

**Sharon Springs Free Library  
Trustee Meeting  
October 22, 2020**

**Agenda**

**Call to order**

- **Approval of Minutes**
- **Treasurer's Report**
- **President's Report**

**Pros and cons of policy review as whole group vs committee**  
**Need for committees – all sign up for 2 or 3**  
**Meshing timeline of budget numbers with Town**  
**Email of apology from Town – thank you Bob!**

**Director's Report**

- **Privilege of the Floor**
- **Committee Reports**

**Administration (policy and procedure)**

**3 policies for review**

**Budget and Finance (budget prep)**

***Collection Maintenance?***

***Director accomplishes this***

**Joint Facility (Village and Town Liaisons)**

**Windows for clerks**

**Facility Maintenance (Building repair and Maintenance)**

**Door samples**

**Fundraising (library operations)**

**Help with annual letter**

**Executive (officers)**

***Material Selection?***

***Open to all to make suggestions***

**Nominating (recruitment)**

**All should recruit – officer slate presented at annual meetings**

***Publicity (newsletter, advertisements, social media)?***

***Director does this?***

**Ad hoc**

**Gazebo – on hold**

- **Old Business**

**Fundraising letter**

**Voting on new members**

**Plaque**

- **New Business**

**Adjourn**

**Library minutes**  
**10.22.2020**  
**REGULAR MEETING**

Called to order 7:22pm with board members Jeanne Irwin, Patsy Nicosia, Bob Fucci, Gina Gilbert, Belinda Feris, Sue Fink; staff Helen Thomas, Joanne Fralick; guest Cindy Howell.

**Minutes approved:** Gina/Sue.

**Treasurer's report approved:** Bob/Patsy

**President's report:** Gina has been reviewing our policies and after discussion, it was decided to review them as a group on a regular basis, reviewing/making changes to our policies on October 22 on: Mission Statement, Patron Registration, Homebound Seniors, Video/DVD Circulation.

Discussion on getting our budget on the ballot in 2021; Bob will contact fire department about shed and agreed (again) to spearhead gazebo project with Belinda's help.

**Old/New Business:** We welcomed Cindy Howell, who is interested in serving on the board and as treasurer; she has an extensive background in banking. Tonja Law was also approved as a new board member.

Meeting adjourned: 8:37pm.

8:59 PM

10/14/20

Accrual Basis

# Sharon Springs Free Library

## Profit & Loss Budget Performance

### October 1 - 22, 2020

	Oct 1 - 22, 20	Budget	Jan 1 - Oct 22,...	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	5.00	0.00	270.90	1,000.00	1,000.00
1005 · Copies/fax/printer	14.50	0.00	205.35	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	799.81	750.00	750.00
<b>Total 43300 · Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>1,233.62</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)	0.00	0.00	1,200.00	1,680.00	1,680.00
46431 · Fundraising Letter	0.00	0.00	545.00	4,000.00	4,000.00
43400 · Donations - Other	38.00	0.00	1,332.80	1,500.00	1,500.00
<b>Total 43400 · Donations</b>	<b>43.00</b>	<b>0.00</b>	<b>3,679.90</b>	<b>7,455.00</b>	<b>7,455.00</b>
<b>45000 · Investments</b>					
45030 · Interest-Savings, Short-term CD	0.00	0.00	30.54	25.00	25.00
<b>Total 45000 · Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>30.54</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	1,000.00	0.00	0.00
50000 · Carryover	0.00	0.00	0.00	2,485.40	2,485.40
<b>Total Income</b>	<b>62.50</b>	<b>0.00</b>	<b>50,298.30</b>	<b>60,375.00</b>	<b>60,375.00</b>
<b>Gross Profit</b>	<b>62.50</b>	<b>0.00</b>	<b>50,298.30</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>
<b>62110 · Accounting Fees</b>	<b>350.00</b>	<b>0.00</b>	<b>1,042.70</b>	<b>1,600.00</b>	<b>1,600.00</b>
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	741.00	0.00	0.00
62801 · Janitorial Services	144.00	0.00	1,380.00	1,900.00	1,900.00
<b>Total 62100 · Contract Services</b>	<b>144.00</b>	<b>0.00</b>	<b>2,121.00</b>	<b>1,900.00</b>	<b>1,900.00</b>
62851 · Cleaning Supplies	0.00	0.00	47.59	100.00	100.00
62870 · Property Insurance	1,390.21	0.00	2,098.23	4,000.00	4,000.00
62891 · Fuel	0.00	0.00	1,353.89	2,700.00	2,700.00
62892 · Electric	77.31	0.00	905.22	1,300.00	1,300.00
62893 · Water/Sewer	0.00	0.00	439.24	1,000.00	1,000.00
<b>Total 62800 · Facilities</b>	<b>1,896.52</b>	<b>0.00</b>	<b>7,486.10</b>	<b>11,000.00</b>	<b>11,000.00</b>
<b>65010 · Books, Subscriptions, Reference</b>					
65011 · Print Books	148.00	0.00	1,237.52	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	318.56	650.00	650.00
65010 · Books, Subscriptions, Reference - Other	0.00	0.00	59.50	50.00	50.00
<b>Total 65010 · Books, Subscriptions, Reference</b>	<b>77.62</b>	<b>0.00</b>	<b>2,500.25</b>	<b>4,300.00</b>	<b>4,300.00</b>
65020 · Postage, Mailing Service	0.00	0.00	175.00	600.00	600.00
65040 · Office Supplies	0.00	0.00	689.32	1,700.00	1,700.00
65050 · Telephone, Telecommunications	59.42	0.00	605.50	850.00	850.00
<b>65060 · Automation</b>					
65061 · MVLS Automation	232.83	0.00	2,328.30	2,570.00	2,570.00
65062 · Spectrum	89.99	0.00	894.90	1,030.00	1,030.00
<b>Total 65060 · Automation</b>	<b>322.82</b>	<b>0.00</b>	<b>3,223.20</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	148.21	500.00	500.00
65150 · Memberships and Dues	52.99	0.00	246.98	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>

