

Sharon Springs Free Library
Trustee Meeting Minutes
April 28, 2022

Jeanne Irwin, Gina Gilbert, Tonja Law,
Bob Fucci, Kate Walrath, Kerry
Parsons, Belinda Feris , Patsy Nicosia
Staff, Helen Thomas , JoAnne Fralick

Absent

Susan Rorick

- Jeanne called the meeting to order at 7:04p.m.
- The March 24, 2022, meeting minutes were provided in advance of the meeting for review.
 - Motion made by Bob, seconded by Gina to approve the March 24, 2022, meeting minutes. All in favor, motion carried.
- Treasurer's Report – Tonja Law – attached
 - Extra money came in from Safety Group Dividend \$536.25
 - Will need to increase the budget for rising fuel costs next season
- President's Report – Jeanne Irwin
 - Nothing to report

Director's Report – Helen Thomas - attached.

- Privilege of the Floor – none-- invite sent to a patron, but no response.
- Bob suggests inviting students in graduating class for different view points for privilege of floor . Gina will create more invites to send to school
- Committee Reports
 - a. Administration -- none
 - b. Budget and Finance - none.
 - c. Joint Facility – none
 - d. Facility maintenance – Bob has someone coming in May to give estimate to refinish floor.
 - e. Fundraising – none
 - f. Executive - None
 - g. Nominating - None

Ad Hoc/ Ballot Committee -none

Old Business -none

- New Business – Kerry is looking into name tags/desk tags for staff to wear
- Next meeting: May 26, 7pm
- Adjournment 7:58pm

Sharon Springs Free Library

Profit and Loss YTD Comparison

March 25 - April 27, 2022

| | TOTAL | |
|--|-----------------------|----------------------------|
| | MAR 25 - APR 27, 2022 | JAN 1 - APR 27, 2022 (YTD) |
| Income | | |
| 0001 Tax Revenue | 0.00 | 43,860.00 |
| 1004 Fines | 0.70 | 55.70 |
| 1005 Copies/fax/printer | 43.20 | 205.80 |
| 1018 Lost Book and DVD | 0.00 | -18.99 |
| 43300 Grants | 0.00 | 0.00 |
| 43301 Stewarts | 900.00 | 900.00 |
| 43303 Walmart | 777.00 | 777.00 |
| 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 | 1,677.00 | 4,677.00 |
| 43400 Donations | 100.00 | 136.20 |
| 43401 Donations - Other | 21.10 | 75.02 |
| 43404 Clothing Shed | 43.43 | 119.74 |
| 46431 Fundraising Letter | 0.00 | 630.00 |
| 46432 Fundraising Totes | 0.00 | 10.00 |
| Total 43400 Donations | 164.53 | 970.96 |
| 45000 Investments | 0.00 | 0.00 |
| 45030 Interest-Savings, Short-term CD | 2.14 | 8.36 |
| Total 45000 Investments | 2.14 | 8.36 |
| 46422 LLSA (Local Lib. Services Aid) | 0.00 | 138.20 |
| Total Income | \$1,887.57 | \$49,897.03 |
| GROSS PROFIT | \$1,887.57 | \$49,897.03 |
| Expenses | | |
| 62110 Accounting Fees | 65.00 | 507.47 |
| 62151 Programs Adult | 0.00 | 108.00 |
| 62152 Programs/Youth | 100.00 | 100.00 |
| 62800 Facilities | 0.00 | 0.00 |
| 62100 Contract Services | 0.00 | 405.00 |
| 62101 Fyr Fighter | 0.00 | 192.00 |
| 62801 Janitorial Services | 216.00 | 648.00 |
| Total 62100 Contract Services | 216.00 | 1,245.00 |
| 62891 Fuel | 938.95 | 2,766.62 |
| 62892 Electric | 101.15 | 470.47 |
| 62893 Water/Sewer | -38.32 | 38.43 |
| Total 62800 Facilities | 1,217.78 | 4,520.52 |

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|--|-----------------------|----------------------------|
| | MAR 25 - APR 27, 2022 | JAN 1 - APR 27, 2022 (YTD) |
| 65010 Books, Subscriptions, Reference | 0.00 | 151.68 |
| 65011 Print Books | 262.33 | 1,027.08 |
| 65013 DVDs | 0.00 | 75.00 |
| 65016 Subscriptions - Mags, Newspaper | 50.00 | 50.00 |
| Total 65010 Books, Subscriptions, Reference | 312.33 | 1,303.76 |
| 65020 Postage, Mailing Service | 0.00 | 188.00 |
| 65040 Office Supplies | 0.00 | 373.51 |
| 65050 Telephone, Telecommunications | 56.11 | 287.26 |
| 65060 Automation | 0.00 | 236.43 |
| 65061 MVLS Automation | 217.52 | 633.65 |
| 65062 Spectrum | 99.99 | 401.46 |
| Total 65060 Automation | 317.51 | 1,271.54 |
| 65100 Other Types of Expenses | 0.00 | 0.00 |
| 65110 Advertising Expenses | 10.00 | 10.00 |
| 65150 Memberships and Dues | 60.00 | 460.96 |
| Total 65100 Other Types of Expenses | 70.00 | 470.96 |
| 66000 Payroll Expenses | 2,888.24 | 8,451.58 |
| 66001 Taxes, Disability, Unemployment | 0.00 | 1,815.06 |
| Total 66000 Payroll Expenses | 2,888.24 | 10,266.64 |
| 80003 Machines | 0.00 | 0.00 |
| 80004 Computers | 0.00 | 990.47 |
| Total 80003 Machines | 0.00 | 990.47 |
| Total Expenses | \$5,026.97 | \$20,388.13 |
| NET OPERATING INCOME | \$ -3,139.40 | \$29,508.90 |
| NET INCOME | \$ -3,139.40 | \$29,508.90 |

Sharon Springs Free Library

Balance Sheet
As of April 27, 2022

| | TOTAL |
|-----------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 SSFL Money Market | 60,481.77 |
| 1001 Operating Fund | 33,750.47 |
| 1002 SSFL Building Fund | 19,919.82 |
| Total Bank Accounts | \$114,152.06 |
| Other Current Assets | |
| 12000 Undeposited Funds | 0.00 |
| Total Other Current Assets | \$0.00 |
| Total Current Assets | \$114,152.06 |
| TOTAL ASSETS | \$114,152.06 |
| <hr/> | |
| LIABILITIES AND EQUITY | \$114,152.06 |

Sharon Springs Free Library Director's Report April 28, 2022

Meetings : There was no Director's Council this month.

