

Library minutes
8.26.2021

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

Minutes for July approved. (Gina/Belinda) and Treasurer's Report accepted.

President's report: Attached

Jeanne motioned (by email) and we agreed to close the library on all federal holidays.

Continued discussion on steps to get on the school ballot and which community organizations we should reach out to. We will arrange for Eric Trahan from MVLS to be at our September meeting.

Director's report

Attached.

The clothing shed has been delivered. Bob has concerns about the signage on the shed and we agreed to move the sandwich board sign for it so it's not blocking our sign.

Committees/misc

Bob is still researching costs for an electronic sign.

We need to address the doors (Since our meeting, the town has issued a work order for their door. It sticks and people think it's locked.)

Belinda conducted sexual harassment training for all at meeting.

-**Reminder:** Book Giveaway set for October 2. (Though another realization post-meeting. This is imminent and also the same day as Run 4 the Hills—downtown will be packed. Just saying.)

- **Adjourned:** 9pm

Sharon Springs Free Library
Profit & Loss YTD Comparison
 July 23 through August 26, 2021

	Jul 23 - Aug 26, 21	Jan 1 - Aug 26, 21
Ordinary Income/Expense		
Income		
0001 · Tax Revenue	0.00	43,860.00
1004 · Fines	51.74	312.99
1005 · Copies/fax/printer	60.55	485.80
43300 · Grants		
43301 · Stewarts	0.00	800.00
43302 · Dream and Do	0.00	-590.19
43303 · Walmart	0.00	-900.00
43304 · MVLS Advocacy Grant	2,500.00	2,500.00
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	2,500.00	2,759.81
43400 · Donations		
1003 · Lobby Books	0.00	10.90
46431 · Fundraising Letter	0.00	430.00
43400 · Donations - Other	58.71	1,358.46
Total 43400 · Donations	58.71	1,799.36
45000 · Investments		
45030 · Interest-Savings, Short-term CD	4.01	14.15
Total 45000 · Investments	4.01	14.15
46422 · LLSA (Local Lib. Services Aid)	0.00	1,647.08
47500 · Rental Income	0.00	900.00
Total Income	2,675.01	51,779.19
Gross Profit	2,675.01	51,779.19
Expense		
62110 · Accounting Fees	175.00	776.50
62151 · Programs Adult	109.64	209.64
62152 · Programs/Youth	42.04	443.46
62800 · Facilities		
62100 · Contract Services		
62101 · Fyr Fighter	0.00	668.00
62801 · Janitorial Services	216.00	1,224.00
62100 · Contract Services - Other	0.00	210.00
Total 62100 · Contract Services	216.00	2,102.00
62870 · Property Insurance	0.00	1,980.00
62891 · Fuel	0.00	1,548.31
62892 · Electric	101.91	1,188.58
62893 · Water/Sewer	-79.76	88.57
62800 · Facilities - Other	0.00	165.95
Total 62800 · Facilities	238.15	7,073.41
65010 · Books, Subscriptions, Reference		
65011 · Print Books	407.74	1,087.62
65013 · DVDs	48.89	233.07
65015 · Debit Card Balance	0.00	-14.99
65010 · Books, Subscriptions, Reference - Other	0.00	36.01
Total 65010 · Books, Subscriptions, Reference	456.63	1,341.71
65020 · Postage, Mailing Service	0.00	232.00
65040 · Office Supplies	463.35	980.27
65050 · Telephone, Telecommunications	0.00	452.10
65060 · Automation		
65061 · MVLS Automation	236.43	1,687.03
65062 · Spectrum	98.64	841.26
65060 · Automation - Other	0.00	310.37

