

Sharon Springs Free Library

January 23, 2020

Homework: please all look at Long Range Plan and bring ideas to February meeting

Attendance: Bob Fucci, Sue Rorick, Lora Newell, Patsy Nicosia (7:20) , Belinda Feris, Jeanne Irwin, Helen Thomas, Sue Fink, Gina Gilbert

Meeting called to order 7:07.

Minutes approved: Sue/Jeanne.

Treasurer's report: Sue is still figuring out Pam's budget. \$40 Money Market/\$19 Building on report next time.

--Donation line: Lobby books will not have own line; \$75 on line will go to other. Also: Separate rental \$ for Community Room. [Ask Deputy Secretary Jeanne for translation if necessary.]

--We are expecting \$3,000 in tax money, typically February.

--Fundraising letter has raised \$3,096.77; \$470 of that came in January. **(How does this compare to past years?)**

--Sue reported minimum wage went up 12.30 to \$11.80 and again to \$12.50 at the end of the year. Following executive session it was agreed to raise Helen to \$17 an hour and Joanne to \$13 an hour effective immediately. Bob/Patsy

Director's report: Attached.

--3 directors were reappointed: Belinda Feris, Sue Fink, and Bob Fucci.

--Gina has sent out 97 fundraising thank-yous.

--Discussion on FD's response to fire alarm as completely inappropriate and rude; Jeanne and Helen will draft letter to Fire Commissioners.

--Voted to spend \$285 for gutters. Patsy/Belinda

--Helen said we had a homeless man in the library/lobby one cold day. We agreed to gather some info on resources. [Patsy has since forwarded Helen a packet from HSCC]

--Gave Helen/Gina OK to paint Teen Room/Lounge any color they want. (It's seeing more use lately.)

Privledge of Floor & Misc

Treasurer's report

Sue mentioned that with new SNAP requirements, recipients will need to work to cover the "costs" even if they already have job/s. Groups are reaching out to not-for-profits for work they

need done. Helen said she has plenty and is willing to supervise if someone is interested/has transportation etc.

--Agreed to buy \$23 video "I Am Little Red" on sex trafficking but no consensus of how to best screen it. Bob/Belinda

--Agreed to pay Chamber dues of \$75. Belinda/Sue

--Agreed to allow Chamber to use our lot as staging area for June 6 Garden Party parade.

Committees

Facilities maintenance:

--Jeanne wants to rent a buffer February break. Sue/Sue

Fundraising:

--Great Book Giveaway will be Saturday, March 4 with a \$5 preview party 6-8pm Friday the 3rd. Saturday hours: 9-2ish; Sunday, noon-3pmish.

Executive session:

--Raises (above)

--Approved Gina Gilbert as library trustee

Adjourn: 9pm

8:20 PM

01/22/20

Accrual Basis

Sharon Springs Free Library
Profit & Loss Budget Performance
 January 1 - 24, 2020

