

Sharon Springs Free Library Board of Trustees
Meeting Minutes
4/27/23

Present

Trustees: Jeanne Irwin, Gina Gilbert, Belinda Feris, Bob Fucci, Patsy Nicosia, Kerry Parsons, Susan Rorick

Staff: Helen Thomas, JoAnn Fralick, Joyce Slater

Guest: Margaret Kindling

Absent

Trustees: Tonja Law, Kate Walrath

Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:04 p.m. on 4/27/23 by President Jeanne Irwin.

Approval of Minutes

Minutes of the 3/23/2023 Board Meeting were reviewed and

ON A MOTION MADE AND SECONDED the minutes of the 3/23/2023 Board Meeting were accepted as presented (Susan/Bob)

Treasurer's Report (attached)

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

President's Report

- Nothing to report this month

Director's Report (attached)

- Helen reviewed the many programs held at the library in the last month including The Great Book Giveaway which was a huge success with an estimated 200+ attendees and donations totaling \$616.71. All of the leftover books were picked up on 4/28.
- Summer Reading Program plans are underway for asynchronous programming this year.
- Grant funds and possible uses for the monies were discussed
- The need for signage outside the library to list coming activities was discussed. Bob will look into the cost of various types of signs.

Privilege of the Floor

- Our guest Margaret Kindling introduced herself as a new resident of Sharon Springs who simply chose to attend the meeting which is always open to the public.

Committee Reports

- Joint Facility - The door replacement contractors have removed the old doors now that the snow surrounding them has melted.

- Facility Maintenance –
 - Bob met with an A/C contractor to get pricing on installation of a central air conditioning unit. The group discussed the possibility of applying for a construction grant to cover the cost.
 - Jeanne mentioned that the handicap access ramp at the front door is rusting and Bob will look into the cost of getting a replacement. The group also discussed the possibility of seeking grant monies for this purpose.
- AdHoc/Ballot Committee – Gina reviewed the Referendum Timeline and distributed petition forms asking each Board Member to seek 10 signatures and return the forms at the May Meeting.
- Audit Committee – Susan reported on the results of the recent audit of the banking and checking accounts. Plans are to perform this audit yearly.

Old Business

- Belinda reported that we received a \$500 refund from our insurance company due to the excellent results of the “safety group” that we are a part of. We also received a \$50 short term disability premium refund. Belinda has also posted NYS compliance posters in the office

New Business

- None.

Adjournment

Meeting was adjourned at 8:15 p.m. The next meeting of the Board of Trustees will be held on Thursday, May 25th at 7:00 p.m.

Sharon Springs Free Library

Profit and Loss YTD Comparison

March 24 - April 27, 2023

	TOTAL	
	MAR 24 - APR 27, 2023	JAN 1 - APR 27, 2023 (YTD)
Income		
0001 Tax Revenue	43,860.00	43,860.00
1005 Copies/fax/printer	47.10	64.90
1018 Lost Book and DVD	25.95	70.89
43300 Grants	0.00	0.00
43301 Stewarts	0.00	900.00
43303 Walmart	0.00	1,900.00
Total 43300 Grants	0.00	2,800.00
43400 Donations	22.90	50.10
43401 Donations - Other	0.00	1.00
43402 Great Book Giveaway	616.71	616.71
43404 Clothing Shed	42.96	162.24
46431 Fundraising Letter	0.00	700.00
Total 43400 Donations	682.57	1,530.05
45000 Investments	0.00	0.00
45030 Interest-Savings, Short-term CD	0.00	2.32
Total 45000 Investments	0.00	2.32
46422 LLSA (Local Lib. Services Aid)	0.00	143.40
47500 Rental Income	0.00	750.00
50000 Carryover	-506.02	-506.02
Total Income	\$44,109.60	\$48,715.54
GROSS PROFIT	\$44,109.60	\$48,715.54
Expenses		
62110 Accounting Fees	0.00	393.30
62152 Programs/Youth	0.00	150.00
62800 Facilities	0.00	16,018.84
62100 Contract Services	0.00	398.05
62101 Fyr Fighter	0.00	227.00
62801 Janitorial Services	168.00	576.00
Total 62100 Contract Services	168.00	1,201.05
62870 Property Insurance	-579.90	-579.90
62891 Fuel	633.63	2,212.69
62892 Electric	107.51	487.32
62893 Water/Sewer	-38.32	76.63
Total 62800 Facilities	290.92	19,416.63
65010 Books, Subscriptions, Reference	0.00	0.00
65011 Print Books	264.30	500.75
65015 Debit Card Balance	0.00	1,000.00
Total 65010 Books, Subscriptions, Reference	264.30	1,500.75

