

**Sharon Springs Free Library
Annual Meeting
October 22, 2019**

Agenda

Call to order

Annual director's report

Presentation of 2021 budget

Election of Trustees

Election of Officers

Adjourn

Library minutes
10.22.2020
ANNUAL MEETING

Called to order 7:03pm with board members Jeanne Irwin, Patsy Nicosia, Bob Fucci, Gina Gilbert, Belinda Feris, Sue Fink; staff Helen Thomas, Joanne Fralick; guest Cindy Howell.

Helen presented her Annual Director's Report with topics covering the 2020 Census, adapting to COVID, grants, and fundraisers.

Jeanne presented the 2021 budget in Sue Rorick's absence. We've pulled \$3,725.40 from our money market account to balance it. Accepted Jeanne/Bob.
(Cindy Howell has expressed interest in joining the board and serving as treasurer.)

Jeanne moved the election of trustees; hers was the only term up.
Jeanne moved the election of officers: Jeanne Irwin, president; vice president-vacant; Sue Rorick, treasurer; Patsy Nicosia, secretary. Accepted Patsy/Bob.

Adjourned 7:22pm.

Patsy Nicosia
Secretary

Sharon Springs Free Library 2021 Budget

Ordinary Income		Budget	
Grants			
	Stewarts	750	
	Dream and Do	500	
	Trustee Award	200	
	Gazebo Project	1600	
	Local Government Grants:		
	Town of Sharon	800	
Grant Totals		<u>3,850.00</u>	
Income	Tax Revenue	43,859.60	
	Fines	800	
	Copies/fax/printer	500	
Donations			
	Donations - other	1,700	
	State Education Department	400	
	Fundraising Letter	4,000	
	Great Book Giveaway	300	
Investments			
	Interest	25	
Other Income			
	LLSA	1,400	
	Rental Income	300	
	Carryover	3725.40	
Ordinary Income Total		<u>57,010.00</u>	
Income and Grant Total		<u>60,860.00</u>	
Ordinary Expenses			
Awards and Grants			
	Youth Scholarship	50	
Accounting Fees		1,600	
Programs Adult		400	
Programs Youth		800	
Facilities			
	Contract Services		
	Fyr Fighter	900	
	Janitorial Services	1,900	
	Cleaning Supplies	100	
	Property Insurance	4,000	
	Fuel	2,700	
	Electric	1,300	
	Water/Sewer	700	
	Facilities - other	300	

Books, Subscriptions, Reference			
	Print Books	2,800	
	E Books	800	
	DVDs	650	
	Other	60	
Postage, Mailing Service		600	
Office Supplies		1,000	
Telephone, Telecommunications		850	
Automation			
	MVLS	2,900	
	Spectrum	1,000	
Other Types of Expenses			
	Fundraising Expenses	50	
	Advertising Expenses	500	
	Membership and Dues	300	
	Staff Development		
	Conference, Convention, Meeting	50	
	Travel	50	
Payroll Expenses			
	Taxes, Disability, Unemployment	9,900	
	Payroll Expenses	23,100	
Machines			
	Computers	1,500	
Expenses Total		<u>60,860.00</u>	

Sharon Springs Free Library - Director's Annual Report
Submitted October 2020 – Covering October 2019 through September 2020

It was the year of the first digital census, the complete count. Libraries geared up to help people with online submission. Invitations to submit were mailed out beginning 3/12. Covid interfered.

Staff has remained constant (Helen Thomas and JoAnn Fralick) with the addition of Alivia from November 25th 2019 through March 3, 2020. Joyce Slater started training on Monday, August 3rd and now covers the Tuesday shift and sometimes alternates Monday and Friday evenings with JoAnn. Gina continued to work regularly as a volunteer and joined the board in January. Our plant watering volunteer quit, so the plants are at the mercy of whomever remembers to water them.

