

Sharon Springs Free Library
Trustee Meeting
March 28, 2024

Present: Kerry Parsons, Kate Walrath, Margaret Kindling, Tonja Law, Belinda Ferris, Patsy Nicosia, Jeanne Irwin

Staff: JoAnn Fralick, Meghan Keaney, Mary Fucci

Guests: none

Absent: Susan Rorick, Bob Fucci

Call to Order: The regular meeting of the Sharon Springs Free Library was called to order at 7:06 by Jeanne Irwin.

- **Approval of Minutes:**

- Minutes of the February 22, 2024 board meeting was reviewed and approved. (Jeanne/Kerry)

- **Treasurer's Report:**

- Report accepted as presented. (Jeanne/Patsy)

Tonja noted we have to change the credit card to a new holder's name for QuickBooks. QB subscription has been paid for the 2024 year.

- **President's Report:**

- Town fixed the lock on the shed; the town camera cannot identify the license plate numbers. A new break-in occurred resulting in a broken lock.
- SCPL trustees recently voted to withdraw from JA and the shared catalog managed by JA. Eric Trahan forwarded a suggested patron statement on SCPL withdrawal and is attached.
- Walmart grant opened March 1, Helen is working on the submission – will update if successful

- **Director's Report:**

- Book discussion was held: 'Before We Were Yours' by Lisa Wingate. 8 attended.
- Sled Dog Day - Kate, Wren, Almanzo presented a very interesting and informative program. 16 people attended. Kerry was there as assistant. Margaret and Belinda served refreshments.
- April 8th solar eclipse info and viewing glasses are available. Info was posted on Facebook. Posters were put up in the post office and bank.
- Book giveaway - Set for Saturday April 20th, 10am-4pm. Patron, Tina Thomas volunteered hours to help sort incoming books. Posters are out. Info has been posted on the website. Planning board will meet in the CR Wednesday evening. Thursday and Friday we can finish organizing and setting up. Ad will be placed in Times-Journal
- SRP - Plans in progress for Storytime Summer Reading Program. Meghan is exploring ideas for family participation take home ideas. The theme is "Adventures in the Library."
- Calendar has been set up to begin Meghan's training. Helen will begin working with Meghan on April 1st. Joyce and JoAnn will work with Meghan during regular shifts.
- Stewart's grant check received for \$1000.

- **Privilege of the Floor** – Belinda set up payroll services with automated deposit. She left the form for new employees to fill out as well as background check in folders.

- **Committee Reports**

- Administration – none
- Budget and Finance – none

- Joint Facility – Jeanne noted that the tables in the Community Room are in rough shape. She will look into costs and table options.
- Facility maintenance – Ramp outside library is rusting out and Jeanne is looking into cost of new ramp. She will speak with Bob on this. Motion made to purchase a new ramp while staying under \$750. (Jeanne/Margaret)
- Fundraising - Need to put advertisement into paper and school newspaper, and Facebook for the Great Book giveaway.
- Executive - none
- Nominating – none
- Ad Hoc/ Search Committee -none
- **New Business**
 - Kate giving Facebook controls to Meghan
 - Margaret volunteered to take over Thank You note writing for donations to library.
- **Old Business**
 - Patron concerns about wasting money/electricity with outside soffit lights staying on. Decision made to keep lights on for safety due to shed break-ins.
- The meeting adjourned at 7:51pm. April 25th will be the next meeting.

Sharon Springs Free Library

Profit and Loss YTD Comparison

March 1-28, 2024

	TOTAL	
	MAR 1-28, 2024	JAN 1 - MAR 28, 2024 (YTD)
Income		
0001 Tax Revenue		51,500.00
1005 Copies/fax/printer	41.50	122.40
43400 Donations		212.90
43401 Donations - Other	779.50	804.70
43404 Clothing Shed		124.30
46431 Fundraising Letter		1,300.00
Total 43400 Donations	779.50	2,441.90
45000 Investments		
45030 Interest-Savings, Short-term CD		0.96
Total 45000 Investments		0.96
46422 LLSA (Local Lib. Services Aid)	143.70	143.70
47500 Rental Income	4,500.00	7,800.00
47501 Community Room	40.00	40.00
Total 47500 Rental Income	4,540.00	7,840.00
50000 Carryover		-3,600.00
Total Income	\$5,504.70	\$58,448.96
GROSS PROFIT	\$5,504.70	\$58,448.96
Expenses		
62110 Accounting Fees	1,500.00	2,110.00
62152 Programs/Youth	187.23	324.91
62800 Facilities		
62100 Contract Services		
62801 Janitorial Services	168.00	504.00
Total 62100 Contract Services	168.00	504.00
62891 Fuel	588.42	1,776.31
62892 Electric	285.29	805.57
62893 Water/Sewer	167.29	83.65
Total 62800 Facilities	1,209.00	3,169.53
65010 Books, Subscriptions, Reference		
65011 Print Books	44.66	1,086.10
65013 DVDs		95.49
65016 Subscriptions - Mags, Newspaper		700.22
Total 65010 Books, Subscriptions, Reference	44.66	1,881.81
65020 Postage, Mailing Service	222.00	222.00
65040 Office Supplies	383.24	383.24
65050 Telephone, Telecommunications		203.10

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Profit and Loss YTD Comparison

March 1-28, 2024

	TOTAL	
	MAR 1-28, 2024	JAN 1 - MAR 28, 2024 (YTD)
65060 Automation		
65061 MVLS Automation	273.38	820.14
65062 Spectrum	99.99	299.97
Total 65060 Automation	373.37	1,120.11
65100 Other Types of Expenses		
65150 Memberships and Dues	484.60	544.60
Total 65100 Other Types of Expenses	484.60	544.60
66000 Payroll Expenses	2,712.90	7,033.85
66001 Taxes, Disability, Unemployment		1,300.76
Total 66000 Payroll Expenses	2,712.90	8,334.61
Total Expenses	\$7,117.00	\$18,293.91
NET OPERATING INCOME	\$ -1,612.30	\$40,155.05
NET INCOME	\$ -1,612.30	\$40,155.05

Sharon Springs Free Library

Balance Sheet

As of March 23, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	19,447.38
1001 Operating Fund	48,751.62
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$70,998.82
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$70,998.82
TOTAL ASSETS	\$70,998.82
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LIABILITIES AND EQUITY	\$70,998.82

Director's Report March 2024

Programming:

Book discussion - Before We Were Yours by Lisa Wingate
8 attended

Sled Dog Day – Kate, Wren, and Almanzo presented a very interesting and informative program. 16 people attended. Kerry was there as assistant. Margaret and Belinda served refreshments.

April 8th Solar eclipse info and viewing glasses are available. Info was posted on Facebook. Posters were put up in the post office and bank.

Book Giveaway – Saturday April 20th, 10 am -4 pm. Posters are out. Information has been posted on the website.

Sorting in the library has begun. We have been weeding adult fiction. Setting up can begin ??? as long as we only work on tables around the periphery. Planning Board will meet in CR Wednesday evening. Thursday and Friday we can finish organizing and setting up.

SRP – I have plans in progress for Storytime Summer Reading Program. Meghan is exploring ideas for family participation with take home ideas.

Miscellaneous:

Calendar has been set up to begin Meghan's "training".
Helen will begin working with Meghan on Monday April
1st. Joyce and I will work with her during our regular shifts.

Stewarts grant: We received a check for \$1,000.

Walmart grant: Helen is working on it.