FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, December 9, 2025
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: November 12	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
- Reinvestment of Schobel CD	Official Action	Trustees
Friends of the Library		Ms. Gorman
Liaison Report		Mrs. Evans
Policy		Mrs. Weldon
Old Business		
- Library Long Range Plan 2026-2029	Official Action	Trustees
New Business		
- Election of New Officers	Official Action	Trustees
Review of Tasks and Projects		Trustees
Motion for Adjournment		Trustees

Bank Account Listing

Roswell P. Flower Memorial Library

November 2025 (Printed December 4, 2025)

FULL NAME	TYPE	DESCRIPTION	TOTAL BALANCE
WSB - Statement Savings	Bank	Board of Trustees Statement Savings Account	211,954.10
WSB - MM Savings	Bank	Otis Woodruff - Paintings	40,436.77
WSB - Checking/Paypal	Bank	Paypal Deposit Account	5,015.77
WSB - Checking	Bank	Board of Trustees Checking Account	4,048.27
Carthage Checking	Bank	Schobel - Genealogy Dept. Checking	15,380.20
Carthage CD 7/29/26	Bank	Certificate of Deposit - Library Savings	78,661.36
Carthage CD 4/16/26	Bank	NNYCF Funds	6,128.99
Carthage CD 3/30/26	Bank	Certificate of Deposit - Emma Flower Taylor Estate	25,670.95
Carthage CD 1/13/26	Bank	Schobel - Genealogy Dept. CD	40,286.69
TOTAL			**$427,583.10**

Consolidated Expenses
November, 2025

	Board	City	Total Expenses
Salaries	$ -	$ 54,112.27	$ 54,112.27
Overtime	$ -	$ 326.33	$ 326.33
Other Employee Expenses	$ -	$ 4,537.70	$ 4,537.70
Total	**$ -**	**$ 58,976.30**	**$ 58,976.30**
Adult Fiction	$ 799.99	$ -	$ 799.99
Adult Graphic Novels	$ 69.89	$ -	$ 69.89
Adult Nonfiction	$ 3,660.04	$ -	$ 3,660.04
Adult Audio Books	$ 385.47	$ -	$ 385.47
Adult DVD's	$ 166.95	$ -	$ 166.95
Adult Programs	$ -	$ -	$ -
Teen Books	$ -	$ -	$ -
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 331.71	$ -	$ 331.71
Music CD's	$ 54.89	$ -	$ 54.89
Large Print	$ 500.26	$ -	$ 500.26
Children's Books	$ 332.21	$ 825.36	$ 1,157.57
Children's DVD's	$ -	$ -	$ -
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 101.71	$ 1,168.73	$ 1,270.44
Computer Expenses/Online Database	$ 2,381.68	$ -	$ 2,381.68
Membership Dues	$ -	$ -	$ -
Accounting/Professional Fees	$ -	$ -	$ -
Grant/Donation Expenditures	$ -	$ -	$ -
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 1,100.73	$ 1,691.18	$ 2,791.91
Security	$ -	$ 10,473.60	$ 10,473.60
Contracted Expenses/NCLS	$ -	$ -	$ -
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 947.48	$ 947.48
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ -	$ -
Utilities	$ -	$ 126.37	$ 126.37
Travel/Training	$ -	$ 882.60	$ 882.60
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ -	$ -	$ -
Depreciation	$ -	$ -	$ -
Total	**$ 9,885.53**	**$ 16,115.32**	**$ 26,000.85**
		$ -	
Grand Total Expenses	**$ 9,885.53**	**$ 75,091.62**	**$ 84,977.15**

