

Sharon Springs Free Library Board of Trustees
Meeting Minutes
8/24/23

Present

Trustees: Jeanne Irwin, Bob Fucci, Kate Walrath, Patsy Nicosia, Gina Gilbert

Staff: Helen Thomas, JoAnn Fralick, Joyce Slater

Absent

Trustees: Tonja Law, Belinda Feris, Susan Rorick, Kerry Parsons

Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 6:55 p.m. on 8/24/23 by President Jeanne Irwin.

Approval of Minutes

Minutes of the 7/27/2023 Board Meeting were reviewed and

ON A MOTION MADE AND SECONDED the minutes of the 7/27/2023 Board Meeting were accepted as presented (Jeanne/Gina)

Treasurer's Report (attached)

The Treasurer's Report was accepted as presented.

President's Report

- Reminder of Monday night webinar for Right to Read on August 28th 6pm
- Construction grant approval- it is our responsibility to pay to the hook up for the upgrade on utilities. Grant written for the sewer and the board approved the use of library funds for the sewer. The library board also heard the assurances and endorsed them.
- Tonja will work to get \$4,500.00 down with a total of \$9,500.00 for the sewer upgrade with a timeline to get project completed before freezing weather.

Director's Report (attached)

- Library Passport programs continues until September
- Gina completed all requirements from the State Comptroller's Office to bring us up to date on our annual tax cap forms. She filled out a form for every year since 2015.
- Gina picked up our 2000 new logo stickers from Race Printing as well as our new brochures, formatted our newsletter, and bought stickers to seal the letter inside brochures for mailing.
- The MVLS Annual Meeting is set for Wednesday, October 4 at the Canajoharie Library/Arkell Museum from 5:30 – 7:30. The format will be similar to last year. We will be discussing ways to encourage participation and collaboration among the member library staff and trustees.
- St. Pauly installed a camera and security lights, but the bin was broken into again.
- The Great Give Back Day for Libraries is Saturday, October 21. (We may want to consider making it our annual book giveaway day.)
- NYLA has set Library Advocacy Day as 2/7/24 with pre-advocacy day events on 2/6/24.
- Constitution Week 9/17 -236th anniversary of signing of Declaration. DAR will put up a display.
- We now have free Narcan available
- Helen would like to hire a substitute clerk candidate who would help cover vacations.

Privilege of the Floor

- none

Committee Reports

- Joint Facility – Jeanne noted that our Memorandum of Understanding with the Town and Village is up for renewal in December.
- Facility Maintenance – Joanne noted that the front doors are not closing correctly. Jeanne will ask Susan to call the contractor who installed them.
- AdHoc/Ballot Committee – none
- Publicity committee-
 - The new brochure and annual newsletter featuring information about the upcoming Referendum were mailed to all residents.
 - A list of local organization/club meetings was distributed and board and staff volunteered to attend one or more meetings to discuss the upcoming tax increase referendum.
 - On September 28th we will hold an Open House from 5:00 – 7:00 p.m. prior to the board meeting to answer any questions patrons may have regarding the referendum.
- Budget and finance- Jeanne will look into obtaining a line of credit for the library to pay for the sewer/water line repairs
- Audit Committee – None

Old Business- The window repair was completed by Cobleskill Glass and the repair bill totaled \$300.

New Business -Head Start and the library are collaborating with 1000 Books to Read program

Adjournment

Meeting was adjourned at 8:22 p.m. The next meeting of the Board of Trustees will be held on Thursday, September 28th at 7:00 p.m.

Sharon Springs Free Library

Profit and Loss YTD Comparison

July 28 - August 24, 2023

	TOTAL	
	JUL 28 - AUG 24, 2023	JAN 1 - AUG 24, 2023 (YTD)
Income		
0001 Tax Revenue		43,860.00
1005 Copies/fax/printer	40.60	235.10
1018 Lost Book and DVD		100.89
43300 Grants		
43301 Stewarts		900.00
43303 Walmart		1,900.00
43304 MVLS Advocacy Grant	-1,372.50	-1,372.50
43305 MVLS Summer Programming		119.42
Total 43300 Grants	-1,372.50	1,546.92
43400 Donations		
43401 Donations - Other		21.55
43402 Great Book Giveaway		616.71
43404 Clothing Shed		356.93
46431 Fundraising Letter		700.00
Total 43400 Donations	50.40	2,547.04
45000 Investments		
45030 Interest-Savings, Short-term CD	1.72	5.76
Total 45000 Investments	1.72	5.76
46422 LLSA (Local Lib. Services Aid)	1,293.30	1,436.70
47500 Rental Income		750.00
50000 Carryover		-506.02
Total Income	\$13.52	\$49,976.39
GROSS PROFIT	\$13.52	\$49,976.39
Expenses		
62110 Accounting Fees		
62111 Banking Fees		32.00
Total 62110 Accounting Fees		720.50
62152 Programs/Youth	50.00	305.99
62800 Facilities	336.76	16,355.60
62100 Contract Services		
62101 Fyr Fighter		227.00
62801 Janitorial Services	168.00	1,332.00
Total 62100 Contract Services	168.00	2,871.05
62870 Property Insurance	-50.00	-25.90
62891 Fuel		2,326.16
62892 Electric	124.67	834.18
62893 Water/Sewer		124.47
Total 62800 Facilities	579.43	22,485.56

