

## Library minutes 4.23.2020

Zoomed in light of COVID-19

7:07pm

Patsy, Jeanne, Lora, Gina, Helen, Susan R., JoAnn

**Minutes** from 3.26.2020 approved.

**Treasurer's Report** accepted with everything balanced.

Helen updated us with her **Director's Report** from March through today. (Attached.)

• Updates re COVID-19 protocol; also the work on painting and records management Helen & staff have been doing.

• Helen's reached out to a few older patrons, who miss up dearly and vice versa.

• There was some discussion re when we might be able to reopen on a limited basis and what that would look like, but no one really knows anything.

### **Privilege of the Floor**

Sharon Rotary President Pam Tichy was invited in at her request.

509  
Rotary is picking up the community calendar and we're invited to list our meetings/events at \$5 a listing.

Rotary is also looking for "work" and willing to come in and help paint.

No **Committee Reports**, though Sue will reach out to fire department re the shed.

It might also be a good time to get the work on the doors done with no one using the building, but no decisions were made.

### **Old business:**

We agreed to furlough one of the part-time positions and to continue to pay Helen and JoAnn. (Sue/Lora)

Lora will send out an email letting us know when we can help move book giveaway books from her house into the Community Room in anticipation of that event.

Adjourned 8:05pm

Stay safe.