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
6000 Unrestricted Donations	2,820.00			42,435.17	45,255.17
6005 Restricted Donations	2,070.00		261,777.47	15,075.00	278,922.47
6010 Grants		279,283.91			279,283.91
Total for Income	**4,890.00**	**279,283.91**	**261,777.47**	**57,825.17**	**$603,776.55**
Cost of Sales					
Gross Profit	**4,890.00**	**279,283.91**	**261,777.47**	**57,825.17**	**$603,776.55**
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
7200 Newspapers & Magazines			616.21		616.21
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	38,786.19		39,086.19
7035 Large Print/Smith Fund		33,965.97	5,968.78		39,934.75
7520 Computer Exp/Supplies - LLSA		49,595.34	780.14		50,375.48
7010 Adult Fiction Books	16.03	23.64	71,581.23		71,620.90
7610 Grant/Donation Expenditures	999.18	117,045.42	95,360.06	21,090.61	234,495.27
Total for Expenses	**1,015.21**	**239,247.99**	**218,993.85**	**27,719.45**	**$486,976.50**
Net Operating Income	**3,874.79**	**40,035.92**	**42,783.62**	**30,105.72**	**$116,800.05**
Other Income					
Other Expenses					
Net Other Income					
Net Income	**3,874.79**	**40,035.92**	**42,783.62**	**30,105.72**	**$116,800.05**

Grants & Donations Report - Fiscal YTD - copy

Roswell P. Flower Memorial Library

July 1-November 30, 2025

DISTRIBUTION ACCOUNT	BOARD DESIGNATED FUNDS	GRANTS	RESTRICTED DONATIONS	UNRESTRICTED DONATIONS	TOTAL
Income					
6000 Unrestricted Donations				658.62	658.62
6005 Restricted Donations	1,000.00		18,571.21		19,571.21
6010 Grants		30,298.00			30,298.00
Total for Income	**1,000.00**	**30,298.00**	**18,571.21**	**658.62**	**$50,527.83**
Cost of Sales					
Gross Profit	**1,000.00**	**30,298.00**	**18,571.21**	**658.62**	**$50,527.83**
Expenses					
7200 Newspapers & Magazines			616.21		616.21
7035 Large Print/Smith Fund		1,566.45			1,566.45
7250 Program Supplies			3,892.14		3,892.14
7610 Grant/Donation Expenditures			5,006.69		5,006.69
7520 Computer Exp/Supplies - LLSA		7,556.59			7,556.59
Total for Expenses		**9,123.04**	**9,515.04**		**$18,638.08**
Net Operating Income	**1,000.00**	**21,174.96**	**9,056.17**	**658.62**	**$31,889.75**
Other Income					
Other Expenses					
Net Other Income					
Net Income	**1,000.00**	**21,174.96**	**9,056.17**	**658.62**	**$31,889.75**

Grants & Donations Report - Month

Roswell P. Flower Memorial Library

November 2025

DISTRIBUTION ACCOUNT	BOARD DESIGNATED FUNDS	GRANTS	RESTRICTED DONATIONS	UNRESTRICTED DONATIONS	TOTAL
Income					
6000 Unrestricted Donations				0.10	0.10
6005 Restricted Donations	1,000.00		2,566.21		3,566.21
6010 Grants		20,000.00			20,000.00
Total for Income	**1,000.00**	**20,000.00**	**2,566.21**	**0.10**	**$23,566.31**
Cost of Sales					
Gross Profit	**1,000.00**	**20,000.00**	**2,566.21**	**0.10**	**$23,566.31**
Expenses					
7250 Program Supplies			331.71		331.71
7035 Large Print/Smith Fund		500.26			500.26
7520 Computer Exp/Supplies - LLSA		2,381.68			2,381.68
Total for Expenses		**2,881.94**	**331.71**		**$3,213.65**
Net Operating Income	**1,000.00**	**17,118.06**	**2,234.50**	**0.10**	**$20,352.66**
Other Income					
Other Expenses					
Net Other Income					
Net Income	**1,000.00**	**17,118.06**	**2,234.50**	**0.10**	**$20,352.66**

