FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, January 13, 2026
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Ms. Calarco
Privilege of the Floor		
Approval of Minutes: December 9	Official Action	Trustees
President's Report		Ms. Calarco
Treasurer's Reports & Consolidated Expenses	Official Action	Mr. Slatter
Director's Report		Mrs. Renzi-Falge
Committee Reports		
Building & Grounds		Ms. Calarco/Mr. Bolton
Finance/Investment		Mr. Slatter
Friends of the Library		Ms. Gorman
Liaison Report		Mrs. Weldon
Policy		Mrs. Weldon
Old Business		
New Business		
- Reassignment of Committees	Discussion	Trustees
Review of Tasks and Projects		Trustees
Motion for Adjournment		Trustees

Bank Account Listing

Roswell P. Flower Memorial Library

December 2025

FULL NAME	TYPE	DESCRIPTION	TOTAL BALANCE
WSB - Statement Savings	Bank	Board of Trustees Statement Savings Account	135,218.68
WSB - MM Savings	Bank	Otis Woodruff - Paintings	40,440.14
WSB - Checking/Paypal	Bank	Paypal Deposit Account	5,134.28
WSB - Checking	Bank	Board of Trustees Checking Account	43,123.48
Carthage Checking	Bank	Schobel - Genealogy Dept. Checking	15,380.56
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	25,645.95
Carthage CD 1/13/26	Bank	Schobel - Genealogy Dept. CD	41,771.57
TOTAL			**$391,505.01**

Consolidated Expenses
December, 2025

	Board	City	Total Expenses
Salaries	$ -	$ 54,020.97	$ 54,020.97
Overtime	$ -	$ 678.11	$ 678.11
Other Employee Expenses	$ -	$ 109,930.77	$ 109,930.77
Total	**$ -**	**$ 164,629.85**	**$ 164,629.85**
Adult Fiction	$ 875.75	$ -	$ 875.75
Adult Graphic Novels	$ 94.50	$ -	$ 94.50
Adult Nonfiction	$ 2,005.54	$ -	$ 2,005.54
Adult Audio Books	$ 232.68	$ -	$ 232.68
Adult DVD's	$ 370.71	$ -	$ 370.71
Adult Programs	$ -	$ -	$ -
Teen Books	$ 83.38	$ -	$ 83.38
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 169.27	$ -	$ 169.27
Music CD's	$ 66.92	$ -	$ 66.92
Large Print	$ 208.02	$ -	$ 208.02
Children's Books	$ 8.99	$ 24.36	$ 33.35
Children's DVD's	$ 144.01	$ -	$ 144.01
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ -	$ -	$ -
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 43.55	$ 65.94	$ 109.49
Computer Expenses/Online Database	$ -	$ -	$ -
Membership Dues	$ -	$ -	$ -
Accounting/Professional Fees	$ -	$ -	$ -
Grant/Donation Expenditures	$ 839.93	$ -	$ 839.93
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 1,547.75	$ 377.41	$ 1,925.16
Security	$ -	$ 6,382.35	$ 6,382.35
Contracted Expenses/NCLS	$ -	$ -	$ -
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 537.90	$ 537.90
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ 8,551.13	$ 8,551.13
Utilities	$ -	$ 368.98	$ 368.98
Travel/Training	$ -	$ -	$ -
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ -	$ -	$ -
Depreciation	$ -	$ -	$ -
Total	**$ 6,691.00**	**$ 16,308.07**	**$ 22,999.07**
		$ -	
Grand Total Expenses	**$ 6,691.00**	**$ 180,937.92**	**$ 187,628.92**

Grants & Donations Report - All Time

Roswell P. Flower Memorial Library

All Dates

DISTRIBUTION ACCOUNT	BOARD DESIGNATED FUNDS	GRANTS	RESTRICTED DONATIONS	UNRESTRICTED DONATIONS	TOTAL
Income					
6000 Unrestricted Donations	2,820.00			42,753.22	45,573.22
6010 Grants		279,283.91			279,283.91
6005 Restricted Donations	2,070.00		271,037.47	15,075.00	288,182.47
Total for Income	**4,890.00**	**279,283.91**	**271,037.47**	**57,828.22**	**$613,039.60**
Cost of Goods Sold					
Gross Profit	**4,890.00**	**279,283.91**	**271,037.47**	**57,828.22**	**$613,039.60**
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	38,955.46		39,255.46
7035 Large Print/Smith Fund		34,173.99	5,968.78		40,142.77
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	21,230.59	234,635.25
Total for Expenses	**1,015.21**	**239,456.01**	**219,163.12**	**27,859.43**	**$487,493.77**
Net Operating Income	**3,874.79**	**39,827.90**	**51,874.35**	**29,968.79**	**$125,545.83**
Other Income					
Other Expenses					
Net Other Income					
Net Income	**3,874.79**	**39,827.90**	**51,874.35**	**29,968.79**	**$125,545.83**

