FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, October 14, 2025
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: September 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		Ms. Calarco/Mr. Bolton
Finance/Investment		Mr. DiFabion
Friends of the Library		Ms. Gorman
Liaison Report		Mrs. Evans
Policy		Mrs. Weldon

Old Business

- Library Long Range Plan needs approval before the end of the year. Please review carefully for discussion at the November meeting. This is the same document that was sent earlier this year for review.

New Business

- Motion to approve switching November meeting from the 11th to the 12th on account of Veterans Day — Official Action — Trustees
- Motion to approve closing on January 16th, 2026 for All Staff Training Day — Official Action — Trustees

Review of Tasks and Projects — Trustees

Motion for Adjournment — Trustees

2025/2026 Budget

Ordinary Income/Expense	
Income	
6000 · Unrestricted Donations	12,000.00
6005 · Restricted Donations	12,900.00
6010 · Grants	13,000.00
6015 · Ballot Funds	75,000.00
6020 · NCLS CBA Funds	50,000.00
6151 · Book Sales	12,000.00
6240 · Miscellaneous Income	500.00
6241 · Internet Copies	4,500.00
6242 · Photocopier/Microprinters	400.00
6244 · Headsets/Thumb Drives	100.00
6245 · Lost & Damaged Materials	1,000.00
6247 · Returnable Deposits/Refunds	0.00
6250 · Library Promotions	0.00
6260 · Interest Income	100.00
6262 · Library Cards	300.00
6280 · Genealogy Income	300.00
6998 · Appropriated Fund Balance	20,553.00
Total Income	202,653.00
Expense	
7010 · Adult Fiction Books	12,500.00
7015 · Adult Graphic Novels	2,500.00
7017 · Non-Fiction CBA	50,000.00
7020 · Adult Audio Books	2,750.00
7030 · Adult DVD's & DVD Supplies	3,500.00
7035 · Large Print/Smith Fund	4,750.00
7040 · Teen Books	6,000.00
7050 · Music CD's	800.00
7100 · Children's Books	2,500.00
7150 · Children's DVD's	800.00
7200 · Newspapers & Magazines	2,000.00
7250 · Program Supplies	10,000.00
7300 · E-Books/NCLS Contractural	13,000.00
7410 · Promotional Materials	2,000.00
7450 · Event Expenses	500.00
7520 · Computer Expenses/Supplies - LLSA	12,500.00
7521 · Office & Library Materials	3,000.00
7532 · Membership Dues	2,500.00
7610 · Grant/Donation Expenditures	20,000.00
7640 · Accounting/Professional Fees	15,000.00
7650 · Bank & Credit Card Charges	300.00
7755 · NCLS Contractual Expenses	2,000.00
7760 · Contracted Services	21,253.00
7800 · Furniture/Design	5,000.00
8058 · Genealogy/Schobel Expenses	7,500.00
Total Expense	$202,653.00
Net Ordinary Income	0.00

Bank Account Listing

Roswell P. Flower Memorial Library

FULL NAME	TYPE	DESCRIPTION	TOTAL BALANCE
Statement Savings WSB	Bank	Board of Trustees Statement Savings Account	168,435.45
Schobel CD 1/13/26	Bank	Genealogy Dept. CD	39,170.11
Otis Woodruff MM Savings WSB	Bank	Paintings	40,429.92
Checking - Paypal WSB	Bank	Paypal Deposit Account	3,688.26
Checking Account WSB	Bank	Board of Trustees Checking Account	46,150.13
Carthage S&L - Schobel Checking	Bank	Genealogy Dept. Checking	15,380.20
Carthage CD 7/29/26	Bank	Certificate of Deposit - Library Savings	76,311.25
Carthage CD 3/30/26	Bank	Certificate of Deposit - Emma Flower Taylor Estate	25,556.35
TOTAL			**$415,121.67**

Consolidated Expenses
August, 2025

	Board	City	Total Expenses
Salaries	$ -	$ 87,452.97	$ 87,452.97
Overtime	$ -	$ 495.92	$ 495.92
Other Employee Expenses	$ -	$ 7,189.04	$ 7,189.04
Total	**$ -**	**$ 95,137.93**	**$ 95,137.93**
Adult Fiction	$ 1,188.09	$ -	$ 1,188.09
Adult Graphic Novels	$ 226.00	$ -	$ 226.00
Adult Nonfiction	$ 2,555.63	$ -	$ 2,555.63
Adult Audio Books	$ 431.05	$ -	$ 431.05
Adult DVD's	$ 261.99	$ -	$ 261.99
Adult Programs	$ -	$ -	$ -
Teen Books	$ 701.26	$ -	$ 701.26
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 632.57	$ -	$ 632.57
Music CD's	$ -	$ -	$ -
Large Print	$ 228.72	$ -	$ 228.72
Children's Books	$ 674.38	$ 1,352.20	$ 2,026.58
Children's DVD's	$ 154.99	$ -	$ 154.99
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 280.64	$ 207.77	$ 488.41
Computer Expenses/Online Database	$ 1,193.67	$ -	$ 1,193.67
Membership Dues	$ -	$ -	$ -
Accounting/Professional Fees	$ 200.00	$ -	$ 200.00
Grant/Donation Expenditures	$ 300.00	$ -	$ 300.00
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 13,619.97	$ 7,916.19	$ 21,536.16
Security	$ -	$ 10,931.82	$ 10,931.82
Contracted Expenses/NCLS	$ -	$ -	$ -
Furniture/Furnishings	$ 2,709.40	$ -	$ 2,709.40
Maintenance Expenses	$ -	$ 358.95	$ 358.95
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ -	$ -
Utilities	$ -	$ 498.73	$ 498.73
Travel/Training	$ -	$ -	$ -
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ 4,162.00	$ -	$ 4,162.00
Depreciation	$ -	$ -	$ -
Total	**$ 29,520.36**	**$ 21,265.66**	**$ 50,786.02**
		$ -	
Grand Total Expenses	**$ 29,520.36**	**$ 116,403.59**	**$ 145,923.95**

