

**Library minutes**  
**9.24.2021**

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

**Minutes** for August approved.

**Treasurer's Report:** Tonya will get Sandy Manko budget figures for her budget.

**Budget Committee:** Sue, Tonja, Gina volunteered to serve.

- Our October meeting is our annual meeting; budget needs to be presented/adopted.
- November/December meeting-shared meeting. Need to set a date.

**Director's report—Attached.**

Helen also shared samples of library cards.

**Committees/misc**

Continued extended discussion on doors with some figures provided by Sue/Bob. (I should probably have copies of anything written to include with minutes.)

Prices are all over the board with fiberglass the more costly.

The concrete outside the T/V office door also needs to be addressed.

Finding someone to do the doors/work could be a problem. Will likely take 6-8 weeks to even get the doors.

Helen will see if we've missed the deadline for the MVLS Construction Fund Grants. (We have.)

Consensus was the work needs to be done and we'll take the money out of the budget if we have to, but there was no final decision.

--**Fundraising**—Gina shared the letter and will let us know if she needs help getting it out. We will mail approximately 220.

– **Adjourned:** 8:50pm

**Sharon Springs Free Library**  
**Profit & Loss YTD Comparison**  
 August 27 through September 23, 2021

	<u>Aug 27 - Sep 23, 21</u>	<u>Jan 1 - Sep 23, 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
0001 · Tax Revenue	0.00	43,860.00
1004 · Fines	36.85	349.84
1005 · Copies/fax/printer	37.10	522.90
43300 · Grants	0.00	2,759.81
43400 · Donations		
1003 · Lobby Books	0.00	10.90
46431 · Fundraising Letter	0.00	430.00
43400 · Donations - Other	198.05	1,556.51
<b>Total 43400 · Donations</b>	<u>198.05</u>	<u>1,997.41</u>
45000 · Investments		
45030 · Interest-Savings, Short-term CD	2.13	16.28
<b>Total 45000 · Investments</b>	<u>2.13</u>	<u>16.28</u>
46422 · LLSA (Local Lib. Services Aid)	0.00	2,890.88
47500 · Rental Income	0.00	900.00
<b>Total Income</b>	<u>274.13</u>	<u>53,297.12</u>
<b>Gross Profit</b>	274.13	53,297.12
<b>Expense</b>		
62110 · Accounting Fees	0.00	776.50
62151 · Programs Adult	500.00	209.64
62152 · Programs/Youth	0.00	-16.71
62800 · Facilities		
62100 · Contract Services		
62101 · Fyr Fighter	585.00	1,253.00
62801 · Janitorial Services	144.00	1,368.00
62100 · Contract Services - Other	0.00	210.00
<b>Total 62100 · Contract Services</b>	<u>729.00</u>	<u>2,831.00</u>
62870 · Property Insurance	0.00	1,980.00
62891 · Fuel	0.00	1,548.31
62892 · Electric	115.60	1,304.18
62893 · Water/Sewer	0.00	88.57
62800 · Facilities - Other	0.00	165.95
<b>Total 62800 · Facilities</b>	<u>844.60</u>	<u>7,918.01</u>
65010 · Books, Subscriptions, Reference		
65011 · Print Books	169.54	1,257.16
65013 · DVDs	0.00	233.07
65015 · Debit Card Balance	0.00	-14.99
65010 · Books, Subscriptions, Reference - Other	0.00	36.01
<b>Total 65010 · Books, Subscriptions, Reference</b>	<u>169.54</u>	<u>1,511.25</u>
65020 · Postage, Mailing Service	0.00	232.00
65040 · Office Supplies	0.00	980.27
65050 · Telephone, Telecommunications	56.68	565.78
65060 · Automation		
65061 · MVLS Automation	236.43	1,923.46
65062 · Spectrum	99.99	941.25
65060 · Automation - Other	0.00	310.37
<b>Total 65060 · Automation</b>	<u>336.42</u>	<u>3,175.08</u>
65100 · Other Types of Expenses		
65110 · Advertising Expenses	480.00	480.00
65150 · Memberships and Dues	0.00	133.99
80001 · Misc	0.00	205.54
<b>Total 65100 · Other Types of Expenses</b>	<u>480.00</u>	<u>819.53</u>
66000 · Payroll Expenses		
66001 · Taxes, Disability, Unemployment	0.00	5,065.22
66000 · Payroll Expenses - Other	1,856.57	18,049.17

8:32 PM  
09/20/21  
Accrual Basis

## Sharon Springs Free Library Profit & Loss YTD Comparison August 27 through September 23, 2021

	<u>Aug 27 - Sep 23, 21</u>	<u>Jan 1 - Sep 23, 21</u>
Total 66000 · Payroll Expenses	1,856.57	23,114.39
80003 · Machines		
80004 · Computers	0.00	964.37
Total 80003 · Machines	<u>0.00</u>	<u>964.37</u>
Total Expense	<u>4,243.81</u>	<u>40,250.11</u>
Net Ordinary Income	<u>-3,969.68</u>	<u>13,047.01</u>
Net Income	<u><u>-3,969.68</u></u>	<u><u>13,047.01</u></u>

