

Sharon Springs Free Library
Trustee Meeting Minutes
May 26, 2022

Jeanne Irwin, Gina Gilbert, Bob Fucci,
Kate Walrath, Belinda Feris, Susan
Rorick
Staff, Helen Thomas, JoAnne Fralick

Absent

Patsy Nicosia, Kerry Parsons, Tonja
Law

- Jeanne called the meeting to order at 7:06p.m.
- The May 26, 2022, meeting minutes were provided in advance of the meeting for review.
 - Motion made by Belinda, seconded by Bob to approve the April 28, 2022, meeting minutes. All in favor, motion carried.
- Treasurer's Report – Jeanne Irwin – attached
 - Nothing new to report
- President's Report – Jeanne Irwin
 - Construction grants available from fall. \$34,000 for door estimate (doesn't include cement for entrance Town and Village)
 - Gina made a motion, Susan seconds motion to move forward with door construction
 - Will look at windows/floor with heat savings

Director's Report – Helen Thomas - attached.

- Privilege of the Floor – Ann Adams, thankful of Helen and Library for the winter films and effort behind them. Landis Arboretum has a "My Library" hand out and shows appreciation of libraries.
- Committee Reports
 - a. Administration – none
 - b. Budget and Finance - none.
 - c. Joint Facility – none
 - d. Facility maintenance - none
 - e. Fundraising – none
 - f. Executive - None
 - g. Nominating - None

Ad Hoc/ Ballot Committee -none

Old Business -Bob still looking for a floor estimate

- New Business – none
- Next meeting: June 23, 7pm
- Adjournment 8:31pm

Sharon Springs Free Library

Profit and Loss YTD Comparison

April 29 - May 26, 2022

	TOTAL	
	APR 29 - MAY 26, 2022	JAN 1 - MAY 26, 2022 (YTD)
Income		
0001 Tax Revenue	0.00	43,860.00
1004 Fines	0.00	55.70
1005 Copies/fax/printer	64.80	270.60
1018 Lost Book and DVD	0.00	-18.99
43300 Grants	0.00	0.00
43301 Stewarts	0.00	900.00
43303 Walmart	0.00	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	0.00	4,677.00
43400 Donations	74.20	210.40
43401 Donations - Other	0.00	75.02
43404 Clothing Shed	36.11	155.85
46431 Fundraising Letter	0.00	630.00
46432 Fundraising Totes	0.00	10.00
Total 43400 Donations	110.31	1,081.27
45000 Investments	0.00	0.00
45030 Interest-Savings, Short-term CD	2.07	10.43
Total 45000 Investments	2.07	10.43
46422 LLSA (Local Lib. Services Aid)	0.00	138.20
Uncategorized Income	536.25	536.25
Total Income	\$713.43	\$50,610.46
GROSS PROFIT	\$713.43	\$50,610.46
Expenses		
62110 Accounting Fees	160.00	667.47
62151 Programs Adult	0.00	108.00
62152 Programs/Youth	145.87	245.87
62800 Facilities	0.00	0.00
62100 Contract Services	0.00	405.00
62101 Fyr Fighter	0.00	192.00
62801 Janitorial Services	72.00	720.00
Total 62100 Contract Services	72.00	1,317.00
62870 Property Insurance	604.00	604.00
62891 Fuel	0.00	2,766.62
62892 Electric	112.68	583.15

