

Sharon Springs Free Library

Trustee Meeting

October 26, 2023

Present: Jeanne Irwin, Gina Gilbert, Tonja Law, Kerry Parsons, Bob Fucci, Susan Rorick

Staff: Helen Thomas, JoAnn Fralick, Margaret Kindling

Absent: Kate Walrath, Patsy Nicosia, Belinda Ferris

Call to Order: The regular meeting of the Sharon Springs Free library was called to order at 7:51 by President Jeanne Irwin

- **Approval of Minutes:**
 - Minutes of the September 28th board meeting were reviewed and approved. (Gina/Susan)
- **Treasurer's Report:**
 - Accepted as presented.
- **President's Report:**
 - The performance evaluation for the director were distributed. These are due by our Nov/Dec meeting
 - A new policy - Public Comment Policy was presented as a follow up to the webinar on Right to Read from August that Bob, Patsy, Gina and I attended.
- **Director's Report:** (attached)
- **Privilege of the Floor** – none
- **Committee Reports**
 - Administration – Library Bill of Rights/Freedom to Read/ Freedom to View and Material Selection were reviewed and approved along with the Public Comment Policy
 - Budget and Finance – Tonja will look into a credit card to ease the logging and division of expenses

- Joint Facility – an update of the Memorandum of Understanding will be on the agenda for Nov/Dec meeting
- Facility maintenance –
 - a flood light on the back corner needs checked on. (Jeanne will check with Scot Comrie if help is needed) There have not been fewer break ins to the clothing shed since lights have been left on and police have investigated. Kate assisted in installing a camera that Helen has access to on her phone.
 - Bob suggested we look at resurfacing the parking lot next year as it is starting to crack. Jeanne will connect with the Village on contributing due to the number of large trucks and equipment using the back lot during the water/sewer/sidewalk project.
 - Susan will contact Fyr Fighter and remind them of the need to check the whole building.
 - Susan has been asking for a roofer to access the condition of our roof
- Fundraising-
 - It was decided to not skip this year's fundraiser due to the request to increase our budget with a referendum. The fundraiser brings in a significant amount of donations and only goes to past donors versus all residents. Gina will work with Susan on making the process accessible to future board members. This will go out by the end of November. The school has been willing to print for us and now has a machine that folds it at the same time.
- Executive
- Nominating – Trustee information sheets have been left at the desk and provided for interested residents so we can fill future seats on the board
- Ad Hoc/ Ballot Committee

Another ad will be placed in the Time Journal with advocacy money, encouraging residents to support our library

- Old Business

Jeanne contacted Tony Desmond to suggest he check with the Methodist church for parking the crèche. We do have room behind the clothing shed, but have had a vandal in the vicinity.

- New Business- Dec 7th will be the combined Nov/Dec meeting.
 - Arianna Parsons is coordinating this year's Parade of Lights with a visit from Santa afterwards at the firehouse. This is Dec 2nd, line up at 5:15/tree lighting at 5:30/parade at 6pm. We have decided to march in the parade with our banner but not give out books this year.
 - Winter hours will go into effect for Jan/Feb/March with the library closing at 6pm each weekday.
- Meeting adjourned at 8:35pm
- Executive session called at 8:35pm.

Minutes submitted by Kerry Parsons (subbing for Kate Walrath)

Sharon Springs Free Library

Profit and Loss YTD Comparison

September 29 - October 26, 2023

	TOTAL	
	SEP 29 - OCT 26, 2023	JAN 1 - OCT 26, 2023 (YTD)
Income		
0001 Tax Revenue		43,860.00
1005 Copies/fax/printer	38.40	312.48
1018 Lost Book and DVD		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		
43401 Donations - Other	154.10	819.67
43402 Great Book Giveaway		616.71
43404 Clothing Shed		478.96
46431 Fundraising Letter		700.00
46432 Fundraising Totes	10.00	10.00
Total 43400 Donations	164.10	3,477.19
45000 Investments		
45030 Interest-Savings, Short-term CD	1.58	9.00
Total 45000 Investments	1.58	9.00
46422 LLSA (Local Lib. Services Aid)		1,436.70
47500 Rental Income		750.00
50000 Carryover		-506.02
Total Income	\$204.08	\$51,027.15
GROSS PROFIT	\$204.08	\$51,027.15
Expenses		
60300 Awards and Grants	100.00	100.00
62110 Accounting Fees		885.30
62111 Banking Fees		32.00
Total 62110 Accounting Fees		917.30
62152 Programs/Youth		305.99
62800 Facilities		
62100 Contract Services	5,000.00	10,812.05
62101 Fyr Fighter		812.00
62801 Janitorial Services	168.00	1,668.00
Total 62100 Contract Services	5,168.00	13,292.05
62870 Property Insurance	4,560.71	4,534.81
62891 Fuel	622.85	2,949.01
62892 Electric	95.72	1,047.24

