

**Sharon Springs Free Library
Trustee Meeting
December 4, 2020**

Agenda

Call to order

- **Approval of Minutes**
- **Treasurer's Report**
- **President's Report**
 - NYS road sign letter
 - % on windows / fire inspection
 - email on salt/doors
 - shed idea

Director's Report

Privilege of the Floor

Committee Reports

Administration (policy and procedure)

3 policies for review

Budget and Finance (budget prep)

Susan and Cindy planning to meet/work together

Joint Facility (Village and Town Liaisons)

agreement sent

Facility Maintenance (Building repair and Maintenance)

door estimates

Fundraising (library operations)

update

Executive (officers)

Nominating (recruitment)

All should recruit – officer slate presented at annual meetings

Ad hoc

Gazebo – on hold

▪ **Old Business**

- Plaque received

▪ **New Business**

Adjourn



Patsy Nicosia <patynicosia@gmail.com>

Library minutes for 12.4.2020

1 message

Patsy Nicosia <patynicosia@gmail.com>

Sun, Dec 27, 2020 at 8:41 AM

To: Tonja Law <tonja510@yahoo.com>, "patynicosia@gmail.com" <patynicosia@gmail.com>, "susan_rorick@yahoo.com" <susan_rorick@yahoo.com>, "fucci181@gmail.com" <fucci181@gmail.com>, "jeannemarieirwin@gmail.com" <jeannemarieirwin@gmail.com>, "suefinkalta@icloud.com" <suefinkalta@icloud.com>, "Thomas, Helen" <HThomas1@mvs.info>, "jfralick317@yahoo.com" <jfralick317@yahoo.com>, "blferis@netzero.net" <blferis@netzero.net>, "Slater, Joyce" <JSlater@mvs.info>, Cindy Howell <cindy@thespiralconnection.com>, "ginabeana55@yahoo.com" <ginabeana55@yahoo.com>, "cc: Fralick, JoAnn" <JFralick@mvs.info>

Hey, it's still 2020.

Library minutes**12.4.2020**

Called to order 7:04pm with board members Jeanne Irwin, Patsy Nicosia, Gina Gilbert, Belinda Feris, Tonja Law; staff Helen Thomas, Joanne Fralick, Joyce Slater.

Minutes for annual meeting approved: Belinda/Gina; regular, Belinda/Jeanne.

Treasurer's report accepted: Patsy/Jeanne.

Incoming treasurer Cindy Howell and outgoing Sue Rorick will meet to go over the job, with hat-passing in time for February when annual report is due.

Many thanks to Sue for helping us through this and Cindy for taking it over.

Also, Gina has graciously agreed to serve as VP.

--We signed a card for Sue Fink, who has resigned and will be missed.

--**President's report:** Jeanne said DOT will investigate "library" signs on Route 20 as requested; the service windows on the t/v side were done correctly according to CO; fire inspection/extinguisher issues were sorted out with CO and FyreFighter and we noted we need to "flip" the extinguishers before our meetings now.

Disposal of the shed remains an issue; Jeanne will talk to Rotary about their help.

Director's report: Helen ran through highlights. She has joined the Assoc. for Rural and

Small Libraries for us to allow us to apply for their grants. It also gives us access to a free Zoom license; Jeanne will have Sue cancel ours.

Helen also case one vote for us for Chamber slate of officers; we're members.

Policies: reviewed and approved Library Rules, Bill of Rights, Release of Info, Freedom to Read.

Fundraising: Gina reported 200 letters sent out, 90 responses donating \$4,620 to date. In past years, letters have raised about \$4,000, so this is a win-win, especially when we factor in savings in mailings.

Along those lines, Jeanne and Patsy will reach out to Sandy Manko after January 1 about getting library on ballot.

Adjourned for Christmas party about 8pm.