8:26 PM  
09/20/21  
Accrual Basis

**Sharon Springs Free Library**  
**Balance Sheet**  
As of September 23, 2021

	<u>Sep 23, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	50,467.13
1001 · Operating Fund	16,817.28
1002 · SSFL Building Fund	19,919.82
Total Checking/Savings	<u>87,204.23</u>
Total Current Assets	<u>87,204.23</u>
<b>TOTAL ASSETS</b>	<u><b>87,204.23</b></u>
<b>LIABILITIES &amp; EQUITY</b>	<u><b>87,204.23</b></u>

Sharon Springs Free Library - Director's Report for September 2021 (9/23/21)

**COB** has extended an invitation to Board members to attend their 100 year celebration on Sunday, October 3 from 3 – 5, “Roaring '20 s Afternoon Tea, 110 Union St. – donations welcome; period dress encouraged. RSVP <https://bit.ly/TCL100th>

**Directors' Council** met on 9/2/21 There is a change to the Open Meetings Law going into effect at the beginning of 2022. There will be 3 options. 1 – Do meetings by Zoom and make a recording available. 2- A hybrid model with the trustees in person and the recorded session available to the public. 3- Open meetings as is – you have to be there with an option to allow observers through Go To Meeting. Reopening was discussed with some libraries reporting complaints from patrons who don't want to wear masks. Some have had threatening anti-mask aggressors. Most New York counties are currently at High risk. The State has left all but schools in the lurch. Without state guidance, libraries have to set their own rules and tell patrons they know it is not the law but that these are library rules. Patrons who won't comply can be offered curbside service.

The e-resources support options will be sent out soon based on Overdrive use.

MVLS encouraged participation in their “Listening Sessions.” That was a requirement to apply for Dream and Do grants (one staff, one trustee)

Bedbugs are apparently coming into libraries on some books. Treatment is to zip materials up in plastic bags and put them in the sun. SCP contracts for biannual treatment.

**MVLS Listening Session** – I participated one of four MVLS listening sessions on 9/13/21. The group of roughly one dozen was comprised of approximately half trustees and half library/mvls staff. The discussion facilitator talked about libraries as a physical place where people are helpful and patrons can get information and entertainment as well as have a location for civil discourse. Discussion questions related to what is different in our libraries since Covid, our interactions with MVLS and what else we might like to see from MVLS.

**MVLS Board met 9/16** – I missed the meeting and the minutes are not yet available. Bylaws changes had to do with their change from a fiscal to calendar year. The trustee term resolution also had to do with the change to the calendar year. My term will now expire 12/31/2025 (Eric promised when I signed on that I wouldn't have to serve the full term.) The New York Hero Act requires an Airborne Infective Disease Exposure Prevention Plan. MVLS has used their template and provided it to us for our adaptation. Copies attached.

**Gina has been dealing with The St. Pauly Clothing Shed** and reports that people are using it. She did find some non-clothing items in it. We are asked to bag those with the bags inside the shed but we are not responsible for doing anything about them.

Our book supplier has warned that **there will be difficulty getting books toward the end of the year.** This matches what I have read elsewhere about ongoing production (supplies and supply chains) and shipping challenges. The holiday season is expected to intensify the issues. I am frontloading book purchases and will keep the books on the New and Popular shelf longer than usual so everyone gets a chance to read something new.

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 and have emailed to ask them to resend.

**August Grant Balances/Activity**

I ordered a **CD player** as was suggested to check out with children's music bags and also got one for personal use for patrons who might want CDs or audiobooks. (Wells Fargo funds)

The \$2500 from the Walmart grant was awarded for computers and computer training. The MVLS annual order is going in and there is a 20 week wait for equipment. I ordered a staff laptop to be available on occasion for training purposes. It will be in the charge of our treasurer when not required for a training session. There is a 20 week delay in orders.

**In SHS Operating ACCOUNT**

2020 MVLS Dream and Do grant \$500 furniture (No Change from August)	184.38
Advocacy grant for brochures \$1400 total (\$1260 remainder later) (NC)	1260.
Stewarts Make-A-Wish grant for 2021 (NC)	700
MVLS Advocacy grant for School Budget vote support	2500
Balance in SHS Operating	<u>\$4644.38</u>

**IN DEBIT CARD ACCOUNT**

Walmart – Cybergrants 2021 (NC from June)	2500.
Wells Fargo via Blackbaud \$150 minus CD players	100.06
ALA LTC (August balance less \$100/session for Program Director)	<u>814.70</u>
Balance in Grant Debit Card account	<u>3414.76</u>

Total Grant Balance \$8059.14