

Sharon Springs Free Library
Trustee Meeting Minutes
July 28, 2022

Jeanne Irwin, Gina Gilbert, Bob Fucci,
Kate Walrath, Susan Rorick, Tonja
Law, Kerry Parsons

Absent

Patsy Nicosia , Belinda Feris

- Jeanne called the meeting to order at 7:03p.m.
- The July 28, 2022, meeting minutes were provided in advance of the meeting for review.
 - Motion made by Bob, seconded by Kerry to approve the July 23, 2022, meeting minutes. All in favor, motion carried.
- Treasurer's Report – Tonja Law – attached
 - Considering moving away from using current credit card, Susan will investigate
- President's Report – Jeanne Irwin
Bob will look into an updated boiler for construction grant, Jeanne will look into window cost
- Director's Report – Helen Thomas - attached.
- 7/9 – 8/13/22 – Summer Reading Program– Thursdays 10-11 for ages 1-8 and Saturdays 10 – 11:30 for ages 5 – 11
- Additional staff time is being charged against the 2021 Stewart's grant
- The budget and budget justification for our Advocacy Funds was finally completed, accounting for \$5000 in two awards from MVLS
- Ordered key tag bar coded library cards.
- Stickers with our logo are ready at the print shop.
- Helen reaching out to seniors through several channels
- Weeded over 100 books from the YA collection
- We have a brand-new public computer that was acquired with the WalMart funding
- May order represented \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869)
- July order. Thorndike Press had a 60% off sale. Helen was able to order 24 books normally costing approximately \$37.99 each for \$15.20 each
- Juvenile non-fiction, Juvenile non-fiction and JE books were ordered to supplement our collection related to marine animals. The cost came to \$146. Since they became part of a

collection that needs updating, they are charged against collection development. (\$9517 minus \$146 = \$9371.)

- MVLS gave us a \$500 award available for summer reading program materials. JoAnn has spent this amount on supplies, activities and prizes for SRP
- Northeast Wellness and Fitness Initiative gave us \$2000
- In SHS Operating ACCOUNT \$7764
- In Debit card account 634.87

- Privilege of the Floor –none.
- 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 -Jeanne talked with the school, he will provide possible estimate

- New Business – none
- Next meeting: August 25, 7pm
- Adjournment 7:48pm

Sharon Springs Free Library

Profit and Loss YTD Comparison

June 24 - July 28, 2022

	TOTAL	
	JUN 24 - JUL 28, 2022	JAN 1 - JUL 28, 2022 (YTD)
Income		
0001 Tax Revenue	0.00	43,860.00
1004 Fines	6.00	61.70
1005 Copies/fax/printer	69.95	372.15
1018 Lost Book and DVD	10.99	10.99
43300 Grants	0.00	-250.00
43301 Stewarts	0.00	900.00
43303 Walmart	0.00	777.00
43304 MVLS Advocacy Grant	0.00	2,250.00
43305 MVLS Summer Programming	0.00	319.56
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	4,746.56
43400 Donations	46.06	278.86
43401 Donations - Other	0.00	75.02
43404 Clothing Shed	54.38	239.02
46431 Fundraising Letter	0.00	1,130.00
46432 Fundraising Totes	0.00	10.00
Total 43400 Donations	100.44	1,732.90
45000 Investments	0.00	536.25
45030 Interest-Savings, Short-term CD	2.18	14.75
Total 45000 Investments	2.18	551.00
46422 LLSA (Local Lib. Services Aid)	0.00	138.20
Total Income	\$189.56	\$51,473.50
GROSS PROFIT	\$189.56	\$51,473.50
Expenses		
62110 Accounting Fees	130.00	797.47
62151 Programs Adult	243.78	351.78
62152 Programs/Youth	198.75	474.20
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	1,080.00
Total 62100 Contract Services	216.00	1,677.00
62870 Property Insurance	0.00	604.00
62891 Fuel	115.69	2,882.31
62892 Electric	0.00	683.97

Sharon Springs Free Library

Profit and Loss YTD Comparison

June 24 - July 28, 2022

	TOTAL	
	JUN 24 - JUL 28, 2022	JAN 1 - JUL 28, 2022 (YTD)
62893 Water/Sewer	0.00	246.36
Total 62800 Facilities	331.69	6,093.64
65010 Books, Subscriptions, Reference	317.80	488.47
65011 Print Books	358.54	1,473.77
65013 DVDs	84.14	289.67
65015 Debit Card Balance	1,000.00	1,000.00
65016 Subscriptions - Mags, Newspaper	0.00	144.64
Total 65010 Books, Subscriptions, Reference	1,760.48	3,396.55
65020 Postage, Mailing Service	0.00	246.00
65040 Office Supplies	183.93	727.14
65050 Telephone, Telecommunications	99.99	498.67
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	1,286.21
65062 Spectrum	0.00	601.44
Total 65060 Automation	217.52	2,124.08
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	2,987.25	14,321.74
66001 Taxes, Disability, Unemployment	61.47	3,784.95
Total 66000 Payroll Expenses	3,048.72	18,106.69
80003 Machines	0.00	0.00
80004 Computers	0.00	990.47
Total 80003 Machines	0.00	990.47
Total Expenses	\$6,214.86	\$34,277.65
NET OPERATING INCOME	\$ -6,025.30	\$17,195.85
NET INCOME	\$ -6,025.30	\$17,195.85