	Jan 1 - 24, 20	Budget	Jan 1 - 24, 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
0001 · Tax Revenue	0.00	33,955.82	0.00	33,955.82	43,859.60
1004 · Fines	22.50	774.19	22.50	774.19	1,000.00
1005 · Copies/fax/printer	34.35	464.52	34.35	464.52	600.00
1018 · Lost Book and DVD	0.00	0.00	0.00	0.00	0.00
43300 · Grants					
43301 · Stewarts	-200.00	0.00	-200.00	0.00	
43302 · Dream and Do	0.00	0.00	0.00	0.00	
43310 · Corporate and Business Grants	0.00	619.35	0.00	619.35	800.00
43320 · Discounts - Long-term Grants	0.00	0.00	0.00	0.00	
43330 · Foundation and Trust Grants	0.00	1,548.39	0.00	1,548.39	2,000.00
43340 · Nonprofit Organization Grants	0.00	0.00	0.00	0.00	
44530 · Local Government Grants	0.00	580.65	0.00	580.65	750.00
46420 · Comics Connect Grant	0.00	0.00	0.00	0.00	
43300 · Grants - Other	0.00	0.00	0.00	0.00	
Total 43300 · Grants	-200.00	2,748.39	-200.00	2,748.39	3,550.00
43400 · Donations					
1003 · Lobby Books	0.00	58.06	0.00	58.06	75.00
1012 · Summer Concerts	0.00	0.00	0.00	0.00	0.00
43401 · Donations - Other	33.15	0.00	33.15	0.00	
43403 · Donation - State Education Dep.	377.00	0.00	377.00	0.00	
43410 · Corporate Contributions	0.00	0.00	0.00	0.00	
43420 · Donated Art	0.00	0.00	0.00	0.00	
43430 · Donated Prof Fees, Facilities	0.00	0.00	0.00	0.00	
43440 · Gifts in Kind - Goods	0.00	0.00	0.00	0.00	
43450 · Individ, Business Contributions	0.00	154.84	0.00	154.84	200.00
43460 · Legacies and Bequests	0.00	0.00	0.00	0.00	
43470 · Uncollectible Pledges - Est	0.00	0.00	0.00	0.00	
43480 · Volunteer Services - Non-GAAP	0.00	0.00	0.00	0.00	
43490 · Pam (Gazebo Project)	0.00	1,300.65	0.00	1,300.65	1,680.00
46431 · Fundraising Letter	470.00	3,096.77	470.00	3,096.77	4,000.00
43400 · Donations - Other	0.00	1,161.29	0.00	1,161.29	1,500.00
Total 43400 · Donations	880.15	5,771.61	880.15	5,771.61	7,455.00
43450.1 · Yoga grant	0.00	0.00	0.00	0.00	
44400 · Government Contracts					
44410 · Agency (Government) Contracts	0.00	0.00	0.00	0.00	
44420 · Federal Contracts	0.00	0.00	0.00	0.00	
44430 · Local Government Contracts	0.00	0.00	0.00	0.00	
44440 · Medicare and Medicaid Payments	0.00	0.00	0.00	0.00	
44450 · State Contracts	0.00	0.00	0.00	0.00	
44400 · Government Contracts - Other	0.00	0.00	0.00	0.00	
Total 44400 · Government Contracts	0.00	0.00	0.00	0.00	
44500 · Government Grants					
44510 · Agency (Government) Grants	0.00	0.00	0.00	0.00	
44520 · Federal Grants	0.00	0.00	0.00	0.00	
44540 · State Grants	0.00	0.00	0.00	0.00	
44500 · Government Grants - Other	0.00	0.00	0.00	0.00	
Total 44500 · Government Grants	0.00	0.00	0.00	0.00	
44800 · Indirect Public Support					
44810 · Affiliated Org. Contributions	0.00	0.00	0.00	0.00	
44820 · United Way, CFC Contributions	0.00	0.00	0.00	0.00	
44800 · Indirect Public Support - Other	0.00	0.00	0.00	0.00	
Total 44800 · Indirect Public Support	0.00	0.00	0.00	0.00	
45000 · Investments					
45010 · Costs of Other Asset Sales	0.00	0.00	0.00	0.00	
45020 · Dividend, Interest (Securities)	0.00	0.00	0.00	0.00	
45030 · Interest-Savings, Short-term CD	0.00	19.35	0.00	19.35	25.00
45040 · Other Asset Sales	0.00	0.00	0.00	0.00	
45050 · Other Investment Revenue	0.00	0.00	0.00	0.00	
45000 · Investments - Other	0.00	0.00	0.00	0.00	
Total 45000 · Investments	0.00	19.35	0.00	19.35	25.00
46400 · Other Types of Income					
46410 · Advertising Sales	0.00	0.00	0.00	0.00	
46420* · Inventory Sales	0.00	0.00	0.00	0.00	
46430 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	
46400 · Other Types of Income - Other	0.00	0.00	0.00	0.00	
Total 46400 · Other Types of Income	0.00	0.00	0.00	0.00	
46421 · LSTA	0.00	0.00	0.00	0.00	
46422 · LLSA (Local Lib. Services Aid)	0.00	1,083.87	0.00	1,083.87	1,400.00

8:20 PM

01/22/20

Accrual Basis

Sharon Springs Free Library Profit & Loss Budget Performance January 1 - 24, 2020

