FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, April 8, 2025
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: March 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	Ms. Calarco/Mr. Bolton
Finance/Investment	Mr. DiFabion
- Discussion on how to read financial reports	
Friends of the Library	Ms. Gorman
Liaison Report	Mrs. Evans
Policy	Mrs. Weldon

Old Business
- Review, discussion, and approval of the 2025-2026 Board of Trustees Budget

New Business

Review of Tasks and Projects	Trustees
Motion for Adjournment	Trustees

Consolidated Expenses
March, 2025

	Board	City	Total Expenses
Salaries	$ -	$ 50,402.40	$ 50,402.40
Overtime	$ -	$ -	$ -
Other Employee Expenses	$ -	$ 37,396.21	$ 37,396.21
Total	**$ -**	**$ 87,798.61**	**$ 87,798.61**
Adult Fiction	$ 1,065.13	$ -	$ 1,065.13
Adult Graphic Novels	$ 206.15	$ -	$ 206.15
Adult Nonfiction	$ 4,887.76	$ -	$ 4,887.76
Adult Audio Books	$ 13.90	$ -	$ 13.90
Adult DVD's	$ 138.72	$ -	$ 138.72
Adult Programs	$ 674.88	$ -	$ 674.88
Teen Books	$ 488.18	$ -	$ 488.18
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 646.89	$ -	$ 646.89
Music CD's	$ 162.28	$ -	$ 162.28
Large Print	$ -	$ -	$ -
Children's Books	$ 727.90	$ 814.64	$ 1,542.54
Children's DVD's	$ 58.57	$ -	$ 58.57
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 121.86	$ 484.06	$ 605.92
Computer Expenses/Online Database	$ 749.50	$ -	$ 749.50
Membership Dues	$ 230.64	$ -	$ 230.64
Accounting/Professional Fees	$ 125.00	$ -	$ 125.00
Grant/Donation Expenditures	$ 1,409.07	$ -	$ 1,409.07
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 888.39	$ 8,863.71	$ 9,752.10
Security	$ -	$ 7,102.41	$ 7,102.41
Contracted Expenses/NCLS	$ 1,604.88	$ -	$ 1,604.88
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 706.25	$ 706.25
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ 6,629.13	$ 6,629.13
Utilities	$ -	$ 377.91	$ 377.91
Travel/Training	$ -	$ -	$ -
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ -	$ -	$ -
Depreciation	$ -	$ -	$ -
Total	**$ 14,199.70**	**$ 24,978.11**	**$ 39,177.81**
		$ -	
Grand Total Expenses	**$ 14,199.70**	**$ 112,776.72**	**$ 126,976.42**

Roswell P. Flower Memorial Library
Bank Account Listing
April 1, 2025

Account	Balance Total	Description
1020 · Statement Savings WSB	94,087.06	Board of Trustees Statement Savings Account
1030 · Checking Account WSB	71,664.89	Board of Trustees Checking Account
1035 · Checking - Paypal WSB	1,299.64	Paypal Deposit Account
1069 · Carthage S&L - Schobel Checking	15,380.20	Genealogy Dept. Checking
1099 · Schobel CD 7/15/2025	39,170.11	Genealogy Dept. CD
1330 · Otis Woodruff MM Savings WSB	40,409.26	Paintings
1450 · Emma Flower Taylor Bequest	57.04	Certificate of Deposit
1451 · Carthage CD 3/30/26	25,556.35	Certificate of Deposit - Emma Flower Taylor Estate
1491 · Carthage CD 7/29/25	76,311.25	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	298.30	41,273.25	44,071.55
6005 · Restricted Donations	1,070.00	0.00	239,037.28	15,075.00	255,182.28
6010 · Grants	0.00	239,547.59	0.32	0.00	239,547.91
6020 · NCLS CBA Funds	0.00	53,225.00	0.00	0.00	53,225.00
6247 · Returnable Deposits/Refunds	0.00	0.00	0.00	315.00	315.00
Total Income	3,570.00	292,772.59	239,335.90	56,663.25	592,341.74
Gross Profit	3,570.00	292,772.59	239,335.90	56,663.25	592,341.74
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
7017 · Non-Fiction CBA	0.00	6,990.17	0.00	0.00	6,990.17
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	31,653.40	5,968.78	0.00	37,622.18
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	30,164.51	0.00	30,464.51
7260 · Adult Programs	0.00	218.85	0.00	0.00	218.85
7520 · Computer Exp/Supplies - LLSA	0.00	36,773.47	780.14	0.00	37,553.61
7521 · Office & Library Materials	0.00	94.95	0.00	395.70	490.65
7610 · Grant/Donation Expenditures	999.18	117,005.82	87,291.48	18,138.78	223,435.26
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	224,073.95	201,642.81	24,767.62	451,499.59
Net Ordinary Income	2,554.79	68,698.64	37,693.09	31,895.63	140,842.15
Net Income	**2,554.79**	**68,698.64**	**37,693.09**	**31,895.63**	**140,842.15**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) - Month
March 2025

