

**Jeanne Irwin** <jeannemarieirwin@gmail.com> 12:36 PM (6 minutes ago)

to **Mike**, susan, JoAnn, Sue, Belinda, Lora, Patsy, Bob, Helen

Sharon Springs Free Library - Trustee meeting - May 28, 2020

Zoom meeting called to order at 7:07pm

Attending: Lora N, Susan R., Sue F., Gina G., Patsy N (in and out), Helen T., JoAnn F. and Jeanne I.

April minutes were approved - Jeanne motioned, Susan seconded

Treasurer's Report: attached

A few more donations have been received - a Thank You card is in Susan's file for board signatures to mail to Mike Luby for his generous donation in Pam's name.

Bank charges will be put in a banking fee line.

An offer of a program that allows patrons to reserve books or time on the computers was received. This is not something our computers accept or we feel we need.

Director's Report: attached

The donation of Totebags has come in.

Gina was awarded the Volunteer of the Year from MVLS. \$200 award is for book purchases.

A Business/ Safety Plan needs completed for opening with a requirement for staff and essential workers to sign each day that they have no symptoms, etc.

Masks and other PPD items need ordered - we may be able to get some by working with the other libraries who are sharing information, such as Sneeze Guards.

We will also need signs for the public and approved cleaning supplies from the CDC list. The County may be able to assist with this.

Hours were discussed and how to advertise. A new phone/answering machine is needed.

Usage of the Community Room - a notice needs put up, letting Town and Village groups know that they need to talk with Helen before assuming use of the room due to heightened cleaning requirements.

Tracey is still working on odds and ends and will be asked to clean after the Town Board meeting and the upcoming election. A Cleaning Log will be created.

We will not be renewing the MiSci pass as it offers less and costs more.

Helen has been in many MVLS meetings and meetings with the Schoharie County Libraries, sharing information and resources.

Privilege of the Floor - none

Committee Reports:

A door replacement estimate is coming as we need to do that before looking into keyless passes. The Town Highway crew cut the dozen trees that fell during the last storm. Helen will send a thank you note.

Air conditioners will be put in by a volunteer this year (Lora volunteered Berto)

Nothing has been received from the Village per our agreement of \$100/month to go into the Building Fund. Lora will contact them.

Old Business: Shed removal - Susan will contact fire department members to see when they can do this.

New Business - taken care of in director's report

Meeting adjourned 8:23

minutes taken by Jeanne I.



**Jeanne Irwin** 12:42 PM (0 minutes ago)

to **Jfralick317**, **Helen**, Lora, Patsy, susan, Sue, Bob, Belinda, Mike

sending a second time as JoAnn's address wasn't right and Gina wasn't on Susan's treasurer one...hopefully all get these. Jeanne

## Sharon Springs Free Library Director's Report May, 2020

Show and Tell – apologies to attendees without video feed – we have lovely new library bags.

### COVID RELATED

Directors' Council – MVLS has held two (long) virtual meetings this month with Directors from all system libraries. Another is scheduled in two weeks and Trustees are welcome if anyone is interested. There was also the mvls annual meeting and a 4-library county wide meeting. Discussion:

#### Current Services:

Being a reliable source of accurate information for the community (as always).

Virtual programming (SRP). (Will SSCS students have their school computers over summer?)

Handouts (books?) at the school or food bank?

NYSCLA programs if planned, must be virtual. We don't have one.

#### Reopening Concerns:

Business Reopening Plan/NYS Safety Plan/Obtaining PPE

When? Per mandates (we are deficient). MVLS' hopes for a system-wide opening failed.

Processes (Phasing curbside beginning 7/6/2020 county wide/limited admittance-unknown date/fully open-unknown date/programming-unknown date). There is a need for a step back plan.

How to keep staff and patrons feeling safe (PPE, cleaning, desk shield, face shields, shields between computers & keyboard covers, covering water fountain, hand sanitizing at copy machine, signage etc).

Legal guidance on pre-reopening publicity (we can't really guarantee any material will be safe).

Quarantine and Delivery (materials returned ONLY in drop box and quarantined 3 days).

Hours and staffing – what should they be for curbside? Do we accept phone requests?

Security (panic button-we will be dealing with the mask wearers AND the freedom fighters).

