

# Sharon Springs Free Library

## Annual Trustee Meeting

October 26, 2023

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

**Staff:** Helen Thomas, JoAnn Fralick, Margaret Kindling

**Absent:** Kate Walrath, Patsy Nicosia, Belinda Ferris

### **Call to Order:**

The annual meeting of the Sharon Springs Free Library was called to order at 7:06 on 10/26/2023 by President Jeanne Irwin

### **Annual Director's Report (attached):**

Director Helen Thomas highlighted events and statistics from the current year.

### **Presentation of 2024 Budget (attached):**

Treasurer Tonja Law presented the 2024 budget. A motion was made by Jeanne Irwin to accept the budget, seconded by Susan Rorick.

A contingency budget will be presented at the November/December meeting.

### **Election of Trustees:**

Bob Fucci motioned to keep trustees unchanged, Susan Rorick seconded.

Gina Gilbert plans to resign in January and her positions will need filled at that point. Thank you Gina for all you do! She is willing to continue to volunteer.

### **Election of Officers:**

The current slate of officers will continue to serve:

Jeanne Irwin – president / Gina Gilbert – vice president / Kate Walrath – secretary /  
Tonja Law – treasurer

A motion was made by Bob Fucci, seconded by Gina Gilbert to accept the slate of officers.

**Committee Assignments:**

Updates were given to Belinda Ferris, which will be presented at the Nov/Dec meeting.

Meeting adjourned at 7:50.

## **2023 Annual Director's Report**

### **November-December, 2022**

#### **Programming**

11/18/22 Book Discussion – “The Dutch House” by Ann Patchett 6 attended

#### **Miscellaneous**

- Northeast Wellness and Fitness - We provided free produce for 15 weeks up until November 21.
- New library cards have arrived.
- Winter hours begin Friday, December 2 (Closing at 6 instead of 8 on T, W &F)

Balance in Grant Accounts \$4601

### **January, 2023**

#### **Programming**

1/20/23 Book Discussion – Louise Penny's Still Life (canceled/postponed discussion).

#### **Miscellaneous**

The new doors are in but not the pad at the Town door.

New website is up and running. Further training due on calendar.

St. Pauly Textile year-end summary: 12,693 pounds donated to our shed in 2022, “enough to clothe an estimated 2,338 people all over the world.” Based on volume, we received \$507.73.

Performance evaluations and NYS payroll forms completed for library staff.

Discussions have been ongoing regarding payroll process for cleaner.

Stewarts Make a Wish grant submitted for \$900 for children's programming.

Some funds were expended for collection development-details below.

Partial snow day 1/19. Snow day 1/23

Directors' Council meeting 1/25/23

#### **Collection Development:**

- New JNF on mythology ordered to replace damaged old one. (\$19.99). Two JNF related to history of U.S. presidents ordered to fill a gap in our collection. (\$27.28) One JNF related to 2023 SRP theme (\$11.99) Louise Penny series #1-11 ordered in paperback due to revived interest in her early novels and to complete our collection. (\$87.97)
- **(\$9562 minus \$147.23 = \$9414.77)**

Balance in Grant Accounts \$4328

### **February, 2023**

#### **Programming**

2/17/23 Book Discussion – Liane Moriarty's “Apples Never Fall.” 5 attended.

#### **Miscellaneous**

- Mary from MVLS came out to give us further training on the website calendar function.
- After our budget meeting (\$7640 increase), Eric provided possible breakdowns on how to present costs. A property assessed at \$100,000 will pay \$33.32 in library taxes; an increase of \$5.20 over the current \$28.12. Or, \$26.55 per-capita. The MVLS average is \$26.45. The NYS average is \$55.88.
- Walmart Foundation grant-submitted for \$1900 for new bookshelves in children's area.
- New public computer from Walmart funds scheduled for installation 2/27
- Rob has indicated the new shelves are done and we are scheduling a time for installation.

