

**Sharon Springs Free Library Board of Trustees**  
**Meeting Minutes**  
**7/27/23**

**Present**

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

Staff: Helen Thomas, JoAnn Fralick

Guest: Margaret Kindling, George Ryerson, Art Fisher

**Absent**

Trustees: Tonja Law

**Call to Order**

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:00 p.m. on 7/27/23 by President Jeanne Irwin.

**Approval of Minutes**

Minutes of the 6/22/2023 Board Meeting were reviewed and

ON A MOTION MADE AND SECONDED the minutes of the 6/22/2023 Board Meeting were accepted as presented (Bob/Gina)

**Treasurer's Report (attached)**

- Accepted as presented.

**President's Report**

- Jeanne has an estimate from Steve Weber for anticipated repairs from the town water line to our water meter, sewer line, water line from the construction ongoing on Rt 10. Total of \$14,500. Jeanne will check with Steve about a time frame expiration on this estimate. Bob has concerns about where our responsibility of where town lines start/end.
- Jeanne will register to participate in Freedom to Read MVLS August 28<sup>th</sup> 6pm

**Director's Report (attached)**

- Adult SRP, Children's SRP and Library Passport programs are underway.
- We have been in contact with the State Comptroller's Office to bring us up to date on our annual tax cap forms.
- We received an outside audit on Utica Mutual on 7/13 with a due date of 7/16. I completed it and faxed it back 7/14.
- We have order 2000 new logo stickers from Race Printing. \$152.50 will need to be transferred from Advocacy Grant.
- Nathaniel Altman sent his balneotherapy book collection.
- Polaris has been down for some time over two days recently. We are able to work in an offline program called LEAP that links to Polaris when it comes live again.
- S. DeBruijn has asked if JoAnn would do a presentation on 10/13 at the library for the DAR group on the topic of literacy.

- Middleburgh submitted a Lake Placid Arts grant and we participated. There will be African Drumming and Dance workshops in July 2024. One workshop will be here 7/9/24.
- Publicity committee met 6/15. Helen is working on newsletter/open house invitation for August mailing.
- Helen was away 7/20 – 7/24. The schedule is covered, and Library News submitted

### **Privilege of the Floor**

- Art Fisher introduced himself as the owner of the new Sharon Springs Creamery. He established himself as a neighbor willing to help with fundraising. -

### **Committee Reports**

- Joint Facility - None
- Facility Maintenance – noted that the roof is 16 years old right now. Questions on the condition of the roof. Susan will reach out to local businesses to take a look at conditions. Cobleskill Glass is fixing the window hole.
- AdHoc/Ballot Committee – none
- Publicity committee- working on newsletter mailing and spending money from specific advocacy grant. A sponsor is paying for voter lawn signs. Purchased a changeable letter sign as an electric sign is out of budget
- Budget and finance- Jeanne will look into whether or not we are able to have a line of credit
- Audit Committee – None

### **Old Business-** Printer error still ongoing

### **New Business**

- Belinda noted that as of Sept 1, our insurance with Utica Mutual premium is increasing by \$400 a year

### **Adjournment**

Meeting was adjourned at 8:12 p.m. The next meeting of the Board of Trustees will be held on Thursday, August 24<sup>th</sup> at 7:00 p.m.

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

June 23 - July 27, 2023

	TOTAL	
	JUN 23 - JUL 27, 2023	JAN 1 - JUL 27, 2023 (YTD)
<b>Income</b>		
0001 Tax Revenue		43,860.00
1005 Copies/fax/printer	42.50	194.50
1018 Lost Book and DVD		100.89
<b>43300 Grants</b>		
43301 Stewarts		900.00
43303 Walmart		1,900.00
43304 MVLS Advocacy Grant	0.00	0.00
43305 MVLS Summer Programming	-112.00	238.00
<b>Total 43300 Grants</b>	<b>-112.00</b>	<b>3,038.00</b>
<b>43400 Donations</b>		
43400 Donations	312.50	801.45
43401 Donations - Other		21.55
43402 Great Book Giveaway		616.71
43404 Clothing Shed		300.26
46431 Fundraising Letter		700.00
<b>Total 43400 Donations</b>	<b>312.50</b>	<b>2,439.97</b>
<b>45000 Investments</b>		
45030 Interest-Savings, Short-term CD	-1.67	4.04
<b>Total 45000 Investments</b>	<b>-1.67</b>	<b>4.04</b>
46422 LLSA (Local Lib. Services Aid)		143.40
47500 Rental Income		750.00
50000 Carryover		-506.02
<b>Total Income</b>	<b>\$241.33</b>	<b>\$50,024.78</b>
<b>GROSS PROFIT</b>	<b>\$241.33</b>	<b>\$50,024.78</b>
<b>Expenses</b>		
<b>62110 Accounting Fees</b>		
62110 Accounting Fees		590.10
62111 Banking Fees		32.00
<b>Total 62110 Accounting Fees</b>		<b>622.10</b>
<b>62152 Programs/Youth</b>		
62152 Programs/Youth		255.99
<b>62800 Facilities</b>		
62100 Contract Services		1,312.05
62101 Fyr Fighter		227.00
62801 Janitorial Services	252.00	1,164.00
<b>Total 62100 Contract Services</b>	<b>252.00</b>	<b>2,703.05</b>
62870 Property Insurance		24.10
62891 Fuel	113.47	2,326.16
62892 Electric		709.51
62893 Water/Sewer		124.47
<b>Total 62800 Facilities</b>	<b>365.47</b>	<b>21,906.13</b>

