

**Sharon Springs Free Library**  
**Trustee Meeting**  
**December 7, 2023**

**Present:** Jeanne Irwin, Gina Gilbert, Tonja Law, Kerry Parsons, Bob Fucci, Susan Rorick, Kate Walrath, Patsy Nicosia, Belinda Ferris

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

**Guests:** Eric Trahan, MVLS Director & Margaret Kindling

**Absent:** none

**Call to Order:** The regular meeting of the Sharon Springs Free Library was called to order at 7:10 by President Jeanne Irwin

- **Approval of Minutes:**

- Minutes of the November 27th board meeting were reviewed and approved. (Bob/Gina)
- Annual Meeting trustee minutes approved (Gina/ Jeanne)

- **Treasurer's Report:**

- Accepted as presented.

- **President's Report:**

- Parking lot – village will be giving us \$1000 towards winter driveway wear and tear.
- Revisit winter hours- Motion made for winter hours: from January-March – Mon 10-6, Tues 1-6, Wed 1-6, Thurs 10-6, Friday 1-6, Sat 10-1) (motion made by Bob/Kate)
- Letter from patron- concerns about past masking, CDC Guidelines, and budget vote . Jeanne responded with condolences, Wi-Fi is available, and we hope to see them again
- Chamber of Commerce commented that Belinda did an excellent job at presenting outreach to them.

- **Director's Report:** (attached)

- At the MVLS annual meeting, we won \$30 for the purchase of two books for our participation in the scavenger hunt.

- Helen attended a 2-hour Directors' Council meeting at the Fort Plain library.
- Gina and Helen have been working to update passwords for all accounts that staff access.
- Grant Funds - A block ad was placed in the TJ prior to November vote.
- The 2023 Stewart's Make a Wish funding of \$900 is budgeted for children's programming. The Stewart's Holiday Match grants are based on patron donations from Thanksgiving to Christmas Day. Stewart's matches what patrons give.
- Collection Development: balance \$9163.99. Helen continues to believe that Juvenile non-fiction and LT are good areas to expand, with the caution that non-fiction can become outdated and needs to be updated regularly.

**Privilege of the Floor** – Eric from MVLS- gave congratulations to the library board on an excellent job done this year

- **Committee Reports**

- Administration – Executive session to follow
- Budget and Finance – Tonja looking into Evening Star and other prices for payroll and tax preparation services.
- Joint Facility – an update of the Memorandum of Understanding with Town and Village sample from Jan 2021- Dec 2023.
- Facility maintenance – Increase rent for town and village to be determined by commercial pricing/increase in yearly expenses, maintenance on building. Committee to meet next week.
- Fundraising-
  - Over \$3000 has been received to date!
- Executive
- Nominating
- Ad Hoc/ Ballot Committee

- Old Business

Tonja's name/cell number will be attached to the credit card as card holder

- New Business- January 25<sup>th</sup> will be the next meeting.
- Meeting adjourned at 8:01pm
- Executive session called at 8:14pm. Resumes for vacancies to be discussed.

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

October 27 - December 7, 2023

	TOTAL	
	OCT 27 - DEC 7, 2023	JAN 1 - DEC 7, 2023 (YTD)
<b>Income</b>		
0001 Tax Revenue		43,860.00
1005 Copies/fax/printer	28.60	341.08
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
<b>Total 43300 Grants</b>		<b>1,546.92</b>
43400 Donations	25.40	877.25
43401 Donations - Other		819.67
43402 Great Book Giveaway		616.71
43404 Clothing Shed		550.71
46431 Fundraising Letter	625.00	1,325.00
46432 Fundraising Totes		10.00
<b>Total 43400 Donations</b>	<b>650.40</b>	<b>4,199.34</b>
45000 Investments		
45030 Interest-Savings, Short-term CD	1.59	10.59
<b>Total 45000 Investments</b>	<b>1.59</b>	<b>10.59</b>
46422 LLSA (Local Lib. Services Aid)		1,436.70
47500 Rental Income		750.00
50000 Carryover		-506.02
<b>Total Income</b>	<b>\$680.59</b>	<b>\$51,779.49</b>
<b>GROSS PROFIT</b>	<b>\$680.59</b>	<b>\$51,779.49</b>
<b>Expenses</b>		
60300 Awards and Grants		100.00
62110 Accounting Fees		1,036.50
62111 Banking Fees		32.00
<b>Total 62110 Accounting Fees</b>		<b>1,068.50</b>
62152 Programs/Youth		305.99
62800 Facilities		16,355.60
62100 Contract Services		10,812.05
62101 Fyr Fighter		812.00
62801 Janitorial Services	252.00	1,920.00
<b>Total 62100 Contract Services</b>	<b>252.00</b>	<b>13,544.05</b>
62870 Property Insurance		4,534.81
62891 Fuel		2,949.01
62892 Electric	217.46	1,264.70

