

**Sharon Springs Free Library Board of Trustees**  
**Meeting Minutes**  
**2/23/2023**

**Present**

Trustees: Jeanne Irwin, Gina Gilbert, Belinda Feris, Bob Fucci, Kerry Parsons, Kate Walrath, Patsy Nicosia, Tonja Law  
Staff: Helen Thomas,

**Absent**

Trustees: Susan Rorick

**Call to Order**

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:00p.m. on 2/23/2023 by President Jeanne Irwin.

**Approval of Minutes**

Minutes of the 1/26/2023 Board Meeting were reviewed

ON A MOTION MADE AND SECONDED the minutes of the 1/26/23 Regular Board Meeting were accepted with one change to the wording of the first bullet of the President's Report to include the wording stating that the updates to the Joint Automation Policy was approved and affirmed (Jeanne/Belinda)

**Treasurer's Report (attached)**

- Treasurer's report was discussed and accepted as submitted.

**President's Report**

- Nothing new this month

**Director's Report (attached)**

- New public computer from Walmart funds scheduled for installation 2/27
- Mary Carrier of MVLS provided further website training to Helen and Gina
- Helen and Gina are currently working on the Annual Report which will be due in mid-March

**Privilege of the Floor**

Maurice Isaac, of NBT Insurance reviewed our current insurance levels, and will follow up with Belinda on cost saving options.

**Committee Reports-**

Ad Hoc/Ballot Committee

- The Budget Committee met to discuss the 2024 budget and determine the level of funding increase needed for the Referendum
- The 2024 budget was presented to the Board and formally adopted
- The Board unanimously passed a Resolution to place a Referendum on the November ballot requesting an increase in the operating budget for the Library

- A Referendum Timeline was distributed and the Publicity Committee will begin work immediately

### **Old Business**

- Great book giveaway scheduled for April 1. Currently accepting book donations

### **New Business**

- Nothing new this month

### **Adjournment**

The meeting was adjourned at 8:37 p.m. The next meeting of the Board of Trustees will be held on Thursday, March 23<sup>rd</sup> at 7:00 p.m.

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

January 26 - February 23, 2023

	TOTAL	
	JAN 26 - FEB 23, 2023	JAN 1 - FEB 23, 2023 (YTD)
<b>Income</b>		
1005 Copies/fax/printer	0.00	17.80
43400 Donations	0.00	27.20
43401 Donations - Other	1.00	1.00
43404 Clothing Shed	54.39	104.66
46431 Fundraising Letter	0.00	650.00
<b>Total 43400 Donations</b>	<b>55.39</b>	<b>782.86</b>
45000 Investments	0.00	0.00
45030 Interest-Savings, Short-term CD	1.19	1.19
<b>Total 45000 Investments</b>	<b>1.19</b>	<b>1.19</b>
46422 LLSA (Local Lib. Services Aid)	0.00	143.40
47500 Rental Income	0.00	750.00
50000 Carryover	0.00	0.00
<b>Total Income</b>	<b>\$56.58</b>	<b>\$1,695.25</b>
<b>GROSS PROFIT</b>	<b>\$56.58</b>	<b>\$1,695.25</b>
<b>Expenses</b>		
62110 Accounting Fees	214.90	294.90
62800 Facilities	0.00	16,018.84
62100 Contract Services	0.00	0.00
62101 Fyr Fighter	138.00	138.00
62801 Janitorial Services	168.00	324.00
<b>Total 62100 Contract Services</b>	<b>306.00</b>	<b>462.00</b>
62891 Fuel	847.94	1,579.06
62892 Electric	128.68	275.53
62893 Water/Sewer	0.00	-38.32
<b>Total 62800 Facilities</b>	<b>1,282.62</b>	<b>18,297.11</b>
65010 Books, Subscriptions, Reference	0.00	0.00
65011 Print Books	16.75	236.45
65015 Debit Card Balance	0.00	500.00
<b>Total 65010 Books, Subscriptions, Reference</b>	<b>16.75</b>	<b>736.45</b>
65050 Telephone, Telecommunications	0.00	61.51
65060 Automation	0.00	0.00
65061 MVLS Automation	369.66	587.18
65062 Spectrum	99.99	199.98
<b>Total 65060 Automation</b>	<b>469.65</b>	<b>787.16</b>
65100 Other Types of Expenses	0.00	0.00
65110 Advertising Expenses	293.93	293.93
65150 Memberships and Dues	60.00	60.00
<b>Total 65100 Other Types of Expenses</b>	<b>353.93</b>	<b>353.93</b>