- Gina and I began work on the NYS annual report and made good progress.
- Final report submitted for Northeast Wellness grant.
- Computer support indicates there should be no problem on their part switching phone to Spectrum, and they offered to have their Spectrum rep look into possible cost savings.
- Joyce will be away 2/25-3/7
- Tonja provided a check and I processed our membership in the Sharon Springs Chamber.
- Presidents' Day was observed 2/20/23

**Collection Development:**

- No activity in February

**Balance in Grant Accounts \$4328**

**March, 2023**

**Programming**

3/17/23 Book Discussion – Susan Meissner's "The Nature of Fragile Things." 7 attended.

3/11/23 Thanks to Kate and Kerry who brought sled dogs 3/11 to give kids rides. 36 attended.

**Miscellaneous**

- Walmart Foundation grant check for \$1900 received.
- Stewart's check for \$900 for children's programming received
- New public computer from Walmart funds installed
- Eric came out to help and NYS annual report was completed and submitted
- 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 he would look in to waiving the \$99 installation charge. I told him that was a game changer
- Tuesday, 3/14 was a snow day
- Rob installed the new bookshelf and charged only his costs \$398.05
- JoAnn was allocated \$100 of the \$500 MVLS award to use for story time supplies

**Collection Development:**

- Academy Award nominated Best Picture DVD's ordered. (9414.77-151.30) \$9263.47

**Balance in Grant Accounts \$7206**

**April, 2023**

**Programming**

3/26 Reiki program, 24 attended

3/27 How to write a novel, 5 attended

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

4/15 Healthy Connections nutrition education program, 5 attended

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

**Miscellaneous**

- New printer will require moving furniture
- McCarthy contacted to move electrical outlet at front desk
- Switching phone to Spectrum would increase speed and cost would be a little less than Verizon
- We should reach out to new Everything Shop regarding our used clothing shed
- We now get 3 sets of YA rotating book (these are free)



- Libraries are encouraged to support Summer Meals programs
- Block Threshold policy, currently at \$5, SCP is at \$100

**Collection Development:**

- **No activity in April**

**Balance in Grant Accounts \$6703**

**May, 2023**

**MVLS \$350 check for SRP arrived**

**Programming since last meeting**

**5/19/23 Book Discussion – Phaedra Patrick’s “The Curious Charms of Arthur Pepper,” 8 attended**

**Miscellaneous**

- Notified Spectrum we will pay the \$99 installation fee.  
No further information on Block Threshold policy
- Beth Rienti is the new Public Services Consultant at MVLS.
- We now get three sets of Young Adult rotating books in hopes of attracting readers.
- Another library offered free plastic audio book cases so we have been able to repair/replace some of ours
- Other Schoharie County Libraries are asking about coordinating Pride Month activities.

**Collection Development:**

- **Puzzles ordered for our new puzzle collection \$9263.47 minus \$99.48 = \$9163.99**

**Balance in Grant Accounts \$7053**

**June, 2023**

**Programming**

**6/16/23 Book Discussion – “A Long Petal of the Sea” by Isabel Allende – 5 attended**

**Miscellaneous**

- SSCS decided to partner with Summer Rec.
- SRP – In a reversal of what was previously understood, MVLS has said the it’s OK to count Story Time as SRP. JoAnn is planning that and coordinating with what will be an adult DIY SRP in which SRP Sacks will be picked up at the library each week. Each bag will have theme-appropriate reading lists, family activities and surprises.
- The MVLS libraries have coordinated on a Passport as part of SRP. People can get stamps at all 14 libraries and then will be eligible for a grand prize drawing.
- I’ve requested a new batch of ice cream cone coupons from Stewart’s.
- Directors’ Council met 5/31
  - Fax machines a good option but use a separate line
  - \$100 Block limit not good for most prefer \$50
  - “In Demand” a lease type program but not a lease but purchase at great discounts – a \$15 book would be \$10. MVLS to purchase numbers of books that have long holds lists. Be sure to place a hold on popular books even if you know it will take a while
- The library was closed June 19 for Juneteenth
- Tonja signed Spectrum contracts. They are working with Chris at JA.

