

Sharon Springs Free Library
Trustee Meeting Minutes
March 24, 2022

Jeanne Irwin, Gina Gilbert, Tonja Law,
Bob Fucci, Kate Walrath, Kerry
Parsons, Belinda Feris

Absent

Susan Rorick, Patsy Nicosia

Staff, Helen Thomas

- Jeanne called the meeting to order at 7:06p.m.
- The February 24, 2022, meeting minutes were provided in advance of the meeting for review.
 - Motion made by Bob, seconded by Gina to approve the February 24, 2022, meeting minutes. All in favor, motion carried.
- Treasurer's Report – Tonja Law – attached
 - QuickBooks and amazon paid in full for year.
 - Balance doesn't match but will be adjusted
- President's Report – Jeanne Irwin
 - Jeanne suggests fundraising challenge to help with door cost
 - Noted that we still need estimates in writing rather than verbal

Director's Report – Helen Thomas - attached.

- The e-card system is live- only good for 60 days
- We went fine free as of 3/1/2022. SCP is also going. That makes all of MVLs.
- Survey – pink paper and Face Book participation. Results are interestingly and equally divided except on a few questions. None suggest we need to change anything
- Mary Carrier visited – we will have a Word Press template website by June possibly in April (ARPA funding), she will help us with Canva. She has provided information on how to unlink my FB account, but it requires another administrator.
- Trying to coordinate the brochure, new library cards, website and FB page. Would be good if we had a logo. Propose a logo contest with no guarantees
- Schoharie County librariés have abandoned efforts to put joint ads in My Shopper.

- COB is looking at getting a table at the Schoharie County Fair and wants to know our interest. SS board decided against attending.
 - Succession planning and development of procedures needed
 - SS members decided to not allow community room business usage for profit
 - MVLS will make \$500 awards available for summer reading programs
 - Northeast Wellness and Fitness Initiative grant application offers amounts between \$2000 and \$5000
 - Check for \$900 from Stewarts for children's programming
 - Will transfer \$777 for new public computer from WalMart grant
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- Privilege of the Floor – none-- invite sent to a patron, but no response.
 - Committee Reports
 - a. Administration -- none
 - b. Budget and Finance - none.
 - c. Joint Facility - none
 - d. Facility maintenance –Jeanne reported the need to look at the library floors for resurfacing. (Stripped and waxed) possible estimate from local business to redo floors. Bob spoke of replacing the bottom part of ramp, rotting out.
 - e. Fundraising – none
 - f. Executive - None
 - g. Nominating - None

Ad Hoc/ Ballot Committee

- We can't get on the school ballot this year
- PILOT we are not mentioned currently- expires in 2 years
- Find out if we need to return MVLS advocacy funds

Old Business -none

- New Business - none
 - Next meeting: April 28, 7pm
 - Adjournment 8:35pm
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- Executive session- Gina reports, change staff evals to end of year (Dec). for bonuses, salary increases etc. motion made by Gina to move to end of year, seconded by Jeanne

Sharon Springs Free Library

Profit and Loss YTD Comparison

February 25 - March 24, 2022

	TOTAL	
	FEB 25 - MAR 24, 2022	JAN 1 - MAR 24, 2022 (YTD)
Income		
0001 Tax Revenue	43,860.00	43,860.00
1004 Fines	7.90	55.00
1005 Copies/fax/printer	52.55	162.60
1018 Lost Book and DVD	0.00	-18.99
43300 Grants	0.00	0.00
43304 MVLS Advocacy Grant	0.00	2,250.00
44530 Local Government Grants	0.00	0.00
44531 Town of Sharon Springs	0.00	750.00
Total 44530 Local Government Grants	0.00	750.00
Total 43300 Grants	0.00	3,000.00
43400 Donations	23.55	36.20
43401 Donations - Other	0.00	53.92
43404 Clothing Shed	0.00	76.31
46431 Fundraising Letter	0.00	630.00
46432 Fundraising Totes	5.00	10.00
Total 43400 Donations	28.55	806.43
45000 Investments	0.00	0.00
45030 Interest-Savings, Short-term CD	1.94	6.22
Total 45000 Investments	1.94	6.22
46422 LLSA (Local Lib. Services Aid)	138.20	138.20
Total Income	\$44,089.14	\$48,009.46
GROSS PROFIT	\$44,089.14	\$48,009.46
Expenses		
62110 Accounting Fees	130.97	442.47
62151 Programs Adult	8.00	108.00
62800 Facilities	0.00	0.00
62100 Contract Services	0.00	405.00
62101 Fyr Fighter	0.00	192.00
62801 Janitorial Services	144.00	432.00
Total 62100 Contract Services	144.00	1,029.00
62891 Fuel	520.58	1,827.67
62892 Electric	122.33	369.32
62893 Water/Sewer	153.27	76.75
Total 62800 Facilities	940.18	3,302.74
65010 Books, Subscriptions, Reference	0.00	151.68
65011 Print Books	764.75	764.75
65013 DVDs	0.00	75.00
Total 65010 Books, Subscriptions, Reference	764.75	991.43