Consolidated Expenses
September, 2025

	Board	City	Total Expenses
Salaries	$ -	$ 53,989.86	$ 53,989.86
Overtime	$ -	$ 106.27	$ 106.27
Other Employee Expenses	$ -	$ 2,461.91	$ 2,461.91
Total	**$ -**	**$ 56,558.04**	**$ 56,558.04**
Adult Fiction	$ 825.11	$ -	$ 825.11
Adult Graphic Novels	$ 199.92	$ -	$ 199.92
Adult Nonfiction	$ 1,626.51	$ -	$ 1,626.51
Adult Audio Books	$ 95.94	$ -	$ 95.94
Adult DVD's	$ 138.47	$ -	$ 138.47
Adult Programs	$ -	$ -	$ -
Teen Books	$ 484.88	$ -	$ 484.88
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 632.96	$ -	$ 632.96
Music CD's	$ 28.77	$ -	$ 28.77
Large Print	$ 152.27	$ -	$ 152.27
Children's Books	$ 194.87	$ 599.13	$ 794.00
Children's DVD's	$ 98.35	$ -	$ 98.35
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 1.88	$ 270.43	$ 272.31
Computer Expenses/Online Database	$ 2,959.14	$ -	$ 2,959.14
Membership Dues	$ -	$ -	$ -
Accounting/Professional Fees	$ -	$ -	$ -
Grant/Donation Expenditures	$ 1,707.79	$ -	$ 1,707.79
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 882.01	$ 242.94	$ 1,124.95
Security	$ -	$ 6,840.57	$ 6,840.57
Contracted Expenses/NCLS	$ -	$ -	$ -
Furniture/Furnishings	$ 169.99	$ -	$ 169.99
Maintenance Expenses	$ -	$ 28.67	$ 28.67
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ 8,551.13	$ 8,551.13
Utilities	$ -	$ 125.38	$ 125.38
Travel/Training	$ -	$ -	$ -
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ 1,287.40	$ -	$ 1,287.40
Depreciation	$ -	$ -	$ -
Total	**$ 11,486.26**	**$ 16,658.25**	**$ 28,144.51**
		$ -	
Grand Total Expenses	**$ 11,486.26**	**$ 73,216.29**	**$ 84,702.55**

Grants & Donations Report - All Time

Roswell P. Flower Memorial Library

All Dates

DISTRIBUTION ACCOUNT	BOARD DESIGNATED FUNDS	GRANTS	RESTRICTED DONATIONS	UNRESTRICTED DONATIONS	TOTAL
Income					
6247 Returnable Deposits/Refunds				315.00	315.00
6020 NCLS CBA Funds		26,000.00			26,000.00
6000 Unrestricted Donations	2,820.00		298.30	41,478.25	44,596.55
6010 Grants		259,283.59	0.32		259,283.91
6005 Restricted Donations	1,070.00		259,061.26	15,100.00	275,231.26
Total for Income	**3,890.00**	**285,283.59**	**259,359.88**	**56,893.25**	**$605,426.72**
Cost of Goods Sold					
Gross Profit	**3,890.00**	**285,283.59**	**259,359.88**	**56,893.25**	**$605,426.72**
Expenses					
7040 Teen Books			20.58		20.58
7755 NCLS Contractual Expenses		40.00			40.00
7060 Children's Books		17.58	140.01		157.59
7260 Adult Programs (deleted)		218.85			218.85
9000 Contingencies				280.87	280.87
7521 Office & Library Materials		94.95	12.59	395.70	503.24
7030 Adult DVD's & DVD Supplies			527.66		527.66
7020 Adult Audio Books			139.79	524.14	663.93
7240 Children's Programs		1,277.97			1,277.97
7790 Building & Grounds				1,951.38	1,951.38
7760 Contracted Services				3,476.75	3,476.75
7015 Adult Graphic Novels			5,060.61		5,060.61
7017 Non-Fiction CBA		6,990.17			6,990.17
7620 Construction Grant Expenses		29,678.10			29,678.10
7250 Program Supplies		300.00	35,408.10		35,708.10
7035 Large Print/Smith Fund		33,065.05	5,968.78		39,033.83
7520 Computer Exp/Supplies - LLSA		43,867.50	780.14		44,647.64
7010 Adult Fiction Books	16.03	23.64	71,581.23		71,620.90
7610 Grant/Donation Expenditures	999.18	117,045.42	90,471.53	20,220.51	228,736.64
Total for Expenses	**1,015.21**	**232,619.23**	**210,111.02**	**26,849.35**	**$470,594.81**
Net Operating Income	**2,874.79**	**52,664.36**	**49,248.86**	**30,043.90**	**$134,831.91**
Other Income					
Other Expenses					
Net Other Income					
Net Income	**2,874.79**	**52,664.36**	**49,248.86**	**30,043.90**	**$134,831.91**

Grants & Donations Report - Fiscal YTD - copy

Roswell P. Flower Memorial Library

July 1-September 30, 2025

DISTRIBUTION ACCOUNT	GRANTS	RESTRICTED DONATIONS	UNRESTRICTED DONATIONS	TOTAL
Income				
6000 Unrestricted Donations			454.01	454.01
6010 Grants	10,298.00			10,298.00
6005 Restricted Donations		15,980.00		15,980.00
Total for Income	**10,298.00**	**15,980.00**	**454.01**	**$26,732.01**
Cost of Goods Sold				
Gross Profit	**10,298.00**	**15,980.00**	**454.01**	**$26,732.01**
Expenses				
7035 Large Print/Smith Fund	728.65			728.65
7250 Program Supplies		1,460.64		1,460.64
7610 Grant/Donation Expenditures		2,233.26		2,233.26
7520 Computer Exp/Supplies - LLSA	4,152.81			4,152.81
Total for Expenses	**4,881.46**	**3,693.90**		**$8,575.36**
Net Operating Income	**5,416.54**	**12,286.10**	**454.01**	**$18,156.65**
Other Income				
Other Expenses				
Net Other Income				
Net Income	**5,416.54**	**12,286.10**	**454.01**	**$18,156.65**

Grants & Donations Report - Month

Roswell P. Flower Memorial Library

September 2025

DISTRIBUTION ACCOUNT	GRANTS	RESTRICTED DONATIONS	TOTAL
Income			
6005 Restricted Donations		795.00	795.00
Total for Income		**795.00**	**$795.00**
Cost of Goods Sold			
Gross Profit		**795.00**	**$795.00**
Expenses			
7035 Large Print/Smith Fund	152.27		152.27
7250 Program Supplies		632.96	632.96
7610 Grant/Donation Expenditures		1,707.79	1,707.79
7520 Computer Exp/Supplies - LLSA	2,959.14		2,959.14
Total for Expenses	**3,111.41**	**2,340.75**	**$5,452.16**
Net Operating Income	**-3,111.41**	**-1,545.75**	**-$4,657.16**
Other Income			
Other Expenses			
Net Other Income			
Net Income	**-3,111.41**	**-1,545.75**	**-$4,657.16**