Sharon Springs Free Library

Profit and Loss YTD Comparison

March 24 - April 27, 2023

	TOTAL	
	MAR 24 - APR 27, 2023	JAN 1 - APR 27, 2023 (YTD)
65020 Postage, Mailing Service	209.00	209.00
65040 Office Supplies	24.81	24.81
65050 Telephone, Telecommunications	0.00	123.49
65060 Automation	0.00	0.00
65061 MVLS Automation	293.59	1,174.36
65062 Spectrum	99.99	399.96
Total 65060 Automation	393.58	1,574.32
65100 Other Types of Expenses	0.00	0.00
65110 Advertising Expenses	105.00	398.93
65150 Memberships and Dues	0.00	405.60
Total 65100 Other Types of Expenses	105.00	804.53
66000 Payroll Expenses	2,188.86	7,597.29
66001 Taxes, Disability, Unemployment	0.00	975.78
Total 66000 Payroll Expenses	2,188.86	8,573.07
Total Expenses	\$3,476.47	\$32,769.90
NET OPERATING INCOME	\$40,633.13	\$15,945.64
NET INCOME	\$40,633.13	\$15,945.64

Sharon Springs Free Library

Balance Sheet

As of April 27, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	41,026.50
1001 Operating Fund	38,082.59
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$81,908.91
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$81,908.91
TOTAL ASSETS	\$81,908.91
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LIABILITIES AND EQUITY	\$81,908.91

Sharon Springs Free Library Director's Report, April 27, 2023

Programming since last meeting

3/26 Reiki program in Community Room - 24 attended

3/27 "How to write a novel" in CR – 5 attended

4/1 Great Book Giveaway (Leftovers picked up 4/28) – Attendance?

4/15 Healthy Connections nutrition education program in CR 5 attended

4/21/23 Book Discussion – Eva Jurczyk's The Department of Rare Books and Special Collections, 5 attended.

Miscellaneous

- SRP plans are underway for asynchronous programming. Attendance has been abysmal on Saturdays. Staffing costs and timing are issues.
- "New" printer will require some furniture moving. McCarthy has been contacted about moving the electrical outlet attached to the desk.
- Switching the phone to Spectrum would increase speed from 100 to 300 and the cost would be a little less than Verizon. Spectrum rep said in March he would look in to waiving the \$99 installation charge. I left him another message this month.
- We should reach out to the new Sharon Everything Shop to let them know they can use our clothing shed for appropriate items they don't or can't sell.
- We now get three sets of Young Adult rotating books in hopes of attracting readers.
- Block Threshold policy – currently at \$5, SCP at \$100, MVLS seeks input re consistency.
- Libraries are encouraged to support Summer Meals programs. Thoughts?

Collection Development:

- **January: (Nov/Dec Bal \$9562)** New JNF on mythology. (\$19.99). Two JNF related to history (\$27.28) One JNF related to 2023 SRP theme (\$11.99) Louise Penny series #1-11
- **Jan bal. \$9414.77) No activity in February**
- **March Academy Award Best Picture DVD's ordered. (9414.77-151.30) \$9263.47**

Grant Funds

WalMart grant \$1900 for bookshelves minus \$398	\$1502
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 \$200 - 78	\$78
Stewarts Make-A-Wish grant for 2022 NC	900
Stewarts Make-A-Wish grant for 2023	900
MVLS Advocacy grant \$2500 for School Budget vote support 2022 minus \$105	
for block ad for Book Giveaway	2395
Balance in Grant Accounts	\$6703

I, the undersigned, do hereby state that I am a registered voter of the Town of Sharon, that my present place of residence is truly stated opposite my signature hereto, and that I do hereby petition that the following question be placed upon the ballot and voted on at the next general election of the Town of Sharon:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF SHARON FOR THE OPERATING BUDGET OF THE SHARON SPRINGS FREE LIBRARY BE INCREASED BY SEVEN THOUSAND SIX HUNDRED FORTY (\$7,640) DOLLARS TO THE SUM OF FIFTY-ONE THOUSAND FIVE HUNDRED (\$51,500) DOLLARS ANNUALLY.

Date	Signature	Residence Address	Assembly District	Town

I, _____ state that I am a duly qualified voter of the State of New York and that I am also duly qualified to sign the petition. I now reside at _____ which is in the 102 Assembly District in the Town of Sharon in the County of Schoharie. Each of the individuals whose names are subscribed to in this petition sheet containing _____ signatures subscribed the same in my presence on the dates indicated and identified himself or herself to be the individual who signed this sheet. I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and if it contains a material false witness statement, shall subject me to the same penalties as if I had been duly sworn.

_____ Date

_____ Signature of Witness