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

October 27 - December 7, 2023

	TOTAL	
	OCT 27 - DEC 7, 2023	JAN 1 - DEC 7, 2023 (YTD)
62893 Water/Sewer		249.94
<b>Total 62800 Facilities</b>	<b>469.46</b>	<b>38,898.11</b>
65010 Books, Subscriptions, Reference		253.67
65011 Print Books	224.74	1,850.64
65013 DVDs		267.07
65015 Debit Card Balance	500.00	1,548.95
65016 Subscriptions - Mags, Newspaper		50.00
<b>Total 65010 Books, Subscriptions, Reference</b>	<b>724.74</b>	<b>3,970.33</b>
65020 Postage, Mailing Service		678.73
65040 Office Supplies		784.23
65050 Telephone, Telecommunications		585.40
65060 Automation		
65061 MVLS Automation	587.10	3,229.41
65062 Spectrum	99.99	1,099.89
<b>Total 65060 Automation</b>	<b>687.09</b>	<b>4,329.30</b>
65100 Other Types of Expenses		
65110 Advertising Expenses	105.00	615.93
65150 Memberships and Dues		405.60
80001.1 Lost Book and DVD Fee		30.00
<b>Total 65100 Other Types of Expenses</b>	<b>105.00</b>	<b>1,051.53</b>
66000 Payroll Expenses	3,059.77	24,921.46
66001 Taxes, Disability, Unemployment	308.05	6,097.96
<b>Total 66000 Payroll Expenses</b>	<b>3,367.82</b>	<b>31,019.42</b>
80003 Machines	294.99	294.99
80004 Computers		948.58
<b>Total 80003 Machines</b>	<b>294.99</b>	<b>1,243.57</b>
<b>Total Expenses</b>	<b>\$5,649.10</b>	<b>\$84,035.11</b>
<b>NET OPERATING INCOME</b>	<b>\$ -4,968.51</b>	<b>\$ -32,255.62</b>
<b>NET INCOME</b>	<b>\$ -4,968.51</b>	<b>\$ -32,255.62</b>

# Sharon Springs Free Library

## Balance Sheet

As of December 7, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	29,254.77
1001 Operating Fund	1,751.11
1002 SSFL Building Fund	2,799.82
<b>Total Bank Accounts</b>	<b>\$33,805.70</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>\$33,805.70</b>
<b>TOTAL ASSETS</b>	<b>\$33,805.70</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$33,805.70</b>



## **Sharon Springs Free Library Director's Report, Nov-Dec 2023**

### **Programming**

11/17 Book Discussion – R. Russo's "Empire Falls," 2 attended.  
There is not book discussion in December.

### **Miscellaneous**

- At the MVLS annual meeting, 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. It only covered one book, the Garman Delorme NYS Atlas.
- We were closed Friday, November 10 and Thursday, November 23. We will be closed Monday, December 25.
- JoAnn will be unavailable to work January 5<sup>th</sup> through the 9<sup>th</sup>. Joyce will be unavailable to work January 16 through the 27<sup>th</sup>.
- I attended a 2-hour Directors' Council meeting at the Fort Plain library. I would encourage all board and staff members to visit there. They have instituted many good ideas and procedures. (They also have a beautiful building.) Directors' Council will only meet quarterly now.
- Library clerk performance evaluations have been completed.
- Margaret has retired and hopes to become a board member
- Gina and I have been working to update passwords for all accounts that staff access.
- Payroll service change will require information; for submission of hours.
- Grant Funds - A block ad was placed in the TJ prior to November vote. MVLS Advocacy funds transferred to operating will cover that cost. These funds were used to support the successful vote. 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.
- The 2023 Stewart's Make a Wish funding of \$900 is budgeted for children's programming. The Stewart's Holiday Match grants are based on patron donations from Thanksgiving to Christmas Day. Stewart's matches what patrons give. Applications are open now and until January 31, 2024. The application is extremely simple and only requires our Federal tax ID (16-1189239). Other Stewart's applications are open all year.
- WalMart Foundation grants are in theory processed quarterly, although our local source is the distribution center and people there told me it's best to apply early in the year. This too is a simple application. It does require registration in Cybergrants Front Door. We are registered and the log in information is in the WalMart grant file.

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

I continue to believe that Juvenile non-fiction and LT are good areas to expand, with the caution that non-fiction can become outdated and needs to be updated regularly. We currently have a J non-fict order selected that would probably amount to about \$500. This could be processed once a credit card is available. LT is often an option through Baker and Taylor. Popular titles are taken out here and circulate to other libraries as well.