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

	September 25	Budget	% of Budget	September 24	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	454.01	12,000.00	3.78%	15,015.33	12,000.00	125.13%
6005 · Restricted Donations	15,980.00	12,900.00	123.88%	1,169.14	11,000.00	10.63%
6010 · Grants	10,298.00	13,000.00	79.22%	9,082.00	13,000.00	69.86%
6015 · School Ballot Funds	0.00	75,000.00	0.0%	2,367.64	75,000.00	3.16%
6020 · NCLS CBA Funds	20,000.00	50,000.00	40.0%	20,000.00	50,000.00	40.0%
6151 · Book Sales	5,371.65	12,000.00	44.76%	4,535.56	12,000.00	37.8%
6240 · Miscellaneous Income	521.27	500.00	104.25%	-37.98	500.00	-7.6%
6241 · Internet Copies	1,799.26	4,500.00	39.98%	908.01	4,500.00	20.18%
6242 · Photocopier/Microprinters	0.00	400.00	0.0%	91.40	400.00	22.85%
6244 · Headsets/Thumb Drives	26.11	100.00	26.11%	28.00	100.00	28.0%
6245 · Lost & Damaged Materials	515.43	1,000.00	51.54%	680.02	1,000.00	68.0%
6247 · Returnable Deposits/Refunds	75.57	0.00	100.0%	50.00	0.00	100.0%
6250 · Library Promotions	0.00	0.00	0.0%	1.00	0.00	100.0%
6260 · Interest Income	6.96	100.00	6.96%	40.84	100.00	40.84%
6262 · Library Cards	88.14	300.00	29.38%	79.20	300.00	26.4%
6280 · Genealogy Income	0.00	300.00	0.0%	0.00	300.00	0.0%
6998 · Appropriated Fund Balance	0.00	20,553.00	0.0%	0.00	45,600.00	0.0%
Total Income	55,136.40	202,653.00	27.21%	54,010.16	225,800.00	23.92%
Gross Profit	55,136.40	202,653.00	27.21%	54,010.16	225,800.00	23.92%
Expense						
7010 · Adult Fiction Books	3,430.84	12,500.00	27.45%	1,988.69	12,500.00	15.91%
7015 · Adult Graphic Novels	589.42	2,500.00	23.58%	373.58	2,500.00	14.94%
7017 · Non-Fiction CBA	5,064.62	50,000.00	10.13%	6,798.75	50,000.00	13.6%
7020 · Adult Audio Books	526.99	2,750.00	19.16%	164.70	3,250.00	5.07%
7030 · Adult DVD's & Supplies	400.46	3,500.00	11.44%	236.79	3,500.00	6.77%
7035 · Large Print/Smith Fund	665.53	4,750.00	14.01%	1,202.24	4,750.00	25.31%
7040 · Teen Books	1,423.41	6,000.00	23.72%	393.65	5,000.00	7.87%
7050 · Music CD's	28.77	800.00	3.6%	37.93	900.00	4.21%
7060 · Children's Books	869.25	2,500.00	34.77%	319.55	2,500.00	12.78%
7092 · Children's DVD's	253.34	800.00	31.67%	1.11	900.00	0.12%
7200 · Newspapers & Magazines	403.52	2,000.00	20.18%	1,857.49	2,000.00	92.88%
7250 · Programs Supplies	1,265.53	10,000.00	12.66%	1,378.90	10,000.00	13.79%
7300 · E-Books/NCLS Contractural	0.00	13,000.00	0.0%	0.00	13,000.00	0.0%
7410 · Promotional Materials	300.00	2,000.00	15.0%	0.00	1,000.00	0.0%
7450 · Event Expenses	0.00	500.00	0.0%	148.70	1,500.00	9.91%
7520 · Computer Expenses/Supplies-LLSA	4,152.81	12,500.00	33.22%	2,365.47	12,500.00	18.92%
7521 · Office & Library Materials	334.32	3,000.00	11.14%	241.08	3,000.00	8.04%
7532 · Membership Dues	0.00	2,500.00	0.0%	390.50	2,500.00	15.62%
7610 · Grant/Donation Expenditures	2,007.79	20,000.00	10.04%	9,883.75	20,000.00	49.42%
7640 · Accounting/Professional Fees	200.00	15,000.00	1.33%	572.50	20,000.00	2.86%
7650 · Bank & Credit Card Charges	0.00	300.00	0.0%	277.93	300.00	92.64%
7755 · NCLS Contractual Expenses	0.00	2,000.00	0.0%	401.22	2,000.00	20.06%
7760 · Contracted Services	15,262.08	21,253.00	71.81%	1,541.40	46,200.00	3.34%
7800 · Furniture/Furnishings	2,879.39	5,000.00	57.59%	143.44	1,000.00	14.34%
8058 · Genealogy/Schobel Expenses	5,449.40	7,500.00	72.66%	1,538.81	5,000.00	30.78%
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	45,507.47	202,653.00	22.46%	32,258.18	225,800.00	14.29%
Net Ordinary Income	9,628.93	0.00	100.0%	21,751.98	0.00	100.0%
Net Income	**9,628.93**	**0.00**	**100.0%**	**21,751.98**	**0.00**	**100.0%**

Director's Report October '25:

Building & Grounds

Thank you to our maintenance department for getting the front of the building ready for fall. They have put pumpkins and mums out to make us more festive.

The front door will close for the season on October 14th to ensure public safety as the temperatures drop.

Programming/Department Highlights

Please see the attached summer programming report

From Jamie LaPlaca: On Saturday, October 4, all the librarians hosted our annual *Halloween Trick-or-Treat-or-Trucks* event, which is a community and personal favorite that combines festive Halloween fun with our beloved Touch-a-Truck!

Touch-a-Truck gives participants the chance to climb in, explore, and learn about a variety of community vehicles. Like last year, we partnered with City Hall to host the vehicle portion in their parking lot, while the Halloween festivities took place inside the library.

We were thrilled to welcome vehicles and staff from the City of Watertown Police Department, City of Watertown Fire Department, City of Watertown Department of Public Works (DPW), Jefferson County Sheriff's Office, New York State Police, Groff's Towing, and the Victims Assistance Center. Each organization brought at least one vehicle (DPW brought two!) and spent the morning teaching attendees about their work and the important roles their vehicles play. Patrons were encouraged to climb inside, honk horns, ring sirens, and get a hands-on experience. This year, each organization went above and beyond by decorating their vehicles for Halloween. My personal favorite vehicles were the armored truck from the Jefferson County Sheriff's Office because I have never actually seen one of those up close before!

Inside the library, families enjoyed a variety of crafts and activities. Crafts included paper pumpkin decorating, scratch art bookmarks, and paper bag monsters. All the crafts were designed to encourage creativity and imagination rather than following step-by-step instructions.

Our activity stations were a hit, featuring Spooky Feely Bowls, Pin the Spider on the Web, Boo Toss, Skeleton Beanbag Toss, Find the Eyeball in the Web, Witch Hat Ring Toss, Spooky Tattoos, and a Spin to Win prize wheel. The crowd favorite was definitely the Spooky Feely Bowls, where participants reached into mystery containers filled with "monster parts" like spider legs (pipe cleaners) and monster teeth (popcorn kernels). The Spooky Tattoo Station was another big hit! We offered a wide variety of trendy temporary tattoos that patrons of all ages loved including spooky Bluey designs to Disney favorites and traditional Halloween characters. My personal favorite was the Spin to Win wheel because it gave everyone, even the less coordinated participants, a chance to walk away with a fun prize.

