

Library minutes
1.28.2021

Called to order 7:04 pm with board members Jeanne Irwin, Patsy Nicosia, Gina Gilbert, Tonja Law, Susan Rorick, and Bob Fucci, and staff Helen Thomas and Joanne Fralick.

Minutes for 12.4.2020 approved: Jeanne/Gina.

Treasurer's report accepted: Susan/Jeanne.

President's report/new business

--Jeanne said Eric Trahan from MVLS will be at the February 25 meeting to talk about different library funding options and to formally honor Gina as 2020 Volunteer of the Year.

Following up on a previous question, Eric said there is nothing like "Quick Books" for libraries.

--DOT will put up library signs on Route 20.

--We agreed to let Rotary and food bank volunteers put a box of food in the lobby; they're working to expand their outreach.

Rotary is also interested in a "legacy park" and will attend a future meeting to provide details.

--Agreed to let Susan buy or borrow an updated Microsoft Office for the laptop. Jeanne/Tonja moved.

--Reviewed and adopted policies on: Freedom to View, Material Selection, Gift acceptance, and Posting. Patsy/Susan.

Director's report

Attached. Highlights include: March 6 outdoor event from Run By Dogs; we decided to postpone the Great Book Giveaway until the summer when COVID will be over and so we're not yet accepting books; Helen's written a \$1,400 MVLS Advocacy Grant to help us redo our brochure.

Some other libraries have asked us to help sponsor an online concert with Reggie Harris, but we questioned participation here and cost.

Committees

--Called Stinson Lock to fix door at town/village end. Needs additional work before long.

--Our fundraising letter has raised \$5,315 to date with 100 or 200 letters sent out returned with donations.

--Shed: Fire Department will burn it, but we need to get it onto the grass and that will need to wait till spring now.

Nominating: Tonja Law was nominated to be treasurer and will be working with Susan in the transition. Jeanne/Bob.

--We were all trained to "flip" fire extinguishers and flipped them.

Adjourned: 9pm.

Sharon Springs Free Library
Profit & Loss Budget Performance
 January 1 - 28, 2021

	Jan 1 - 28, 21	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
0001 · Tax Revenue	39,615.12	39,615.12	43,859.60
1004 · Fines	722.58	722.58	800.00
1005 · Copies/fax/printer	451.61	451.61	500.00
43300 · Grants			
43301 · Stewarts	677.42	677.42	750.00
43302 · Dream and Do	451.61	451.61	500.00
434402 · Trustee Award	180.65	180.65	200.00
43490 · Pam (Gazebo Project)	2,623.87	2,623.87	2,905.00
44530 · Local Government Grants			
44531 · Town of Sharon Springs	722.58	722.58	800.00
Total 44530 · Local Government Grants	722.58	722.58	800.00
Total 43300 · Grants	4,656.13	4,656.13	5,155.00
43400 · Donations			
43401 · Donations - Other	1,535.48	1,535.48	1,700.00
43402 · Great Book Giveaway	270.97	270.97	300.00
43403 · Donation - State Education Dep.	361.29	361.29	400.00
46431 · Fundraising Letter	3,612.90	3,612.90	4,000.00
Total 43400 · Donations	5,780.64	5,780.64	6,400.00
45000 · Investments			
45030 · Interest-Savings, Short-term CD	22.58	22.58	25.00
Total 45000 · Investments	22.58	22.58	25.00
46422 · LLSA (Local Lib. Services Aid)	1,264.52	1,264.52	1,400.00
47500 · Rental Income			
47501 · Community Room	270.97	270.97	300.00
Total 47500 · Rental Income	270.97	270.97	300.00
50000 · Carryover	3,364.88	3,364.88	3,725.40
Total Income	56,149.03	56,149.03	62,165.00
Gross Profit	56,149.03	56,149.03	62,165.00
Expense			
60300 · Awards and Grants			
60320 · Youth Scholarship	45.16	45.16	50.00
Total 60300 · Awards and Grants	45.16	45.16	50.00
62110 · Accounting Fees			
62110 · Accounting Fees	1,445.16	1,445.16	1,600.00
62151 · Programs Adult			
62151 · Programs Adult	361.29	361.29	400.00
62152 · Programs/Youth			
62152 · Programs/Youth	722.58	722.58	800.00
62800 · Facilities			
62100 · Contract Services			
62100 · Contract Services	812.90	812.90	900.00
62101 · Fyr Fighter	1,716.13	1,716.13	1,900.00
62801 · Janitorial Services	1,716.13	1,716.13	1,900.00
Total 62100 · Contract Services	2,529.03	2,529.03	2,800.00
62851 · Cleaning Supplies	90.32	90.32	100.00
62870 · Property Insurance	3,612.90	3,612.90	4,000.00
62891 · Fuel	2,438.71	2,438.71	2,700.00
62892 · Electric	1,174.19	1,174.19	1,300.00
62893 · Water/Sewer	632.26	632.26	700.00
62800 · Facilities - Other	270.97	270.97	300.00
Total 62800 · Facilities	10,748.38	10,748.38	11,900.00
65010 · Books, Subscriptions, Reference			
65010 · Books, Subscriptions, Reference	2,529.03	2,529.03	2,800.00
65011 · Print Books	2,529.03	2,529.03	2,800.00
65012 · E books	722.58	722.58	800.00
65013 · DVDs	587.10	587.10	650.00
65016 · Subscriptions - Mags, Newspaper	54.19	54.19	60.00
Total 65010 · Books, Subscriptions, Reference	3,892.90	3,892.90	4,310.00

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01/27/21

Accrual Basis

Sharon Springs Free Library
Profit & Loss Budget Performance
 January 1 - 28, 2021