**Sharon Springs Free Library
 Profit & Loss YTD Comparison
 July 23 through August 26, 2021**

	<u>Jul 23 - Aug 26, 21</u>	<u>Jan 1 - Aug 26, 21</u>
Total 65060 · Automation	335.07	2,838.66
65100 · Other Types of Expenses		
65150 · Memberships and Dues	0.00	133.99
80001 · Misc	195.53	205.54
Total 65100 · Other Types of Expenses	<u>195.53</u>	<u>339.53</u>
66000 · Payroll Expenses		
66001 · Taxes, Disability, Unemployment	35.01	4,234.20
66000 · Payroll Expenses - Other	2,956.15	16,192.60
Total 66000 · Payroll Expenses	<u>2,991.16</u>	<u>20,426.80</u>
80003 · Machines		
80004 · Computers	0.00	964.37
Total 80003 · Machines	<u>0.00</u>	<u>964.37</u>
Total Expense	<u>5,006.57</u>	<u>36,078.45</u>
Net Ordinary Income	<u>-2,331.56</u>	<u>15,700.74</u>
Net Income	<u><u>-2,331.56</u></u>	<u><u>15,700.74</u></u>

6:31 PM
08/22/21
Accrual Basis

Sharon Springs Free Library
Balance Sheet
As of August 26, 2021

	<u>Aug 26, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - SSFL Money Market	50,465.00
1001 - Operating Fund	19,473.14
1002 - SSFL Building Fund	19,919.82
Total Checking/Savings	<u>89,857.96</u>
Total Current Assets	<u>89,857.96</u>
TOTAL ASSETS	<u>89,857.96</u>
LIABILITIES & EQUITY	<u>89,857.96</u>

There was no August Directors' Council or MVLS Board Meeting – due to golf fundraiser

SRP is finished. Participation was better on Saturday than on the weekdays. Our ALA movie series ended 8/20/21 with over forty surveys returned so far. The **book discussion** is tomorrow night and the only grant requirement left is to report results back to the community. I overbudgeted for DVDs and may have to buy more to spend down or else use the money for another conversation.

The St. Pauly Clothing Shed was installed 8/18/21. Vladimir leveled the site with a Bobcat. There were items in the shed from its previous location. We will get credit for them. We are expected to check the shed two times per week to make sure that anything in there is in tied bags. There are four keys, currently clipped to the St. Pauly file folder in the file cabinet. There is a supply of bags in the shed for us to use for anything that has been put in in boxes or without being in tied bags. Donations should be pushed to the back of the shed to avoid blocking the chute. They have provided laminated posters to put up on community/church bulletin boards and fliers to be handed out. Questions can be directed to the office (585) 924-7941 or to Questions@StPaulyTextile.com

I have submitted requested adjustments to our **draft brochure**.

I ordered a **CD player** as was suggested to check out with children's music bags.

I contacted a company that makes **library cards** and they gave me some quotes over the phone and said they would send samples. I have not seen those yet.

Deb Martin, the Health Care Coordinator who has previously worked out of the Community Room hopes to do so again beginning 9/16/21.

The SHS Wish List that stayed on the circ desk for a while collected the following suggestions.

- Water fountain like at school with built in filter
- Refresh old posters & framed pictures
- Open early (Joyce Ouellette)
- Earlier hours all week (Mary Hitchcock)
- Paper Shredder

August Grant Balances/Activity

We received \$2500 from MVLS to support our effort to get on the school budget. That money has been deposited into the operating account, since I will not be the one directing expenses. There is also an opportunity to submit to ALA to have a community conversation in support of that effort (Due September 16).

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 (NC from July)	700
Advocacy grant for School Budget vote support	2500

Balance in SHS Operating	<u>\$4644.38</u>
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 (July balance less \$500 for Consultants 8/27)	1514.70
MVLS SRP \$305.17 transferred to cover charges to Operating Account	0
Rotary Racism Book Allowance (\$250 - \$179.21 Mahog.Bks, \$69.18 Amazon)	<u>1.61</u>
Balance in Grant Debit Card account	3861.14
Total Grant Balance	<u>\$8505.52</u>