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	125.00	125.00
6010 · Grants	600.00	0.00	0.00	600.00
Total Income	600.00	0.00	125.00	725.00
Gross Profit	600.00	0.00	125.00	725.00
Expense				
7017 · Non-Fiction CBA	1,705.75	0.00	0.00	1,705.75
7035 · Large Print/Smith Fund	674.88	0.00	0.00	674.88
7250 · Program Supplies	0.00	646.89	0.00	646.89
7520 · Computer Exp/Supplies - LLSA	749.50	0.00	0.00	749.50
7610 · Grant/Donation Expenditures	609.88	540.00	259.19	1,409.07
Total Expense	3,740.01	1,186.89	259.19	5,186.09
Net Ordinary Income	-3,140.01	-1,186.89	-134.19	-4,461.09
Net Income	**-3,140.01**	**-1,186.89**	**-134.19**	**-4,461.09**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) -Fiscal YTD
July 2024 through March 2025

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	298.30	15,397.11	15,695.41
6005 · Restricted Donations	0.00	29,317.90	0.00	29,317.90
6010 · Grants	9,682.00	0.00	0.00	9,682.00
Total Income	9,682.00	29,616.20	15,397.11	54,695.31
Gross Profit	9,682.00	29,616.20	15,397.11	54,695.31
Expense				
7017 · Non-Fiction CBA	6,990.17	0.00	0.00	6,990.17
7035 · Large Print/Smith Fund	3,742.63	134.01	0.00	3,876.64
7250 · Program Supplies	0.00	5,420.26	0.00	5,420.26
7520 · Computer Exp/Supplies - LLSA	4,762.01	0.00	0.00	4,762.01
7610 · Grant/Donation Expenditures	4,694.13	6,644.46	8,255.19	19,593.78
Total Expense	20,188.94	12,198.73	8,255.19	40,642.86
Net Ordinary Income	-10,506.94	17,417.47	7,141.92	14,052.45
Net Income	**-10,506.94**	**17,417.47**	**7,141.92**	**14,052.45**