Online Summer Reading Program – We have a READsquared account now which will give everyone access to ebooks in our system for children to adults for an online summer reading program. If someone downloads the app, they can keep track of their reading progress and we could award prizes. I have had training from MVLS. I'm doing an online book club and we are making videos of JoAnn for the little ones. We don't have as much programming as other libraries.

Not discussed but a concern for us: Community Room booking and cleaning.

The Town met in the Community Room in May and the Primary is scheduled to be held there June 23

### GENERAL

Building: All the Book Giveaway books in the library have been sorted into boxes on the floor. Office clean out: We have covered the glass in the office window. Files and craft supplies have been sorted and cleaned out. Half the file cabinets were/are empty. Cleaning: Tracey has washed the windows (inside and out) and the floor several times. The decrepit flower box out front has been dismantled and replaced with pots. The big tables and all of the regularly used adult and children's chairs have had scratch pads put on the feet. Jeanne made a connection with the Town and all our fallen trees have been dealt with. Flowers are planted

It's time to renew miSci passes and I would recommend we do not renew them. Previously the 12 month fee = two free passes that each covered two adults and all the children in their family. This has been changed to one pass that only allows a 50% discount on admission for 2 adults and up to four children. The Planetarium is no longer included with the pass.

## Sharon Springs Free Library Profit & Loss Budget Performance

April 24 through May 28, 2020

	Apr 24 - May 28, 20	Budget	Jan 1 - May 28, 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
0001 - Tax Revenue	0.00	0.00	43,860.00	43,859.60	43,859.60
1004 - Fines	0.00	0.00	254.30	1,000.00	1,000.00
1005 - Copies/fax/printer	0.00	0.00	134.45	600.00	600.00
1018 - Lost Book and DVD	0.00	0.00	17.99	0.00	0.00
<b>43300 - Grants</b>					
43310 - Corporate and Business Grants	0.00	0.00	0.00	800.00	800.00
43330 - Foundation and Trust Grants	0.00	0.00	0.00	2,000.00	2,000.00
44530 - Local Government Grants	0.00	0.00	750.00	750.00	750.00
<b>Total 43300 - Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>1,183.81</b>	<b>3,550.00</b>	<b>3,550.00</b>
<b>43400 - Donations</b>					
1003 - Lobby Books	0.00	0.00	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	0.00	0.00	200.00	200.00
43490 - Pam (Gazebo Project)	1,200.00	0.00	1,200.00	1,680.00	1,680.00
46431 - Fundraising Letter	25.00	0.00	495.00	4,000.00	4,000.00
43400 - Donations - Other	100.00	0.00	259.25	1,500.00	1,500.00
<b>Total 43400 - Donations</b>	<b>1,325.00</b>	<b>0.00</b>	<b>2,364.40</b>	<b>7,455.00</b>	<b>7,455.00</b>
<b>45000 - Investments</b>					
45030 - Interest-Savings, Short-term CD	4.92	0.00	14.92	25.00	25.00
<b>Total 45000 - Investments</b>	<b>4.92</b>	<b>0.00</b>	<b>14.92</b>	<b>25.00</b>	<b>25.00</b>
46422 - LLSA (Local Lib. Services Aid)	0.00	0.00	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	0.00	0.00	2,485.40	2,485.40
<b>Total Income</b>	<b>1,329.92</b>	<b>0.00</b>	<b>47,829.87</b>	<b>60,375.00</b>	<b>60,375.00</b>
<b>Gross Profit</b>	<b>1,329.92</b>	<b>0.00</b>	<b>47,829.87</b>	<b>60,375.00</b>	<b>60,375.00</b>
<b>Expense</b>					
<b>60300 - Awards and Grants</b>					
60320 - Youth Scholarship	0.00	0.00	0.00	25.00	25.00
<b>Total 60300 - Awards and Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>25.00</b>
62110 - Accounting Fees	125.00	0.00	432.50	1,600.00	1,600.00
