

**Sharon Springs Free Library
Trustee Meeting Minutes
February 24, 2022**

Jeanne Irwin, Gina Gilbert, Tonja Law,
Bob Fucci, Kate Walrath, Kerry
Parsons
Staff, Helen Thomas

Absent

Susan Rorick, Patsy Nicosia

Staff: Joyce Slater, JoAnne Fralick

- Jeanne called the meeting to order at 7:07p.m.
- The January 27, 2022 meeting minutes were provided in advance of the meeting for review.
 - **Motion made by Bob, seconded by Tonja to approve the January 27, 2022 meeting minutes. All in favor, motion carried.**
- Treasurer's Report –
 - Tonja reviewed the Treasurer's Report. Summery attached.
 - QuickBooks -Desktop version to online version transferred over well. Monthly subscription with QuickBooks. \$270 for the year. Operating account shown incorrectly on report – will be updated this week
- President's Report -
 - Discussed staff evaluations timeline. Personal committee to report back in March meeting.
 - Jeanne did get response back from village/town ARPA for \$5000 towards doors.

Director's Report – see attached.

- Winter writing contest ended 2/26 – winner to be decided on 3/19
- Book discussion was held on 2/19 with 5 in attendance
- Kate put together survey (both on-line and paper copies at desk. Lots of feedback coming in.
- New MVLS tech person coming to help create website
- Patron self-registration goes live 2/23
- Received annual tax levy check from Town
- Kate created invitation for patrons to attend Privilege of the Floor
- Discussed remaining grant funds

- Privilege of the Floor – none
- Committee Reports
 - a. Administration — none
 - b. Budget and Finance - none.
 - c. Joint Facility - none
 - d. Facility maintenance –Jeanne reported Susan spoke with contractor regarding door replacement – approximate cost of \$30K
 - e. Fundraising – Funds have slowed down- per Gina. Currently still coming in
 - f. Executive - None
 - g. Nominating - None

Ad Hoc/ Ballot Committee

- Jeanne will research if we have to be on a ballot to increase funds.
- IDA reviewing PILOT to see why library and fire dept. not specifically mentioned
- Need to approach town for procedure for tax increase

Old Business

- Kate made a privilege of floor invite card, ready to send out
- Discussed pros and cons of going fine free. Following discussion a motion was made and seconded to go fine free **Motion made by Jeanne, seconded by Bob**
- New Business - mask policy will continue until school changes.
- Next meeting: March 24, 7pm
- Adjournment 8:05pm

Sharon Springs Free Library

Profit and Loss YTD Comparison

January 28 - February 24, 2022

	TOTAL	
	JAN 28 - FEB 24, 2022	JAN 1 - FEB 24, 2022 (YTD)
Income		
1004 Fines	32.55	47.10
1005 Copies/fax/printer	78.25	110.05
1018 Lost Book and DVD	0.00	-18.99
43300 Grants	0.00	0.00
43304 MVLS Advocacy Grant	2,250.00	2,250.00
44530 Local Government Grants	0.00	0.00
44531 Town of Sharon Springs	750.00	750.00
Total 44530 Local Government Grants	750.00	750.00
Total 43300 Grants	3,000.00	3,000.00
43400 Donations	0.00	12.65
43401 Donations - Other	53.92	53.92
43404 Clothing Shed	76.31	76.31
46431 Fundraising Letter	330.00	630.00
46432 Fundraising Totes	5.00	5.00
Total 43400 Donations	465.23	777.88
45000 Investments	0.00	0.00
45030 Interest-Savings, Short-term CD	2.14	4.28
Total 45000 Investments	2.14	4.28
Total Income	\$3,578.17	\$3,920.32
GROSS PROFIT	\$3,578.17	\$3,920.32
Expenses		
62110 Accounting Fees	0.00	311.50
62151 Programs Adult	100.00	100.00
62800 Facilities	0.00	0.00
62100 Contract Services	405.00	405.00
62101 Fyr Fighter	0.00	192.00
62801 Janitorial Services	144.00	288.00
Total 62100 Contract Services	549.00	885.00
62891 Fuel	723.09	1,307.09
62892 Electric	107.68	246.99
62893 Water/Sewer	-38.20	-76.52
Total 62800 Facilities	1,341.57	2,362.56
65010 Books, Subscriptions, Reference	0.00	151.68
65013 DVDs	0.00	75.00
Total 65010 Books, Subscriptions, Reference	0.00	226.68
65020 Postage, Mailing Service	58.00	58.00
65050 Telephone, Telecommunications	0.00	119.16