Sharon Springs Free Library Profit & Loss Budget Performance January 1 through December 3, 2020

	Jan 1 - Dec 3, 20	Budget	Jan 1 - Dec 3, 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	313.20	1,000.00	313.20	1,000.00	1,000.00
1005 · Copies/fax/printer	280.90	600.00	280.90	600.00	600.00
1018 · Lost Book and DVD	17.99	0.00	17.99	0.00	0.00
43300 · Grants	0.00	800.00	0.00	800.00	800.00
43310 · Corporate and Business Grants	0.00	2,000.00	0.00	2,000.00	2,000.00
43330 · Foundation and Trust Grants	0.00	750.00	0.00	750.00	750.00
44530 · Local Government Grants	799.81	750.00	799.81	750.00	750.00
Total 43300 · Grants	1,733.62	3,550.00	1,733.62	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 · Indivld, 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	4,055.00	4,000.00	4,055.00	4,000.00	4,000.00
43400 · Donations - Other	2,559.95	1,500.00	2,559.95	1,500.00	1,500.00
Total 43400 · Donations	8,422.05	7,455.00	8,422.05	7,455.00	7,455.00
45000 · Investments					
45030 · Interest-Savings, Short-term CD	32.91	25.00	32.91	25.00	25.00
Total 45000 · Investments	32.91	25.00	32.91	25.00	25.00
46422 · LLSA (Local Lib. Services Aid)					
47500 · Rental Income	995.35	1,400.00	995.35	1,400.00	1,400.00
50000 · Carryover	1,000.00	0.00	1,000.00	0.00	0.00
Total Income	56,656.02	60,375.00	56,656.02	60,375.00	60,375.00
Gross Profit					
56,656.02		60,375.00	56,656.02	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
62100 · Accounting Fees					
62110 · Accounting Fees	1,167.70	1,600.00	1,167.70	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	1,596.00	1,900.00	1,596.00	1,900.00	1,900.00
Total 62100 · Contract Services	2,337.00	1,900.00	2,337.00	1,900.00	1,900.00
62851 · Cleaning Supplies					
62851 · Cleaning Supplies	47.59	100.00	47.59	100.00	100.00

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62870 · Property Insurance	2,384.83	4,000.00	2,384.83	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	1,008.80	1,300.00	1,008.80	1,300.00	1,300.00
62893 · Water/Sewer	591.94	1,000.00	591.94	1,000.00	1,000.00
Total 62800 · Facilities	8,244.98	11,000.00	8,244.98	11,000.00	11,000.00
65010 · Books, Subscriptions, Reference					
65011 · Print Books	1,756.92	2,800.00	1,756.92	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	2,865.92	4,300.00	2,865.92	4,300.00	4,300.00
65020 · Postage, Mailing Service	298.75	600.00	298.75	600.00	600.00
65040 · Office Supplies	856.22	1,700.00	856.22	1,700.00	1,700.00
65050 · Telephone, Telecommunications	664.61	850.00	664.61	850.00	850.00
65060 · Automation					
65061 · MVLS Automation	2,561.13	2,570.00	2,561.13	2,570.00	2,570.00
65062 · Spectrum	984.89	1,030.00	984.89	1,030.00	1,030.00
Total 65060 · Automation	3,546.02	3,600.00	3,546.02	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	261.97	500.00	261.97	500.00	500.00
65170 · Staff Development					
68300 · Travel and Meetings	16.00	50.00	16.00	50.00	50.00
68310 · Conference, Convention, Meeting	0.00	50.00	0.00	50.00	50.00
68320 · Travel	16.00	100.00	16.00	100.00	100.00
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	486.86	1,100.00	486.86	1,100.00	1,100.00
66000 · Payroll Expenses					
66001 · Taxes, Disability, Unemployment	6,580.05	9,900.00	6,580.05	9,900.00	9,900.00
66000 · Payroll Expenses - Other	21,669.85	23,100.00	21,669.85	23,100.00	23,100.00
Total 66000 · Payroll Expenses	28,249.90	33,000.00	28,249.90	33,000.00	33,000.00
80003 · Machines					
80004 · Computers	1,471.61	1,400.00	1,471.61	1,400.00	1,400.00
Total 80003 · Machines	2,005.43	1,400.00	2,005.43	1,400.00	1,400.00
Total Expense	48,398.19	60,375.00	48,398.19	60,375.00	60,375.00
Net Ordinary Income	8,257.83	0.00	8,257.83	0.00	0.00