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

	November 25	Budget	% of Budget	November 24	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	690.92	12,000.00	5.76%	15,150.13	12,000.00	126.25%
6005 · Restricted Donations	19,571.21	12,900.00	151.72%	5,304.14	11,000.00	48.22%
6010 · Grants	30,298.00	13,000.00	233.06%	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	6,586.75	12,000.00	54.89%	4,722.12	12,000.00	39.35%
6240 · Miscellaneous Income	556.07	500.00	111.21%	419.51	500.00	83.9%
6241 · Internet Copies	2,784.70	4,500.00	61.88%	1,252.87	4,500.00	27.84%
6242 · Photocopier/Microprinters	220.32	400.00	55.08%	325.00	400.00	81.25%
6244 · Headsets/Thumb Drives	41.11	100.00	41.11%	29.00	100.00	29.0%
6245 · Lost & Damaged Materials	1,069.58	1,000.00	106.96%	771.33	1,000.00	77.13%
6247 · Returnable Deposits/Refunds	25.00	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	3,633.96	100.00	3,633.96%	47.68	100.00	47.68%
6262 · Library Cards	123.16	300.00	41.05%	104.20	300.00	34.73%
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	85,600.78	202,653.00	42.24%	59,626.62	225,800.00	26.41%
Gross Profit	85,600.78	202,653.00	42.24%	59,626.62	225,800.00	26.41%
Expense						
7010 · Adult Fiction Books	5,599.51	12,500.00	44.8%	3,068.80	12,500.00	24.55%
7015 · Adult Graphic Novels	1,000.97	2,500.00	40.04%	884.86	2,500.00	35.39%
7017 · Non-Fiction CBA	11,013.31	50,000.00	22.03%	16,393.41	50,000.00	32.79%
7020 · Adult Audio Books	1,029.17	2,750.00	37.42%	919.08	3,250.00	28.28%
7030 · Adult DVD's & Supplies	656.50	3,500.00	18.76%	550.53	3,500.00	15.73%
7035 · Large Print/Smith Fund	1,566.45	4,750.00	32.98%	1,915.54	4,750.00	40.33%
7040 · Teen Books	2,519.14	6,000.00	41.99%	1,623.11	5,000.00	32.46%
7050 · Music CD's	185.21	800.00	23.15%	155.75	900.00	17.31%
7060 · Children's Books	926.30	2,500.00	37.05%	585.44	2,500.00	23.42%
7092 · Children's DVD's	348.20	800.00	43.53%	135.63	900.00	15.07%
7200 · Newspapers & Magazines	1,350.16	2,000.00	67.51%	1,857.49	2,000.00	92.88%
7250 · Programs Supplies	3,901.13	10,000.00	39.01%	2,690.80	10,000.00	26.91%
7300 · E-Books/NCLS Contractural	0.00	13,000.00	0.0%	0.00	13,000.00	0.0%
7410 · Promotional Materials	2,582.03	2,000.00	129.1%	0.00	1,000.00	0.0%
7450 · Event Expenses	50.00	500.00	10.0%	479.34	1,500.00	31.96%
7520 · Computer Expenses/Supplies-LLSA	7,556.59	12,500.00	60.45%	3,876.01	12,500.00	31.01%
7521 · Office & Library Materials	1,382.43	3,000.00	46.08%	302.30	3,000.00	10.08%
7532 · Membership Dues	381.00	2,500.00	15.24%	400.50	2,500.00	16.02%
7610 · Grant/Donation Expenditures	5,006.69	20,000.00	25.03%	14,642.08	20,000.00	73.21%
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%	244.75	300.00	81.58%
7755 · NCLS Contractual Expenses	0.00	2,000.00	0.0%	668.70	2,000.00	33.44%
7760 · Contracted Services	16,939.05	21,253.00	79.7%	2,962.70	46,200.00	6.41%
7800 · Furniture/Furnishings	3,854.64	5,000.00	77.09%	1,143.44	1,000.00	114.34%
8058 · Genealogy/Schobel Expenses	5,449.40	7,500.00	72.66%	5,579.81	5,000.00	111.6%
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	73,497.88	202,653.00	36.27%	61,652.57	225,800.00	27.3%
Net Ordinary Income	12,102.90	0.00	100.0%	-2,025.95	0.00	100.0%
Net Income	**12,102.90**	**0.00**	**100.0%**	**-2,025.95**	**0.00**	**100.0%**