Sharon Springs Free Library

Profit and Loss YTD Comparison

January 28 - February 24, 2022

	TOTAL	
	JAN 28 - FEB 24, 2022	JAN 1 - FEB 24, 2022 (YTD)
65060 Automation	0.00	236.43
65061 MVLS Automation	198.61	198.61
65062 Spectrum	99.99	201.48
Total 65060 Automation	298.60	636.52
66000 Payroll Expenses	1,930.04	3,657.00
66001 Taxes, Disability, Unemployment	190.33	638.29
Total 66000 Payroll Expenses	2,120.37	4,295.29
Total Expenses	\$3,918.54	\$8,109.71
NET OPERATING INCOME	\$ -340.37	\$ -4,189.39
NET INCOME	\$ -340.37	\$ -4,189.39

Sharon Springs Free Library

Balance Sheet

As of February 23, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	60,477.69
1001 Operating Fund	56.26
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$80,453.77
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$80,453.77
TOTAL ASSETS	\$80,453.77
LIABILITIES AND EQUITY	\$80,453.77

Sharon Springs Free Library Director's Report February 24, 2022

Meetings (No Directors' Council or MVLS Board)

Schoharie County Library Directors 2/14

St. Rose Social Work students want to set up programs (problem gambling, domestic abuse, reintroduction issues.) Heather has been trying unsuccessfully to work with the jail. NYS requires systems to provide libraries to jails.

Tax Levy -COB has been asking for increases within the tax cap. The board has been discussing the possibility of exceeding the cap but no decision yet. I've been working very hard to cut expenses but the increases with operations are difficult to cut. SHO is asking for an increase. MID asks every year.

COB took down mask signs making masks optional. Staff is still masked. MID is going to optional masks. I conveyed our intention to participate in the My Shopper Ads.

Programming

The Winter Writers Contest Officially closed 2/19/22. Winners to be announced 3/19.

Book Discussion – An Extraordinary Union, by Alyssa Cole

Virtual Programming (I have requested participation numbers by library)

Tech Savy - Linked In 2/15

Ceramic Cats 2/24

Miscellaneous

Survey – pink paper and Face Book participation. Patrons are taking the papers home.

Mary Carrier will funnel CDLC \$ to help us create a website by June

Google is reporting (to our SHS email address) how many times our business profile is accessed. I have corrected our hours there. If anyone sees us anywhere with misinformation, please let me know.

We were closed for 2 days, 2/4/22 was a snow day. 2/21/22 was Presidents' Day

2/22/22 was a virtual Advocacy Day (I was not able to attend.)

Patron self-registration will go live on the online catalog on **February 23, 2022**

Tax levy check received from Town 2/22/22 \$43,860.00

JoAnn was on vacation 2/4/22 through 2/25/22. Joyce and Helen covered the hours.

MVLS has shared their new Vision, Mission and Goals – 2022 – results of their outreach efforts.

The Town called Stinson to repair the lock and emergency release on their door. (We were billed \$290)

Feb. calendar featured Jeanne Irwin – Wonderful invitation to board mtgs. Developed. Kudos to Kate.

Gina bought a fireproof lockbox for personnel files.

Grant Funding

In SHS Operating ACCOUNT

2020 MVLS Dream and Do grant \$500 furniture (No Change from October)	184.38
Advocacy grant for brochures \$1400 total (\$1260 remainder later) (Design and redesign. First printing bill still not noted)	900.
Stewarts Make-A-Wish grant for 2021 (NC)	700
MVLS Advocacy grant for School Budget vote support (NC)	2500
Balance in SHS Operating	<u>4284.38</u>

IN DEBIT CARD ACCOUNT

Walmart – Cybergrants 2021 (minus \$1000 for new laptop)	1500.
Wells Fargo via Blackbaud was \$100, used for lobby paint	0
Balance in Grant Debit Card account	<u>1500.</u>

Total Grant Balance 5784.38