Sharon Springs Free Library

Profit and Loss YTD Comparison

July 28 - August 24, 2023

	TOTAL	
	JUL 28 - AUG 24, 2023	JAN 1 - AUG 24, 2023 (YTD)
65010 Books, Subscriptions, Reference		
65011 Print Books		1,386.15
65013 DVDs		20.99
65015 Debit Card Balance	500.00	1,711.20
65016 Subscriptions - Mags, Newspaper		50.00
Total 65010 Books, Subscriptions, Reference	500.00	3,168.34
65020 Postage, Mailing Service		499.00
65040 Office Supplies		621.73
65050 Telephone, Telecommunications		389.60
65060 Automation		
65061 MVLS Automation		1,761.54
65062 Spectrum		699.93
Total 65060 Automation		2,461.47
65100 Other Types of Expenses		
65110 Advertising Expenses		510.93
65150 Memberships and Dues		405.60
80001.1 Lost Book and DVD Fee	30.00	30.00
Total 65100 Other Types of Expenses	30.00	946.53
66000 Payroll Expenses	2,218.70	17,275.78
66001 Taxes, Disability, Unemployment		3,722.58
Total 66000 Payroll Expenses	2,218.70	20,998.36
Total Expenses	\$3,378.13	\$52,597.08
NET OPERATING INCOME	\$ -3,364.61	\$ -2,620.69
NET INCOME	\$ -3,364.61	\$ -2,620.69

Sharon Springs Free Library

Balance Sheet

As of August 24, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	38,959.94
1001 Operating Fund	21,582.82
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$63,342.58
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$63,342.58
TOTAL ASSETS	\$63,342.58
LIABILITIES AND EQUITY	
	\$63,342.58

Sharon Springs Free Library Director's Report, August 24, 2023

Programming

8/18/23 Book Discussion – “The Four Winds” by Kristen Hannah 7 attended.

Miscellaneous

- Library Passport programs continues until September
Week 1, Adult/family – 25 bags distributed, Week 2 Adult/family – 31 bags distributed
Week 3 Adult/family – 30 bags distributed, Week 4 Adult/family – 30 bags distributed
Week 5 Adult/family --30 bags distributed, Poster Contest ended 8/19. We have five posters!
- Gina completed all requirements from the State Comptroller's Office to bring us up to date on our annual tax cap forms. She filled out a form for every year since 2015.
- Gina picked up our 2000 new logo stickers from Race Printing.
- Gina picked up our new brochures, formatted our newsletter, and bought stickers to seal the letter inside brochures for mailing. Kudos for her idea to have the RR addresses printed right on to the brochures so there was no need to label them.
- The MVLS Annual Meeting is set for Wednesday, October 4 at the Canajoharie Library/Arkell Museum from 5:30 – 7:30. The format will be similar to last year. We will be discussing ways to encourage participation and collaboration among the member library staff and trustees.
- JoAnn will do a presentation for the DAR at 10 re: literacy at their mtg. on 10/13 at our library.
- St. Pauly installed a (fake) camera and security lights, but the bin was broken into again.
- The Great Give Back Day for Libraries is Saturday, October 21. (We may want to consider making it our annual book giveaway day.)
- NYLA has set Library Advocacy Day as 2/7/23 with pre-advocacy day events on 2/6/23.
- Is anyone aware of someone using our old iPad to locate their phone. It is now locked to their account. It is old and only 16 gig and its charging wire is frayed. It may have to be retired.
- Constitution Week 9/17 -236th anniv of signing of Declaration. DAR will put up a display.
- Should we have swag for open house. Tote bags? Wine has been purchased.
- I would like to hire a substitute clerk candidate who would help cover vacations.

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 party/prizes	0
WalMart grant \$1900 for bookshelves minus \$398-\$949 for computer	553
Advocacy grant for brochures (\$1260 received) \$777 for new brochures	0.
Stewarts Make-A-Wish grant for 2022 minus \$50 for magician	850
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 \$142.50 for stickers 7/23, \$300 for sidewalk sign, \$153 -brochures	1799.50
Balance in Grant Accounts	\$4102.50