

SHARON SPRINGS FREE LIBRARY
Trustee Meeting
August 27, 2020

AGENDA

Call to Order

Approval of Minutes

Treasurer's Report

President's Report

Director's Report

Privilege of the floor

Committee Report

- Administration (Policy and Procedure)
- Budget and Finance (Budget Prep)
- Collection Maintenance (Weeding)
- Joint Facility (Village and Town Liaison)
- Facility Maintenance (Building Repair and Maintenance)
- Fundraising (Library Operations)
- Executive (Officers)
- Personnel
- Material Selection (Choose books, DVDs, etc)
- Nominating (Recruitment)
- Publicity (Newsletter, advertisement, social media)

Old Business

New Business

Vacancies

Executive Session

Adjourn

Library minutes 8.27.2020

6pm meeting on **Long-Range Plan**; Susan Rorick will share notes with Gina Gilbert.
In attendance: Sue Fink, Susan Rorick, Helen Thomas, Bob Fucci, Susan Rorick, Patsy Nicosia, JoAnn Fralick.

7:15pm--Regular meeting called to order; Sue Fink leaving and Belinda Feris arriving.
Guest: Sarah Keegan.

Minutes approved--Bob/Gina

Treasurer's report accepted; correction that Book Giveaway raised \$305.15.

Discussion on village/town rent bills; Patsy found 2017 copy that shows they're both up-to-date on payments, however, our current agreement expires in December.

Consensus was that we wouldn't raise their rent, especially in light of COVID expenses/aid cuts to municipalities though we need to decide for sure at our September meeting.

--Agreed to sign \$520.26 licensing agreement with Meraki System, which provides us with useful information for state report ect.

Director's report (attached)--Highlights: Discussion on Helen's wish for more room; also the need to put many of our records online at the end of the year and the possibility of hiring someone to create a website for us for that.

Bulk Books of Rotterdam will take all of our leftover books Wednesday at 10am.

New business--Accepted with regret the resignation of President Lora Newell in appreciation of her many years of service.

VP Jeanne Irwin becomes our new president, leaving a vacancy on the board.

Sue Rorick will only serve as treasurer till the end of the year but has Stacey Jump in mind as a potential replacement and has invited her to our September meeting.

Sue suggested we have a Nominating Committee in place for present/future vacancies and Jeanne said she'd like to review committee assignments at our November meeting.

September meeting: Revisit t/v rent agreement, begin discussion on fundraising appeal...

Adjourned 8:45pm

Secretary Patsy Nicosia.

Sharon Springs Free Library Profit & Loss Budget Performance January 1 through August 27, 2020

	Jan 1 - Aug 27, 20	Budget	Jan 1 - Aug 27, 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
0001 · Tax Revenue	43,860.00	43,859.60	43,860.00	43,859.60	43,859.60
1004 · Fines	263.90	1,000.00	263.90	1,000.00	1,000.00
1005 · Copies/fax/printer	161.95	600.00	161.95	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	799.81	750.00	799.81	750.00	750.00
Total 43300 · Grants	1,233.62	3,550.00	1,233.62	3,550.00	3,550.00
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)	1,200.00	1,680.00	1,200.00	1,680.00	1,680.00
46431 · Fundraising Letter	495.00	4,000.00	495.00	4,000.00	4,000.00
43400 · Donations - Other	931.15	1,500.00	931.15	1,500.00	1,500.00
Total 43400 · Donations	3,236.30	7,455.00	3,236.30	7,455.00	7,455.00
45000 · Investments					
45030 · Interest-Savings, Short-term CD	25.47	25.00	25.47	25.00	25.00
Total 45000 · Investments	25.47	25.00	25.47	25.00	25.00
46422 · LLSA (Local Lib. Services Aid)	0.00	1,400.00	0.00	1,400.00	1,400.00
47500 · Rental Income	50.00	0.00	50.00	0.00	0.00
50000 · Carryover	0.00	2,485.40	0.00	2,485.40	2,485.40
Total Income	48,849.23	60,375.00	48,849.23	60,375.00	60,375.00
Gross Profit	48,849.23	60,375.00	48,849.23	60,375.00	60,375.00
Expense					
60300 · Awards and Grants					
60320 · Youth Scholarship	0.00	25.00	0.00	25.00	25.00
Total 60300 · Awards and Grants	0.00	25.00	0.00	25.00	25.00
62110 · Accounting Fees	692.70	1,600.00	692.70	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	1,164.00	1,900.00	1,164.00	1,900.00	1,900.00
Total 62100 · Contract Services	1,320.00	1,900.00	1,320.00	1,900.00	1,900.00
62851 · Cleaning Supplies	47.59	100.00	47.59	100.00	100.00
62870 · Property Insurance	708.02	4,000.00	708.02	4,000.00	4,000.00
62891 · Fuel	1,353.89	2,700.00	1,353.89	2,700.00	2,700.00
62892 · Electric	737.79	1,300.00	737.79	1,300.00	1,300.00
62893 · Water/Sewer	565.39	1,000.00	565.39	1,000.00	1,000.00
Total 62800 · Facilities	4,968.61	11,000.00	4,968.61	11,000.00	11,000.00
65010 · Books, Subscriptions, Reference					
65011 · Print Books	828.31	2,800.00	828.31	2,800.00	2,800.00
65012 · E books	125.00	800.00	125.00	800.00	800.00
65013 · DVDs	345.56	650.00	345.56	650.00	650.00
65010 · Books, Subscriptions, Reference - Other	59.50	50.00	59.50	50.00	50.00
Total 65010 · Books, Subscriptions, Reference	2,188.42	4,300.00	2,188.42	4,300.00	4,300.00
65020 · Postage, Mailing Service	175.00	600.00	175.00	600.00	600.00
65040 · Office Supplies	689.32	1,700.00	689.32	1,700.00	1,700.00
65050 · Telephone, Telecommunications	477.95	850.00	477.95	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
Total 65060 · Automation	2,577.56	3,600.00	2,577.56	3,600.00	3,600.00
65100 · Other Types of Expenses					
65110 · Advertising Expenses	50.00	500.00	50.00	500.00	500.00
65150 · Memberships and Dues	133.99	500.00	133.99	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
Total 68300 · Travel and Meetings	16.00	100.00	16.00	100.00	100.00
Total 65170 · Staff Development	16.00	100.00	16.00	100.00	100.00
Total 65100 · Other Types of Expenses	205.54	1,100.00	205.54	1,100.00	1,100.00
66000 · Payroll Expenses					
66001 · Taxes, Disability, Unemployment	3,810.65	9,900.00	3,810.65	9,900.00	9,900.00
66000 · Payroll Expenses - Other	14,858.53	23,100.00	14,858.53	23,100.00	23,100.00
Total 66000 · Payroll Expenses	18,669.18	33,000.00	18,669.18	33,000.00	33,000.00