Transaction Report

Roswell P. Flower Memorial Library

July 1-November 30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	ITEM SPLIT ACCOUNT	AMOUNT	BALANCE
6260 Interest Income								
07/31/2025	Deposit	INTEREST			6260 Interest Income	Otis Woodruff MM Savings WSB	3.48	3.48
08/31/2025	Deposit	INTEREST			6260 Interest Income	Otis Woodruff MM Savings WSB	3.48	6.96
09/30/2025	Deposit	INTEREST			6260 Interest Income	Otis Woodruff MM Savings WSB	3.37	10.33
09/30/2025	Deposit	INTEREST			6260 Interest Income	Statement Savings WSB	38.86	49.19
10/31/2025	Deposit	INTEREST			6260 Interest Income	Otis Woodruff MM Savings WSB	3.48	52.67
11/04/2025	Deposit	INTEREST			6260 Interest Income	Carthage CD 3/30/26	114.60	167.27
11/04/2025	Deposit	INTEREST			6260 Interest Income	Carthage CD 7/29/26	2,350.11	2,517.38
11/04/2025	Deposit	INTEREST			6260 Interest Income	Schobel CD 1/13/26	1,116.58	3,633.96
Total for 6260 Interest Income							**$3,633.96**	
TOTAL							**$3,633.96**	

Director's Report December '25:

Building & Grounds

We have made initial contact with the city and C & S Engineers to get started on the Makerspace project. We are still waiting for responses to set up meeting dates and get the ball rolling.

Programming/Department Highlights

From Ashley Pickett: During the morning of Thursday, November 6th, I held a first-of-its-kind event here at the library - a VR, or virtual reality, event for adults! The Journey Back, a VR Experience was brought to us through a generous free partnership with the Illinois Holocaust Museum & Education Center, East City Films, and the support of Diane C. Hunter. The museum provided us with a trunk full of 10 Meta VR headsets, associated controllers (if needed), an iPad to run the equipment, and all of the necessary cleaning supplies and charging cables free of charge on loan for nearly two weeks. Participants were invited to "walk" with Holocaust Survivors as they share their powerful stories of persistence and triumph against the worst humanity has to offer. Multiple short films were available for viewing, but perhaps the most impactful were the stories told by Fritzie Fritzshall as she returned to her hometown and the notorious Auschwitz killing center, sharing her promise made to the 599 women who helped save her life. Between staff and patrons alike, a total of 9 persons were able to participate in this impactful experience without stepping outside of the doors of the library! It is my hope that as we grow in our technical reputation after the construction of the makerspace, we'll be able to not only offer more events like this but partner with more organizations and bring in more community members to explore what technology can offer.

From Jamie LaPlaca: Once or twice a month, I host a Toddler Painting program for ages 0-5. Each session features a themed process art usually tied to a holiday in that month or the season. This recurring program is consistently one of our most popular (and one of my personal favorites!). It's so fun to paint alongside the littles, and watch their creativity and confidence grow from session to session.

On November 14, we held a Thanksgiving-themed Toddler Painting program where we created paper plate turkeys. Using white paper plates, turkey body templates, red and yellow paint, googly eyes, Q-tips, and paint sponges, participants were encouraged to dive into the mess and freely explore. They were invited to experiment with different tools including their hands, Q-tips, and paint sponges to practice grasping objects of various sizes and textures. After painting their plates, they glued on the turkey template and selected their own googly eyes, using comparison skills to find a matching pair.

My favorite moment of the day was seeing their faces light up as they discovered that mixing red and yellow made orange. It was like a magical third color they created all on their own!

We had a total of 23 attendees at this session. Our next Toddler Painting program will be held on December 5, where we'll be making a red-nosed reindeer.

Miscellaneous

We have received the $20,000 grant from the Community Foundation!

We participated in Small Business Saturday with Watertown First and were a stop on their "passport" tour through town. This brought in a lot more individuals than we usually have on the Saturday after Thanksgiving. I hope to continue this with them for years to come, if it is offered.

Respectfully Submitted by Suzie Renzi-Falge

Flower Memorial Library Long Range Plan
2026-2029

BUILDING AND GROUNDS

Goal: Use professional space planning recommendations to guide future facility improvements and ensure the library's physical environment supports current and emerging community needs.

Activity 1: Review and evaluate the library space planning consultant's report to determine priorities for implementation.

- Who's responsible: Library Director, Board of Trustees
- Target Finish: 2029
- How to Measure: Board discussion and identification of short term and long term facility improvement priorities based on the consultant's recommendations.

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, Board of Trustees, Library Staff
- 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 thereafter
- 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 thereafter
- How to Measure: offer educational training classes

Goal: Preserve and enhance the library's historic infrastructure to ensure safe, efficient operations, and to protect culturally significant features for future generations.

