.00	0.00	0.00	9,082.00
Total Income	9,082.00	1,169.14	14,900.00	25,151.14
Gross Profit	9,082.00	1,169.14	14,900.00	25,151.14
Expense				
7035 · Large Print/Smith Fund	1,625.25	0.00	0.00	1,625.25
7250 · Program Supplies	0.00	1,266.34	0.00	1,266.34
7520 · Computer Exp/Supplies - LLSA	3,679.43	0.00	0.00	3,679.43
7610 · Grant/Donation Expenditures	1,008.20	1,460.73	1,068.03	3,536.96
Total Expense	6,312.88	2,727.07	1,068.03	10,107.98
Net Ordinary Income	2,769.12	-1,557.93	13,831.97	15,043.16
Net Income	**2,769.12**	**-1,557.93**	**13,831.97**	**15,043.16**

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

	Oct 24	Budget	% of Budget	Oct 23	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	15,127.48	12,000.00	126.06%	501.55	4,000.00	12.54%
6005 · Restricted Donations	1,169.14	11,000.00	10.63%	18,341.35	21,000.00	87.34%
6010 · Grants	9,082.00	13,000.00	69.86%	8,739.00	13,000.00	67.22%
6015 · School Ballot Funds	2,367.64	75,000.00	3.16%	293.12	75,000.00	0.39%
6020 · NCLS CBA Funds	20,000.00	50,000.00	40.0%	20,000.00	50,000.00	40.0%
6151 · Book Sales	4,581.04	12,000.00	38.18%	5,903.07	12,000.00	49.19%
6240 · Miscellaneous Income	420.53	500.00	84.11%	13.01	500.00	2.6%
6241 · Internet Copies	1,130.28	4,500.00	25.12%	832.46	4,500.00	18.5%
6242 · Photocopier/Microprinters	325.00	400.00	81.25%	315.78	400.00	78.95%
6244 · Headsets/Thumb Drives	28.00	100.00	28.0%	47.00	100.00	47.0%
6245 · Lost & Damaged Materials	570.52	1,000.00	57.05%	226.77	1,000.00	22.68%
6247 · Returnable Deposits/Refunds	50.00	0.00	100.0%	-25.00	0.00	100.0%
6250 · Library Promotions	1.00	0.00	100.0%	13.00	0.00	100.0%
6260 · Interest Income	40.84	100.00	40.84%	46.25	100.00	46.25%
6262 · Library Cards	97.20	300.00	32.4%	64.20	300.00	21.4%
6280 · Genealogy Income	0.00	300.00	0.0%	0.00	300.00	0.0%
6998 · Appropriated Fund Balance	0.00	7,900.00	0.0%	0.00	20,900.00	0.0%
Total Income	54,990.67	188,100.00	29.24%	55,311.56	203,100.00	27.23%
Gross Profit	54,990.67	188,100.00	29.24%	55,311.56	203,100.00	27.23%
Expense						
7010 · Adult Fiction Books	2,984.17	12,500.00	23.87%	3,617.43	12,500.00	28.94%
7015 · Adult Graphic Novels	708.20	2,500.00	28.33%	883.51	2,000.00	44.18%
7017 · Non-Fiction CBA	11,985.21	50,000.00	23.97%	4,870.87	50,000.00	9.74%
7020 · Adult Audio Books	493.25	3,250.00	15.18%	637.36	3,250.00	19.61%
7030 · Adult DVD's & Supplies	517.11	3,500.00	14.78%	623.55	3,500.00	17.82%
7035 · Large Print/Smith Fund	1,680.41	4,750.00	35.38%	656.70	4,750.00	13.83%
7040 · Teen Books	1,112.36	5,000.00	22.25%	1,496.91	5,000.00	29.94%
7050 · Music CD's	155.76	900.00	17.31%	129.32	900.00	14.37%
7060 · Children's Books	412.58	2,500.00	16.5%	553.79	2,500.00	22.15%
7092 · Children's DVD's	94.58	900.00	10.51%	169.64	900.00	18.85%
7200 · Newspapers & Magazines	1,437.54	2,000.00	71.88%	667.35	2,000.00	33.37%
7250 · Programs Supplies	1,266.34	10,000.00	12.66%	2,124.38	8,000.00	26.56%
7300 · E-Books/NCLS Contractural	0.00	13,000.00	0.0%	0.00	13,000.00	0.0%
7410 · Promotional Materials	0.00	1,000.00	0.0%	2,413.83	3,000.00	80.46%
7450 · Event Expenses	0.00	1,500.00	0.0%	63.82	1,500.00	4.26%
7520 · Computer Expenses/Supplies-LLSA	3,679.43	12,500.00	29.44%	8,061.95	12,500.00	64.5%
7521 · Office & Library Materials	102.55	3,000.00	3.42%	1,192.74	2,000.00	59.64%
7532 · Membership Dues	308.00	2,500.00	12.32%	72.50	1,000.00	7.25%
7610 · Grant/Donation Expenditures	3,536.96	20,000.00	17.69%	6,067.47	20,000.00	30.34%
7640 · Accounting/Professional Fees	572.50	20,000.00	2.86%	0.00	30,000.00	0.0%
7650 · Bank & Credit Card Charges	0.00	300.00	0.0%	34.48	300.00	11.49%
7755 · NCLS Contractual Expenses	401.22	2,000.00	20.06%	401.22	2,000.00	20.06%
7760 · Contracted Services	2,329.22	8,500.00	27.4%	496.11	8,500.00	5.84%
7800 · Furniture/Furnishings	0.00	1,000.00	0.0%	726.52	1,000.00	72.65%
8058 · Genealogy/Schobel Expenses	5,446.98	5,000.00	108.94%	12,077.52	13,000.00	92.9%
6999 - Uncategorized Expenses (Per Audit)	0.00	0.00	0.0%	0.00	0.00	0.0%
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	39,224.37	188,100.00	20.85%	48,038.97	203,100.00	23.65%
Net Ordinary Income	15,766.30	0.00	100.0%	7,272.59	0.00	100.0%
Net Income	**15,766.30**	**0.00**	**100.0%**	**7,272.59**	**0.00**	**100.0%**

