

## **Library minutes**

**6.24.2021**

**Called to order:** 7pm with board members Jeanne Irwin, Kate Walrath, Bob Fucci, Patsy Nicosia, Tonja Law, Gina Gilbert, Belinda Feris and Sue Rorick and staff Helen Thomas and Joanne Fralick.

**Minutes** for May approved: Sue/Bob.

**Treasurer's report accepted/attached.** Tonja reported Sterling Insurance sent us an unsolicited donation of \$250; we'll send a thank you note.

### **President's report/new business**

Jeanne reported we conducted our yearly evaluation of Helen; "She's a superstar."

### **Director's report**

Attached. All COVID restrictions have been lifted. Somme discussion on resuming storytime in the fall; yoga? Sharon Strong?

Discussion of the situation at the Schoharie Library and its impact on us/MVLS.

### **Committees**

-Finalized final 3 policies: Community Room usage, AV/visual borrowing policy, Dissemination/posting of petitions. (Thanks Gina).

-We named an ad hoc committee to work on getting library on the school ballot: Tonja, Susan, Jeanne, Bob and Patsy if available. We need talk to Eric again about process/specific questions.

-Facility Maintenance—Bob dealt with boiler inspection/insurance. We decided not to contract with Parsons for regular service but use as-needed annually as we've been doing.

Joanne said fire alarms have been going off again.

-Book Giveaway set for October 2.

-Discussion over more social media promotion of library with Kate offering to post things on TikTok.

**Adjourned:** 9pm.

4:13 PM  
06/23/21  
Accrual Basis

# Sharon Springs Free Library

## Profit & Loss YTD Comparison

May 28 through June 24, 2021

	May 28 - Jun 24, 21	Jan 1 - Jun 24, 21
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
0001 · Tax Revenue	0.00	43,860.00
1004 · Fines	50.45	247.30
1005 · Copies/fax/printer	74.75	372.05
43300 · Grants		
43301 · Stewarts	0.00	800.00
43302 · Dream and Do	0.00	-590.19
43303 · Walmart	0.00	-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	0.00	750.00
Total 43300 · Grants	0.00	259.81
43400 · Donations		
1003 · Lobby Books	0.00	10.90
46431 · Fundraising Letter	0.00	430.00
43400 · Donations - Other	337.31	1,233.92
Total 43400 · Donations	337.31	1,674.82
45000 · Investments		
45030 · Interest-Savings, Short-term CD	2.04	10.14
Total 45000 · Investments	2.04	10.14
46422 · LLSA (Local Lib. Services Aid)	0.00	1,647.08
47500 · Rental Income	0.00	900.00
Total Income	464.55	48,971.20
<b>Gross Profit</b>	464.55	48,971.20
<b>Expense</b>		
62110 · Accounting Fees	0.00	601.50
62151 · Programs Adult	0.00	100.00
62152 · Programs/Youth	100.00	111.10
62800 · Facilities		
62100 · Contract Services		
62101 · Fyr Fighter	0.00	668.00
62801 · Janitorial Services	72.00	864.00
Total 62100 · Contract Services	72.00	1,532.00
62870 · Property Insurance	0.00	1,980.00
62891 · Fuel	0.00	1,178.06
62892 · Electric	188.65	935.52
62893 · Water/Sewer	0.00	8.82
62800 · Facilities - Other	0.00	139.43
Total 62800 · Facilities	260.65	5,773.83
65010 · Books, Subscriptions, Reference		
65011 · Print Books	0.00	644.73
65013 · DVDs	0.00	176.78
65015 · Debit Card Balance	0.00	-14.99
65010 · Books, Subscriptions, Reference - Other	0.00	36.01
Total 65010 · Books, Subscriptions, Reference	0.00	842.53
65020 · Postage, Mailing Service	55.00	232.00
65040 · Office Supplies	0.00	516.92
65050 · Telephone, Telecommunications	63.21	389.15
65060 · Automation		
65061 · MVLS Automation	0.00	236.43
65062 · Spectrum	99.99	641.28
65060 · Automation - Other	236.43	1,288.11
Total 65060 · Automation	336.42	2,165.82
65100 · Other Types of Expenses		