Activity 1: Replace library loading dock

- Who's responsible: Library Director, City Engineers, City Planning Department
- Target Finish: 2026
- How to Measure: Construction will be completed and will ensure compliance with accessibility, safety, and operational standards.

Activity 2: Repair and restore historic fences/balustrades

- Who's responsible: Library Director, City Engineers, City Planning Department

- Target Finish: 2026
- How to Measure: Construction will be completed and will ensure compliance with accessibility, safety, and operational standards.

Activity 3: Repair and restore historic water fountains with mechanical and electrical components to ensure functionality while preserving original design

- Who's responsible: Library Director, City Engineers, City Planning Department
- Target Finish: 2026
- How to Measure: Construction will be completed and will ensure compliance with accessibility, safety, and operational standards.

Goal: Ensure the long term preservation, protection, and accessibility of the library's artwork collection as part of our cultural and historical stewardship.

Activity 1: Implement preservation and protection measures

- Who's responsible: Library Director, Board of Trustees
- Target Finish: Ongoing
- How to Measure:
    - Schedule routine inspections to track condition changes over time.
    - Train staff in basic care and preventative preservation practices
    - Budget annually for conservation, maintenance, and potential restoration efforts.

Goal: Maintain and modernize library facilities to provide a safe, accessible, and welcoming environment for all patrons and staff.

Activity 1: Replacement of 1975 addition roof

- Who's responsible: Library Director, City Engineers, City Planning Department
- Target Finish: 2027
- How to Measure: Roof replaced with no structural issues post construction

Activity 2: Update carpeting and flooring throughout the library

- Who's responsible: Library Director, City Engineers, City Planning Department
- Target Finish: 2028
- How to Measure: Flooring and carpeting installed as planned.

Activity 3: Renovate and modernize bathrooms

- Who's responsible: Library Director, City Engineers, City Planning Department
- Target Finish: 2029
- How to Measure: Bathrooms updated to meet accessibility and safety standards.

Goal: Improve site accessibility and connectivity by expanding the library roadway and parking infrastructure to enhance traffic flow, safety, and collaboration with municipal facilities.

Activity 1: Widen the library driveway

- Who's responsible: Library Director, City Engineers, City Planning Department
- Target Finish: 2029

- How to Measure: Driveway will be widened and traffic and safety will be improved.

Activity 2: Coordinate with City Hall to create a shared use parking lot that meets both facilities' accessibility and parking needs

- Who's responsible: Library Director, City Engineers, City Planning Department
- Target Finish: 2029
- How to Measure: Parking lot extension will be completed including paving, signage, lighting, and pedestrian pathways that support safe, seamless access between buildings.

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 Director, Librarians
- 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 Director, Librarians
- 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.

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 Director, Board of Trustees, 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.

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, Board of Trustees, Library Staff, Friends of the Library
- 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.

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: Ensure equitable access to free computer and internet resources for all community members.

Activity 1: Maintain and update public computers, printers, and essential software.

- Who's responsible: Library Director, Librarian III

- Target Finish: Ongoing
- How to Measure: Consistent or increased computer and printer usage and positive patron feedback.

Activity 2: Evaluate and adopt emerging technologies to enhance patron access
- Who's responsible: Library Director, Library Staff, NCLS IT Staff
- Target Finish: Ongoing
- How to Measure: Patrons are able to access the new and updated technologies they need, as reflected in usage data and patron inquiries.

Activity 3: Seek grants and alternative funding sources to support technology improvements.
- Who's responsible: Library Director, Librarian III
- Target Finish: Ongoing
- How to Measure: Number and amount of grants or supplemental funding secured for technology upgrades.

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

TRAINING:

Goal: Ensure staff training is current.

Activity 1: Provide current training topics for the All Staff Training day in January with a focus on technology topics, social and economic topics in the area, 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

PROGRAMMING

Goal: Increase overall library use and expand programming to serve all age groups while reflecting the evolving needs and interests of the community.

Activity 1: Assess community needs through diverse data sources including surveys, census, and input from community partners.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Survey results and community feedback inform new or updated programs that directly address identified needs.

Activity 2: Increase Outreach to local libraries, non-profit organizations, businesses, and other community groups or clubs through presentations, partnerships, programming, and public engagement activities.

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Increased number of outreach presentations, programs, and visits; partnerships requests; and collaborative activities.