Directors Report November '24:

Building & Grounds

The B & G Committee had a meeting and walk through with the city engineer to reprioritize building projects. More on that during the Buildings & Grounds Report.

Programming/Department Highlights

From Jamie LaPlaca: On Saturday, October 19th, we held a Halloween Trick-or-Treat-or-Trucks event for all ages and abilities. This event was our Halloween Party, but with a fun new addition–Touch a Truck! Touch-a-Truck allows participants to explore, touch, and climb in a variety of vehicles to learn about different organizations and jobs in a fun, interactive way. We had a total of 10 different vehicles, which parked in the City Hall Parking Lot. The organizations that participated include: Watertown City Police, Watertown City Fire Department, Jefferson County Sheriff's Office, New York State Police, Watertown Parks & Recreation, Evans Mills Raceway, Groff's Towing, Town of Watertown Fire Department, and DPW. In the Children's Room, we had 7 Halloween-themed activities including a bucket toss, a gourd ring toss, a monster walk up the stacks, musical chairs, an eyeball egg race in the stacks, spooky sensory bowls, and a find the eyeball in the haystack game. The crafts included Halloween puppets, paper bag pumpkins, and hanging cardboard bats. All the crafts were multistep processes to teach patience, how to follow directions, and encourage creativity. The activities were chosen to fit the theme, but some of them also taught invaluable lessons. For instance, the monster walk involved doing certain actions to resemble monsters (stomping your paws, roaring, etc.) which encouraged participants to follow directions, listen to instructions, and read and comprehend what was being asked of them in order to complete the game. The spooky sensory bowls involved taking everyday objects, covering them in a bucket, and having participants blindly stick their hands in the bucket to feel and guess what they are. The buckets were labeled with spooky names (for instance, cooked spaghetti was called brains) to fit the theme. This activity encouraged bravery, sparked curiosity, and caused many laughs when participants were told what they were actually touching. The toss games and races taught hand-eye coordination and good sportsmanship. We also had a Cool Down Area in the Community Room. We had many participants who needed some time away from the chaos, which was the exact purpose of this space. The room had tables, chairs, and quiet activities such as coloring pages and crossword puzzles. Participants of all ages utilized this space. This event was a huge success, and we are already brainstorming for next year. Our security guard counted 662 participants in the library, but we believe the number to be higher because quite a few participants (primarily adults) stopped by the trucks but did not go into the library. This event would not have been possible if it weren't for the help from Brittani, Ashley, and Suzie. We all can't wait until next year!