**Sharon Springs Free Library**  
**Profit & Loss Budget Performance**  
 January 1 through April 23, 2020

	Jan 1 - Apr 23, 20	Budget	Jan 1 - Apr 23, 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
0001 · Tax Revenue	43,860.00	43,859.60	43,860.00	43,859.60	43,859.60
1004 · Fines	254.30	1,000.00	254.30	1,000.00	1,000.00
1005 · Copies/fax/printer	134.45	600.00	134.45	600.00	600.00
1018 · Lost Book and DVD	17.99	0.00	17.99	0.00	0.00
43300 · Grants					
43310 · Corporate and Business Grants	0.00	800.00	0.00	800.00	800.00
43330 · Foundation and Trust Grants	0.00	2,000.00	0.00	2,000.00	2,000.00
44530 · Local Government Grants	750.00	750.00	750.00	750.00	750.00
<b>Total 43300 · Grants</b>	<b>1,183.81</b>	<b>3,550.00</b>	<b>1,183.81</b>	<b>3,550.00</b>	<b>3,550.00</b>
43400 · Donations					
1003 · Lobby Books	0.00	75.00	0.00	75.00	75.00
1012 · Summer Concerts	0.00	0.00	0.00	0.00	0.00
43450 · Individ, Business Contributions	0.00	200.00	0.00	200.00	200.00
43490 · Pam (Gazebo Project)	0.00	1,680.00	0.00	1,680.00	1,680.00
46431 · Fundraising Letter	470.00	4,000.00	470.00	4,000.00	4,000.00
43400 · Donations - Other	159.25	1,500.00	159.25	1,500.00	1,500.00
<b>Total 43400 · Donations</b>	<b>1,039.40</b>	<b>7,455.00</b>	<b>1,039.40</b>	<b>7,455.00</b>	<b>7,455.00</b>
45000 · Investments					
45030 · Interest-Savings, Short-term CD	10.00	25.00	10.00	25.00	25.00
<b>Total 45000 · Investments</b>	<b>10.00</b>	<b>25.00</b>	<b>10.00</b>	<b>25.00</b>	<b>25.00</b>
46422 · LLSA (Local Lib. Services Aid)	0.00	1,400.00	0.00	1,400.00	1,400.00
47500 · Rental Income	0.00	0.00	0.00	0.00	0.00
50000 · Carryover	0.00	2,485.40	0.00	2,485.40	2,485.40
<b>Total Income</b>	<b>46,499.95</b>	<b>60,375.00</b>	<b>46,499.95</b>	<b>60,375.00</b>	<b>60,375.00</b>
<b>Gross Profit</b>	<b>46,499.95</b>	<b>60,375.00</b>	<b>46,499.95</b>	<b>60,375.00</b>	<b>60,375.00</b>
<b>Expense</b>					
60300 · Awards and Grants					
60320 · Youth Scholarship	0.00	25.00	0.00	25.00	25.00
<b>Total 60300 · Awards and Grants</b>	<b>0.00</b>	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	<b>25.00</b>
62110 · Accounting Fees	307.50	1,600.00	307.50	1,600.00	1,600.00
62151 · Programs Adult	0.00	400.00	0.00	400.00	400.00
62152 · Programs/Youth	11.80	800.00	11.80	800.00	800.00
62800 · Facilities					
62100 · Contract Services					
62101 · Fyr Fighter	156.00	0.00	156.00	0.00	0.00
62801 · Janitorial Services	462.00	1,900.00	462.00	1,900.00	1,900.00
<b>Total 62100 · Contract Services</b>	<b>618.00</b>	<b>1,900.00</b>	<b>618.00</b>	<b>1,900.00</b>	<b>1,900.00</b>
62851 · Cleaning Supplies	23.98	100.00	23.98	100.00	100.00
62870 · Property Insurance	312.00	4,000.00	312.00	4,000.00	4,000.00
62891 · Fuel	902.28	2,700.00	902.28	2,700.00	2,700.00
62892 · Electric	488.58	1,300.00	488.58	1,300.00	1,300.00
62893 · Water/Sewer	213.45	1,000.00	213.45	1,000.00	1,000.00
<b>Total 62800 · Facilities</b>	<b>2,564.48</b>	<b>11,000.00</b>	<b>2,564.48</b>	<b>11,000.00</b>	<b>11,000.00</b>
65010 · Books, Subscriptions, Reference					
65011 · Print Books	808.82	2,800.00	808.82	2,800.00	2,800.00
65012 · E books	125.00	800.00	125.00	800.00	800.00
65013 · DVDs	196.33	650.00	196.33	650.00	650.00
65010 · Books, Subscriptions, Reference - Other	0.00	50.00	0.00	50.00	50.00
<b>Total 65010 · Books, Subscriptions, Reference</b>	<b>1,751.84</b>	<b>4,300.00</b>	<b>1,751.84</b>	<b>4,300.00</b>	<b>4,300.00</b>
65020 · Postage, Mailing Service	120.00	600.00	120.00	600.00	600.00
65040 · Office Supplies	341.52	1,700.00	341.52	1,700.00	1,700.00
65050 · Telephone, Telecommunications	247.06	850.00	247.06	850.00	850.00
65060 · Automation					
65061 · MVLS Automation	0.00	2,570.00	0.00	2,570.00	2,570.00
65062 · Spectrum	0.00	1,030.00	0.00	1,030.00	1,030.00
<b>Total 65060 · Automation</b>	<b>1,053.45</b>	<b>3,600.00</b>	<b>1,053.45</b>	<b>3,600.00</b>	<b>3,600.00</b>
65100 · Other Types of Expenses					
65110 · Advertising Expenses	50.00	500.00	50.00	500.00	500.00
65150 · Memberships and Dues	119.00	500.00	119.00	500.00	500.00
65170 · Staff Development					
68300 · Travel and Meetings					
68310 · Conference, Convention, Meeting	16.00	50.00	16.00	50.00	50.00
68320 · Travel	0.00	50.00	0.00	50.00	50.00
<b>Total 68300 · Travel and Meetings</b>	<b>16.00</b>	<b>100.00</b>	<b>16.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Total 65170 · Staff Development</b>	<b>16.00</b>	<b>100.00</b>	<b>16.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Total 65100 · Other Types of Expenses</b>	<b>185.00</b>	<b>1,100.00</b>	<b>185.00</b>	<b>1,100.00</b>	<b>1,100.00</b>
66000 · Payroll Expenses					
66001 · Taxes, Disability, Unemployment	877.88	9,900.00	877.88	9,900.00	9,900.00
66000 · Payroll Expenses - Other	7,109.53	23,100.00	7,109.53	23,100.00	23,100.00
<b>Total 66000 · Payroll Expenses</b>	<b>7,987.41</b>	<b>33,000.00</b>	<b>7,987.41</b>	<b>33,000.00</b>	<b>33,000.00</b>