This year, we had 797 participants which is over 100 more than last year's 662! We're so grateful to our community partners and all the families who came out to celebrate with us. I especially want to thank my wonderful coworkers, whose creativity and teamwork made this event such a success. We already have some awesome ideas for next year, and can't wait to start planning again!

From Ashley Pickett: On Wednesday, October 1st librarians Jamie LaPlaca and myself hosted our second session of Budget Bites to Go, an educational cooking workshop held in partnership with Cornell Cooperative Extension. Second in a five-part series, participants were invited to learn about healthy nutrition on a budget with an experienced teacher as she demonstrated a themed recipe. At the conclusion of each session, all participants are able to take home a free meal kit that includes the shelf-stable ingredients necessary to make the demonstrated meal along with instructions, tips and tricks, and other information. This month's theme was hearty soups and stews; participants taste-tested a butternut chili and took home the ingredients to make it for

themselves. This series was made possible through a mini grant of $1000 obtained from the North Country Library System. While this session was full with 16 participants ages 18+, any unclaimed kits will be placed on the main floor for any patron to take home! Future themes include meals for two, light food, and breakfast.

Miscellaneous

Farmer's Market Book Sales have come to an end. Thank you to Vicky and Danielle for running them for us all summer. We only had to miss two for weather. In total the library made $6,726 in earnings from this endeavor.

Respectfully Submitted by Suzie Renzi-Falge

Transaction Report
Roswell P. Flower Memorial Library
May 28-October 1, 2025

	Transaction date	Transaction type	Num	Memo/Description	Account full name	Item split account	Amount
6151 Book Sales							
	05/28/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	399.76
	06/04/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	486.50
	06/11/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	606.70
	06/25/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	503.75
	07/02/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	561.05
	07/16/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	500.90
	07/23/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	468.11
	07/30/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	541.70
	08/06/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	541.50
	09/03/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	371.50
	09/10/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	450.90
	09/17/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	552.80
	09/24/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	338.25
	10/01/2025	Sales Receipt		Farmers Market	6151 Book Sales	Undeposited Funds	402.80
Total for 6151 Book Sales							**$6,726.22**

Flower Memorial Library Long Range Plan
2025-2028

BUILDING AND GROUNDS:

Goal: Create a Makerspace for community use inside the library.

Activity 1: Use the New York State Construction Grant to fund the design and construction of a Makerspace on the second floor of the library.

- Who's responsible: Library Director, Staff, Library Board
- Target Finish: 2026-2027
- How to Measure: Construction grant has been approved, design, and construction of Makerspace will be completed

Activity 2: Provide new technologies and hobbyist activities within the Makerspace

- Who's responsible: Library Director, Library Staff
- Target Finish: 2027 and ongoing there after
- How to Measure: Survey the community, focus groups, measure the popularity of activities offered

Activity 3: Provide staff and community members with adequate training on all technologies and hobbyist activities available in the Makerspace.

- Who's responsible: Library Director, Library Staff
- Target Finish: 2027 and ongoing there after
- How to Measure: offer educational training classes

CENTRAL LIBRARY – From NCLS Central Library Plan of Service

Goal: Expand and Improve Reference and Information Services offered to Member Libraries and Patrons.

Activity 1: Publicize reference services provided by Central Library programs to other libraries within the North Country Library System.

- Who's responsible: Library Board, Library Staff
- Target Finish: Ongoing
- How to Measure: reference questions answered, publicity created (eg. CL Newsletter).

Activity 2: Promote the use of webpage/phone/email/social media, in person methods for submitting reference questions.

- Who's responsible: Library Board, Library Staff
- Target Finish: Ongoing
- How to Measure: reference questions answered, publicity created

Activity 3: Evaluate and make suggestions for purchase of databases that would enhance reference services.

- Who's responsible: Library Director, Librarians
- Target Finish: Ongoing
- How to Measure: Attendance at CLAC meetings, databases reviewed.

Activity 4: Create instructional aids, online tutorials, social media posts, and offer courses in database instruction and any other system resources that will benefit the libraries or patrons.

- Who's responsible: Library Director, Librarians
- Target Finish: Ongoing
- How to Measure: Documentation created, classes offered

Goal: Maintain and Add to Central Library Collection

Activity 1: Purchase adult nonfiction materials for the entire library system, including core collection items, and items requested by any libraries in the system using library requests, review sources, circulation, etc. as criteria for purchase.

- Who's responsible: Library Director, Librarians
- Target Finish: Ongoing
- How to Measure: Items purchased and/or added

Activity 2: Weed Central Library collections based on space concerns, importance to the collection, circulation and condition.

- Who's responsible: Library Director, Librarians
- Target Finish: Ongoing
- How to Measure: Items weeded and/or replaced.

Goal: Support and Facilitate Lending Between Member Libraries

Activity 1: Ensure that all Central Library materials are easily accessible to all members of the system including physical access through adequate stacks and access via Interlibrary loan.

- Who's responsible: Library Director, Interlibrary loan staff and other library staff
- Target Finish: Ongoing
- How to Measure: Items sent via Interlibrary loan. Stacks maintained.

Activity 2: Ensure that all library staff members are trained and have access to information regarding Interlibrary Loan.

- Who's responsible: Library Director, Interlibrary loan staff and other library staff
- Target Finish: Ongoing
- How to Measure: Training classes offered, attendees.

COLLECTION DEVELOPMENT - GENERAL

Goal: Maintain and Add to Other Collections

Activity 1: Purchase materials, including core collection items, and items requested by any libraries in the system using library requests, review sources, circulation, etc. as criteria for purchase.

- Who's responsible: Library Director, Librarians
- Target Finish: Ongoing
- How to Measure: Items purchased and/or added

Activity 2: Ensure that all materials are easily accessible to all members of the system including physical access through adequate stacks and access via Interlibrary loan.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Items sent via Interlibrary loan

Activity 3: Weed collections based on space concerns, importance to the collection, circulation and condition.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Items weeded and/or replaced.

MARKETING AND OUTREACH

Goal: Provide a board- approved, written annual report to the community detailing the library's progress in meeting its mission, goals, and objectives. Minimum Standard #3

Activity 1: At the end of each fiscal year, prepare and distribute the board approved Annual Report to the Community with access online and in print.

- Who's responsible: Library Board, Library Director and Library Staff
- Target Finish: Yearly at the end of the fiscal year
- How to Measure: Report to the Community available in print and online. Copies mailed to local organizations, city officials, etc.

Goal: Increase awareness of the services and programs provided by the library in order to create and maintain partnerships with other educational, cultural or community organizations. Minimum Standard #14

Activity 1: Continue to pursue Outreach opportunities with local organizations and cultural and educational institutions to inform the public regarding library services.

- Who's responsible: Library Director, Library Board, Library Staff, Friends
- Target Finish: Ongoing
- How to Measure: More traffic, more circulation, more program attendance

Activity 2: Develop surveys for programs to determine how participants find out about our programs and to gather feedback about the quality of programs as well as suggestions for improving programs.

