

lib minutes for 3.25.21

From: Patsy Nicosia (patsynicosia@gmail.com)

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Date: Sunday, April 11, 2021, 8:05 AM EDT

Library minutes

3.25.2021

Called to order 7pm with board members Jeanne Irwin, Patsy Nicosia, Gina Gilbert, Tonja Law, Bob Fucci and Belinda Feris; staff Helen Thomas, Joanne Fralick,

Minutes for 2.25.2021 approved: Tonja/Gina

Treasurer's report: Discussion on changing due date of credit card or setting up minimum payment to avoid "late" fee' it's due first of month.

President's report/new business

Jeanne shared some info on NYLA advocacy/webinars that we should all be receiving as emails.

We voted to move forward on changing from being on town ballot to school's to capture a larger segment of taxpayers. This will require a new charter, but there's no rush. (It took Schoharie 10 years.)

Director's report

Attached including: We're now an arm of the food pantry, Rotary quilt is on display and we've been selling tickets; annual report submitted 3.18.21--a day early.

Committees

--Policies--adopted Special use of facilities, maintenance of building and grounds, work order, incident report, non-smoking policy. Tabled investment policy until Tonja/Susan can talk

Adjourned: 8:30pm.



Virus-free. www.avast.com

Sharon Springs Free Library
Profit & Loss
February 26 through March 25, 2021

	<u>Feb 26 - Mar 25, 21</u>	<u>Jan 1 - Mar 25, 21</u>
Ordinary Income/Expense		
Income		
0001 · Tax Revenue	0.00	43,860.00
1004 · Fines	54.75	138.55
1005 · Copies/fax/printer	61.60	169.85
43300 · Grants		
43302 · Dream and Do	-99.98	-249.98
43303 · Walmart	-900.00	-900.00
43490 · Pam (Gazebo Project)	0.00	200.00
44530 · Local Government Grants		
44531 · Town of Sharon Springs	0.00	750.00
Total 44530 · Local Government Grants	<u>0.00</u>	<u>750.00</u>
Total 43300 · Grants	-999.98	-199.98
43400 · Donations		
1003 · Lobby Books	0.00	10.90
46431 · Fundraising Letter	0.00	430.00
43400 · Donations - Other	35.65	55.70
Total 43400 · Donations	<u>35.65</u>	<u>496.60</u>
45000 · Investments		
45030 · Interest-Savings, Short-term CD	0.00	2.20
Total 45000 · Investments	<u>0.00</u>	<u>2.20</u>
46422 · LLSA (Local Lib. Services Aid)	1,370.59	1,370.59
47500 · Rental Income	0.00	900.00
Total Income	<u>522.61</u>	<u>46,737.81</u>
Gross Profit	522.61	46,737.81
Expense		
62110 · Accounting Fees	39.00	441.50
62152 · Programs/Youth	6.78	6.78
62800 · Facilities		
62100 · Contract Services		
62101 · Fyr Fighter	0.00	668.00
62801 · Janitorial Services	144.00	432.00
Total 62100 · Contract Services	<u>144.00</u>	<u>1,100.00</u>
62870 · Property Insurance	325.00	975.00
62891 · Fuel	0.00	721.06
62892 · Electric	162.61	541.22
62893 · Water/Sewer	-42.57	51.39
62800 · Facilities - Other	19.43	139.43
Total 62800 · Facilities	<u>608.47</u>	<u>3,528.10</u>
65010 · Books, Subscriptions, Reference		
65011 · Print Books	0.00	145.70
65013 · DVDs	85.68	85.68
65015 · Debit Card Balance	0.00	-14.99
65010 · Books, Subscriptions, Reference - Other	8.29	8.29
Total 65010 · Books, Subscriptions, Reference	<u>93.97</u>	<u>224.68</u>
65020 · Postage, Mailing Service	177.00	177.00
65040 · Office Supplies	0.00	516.92
65050 · Telephone, Telecommunications	63.06	196.16
65060 · Automation		
65061 · MVLS Automation	0.00	236.43
65062 · Spectrum	89.99	361.31
65060 · Automation - Other	472.86	472.86
Total 65060 · Automation	<u>562.85</u>	<u>1,070.60</u>
65100 · Other Types of Expenses		
65150 · Memberships and Dues	119.00	133.99

5:21 PM
 03/23/21
 Accrual Basis

Sharon Springs Free Library Profit & Loss February 26 through March 25, 2021

	Feb 26 - Mar 25, 21	Jan 1 - Mar 25, 21
Total 65100 · Other Types of Expenses	119.00	133.99
66000 · Payroll Expenses		
66001 · Taxes, Disability, Unemployment	439.06	1,504.87
66000 · Payroll Expenses - Other	1,800.90	5,548.64
Total 66000 · Payroll Expenses	2,239.96	7,053.51
Total Expense	3,910.09	13,349.24
Net Ordinary Income	-3,387.48	33,388.57
Net Income	-3,387.48	33,388.57