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

June 23 - July 27, 2023

	TOTAL	
	JUN 23 - JUL 27, 2023	JAN 1 - JUL 27, 2023 (YTD)
65010 Books, Subscriptions, Reference		
65011 Print Books	397.36	1,258.40
65013 DVDs		20.99
65015 Debit Card Balance		1,457.53
65016 Subscriptions - Mags, Newspaper		50.00
<b>Total 65010 Books, Subscriptions, Reference</b>	<b>397.36</b>	<b>2,786.92</b>
65020 Postage, Mailing Service	290.00	499.00
65040 Office Supplies	59.80	621.73
65050 Telephone, Telecommunications		322.39
65060 Automation		
65061 MVLS Automation	293.59	1,761.54
65062 Spectrum	99.99	699.93
<b>Total 65060 Automation</b>	<b>393.58</b>	<b>2,461.47</b>
65100 Other Types of Expenses		
65110 Advertising Expenses	112.00	510.93
65150 Memberships and Dues		405.60
<b>Total 65100 Other Types of Expenses</b>	<b>112.00</b>	<b>916.53</b>
66000 Payroll Expenses	3,029.14	15,057.08
66001 Taxes, Disability, Unemployment		3,215.20
<b>Total 66000 Payroll Expenses</b>	<b>3,029.14</b>	<b>18,272.28</b>
<b>Total Expenses</b>	<b>\$4,647.35</b>	<b>\$48,664.54</b>
<b>NET OPERATING INCOME</b>	<b>\$ -4,406.02</b>	<b>\$1,360.24</b>
<b>NET INCOME</b>	<b>\$ -4,406.02</b>	<b>\$1,360.24</b>

# Sharon Springs Free Library

## Balance Sheet

As of July 25, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	41,028.22
1001 Operating Fund	23,495.47
1002 SSFL Building Fund	2,799.82
<b>Total Bank Accounts</b>	<b>\$67,323.51</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>\$67,323.51</b>
<b>TOTAL ASSETS</b>	<b>\$67,323.51</b>
<hr/> <b>LIABILITIES AND EQUITY</b> <hr/>	
	<b>\$67,323.51</b>



## Sharon Springs Free Library Director's Report, July 27, 2023

### Programming

6/16/23 Book Discussion – “The Forgotten Garden” by Kate Morton – 5 attended

### Miscellaneous

- Adult SRP, Children's SRP and Library Passport programs are underway  
Week 1, Adult/family – 25 bags distributed, Week 2 Adult/family – 31 bags distributed  
Week 3 Adult/family – 30 bags prepared, Week 4 Adult/family – 30 bags prepared  
Week 5 Adult/family --30 bags prepared
- We placed a block ad in TJ for the SRP. The children's program is thriving, and the adult/family program is providing more involvement beyond the children's program than we have ever had.
- We have been in contact with the State Comptroller's Office to bring us up to date on our annual tax cap forms. Gina and I both have log ins. There is a learning curve on these. Pam did the last one in 2015.
- We received a “Business Class Phone Voice Service Verification Checklist” from Spectrum I completed and returned it.
- We received an outside audit on Utica Mutual on 7/13 with a due date of 7/16. I completed it and faxed it back 7/14.
- There was an intrusion into the St. Pauly clothing bin that left bags open and stuff strewn
- \*We have order 2000 new logo stickers from Race Printing. \$152.50 will need to be transferred from Advocacy
- Nathaniel Altman sent his balneotherapy book collection.
- Polaris has been down for some time over two days recently. We are able to work in an offline program called LEAP that links to Polaris when it comes live again.
- S. DeBruijn has asked if JoAnn would do a presentation at 10 re: literacy at their mtg. 10/13
- MID submitted a Lake Placid Arts grant and we participated. There will be African Drumming and Dance workshops in July 2024. One workshop will be here 7/9/24.
- Publicity committee met 6/15. I am working on newsletter/invitation for August mailing.
- I will be/was away 7/20 – 7/24. The schedule is covered, and Library News submitted

**Collection Development: June balance \$9163.99.**

### Grant Funds

MVLS SRP (\$350 -51.08 CSRP, \$63 grab bags,-112 for block ad, -33.38 SRP bags & poster board, \$21.80-Kind bars)	\$68.74
WalMart grant \$1900 for bookshelves minus \$398	1502
Advocacy grant for brochures (\$1260 received) NC	777.
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 \$105 for block ad for Book Giveaway, less \$152.50 for stickers 7/23.	2242.50
<b>Balance in Grant Accounts</b>	<b>\$6390.24</b>