- Who's responsible: Library Director, Librarians
- Target Finish: Ongoing as needed
- How to Measure: Surveys developed, distributed and information analyzed.

Activity 3: Promote awareness of library programs and resources using social media.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Likes, sharing, etc.

TECHNOLOGY

Goal: Maintain a website that provides public access to services and information about the library. Minimum Standard #11

Activity 1: Maintain a current list of programs and services available to the public on the website.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Website hits measured. Website updated weekly or daily if necessary.

Activity 2: Maintain local governance information on the webpage including library bylaws, long range plan, board minutes, policies, budget, annual report to the community, list of board members, etc.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Website hits measured. Website updated weekly or daily if necessary.

Goal: Work to improve Digital Literacy in our community.

Activity 1: Library Staff will offer technology and digital literacy workshops both in person and virtually and one-on-one technical assistance to patrons.

- Who's Responsible: Library Staff
- Target Finish: Ongoing
- How to Measure: Number of library patrons attending workshops or trained.

Goal: Protect computers and server infrastructure from viruses, hackers, ransomware, etc.

Activity 1: Ensure computer antivirus software is up to date.

- Who's Responsible: Library Staff
- Target Finish: Ongoing
- How to Measure: Antivirus software purchased as needed and updated monthly

Activity 2: Work with NCLS and other vendors to identify potential threats and best practices.

- Who's Responsible: Library Director, NCLS IT Staff
- Target Finish: Ongoing
- How to Measure: Training classes

Activity 3: Ensure staff are trained in ways to protect information through training.

- Who's Responsible: Library Director, NCLS IT Staff
- Target Finish: Ongoing
- How to Measure: Training classes

TRAINING:

Goal: Ensure staff training is current. Minimum standard #13

Activity 1: Provide current training topics for the All Staff Training day in January with a focus on technology topics and information sources.

- Who's responsible: Library Director, Library Staff

- Target Finish: Ongoing
- How to Measure: Staff is trained in all aspects of serving the public.

Activity 2: Provide opportunities for staff to receive advanced training at NCLS, NNYLN, NYLA, ARSL, PLA or via webinars, etc.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Staff continue to meet or exceed minimum training requirements

Monthly Statistic Comparison Report

	September, 2025	September, 2024
ADULT BOOK CIRCULATION		
Fiction (Adult & YA)	2,658	2,507
Non-Fiction (Adult & YA)	1,141	1,327
Total	**3,799**	**3,834**
JUVENILE BOOK CIRCULATION		
Fiction	2,245	2,230
Non-Fiction	513	644
Total	**2,758**	**2,874**
TOTAL BOOK CIRCULATION	**6,557**	**6,708**
OTHER MATERIALS CIRCULATION		
Adult & YA Magazines	44	27
Juvenile Magazines	18	10
Adult & YA Talking Books/Audios	89	77
Juvenile Talking Books/Audios	8	16
Adult DVD's/BluRay's	745	893
Juvenile DVD's/BluRay's	273	235
Multimedia	60	66
Music CD's	136	153
TOTAL OTHER MATERIALS	**1,373**	**1,477**
*Other Items\Empire Passes	37	15
IN-HOUSE TALLY (Kathy)		
Read & Return Paperbacks	**48**	**42**
Circulation Desk Reference Titles		
Newspapers	14	9
Serials/Reference Books	0	0
Total Circulation Desk	**14**	**9**
GRAND TOTAL CIRCULATION	**8,029**	**8,251**
REFERENCE QUESTIONS		
Adult/Teen/Juvenile	112	169
Genealogy	41	36
Total	**153**	**205**
INTERLIBRARY LOANS		
Borrowed (Received) 4.16	543	0
Loaned 4.17	1,014	11
DUENORTH (Favorites)		
Borrowed (Received) 4.16	0	0
Loaned (Sent) 4.17	9	11
OCLC (Lisa)		
Borrowed (Loaned) 4.16	74	43
PROCTORING EXAMS	2	2
MEETING ROOM RESERVATIONS		
Library	29	23
Non-Library	59	38
Total	**88**	**61**
DOOR COUNT	7,701	7,698

COMPUTER SESSIONS 5.6	576	644
NEW BORROWERS	189	140
Programs		
Adult		
Sessions	2	17
Attendance	272	225
Young Adult		
Sessions	7	11
Attendance	65	112
Juvenile/Tween		
Sessions	17	22
Attendance	603	993
Total Sessions	**26**	**50**
Total Attendance	**940**	**1,330**
Ancestry.com		
Sessions	411	265
Website Visits 5.4	126,185	67,001
Wireless Sessions	13,588	16,212
EBOOK Checkouts	784	744
Audio Book Downloads	789	761
ArtistWorks, LawDepot & Universal Class	2	3

Fire & Fantasy with Roswell

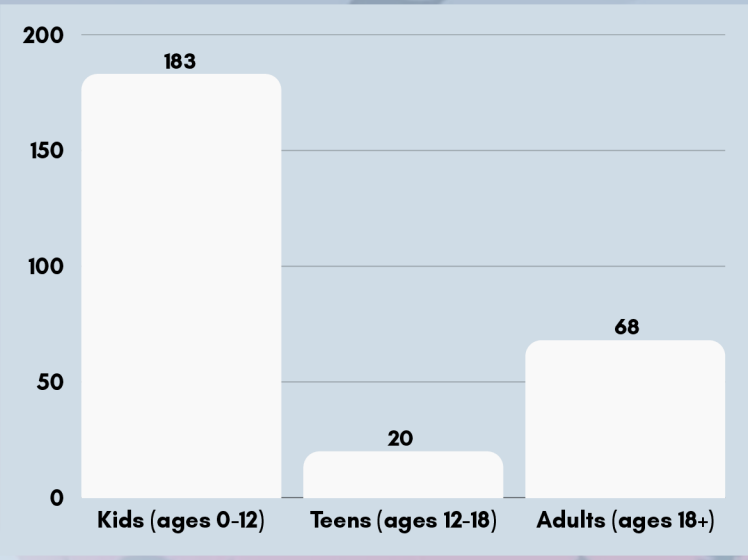
Summer Reading 2025

This year's Summer Reading Program, themed *Fire & Fantasy with Roswell*, was nothing short of magical. We were thrilled to see a "spellbinding" increase in children's participation, with 9 more participants and 156 more total hours read. Adults had an increase of 245 total hours read, and 1 less participant. We do not have last year's teens stats. Families really enjoyed our themed events throughout the summer. Most notably was our fantasy magic show, with guest magician Terri Lynn, that had kids and caregivers completely under its spell.

