



Patsy Nicosia <patsynicosia@gmail.com>

September 24, 2002 minutes. Sort of.

1 message

Patsy Nicosia <patsynicosia@gmail.com>

Sat, Oct 17, 2020 at 1:57 PM

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Sharon Springs Free Library**September 24, 2020**

Attendance: Gina Gilbert, Patsy Nicosia, Bob Fucci, Sue Rorick, Jeanne Irwin, Helen Thomas, Sue fink, Joyce Slater, guest Tonja Law.

Meeting called to order: 7:01 pm.

Minutes: Approved. Sue/Bob.

Treasurer's report: Sue is in the process of clearing up the credit card "mess."

Director's report: Submitted.

Helen said we've had some requests to resume children's activities, but the consensus was that we're not ready yet. We are, however, OK with Sam Nelson beginning a Dungeons and Dragons Club for teens in the regular library.

--The joint agreement was renewed with the town/village with no change; discussion over the website and fundraising appeal, with Gina taking the lead on that and the goal of having the letters out the second week of November.

--We celebrated the end of summer by removing the air conditioners.

Adjourned: 9pm. I think.

Sharon Springs Free Library
Director's Report – September, 2020

Directors' Council met virtually 9/3 and will meet again 10/1. Activity continues at lower than pre-Covid levels in all libraries. Most are open for some public access, except Schenectady main branch, although their Friends group is active in efforts to convince the County to let them open. They are experiencing significant revenue losses.

JA has decided to delete patron records that have been inactive for seven years. Previously, they just stayed on the books forever. This may impact some of our deadbeat receivables.

We have received a Chromebook and will have one year of a hotspot paid for, both thanks to a census related grant to Schoharie and Montgomery Counties. This was intended to encourage participation in the digital census, but the money and the equipment came in a little late. Also connected to this grant, we were give 50 copies of a children's book, "We Count," to distribute to pre-K and Kindergarten students. Jeanne oversaw that effort at the school, and we have offered some copies at the front desk for stay-at-home students. They are also putting up three in the two counties that refer people to the library for information if they feel they may not have been counted.

I submitted a grant proposal to MVLS for a \$500 "Dream and Do" grant to get a new comfortable easy chair since our long-term plan talks about the library reading room. I submitted to the WalMart Distribution Center a \$900 request with the same goal. They seemed to have money available this year but I don't know how they will react to that idea. The form seemed really abridged.

The new printer has arrived and is configured to the staff and one public computer. This week we are working on getting it connected to two other public computers. The toner cartridges are supposed to last longer than the ink cartridges. We have ordered one Black toner cartridge to have on hand since we don't know how long it will last. We have discussed before and generally agreed that the print and copy function is a non-profit service we provide our community. I endorse that idea whole heartedly. Just to be aware, Staples charges thirteen cents for B&W. Kimberly recently canvassed other libraries. One library is by donation. A number just charge .25 for everything. Two responded that they charge .20 for B&W and .50 for color. That last is what she hopes to do.

Our new public compact computer will ship this week. We will set it up and work remotely with JA for electronic connections. We currently have three public computers set up six feet apart. We will have to change arrangements if we want to have four available.

The useable leftover books from the giveaway were screened by JoAnn and/or myself for items for our lobby shelves. All the rest were carted away by BulkBooks of Rotterdam. We had a number of boxes and we still continue to receive books that unfortunately have books suitable only for the garbage. These are horribly outdated or badly damaged books—broken, rodent chewed or mildewed. Nobody likes to put books in the garbage, but some people leave it up to us

9/22/2020

to do that. It is probably a silent service we need to provide. As of Tuesday, there were still eight boxes in the shed. We hope to be rid of them as soon as possible.

After a thorough search, Gina and I have determined that the digital versions of the policies (updated in 2007) and the brochure files only existed on a blue thumb drive that disappeared from the library some time last year. We are discussing more reliable processes for the future.

Joyce is on board and working the Tuesday 3-8 shift and other hours as needed.

The Community Room is cleaned M, W and F. Laurie works in the early evening, so meetings in there might occur when she would normally clean. We had Twentieth Century in there last week and provided disinfecting wipes for everyone to clean their own area before they left. Town and Village want Laurie to wash the floor after every meeting.