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Profit and Loss YTD Comparison

September 29 - October 26, 2023

	TOTAL	
	SEP 29 - OCT 26, 2023	JAN 1 - OCT 26, 2023 (YTD)
62893 Water/Sewer	-41.82	249.94
Total 62800 Facilities	10,405.46	38,428.65
65010 Books, Subscriptions, Reference		253.67
65011 Print Books		1,625.90
65013 DVDs		267.07
65015 Debit Card Balance		1,048.95
65016 Subscriptions - Mags, Newspaper		50.00
Total 65010 Books, Subscriptions, Reference		3,245.59
65020 Postage, Mailing Service		678.73
65040 Office Supplies		784.23
65050 Telephone, Telecommunications		522.69
65060 Automation		
65061 MVLS Automation	880.77	2,642.31
65062 Spectrum	99.99	999.90
Total 65060 Automation	980.76	3,642.21
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	2,420.46	21,861.69
66001 Taxes, Disability, Unemployment		5,019.61
Total 66000 Payroll Expenses	2,420.46	26,881.30
80003 Machines		
80004 Computers		948.58
Total 80003 Machines		948.58
Total Expenses	\$13,906.68	\$77,401.80
NET OPERATING INCOME	\$ -13,702.60	\$ -26,374.65
NET INCOME	\$ -13,702.60	\$ -26,374.65

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Balance Sheet

As of October 26, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	29,463.18
1001 Operating Fund	7,325.62
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$39,588.62
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$39,588.62
TOTAL ASSETS	\$39,588.62
<hr/> LIABILITIES AND EQUITY <hr/>	
	\$39,588.62

Sharon Springs Free Library Director's Report, October 26, 2023

Programming

8/18/23 Book Discussion – Poetry, 3 attended.

Miscellaneous

- We provided free parking for the Hero Fund Run on 9/30/23. The sewer line was replaced the same day. The NYS Construction grant requires a mid-project report and a final report.
- Jeanne and Helen attended the MVLS Annual Meeting on Wednesday, October 4 at the Canajoharie Library/Arkell Museum. We won \$30 for the purchase of two books for our participation in the scavenger hunt. The money was deposited into the NBT card account to cover Amazon purchases.
- We were closed Monday, October 9
- JoAnn did a presentation for the DAR on literacy at their mtg. 10/13 at the library. She was awarded a certificate in recognition of her work on literacy.
- St. Pauly raised the level of the opening into the bin. Bags are still torn. Squirrel theory was disproved when the doors were forced open from the inside. On Thursday, 10/12, the shed was tidy but it was vandalized again on Friday 10/13. Kate assisted in programming a new motion detecting security camera to Helen's phone and mounted it to the outside of the front of the library. On 10/20, she also secured a trail cam to a tree near the shed. Neither device picked up any activity over the weekend and the shed was in good order on Monday, 10/23.
- The Great Give Back Day for Libraries was Saturday, October 21. Thanks to Elliot Adams, we provided a crate of apples for our food bank shelf.
- Margaret has been trained and worked solo for a few hours 10/18.
- We are getting letters from IRS indicating we did not file Federal not for profit returns in 2021 and 2022. So far, we have not identified what happened before that. Filing these is not part of our contract with BQtaxpro. They only calculate payroll. They will do it for a fee.
- A block ad was placed in the TJ for 10/26. MVLS Advocacy funds will cover that. Recommend another ad next week.
- We spent the rest of our brochure Advocacy grant money on a new batch of brochures for a mass mailing that included our newsletter promoting support for the library.

Collection Development: June balance \$9163.99, unchanged.

Grant Funds – no change

WalMart grant \$1900 for bookshelves minus \$398-\$949 for computer	553
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 sign, \$153 -brochures	
BLOCK ADS TO BE DEDUCTED when billed	1799.50
Balance in Grant Accounts	\$3982.50