

Sharon Springs Free Library Board of Trustees
Meeting Minutes
9/28/23

Present

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

Staff: Helen Thomas, JoAnn Fralick, Margaret Kindling

Absent

Trustees: Kate Walrath

Guest

Tony Desmond

Open House

An Open House was held in the library from 5:00 p.m. – 7:00 p.m. prior to the Board Meeting to provide residents with an opportunity to meet the Board and Staff and gain pertinent information about the library as well as getting answers to any questions regarding the upcoming referendum vote. The event was well attended and attendees were very supportive.

Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:05 p.m. on 9/28/23 by President Jeanne Irwin.

Privilege of the Floor

Tony Desmond addressed the Board on behalf of the American Legion with a request to house the crèche for the holiday display at NBT Bank on the library grounds for the remainder of the year. The crèche would be covered with a tarp and stored in an unobtrusive area of the property. President Irwin responded that we have a concern with vandalism and Tony said he did not share that concern. Jeanne responded that the Board would discuss the request and respond to Tony with our answer. The Board had a discussion and

ON A VOTE by all Board members it was agreed to house the crèche on the library property. Note that Bob Fucci abstained from the vote. All other Board Members voted yes.

Approval of Minutes

Minutes of the 8/24/2023 Board Meeting were reviewed and changes are needed

ON A MOTION MADE AND SECONDED the minutes of the 8/24/2023 Board Meeting were accepted with requested changes to be made (Jeanne/Bob)

Treasurer's Report (attached)

- Accepted as presented. Treasurer noted that she is having problems with the accounting program showing some items in the wrong category and will work on fixing this problem.

President's Report

- Reminder that October will be the Annual Meeting and the Budget Committee will need to meet prior to that date. Tonja, Belinda, Susan, and Helen will meet on Thursday, October 12th at 6:00 p.m. to put together the 2024 budget.

Director's Report (attached)

- The Summer Reading Program posters have been on display and very well received by patrons. All six participants were awarded a gift certificate to "share" in keeping with the theme of this year's program.
- The MVLS Annual Meeting will take place on Wednesday, October 4th at the Canajoharie library. Helen encouraged Board Members and staff to attend.
- JoAnn will do a presentation on literacy to the DAR on October 13th at the library.
- Margaret Kindling has been hired as a substitute clerk and is currently in training.
- Helen submitted an application for a NYS Construction grant in the amount of \$9,500 to cover the costs of the sewer and water line repair. We were successful in obtaining funding of \$7,125.

Committee Reports

- Administration – The Administration Committee will meet to discuss updates for our Right to Read Policy.
- Joint Facility – none
- Facility Maintenance – The sewer line was replaced on 9/23 and the water line is scheduled to be replaced on 9/30 with the new water line being buried at a sufficient depth to keep it from freezing in the winter. The water meter will be removed from the teen area and installed outdoors with repairs to the wall being done by the contractor.
- Fundraising - We are still encountering problems with breaking and entering of the St. Pauly clothing shed and clothing bags torn with clothing strewn throughout the shed.
- AdHoc/Ballot Committee – none
- Publicity Committee- Donated yard signs were distributed. The group discussed the very favorable response they have received at all community meetings that they have attended to discuss the upcoming Referendum.
- Budget and Finance- Committee members to meet on 10/12 for 2024 budget
- Audit Committee – None

Old Business- None

New Business - None

Adjournment

Meeting was adjourned at 8:18 p.m. The next meeting of the Board of Trustees (both Annual Meeting and Regular Board Meeting) will be held on Thursday, October 26th at 7:00 p.m.