8:59 PM  
10/14/20  
Accrual Basis

# **Sharon Springs Free Library** **Profit & Loss Budget Performance** **October 1 - 22, 2020**

	<u>Oct 1 - 22, 20</u>	<u>Budget</u>	<u>Jan 1 - Oct 22,...</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 65170 · Staff Development	0.00	0.00	16.00	100.00	100.00
Total 65100 · Other Types of Expenses	52.99	0.00	416.74	1,100.00	1,100.00
66000 · Payroll Expenses					
66001 · Taxes, Disability, Unemployment	496.40	0.00	5,236.49	9,900.00	9,900.00
66000 · Payroll Expenses - Other	1,906.50	0.00	18,827.99	23,100.00	23,100.00
Total 66000 · Payroll Expenses	2,402.90	0.00	24,064.48	33,000.00	33,000.00
80003 · Machines					
80004 · Computers	0.00	0.00	1,471.61	1,400.00	1,400.00
Total 80003 · Machines	533.82	0.00	2,005.43	1,400.00	1,400.00
Total Expense	5,696.09	0.00	42,220.52	60,375.00	60,375.00
Net Ordinary Income	-5,633.59	0.00	8,077.78	0.00	0.00
Net Income	-5,633.59	0.00	8,077.78	0.00	0.00

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**Sharon Springs Free Library**  
**Balance Sheet**  
**As of October 22, 2020**

	<u>Oct 22, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	55,897.22
1001 · Operating Fund	2,749.58
1002 · SSFL Building Fund	19,082.32
Total Checking/Savings	<u>77,729.12</u>
Total Current Assets	<u>77,729.12</u>
<b>TOTAL ASSETS</b>	<u><u>77,729.12</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
30000 · Opening Balance Equity	42,287.22
32000 · Unrestricted Net Assets	27,364.12
Net Income	8,077.78
Total Equity	<u>77,729.12</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>77,729.12</u></u>

## Director's Report

For October 2020

- October 1 copy costs went up to .20 per page, and overdue fines began being charged. They were not being charged since March.
- The new gutters are up.
- The Town and Village installed sliding glass windows from their offices to the hall for Covid safety.
- We held a socially distanced book discussion 10/16 and plan to discuss "The Secret Life of Bees" on Nov. 20, starting regular monthly discussions in January.
- D&D club started up and met on the 1st, 8th and 15th with 5 - 7 students each day.
- We have put up on Face Book a Halloween Story Time. JoAnn prepared a clever craft to go with it. We need to delete earlier stories per copyrights.
- Gina has begun work on the annual fundraiser. I would like input on TJ and FB publicity and whether we will have forms/envelopes at the library.
- I completed the internal October through September annual report.
- Because of the Covid requirements for poll workers, there may be some issues for library patrons on November 3<sup>rd</sup>. I will note in TJ publicity, Face Book posts and signage.