Roswell P. Flower Memorial Library
Profit Loss Budget vs. Actual
March 2025

	Mar 25	Budget	% of Budget	Mar 24	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	16,394.88	12,000.00	136.62%	7,836.71	4,000.00	195.92%
6005 · Restricted Donations	29,317.90	11,000.00	266.53%	28,591.35	21,000.00	136.15%
6010 · Grants	9,682.00	13,000.00	74.48%	8,739.00	13,000.00	67.22%
6015 · School Ballot Funds	7,004.68	75,000.00	9.34%	69,039.59	75,000.00	92.05%
6020 · NCLS CBA Funds	43,975.00	50,000.00	87.95%	53,225.00	50,000.00	106.45%
6151 · Book Sales	7,966.02	12,000.00	66.38%	8,412.68	12,000.00	70.11%
6240 · Miscellaneous Income	2,153.44	500.00	430.69%	511.11	500.00	102.22%
6241 · Internet Copies	2,528.08	4,500.00	56.18%	2,203.46	4,500.00	48.97%
6242 · Photocopier/Microprinters	613.27	400.00	153.32%	348.44	400.00	87.11%
6244 · Headsets/Thumb Drives	66.00	100.00	66.0%	70.00	100.00	70.0%
6245 · Lost & Damaged Materials	2,098.21	1,000.00	209.82%	833.94	1,000.00	83.39%
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	4,658.73	100.00	4,658.73%	144.37	100.00	144.37%
6262 · Library Cards	175.20	300.00	58.4%	141.20	300.00	47.07%
6280 · Genealogy Income	0.00	300.00	0.0%	131.50	300.00	43.83%
6998 · Appropriated Fund Balance	0.00	7,900.00	0.0%	0.00	20,900.00	0.0%
Total Income	126,684.41	188,100.00	67.35%	180,216.35	203,100.00	88.73%
Gross Profit	126,684.41	188,100.00	67.35%	180,216.35	203,100.00	88.73%
Expense						
7010 · Adult Fiction Books	6,998.18	12,500.00	55.99%	9,464.60	12,500.00	75.72%
7015 · Adult Graphic Novels	1,614.01	2,500.00	64.56%	1,888.24	2,000.00	94.41%
7017 · Non-Fiction CBA	33,411.44	50,000.00	66.82%	17,346.76	50,000.00	34.69%
7020 · Adult Audio Books	1,759.70	3,250.00	54.15%	1,995.40	3,250.00	61.4%
7030 · Adult DVD's & Supplies	1,228.18	3,500.00	35.09%	1,411.36	3,500.00	40.33%
7035 · Large Print/Smith Fund	3,876.64	4,750.00	81.61%	2,781.15	4,750.00	58.55%
7040 · Teen Books	3,605.59	5,000.00	72.11%	3,575.09	5,000.00	71.5%
7050 · Music CD's	485.27	900.00	53.92%	647.02	900.00	71.89%
7060 · Children's Books	1,819.61	2,500.00	72.78%	1,813.87	2,500.00	72.56%
7092 · Children's DVD's	360.14	900.00	40.02%	623.60	900.00	69.29%
7200 · Newspapers & Magazines	1,857.49	2,000.00	92.88%	697.35	2,000.00	34.87%
7250 · Programs Supplies	5,420.26	10,000.00	54.2%	5,379.87	8,000.00	67.25%
7300 · E-Books/NCLS Contractural	10,322.12	13,000.00	79.4%	9,898.29	13,000.00	76.14%
7410 · Promotional Materials	1,403.94	1,000.00	140.39%	2,485.25	3,000.00	82.84%
7450 · Event Expenses	1,592.52	1,500.00	106.17%	902.42	1,500.00	60.16%
7520 · Computer Expenses/Supplies-LLSA	4,762.01	12,500.00	38.1%	9,290.03	12,500.00	74.32%
7521 · Office & Library Materials	987.48	3,000.00	32.92%	1,852.11	2,000.00	92.61%
7532 · Membership Dues	1,044.64	2,500.00	41.79%	966.50	1,000.00	96.65%
7610 · Grant/Donation Expenditures	19,593.78	20,000.00	97.97%	12,570.25	20,000.00	62.85%
7640 · Accounting/Professional Fees	5,897.50	20,000.00	29.49%	9,075.00	30,000.00	30.25%
7650 · Bank & Credit Card Charges	244.75	300.00	81.58%	181.97	300.00	60.66%
7755 · NCLS Contractual Expenses	2,407.32	2,000.00	120.37%	1,003.66	2,000.00	50.18%
7760 · Contracted Services	5,509.68	8,500.00	64.82%	2,382.35	8,500.00	28.03%
7800 · Furniture/Furnishings	1,143.44	1,000.00	114.34%	741.82	1,000.00	74.18%
8058 · Genealogy/Schobel Expenses	5,599.80	5,000.00	112.0%	13,389.40	13,000.00	103.0%
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	122,945.49	188,100.00	65.36%	112,363.36	203,100.00	55.32%
Net Ordinary Income	3,738.92	0.00	100.0%	67,852.99	0.00	100.0%
Net Income	**3,738.92**	**0.00**	**100.0%**	**67,852.99**	**0.00**	**100.0%**

Director's Report April '25:

Building & Grounds

The city has begun taking measurements and making plans for the loading dock repairs. They are still in the very beginning stages and I will update you as I know more.

If the weather continues to improve, we hope to open the front door around April 15th. Maintenance will be working on cleaning up the front lawn and washing the steps and front of the library to prepare.

Programming/Department Highlights

March was Youth Art Month and we held two successful art show featuring the students from the Watertown City School District. The Junior High/High School art show brought in 222 community members on opening night. The Elementary art show brought in 302 community members on opening night. Hundreds of community members came through to visit each art show after their openings as well. We appreciate our continued partnership with the school district and are already planning for next year's shows with the local art educators.

From Amanda Tehonica: While looking for a project to offer that is different from past offerings, I came across a technique to make your own notepad with basic supplies. This was the perfect opportunity to use some brightly colored paper that had been sitting around without much purpose. I created a custom design consisting of our building outline and a set of lines to be printed on the paper stash. Participants were provided with a container of the glaze padding compound, a paintbrush, the precut chipboard backing, and binder clips. They took turns using the paper cutters gathered from around the building and were amazed at how easy it was to make their own notepad after receiving instructions. The 11 participants were able to make multiple notepads within the time period and also used the scrapbook paper available to personalize their projects.

Miscellaneous

Interviews for Librarian I have begun. We had 9 people apply which is much higher than usual. I am hopeful that we will be able to hire someone before summer begins.

Security camera upgrades and install are slated to begin the week of April 14th.

Respectfully Submitted by Suzie Renzi-Falge

I Spy a Good Book!