4:13 PM

06/23/21

Accrual Basis

**Sharon Springs Free Library**  
**Profit & Loss YTD Comparison**  
**May 28 through June 24, 2021**

	May 28 - Jun 24, 21	Jan 1 - Jun 24, 21
65150 · Memberships and Dues	0.00	133.99
80001 · Misc	0.00	10.01
Total 65100 · Other Types of Expenses	0.00	144.00
66000 · Payroll Expenses		
66001 · Taxes, Disability, Unemployment	458.66	3,399.21
66000 · Payroll Expenses - Other	1,033.46	11,387.03
Total 66000 · Payroll Expenses	1,492.12	14,786.24
Total Expense	2,307.40	25,663.09
Net Ordinary Income	-1,842.85	23,308.11
Net Income	-1,842.85	23,308.11

6:03 PM

06/15/21

Accrual Basis

**Sharon Springs Free Library**  
**Balance Sheet**  
As of June 24, 2021

	<u>Jun 24, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	47,960.99
1001 · Operating Fund	30,043.18
1002 · SSFL Building Fund	<u>19,919.82</u>
Total Checking/Savings	<u>97,923.99</u>
Total Current Assets	<u>97,923.99</u>
<b>TOTAL ASSETS</b>	<u><b>97,923.99</b></u>
<b>LIABILITIES &amp; EQUITY</b>	<u>97,923.99</u>

## Sharon Springs Free Library - Director's Report for June 2021 (6/24/21)

### Directors' Council Meeting – June 3

Libraries are reopening per CDC guidelines. Staff logs do not need to be kept for contact tracing if you have some other way (payroll records and such) of knowing who was there at any time. (per Eric)

Discussion: Are dvds and cds are becoming dinosaurs. No July meeting. Directors have to renew NYLA memberships by 6/15 online. Checking the Library Associates box for trustees will make them full voting members of NYLA. MVLS provided Trustee Education on 7/17 at 7:00 p.m. - a presentation on how libraries fared during Covid. At some point we will be required to report Trustee Education. The session Eric provided on how libraries are funded will count for that. Overdrive will block people who have more than 5 overdue fines. E-card will begin to allow self registrations for holds and e materials but they will expire after 60 days unless the patron comes in to a library to confirm with an ID. The system will determine the Status Code which must not be manually changed unless the patron has just moved. In Roundtable, other directors suggested Brooks BarBQue in Oneonta as a good drive thru fundraiser and Having the Fire Department do a presentation for a children's program.

### MVLS Board Meeting- June 17

MVLS finances OK thanks to American Rescue Plan loan being forgiven. SHO situation "ugly, disruptive and developing." S.O'Brien going 6/21 to pull all holds and rotating collections. They may close.

**All Covid restrictions have been removed for fully vaccinated people until further notice. Patrons are still encouraged to use hand sanitizer. Unvaccinated patrons are encouraged to wear masks and observe social distance.**

Schoharie Library closed as of Monday, June 21 for materials circulation among libraries. They have no staff able to use Polaris. They are hand processing loans of their own materials during limited hours. MVLS patrons who return materials to SHO will find that they continue to appear on their accounts and will accrue overdue fines. MVLS is scheduled to train some people to use Polaris at SHO beginning 7/12.

### June Grant Balances/Activity

There is a NASA grant and two MVLS grants open. I will review and consider a submission.

#### Current Status of Grant Funding

##### IN SHS ACCOUNT

2019 MVLS Dream and Do Adult Programming funding \$500	\$0
(\$200 on 2 jewelry classes, \$150 used for Sled Dogs- \$150 Dryland Mushing)	
2020 MVLS Dream and Do grant \$500 furniture minus 99.98- for 2 chairs each,	
\$71.22 For window shades and \$19.43 for lampshade. March balance was 308.37	
and we spent \$24.99 for an oval shade and \$99 for a rug for the reading area.	184.38
Walmart Furniture funding \$900 – all spent for wingback chairs	0
Advocacy grant for brochures \$1400 total (\$1260 rec'd remainder later)	1260.
Stewarts Make-A-Wish grant for 2021 children's programming \$800	800.

##### IN DEBIT CARD ACCOUNT (with \$5.33 balance from previous SHS deposits)

Walmart – Cybergrants 2021 Asked \$2740 for 3 computers/training. Rec'd.	2500.
Wells Fargo via Blackbaud	150.
ALA LTC (May balance \$3000 less \$445 for movie license,	
\$63.47 for books, 67.36 DVDs and 27.51 for snacks) = \$603.34	2396.66
MVLS SRP support (May balance of \$600 less three charges for books and	
Materials \$27.36, \$135.32 and 42.04 = \$204.72	395.28
Total Grant \$: (May bal \$8489.05 + \$140 due for brochure.) June bal.	\$7680.99