

**Sharon Springs Free Library
Trustee Meeting Minutes
August 25, 2022**

Jeanne Irwin, Gina Gilbert, Kate
Walrath, Belinda Feris, Patsy Nicosia

Absent

Kerry Parsons, Bob Fucci , Tonja Law,
Susan Rorick

- Jeanne called the meeting to order at 7:13p.m.
- The August 25, 2022, meeting minutes were provided in advance of the meeting for review.
 - Motion made by Jeanne , seconded by Gina to approve the July 28, 2022, meeting minutes. All in favor, motion carried.
- Treasurer's Report – Tonja Law – attached

- President's Report – Jeanne Irwin
AED- permission granted for use with community room access

- New business- Joanne nominated for MVLS application for outstanding performance

- Director's Report – Helen Thomas - attached.
- Virtual Meeting
Schoharie County librarians met virtually Monday, August 15
- Programming
8/13/22 – Summer Reading Program wrapped up
- Miscellaneous
Stickers with our logo and hand sanitizers have arrived. Mints are ready
Weeded 132 books from the LT collection. None of them had circulated since 2017 or earlier.
Re: shelf space for children's books. Rob Keller said he will do it (not right away),
The \$2000 Northeast Wellness and Fitness check has arrived
I would like to provide \$40 worth of produce every week for the next ten weeks. If we can get the produce delivered on Mondays
We have to report to the funder by December
Proof of new library card was received
HSCC mini grant will go in for cellular blinds for children's area
Old desk from office will be removed

- **Collection Development**
May order represented \$131 (rounded to the nearest dollar) from Parsons donation.
(\$10,000 minus \$131 = \$9869).

July order – 24 large type books were ordered on sale. (\$9869 minus \$352 = \$9517.)

Juvenile books ordered to supplement our collection related to marine animals came to \$146. (\$9517 minus \$146 = \$9371)

- **Grant Funding**
Balance in SHS Operating \$6402

- **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 – Gina starting to brainstorm for letterheads, etc.
 - f. Executive - None
 - g. Nominating - None

Ad Hoc/ Ballot Committee -none

Old Business -Still waiting for estimate on the floor from the school

Construction grant- we are passing on it for lack of need for updated boiler and windows

- **New Business** – none
- **Next meeting:** September 22, 7pm
- **Adjournment** 8:02pm

Sharon Springs Free Library

Profit and Loss YTD Comparison

July 29 - August 24, 2022

	TOTAL	
	JUL 29 - AUG 24, 2022	JAN 1 - AUG 24, 2022 (YTD)
Income		
0001 Tax Revenue	0.00	43,860.00
1004 Fines	10.70	72.40
1005 Copies/fax/printer	43.65	415.80
1018 Lost Book and DVD	0.00	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	159.65	438.51
43401 Donations - Other	2,000.00	2,075.02
43404 Clothing Shed	42.50	281.52
46431 Fundraising Letter	0.00	1,130.00
46432 Fundraising Totes	0.00	10.00
Total 43400 Donations	2,202.15	3,935.05
45000 Investments	0.00	536.25
45030 Interest-Savings, Short-term CD	2.57	17.32
Total 45000 Investments	2.57	553.57
46422 LLSA (Local Lib. Services Aid)	0.00	138.20
Total Income	\$2,259.07	\$53,732.57
GROSS PROFIT	\$2,259.07	\$53,732.57
Expenses		
62110 Accounting Fees	0.00	797.47
62151 Programs Adult	0.00	351.78
62152 Programs/Youth	0.00	474.20
62800 Facilities	0.00	121.28
62100 Contract Services	565.00	970.00
62101 Fyr Fighter	0.00	192.00
62801 Janitorial Services	144.00	1,224.00
Total 62100 Contract Services	709.00	2,386.00
62870 Property Insurance	0.00	604.00
62891 Fuel	0.00	2,882.31
62892 Electric	131.65	815.62