From Amanda Tehonica: Throughout the month of October, activities were offered for adults focused on this haunting time of year. First up was a kit to create your own pet ghost which proved to be wildly popular. This craft allowed for a leftover stash of recycled baby jars, moss, and cheesecloth to be put to good use. Within 4 library business days, all 30 kits had been claimed. On October 9th, the program maximum of 16 participants learned how to make a standing ghost. Balloons, paper cups, and pipe cleaners created the shape form for the glue-soaked cheesecloth to be draped over. It was a messy fun time for all and projects stayed to dry overnight for pick up the following day. To close out the month on October 23rd, a lucky 13 participants upcycled pool noodles to create a spooky candle set. Leftover pool noodles were cut to various heights before hot glue was added to create a melted wax drip effect. The opening of the pool noodle was widened to fit a battery operated tealight before all surfaces were painted black. Once dry, the tealights were turned on and set in place with a ribbon to hold their candle arrangement together. This month was well attended with 59 adults participating in the crafty offerings.

Miscellaneous

Andrea and I have been working with our new auditors, who have already begun their audit. They anticipate that they will be able to present it to the board before the years' end. In comparison, in years past, we haven't received our audit information until February.

The Farmer's Market Book Sale totals are in. This year, Vicky Crossway raised $6642 for the library. We are so appreciative of all of the effort and hard work she puts in to continuously make the book sale a huge success each year. It has become known as a "staple" of the Farm & Craft Market. This year, on rainy days, we began setting up the book sale in the rotunda so folks wouldn't miss out on those days. It was wildly successful! I'd also like to give special mention to Craig, Bryan, and Danielle who faithfully assist with the book sale each week.

Three staff members attended the NYLA conference this year in Syracuse, NY.

We recently had a family donate a Zoo New York Pass to the library for families to checkout. We will be releasing more information to the public once we have received the pass. It will work and be checked out just like NYS Park Passes are. We are grateful to the family who donated!

Respectfully Submitted by *Suzie Renzi-Falge*

327 W Fayette Street, Suite 400
Syracuse, New York 13202
www.df-cpas.com.com

October 17, 2024

Roswell P. Flower Memorial Library
229 Washington Street
Watertown, NY 13601

To the Trustees of the Roswell P. Flower Memorial Library,

We are engaged to audit the financial statements of Roswell P. Flower Memorial Library, for the year ended June 30th, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated September 17th, 2024, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the system of internal control of Roswell P. Flower Memorial Library. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Roswell P. Flower Memorial Library's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests is not to provide an opinion on compliance with such provisions.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Organization and its environment, including the system of internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Fraud
- Revenue recognition

We expect to begin our audit on approximately October 17th, 2024 and issue our report on approximately November 22nd, 2024. Kevin Kania is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of management and the trustees of Roswell P. Flower Memorial Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Dauphin & Fantacone CPAs, LLP