Activity 3: Identify opportunities to enhance and diversify programming offerings

- Who's responsible: Library Director, Library Staff
- Target Finish: Ongoing
- How to Measure: Growth in program attendance, increased number of programs, and broader representation of the age groups and interests served.

GENEALOGY

Goal: Enhance and expand genealogy resources and services to support patrons in researching family history and local heritage.

Activity 1: Update and organize genealogy collections by adding new resources in both print and digital, provide staff training to assist patrons, and offer genealogy workshops.

- Who's responsible: Library Director, Genealogy Volunteers, Librarians
- Target Finish: Ongoing

- How to Measure: Increased use of genealogy resources and participation in genealogy programs.

Goal: Ensure that there is adequate staffing for the Genealogy Department

Activity 1: Enlist more Genealogy volunteers
- Who's responsible: Library Director, Genealogy Volunteers, Librarians
- Target Finish: Ongoing
- How to Measure: Increased number of volunteers and/or volunteer hours.

Activity 2: Create a plan for staffing if volunteers are not available
- Who's responsible: Library Director, Librarians
- Target Finish: 2027
- How to Measure: Plan for staffing created

FUNDING:

Goal: Establish a stable, diversified, and sustainable funding model that ensures the library can reliably support its services, facility needs, and long term strategic priorities.

Activity 1: Diversify revenue streams by exploring grants, endowments, and sponsorships.
- Who's responsible: Library Director, Board of Trustees, Friends of the Library
- Target Finish: Ongoing
- How to Measure: Count newly acquired grants and sponsorships per year.

Goal: Strengthen communication with city leadership to ensure informed decision making about library funding and operational needs.

Activity 1: Maintain an active and collaborative relationship with the City Council Liaison to the library.
- Who's responsible: Library Director, Board of Trustees
- Target Finish: Ongoing
- How to Measure: The liaison demonstrates consistent awareness of library priorities and emerging issues through regular communication and participation in library discussions.

Activity 2: Provide timely and comprehensive information to the city council and newly elected members.
- Who's responsible: Library Director, Board of Trustees
- Target Finish: Ongoing
- How to Measure: Library updates are presented in the City Managers bi-monthly update, department heads meetings, and during council work sessions. All new council members receive a library orientation and tour.

Monthly Statistic Comparison Report

	November, 2025	November, 2024
ADULT BOOK CIRCULATION		
Fiction (Adult & YA)	2,184	2,150
Non-Fiction (Adult & YA)	1,092	1,185
Total	**3,276**	**3,335**
JUVENILE BOOK CIRCULATION		
Fiction	1,762	1,800
Non-Fiction	447	477
Total	**2,209**	**2,277**
TOTAL BOOK CIRCULATION	**5,485**	**5,612**
OTHER MATERIALS CIRCULATION		
Adult & YA Magazines	60	44
Juvenile Magazines	5	0
Adult & YA Talking Books/Audios	73	73
Juvenile Talking Books/Audios	13	8
Adult DVD's/BluRay's	702	567
Juvenile DVD's/BluRay's	266	236
Multimedia	49	61
Music CD's	107	121
TOTAL OTHER MATERIALS	**1,275**	**1,110**
*Other Items\Empire Passes	15	9
IN-HOUSE TALLY (Kathy)		
Read & Return Paperbacks	**20**	**29**
Circulation Desk Reference Titles		
Newspapers	9	11
Serials/Reference Books	0	0
Total Circulation Desk	**9**	**11**
GRAND TOTAL CIRCULATION	**6,804**	**6,771**
REFERENCE QUESTIONS		
Adult/Teen/Juvenile	94	142
Genealogy	13	22
Total	**107**	**164**
INTERLIBRARY LOANS		
Borrowed (Received) 4.16	473	0
Loaned 4.17	846	37
DUENORTH (Favorites)		
Borrowed (Received) 4.16	0	0
Loaned (Sent) 4.17	0	37
OCLC (Lisa)		
Borrowed (Loaned) 4.16	42	46
PROCTORING EXAMS	2	3
MEETING ROOM RESERVATIONS		
Library	20	19
Non-Library	71	45
Total	**91**	**64**
DOOR COUNT	5,688	5,686