Sharon Springs Free Library

Balance Sheet
As of July 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	60,488.16
1001 Operating Fund	21,431.03
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$101,839.01
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$101,839.01
TOTAL ASSETS	\$101,839.01
<hr/>	
LIABILITIES AND EQUITY	\$101,839.01

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

Virtual Meeting

Schoharie County librarians met virtually Monday, July 18.

Programming

7/12/22 Grown Up game night hosted by Tina Thomas in CR. 6 attended.

7/15/22 Book Discussion – “The Other Einstein” by Marie Benedict attended

7/9 – 8/13/22 – Summer Reading Program has started– Thursdays 10-11 for ages 1-8 and Saturdays 10 – 11:30 for ages 5 – 11. Underway with good attendance and fun crafts and wonderful activities. Kudos to JoAnn 7/16 Utica Zoomobile, 7/23 NYS Fish Hatchery. Next week – art instructor ocean life project. Additional staff time is being charged against the 2021 Stewart's grant (see grant section). We will do the same for the remaining three weeks.

Miscellaneous

- The budget and budget justification for our Advocacy Funds was finally completed, accounting for \$5000 in two awards from MVLS. I sent them to Eric Trahan and expect he will present them at the next MVLS board meeting. If approved, final moneys (\$250) will come in. Expenditures from that are shown in the grants section. Items include an event tent and banner, book giveaways for kids, logo items, mailings and new library cards. Since we are using the canvas bags as awards, \$500 to cover their expense needs to be dispersed.
 - Ordered key tag bar coded library cards.
 - Stickers with our logo are ready at the print shop.
- I am reaching out to seniors through several channels. Jeanne took pedometers to senior lunch. Tina Thomas' Adult game night is being promoted in TJ and with posters. MVLS staff will be out 8/8 for a 2:00 p.m. (advertised at senior lunch) basic computer training where we will have door prizes and free cookies (Tie in to “What are cookies in computer speak.”)
- Weeded over 100 books from the YA collection. None of them had circulated since 2017 or earlier.
- Determined with JoAnn a possible solution to shortage of shelf space in children's books. We would like to consider the possibility of extending the lower shelves westward and getting another six-foot-tall shelf to fill the gap.
- The monster plant that was eating up our space has found a new home in the community.
- We have a brand-new public computer that was acquired with the WalMart funding.
- A problem with the credit card (it was being declined and I had to use the debit account to cover expenses) led to a workaround that deposited \$1000 into the debit account. Charges to Amazon have lowered that to \$634.87. Until we get the credit card sorted out, we will use the debit account as needed.
- We secured 100 ice cream cone cards from Stewart's for SRP rewards.
- A board member attended the Klinkhart auction and got us a little settee for the reading area.

Collection Development:

- **May** order represented \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869).
- **July** order. Thorndike Press had a 60% off sale. I was able to order 24 books normally costing approximately \$37.99 each for \$15.20 each. They are all popular authors. Staff researched

whether we already had these titles and how many there are in the system. (Big thank you to Joyce.) Total Invoice price was \$351.99 including shipping. (\$9869 minus \$352 = \$9517.)

- Juvenile non-fiction, Juvenile non-fiction and JE books were ordered to supplement our collection related to marine animals. The cost came to \$146. Since they became part of a collection that needs updating, they are charged against collection development. (\$9517 minus \$146 = \$9371.)

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. JoAnn has spent this amount on supplies, activities and prizes for SRP.
- Northeast Wellness and Fitness Initiative gave us \$2000 for “promoting wellness, nutritional and health information and programs” Funds have not yet been received but are forthcoming. We have spent funds on seedlings, pedometers, and children’s books in conjunction with a presentation to Story Time about gardening.

In SHS Operating ACCOUNT

MVLS SRP award \$500.	0
Northeast Wellness \$2000 (plants \$250, peds \$750, kids books \$166	834
2020 MVLS Dream and Do grant \$500 furniture- NC from May	63.
Advocacy grant for brochures (\$1260 received) NC from May	777.
Stewarts Make-A-Wish grant for 2021 minus staff support for SRP (\$160)	440
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>\$7764</u>

In Debit card account

Walmart – Cybergrants 2021 minus new public computer	0
Balance in Grant Debit Card account	<u>634.87.</u>
Total Grant Balance	\$8398.87