Dauphin & Fantacone CPAs, LLP

Monthly Statistic Comparison Report

	October, 2024	October, 2023
ADULT BOOK CIRCULATION		
Fiction (Adult & YA)	2,639	2,477
Non-Fiction (Adult & YA)	1,490	1,238
Total	**4,129**	**3,715**
JUVENILE BOOK CIRCULATION		
Fiction	2,282	2,539
Non-Fiction	634	576
Total	**2,916**	**3,115**
TOTAL BOOK CIRCULATION	**7,045**	**6,830**
OTHER MATERIALS CIRCULATION		
Adult & YA Magazines	49	30
Juvenile Magazines	5	4
Adult & YA Talking Books/Audios	90	168
Juvenile Talking Books/Audios	7	13
Adult DVD's/BluRay's	997	614
Juvenile DVD's/BluRay's	361	194
Multimedia	63	55
Music CD's	145	81
TOTAL OTHER MATERIALS	**1,717**	**1,159**
*Other Items\Empire Passes	11	23
IN-HOUSE TALLY (Kathy)		
Read & Return Paperbacks	**42**	**26**
Circulation Desk Reference Titles		
Magazines	0	0
Newspapers	11	15
Serials/Reference Books	0	0
Total Circulation Desk	**11**	**15**
GRAND TOTAL CIRCULATION	**8,826**	**8,053**
REFERENCE QUESTIONS		
Adult/Teen/Juvenile	132	178
Genealogy	32	29
Total	**164**	**207**
DUENORTH (Favorites)		
Borrowed (Received) 4.16	0	0
Loaned (Sent) 4.17	32	27
OCLC (Lisa)		
Borrowed (Loaned) 4.16	49	38
PROCTORING EXAMS	2	2
MEETING ROOM RESERVATIONS		
Library	27	27
Non-Library	59	87
Total	**86**	**114**
DOOR COUNT	12,333	11,595
COMPUTER SESSIONS 5.6	534	0
NEW BORROWERS	154	157

Programs		
Adult		
Sessions	25	27
Attendance	254	432
Young Adult		
Sessions	6	10
Attendance	49	95
Juvenile/Tween		
Sessions	27	23
Attendance	1,922	1,002
Total Sessions	**58**	**60**
Total Attendance	**2,225**	**1,529**
Ancestry.com		
Sessions	389	200
Website Visits 5.4	126,373	86,039
Wireless Sessions	19,788	7,455
EBOOK Checkouts	715	817
Audio Book Downloads	744	618
ArtistWorks, LawDepot & Universal Class	5	6

CREDIT CARD POLICY

STAFF

At the request of the Library Director, any employee might be asked to run errands which require the use of the credit card.

There is one credit card held by the Library Director or their designee. The Library Director or their designee is designated to hand out the card. Approval of use, and amount of expense must be issued by either the Library Director or the Program Coordinator, depending on use.

When used in person, charge slips/receipts must be turned in at the time the card is returned with the initial or signature of the purchaser. When used online, the user must print the receipt/ confirmation from the internet retailer. Also, the user is prohibited from having the credit card information retained for future use with the retailer's account or in the memory of the computer used.

The person who made the purchases will inventory the items that have been purchased at local retail stores and match these items against the receipt. The Library Director or the Administrative Secretary will check this inventory.

When credit card purchases are made, it will not be necessary to use a purchase order number, but a system will be maintained in the library's business office to encumber credit card purchases to charge expenditures against the appropriate budgeted line items.

The Sales Tax Exemption information will be given every time the credit card is signed out.

Personal use of the business credit card is strictly prohibited.

PATRONS

The library accepts credit and debit cards as a form of payment for fines, fees, merchandise or donations. A third-party provider (Zettle/PayPal) is used to process these transactions. Payment via credit/debit card can be made at the main circulation desk. The types of credit/debit cards accepted are: VISA, MasterCard, American Express, or Discover. NFC contactless payments (i.e. Apple Pay, Google Pay, Venmo, and PayPal) are also accepted. The minimum to use a credit/debit card for payment is $5.00. A transaction fee of 2.29% + $0.09 will be applied to all card transactions and NFC's.

The following may be paid for via credit, debit card, or NFC:
- Material fees
- Lost or damaged material
- Printing fees
- Used book sales (library sales only, not Friends of the library sales)
- Non-resident library card deposits
- Library merchandise
- Donations

Security:

The library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected. Library staff reserves the right to ask for government issued photo identification to verify the cardholder.

Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the library. In the event that a credit/debit card payment is unable to be processed, the patron will be responsible to provide payment via cash or check for all amounts due.

BYLAWS OF
THE ROSWELL P. FLOWER MEMORIAL LIBRARY

1. NAME AND AUTHORITY

The Roswell P. Flower Memorial Library was incorporated by a Special Act of the New York State Legislature in 1901. The name of this board is the Board of Trustees of the Roswell P. Flower Memorial Library.

2. BOARD COMPOSITION

The Board is comprised of eleven trustees all of whom must reside within the Library's chartered service area.