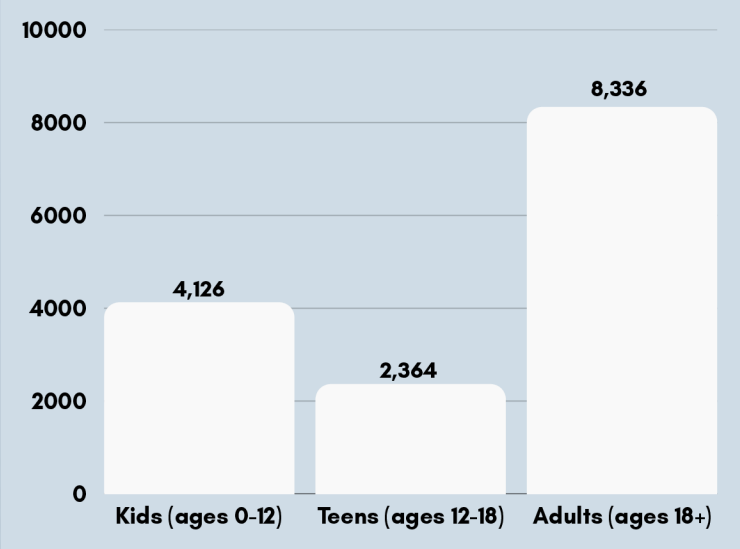
At the start of the teen program, we welcomed one new Teen Librarian to the team, while midway through the adult program we said farewell to one of our adult services librarians. Even with these staff changes, the programs kept its spark and continued to cast a positive spell on the community.

At the end of the summer, we sent out a survey to gather feedback. Patrons shared valuable insights, including teens loving the choice of restaurant gift card, adults hoping for a mix-up of prizes next year, and children/families requesting more places/activities prizes instead of gift cards (like a Zoo pass). These insights will help us forge an even more legendary program for next year, and we can't wait to start planning for Winter Reading!

Number of Participants by Age Group



Total Hours Read by Age Group



Roswell P. Flower Memorial Library

Flower Memorial Library Strategic Plan 2021-2025		
Building and Grounds	**Responsible Person**	**Completion Date**
Goal: Library Space Planning and Redesign		
Activity: Review Phase 2 of Library Renovation with board (move Teen Space downstairs)	Board/Director	6/30/2022
Activity: Implement approved Phase 2 of Library Renovation/Construction Grant/new flooring/new windows	Director/Staff/City	12/30/2025
Activity: Research additional funding/grants for plan	Board/Director/Staff	Ongoing
Goal: Ensure there is adequate shelving, lights and seating for patrons		
Activity: Annually review lights, shelving and seating for repair or replacement	Director/Staff	Ongoing
Activity: Annually review standards for adequate seating, shelving and lighting	Director/Staff	Ongoing
Goal: Improve Teen Space		
Activity: Purchase new Furnishings based on wear	Teen Librarian	Ongoing
Goal: Improve the Children's space:		
Activity: Add murals to the children's room walls	Children's Librarian	12/30/2021
Activity: Research and obtain funding/grants for more kid friendly technology	Children's/Tween Librarian	12/30/2022
Goal: Investigate and create Maker Space….		
Activity: Review choices/find best fit for community	Librarians	12/30/2021
Activity: Research grants for purchase	Librarians	6/30/2022
Activity: Purchase and Install	Librarians	12/30/2022
Goal: Miscellaneous Improvements		
Activity: Contact door company to lock/unlock staff and side door with keys	Director/Staff	12/30/2021
Activity: Replace ceiling tiles/repair grid	Staff/Engineering	12/30/2021
Activity: Assess/repair/replace upholstered chairs	Director/Board	12/30/2021
Activity: Research new/upgrade PA system	Director/City IT	12/30/2021
Activity: Create family bathroom upstairs	Director/Maintenance	12/30/2022
Activity: Replace interior dome lights with LED lights	Director/City Electricians	12/30/2022

Goal: Investigate potential cost savings from Building Improvements		
Activity: Create a 15 year Capital Improvement plan for all facets of the building	Director/City Eng.	1/30/2020
Activity: Replace large historic windows with energy efficient windows	Director/City Eng.	12/30/2021
Activity: Replace existing flourescent and incandescent bulbs with LED	Director/Staff	12/30/2022
Activity: Replace windows in addition with energy efficient windows	Director/City Eng.	6/30/2023
Activity: Replace small historic casement windows with energy efficient windows	Director/City Eng.	6/30/2025
Activity: Investigate construction grants and other grants for building renovations	Director/Library Staff	Ongoing
Goal: Repair steps and marble façade		
Activity: Obtain a quote for repair to marble stairs and façade	Library Staff/Vendor	12/30/2020
Activity: Add costs to City 2021-2022 budget	Library Director	12/30/2020
Activity: Repair marble steps and façade and soffit	Vendor	6/30/2022
Goal: Clean Marble Fence		
Activity: Wash fence with mild soap, soft brush and warm water	Maintenance	10/30/2022
Activity: Seal fence	Maintenance	10/30/2022
Goal: Review Fountain Configuration		
Activity: Work with City to review current configuration	City Engineer/Maint/Dir	6/30/2022
Activity: Review options for improvements	City Engineer/Maint/Dir	6/30/2022
Activity: Install/change configuration as needed	City Engineer/Maint/Dir	6/30/2023
Goal: Improve access to library		
Activity: Improve interior and exterior signage	Board/Director/City Engr	Ongoing
Activity: Continue side walkway to street	Director/City DPW	12/30/2021
Activity: Survey library boundry lines	Director/Engineer	6/30/2022
Activity: Widen driveway and increase parking- found property markers. Cannot widen driveway or parking lot	Board/Director/City Engr	12/30/2024

Central Library	Responsible Person	Completion Date
Goal: Expand and Improve Reference & Information Services offered to Member Libraries and Patrons		
Activity: Publicize Reference Services provided by Central Library programs using webpage, Social Media, etc	Library Staff	Ongoing
Activity: Promote the use of webpage/fax/phone/email/in person/social media methods for submitting reference questions	Library Staff	Ongoing
Activity: Evaluate and make suggestions for purchase of databases that will enhance reference services	Library Staff	Ongoing
Activity: Participate in CL meetings	Library Director	Ongoing
Activity: Create instructional aids, online tutorials and offer courses in database instruction and any other system resources that will benefit member libraries or patrons	Library Staff	Ongoing
Goal: Maintain and Add to Central Library Collection		
Activity: Purchase ANF materials for the entire library system , including core collection items and items requested by any libraries/patrons in the system using library requests, review sources, circulation data, etc. as criteria for purchase.	Librarians	Ongoing
Activity: Weed Central Library collections	Librarians	Ongoing
Activity: Identify ANF core collection books already in the collection	Librarians	12/30/2021
Activity: Create plan to identify new core collection ANF purchases	Librarians	12/30/2021
Activiy: Identify ANF core collection materials to be purchased	Librarians	12/30/2021 & Ongoing
Goal: Support and Facilitate Lending Between Member Libraries		
Activity: Ensure that all Central Library materials are easily accessible to all member libraries and patrons including physical access through adequate stacks and access via Interlibrary Loan	Library Staff	Ongoing
Goal: Ensure there is adequate shelving, lights and seating for patrons		
Activity: Annually review lights, shelving and seating for repair or replacement	Director/Staff	Ongoing
Activity: Annually review standards for adequate seating, shelving and lighting	Director/Staff	Ongoing