62151 - Programs Adult	0.00	0.00	0.00	400.00	400.00
62152 - Programs/Youth	0.00	0.00	11.80	800.00	800.00
<b>62800 - Facilities</b>					
62100 - Contract Services					
62101 - Fyr Fighter	0.00	0.00	156.00	0.00	0.00
62801 - Janitorial Services	132.00	0.00	594.00	1,900.00	1,900.00
<b>Total 62100 - Contract Services</b>	<b>132.00</b>	<b>0.00</b>	<b>750.00</b>	<b>1,900.00</b>	<b>1,900.00</b>
62851 - Cleaning Supplies	0.00	0.00	-35.64	100.00	100.00
62870 - Property Insurance	29.02	0.00	341.02	4,000.00	4,000.00
62891 - Fuel	451.61	0.00	1,353.89	2,700.00	2,700.00
62892 - Electric	56.52	0.00	545.10	1,300.00	1,300.00
62893 - Water/Sewer	199.24	0.00	412.69	1,000.00	1,000.00
<b>Total 62800 - Facilities</b>	<b>868.39</b>	<b>0.00</b>	<b>3,320.08</b>	<b>11,000.00</b>	<b>11,000.00</b>
<b>65010 - Books, Subscriptions, Reference</b>					
65011 - Print Books	0.00	0.00	795.95	2,800.00	2,800.00
65012 - E books	0.00	0.00	125.00	800.00	800.00
65013 - DVDs	0.00	0.00	0.41	650.00	650.00
65010 - Books, Subscriptions, Reference - Other	0.00	0.00	0.00	50.00	50.00
<b>Total 65010 - Books, Subscriptions, Reference</b>	<b>0.00</b>	<b>0.00</b>	<b>1,543.05</b>	<b>4,300.00</b>	<b>4,300.00</b>
65020 - Postage, Mailing Service	0.00	0.00	120.00	600.00	600.00
65040 - Office Supplies	227.44	0.00	568.96	1,700.00	1,700.00
65050 - Telephone, Telecommunications	54.32	0.00	301.38	850.00	850.00
<b>65060 - Automation</b>					
65061 - MVLS Automation	0.00	0.00	0.00	2,570.00	2,570.00
65062 - Spectrum	0.00	0.00	0.00	1,030.00	1,030.00
<b>Total 65060 - Automation</b>	<b>555.65</b>	<b>0.00</b>	<b>1,609.10</b>	<b>3,600.00</b>	<b>3,600.00</b>
<b>65100 - Other Types of Expenses</b>					
65110 - Advertising Expenses	0.00	0.00	50.00	500.00	500.00
65150 - Memberships and Dues	0.00	0.00	119.00	500.00	500.00
65170 - Staff Development					
68300 - Travel and Meetings					
68310 - Conference, Convention, Meeting	0.00	0.00	16.00	50.00	50.00
68320 - Travel	0.00	0.00	0.00	50.00	50.00
<b>Total 68300 - Travel and Meetings</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Total 65170 - Staff Development</b>	<b>0.00</b>	<b>0.00</b>	<b>16.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Total 65100 - Other Types of Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>185.00</b>	<b>1,100.00</b>	<b>1,100.00</b>
<b>66000 - Payroll Expenses</b>					
66001 - Taxes, Disability, Unemployment	215.13	0.00	2,000.95	9,900.00	9,900.00
66000 - Payroll Expenses - Other	1,581.33	0.00	8,690.86	23,100.00	23,100.00
<b>Total 66000 - Payroll Expenses</b>	<b>1,796.46</b>	<b>0.00</b>	<b>10,691.81</b>	<b>33,000.00</b>	<b>33,000.00</b>
<b>80003 - Machines</b>					
80004 - Computers	315.35	0.00	315.35	1,400.00	1,400.00
<b>Total 80003 - Machines</b>	<b>315.35</b>	<b>0.00</b>	<b>315.35</b>	<b>1,400.00</b>	<b>1,400.00</b>
<b>Total Expense</b>	<b>3,942.61</b>	<b>0.00</b>	<b>19,099.03</b>	<b>60,375.00</b>	<b>60,375.00</b>
<b>Net Ordinary Income</b>	<b>-2,612.69</b>	<b>0.00</b>	<b>28,730.84</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-2,612.69</b>	<b>0.00</b>	<b>28,730.84</b>	<b>0.00</b>	<b>0.00</b>

**Sharon Springs Free Library**  
**Balance Sheet**  
As of May 28, 2020

	<u>May 28, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	76,686.72
1001 · Operating Fund	2,675.64
1002 · SSFL Building Fund	<u>19,019.82</u>
Total Checking/Savings	<u>98,382.18</u>
Total Current Assets	<u>98,382.18</u>
<b>TOTAL ASSETS</b>	<b><u>98,382.18</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	42,287.22
32000 · Unrestricted Net Assets	27,364.12
Net Income	<u>28,730.84</u>
Total Equity	<u>98,382.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>98,382.18</u></b>