	<u>Jan 1 - 28, 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
65020 · Postage, Mailing Service	541.94	541.94	600.00
65040 · Office Supplies	903.23	903.23	1,000.00
65050 · Telephone, Telecommunications	767.74	767.74	850.00
65060 · Automation			
65061 · MVLS Automation	2,619.35	2,619.35	2,900.00
65062 · Spectrum	903.23	903.23	1,000.00
Total 65060 · Automation	<u>3,522.58</u>	<u>3,522.58</u>	<u>3,900.00</u>
65100 · Other Types of Expenses			
65101 · Fundraising Expenses	45.16	45.16	50.00
65110 · Advertising Expenses	451.61	451.61	500.00
65150 · Memberships and Dues	270.97	270.97	300.00
65170 · Staff Development			
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	45.16	45.16	50.00
68320 · Travel	45.16	45.16	50.00
Total 68300 · Travel and Meetings	<u>90.32</u>	<u>90.32</u>	<u>100.00</u>
Total 65170 · Staff Development	<u>90.32</u>	<u>90.32</u>	<u>100.00</u>
Total 65100 · Other Types of Expenses	<u>858.06</u>	<u>858.06</u>	<u>950.00</u>
66000 · Payroll Expenses			
66001 · Taxes, Disability, Unemployment	8,941.94	8,941.94	9,900.00
66000 · Payroll Expenses - Other	20,864.52	20,864.52	23,100.00
Total 66000 · Payroll Expenses	<u>29,806.46</u>	<u>29,806.46</u>	<u>33,000.00</u>
80003 · Machines			
80004 · Computers	1,354.84	1,354.84	1,500.00
Total 80003 · Machines	<u>1,354.84</u>	<u>1,354.84</u>	<u>1,500.00</u>
Total Expense	<u>54,970.32</u>	<u>54,970.32</u>	<u>60,860.00</u>
Net Ordinary Income	<u>1,178.71</u>	<u>1,178.71</u>	<u>1,305.00</u>
Net Income	<u>1,178.71</u>	<u>1,178.71</u>	<u>1,305.00</u>

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Accrual Basis

Sharon Springs Free Library
Balance Sheet
As of January 27, 2021

	<u>Jan 27, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	48,641.04
1001 · Operating Fund	1,831.41
1002 · SSFL Building Fund	<u>19,019.82</u>
Total Checking/Savings	69,492.27
Total Current Assets	<u>69,492.27</u>
TOTAL ASSETS	<u><u>69,492.27</u></u>
LIABILITIES & EQUITY	<u>69,492.27</u>

Sharon Springs Free Library Director's Report January 2021

MVLS Directors' Council met January 7

- As of mid January, 7 of the MVLS libraries have gone back to curbside service.
- Schenectady is a vaccine administration site. They shifted some hours to branches.
- We are encouraged to share accurate information about Covid 19 and to promote vaccines.
- The pandemic response plan the state will require by April will be on the Feb agenda for Director's council.
- NYS Annual Report should be available to work on soon. The deadline will be early March.
- Sharon O'Brien is negotiating with various suppliers to get the best package of e-magazines at the best price. Overdrive is \$25k for the package. Flipster is about \$8400 for a similar package. Individual magazines are costly (People is \$1800). We have minimal usage.

MVLS Board of Trustees met January 21

- In 2020, the April to April state budget paid libraries 80% of the amount budgeted. It looks like in 2021, it will be paid at 95% of the amount budgeted. "Maintenance of Effort" is a concern. If local aid for libraries is less than 95% of the previous year's, budgets get cut by 25%. MVLS will fail this year, but there is a waiver process and last year was a special case so we are hopeful. The State Dept of Ed has put in a request to restore the \$34M that was reduced to \$14M last year.
- Joint Automation fees for 2021 will be based on 2019 data rather than 2020 so bills will be the same this year as they were last.
- Advocacy Day is coming up (virtual this year). 2/26/21 It is important for as many voices to be heard as possible on behalf of libraries. There is no news on Budget Aid, but there will be an active library committee in both houses.
- Eric Trahan will be attending our February Meeting to provide us information about how libraries can be funded and to officially recognize Gina Gilbert's 2020 Volunteer of the Year award.
- We were awarded an MVLS Advocacy grant of \$1400 to redo our brochure. We will receive 90% payment (\$1,260) on February 15 and the remainder when the project is finished and the report filed.

SHS Business

Our vacuum cleaner died but a Face Book post to the community provided a replacement.

I have put a notice on our blog site that policies will be posted there and referred visitors to our FB page for day to day activities and information. I will work with Gina to get policies posted.

JoAnn did an online story time about birds and created take-away craft kits

Schoharie, Cobleskill and Middleburgh asked if all four of our libraries could co-host folksinger, Reggie Harris for a virtual event, but they didn't have information about what the cost would be. I don't think we have a significant digital audience to justify much of our programming budget, but would like board input.

I have booked the sled dogs from Run by Dogs to do an outdoor event for us Saturday, March 6

Have we canceled our Zoom subscription? If not, we will have to move the charge to the new card.

Thoughts about a Great Book Giveaway? April?

New Trustees are supposed to take the oath of office within 30 days of their appointment.

With the help of patron/volunteer Francis Chichester, JoAnn has redone our movie shelves.

Joyce is working on tidying book shelves.

Current Status of Grant Funding

Balance of 2019 Adult Programming funding from MVLS Dream and Do grant \$300

Balance of 2019 Furniture funding from MVLS Dream and Do grant \$500

Balance of Walmart Furniture funding \$900

Advocacy grant awarded, funding not yet received. (\$1400 total)

Grant submitted and currently pending

Stewarts Make A Wish grant for children's programming \$800

Respectfully submitted,

Helen Thomas