	Jan 1 - 24, 20	Budget	Jan 1 - 24, 20	YTD Budget	Annual Budget
47200 · Program Income					
47210 · Bad debts, Est - Program Sales	0.00	0.00	0.00	0.00	
47220 · Member Assessments	0.00	0.00	0.00	0.00	
47230 · Membership Dues	0.00	0.00	0.00	0.00	
47240 · Program Service Fees	0.00	0.00	0.00	0.00	
47200 · Program Income - Other	0.00	0.00	0.00	0.00	
Total 47200 · Program Income	0.00	0.00	0.00	0.00	
47500 · Rental Income					
47510 · Rent Revenue - Debt Property	0.00	0.00	0.00	0.00	
47520 · Cost of Rent Rev - Debt Prop	0.00	0.00	0.00	0.00	
47530 · Rent Revenue - Nondebt Prop	0.00	0.00	0.00	0.00	
47540 · Cost of Rent Rev - Nondebt Prop	0.00	0.00	0.00	0.00	
47550 · Personal Property Rent Revenue	0.00	0.00	0.00	0.00	
47560 · Cost of Personal Property Rent	0.00	0.00	0.00	0.00	
47500 · Rental Income - Other	0.00	0.00	0.00	0.00	0.00
Total 47500 · Rental Income	0.00	0.00	0.00	0.00	0.00
47700 · Rev Released from Restrictions	0.00	0.00	0.00	0.00	
48400 · Securities					
48410 · Security Sales	0.00	0.00	0.00	0.00	
48420 · Cost of Security Sales	0.00	0.00	0.00	0.00	
48400 · Securities - Other	0.00	0.00	0.00	0.00	
Total 48400 · Securities	0.00	0.00	0.00	0.00	
49000 · Special Events Income					
49010 · Special Events Contributions	0.00	0.00	0.00	0.00	
49020 · Special Events Sales (Nongift)	0.00	0.00	0.00	0.00	
49000 · Special Events Income - Other	0.00	0.00	0.00	0.00	
Total 49000 · Special Events Income	0.00	0.00	0.00	0.00	
50000 · Carryover	0.00	1,924.18	0.00	1,924.18	2,485.40
Total Income	737.00	46,741.93	737.00	46,741.93	60,375.00
Cost of Goods Sold					
50001 · Cost of Goods Sold	0.00	0.00	0.00	0.00	
50700 · Cost of Sales - Inventory Sales	0.00	0.00	0.00	0.00	
Total COGS	0.00	0.00	0.00	0.00	
Gross Profit	737.00	46,741.93	737.00	46,741.93	60,375.00
Expense					
60300 · Awards and Grants					
60320 · Youth Scholarship	0.00	19.35	0.00	19.35	25.00
60330 · Noncash Awards and Grants	0.00	0.00	0.00	0.00	
60340 · Specific Assist to Individuals	0.00	0.00	0.00	0.00	
60300 · Awards and Grants - Other	0.00	0.00	0.00	0.00	
Total 60300 · Awards and Grants	0.00	19.35	0.00	19.35	25.00
60900 · Business Expenses					
60910 · Bad Debts	0.00	0.00	0.00	0.00	
60920 · Business Registration Fees	0.00	0.00	0.00	0.00	
60930 · Fines, Penalties, Judgments	0.00	0.00	0.00	0.00	
60940 · Taxes - Not UBIT	0.00	0.00	0.00	0.00	
60950 · UBITaxes	0.00	0.00	0.00	0.00	
60900 · Business Expenses - Other	0.00	0.00	0.00	0.00	
Total 60900 · Business Expenses	0.00	0.00	0.00	0.00	
62110 · Accounting Fees	0.00	1,238.71	0.00	1,238.71	1,600.00
62151 · Programs Adult					
62151.1 · from Yoga Grant	0.00	0.00	0.00	0.00	
62151 · Programs Adult - Other	0.00	309.68	0.00	309.68	400.00
Total 62151 · Programs Adult	0.00	309.68	0.00	309.68	400.00
62152 · Programs/Youth					
62153 · from Comics Connect	0.00	0.00	0.00	0.00	
62154 · from Walmart	0.00	0.00	0.00	0.00	
62155 · from Stewarts	0.00	0.00	0.00	0.00	
62156 · WGY Christmas Wish	0.00	0.00	0.00	0.00	
62152 · Programs/Youth - Other	11.80	619.35	11.80	619.35	800.00
Total 62152 · Programs/Youth	11.80	619.35	11.80	619.35	800.00

