

Sharon Springs Free Library
Trustee Meeting
April 25, 2024

Present: Kate Walrath, Margaret Kindling, Tonja Law, Belinda Feris, Patsy Nicosia, Jeanne Irwin, Susan Rorick, Bob Fucci

Staff: JoAnn Fralick, Meghan Keaney

Guests: none

Absent: Kerry Parsons

Call to Order: The regular meeting of the Sharon Springs Free Library was called to order at 7:02 by Jeanne Irwin.

- **Approval of Minutes:**

- Minutes of the March 28, 2024, board meeting was reviewed and approved with the revision under the President's Report that Jeanne fixed the lock on the shed. (Jeanne/Bob)

- **Treasurer's Report: (Attached)**

- Tonja noted a charge on QB payments that doesn't have a description on the invoice. Appears to be for account setup. She will follow up to clarify.

- **President's Report:**

- Meghan – completed training. JoAnn returned to assistant role.
 - THANK YOU JoAnn for handling interim!
- Rob Keller looked at entrance ramp and said it was residential. Needs to be commercial. Meghan found a grant that should cover cost. Ramp going from 6 foot to 8 foot to comply with ADA and commercial properties. Town will remove the existing ramp and install the new one. Jeanne will place the order with Meghan.
- Tables - Jeanne is shopping online for community room tables. Looking at weight capacity for around 800 pounds.

- Walmart grant update – we received an email that Walmart is updating a new system and are not able to put the new grant up yet.
- Meghan will attend May 2d library symposium.
- **Director's Report: (Attached)**
 - Book Discussion: 'The 100-Year-Old Man' by Jonas Jonasson. 3 attended. Our next book discussion will be on May 17 with the book 'Circling the Sun' by Paula McLain.
 - Solar Eclipse: We started with 500 glasses, all of which were gratefully accepted by community members/patrons. We are now working with MVLs to collect those glasses back for them to be shipped to South America.
 - The Great Book Giveaway: 151 people attended, raising \$816 this year (last year, \$616)! We had 11 volunteers. We are packing up the leftover books and preparing them for Bulk Books of Rotterdam. Meg is filling out the pickup form when the books are boxed and ready to go.
 - Helen and Meg are working on a mini grant that will hopefully be used to cover the expense of replacing the handicap ramp out front.
 - Helen is trying to complete the Walmart Grant Application and will help Meg learn the ropes.
 - Meg will be meeting with Mary Carrier from MVLS on Wednesday, April 24th. Meg now has access to our Library's website along with Gina.
 - Sharon O'Brien from MVLS has also reached out saying that she will come and visit the library soon to meet Meg. The date is still being determined.
 - Collection Development is balance: \$8796.26. Large type books were purchased as well as several children's non-fiction.
 - Grant accounts with Stewart's is \$3795.27. \$187.23 was used for Sled Dog Day expenses.
 - JA is coming to meet with Meg to introduce her to their program.

Privilege of the Floor – none

• **Committee Reports**

- Administration – none
- Budget and Finance – none
- Joint Facility – none
- Facility maintenance – Bob can bring someone in to look at the parking lot to seal the cracks. Still waiting for the village to pay \$1000 towards parking lot maintenance.
- Fundraising – \$816 raised from the Great Book Giveaway
- Executive - none
- Nominating – none
- Ad Hoc/ Search Committee -none

• **New Business**

- Patsy brought up that we need to get a referendum on the election ballot to support library. Process should start very soon.
- Thank you note needed for donation from Karla Bates.

• **Old Business**

- Jeanne suggested we start turning the outside lights on only at night and turning them off during the day.
- Margaret sent a thank you note to Stewart's for their donation.

- The meeting adjourned at 7:53 pm. May 23rd will be the next meeting.

