

Library minutes
7.29.2021

Called to order: 7pm with board members Jeanne Irwin, Kate Walrath, Bob Fucci, Patsy Nicosia, Tonja Law, Gina Gilbert, Belinda Feris and staff Helen Thomas and Joanne Fralick. Guest: Ron Ketelsen, Sharon Chamber/Sharon Historical.

Minutes for June approved.

Privilege of floor: Ron Ketelsen, Sharon Chamber/Sharon Historical.

Ron asked about using the back parking lot for Harvest Festival September 18-19.

He's expecting 100-plus vendors. Discussion, but no decision on us participating; we likely don't have the volunteers. OK to Ron's request. **Someone** will need to block off library spots while we're open with cones or signs.

Ron also asked about putting a player piano donated to the Sharon Historical Society in the Community Room. We shared concerns about its "safety" as did Ron.

Ron said Historical Society would like to purchase cottages behind its museum for historical "vignettes" as well as the heated space the piano would require, but financially, that's dependent on grants and likely a long way off. No decision on piano.

Treasurer's report accepted.

President's report/new business

Personnel Committee met to review Personnel Policies.

Staff files need to be kept in a lock box.

Discussion over "leave" and holidays continues and we'll bring our thoughts back to the August meeting.

Existing holidays: New Year's, Memorial Day, 4th, Labor Day, Thanksgiving, and Christmas.

There was discussion over adding Martin Luther King Jr. Day and Juneteenth and whether we should be closed to honor them or open for relevant programming.

We agreed examining our mission statement might be helpful.

Director's report

Attached. SRP is keeping everyone busy, but our numbers are low and school participation/cooperation hasn't been the best. Helen shared the brochure she's been working on and will get it back to printer after a few changes.

Committees

-**PR**-Bob suggested getting an electronic sign to make us more visible to the community; Kate showed us how fire—I mean Tik Tock videos—are made and what she's been sharing for us on FB using them.

-**Reminder:** Book Giveaway set for October 2.

- **Adjourned:** 8:45ish.

5:30 PM

07/26/21

Accrual Basis

Sharon Springs Free Library
Profit & Loss YTD Comparison
 June 25 through July 22, 2021

	Jun 25 - Jul 22, 21	Jan 1 - Jul 22, 21
Ordinary Income/Expense		
Income		
0001 · Tax Revenue	0.00	43,860.00
1004 · Fines	13.95	261.25
1005 · Copies/fax/printer	53.20	425.25
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	<u>0.00</u>	<u>750.00</u>
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	65.83	1,299.75
Total 43400 · Donations	65.83	1,740.65
45000 · Investments		
45030 · Interest-Savings, Short-term CD	0.00	10.14
Total 45000 · Investments	0.00	10.14
46422 · LLSA (Local Lib. Services Aid)	0.00	1,647.08
47500 · Rental Income	0.00	900.00
Total Income	<u>132.98</u>	<u>49,104.18</u>
Gross Profit	132.98	49,104.18
Expense		
62110 · Accounting Fees	0.00	601.50
62151 · Programs Adult	0.00	100.00
62152 · Programs/Youth	290.32	401.42
62800 · Facilities		
62100 · Contract Services		
62101 · Fyr Fighter	0.00	668.00
62801 · Janitorial Services	144.00	1,008.00
62100 · Contract Services - Other	210.00	210.00
Total 62100 · Contract Services	354.00	1,886.00
62870 · Property Insurance	0.00	1,980.00
62891 · Fuel	370.25	1,548.31
62892 · Electric	151.15	1,086.67
62893 · Water/Sewer	159.51	168.33
62800 · Facilities - Other	26.52	165.95
Total 62800 · Facilities	1,061.43	6,835.26
65010 · Books, Subscriptions, Reference		
65011 · Print Books	35.15	679.88
65013 · DVDs	7.40	184.18
65015 · Debit Card Balance	0.00	-14.99
65010 · Books, Subscriptions, Reference - Other	0.00	36.01
Total 65010 · Books, Subscriptions, Reference	42.55	885.08
65020 · Postage, Mailing Service	0.00	232.00
65040 · Office Supplies	0.00	516.92
65050 · Telephone, Telecommunications	62.95	452.10
65060 · Automation		
65061 · MVLS Automation	236.43	1,450.60
65062 · Spectrum	101.34	742.62
65060 · Automation - Other	0.00	310.37
Total 65060 · Automation	337.77	2,503.59