Collection Development	Responsible Person	Completion Date
Goal: Improve the Teens Collection		
Activity: Conduct YA nonfiction inventory and update call numbers	Teen Librarian	12/30/2022
Activity: Weed/review call numbers/move YA books in basement	Teen Librarian	12/30/2022
Activity: Adjust purchasing to reflect the interests of those at this reading level	Teen Librarian	Ongoing
Goal: Improve the Children's Collection		
Activity: Identify children's core collection books in WF	Children's Librarian	12/30/2022
Goal: Improve the Adult Collections		
Activity: Inventory all adult collections including DVD's etc. every 3 years	Library Staff	Ongoing
Activity: Identify core collection books in WF and on spine	Library Staff	Ongoing
Activity: Purchase core collection books for ANF	Library Staff	Ongoing
Goal: Improve Adult Graphic Novel Collection		
Activity: Review performance of Adult Graphic Novels	Library Staff	12/30/2021
Activity: Adjust purchases of AGN based on demand	Library Staff	12/30/2021
Goal: Improve Awareness and Use of Ebooks		
Activity: Offer training classes for ebook use and apps	Librarians	Ongoing
Activity: Make recommendations for ebook purchases	Library Staff	Ongoing

Genealogy Department	Responsible Person	Completion Date
Goal: Collection Maintenance		
Activity: Move Genealogy materials from storage in basement/1812 back to dept.	Genealogy Sup.	12/30/2020
Activity: Make Genealogy and NYS local history call numbers consistent	Gen Supervisor/Clerks	3/30/2021
Activity: Add vital records in card catalog to Excel spreadsheet/ remove catalogs	Genealogy Sup/Clerks	6/30/2022
Goal: Increase usage of the Genealogy Department		
Activity: Create a libguide to help library staff	Genealogy Sup.	**9/30/2021**
Activity: Continue digitization of materials such as City Directories	Genealogy Sup.	Ongoing
Activity: Pursue grants for digitization projects	Genealogy Sup.	Ongoing
Activity: Partner with Jeff Co. Historical Society, Jeff Co Genealogical Society, etc	Genealogy Sup.	Ongoing
Activity: Incorporate Genealogy into current social media updates.	Genealogy Sup.	Ongoing
Goal: Expand existing Genealogy Programming		
Activity: Survey non users to determine interests	Genealogy Sup.	12/30/2020
Activity: Secure Community Partnerships to help with sponsorships	Genealogy Sup.	Ongoing
Activity: Create webinars/tutorials for Genealogy topics	Library Staff	Ongoing
Activity: Offer Genealogy courses at other libraries, in person and virtually	Library Staff	12/30/2021 and ongoing
Goal: Maintain and/or Improve Genealogy Department Support		
Activity: Train staff to gain comfort with basic Genealogy requests	Genealogy Sup.	Ongoing
Activity: Train librarians to gain comfort with advanced Genealogy requests	Genealogy Sup.	Ongoing
Activity: Create Finding Aids and guides to help locate materials	Genealogy Sup.	Ongoing
Activity: Develop a plan for Genealogy coverage after Terry leaves	Genealogy Sup./Director	6/30/2021
Activity: Recruit more volunteers so the department can maintain open hours	Director/Gen Sup.	Ongoing

Marketing and Outreach	Responsible Person	Completion Date
Goal: Increase awareness of Library Services		
Activity: Survey community annually	Librarians	Ongoing
Activity: Implement marketing and outreach suggestions from patron survey	Librarians	Ongoing
Activity: Maintain an online presence through social media, website, etc.	Librarians	Ongoing
Activity: Attend webinars, etc for Marketing ideas	Librarians	Ongoing
Activity: Explore other avenues to increase awareness: TV ads, banners, tshirts, etc	Librarians/Board	Ongoing
Activity: Create and maintain outreach opportunities at local schools, Teen center, etc.	Librarians	Ongoing
Activity: Create and maintain other community connections	Staff/Board	Ongoing
Activity: Continue to create promotional materials for print and online	Librarians/Board	Ongoing
Activity: Work with Marketing Committee to develop new marketing ideas	Board/Staff	Ongoing

Programming	Responsible Person
Goal: General Programming Improvements (across all age groups)	
Activity: Develop surveys to explore interest in programming topics	Librarians/ Director
Activity: Prioritize alignment of programs & services to meet the needs of the community, including virtual programs	Librarians
Activity: Develop a comprehensive marketing plan/ increase marketing and promotion of library programs	Librarians/ Board
Activity: Increase technology programming for all ages to ensure the public has a broad understanding of what is available to them	Librarians
Activity: Continue to partner with community organizations & reach out to them on a regular basis	Librarians
Activity: Maintain funding and/or find new sources of funding for programs across all ages	Director/ Board
Goal: Improve Teen Programs	
Activity: Identify ways to offer programming on weekends	Teen Librarian
Activity: Increase collaborations with local school districts in Jefferson County	Teen Librarian
Activity: Collaborate with Teen Center, etc in Watertown for programs in house and at their location	Teen Librarian
Goal: Improve Children's Programs	
Activity: Pursue grants to maintain quality large events and performances	Children's Librarians
Activity: Offer a Special Needs Story Time	Children's Librarians
Activity: Provide youth with access to activities which promote an interest and understanding in STEAM	Librarians
Activity: Implement programming suggestions from the survey	Children's Librarians
Activity: Increase collaboration with the Watertown City School District	Librarians
Goal: Expand existing Adult Programming	
Activity: Increase outreach programming to elder care facilities	Adult Service's Librarian
Activity: Offer new and innovative Genealogy Programming	Genealogy Librarian
Activity: Increase non-user population at events	Adult Service's Librarian

Completion Date
Ongoing
Ongoing
Immediate
Ongoing
Ongoing
Ongoing
6/30/2021
Ongoing
Ongoing
Immediate
Ongoing
Ongoing
Ongoing
Ongoing
Immediate
Immediate
Ongoing

Technology	Responsible Person
Goal: Maintain up to date Computers, printing, wireless for staff and patrons	
Activity: Replace staff and public computers older than 5 years	Tech Person
Activity: Upgrade/replace telecomm equipment as necessary	Tech Person
Activity: Install Wifi Printers for the staff and public	Tech Person/NCLS
Activity: Use Ipads for Reference, Virtual Programs, create tutorials, etc.	Librarians
Goal: Research New Technology to Improve Patron Access	
Activity: Research apps to improve patron access to information	Staff/NCLS
Activity: Investigate new electronic resources	Staff/NCLS
Activity: Maintain webpage electronic resources	Tech Person
Goal: Improve library ability to offer virtual programs, tutorials, meetings and webinars	
Activity: Purchase software and hardware required to offer online services to patrons (zoom,etc)	Library Staff
Goal: Improve Webpage Access and Information	
Activity: Recreate DRUPAL webpage when NCLS stops DRUPAL support	Library Staff
Activity: Enhance Wordpress webpage to include library history, tour, etc.	Library Staff
Goal: Create PC and Server support plan	
Activity: Identify options for PC support not dependent on library staff	Director/Board/NCLS/Vendor
Activity: Investigate options for server and PC support based on cost, level of service, etc.	Director/Board
Activity: Upgrade server equipment based on vendor evaluation	Director/Board