Sharon Springs Free Library

Profit and Loss YTD Comparison

March 29 - April 25, 2024

	TOTAL	
	MAR 29 - APR 25, 2024	JAN 1 - APR 25, 2024 (YTD)
Income		
0001 Tax Revenue		51,500.00
1005 Copies/fax/printer	84.80	207.20
43300 Grants		
43301 Stewarts		900.00
Total 43300 Grants		900.00
43400 Donations	60.70	398.60
43401 Donations - Other	110.50	915.20
43404 Clothing Shed		187.36
46431 Fundraising Letter		1,300.00
Total 43400 Donations	171.20	2,801.16
45000 Investments		
45030 Interest-Savings, Short-term CD	0.49	1.45
Total 45000 Investments	0.49	1.45
46422 LLSA (Local Lib. Services Aid)		143.70
47500 Rental Income		7,800.00
47501 Community Room		40.00
Total 47500 Rental Income		7,840.00
50000 Carryover		-3,600.00
Uncategorized Income	607.35	607.35
Total Income	\$863.84	\$60,400.86
GROSS PROFIT	\$863.84	\$60,400.86
Expenses		
62110 Accounting Fees		2,240.43
62152 Programs/Youth		324.91
62800 Facilities		
62100 Contract Services		
62101 Fyr Fighter	200.00	200.00
62801 Janitorial Services	168.00	756.00
Total 62100 Contract Services	368.00	956.00
62891 Fuel		1,776.31
62892 Electric	198.40	1,003.97
62893 Water/Sewer	-41.82	41.83
Total 62800 Facilities	524.58	3,778.11
65010 Books, Subscriptions, Reference		
65011 Print Books	559.72	1,645.82
65013 DVDs		95.49
65016 Subscriptions - Mags, Newspaper		700.22
Total 65010 Books, Subscriptions, Reference	559.72	2,441.53
65020 Postage, Mailing Service		222.00

Sharon Springs Free Library

Profit and Loss YTD Comparison

March 29 - April 25, 2024

	TOTAL	
	MAR 29 - APR 25, 2024	JAN 1 - APR 25, 2024 (YTD)
65040 Office Supplies	165.99	549.23
65050 Telephone, Telecommunications	67.64	341.42
65060 Automation		
65061 MVLS Automation	273.38	1,093.52
65062 Spectrum	99.99	399.96
Total 65060 Automation	373.37	1,493.48
65100 Other Types of Expenses		
65150 Memberships and Dues		544.60
80001.1 Lost Book and DVD Fee	-34.99	-34.99
Total 65100 Other Types of Expenses	-34.99	509.61
66000 Payroll Expenses	2,750.03	9,158.77
66001 Taxes, Disability, Unemployment	192.66	1,862.35
Total 66000 Payroll Expenses	2,942.69	11,021.12
Total Expenses	\$4,599.00	\$22,921.84
NET OPERATING INCOME	\$-3,735.16	\$37,479.02
NET INCOME	\$-3,735.16	\$37,479.02

Sharon Springs Free Library

Balance Sheet

As of April 25, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	19,447.87
1001 Operating Fund	44,398.15
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$66,645.84
Other Current Assets	\$0.00
Total Current Assets	\$66,645.84
TOTAL ASSETS	\$66,645.84
LIABILITIES AND EQUITY	\$66,645.84

Programming:

Book Discussion: The 100-Year-Old Man by Jonas Jonasson- 3 attended.

Solar Eclipse (Post): We started with 500 glasses, all of which were gratefully accepted by community members/patrons. We are now working with MVLs to collect those glasses back for them to be shipped to South America. Facebook posts and posters have been made as well as a blurb in the paper.

The Great Book Giveaway (Post): We had a wonderful turn out! Thank you to all the board members and additional volunteers for helping make this fundraiser a huge success! Many visitors took the opportunity to come inside and check out our library. We are packing up the leftover books and preparing them for Bulk Books of Rotterdam. Meg is filling out the pickup form when the books are boxed and ready to go.

Miscellaneous:

- Helen and Meg are working on a mini grant that will hopefully be used to cover the expense of replacing the handicap ramp out front. The winning projects will be announced in June- funds will be dispersed in July. We are asking if board members would be willing to help dismantle the old ramp when the time comes, and then help assemble the new ramp once it arrives.
- Helen is trying to complete the Walmart Grant Application and will help Meg learn the ropes.
- Meg will be meeting with Mary Carrier from MVLs on Wednesday, April 24th. Meg now has access to our Library's website along with Gina.
- Sharon O'Brien from MVLs has also reached out saying that she will come and visit the library soon to meet Meg. The date is still being determined.

Collection Development

Balance: \$8796.26

- Large type books were purchased as well as several children's non-fiction

Grant Accounts: Stewart's Grant Balance: \$3795.27

- \$187.23 was used for Sled Dog Day expenses