Grants & Donations Report - Fiscal YTD - copy

Roswell P. Flower Memorial Library

Jul 1 - Dec 31 2025

DISTRIBUTION ACCOUNT	BOARD DESIGNATED FUNDS	GRANTS	RESTRICTED DONATIONS	UNRESTRICTED DONATIONS	TOTAL
Income					
6000 Unrestricted Donations				661.67	661.67
6005 Restricted Donations	1,000.00		25,971.21		26,971.21
6010 Grants		30,298.00			30,298.00
Total for Income	**1,000.00**	**30,298.00**	**25,971.21**	**661.67**	**$57,930.88**
Cost of Goods Sold					
Gross Profit	**1,000.00**	**30,298.00**	**25,971.21**	**661.67**	**$57,930.88**
Expenses					
7200 Newspapers & Magazines			616.21		616.21
7035 Large Print/Smith Fund		1,774.47			1,774.47
7250 Program Supplies			4,061.41		4,061.41
7610 Grant/Donation Expenditures			5,706.64	139.98	5,846.62
7520 Computer Exp/Supplies - LLSA		7,556.59			7,556.59
Total for Expenses		**9,331.06**	**10,384.26**	**139.98**	**$19,855.30**
Net Operating Income	**1,000.00**	**20,966.94**	**15,586.95**	**521.69**	**$38,075.58**
Other Income					
Other Expenses					
Net Other Income					
Net Income	**1,000.00**	**20,966.94**	**15,586.95**	**521.69**	**$38,075.58**

Grants & Donations Report - Month

Roswell P. Flower Memorial Library

December 2025

DISTRIBUTION ACCOUNT	GRANTS	RESTRICTED DONATIONS	UNRESTRICTED DONATIONS	TOTAL
Income				
6005 Restricted Donations		7,400.00		7,400.00
Total for Income		**7,400.00**		**$7,400.00**
Cost of Goods Sold				
Gross Profit		**7,400.00**		**$7,400.00**
Expenses				
7250 Program Supplies		169.27		169.27
7035 Large Print/Smith Fund	208.02			208.02
7610 Grant/Donation Expenditures		699.95	139.98	839.93
Total for Expenses	**208.02**	**869.22**	**139.98**	**$1,217.22**
Net Operating Income	**-208.02**	**6,530.78**	**-139.98**	**$6,182.78**
Other Income				
Other Expenses				
Net Other Income				
Net Income	**-208.02**	**6,530.78**	**-139.98**	**$6,182.78**

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

	December 25	Budget	% of Budget	December 24	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	717.07	12,000.00	5.98%	15,311.78	12,000.00	127.6%
6005 · Restricted Donations	26,971.21	12,900.00	209.08%	23,625.50	11,000.00	214.78%
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%	7,004.68	75,000.00	9.34%
6020 · NCLS CBA Funds	40,000.00	50,000.00	80.0%	20,000.00	50,000.00	40.0%
6151 · Book Sales	7,306.21	12,000.00	60.89%	5,250.80	12,000.00	43.76%
6240 · Miscellaneous Income	842.85	500.00	168.57%	-140.15	500.00	-28.03%
6241 · Internet Copies	3,057.43	4,500.00	67.94%	1,505.26	4,500.00	33.45%
6242 · Photocopier/Microprinters	292.07	400.00	73.02%	325.00	400.00	81.25%
6244 · Headsets/Thumb Drives	47.11	100.00	47.11%	47.00	100.00	47.0%
6245 · Lost & Damaged Materials	1,228.19	1,000.00	122.82%	1,251.44	1,000.00	125.14%
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	3,637.33	100.00	3,637.33%	76.17	100.00	76.17%
6262 · Library Cards	139.16	300.00	46.39%	122.20	300.00	40.73%
6280 · Genealogy Income	90.00	300.00	30.0%	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	114,651.63	202,653.00	56.58%	83,512.68	225,800.00	36.99%
Gross Profit	114,651.63	202,653.00	56.58%	83,512.68	225,800.00	36.99%
Expense						
7010 · Adult Fiction Books	6,475.26	12,500.00	51.8%	3,474.74	12,500.00	27.8%
7015 · Adult Graphic Novels	1,095.47	2,500.00	43.82%	904.91	2,500.00	36.2%
7017 · Non-Fiction CBA	13,018.85	50,000.00	26.04%	16,949.73	50,000.00	33.9%
7020 · Adult Audio Books	1,261.85	2,750.00	45.89%	919.08	3,250.00	28.28%
7030 · Adult DVD's & Supplies	1,027.21	3,500.00	29.35%	737.35	3,500.00	21.07%
7035 · Large Print/Smith Fund	1,774.47	4,750.00	37.36%	2,075.61	4,750.00	43.7%
7040 · Teen Books	2,602.52	6,000.00	43.38%	1,673.76	5,000.00	33.48%
7050 · Music CD's	252.13	800.00	31.52%	207.66	900.00	23.07%
7060 · Children's Books	935.29	2,500.00	37.41%	585.44	2,500.00	23.42%
7092 · Children's DVD's	492.21	800.00	61.53%	183.07	900.00	20.34%
7200 · Newspapers & Magazines	1,350.16	2,000.00	67.51%	1,857.49	2,000.00	92.88%
7250 · Programs Supplies	4,070.40	10,000.00	40.7%	3,519.32	10,000.00	35.19%
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%	548.30	1,500.00	36.55%
7520 · Computer Expenses/Supplies-LLSA	7,556.59	12,500.00	60.45%	4,012.51	12,500.00	32.1%
7521 · Office & Library Materials	1,425.98	3,000.00	47.53%	452.04	3,000.00	15.07%
7532 · Membership Dues	381.00	2,500.00	15.24%	415.50	2,500.00	16.62%
7610 · Grant/Donation Expenditures	5,846.62	20,000.00	29.23%	16,743.51	20,000.00	83.72%
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	18,486.80	21,253.00	86.98%	3,331.51	46,200.00	7.21%
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	80,188.88	202,653.00	39.57%	66,800.73	225,800.00	29.58%
Net Ordinary Income	34,462.75	0.00	100.0%	16,711.95	0.00	100.0%
Net Income	**34,462.75**	**0.00**	**100.0%**	**16,711.95**	**0.00**	**100.0%**