Sharon Springs Free Library
Balance Sheet
As of March 23, 2021

	<u>Mar 23, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	47,443.26
1001 · Operating Fund	40,182.71
1002 · SSFL Building Fund	<u>19,919.82</u>
Total Checking/Savings	<u>107,545.79</u>
Total Current Assets	<u>107,545.79</u>
TOTAL ASSETS	<u><u>107,545.79</u></u>
LIABILITIES & EQUITY	<u>107,545.79</u>

Director's Report for March 25, 2021
Submitted by Helen Thomas

Participated in combined advocacy meeting with HVLS and MVLS and Assemblyman Tague. One of the hot issues now is library construction aid. It had been stagnant for 10 years but was raised in 2018 only to be cut by \$20 M in 2020. Back to \$45M requested in this year's budget but there is also something brewing on the Federal level. Energy efficiency is an area of concern. We should follow this with an eye to replacing doors and windows. NYSED's Division of Library Development estimates \$1.5 B is needed statewide.

Participated in MVLS Director's Council 3/4/21

- The new minimum standards are NOT optional and could result in loss of charter. The most important to work on are #2 (1, 3, 4, 5, and 6 all refer back to 2) and #11 (the expansion of information access). Board agenda, materials and minutes are supposed to be available within 2 weeks, 1 week if there is an executive session. (This means before they are approved at the next meeting.)
- The MVLS Plan of Service and Free Direct Access for four counties will have to be approved by all of our boards. MVLS needs to answer 7 questions. Currently 28% of circ is outside our service areas. If it goes below 10% there can be penalties but there is an appeal process. Libraries are opening up. We welcomed Maria, new director at COB, Judy at Ft. Hunter. Pandemic response plans should be in place. MVLS has provided a template.
- We meet again 4/1/21

Participated in MVLS Board meeting 3/18/21. They will not have an in person annual meeting again this year. We are not eligible to apply for vol of the year because we won it before. We met again 4/15.

Participated in NYLA Emergency Broad Band webinar 3/18/21. (\$3.2 B Fed funding to provide \$50/mo. toward people's internet bill, but it's complicated. This may become a reality in April.)

We requested a new NYS Tax Exempt Cert. When received, copies should be provided to each of us who buy things for the library.

We are running our short story contest "Sharon Springs Free Library's First Annual Springs Spring Writing Contest." Rules have been in the library news, TJ, and are on our blog site. Entries are due by April 17. First prize is a Kindle Fire donated by Brimstone Bakery. Second Prize (\$50 Stewarts card, third place \$25— I thought we had these but we don't) Winners to be announced April 30, Arbor Day.

We are now an arm of the food bank.

We have the Rotary quilt on display and have been selling tickets.

Joyce led book discussion this month. (7 participants)

NYS Annual Report submitted 3/18/21, one whole day early.

JoAnn will be away on vacation the last week of April. Helen will be out of town May 4, 5, 6.

Received the SB00 requested from Stewarts for children's programming. Looking at music man and Utica Zoomobile as possibilities.

MVLS is having a group order for computers which guarantees the best price. However, like last year, I am recommending that we do not buy any new computers now except possibly a staff computer. Previous practice was that we would buy one new one every year. We did not buy one last year. I am opposed to scrapping them after four years simply because JA will not support them if they break. We have looked at public PC use over the past three years. 2018 had 837 users, 2019 had 739 users, 2020 had 314 (no one is using 2020 stats for anything.) It looks like our 3 - 5 computers are used just over twice a day combined. That makes them very low mileage. Unless they become a security threat, I would like to continue to use them as long as possible. We have a safety net. Mike Gilbert has offered to try to repair if one breaks. I have also put in a grant request to Walmart that would provide funding for three new computers. If we get that funding, it will be a second safety net so we would be able to buy replacements if necessary. Keeping computers and internet access available to the public is of utmost importance. This is something that may become less critical in the future

March Grant Balances

Current Status of Grant Funding

2019 MVLS Dream and Do Adult Programming funding \$500	\$150.
(\$200 on 2 jewelry classes, \$150 used for Dogs- not Stewarts funding 3/6/21)	
2020 MVLS Dream and Do grant \$500 furniture minus 98.98-chairs, \$71.22	
For shades and \$19.43 for lampshade	309.37
Walmart Furniture funding \$900 - all spent for chairs	0
Advocacy grant for brochures \$1400 total (\$1260 rec'd remainder later)	1260.
Stewarts Make A Wish grant for children's programming \$800	800.

Grants submitted and pending

- American Library Association Libraries Transforming Communities \$3000.
- Walmart - Cybergrants 2021 \$2740 for 3 computers and training funds.