October 2019 through March 2020 - The Community Room continued its regular use and was the site of two very successful free jewelry making workshops in the fall. We held two very successful jewelry making classes that were funded at \$100 each by the MVLS Dream and Do grant (\$500). Children's programming included a February visit from "Run by Dogs" supported by the last \$200 of the Stewart's Children's Programming grant. (\$750) The rest of that grant was spent on musical performances, mostly for the Story Time group sometimes joined by the Pre-Ks.

Book group, yoga and Sharon Strong were steady. Writing group was small and stopped in winter. Friday knitting was small but consistent. Our book discussions were regular and lively. Story time was left with only toddlers since the older siblings had moved on in September.

We closed at the end of the workday on Monday, March 16. Alivia's position was eliminated. Employees were paid through the shutdown. The MVLS Dinner was virtual in April. Regina Gilbert was named MVLS Volunteer of the Year (Her name still appears as such on the MVLS website) and was awarded \$200 for library materials of her choice. So far, only two seasons of the PBS series "The Crown" have been purchased (\$53.79)

Maintenance work was carried on at the library during the shutdown. The south wall in the teen area and around the restrooms was painted, as were the bookshelves in the teen area and all the connected trim. We tried a variety of online programs and put books out on the porch for pickup. Microsoft ceased supporting Windows 7 and we had to retire one computer. We now have four public computers and one staff. One of our public computers is a new mini. (The staff computer will need to be replaced in 2021.) We remained active in MVLS through virtual meetings and emails and filed a business reopening plan with New York State and attested to Schoharie Stay healthy Stay Open.

In mid-June, employees returned to work with nearly normal hours and with masks and social distancing. June 17th, three Rotary members took the giant TV away. We reopened with curbside service in June and opened our doors to the public with masks and social distancing on Monday, July 13 at 10:00 a.m. among the first in the MVLS system.

Sharon Springs School decided to participate in SORA, the student reading app that connects students to Overdrive, so students can access it through their school system.

Our Great Book Giveaway was a one-day, socially distanced, outdoor effort on Saturday, August 15 from 9 – 2. The shed was full of books but they are all gone now and all the leftover books were carted away by Bulk Books Warehouse of Rotterdam.

We promoted the Great Library Read, “The Darwin Affair,” as an e-book club reading in August but without response. We tried a virtual book club with E.M. Forster’s “A Room with a View” in May but only two people read the book. We provided links to Dolly Parton and NY Daybyday for daily story times as well as instructions for downloading Libby and a link to Libravox. In early fall, we had JoAnn read several story time books for posting on Face Book. She has also prepared take home craft bags to go with the stories. Publishers have allowed these readings in spite of copyrights because of Covid. By Board decision in the September meeting, Story Time will remain virtual through the end of the year. We had a book discussion on October 16 where we decided to read “The Secret Life of Bees” for November at which time we will choose additional books for January and February. Samantha Nelson had begun a D and D group that meets in the library on Thursdays after school. So far they have met three times. Attendance is 5 to 7 students.

MVLS continues to send “Preview bins” that account for the majority of our new children’s books. We do, however purchase children’s books if they are requested by patrons.

We have submitted a Dream and Do grant (\$500) to buy a soft chair for our reading area. We have also submitted to WalMart (\$900) for the same initiative.

We are in the process of preparing a Pandemic Operations Plan. This is similar to the reopening plan but more like a policy for the future if we have to close as opposed to reacting to the circumstances and phases of opening of the spring and summer.

We received our first annual fundraiser donation of \$100 from seasonal patrons and an additional \$200 from one local couple. By board decision (September), the annual fundraiser will be targeted this year to previous donors who will each get a letter addressed specifically to them.

Business has been slow since reopening but is slowly increasing. Most of the libraries in the MVLS system are having the same experience. Schenectady has been delayed in reopening by County administration. As of last week, they are allowed to open five branches, but central remains closed.

Monthly Statistics

Month	Visitors	Copy/Print Revenue	Fines Collected
October 2019	642	48	90
November	434	21	75
December	429	26	22
January 2020	288	14	5
February	513	21	97
March through 3/16	273	21	41
April - June	0	0	0
July	185	23	10
August	293	13	2
September	288	15	5