2.1. Term of Service:

The term of a trustee is eleven years. Board trustees may not serve more than two consecutive terms.

3. RESIGNATIONS, REMOVALS, ABSENCES, AND VACANCIES

3.1. Resignations:

Any trustee may resign at any time upon written notice or by electronic transmission to the Board. Resignation is effective immediately upon receipt of such notice.

3.2. Removals:

Any trustee duly elected or appointed may be removed on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee. [NY State Education law 226.8]

3.3. Attendance at Meetings:

Any trustee who fails to attend three consecutive meetings without satisfactory excuse shall be deemed to have resigned; such resignation shall be noted in the minutes and the Board shall elect a replacement to fill the vacancy for the remainder of the term. [NY State Education Law 226.4., and Chapter 620 Laws of 1901]

3.4. Vacancies:

The Library Board reviews potential candidates to fill vacancies and then makes recommendations to the City Mayor. The Mayor, by and with a majority vote of the full Common Council, appoints the trustee.

4. MEETINGS

Regular meetings of the Board shall be established by a resolution by the Board and posted on the library website. The date and time may be changed by the President in order to ensure a quorum or to meet special situations, but as required by the Education Law, notice shall be sent to trustees no less than five days and no more than ten days before a meeting. Public notice is given of every meeting of the Board in accordance to New York State Open Meetings Law and Education Law 260-a. A staff member designated by the Director will assist the Secretary with generating the minutes.

4.1. Special Meetings:

Special meetings of the Board may be called by the President of the Board or upon written request by five or more trustees of the Board. Notice of the time and place of a special meeting shall be telephoned or emailed to each trustee, sent to the media, posted in the library, and published on the library website.

4.2. Open Meetings:

All meetings of the Board, including Special Meetings, are subject to the New York State Open Meetings Law.

4.3. Quorum:

Six trustees of the Board constitute a quorum at each Board meeting. When a quorum is present at any meeting, unless otherwise required by law, the vote of a majority of the trustees in attendance will decide any question brought before such meeting.

4.4. Rules of Order:

The latest revision of Robert's Rules of Order shall be used to conduct Board meetings, however unless the Board votes to so annul an action, failure to use such procedure shall not void action by the Board.

5. OFFICERS

Officers of The Board are President, Vice-President, Secretary, Treasurer, and Assistant Treasurer.

5.1. Election of Officers:

The President shall hold office for no more than two consecutive years. The election of officers will be every two years.

5.2. Duties of President:

The President presides at all Board meetings and appoints committees, except the Executive Committee, the members of which shall be confirmed by a resolution.

5.3. Duties of Vice-President:

The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

5.4. Duties of Treasurer:

The Treasurer signs all documents requiring the Treasurer's signature, monitors the budget, financial records, reports, audits, and investments.

5.5. Duties of Assistant Treasurer:

The Assistant Treasurer will assist the Treasurer and perform the Treasurer's duties in the absence of the Treasurer.

5.6. ***Duties of Secretary:***

The Secretary shall ensure the minutes are taken; shall ensure that board packets, draft minutes, and approved minutes are posted as required by the Open Meetings Law; shall note excused and unexcused absences in the minutes; shall note the determination of disclosures and recusals per the Conflict of Interest Policy; and shall certify board records as needed.

6. COMMITTEES.

Advisory committees are appointed as needed by the President. Advisory committees include, but are not limited to, Officers Committee, Buildings & Grounds, Finance/Investment, and Policy.

The Board may elect and empower by resolution, from time to time, an Executive Committee of not less than five trustees who between meetings may take such action as set forth in the resolution.

7. FINANCES.

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of the Library's finances, and invests the Library's funds in accordance with New York State law and regulations.

8. LIBRARY DIRECTOR

The Board shall select, appoint, evaluate, and terminate a properly certified library director.

9. ORDER OF BUSINESS.

The President, in consultation with the Officers, shall set forth the order of business in the agenda prepared for a regular meeting.

10. AMENDMENTS

These bylaws may be amended by a majority vote of the trustees of the Board at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of the Board.