8:05 PM
 08/25/20
 Accrual Basis

**Sharon Springs Free Library
 Profit & Loss Budget Performance
 January 1 through August 27, 2020**

	<u>Jan 1 - Aug 27, 20</u>	<u>Budget</u>	<u>Jan 1 - Aug 27, 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
80003 · Machines					
80004 · Computers	951.35	1,400.00	951.35	1,400.00	1,400.00
Total 80003 · Machines	<u>951.35</u>	<u>1,400.00</u>	<u>951.35</u>	<u>1,400.00</u>	<u>1,400.00</u>
Total Expense	<u>31,607.43</u>	<u>60,375.00</u>	<u>31,607.43</u>	<u>60,375.00</u>	<u>60,375.00</u>
Net Ordinary Income	<u>17,241.80</u>	<u>0.00</u>	<u>17,241.80</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>17,241.80</u></u>	<u><u>0.00</u></u>	<u><u>17,241.80</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Sharon Springs Free Library
Balance Sheet
As of August 27, 2020

	<u>Aug 27, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	59,384.50
1001 · Operating Fund	8,488.82
1002 · SSFL Building Fund	19,019.82
Total Checking/Savings	<u>86,893.14</u>
Total Current Assets	<u>86,893.14</u>
TOTAL ASSETS	<u>86,893.14</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	42,287.22
32000 · Unrestricted Net Assets	27,364.12
Net Income	17,241.80
Total Equity	<u>86,893.14</u>
TOTAL LIABILITIES & EQUITY	<u>86,893.14</u>

Sharon Springs Free Library Director's Report for August, 2020

Lora Newel, our board president, has submitted her resignation effective September 1, 2020. I checked to see if there are State guidelines. Eric said the position can stay open for a while. Normally, the Vice President would step up and then we would try to fill that position.

The Great Book Giveaway was a great success, netting \$350.50 on that one day. We still have a number of books left over and we are exploring options to dispose of them. Approximately 20 boxes in the community room have been labeled "Shed" which means they are ready for disposal if anyone can take them away. Sadly, someone left another eight boxes on the porch today in front of the drop box.

We are working on starting our book club again with a Book Chat in October where people would come and talk about whatever books they have read since we last met. Then we would choose a book for November and possibly January as well.

MVLS Directors' Council met 8/6 and the MVLS board met 8/20. In general most libraries are open now to patrons, all with some services. Schenectady is the most restricted as they are governed by the county and have not had clearance to open to patrons.

Joyce is in training. She will be taking my Tuesday schedule.

Our long range plan says that a copy of the minimum standards is attached. Here is a quote that explains exactly what they are and a link (hard copy available at our meeting) to the standards. The new requirement as of 1/1/2021 is that items 1 – 5 instead of just being available to the public at the library, also need to be online. (One of the items is the long range plan.) I would like to discuss issues related to that. I checked to see if it was acceptable to use our blog site. It is, but there are complications.

"The New York State Board of Regents sets standards for public and association libraries under Education Law, Section 254. Registration (Regulations of the Commissioner of Education Section 90.1), which is certified by the State Education Department, means that a chartered (incorporated) library meets the minimum standards (Regulations of the Commissioner of Education Section 90.2) for its size and is thereby qualified to receive and expend state and local public funds. Libraries are registered following Regents incorporation by charter. Once registered, each library provides an annual assurance that minimum standards are met through their annual report to the New York State Library."

<http://librarytrustees.org/wp-content/uploads/2015/06/NYSL-Minimum-Standards-for-Public-Libraries.pdf>

Miscellany:

Wish list for library projects: My wish is to explore the possibility of having a portion the back porch enclosed for dry storage. We could apply for a NYS construction grant to support a portion of the costs, but only half of the usual funds are available this year and one has to jump

through hoops to get the money. Recently, they have been more restrictive. One library reported that they had uploaded 100 pictures individually as directed but then were told to load them as a single file. Their final report to get the funds had been rejected five times and still wasn't cleared. I would like to have this project considered (with or without a construction grant) and if the board approves of the idea, I would like to get a documented estimate.

We are looking for the file that has a drawing of the library (as on the brochure and on some old policies). Does anyone have any idea where that might be? We think it would be preferable as a logo.

We had two job fairs in the community room 8/6 and 8/10, held by two agencies hiring for the Wal Mart warehouse. They each paid the \$50 fee.