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Accrual Basis

Sharon Springs Free Library
Profit & Loss Budget Performance
 January 1 - 24, 2020

	Jan 1 - 24, 20	Budget	Jan 1 - 24, 20	YTD Budget	Annual Budget
62800 · Facilities					
62100 · Contract Services					
62101 · Fyr Fighter	0.00	0.00	0.00	0.00	0.00
62120 · Donated Prof Fees - GAAP	0.00	0.00	0.00	0.00	
62130 · Fundraising Fees	0.00	0.00	0.00	0.00	
62140 · Legal Fees	0.00	0.00	0.00	0.00	
62150 · Outside Contract Services	0.00	0.00	0.00	0.00	
62160 · Volunteer Services - Non-GAAP	0.00	0.00	0.00	0.00	
62801 · Janitorial Services	144.00	1,470.97	144.00	1,470.97	1,900.00
62100 · Contract Services - Other	0.00	0.00	0.00	0.00	
Total 62100 · Contract Services	144.00	1,470.97	144.00	1,470.97	1,900.00
62802 · Mark Hall	0.00	0.00	0.00	0.00	
62810 · Depr and Amort - Allowable	0.00	0.00	0.00	0.00	
62820 · Depr and Amort - Non-allowable	0.00	0.00	0.00	0.00	
62830 · Donated Facilities	0.00	0.00	0.00	0.00	
62850 · Building Maintenance and Repair	0.00	0.00	0.00	0.00	
62851 · Cleaning Supplies	23.98	77.42	23.98	77.42	100.00
62860 · Mortgage Interest	0.00	0.00	0.00	0.00	
62870 · Property Insurance	0.00	3,096.77	0.00	3,096.77	4,000.00
62880 · Real Estate, Personal Prop Tax	0.00	0.00	0.00	0.00	
62891 · Fuel	0.00	2,090.32	0.00	2,090.32	2,700.00
62892 · Electric	169.63	1,006.45	169.63	1,006.45	1,300.00
62893 · Water/Sewer	0.00	774.19	0.00	774.19	1,000.00
62800 · Facilities - Other	6.19	0.00	6.19	0.00	
Total 62800 · Facilities	343.80	8,516.12	343.80	8,516.12	11,000.00
62840 · Equip Rental and Maintenance	0.00	0.00	0.00	0.00	
62890 · Rent, Parking, Utilities	0.00	0.00	0.00	0.00	
65000 · Operations	0.00	0.00	0.00	0.00	
65010 · Books, Subscriptions, Reference					
65011 · Print Books	225.92	2,167.74	225.92	2,167.74	2,800.00
65012 · E books	125.00	619.35	125.00	619.35	800.00
65013 · DVDs	575.00	503.23	575.00	503.23	650.00
65014 · Audio books	0.00	0.00	0.00	0.00	
65015 · Debit Card Balance	0.00	0.00	0.00	0.00	
65016 · Subscriptions - Mags, Newspaper	0.00	0.00	0.00	0.00	
65010 · Books, Subscriptions, Reference - Other	0.00	38.71	0.00	38.71	50.00
Total 65010 · Books, Subscriptions, Reference	925.92	3,329.03	925.92	3,329.03	4,300.00
65020 · Postage, Mailing Service	0.00	464.52	0.00	464.52	600.00
65030 · Printing and Copying	0.00	0.00	0.00	0.00	
65040 · Office Supplies	0.00	1,316.13	0.00	1,316.13	1,700.00
65050 · Telephone, Telecommunications	63.76	658.06	63.76	658.06	850.00
65060 · Automation					
65061 · MVLS Automation	0.00	1,989.68	0.00	1,989.68	2,570.00
65062 · Spectrum	0.00	797.42	0.00	797.42	1,030.00
65060 · Automation - Other	317.82	0.00	317.82	0.00	
Total 65060 · Automation	317.82	2,787.10	317.82	2,787.10	3,600.00
65100 · Other Types of Expenses					
65110 · Advertising Expenses	0.00	387.10	0.00	387.10	500.00
65120 · Insurance - Liability, D and O	0.00	0.00	0.00	0.00	
65130 · Interest Expense - General	0.00	0.00	0.00	0.00	
65140 · List Rental	0.00	0.00	0.00	0.00	
65150 · Memberships and Dues	0.00	387.10	0.00	387.10	500.00
65160 · Other Costs	0.00	0.00	0.00	0.00	
65170 · Staff Development					
68300 · Travel and Meetings					
68310 · Conference, Convention, Meeting	16.00	38.71	16.00	38.71	50.00
68320 · Travel	0.00	38.71	0.00	38.71	50.00
68300 · Travel and Meetings - Other	0.00	0.00	0.00	0.00	
Total 68300 · Travel and Meetings	16.00	77.42	16.00	77.42	100.00
65170 · Staff Development - Other	0.00	0.00	0.00	0.00	
Total 65170 · Staff Development	16.00	77.42	16.00	77.42	100.00
80001 · Misc	0.00	0.00	0.00	0.00	
80001.1 · Lost Book and DVD Fee	0.00	0.00	0.00	0.00	
65100 · Other Types of Expenses - Other	0.00	0.00	0.00	0.00	
Total 65100 · Other Types of Expenses	16.00	851.62	16.00	851.62	1,100.00