COMPUTER SESSIONS 5.6	513	474
NEW BORROWERS	112	97
Programs		
Adult		
Sessions	14	15
Attendance	268	213
Young Adult		
Sessions	6	8
Attendance	36	37
Juvenile/Tween		
Sessions	20	23
Attendance	418	824
Total Sessions	**40**	**46**
Total Attendance	**722**	**1,074**
Ancestry.com		
Sessions	115	163
Website Visits 5.4	132,056	117,688
Wireless Sessions	12,307	20,444
EBOOK Checkouts	791	811
Audio Book Downloads	855	721
ArtistWorks, LawDepot & Universal Class	1	0

Roswell P. Flower Memorial Library

JULY 2024 - DECEMBER 2025

TECHNOLOGY REPORT

Technology at Flower Library is evolving at a rapid pace! Improvements have been made to both the equipment and software that staff and patrons alike use on a daily basis, which have resulted in a more efficient workflow and a better rapport with our community in the long-run. All users are beginning to understand that with time and patience, the library can provide up-to-date technology that will aide them in getting their tasks accomplished and their goals achieved.

SOLUTIONS IDENTIFIED

Research into a number of problems began during the summer of 2024. While we had hoped to solve these issues quickly, time was needed to determine the best solution that benefited not only our library but the North Country Library System as a whole. These solutions included:

- Migration to a new PC management software (from Libki to Envisionware) - investigation into a new vendor began in July 2024, installation and staff training was complete in February 2025. In addition, Flower staff members continue to test pieces of the software for NCLS IT in an authentic environment.
- Migration of our staff-wide email group to Microsoft - completed in July 2024.
- Re-installation of self checkout PCs via a new vendor, Polaris - research began in August 2024, installation and staff training was complete in August 2025.
- Re-installation of a public print management system via a new vendor, Envisionware - research began in September 2024, installation and staff training was complete in August 2025.
- Migration to LX Starter for emailed patron notices with a modern feel - completed in February 2025.

RELOCATION OF STAFF TECHNOLOGY

When opportunities arose to move equipment around and make for a more efficient staff workflow, we jumped at the chance! Examples included:

- Replacement of inoperable search computers with old spares using the USB version of the catalog - ongoing project as equipment fails.
- Replacement of inoperable search computers with two tower/kiosk versions of the catalog as a test for NCLS - completed in July 2025.
- Replacement of square monitors from library spares - ongoing project as equipment fails.
- Relocated two staff iPads to circulation for use by catalogers - completed in March 2025.

COMPUTERS PURCHASED

Staff: 2 desktop PCs

Public:
3 desktop PCs
5 desktop PCs (from Broadband Project)
3 laptops for in-house use (from Broadband Project)

All PCs are first sent to NCLS for repair. Outdated machines are replaced when budgets allow.

TECHNOLOGY GIVEAWAY

In July 2025, staff passed 10 Chromebooks from 2017 and 2018 along to other libraries where they would be put to better use!

IN-HOUSE USE ONLY

In June 2025, as a part of the Broadband Project, staff launched 3 new laptops as available for use inside the library only. Specific checkout rules do apply, but this allowed staff to meet an observed need of our patrons.

OTHER TECH. PURCHASED

1 - Adobe Acrobat Pro. subscription via TechSoup at a reduced price - completed in July 2024.

1 - replacement of the micro-film machine - completed in September 2024.

1 - replacement of the dated cash register with a Zettle system - completed in November 2024.

3 - new Remarkable tablets for staff-only use - completed in May 2025.

1 - purchase and installation of Axis camera system - began in December 2024, completed in June 2025.

3 - new black and white printers for staff-only use (and as public wireless printing backups) - completed in August 2025.

1 - PayPal account setup for public transactions - completed in October 2025.

COMING SOON TO FLOWER LIBRARY

Librarians already have multiple tech-related projects on deck for the upcoming months at Flower Library! They include:

- Updates to the library website to comply with the changes in ADA regulations and improve overall ease of use - first meeting scheduled for November 2025.
- Setup of the ReadSquared website for online reading submission, ticket counting, and prize distribution during the Summer and Winter Reading Programs - next meeting scheduled for November 2025.
- Migration to Office365 with NCLS IT staff - scheduled for December 2025.
- Incorporation of hobbyist technologies - ongoing.