Sharon Springs Free Library

Profit and Loss YTD Comparison

April 29 - May 26, 2022

	TOTAL	
	APR 29 - MAY 26, 2022	JAN 1 - MAY 26, 2022 (YTD)
62893 Water/Sewer	-38.32	0.11
Total 62800 Facilities	750.36	5,270.88
65010 Books, Subscriptions, Reference	0.00	151.68
65011 Print Books	152.30	1,179.38
65013 DVDs	86.73	161.73
65016 Subscriptions - Mags, Newspaper	0.00	50.00
Total 65010 Books, Subscriptions, Reference	239.03	1,542.79
65020 Postage, Mailing Service	58.00	246.00
65040 Office Supplies	177.02	550.53
65050 Telephone, Telecommunications	55.72	342.98
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	851.17
65062 Spectrum	99.99	501.45
Total 65060 Automation	317.51	1,589.05
65100 Other Types of Expenses	0.00	0.00
65110 Advertising Expenses	0.00	10.00
65150 Memberships and Dues	0.00	460.96
Total 65100 Other Types of Expenses	0.00	470.96
66000 Payroll Expenses	987.99	9,439.57
66001 Taxes, Disability, Unemployment	0.00	2,514.13
Total 66000 Payroll Expenses	987.99	11,953.70
80003 Machines	0.00	0.00
80004 Computers	0.00	990.47
Total 80003 Machines	0.00	990.47
Total Expenses	\$2,891.50	\$23,978.70
NET OPERATING INCOME	\$ -2,178.07	\$26,631.76
NET INCOME	\$ -2,178.07	\$26,631.76

Sharon Springs Free Library

Balance Sheet
As of May 26, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	60,483.84
1001 Operating Fund	30,871.26
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$111,274.92
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$111,274.92
TOTAL ASSETS	\$111,274.92
<hr/>	
LIABILITIES AND EQUITY	\$111,274.92

Sharon Springs Free Library Director's Report, May 26, 2022

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

There was no May MVLS Board Meeting.

There is only one remaining meeting scheduled in the old fiscal year, June 16. I have submitted my resignation from the board effective immediately after that meeting.

Programming

Book Discussion – 4/29 Amor Towles' "The Lincoln Highway" 7 Attended (Last month's meeting was before this)

5/20 "The Lake of Dreams" by Kim Edwards 5 attended

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

- Tech Savy –5/17 Intro to Blogging
- Tech Savy – 5/26 Effective Presentation in PPT and Google Slides

Miscellaneous

- Canva-designed brochure is finished and easily modified. 200 copies, \$123 with envelopes.
- Curtains and rods ordered and purchased with MVLS Furniture grant funds. \$121 Ironed and Installed by Gina.
- Gina created a spreadsheet to help create the budget for our Advocacy Funds.
- Last month, I mentioned the "Museums for All" program re: MiSci and someone asked about how widespread the program is. There are 850 museums across the country that offer free or reduced admission to anyone who produces an EBT card. A full list is available online if you search "museums for all program."

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 am reviewing the titles to consider ordering.
- 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 or update content.
- I have ordered fourteen Graphic novels to develop our collection of same. Several of them are parts of series, so we will watch to see if circulation warrants buying more of the titles in the series. This order represents \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869)

Succession planning and development of procedures

There is no activity to report this month in this category.

Grant Funding

- MVLS gave us a \$500 award available for summer reading program materials. We had applied for support of SRP programs and supplies. JoAnn is keeping track of expenditures.
- Northeast Wellness and Fitness Initiative grants 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. Possible plant giveaway on Saturday, May 28 or Saturday June 4 if funding is received. There is no Rotary/Food Bank distribution this month.

- Walmart Community Grants are open
- Wish You Well Foundation has funding for child and adult literacy on a rolling basis.

In SHS Operating ACCOUNT

2020 MVLS Dream and Do grant \$500 furniture- curtains & rods \$121.28	63.
Advocacy grant for brochures (\$1260 received) 900- \$123 for Canva	777.
Stewarts Make-A-Wish grant for 2021 minus \$100 for 5/12/22 dance program	600
Stewarts Make-A-Wish grant for 2022	900
MVLS Advocacy grant for School Budget vote support 2021	2500
MVLS Advocacy grant for School Budget vote support 2022	2250
Balance in SHS Operating	<u>7213</u>

In Debit card account

Walmart – Cybergrants 2021	723
Balance in Grant Debit Card account	<u>723.</u>
Total Grant Balance	<u>\$7936</u>