- Spent \$29 Dream and Do and \$78 2021 Make a Wish funds on books related to SRP theme.
- Would like to order revised brochures to update SHS and MVLS websites. Funds for this have not been expended. Any other changes?

**Collection Development:** No activity

**Balance in Grant Accounts \$6772.92**

## **July, 2023**

### **Programming**

7/16/23 Book Discussion – “The Forgotten Garden” by Kate Morton

### **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.
- 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.**

**Balance in Grant Accounts \$6390.24**

## **August, 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.
- 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 -236<sup>th</sup> anniv of signing of Declaration. DAR will put up a display.
- I would like to hire a substitute clerk candidate who would help cover vacations.

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

**Grant Funds expended for SRP and referendum-brochures, sidewalk sign, stickers**

**Balance in Grant Accounts 4102.50**

## **September, 2023**

### **Programming**

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

### **Miscellaneous**

- SRP Poster Contest prizes to all were \$20 gift cards to Cobbler and Co.
- 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
- 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?
- 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: balance \$9163.99**

**Grant Funds reduced by poster contest awards**

**Balance in Grant Accounts \$3982.50**

## **October, 2023**

### **Programming**

**9/20/23** 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.

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

**Grant Funds – (Pending reduction for block ads placed this month)**

**Balance in Grant Accounts \$3982.50**



# Sharon Springs Free Library 2024 Budget

<u>Ordinary Income</u>			<u>Budget</u>
Grants			
	MVLS Advocacy	\$	2,500.00
	Walmart	\$	900.00
	Stewarts	\$	800.00
	Dream and Do	\$	500.00
	Gazebo Project	\$	1,600.00
Local Government Grants			
	Town of Sharon	\$	750.00
	<b>Grant Totals</b>	<b>\$</b>	<b>7,050.00</b>
	<u>Income</u>		
	Tax Revenue	\$	51,500.00
	Fines	\$	-
	Copies/Fax/Printer	\$	700.00
	<u>Donations</u>		
	Donations - other	\$	1,900.00
	Fundraising Letter	\$	5,500.00
	Great Book Giveaway	\$	100.00
	<u>Investment</u>		
	Interest	\$	25.00
	<u>Other Income</u>		
	LLSA	\$	1,400.00
	Rental Income	\$	1,900.00
Carryover			
	<b>Ordinary Income Total</b>	<b>\$</b>	<b>63,025.00</b>
	<b>Income and Grant Total</b>	<b>\$</b>	<b>70,075.00</b>

## Ordinary Expenses

### Awards and Grants

Youth Scholarship \$ -

Accounting Fees \$ 1,800.00

Programs- Adults \$ -

Programs - Youth \$ 800.00

### Facilities

#### Contract Services

Fyr Fighter \$ 800.00

Janitorial Services \$ 2,100.00

Cleaning Supplies \$ -

Property Insurance \$ 4,200.00

Fuel \$ 5,625.00

Electric \$ 1,300.00

Water/Sewer \$ 500.00

Facilities - Other \$ 200.00

### Books, Subscriptions, Reference

Print Books \$ 2,500.00

E Books \$ 800.00

DVDs \$ 300.00

Subscriptions \$ 100.00

Postage, Mailing Service \$ 400.00

Office Supplies \$ 1,300.00

Telephone, Telecommunications \$ 850.00

### Automation

MVLS \$ 2,700.00

Spectrum \$ 1,200.00

### Other Types of Expenses

Advertising Expense \$ 200.00

Membership and Dues \$ 400.00

Staff Development

Conference, Convention, I \$ -

Travel \$ -

Machines Computers \$ 1,000.00

### Payroll Expenses

Taxes, Disability, Unemplc \$ 8,000.00

Payroll \$ 33,000.00

Expenses Total \$ 70,075.00