Completion Date
Ongoing
Ongoing
12/30/2021
Ongoing
Ongoing
Ongoing
Ongoing
9/30/2020
12/30/2020
12/30/2021
12/30/2021
12/30/2021
12/30/2021

Training	Responsible Person	Completion Date
Goal: Stay up to date on new technologies and renew current skills		
Activity: Offer new and relevent workshops at the yearly day long training class	Director	Ongoing
Activity: Offer yearly Code Adam refresher courses w/monthly drills	Librarians	Ongoing
Activity: Offer yearly Ebook and database Refresher courses	Librarians	Ongoing
Activity: Train staff in Fire drill procedures w/quarterly drills	Librarians	Ongoing
Activity: Improve technology skills by attending ATTAIN lab classes	ATTAIN	Ongoing
Goal: Increase Awareness of Regional, Statewide and National Topics		
Activity: Apply for grants and stipends to attend training	Librarians	Ongoing
Activity: Attend Regional, Statewide and National Conferences	Librarians	Ongoing
Activity: Actively seek out webinars and other training opportunities	Library Staff	Ongoing
Goal: Ensure staff training includes safety awareness		
Activity: Continue training staff in cyber security	Library Staff	Ongoing
Activity: Continue training staff in personal safety and security	Library Staff	Ongoing

Funding	Responsible Person
Goal: Continue to offer book sales, etc. as a funding revenue source	
Activity: Check donated books as they arrive for addition to collection, sale, etc	Library Staff
Activity: Identify ways to sell books when stacks are closed	Library Staff
Activity: Stock ongoing Book Store in Basement	Library Staff
Activity: Sell at Farmers Market whenever possible	Library Staff
Activity: Sell to online vendors such as Better World Books and Amazon	Library Staff
Activity: Identify book seller for very rare and valuable items	Director
Goal: Create Foundation of Public Support for future referendums	
Activty: Improve Social Media information regarding library events, etc	Library Board/Staff
Activity: Get public to show visible support - lawn signs, etc.	Library Board/Friends
Activity: Become active in social media to support other libraries and their votes	Library Board/Staff/Friends
Goal: Secure Adequate Funding for the Library	
Activity: Investigate alternative funding sources including School District and School Ballot	Board/Director/NCLS
Activity: Create a 5 and 10 year plan for Improved Funding based on NCLS input	Board/Director
Activity: Discuss initiative with City Council/Manager	Board/NCLS/Director
Activity: Board resolution as required	Board/Director
Activity: Meet with Friends to discuss campaign	Board/NCLS/Director
Activity: Create PSA's, sound bites, letters to the editor, etc	Board/Director
Activity: Start Publicity/Education	Board/Friends/Director
Activity: Meet with School Board	Board/Director

Completion Date
Ongoing
Ongoing
Ongoing
Ongoing
Ongoing
12/30/2021
12/30/2021 and ongoing
12/30/2021 and ongoing
12/30/2021 and ongoing
12/30/2021
12/30/2021
TBD
TBD
TBD
TBD
TBD
TBD

Artwork	Responsible Person	Completion Date
Goal: Research Library Artwork Provenance and Values		
Activity: Research provenance of artwork	Director/Staff	Ongoing
Goal: Research Possibility of Selling Artwork		
Activity : Identify artwork that belongs to the library	Board/Director	6/30/2022
Activity : Research legality for selling artwork	Board	6/30/2023
Activity: Discuss artwork with City Council, etc.	Board	12/30/2022 and before
Goal: Conserve Existing Artwork		
Activity: Obtain quote for Artwork Assessment and conservation considerations	Library Staff	9/30/2022
Activity: Add Artwork Assessment to City 2022-2023 budget	Director	12/30/2021
Activity: Apply for Greater Hudson Conservation Grant using Artwork Assessment	Library Staff	9/30/2022
Activity: Create 10 year plan for artwork conservation including special conditions such as humidity, etc.	Library Staff/Board	12/30/2023
Activity: Research grants to assist with art conservation	Library Staff	Ongoing
Goal: Improve Art information/signage for patrons		
Activity: Purchase brass signs for artwork	Director/Staff	12/30/2021
Activity: Update webpage with more information about artwork	Director	12/30/2021
Activity: Create videos about artwork/virtual tour	Library Staff	12/30/2022

Library Governance	Responsible Person	Completion Date
Goal: Ensure that library policies meet Community Needs and are kept current		
Activity: Review policies monthly for policy changes and/or review to meet minimum standards	Director/Board	Ongoing
Activity: Stay current with library issues to ensure new policies are added as necessary	Director/Board	Ongoing
Goal: Ensure that Bylaws are reviewed periodically to meet Minimum Standards		
Activity: Bylaws are reviewed annually	Director/Board	Ongoing
Activity: Mission Statement is reviewed and updated as necessary	Director/Board	Ongoing
Goal: Review the Long Range Plan periodically to meet Minimum Standards		
Activity: Long Range Plan is reviewed annually and updated to meet Minimum Standards	Staff/Board	Ongoing
Activity: Strategic Plan is developed, reviewed and updated	Staff/Board	Ongoing
Goal: Continue to educate City Council, Mayor, City Manager and other elected officials about library funding and governance		
Activity: Attend City and County meetings to discuss funding	Director/Board	Ongoing
Activity: Create and distribute an annual Report to the Community to inform community and elected officials	Library Staff/Board	Ongoing
Activity: Create 5 and 10 year advocacy plan to educate the public regarding the library	Director/Board	6/30/2022
Activity: Attend community meetings to network and educate other community partners and members	Library Staff/Board	Ongoing

Safety and Security	**Responsible Person**	**Completion Date**
Goal: Ensure safety of staff and patrons		
Activity: Develop and maintain an Emergency Plan for short term and long term library closures	Director/Board	Ongoing
Activity: Perform monthly safety inspections	Library Staff	Ongoing
Activity: Maintain 90 day supply of cleaning products and PPE	Library Staff	Ongoing
Activity: Develop and follow cleaning protocols as necessary	City/Library Staff	Ongoing
Goal: Ensure data safety and integrity		
Activity: Implement two factor authentification	NCLS IT/Director	Ongoing
Activity: Update passwords periodically	NCLS IT/Staff	Ongoing
Activity: Ensure computers are updated regularly	Library Staff	Ongoing