Sharon Springs Free Library

Profit and Loss YTD Comparison

July 29 - August 24, 2022

	TOTAL	
	JUL 29 - AUG 24, 2022	JAN 1 - AUG 24, 2022 (YTD)
62893 Water/Sewer	0.00	246.36
Total 62800 Facilities	840.65	7,055.57
65010 Books, Subscriptions, Reference	0.00	193.24
65011 Print Books	321.08	1,794.85
65013 DVDs	0.00	370.15
65015 Debit Card Balance	0.00	1,000.00
65016 Subscriptions - Mags, Newspaper	0.00	144.64
Total 65010 Books, Subscriptions, Reference	321.08	3,502.88
65020 Postage, Mailing Service	0.00	246.00
65040 Office Supplies	462.09	1,189.23
65050 Telephone, Telecommunications	0.00	554.53
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	1,503.73
65062 Spectrum	99.99	701.43
Total 65060 Automation	317.51	2,441.59
65100 Other Types of Expenses	0.00	0.00
65110 Advertising Expenses	0.00	132.50
65150 Memberships and Dues	0.00	460.96
Total 65100 Other Types of Expenses	0.00	593.46
66000 Payroll Expenses	2,094.57	16,416.31
66001 Taxes, Disability, Unemployment	315.01	4,589.48
Total 66000 Payroll Expenses	2,409.58	21,005.79
80003 Machines	0.00	0.00
80004 Computers	661.09	1,651.56
Total 80003 Machines	661.09	1,651.56
Total Expenses	\$5,012.00	\$39,864.06
NET OPERATING INCOME	\$ -2,752.93	\$13,868.51
NET INCOME	\$ -2,752.93	\$13,868.51

Sharon Springs Free Library

Balance Sheet

As of August 24, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	60,490.73
1001 Operating Fund	18,101.12
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$98,511.67
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$98,511.67
TOTAL ASSETS	\$98,511.67
<hr/> LIABILITIES AND EQUITY <hr/>	
	\$98,511.67

Sharon Springs Free Library Director's Report, August 25th, 2022

Virtual Meeting

Schoharie County librarians met virtually Monday, August 15.

Programming

8/16/22 Grown Up game night hosted by Tina Thomas in CR, 3 attended.

8/19/22 Book Discussion – "The Lions of New York, 6 attended

8/13/22 – Summer Reading Program wrapped up with an Oceans of Fun party. The previous week, on 8/6, Holly Spies led the group in a class on drawing ocean creatures. Kudos to JoAnn for all the effort she put in to this and for the wonderful programs she planned. I was at Arkell on a day when they had summer reading and I saw 14 kids. Their service area is over 6000.

Miscellaneous

- Stickers with our logo and hand sanitizers have arrived. Mints are ready.
- MVLS staff person, Mary Carrier, came out 8/8 for a 2:00 p.m. (advertised in TJ, at senior lunch, here and at post office and bank) basic computer training. Expenses charged to the Advocacy grant include; The 2x4 inch TJ ad was \$54, cookies \$30, Produce \$30.
- Weeded 132 books from the LT collection. None of them had circulated since 2017 or earlier.
- Re: shelf space for children's books. Rob Keller said he will do it (not right away), and he will get us an estimate.
- The \$2000 Northeast Wellness and Fitness check has arrived. We have \$834 remaining. Fresh produce left over from the unattended computer session was picked up in the lobby. I would like to provide \$40 worth of produce every week for the next ten weeks. If we can get the produce delivered on Mondays, I would like to collect coolers to keep it in during the week. I have two medium sized ones. We will still have money to spend. We have to report to the funder by December.
- I am waiting on Rainbow Printing for the mock-up of our new library card.
- The feeder on the printer appears to be working now, so multiple pages can be fed through.

Collection Development:

- **May** order represented \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869).
- **July** order – 24 large type books were ordered on sale. (\$9869 minus \$352 = \$9517.)
- Juvenile books ordered to supplement our collection related to marine animals came to \$146. (\$9517 minus \$146 = \$9371.)
- Nothing was ordered specifically for collection development in August

Succession planning and development of procedures-There is no activity to report this month.

Grant Funding

In SHS Operating ACCOUNT

Northeast Wellness \$2000	
(plants \$250, peds \$750, books \$166, \$40 produce 8/15&\$40 8/22)	754
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 (\$254) Through 8/13/22	346
Stewarts Make-A-Wish grant for 2022	900
MVLS Advocacy 2021 (\$2250) Tote bags, 500, 8/8 event \$97, Logo items, Stickers \$98, sanitizer \$225.62, mints \$265.83 =	1062
MVLS Advocacy grant for School Budget vote support 2022	2500
Balance in SHS Operating	<u>\$6402</u>