WHEREAS on October 8, 2024, the Board was notified as to the substance of the proposed bylaws changes affixed to this resolution; and

BE IT RESOLVED that the bylaws are amended as reflected in the document attached to this resolution; and

BE IT FURTHER RESOLVED that the Director shall ensure an updated version reflecting these amendments is published on the library website within 5 business days of this resolution.

Dear Jefferson County Library Directors and Trustees,

I'm reaching out to share the status of the current conversations that have been happening among the library directors in Jefferson County regarding the allocation of county funding.

To recap where things currently stand: the libraries in Jefferson County currently received about $176k from the county in 2024. This funding is entirely discretionary on the part of the county legislature, and could be reduced or eliminated at any time, although we don't anticipate that happening without warning. County funding comes to NCLS, and then gets allocated based on a formula determined by the libraries. Each county has a different agreement; Jefferson County's has been based on town population for many years. Some of the directors in Jefferson County asked to convene the libraries to reconsider the formula and to possibly base funding on other factors in an effort to make the distribution more equitable.

Formula Factors and Weight (Question 2 on the enclosed ballot)

Directors have met monthly since early this year to discuss what factors are most representative of libraries' performance and actual costs, and landed on three that were widely agreed upon – a percentage of total county funding to be distributed evenly among the libraries (the column titled Flat Percent), total transactions (which would include circulations as reflected in items checked out at your library, Libby circulation, and ILLs loaned), and open hours.

Matt Corey has created the attached spreadsheet with mockups of several possible methods of distributing the funding. You will see three sample projections on this sheet, each weighting the components of the formula slightly differently. This is to give you a sense of how adjusting the weight of each component changes the calculation – *these are not the only choices, merely examples*.

Implementation Timeline (Question 3)

If you look at the spreadsheet, you'll see that no matter what the libraries decide to do, a few libraries including Brownville, Evans Mills, Carthage, Black River and Watertown, would see a significant decrease from their current funding level because they are currently advantaged by a high town population in the formula we've been using. As our Central Library, Watertown is subject to something called Maintenance of Effort, which means that they cannot lose too large a percentage of their funding, or their central library status will be in jeopardy – an outcome that would negatively impact every other library in the system, as central library funds pay for the digital resources that we all share.

A proposal from one of these libraries and endorsed by several others is that the new formula go into effect incrementally over two years. The changes that are being debated are applicable to the funding we will request in 2025 and receive in 2026. Implementing the new formula over two years would mean that libraries who benefit under the new formula would receive more funding in 2026, but would not reach full funding until 2027, and that libraries who are losing funding would not see such a dramatic decrease in a single year, and would have two school ballot cycles to make up the difference.

We are sending a ballot in which your library must vote on which distribution and timeline you believe is most **equitable**. We ask that you look carefully at all of the examples, and the impact on all of the libraries.

Please discuss the options with your board and director, and decide how your library will vote on the ballot. Please submit one vote per library. Votes are due by December 1. The libraries agreed that votes should be fully transparent, so the results and the voting breakdown by library will be shared on December 2.

Use this link to submit a single vote for your library: https://www.surveymonkey.com/r/5RQJF78

Thank you for your patience and contributions to this process!

Katie

Central Library Services Aid - Budget 2025

	Watertown Budget 2024	Watertown Budget 2025	
Central Library Services Aid	189,991	189,991	*Estimated based on 2024 amount MC 9/20
Balances carried-over (ACTUAL)	0	0	
TOTAL AVAILABLE FUNDS	189,991	189,991	
Salary Jul-Dec 2025	14,350	14,750	*Salary increase
Salary Jan-Jun 2026	14,350	14,750	
TOTAL PERSONNEL	28,700	29,500	
Marketing	10,935	5,935	
Periodicals	700	700	
Contracts W/ Outside Firms	0	0	
Professional Fees	3,300	3,300	
Office Equipment	752	752	
Postage	1,200	1,200	
Equipment	0	0	
Books	43,975	43,975	
Electronic Materials - OverDrive	43,350	45,350	
Electronic Materials - Databases	50,000	55,096	
Technology & Software (Zoom)	4,183	4,183	
AV Materials	0	0	
TOTAL LIBRARY MATERIALS	158,395	160,491	
CAPITAL EXPENDITURES: Equipment	0	0	
	0	0	
TOTAL MISCELLANEOUS	0	0	
TOTAL EXPENDITURES	187,095	189,991	
BALANCE	2,896	0	