In April, 2018, we addressed the issue of a missing plaque (in honor of McFarlands). At that time, I believe the board decided to replace it and identified the source from a sticker on the back of an existing plaque.

If board members are willing to assist, I would like to have the air conditioners removed tonight.

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

	Jan 1 - Sep 24, 20	Budget	Jan 1 - Sep 24, 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	265.90	1,000.00	265.90	1,000.00	1,000.00
1005 · Copies/fax/printer	190.85	600.00	190.85	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	545.00	4,000.00	545.00	4,000.00	4,000.00
43400 · Donations - Other	1,261.65	1,500.00	1,261.65	1,500.00	1,500.00
Total 43400 · Donations	3,636.90	7,455.00	3,636.90	7,455.00	7,455.00
45000 · Investments					
45030 · Interest-Savings, Short-term CD	28.04	25.00	28.04	25.00	25.00
Total 45000 · Investments	28.04	25.00	28.04	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	1,000.00	0.00	1,000.00	0.00	0.00
50000 · Carryover	0.00	2,485.40	0.00	2,485.40	2,485.40
Total Income	50,233.30	60,375.00	50,233.30	60,375.00	60,375.00
Gross Profit	50,233.30	60,375.00	50,233.30	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	741.00	0.00	741.00	0.00	0.00
62801 · Janitorial Services	1,236.00	1,900.00	1,236.00	1,900.00	1,900.00
Total 62100 · Contract Services	1,977.00	1,900.00	1,977.00	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	827.91	1,300.00	827.91	1,300.00	1,300.00
62893 · Water/Sewer	477.41	1,000.00	477.41	1,000.00	1,000.00
Total 62800 · Facilities	5,627.75	11,000.00	5,627.75	11,000.00	11,000.00
65010 · Books, Subscriptions, Reference					
65011 · Print Books	1,089.52	2,800.00	1,089.52	2,800.00	2,800.00
65012 · E books	125.00	800.00	125.00	800.00	800.00
65013 · DVDs	318.56	650.00	318.56	650.00	650.00
65010 · Books, Subscriptions, Reference - Other	59.50	50.00	59.50	50.00	50.00
Total 65010 · Books, Subscriptions, Reference	2,422.63	4,300.00	2,422.63	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	546.08	850.00	546.08	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	3,420.64	3,600.00	3,420.64	3,600.00	3,600.00
65100 · Other Types of Expenses					
65110 · Advertising Expenses	148.21	500.00	148.21	500.00	500.00
65150 · Memberships and Dues	193.99	500.00	193.99	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	363.75	1,100.00	363.75	1,100.00	1,100.00
66000 · Payroll Expenses					
66001 · Taxes, Disability, Unemployment	4,740.09	9,900.00	4,740.09	9,900.00	9,900.00
66000 · Payroll Expenses - Other	16,921.49	23,100.00	16,921.49	23,100.00	23,100.00
Total 66000 · Payroll Expenses	21,661.58	33,000.00	21,661.58	33,000.00	33,000.00

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 09/22/20
 Accrual Basis

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

	<u>Jan 1 - Sep 24, 20</u>	<u>Budget</u>	<u>Jan 1 - Sep 24, 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>36,562.60</u>	<u>60,375.00</u>	<u>36,562.60</u>	<u>60,375.00</u>	<u>60,375.00</u>
Net Ordinary Income	<u>13,670.70</u>	<u>0.00</u>	<u>13,670.70</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>13,670.70</u></u>	<u><u>0.00</u></u>	<u><u>13,670.70</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Sharon Springs Free Library
Balance Sheet
As of September 22, 2020

	<u>Sep 22, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	60,856.55
1001 · Operating Fund	3,445.67
1002 · SSFL Building Fund	19,019.82
Total Checking/Savings	<u>83,322.04</u>
Total Current Assets	<u>83,322.04</u>
TOTAL ASSETS	<u>83,322.04</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	42,287.22
32000 · Unrestricted Net Assets	27,364.12
Net Income	13,670.70
Total Equity	<u>83,322.04</u>
TOTAL LIABILITIES & EQUITY	<u>83,322.04</u>