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Accrual Basis

Sharon Springs Free Library
Profit & Loss Budget Performance
January 1 - 24, 2020

	Jan 1 - 24, 20	Budget	Jan 1 - 24, 20	YTD Budget	Annual Budget
66000 · Payroll Expenses					
60310 · Benefits Paid To or For	0.00	0.00	0.00	0.00	
66001 · Taxes, Disability, Unemployment	364.78	7,664.52	364.78	7,664.52	9,900.00
66000 · Payroll Expenses - Other	1,565.68	17,883.87	1,565.68	17,883.87	23,100.00
Total 66000 · Payroll Expenses	1,930.46	25,548.39	1,930.46	25,548.39	33,000.00
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.00	
80002 · Dues	0.00	0.00	0.00	0.00	
80003 · Machines					
80004 · Computers	0.00	1,083.87	0.00	1,083.87	1,400.00
80003 · Machines - Other	0.00	0.00	0.00	0.00	
Total 80003 · Machines	0.00	1,083.87	0.00	1,083.87	1,400.00
Total Expense	3,609.56	46,741.93	3,609.56	46,741.93	60,375.00
Net Ordinary Income	-2,872.56	0.00	-2,872.56	0.00	0.00
Other Income/Expense					
Other Income					
70400 · Other Changes In Net Assets	0.00	0.00	0.00	0.00	
70600 · Unrealized Gains and Losses	0.00	0.00	0.00	0.00	
Total Other Income	0.00	0.00	0.00	0.00	
Other Expense					
80000 · Ask My Accountant	0.00	0.00	0.00	0.00	
80100 · Capital Purchases					
80110 · Grant Capital Purchase - Land	0.00	0.00	0.00	0.00	
80120 · Grant Capital Purchase - Bldg	0.00	0.00	0.00	0.00	
80130 · Grant Capital Purchase - Equip	0.00	0.00	0.00	0.00	
80140 · Grant Capital Purchase- Vehicle	0.00	0.00	0.00	0.00	
80100 · Capital Purchases - Other	0.00	0.00	0.00	0.00	
Total 80100 · Capital Purchases	0.00	0.00	0.00	0.00	
80200 · Payments to Affiliates	0.00	0.00	0.00	0.00	
80300 · Additions to Reserves	0.00	0.00	0.00	0.00	
80400 · Program Admin Allocations	0.00	0.00	0.00	0.00	
Total Other Expense	0.00	0.00	0.00	0.00	
Net Other Income	0.00	0.00	0.00	0.00	
Net Income	-2,872.56	0.00	-2,872.56	0.00	0.00

Belinda

Sharon Springs Free Library
Directors Report
January 23, 2020

The **New York State Annual Report** is open. Gina will begin work on sections 1 - 10 on Monday. The Treasurer completes sections 11 and ff.

Three of our **Trustees** need their reappointment documented in the minutes. Belinda Feris, Sue Fink and Bob Fucci's three year terms expired in December 2019.