Total award **$176,816**

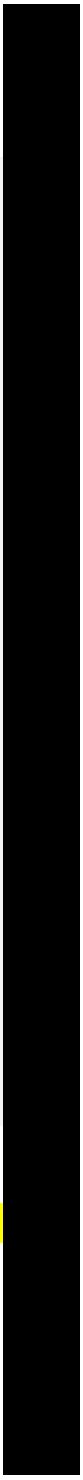
	25%	50%	25%		
LIBRARY	Flat Percent 25%	Total Transactions	Hours	Total Allocation	Current
ADC	$1,768	$1,069	$1,346	$4,184	$3,043
ADM	$1,768	$2,534	$1,701	$6,004	$4,564
ALB	$1,768	$4,349	$3,038	$9,155	$5,722
ANT	$1,768	$367	$1,398	$3,533	$2,574
BEL	$1,768	$898	$820	$3,486	$1,709
BLR	$1,768	$4,863	$2,613	$9,244	$28,117
BRO	$1,768	$1,012	$1,519	$4,299	$5,361
CAR	$1,768	$8,968	$2,795	$13,531	$15,745
CAV	$1,768	$4,001	$2,309	$8,078	$4,229
CHA	$1,768	$4,596	$2,430	$8,794	$3,516
CLA	$1,768	$5,932	$2,748	$10,448	$5,107
DEP	$1,768	$601	$2,248	$4,617	$2,189
DEX	$1,768	$1,661	$1,402	$4,831	$3,574
EHO	$1,768	$337	$1,215	$3,321	$1,004
ELL	$1,768	$471	$911	$3,151	$1,709
EVM	$1,768	$729	$1,428	$3,925	$20,760
HEN	$1,768	$3,153	$1,944	$6,866	$2,200
LAF	$1,768	$697	$1,701	$4,166	$2,516
MAN	$1,768	$1,325	$1,154	$4,247	$1,709
PHI	$1,768	$1,146	$1,398	$4,312	$3,021
ROD	$1,768	$1,092	$1,215	$4,076	$1,831
SAH	$1,768	$2,801	$1,519	$6,088	$4,015
THE	$1,768	$1,546	$1,519	$4,833	$4,050
TIP	$1,768	$1,261	$495	$3,524	$1,748
WAT	$1,768	$33,000	$3,335	$38,103	$46,802
	$44,204	$88,408	$44,204	$176,816	$176,816

Difference	% Change	LIBRARY	20% Flat Percent 20%	60% Total Transactions
$1,141	38%	ADC	$1,415	$1,283
$1,440	32%	ADM	$1,415	$3,041
$3,433	60%	ALB	$1,415	$5,219
$959	37%	ANT	$1,415	$441
$1,777	104%	BEL	$1,415	$1,078
-$18,873	-67%	BLR	$1,415	$5,835
-$1,062	-20%	BRO	$1,415	$1,214
-$2,214	-14%	CAR	$1,415	$10,762
$3,849	91%	CAV	$1,415	$4,802
$5,278	150%	CHA	$1,415	$5,515
$5,341	105%	CLA	$1,415	$7,118
$2,428	111%	DEP	$1,415	$721
$1,257	35%	DEX	$1,415	$1,993
$2,317	231%	EHO	$1,415	$405
$1,442	84%	ELL	$1,415	$565
-$16,835	-81%	EVM	$1,415	$875
$4,666	212%	HEN	$1,415	$3,784
$1,650	66%	LAF	$1,415	$836
$2,538	149%	MAN	$1,415	$1,589
$1,291	43%	PHI	$1,415	$1,376
$2,245	123%	ROD	$1,415	$1,311
$2,073	52%	SAH	$1,415	$3,361
$783	19%	THE	$1,415	$1,855
$1,776	102%	TIP	$1,415	$1,513
-$8,698	-19%	WAT	$1,415	$39,600
$0	0%		$35,363	$106,090