MVLS Board 3/17/22

MVLS has a new newsletter. The first issue is on the MVLS website.

NYS budget passed. Construction aid steady at \$34 M; library operating aid increased by \$5.5 M (5.8%). This is OK but not great, final numbers were below both the Assembly and Senate proposals.

The new MVLS awards will be publicized soon.

There is only one remaining meeting scheduled in the old fiscal year, June 16. Trustees terms will be extended to December in the move to calendar year. The annual meeting will be in late September or early October.

They are reactivating the Outreach Advisory Council. Areas of interest are serving older adults in care facilities and serving teens.

Programming

Book Discussion – (will be) 4/29 Amor Towles' "The Lincoln Highway"

NYS CA Pen & Ink, Prof Belflower's writing workshop 4/9/22 "Checkov's Gun" (5 attended)

The Winter Writers Contest - Times Journal did a full-page spread and published both adult and junior category stories.

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

- Tech Savy --Are You Ready to Cut the Cable Cord?
- Tech Savy – Dropbox and Google Drive 4/25/22

Miscellaneous

- Jean, Belinda and Helen met with Eric Trahan about the advocacy funds received. (\$2500 last year and \$2250 of this year's award.) He said they do not want us to give them back. We can use them for Community Engagement and for items originally proposed (new library cards, promotion or printing, yard signs, postage, magnets, a story walk (check with Heather about copyrights) books to give away at Parade of Light (or 7/4), books for a middle/high school book club, books to giveaway to anyone getting a library card, etc. Helen has to come up with the budget for the \$5000 expenditures. **This meeting counts as trustee training.**
- MVLS has helped with brochure design. I learned Canva enough to work on it. It is close to being finished.
- COB is looking at forming a team to run in the marathon 6/4. Will close the library that day. Needs names of other library participants by May 6.
- A patron asked about MiSci passes and I looked into them again. \$200 each, does not include the planetarium which is another \$6.50 per person, only 50% off the entry fee for up to 6 people rather than allowing free entrance. Regular admission is \$6 adults, \$5 seniors, \$4 children. Museums for All program allows entry for SNAP and EBT card holders for \$1.

Collection Development:

- Large Print novels run about \$20 each. I have identified a list of 20 titles that are not represented well in the system. I will read reviews of the titles and consider ordering with Parsons Funding. I will track orders in this section of my monthly report.

- I have begun to look through our juvenile Non-fiction collection to weed outdated items. I will begin to chart areas by content to determine where we should look to fill holes.
- Graphic novels are often paperback and tend to run about \$10 each. I have a list of the most popular ones and will consider ordering with funds from the Parsons donation. Selection will depend on reviews and availability.

Succession planning and development of procedures Patron Stephen Anderson asked about part time work here. I told him there was nothing now but talked to him about our need for succession planning. He said Barbara, his wife, was very fond of working with 3 and 4 year-olds. This is just a premature seed of an idea but something to keep in mind when we need to. There is no other activity to report this month in this category.

Grant Funding

- MVLS will make \$500 awards available for summer reading program materials. We have applied to support three programs; Beth Jacobs – move to stories and music, Utica Zoomobile- animals related to SRP theme, and Gary Van Slyke- music related to SRP theme.
- Northeast Wellness and Fitness Initiative grant application offers amounts between \$2000 and \$5000
- for “promoting wellness, nutritional and health information and programs.” Proposal submitted 4/15 for \$5005 to support three projects; 1. “Come Learn with Us,” an educational children’s program about home grown vegetables, “Come Grow with Us” a plan to provide anyone who comes to the food distribution (or with SNAP or EBT) with a complete set of seedlings for a summer garden, and “Come Walk with Us,” a project to provide pedometers and record cards to patrons who get to keep them at the end of the summer if they have improved their number of steps. The committee will meet in mid- May to determine awards. This will mean some quick action for us if it comes through as the May food distribution will probably happen soon after and we want to be able to have them hand out flyers with the food announcing the plant giveaway on Saturday, May 28.
- 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 transferred \$777 to operating account from Debit card to reduce Walmart amount and cover the cost of a new public computer

In SHS Operating ACCOUNT

| | |
|---|----------------|
| 2020 MVLS Dream and Do grant \$500 furniture (No Change since October) | 184.38 |
| Advocacy grant for brochures \$1400 total (1260 received) (Minus design and redesign and printing) | 900. |
| Stewarts Make-A-Wish grant for 2021 (NC) | 700 |
| Stewarts Make-A-Wish grant for 2022 | 900 |
| MVLS Advocacy grant for School Budget vote support 2021 (NC) | 2500 |
| MVLS Advocacy grant for School Budget vote support 2022 | 2250 |
| Balance in SHS Operating | <u>7434.38</u> |

In Debit card account

| | |
|---|-------------|
| Walmart – Cybergrants 2021 (1500 minus 777) | 723 |
| Balance in Grant Debit Card account | <u>723.</u> |

Total Grant Balance

8157.380004800213565