Gina sent out 97 **thank you letters** on Tuesday using a mail merge to address each one and include the amount for tax purposes.

One of our oldest computers died. February is the next scheduled time for a group order going in. We have one new monitor ready to be installed, so the cost for a **new computer** should be in the \$600's rather than the 900's. I'm not quite sure why they blessed us with that but they left it when they installed our last new machine in 2018. Kim, the new director at COB may have a line on some newer monitors available for free.

The **computer in the teen area** is running Windows 7 and too old to be serviced by MVLS to upgrade it to Windows 10. Since Microsoft has abandoned updating 7, it represents a security risk to the MVLS system. (More about this later.)

We closed out the final report on the **fire alarm system** grant by uploading photos of the installation, and the internal alarms have not been a problem lately, but the full alarm went off yesterday and the responders were not happy at having to come out. (Maybe more from Jeanne on this.)

We received a gutter repair estimate for \$285 for two twelve foot gutters and a downspout and removal of old **gutters** with the notation that they were already booking spring dates. They requested we submit the top copy of the estimate to get on their calendar. Jeanne reported that Bob thought the estimate was high. It was determined to ask if Mark Hall could fix them. Jeanne and I decided to get on the professional's calendar while exploring other options.

JoAnn, Alivia and I have all completed the **sexual harassment training** and signed the form.

Run by Dogs did a great program in the bitter cold on Saturday 1/18/2020. The \$200 we paid ~~them was the dregs of last year's Stewart's grant.~~ This year's **Stewart's grant** is due by 1/31/2020. The funds must be used for something related to youth. We could request youth programming again (\$800 last year and it would be nice to bring the dogs back and have our favorite musician visit) or we could consider something else. Suggestions?

At a previous board meeting, we said we would refurbish the **teen/lounge area**. Teens have been coming in after school/before games and we have been offering popcorn or snacks. They have been relatively well behaved although I did catch one vaping the other day. They seem to use it as a lounge, so I don't think our plans in that direction are inconsistent with their needs. Gina has

volunteered to help paint that area and I am willing to do that with her. I would like to suggest we try to get rid of the big screen TV. We no longer have a movie license. No one is playing with the PS 3. We don't have any games for the PS 2. They don't use the computer, so I'm wondering whether we need one there. It is a good spot for wifi, but it is out of our sight when someone searches.

I attended a full day session on supporting community members to complete this year's **digital census**. The actual census day is April 1, but it will be open March 12 - 20. Reminder letters will go out March 16 to 24. Non-responders by then will get a reminder postcard April 3. April 8 to 16th are the dates for reminder letters and paper copies going to non-responders. April 20 to 27 are the dates of final reminders before you get a personal visit. The census can be completed online, by interactive voice response (IVR) or finally on paper. 2010 only had a 70% response rate. The number of Congressional Representatives and the distribution of \$675 billion in Federal funds are at stake. I will start promotional educational bits in our publicity about how we can help.

JoAnn will be attending a full day session on **Summer Reading Program** next week. We have started discussions with Jeanne about how it might look. This might be part of the Stewarts grant.

The MVLS Dream and Do grant awarded us \$500 for adult programming. So far we have only spent \$100 for Cindy Howell's jewelry making program which was sold out and very well received. Other programs are being planned and we may also bring Cindy back.

Belinda

Sharon Springs Free Library
Directors Report
January 23, 2020

State Annual Report is open. Gina will begin work on sections 1 - 10 on reasurer completes sections 11 and ff.

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Two computers died. February is the next scheduled time for a group order going in. New monitor ready to be installed, so the cost for a **new computer** should be in the budget for the 900's. I'm not quite sure why they blessed us with that but they left it for us. We had our last new machine in 2018. Kim, the new director at COB may have a line of monitors available for free.

The teen area is running Windows 7 and too old to be serviced by MVLS to upgrade to Windows 10. Since Microsoft has abandoned updating 7, it represents a security risk. (More about this later.)

Final report on the **fire alarm system** grant by uploading photos of the internal alarms have not been a problem lately, but the full alarm went off and responders were not happy at having to come out. (Maybe more from Jeanne)

repair estimate for \$295 for