Avg % Change	**66%**

20%					
Hours	Total Allocation	Current	Difference	% Change	LIBRARY
$1,077	$3,775	$3,043	$732	24%	ADC
$1,361	$5,817	$4,564	$1,253	27%	ADM
$2,430	$9,064	$5,722	$3,342	58%	ALB
$1,118	$2,973	$2,574	$399	15%	ANT
$656	$3,148	$1,709	$1,439	84%	BEL
$2,090	$9,340	$28,117	-$18,777	-67%	BLR
$1,215	$3,844	$5,361	-$1,517	-28%	BRO
$2,236	$14,412	$15,745	-$1,333	-8%	CAR
$1,847	$8,063	$4,229	$3,834	91%	CAV
$1,944	$8,874	$3,516	$5,357	152%	CHA
$2,199	$10,731	$5,107	$5,624	110%	CLA
$1,799	$3,934	$2,189	$1,745	80%	DEP
$1,122	$4,529	$3,574	$955	27%	DEX
$972	$2,791	$1,004	$1,788	178%	EHO
$729	$2,709	$1,709	$1,000	59%	ELL
$1,142	$3,431	$20,760	-$17,329	-83%	EVM
$1,555	$6,754	$2,200	$4,554	207%	HEN
$1,361	$3,612	$2,516	$1,096	44%	LAF
$924	$3,928	$1,709	$2,219	130%	MAN
$1,118	$3,908	$3,021	$887	29%	PHI
$972	$3,697	$1,831	$1,866	102%	ROD
$1,215	$5,991	$4,015	$1,976	49%	SAH
$1,215	$4,485	$4,050	$434	11%	THE
$396	$3,324	$1,748	$1,575	90%	TIP
$2,668	$43,683	$46,802	-$3,119	-7%	WAT
$35,363	$176,816	$176,816	$0	0%	
			Avg % Change	**55%**	

30%	40%	30%			
Flat Percent 2	Total Transact	Hours	Total Allocation	Current	Difference
$2,122	$855	$1,615	$4,593	$3,043	$1,550
$2,122	$2,027	$2,042	$6,191	$4,564	$1,627
$2,122	$3,479	$3,646	$9,247	$5,722	$3,525
$2,122	$294	$1,677	$4,093	$2,574	$1,518
$2,122	$718	$984	$3,825	$1,709	$2,116
$2,122	$3,890	$3,135	$9,147	$28,117	-$18,970
$2,122	$809	$1,823	$4,754	$5,361	-$607
$2,122	$7,175	$3,354	$12,650	$15,745	-$3,095
$2,122	$3,201	$2,771	$8,094	$4,229	$3,864
$2,122	$3,676	$2,917	$8,715	$3,516	$5,198
$2,122	$4,745	$3,298	$10,165	$5,107	$5,058
$2,122	$481	$2,698	$5,300	$2,189	$3,111
$2,122	$1,329	$1,683	$5,133	$3,574	$1,559
$2,122	$270	$1,458	$3,850	$1,004	$2,846
$2,122	$377	$1,094	$3,592	$1,709	$1,883
$2,122	$583	$1,713	$4,418	$20,760	-$16,342
$2,122	$2,523	$2,333	$6,978	$2,200	$4,778
$2,122	$557	$2,042	$4,721	$2,516	$2,205
$2,122	$1,060	$1,385	$4,567	$1,709	$2,858
$2,122	$917	$1,677	$4,716	$3,021	$1,695
$2,122	$874	$1,458	$4,454	$1,831	$2,623
$2,122	$2,241	$1,823	$6,185	$4,015	$2,170
$2,122	$1,237	$1,823	$5,181	$4,050	$1,131
$2,122	$1,009	$595	$3,725	$1,748	$1,977
$2,122	$26,400	$4,002	$32,524	$46,802	-$14,278
$53,045	$70,726	$53,045	$176,816	$176,816	$0

Avg % Change

% Change
51%
36%
62%
59%
124%
-67%
-11%
-20%
91%
148%
99%
142%
44%
284%
110%
-79%
217%
88%
167%
56%
143%
54%
28%
113%
-31%
0%
76%