8:39 PM  
04/20/20  
Accrual Basis

**Sharon Springs Free Library**  
**Profit & Loss Budget Performance**  
January 1 through April 23, 2020

	<u>Jan 1 - Apr 23, 20</u>	<u>Budget</u>	<u>Jan 1 - Apr 23, 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
80003 · Machines					
80004 · Computers	0.00	1,400.00	0.00	1,400.00	1,400.00
<b>Total 80003 · Machines</b>	<u>0.00</u>	<u>1,400.00</u>	<u>0.00</u>	<u>1,400.00</u>	<u>1,400.00</u>
<b>Total Expense</b>	<u>14,570.06</u>	<u>60,375.00</u>	<u>14,570.06</u>	<u>60,375.00</u>	<u>60,375.00</u>
<b>Net Ordinary Income</b>	<u>31,929.89</u>	<u>0.00</u>	<u>31,929.89</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>31,929.89</u></u>	<u><u>0.00</u></u>	<u><u>31,929.89</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

8:40 PM  
04/20/20  
Accrual Basis

**Sharon Springs Free Library**  
**Balance Sheet**  
As of April 20, 2020

	<u>Apr 20, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · SSFL Money Market	79,683.97
1001 · Operating Fund	2,029.44
1002 · SSFL Building Fund	19,019.82
<b>Total Checking/Savings</b>	<u>100,733.23</u>
<b>Total Current Assets</b>	<u>100,733.23</u>
<b>TOTAL ASSETS</b>	<u><u>100,733.23</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Opening Balance Equity	42,287.22
32000 · Unrestricted Net Assets	27,364.12
Net Income	31,081.89
<b>Total Equity</b>	<u>100,733.23</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>100,733.23</u></u>

Sharon Springs Free Library

Director's Report  
April 2020

The February report was presented 3/5. There was no written Director's Report for the March virtual meeting. This report covers March and April up to April 23.

A mini computer has been ordered per motion in the February meeting held in early March.

Some ideas that were discussed have been followed up. There is an online resource sheet that was put out front along with some free books. Children's books are picked up. Not so much novels. Information on virtual resources has been shared on our Face Book page and blog site, as well as in the Times Journal.

Wall and trim painting is finished for now. The color is nice in the daytime but suffers in the artificial light.

We have moved on to sorting some old boxes of records, following the guidelines I emailed to you provided by MVLS. We are erring on the side of caution in regards to things like annual reports, payroll files, tax files, grant files.

I forwarded Eric's email about Help for Library Boards summarized as

- 1) Concentrate on mission
- 2) Embed the library in the community
- 3) Help keep the community safe
- 4) Consider the library's (financial) future. He included the parenthesis. I think this need a broader view.

That email also mentioned that he would be making trustee training information available in a few days. I have not seen it yet but will pass it on when it arrives

There is some buzz about making summer reading programs virtual.

There was a recommendation to remove library toys until there is a vaccine developed.

Experts tell us that books quarantined for 4 days are safe. However, if patrons come in and handle things and put them back, we can't protect ourselves or our materials.

Polaris continues to move out due dates, so fines are not accruing. We are not running our daily overdue reports. We do bring books in from the drop box, quarantine them and then sort as ours or outgoing. Ours are checked in and shelved, although we run a risk of checking one in that someone else has requested and that messes things up a bit.

I have been brainstorming what to do about the donated and weeded books in the library if we are not able to hold The Great Book Giveaway by fall. One thought was to set up a table in the library as an ongoing "sale." We have no storage space left and a good deal of books in boxes on the floor. We could put books out and see if they leave and if not, then process them out gradually.

It's time to sign up for the New York State Council on the Arts literary program. NYSCA pays \$200 to the presenter, and the library is charged \$25. We used to have a person come to lead a book discussion, but

our current book discussion group has been functioning well, and if/when it can continue, I'm not sure we should pull in an outsider to lead a discussion. I've been thinking we could maybe have a poetry lecture about forms of poetry or understanding poetry early in September (is the festival still on?). Input is solicited.

We got a check from Stewart's for \$750.

I have touched base with JoAnn and Joyce at the library, and have reached out to a few patrons.

Respectfully submitted,

Helen Thomas