5:30 PM
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Sharon Springs Free Library
Profit & Loss YTD Comparison
June 25 through July 22, 2021

	<u>Jun 25 - Jul 22, 21</u>	<u>Jan 1 - Jul 22, 21</u>
65100 · Other Types of Expenses		
65150 · Memberships and Dues	0.00	133.99
80001 · Misc	0.00	10.01
Total 65100 · Other Types of Expenses	<u>0.00</u>	<u>144.00</u>
66000 · Payroll Expenses		
66001 · Taxes, Disability, Unemployment	333.18	3,732.39
66000 · Payroll Expenses - Other	1,849.42	13,236.45
Total 66000 · Payroll Expenses	<u>2,182.60</u>	<u>16,968.84</u>
80003 · Machines		
80004 · Computers	964.37	964.37
Total 80003 · Machines	<u>964.37</u>	<u>964.37</u>
Total Expense	<u>4,941.99</u>	<u>30,605.08</u>
Net Ordinary Income	<u>-4,809.01</u>	<u>18,499.10</u>
Net Income	<u>-4,809.01</u>	<u>18,499.10</u>

5:32 PM
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Sharon Springs Free Library
Balance Sheet
As of July 22, 2021

	<u>Jul 22, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	47,960.99
1001 · Operating Fund	24,775.51
1002 · SSFL Building Fund	19,919.82
Total Checking/Savings	<u>92,656.32</u>
Total Current Assets	<u>92,656.32</u>
TOTAL ASSETS	<u>92,656.32</u>
LIABILITIES & EQUITY	<u>92,656.32</u>

Sharon Springs Free Library - Director's Report for July 2021 (7/29/21)

Directors' Council

The directors decided not to meet in July due to the fact that everyone is so busy with SRP. But there was confusion and interest and objections to what was going on in Schoharie and a special meeting was called. The Directors decided to send a letter to SHO board members and then asked me as MVLS Board of Trustees representative for Directors' Council to read the letter at the SHO board meeting. Directors are mostly concerned about manual processing of materials and the absence of a director or interim director at SHO.

MVLS Board Meeting- July 15 was in-person. MVLS hopes to move their fiscal year to a calendar year. They have a new open position for a "Technology and Advancement Consultant" to help libraries with technology issues.

SRP is ongoing with varying attendance as is our **ALA** movie programming. **Electronic resource** use last month was 68 audio books, 59 e-books and 3 magazines.

We have a **draft brochure**.

July Grant Balances/Activity

We submitted an Advocacy Grant proposal and will be getting \$2500 from MVLS to support our effort to get on the school budget.

Rotary has presented us with an unsolicited check for \$250 to buy books related to race and racism. The books have been purchased and Patsy and Pam and I did a photo shoot 7/26/21.

IN SHS Operating ACCOUNT

2020 MVLS Dream and Do grant \$500 furniture (No Change from June)	184.38
Advocacy grant for brochures \$1400 total (\$1260 remainder later)(NC)	1260.
Stewarts Make-A-Wish grant for 2021 children's programming \$800 (-100 GVS)	<u>700.</u>
Balance in SHS Operating	\$2144.38

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

Walmart – Cybergrants 2021 (NC from June)	2500.
Wells Fargo via Blackbaud (NC from June)	150.
ALA LTC (June balance 2396.66 less 381.96 for tv & DVD player	2014.70
MVLS SRP support (June balance 395.28 minus \$155 for Zoo, 67.32 for supplies)	
Rotary Racism Book Allowance (\$250 - \$179.21 Mahog.Bks, \$69.18 Amazon)	<u>1.61</u>
Balance in Grant Debit Card account	\$4839.27

Total Grant Balance \$6983.65

(SRP \$42.04 in supplies and \$155 for Zoo came out of operating acct. I will transfer \$197.04 to cover those) Rotary - \$69.18 was spent through Amazon and charged to the Library operating account. I will transfer those amounts from the grant account.