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Net Income	8,257.83	0.00	8,257.83	0.00	0.00

Sharon Springs Free Library
Balance Sheet
As of December 3, 2020

	<u>Dec 3, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	52,362.09
1001 · Operating Fund	6,527.26
1002 · SSFL Building Fund	19,019.82
Total Checking/Savings	<u>77,909.17</u>
Total Current Assets	<u>77,909.17</u>
TOTAL ASSETS	<u>77,909.17</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	42,287.22
32000 · Unrestricted Net Assets	27,364.12
Net Income	8,257.83
Total Equity	<u>77,909.17</u>
TOTAL LIABILITIES & EQUITY	<u>77,909.17</u>

Sharon Springs Free Library Director's Report – December 3, 2020

MVLS Directors meeting = December 3 at 9:30 a.m.

We have a new volunteer, Francis Chichester, who waters our plants every Saturday and is willing to help in other ways as well.

We have received a letter from DOT regarding our request for a library sign. "The Traffic Safety and Mobility Office (TSMO) will perform a review of the area to assess the current situation and outline opportunities for improvement. We will notify you and the appropriate agencies of the results of our review."

MVLS Foundation Advocacy grants are due by January 1. "Libraries can apply for up to \$2,500 (actual awards depend on the number of applications received) for projects designed to help your community members stay well-informed about the services that your library provides and the impact that the library has on community wellbeing; and to encourage your community to show its appreciation by supporting the library budget." One suggestion has been to use this to print new brochures. I think it could also be used if there were any expenses associated with getting on the ballot.

I have joined the Association for Rural and Small Libraries - an arm of the American Library Association. They have two Zoom licenses we could use. That membership also allows us to apply for their grants.

We are members of the Chamber and have the opportunity to vote for their slate of directors or for particular individuals. They need a response by 12/8 at 6:30 p.m.

I vote for the entire proposed Board of Directors Slate

Or vote individually below:

_____ Ron Ketelsen, President (The Roseboro & Miss Lodema's Tea Room)

_____ Lance DeShazo, Vice President (Individual Member)

_____ Heather Ward, Treasurer (NBT Bank)

_____ Joyce Slater, Secretary (Individual Member)

_____ Phoebe MacGillivray, Member At Large (Individual Member)

_____ Denise Kelly, Member At Large (Village of Sharon Springs)

_____ Geri Dunne, Member At Large (Individual Member)

I will be happy to process the Board's vote.

Historic Markers are no longer supported by New York State but by a foundation. One can apply for five at a time but you have to be a 501c3. The library is and could process an application, but it requires original source documentation. I'm wondering if we should approach the Village and/or the Chamber to consider this as a joint venture.

<https://www.wgpfoundation.org/history/nys-historic-markers/>

*Joyce
will
→ Row*

WalMart sent an email about publicity and said to contact the store manager that approved our funding to see if they wanted to do about publicity. I spoke with Mr. Jordan at the distribution center but he did not want to do anything. He just said that there would be more money available in February and that we should apply early if we need anything.

We occasionally receive compliments and have had three relatively recently. One from a patron who sent a card with her \$50 check saying, "I'm sorry that our donation can't be more this year, but I want to say thank you to the Board, Helen, all the staff and volunteers for what a treasure the library is. It is an important part of my life. I only wish my tax dollars supported Sharon Springs instead of Cobleskill." JoAnn got a compliment on our new book table choices recently and there was also a phone message from a patron who has moved out of the area.