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Profit and Loss YTD Comparison

February 25 - March 24, 2022

	TOTAL	
	FEB 25 - MAR 24, 2022	JAN 1 - MAR 24, 2022 (YTD)
65020 Postage, Mailing Service	130.00	188.00
65040 Office Supplies	373.51	373.51
65050 Telephone, Telecommunications	55.88	231.15
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	416.13
65062 Spectrum	99.99	301.47
Total 65060 Automation	317.51	954.03
65100 Other Types of Expenses	0.00	0.00
65150 Memberships and Dues	400.96	400.96
Total 65100 Other Types of Expenses	400.96	400.96
66000 Payroll Expenses	1,906.34	5,563.34
66001 Taxes, Disability, Unemployment	0.00	1,325.06
Total 66000 Payroll Expenses	1,906.34	6,888.40
80003 Machines	0.00	0.00
80004 Computers	990.47	990.47
Total 80003 Machines	990.47	990.47
Total Expenses	\$6,018.57	\$14,871.16
NET OPERATING INCOME	\$38,070.57	\$33,138.30
NET INCOME	\$38,070.57	\$33,138.30

Sharon Springs Free Library

Balance Sheet

As of March 21, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	60,479.63
1001 Operating Fund	37,382.01
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$117,781.46
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
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TOTAL ASSETS	\$117,781.46
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LIABILITIES AND EQUITY	\$117,781.46

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

Meetings

There was no Director's Council this month.

MVLS Board 3/17/22

The e-card system is live. People can get an e-card but have to come in for a real one. Succession planning at libraries is a concern. Things look good in the proposed state budgets for increases to libraries. The Awards Committee is changing all awards to be \$500. There will be a new staff award. Mary and Heather are working together to revamp the Start with Science and STEM Kits. All MVLS staff have returned to making regular library visits. The Foundation is once again participating in Library Giving Day, a national library fundraising initiative that coincides with National Library Week. (April 3-9)

Programming

Book Discussion – Blessings by Anna Quindlen (5 attended)

NYSCLA Pen & Ink, Prof Belflower writing workshop 3/19/22 (4 attended)

The Winter Writers Contest Officially closed 2/19/22. Winners were chosen by four readers. (9 entries)

Virtual Programming (we co-sponsored these but had no registrants)

- Tech Savy – Create a low cost Website 3/15
- Buying and Selling on eBay, Craigslist, and Amazon 3/29

Miscellaneous

- We went fine free as of 3/1/2022. SCP is also going. That makes all of MVLS.
- Survey – pink paper and Face Book participation. Results are interestingly and equally divided except on a few questions.
- Mary Carrier visited – we will have a Word Press template website by June possibly in April (ARPA funding), she will help us with Canva. She has provided information on how to unlink my FB account but it requires another administrator.
- Trying to coordinate the brochure, new library cards, website and FB page. Would be good if we had a logo. Propose a logo contest with no guarantees
- Saturday, 3/12 was a snow day
- Schoharie County libraries have abandoned efforts to put joint ads in My Shopper.
- COB is looking at getting a table at the Schoharie County Fair and wants to know our interest.
- Collection development possibilities: LT, juvenile Non-fiction, Adult Fiction, Graphic novels
- Succession planning and development of procedures needed

Grant Funding

MVLS will make \$500 awards available for summer reading programs

Northeast Wellness and Fitness Initiative grant application offers amounts between \$2000 and \$5000 for "promoting wellness, nutritional and health information and programs." (within 6 months of receipt)

Due 4/15

Walmart Community Grants are open

Wish You Well Foundation has funding for child and adult literacy on a rolling basis

We just received \$900 from Stewarts Make a Wish 2022

I have ordered a new public computer and will transfer \$777 to operating account from Debit card to reduce Walmart amount and cover the cost of the computer

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) (Minus design and redesign printing)	900.
Stewarts Make-A-Wish grant for 2021 (NC)	700
MVLS Advocacy grant for School Budget vote support (NC) (This was last year's award. This year's \$2500 is not included here as it may have to go back.)	2500
Balance in SHS Operating	<u>4284.38</u>

In Debit card account

Walmart – Cybergrants 2021 (2500 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	<u>5784.38</u>