

Sharon Springs Free Library Board of Trustees
Meeting Minutes
12/1/2022

Present

Trustees: Jeanne Irwin, Gina Gilbert, Belinda Feris, Bob Fucci, Kerry Parsons, Kate Walrath, Susan Rorick

Staff: Helen Thomas, JoAnn Fralick, Joyce Slater

Absent

Trustees: Patsy Nicosia, Tonja Law

Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:11p.m. on 12/1/2022 by President Jeanne Irwin.

Approval of Minutes

Minutes of the 11/3/2022 Annual Meeting and regular Board Meeting were reviewed

ON A MOTION MADE AND SECONDED the minutes of both the 11/3/22 Annual Meeting and regular Board Meeting were accepted as presented (Jeanne/Kerry)

Treasurer's Report (attached)

- Treasurer's report was discussed and accepted as submitted.
- Susan met with Tonja, for the revised annual budget:

ON A MOTION MADE AND SECONDED the revised annual budget for 2023 was accepted as presented (Susan/ Jeanne)

- The Board plans to move forward with requesting that a proposition for funding for the library's annual budget be placed on the school district ballot.

President's Report

- Nothing new this month

Director's Report (attached)

- Northeast Wellness and Fitness - We provided \$40 worth of produce for 12 weeks and \$80 three weeks in November. The grant final report is due in December.
- New library cards have arrived.
- Winter hours begin Friday, December 2

Privilege of the Floor

- Nothing this month.

Committee Reports

- Fundraising – Gina reported that this year's fundraiser is going very well and that we have collected \$4,500 thus far.

Old Business

- Jeanne will follow up on obtaining an estimate for refinishing the floors in the library, community room, and lobby
- Susan gave an update on the status of the door replacement *

New Business

- None

Adjournment

Meeting was adjourned at 8:50 p.m. The next meeting of the Board of Trustees will be held on Thursday, January 26th at 7:00 p.m.

Sharon Springs Free Library

Profit and Loss YTD Comparison

November 3 - December 1, 2022

	TOTAL	
	NOV 3 - DEC 1, 2022	JAN 1 - DEC 1, 2022 (YTD)
Income		
0001 Tax Revenue	0.00	43,860.00
1004 Fines	0.00	72.40
1005 Copies/fax/printer	59.60	630.60
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	3,054.00
43304 MVLS Advocacy Grant	78.00	2,328.00
43305 MVLS Summer Programming	0.00	319.56
434402 Trustee Award	545.00	545.00
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	623.00	7,646.56
43400 Donations	42.40	1,537.71
43401 Donations - Other	0.00	2,575.02
43404 Clothing Shed	50.26	451.06
46431 Fundraising Letter	4,060.00	5,190.00
46432 Fundraising Totes	0.00	10.00
Total 43400 Donations	4,152.66	9,763.79
45000 Investments	0.00	536.25
45030 Interest-Savings, Short-term CD	2.53	24.91
Total 45000 Investments	2.53	561.16
46422 LLSA (Local Lib. Services Aid)	0.00	1,428.80
Total Income	\$4,837.79	\$63,974.30
GROSS PROFIT	\$4,837.79	\$63,974.30
Expenses		
62110 Accounting Fees	225.00	1,249.87
62151 Programs Adult	0.00	351.78
62152 Programs/Youth	0.00	751.95
62800 Facilities	0.00	121.28
62100 Contract Services	0.00	970.00
62101 Fyr Fighter	0.00	777.00
62801 Janitorial Services	144.00	1,728.00
Total 62100 Contract Services	144.00	3,475.00
62870 Property Insurance	7.00	4,814.98
62891 Fuel	1,082.19	3,964.50
62892 Electric	108.86	1,172.28

Sharon Springs Free Library

Profit and Loss YTD Comparison

November 3 - December 1, 2022

	TOTAL	
	NOV 3 - DEC 1, 2022	JAN 1 - DEC 1, 2022 (YTD)
62893 Water/Sewer	153.27	521.45
Total 62800 Facilities	1,495.32	14,069.49
65010 Books, Subscriptions, Reference	0.00	447.68
65011 Print Books	636.75	2,561.86
65013 DVDs	19.96	582.14
65015 Debit Card Balance	500.00	1,495.80
65016 Subscriptions - Mags, Newspaper	0.00	144.64
Total 65010 Books, Subscriptions, Reference	1,156.71	5,232.12
65020 Postage, Mailing Service	0.00	246.00
65040 Office Supplies	734.61	1,923.84
65050 Telephone, Telecommunications	0.00	692.04
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	2,156.29
65062 Spectrum	99.99	1,001.40
Total 65060 Automation	317.51	3,394.12
65100 Other Types of Expenses	0.00	0.00
65101 Fundraising Expenses	0.00	630.83
65110 Advertising Expenses	0.00	186.50
65150 Memberships and Dues	0.00	460.96
Total 65100 Other Types of Expenses	0.00	1,278.29
66000 Payroll Expenses	1,956.14	23,388.99
66001 Taxes, Disability, Unemployment	505.38	6,746.16
Total 66000 Payroll Expenses	2,461.52	30,135.15
80003 Machines	0.00	0.00
80004 Computers	0.00	1,696.81
Total 80003 Machines	0.00	1,696.81
Total Expenses	\$6,390.67	\$61,021.46
NET OPERATING INCOME	\$ -1,552.88	\$2,952.84
NET INCOME	\$ -1,552.88	\$2,952.84

Sharon Springs Free Library

Balance Sheet
As of December 1, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	58,221.32
1001 Operating Fund	8,569.86
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$86,711.00
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$86,711.00
TOTAL ASSETS	\$86,711.00
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LIABILITIES AND EQUITY	\$86,711.00

Sharon Springs Free Library Director's Report, November-December, 2022 (11/3 – 12/1/22)

Programming

11/18/22 Book Discussion – “The Dutch House” by Ann Patchett 6 attended

Miscellaneous

- Northeast Wellness and Fitness - We provided \$40 worth of produce for 12 weeks and \$80 three weeks in November (11/7, 11/14, 11/21) The grant final report is due in December.
- New library cards have arrived.
- Winter hours begin Friday, December 2 (Closing at 6 instead of 8 on T, W &F)

Collection Development:

- May order represented \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869). August adjustment to July order – 24 large type books. (\$9869 minus \$161 = \$9708.) Juvenile books on marine animals \$146. (\$9708 minus \$ = \$9562.)
- Nothing was ordered specifically for collection development in August - Nov. The balance remains at \$9562.

Succession planning and development of procedures- Gina has retyped job descriptions with minor modifications.

Grant Funding

In SHS Operating ACCOUNT

Northeast Wellness (\$2000)	
(\$434 Oct balance last month minus 1 week at \$40 – 10/31, and 3 at \$80)	\$194
Remaining funds will go for relevant books. Final report due in December.	
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)	
Story time support Through 10/27/22 (\$255 Minus \$55. 1 hr HT, 4 hrs JS)200	
This will be used to purchase books as holiday gifts for story time kids.	
Stewarts Make-A-Wish grant for 2022 NC	900
MVLS Advocacy 2021 (\$2250) Tote bags, 500, 8/8 event \$97,	
Logo items, Stickers \$98, sanitizer \$225.62, mints \$265.83,	
letter head & envelopes for fundraiser \$365) Oct balance was \$697	
minus new lib cards \$530.	167
MVLS Advocacy grant for School Budget vote support 2022	2500
 Balance in Grant Accounts	 \$4601