Winter Reading 2024-2025

This winter, we saw an increase in participation for the teens' program, but not the adults' and children's programs. Patrons expressed that weather played a huge role in their inability to participate as much as they'd hoped. To help boost numbers, we are looking at an online submission option for the children. The teens' and adults' programs have had success with their online options, so we are optimistic that this will help the children's program as well. We are also going to start promoting our reading programs on a bigger scale by sending out press releases and posting more content on social media.

Many children were excited for the Nintendo eShop gift card because many of them were gifted a Nintendo Switch over the holidays. Over 600 tickets were entered for this gift card, which took up almost half of the total amount of tickets.

Teens were eager to win the grand prize Polaroid printer. One teen said they wanted to start printing pictures out to hang up in their dorm room when they start college in the fall.

Some adults just appreciated being included in a reading program just for adults. One winner couldn't believe he won, and was very excited to pick up his Amazon gift card.

Participation by Age 2023-2024

0-11: 51
12-17: 9
18+: 61

Participation by Age 2024-2025

0-11: 44
12-17: 14
18+: 43

Hours Read by Age

0-11: 1,521
12-17: 610
18+: 5,704

Hours Read by Age

0-11: 1,321
12-17: 1,332
18+: 4,927

2024/2025 Budget Proposal	2025/2026 Proposed		2024/2025	2024/2025YTD P&L As of 2/19/25
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	12,000.00		12,000.00	15,703.68
6005 · Restricted Donations	12,900.00	1,900.00	11,000.00	29,317.90
6010 · Grants	13,000.00		13,000.00	9,082.00
6015 · Ballot Funds	75,000.00		75,000.00	7,004.68
6020 · NCLS CBA Funds	50,000.00		50,000.00	20,000.00
6151 · Book Sales	12,000.00		12,000.00	6,229.62
6240 · Miscellaneous Income	500.00		500.00	1,647.48
6241 · Internet Copies	4,500.00		4,500.00	1,984.37
6242 · Photocopier/Microprinters	400.00		400.00	613.27
6244 · Headsets/Thumb Drives	100.00		100.00	61.00
6245 · Lost & Damaged Materials	1,000.00		1,000.00	1,679.15
6247 · Returnable Deposits/Refunds	0.00		0.00	50.00
6250 · Library Promotions	0.00		0.00	1.00
6260 · Interest Income	100.00		100.00	79.65
6262 · Library Cards	300.00		300.00	143.20
6280 · Genealogy Income	300.00		300.00	0.00
6998 · Appropriated Fund Balance	7,900.00		7,900.00	0.00
Total Income	190,000.00	1,900.00	188,100.00	93,540.04
Expense				
7010 · Adult Fiction Books	12,500.00		12,500.00	5,577.32
7015 · Adult Graphic Novels	2,500.00		2,500.00	1,347.47
7017 · Non-Fiction CBA	50,000.00		50,000.00	28,247.58
7020 · Adult Audio Books	2,750.00	-500.00	3,250.00	1,390.73
7030 · Adult DVD's & DVD Supplies	3,500.00		3,500.00	900.72
7035 · Large Print/Smith Fund	4,750.00		4,750.00	3,105.77
7040 · Teen Books	6,000.00	1,000.00	5,000.00	2,953.82
7050 · Music CD's	800.00	-100.00	900.00	261.69
7100 · Children's Books	2,500.00		2,500.00	1,091.71
7150 · Children's DVD's	800.00	-100.00	900.00	308.71
7200 · Newspapers & Magazines	2,000.00		2,000.00	1,857.49
7250 · Program Supplies	10,000.00		10,000.00	5,306.56
7300 · E-Books/NCLS Contractural	13,000.00		13,000.00	0.00
7410 · Promotional Materials	2,000.00	1,000.00	1,000.00	1,403.94
7450 · Event Expenses	500.00	-1,000.00	1,500.00	1,592.52
7520 · Computer Expenses/Supplies - LLSA	12,500.00		12,500.00	4,012.51
7521 · Office & Library Materials	3,000.00		3,000.00	652.93
7532 · Membership Dues	2,500.00		2,500.00	656.00
7610 · Grant/Donation Expenditures	20,000.00		20,000.00	17,480.22
7640 · Accounting/Professional Fees	15,000.00	-5,000.00	20,000.00	5,772.50
7650 · Bank & Credit Card Charges	300.00		300.00	244.75
7755 · NCLS Contractual Expenses	2,000.00		2,000.00	802.44
7760 · Contracted Services	8,500.00		8,500.00	4,212.46
7800 · Furniture/Design	5,000.00	4,000.00	1,000.00	1,143.44
8058 · Genealogy/Schobel Expenses	7,500.00	2,500.00	5,000.00	5,579.81
Total Expense	$189,900.00	**$1,800.00**	$188,100.00	95,903.09
Net Ordinary Income	100.00		0.00	-2,363.05