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

January 26 - February 23, 2023

	TOTAL	
	JAN 26 - FEB 23, 2023	JAN 1 - FEB 23, 2023 (YTD)
66000 Payroll Expenses	1,863.94	3,528.37
66001 Taxes, Disability, Unemployment	175.48	566.96
<b>Total 66000 Payroll Expenses</b>	<b>2,039.42</b>	<b>4,095.33</b>
<b>Total Expenses</b>	<b>\$4,377.27</b>	<b>\$24,626.39</b>
<b>NET OPERATING INCOME</b>	<b>\$ -4,320.69</b>	<b>\$ -22,931.14</b>
<b>NET INCOME</b>	<b>\$ -4,320.69</b>	<b>\$ -22,931.14</b>

# Sharon Springs Free Library

## Balance Sheet

As of February 23, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	21,607.37
1001 Operating Fund	1,503.94
1002 SSFL Building Fund	19,920.82
<b>Total Bank Accounts</b>	<b>\$43,032.13</b>
Other Current Assets	
12000 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$43,032.13</b>
<b>TOTAL ASSETS</b>	<b>\$43,032.13</b>
<hr/> <b>LIABILITIES AND EQUITY</b> <hr/>	
	<b>\$43,032.13</b>

## Sharon Springs Free Library Director's Report, February 23, 2023

### Programming

2/17/23 Book Discussion – Liane Moriarty's "Apples Never Fall." 5 attended.

### Miscellaneous

- Mary from MVLS came out to give us further training on the website calendar function.
- After our budget meeting (\$7640 increase), Eric provided possible breakdowns on how to present costs. A property assessed at \$100,000 will pay \$33.32 in library taxes; an increase of \$5.20 over the current \$28.12. Or, \$26.55 per-capita. The MVLS average is \$26.45. The NYS average is \$55.88.
- I am working with Wade to generate an informational flyer to be ready for 4/1/23.
- Walmart Foundation grant-submitted for \$1900 for new bookshelves in children's area.
- New public computer from Walmart funds scheduled for installation 2/27
- Rob has indicated the new shelves are done and we are scheduling a time for installation.
- Gina and I began work on the NYS annual report and made good progress.
- Final report submitted for Northeast Wellness grant.
- Computer support indicates there should be no problem on their part switching phone to Spectrum, and they offered to have their Spectrum rep look into possible cost savings.
- Joyce will be away 2/25-3/7
- The Eagles lost the Superbowl.
- Tonja provided a check and I processed our membership in the Sharon Springs Chamber.
- Presidents' Day was observed 2/20/23

### Collection Development:

- January: New JNF on mythology ordered to replace damaged old one. (\$19.99). Two JNF related to history of U.S. presidents ordered to fill a gap in our collection. (\$27.28) One JNF related to 2023 SRP theme (\$11.99) Louise Penny series #1-11 ordered in paperback due to revived interest in her early novels and to complete our collection. (\$87.97)
- **(\$9562 minus \$147.23 = \$9414.77)**
- **No activity in February**

**Succession planning**-no activity in February.

### Grant Funds

Northeast Wellness (\$2000) Final Report Submitted	\$0
2020 MVLS Dream and Do grant \$500 furniture- \$34 spent for new keys.	29.
Advocacy grant for brochures (\$1260 received) NC	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)	122
Books for holiday gifts for story time kids. \$200 - \$78	
Stewarts Make-A-Wish grant for 2022 NC	900
MVLS Advocacy grant for School Budget vote support 2022	2500
Balance in Grant Accounts	\$4328