Director's Report January '26:

Building & Grounds

We are waiting on plans from C & S to move forward with Makerspace project. They are hopeful we will be able to go out to bid by March. Ashley P. is working on a special Makerspace link for the website, a place where we can update the public with what is going on, post pictures of the plans and project, and thank our sponsors. When the project is complete we would then use that section for an events calendar, policies, and other Makerspace information for easy and efficient access for our community.

I am currently seeking permission from the City Manager to add a Little Free Library Pantry to the library grounds for unlimited access to basic resources when the library is closed. The library would apply for grants to make this happen and would cost the city only manpower of having maintenance install the library.

Why we believe this is important:
This initiative would be relatively inexpensive to maintain, yet would offer daily tangible benefits to the community. Many supplies would be donated. We are already offering free hygiene supplies but only during library hours and people have to ask for them. Unlike traditional assistance programs, this resource would allow individuals to take what they need anonymously and with dignity. During this continuing economic uncertainty, rising costs, and gaps in social services, we have seen an increased demand for basic necessities. Our library strives to be responsive, proactive, and attuned to local needs.

Programming/Department Highlights

From Jamie LaPlaca: This year, I attended the NYLA Conference in Saratoga to build new connections and keep up-to-date on trends in librarianship. It was a great experience, and I walked away with many new ideas and insights. One of my favorite parts of the conference is always the Trade Show, where vendors share their products and services designed to support library communities.

One resource that truly stood out was an online database called LOTE4Kids. LOTE4Kids is a digital library of children's audio picture books, created for libraries and schools to support English and bilingual language learning through storytelling. While visiting their booth, I learned they were holding a raffle for a six-month free trial, so I decided to enter.

I am excited to share that I won the raffle! As a result, our library now has access to LOTE4Kids' collection of over 8,000 titles in more than 100 world languages. The platform includes widely spoken languages such as Spanish, Mandarin, and Hindi, as well as highly sought-after options like Ukrainian, Haitian Creole, Tagalog, and American Sign Language (ASL). Each book is narrated by native speakers (not AI) and includes English translations, leveled texts, multiple reading formats, and built-in comprehension quizzes. With more than 250 new books added each month, there are always ways for users to keep learning.

Although our soft launch took place only two weeks ago, we already have over 10 active users on the platform. All patrons need to access this database is a library card. There is no charge to them to access these titles, making this platform an affordable and accessible way to learn.

LOTE4Kids will be featured in our January newsletter, and a press release will be sent after the holidays. With this additional media push, I am confident that LOTE4Kids will become a valuable and well-loved resource in our community.

Christmas Parade: This year we partnered with the City in a different way. Instead of walking in the parade and making a float we stayed behind to provide a program for their Santa event after the parade. The first year we only had Santa and saw 157 people come through the door. This year we left the main floor open and provided access to the Holiday book sale, children's room, and library card signups. In addition, we offered three different crafts, snacks, and free books to all children and families in attendance. This brought in 252 people to

the library. We look forward to this continued partnership with the City and believe that it is a worth-while event for our community. A special thank you to all of my staff members who stayed to help and make the event success.

Miscellaneous

The Holiday Book Sale raised $940!

All staff had their annual one on one discussions with me during the month of December. These are meetings where we discuss current projects and tasks that everyone is working on, new projects and deadlines for the coming year, year-end highlights, and opportunities for training and continuing education.

Respectfully Submitted by Suzie Renzi-Falge