Sharon Springs Free Library

Profit and Loss YTD Comparison

August 24 - September 28, 2023

	TOTAL	
	AUG 24 - SEP 28, 2023	JAN 1 - SEP 28, 2023 (YTD)
Income		
0001 Tax Revenue		43,860.00
1005 Copies/fax/printer	38.98	274.08
1018 Lost Book and DVD	39.99	140.88
43300 Grants		
43301 Stewarts		900.00
43303 Walmart		1,900.00
43304 MVLS Advocacy Grant		-1,372.50
43305 MVLS Summer Programming		119.42
Total 43300 Grants		1,546.92
43400 Donations		851.85
43401 Donations - Other	644.02	665.57
43402 Great Book Giveaway		616.71
43404 Clothing Shed		406.30
46431 Fundraising Letter		700.00
Total 43400 Donations	644.02	3,240.43
45000 Investments		
45030 Interest-Savings, Short-term CD	1.66	7.42
Total 45000 Investments	1.66	7.42
46422 LLSA (Local Lib. Services Aid)		1,436.70
47500 Rental Income		750.00
50000 Carryover		-506.02
Total Income	\$724.65	\$50,750.41
GROSS PROFIT	\$724.65	\$50,750.41
Expenses		
62110 Accounting Fees		786.90
62111 Banking Fees		32.00
Total 62110 Accounting Fees		818.90
62152 Programs/Youth		305.99
62800 Facilities		16,355.60
62100 Contract Services	4,500.00	5,812.05
62101 Fyr Fighter	585.00	812.00
62801 Janitorial Services	168.00	1,500.00
Total 62100 Contract Services	5,253.00	8,124.05
62870 Property Insurance		-25.90
62891 Fuel		2,326.16
62892 Electric	117.34	951.52
62893 Water/Sewer	167.29	291.76
Total 62800 Facilities	5,537.63	28,023.19

Sharon Springs Free Library

Profit and Loss YTD Comparison

August 24 - September 28, 2023

	TOTAL	
	AUG 24 - SEP 28, 2023	JAN 1 - SEP 28, 2023 (YTD)
65010 Books, Subscriptions, Reference		
65011 Print Books	239.75	1,625.90
65013 DVDs		267.07
65015 Debit Card Balance		1,302.62
65016 Subscriptions - Mags, Newspaper		50.00
Total 65010 Books, Subscriptions, Reference	239.75	3,245.59
65020 Postage, Mailing Service	179.73	678.73
65040 Office Supplies		784.23
65050 Telephone, Telecommunications		455.65
65060 Automation		
65061 MVLS Automation		1,761.54
65062 Spectrum	199.98	899.91
Total 65060 Automation	199.98	2,661.45
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
Total 65100 Other Types of Expenses		946.53
66000 Payroll Expenses	2,165.45	19,441.23
66001 Taxes, Disability, Unemployment		4,508.67
Total 66000 Payroll Expenses	2,165.45	23,949.90
80003 Machines		
80004 Computers	948.58	948.58
Total 80003 Machines	948.58	948.58
Total Expenses	\$9,271.12	\$62,818.74
NET OPERATING INCOME	\$-8,546.47	\$-12,068.33
NET INCOME	\$-8,546.47	\$-12,068.33

Sharon Springs Free Library

Balance Sheet

As of September 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	34,461.60
1001 Operating Fund	16,633.52
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$53,894.94
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$53,894.94
TOTAL ASSETS	\$53,894.94
LIABILITIES AND EQUITY	\$53,894.94

Sharon Springs Free Library Director's Report, September 28, 2023

Programming

8/18/23 Book Discussion – “The Broken Road” by Richard Paul Evans, 6 attended.

Miscellaneous

- SRP Poster Contest over. Prizes to all were gift cards to Cobbler and Co. to pick your own prize.
- Gina is ready to do the 2023 tax cap form but needs the pending budget after election day.
- 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.10/13 at the library.
- St. Pauly raised the level of the opening into the bin. Bags are still torn. Squirrel?
- The Great Give Back Day for Libraries is Saturday, October 21. One idea was to take giveaway books up to Marchand Manor. Follow up?
- NYLA has set Library Advocacy Day as 2/7/23 with pre-advocacy day events on 2/6/23.
- The Constitution Week 9/17 -DAR display will stay up through September
- Margaret has been trained as a substitute clerk to help cover vacations.
- NYS Construction grant submitted. Sewer line was replaced 9/23/23

Collection Development: June balance \$9163.99, unchanged.

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 120 for poster prizes	730
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	\$3982.50