

Sharon Springs Free Library

Trustee Meeting

May 23, 2024

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

Staff: JoAnn Fralick, Meghan Keane

Guests: none

Absent: none

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 April 25, 2024, board meeting were reviewed and approved.
(Susan/Bob)

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

- Charges for servicing the boilers are noted in QuickBooks. Funds going forward will be budgeted at \$400 in the future.
- 2025 budget increase presented for signatures.
- Cost of living increase for next year's budget is \$1650.00, an increase from \$51,500 to \$53,150. Motion made to accept proposal *see attached. (Susan/Margaret).

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

- Committee signups for board members completed.
- Administration / Personnel– Jeanne / Margaret / Patsy / Belinda
- Budget and Finance – Tonja / Susan
- Joint Facility – Jeanne / Bob
- Facility Maintenance – Bob / Susan
- Fundraising – Kerry / Kate
- Executive – Jeanne / Margaret / Jeanne / Tonja
- Nominating – as needed
- Ad Hoc – referendum – Margaret / Jeanne
- Referendum process and timeline petitions handed out.
- Printer discussed using Walmart grant for computer, ink and to offer old printer on Facebook for taking/removal.

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

- Book Discussion: Circling the Sun by Paula McLain: 5 People attended.
- Children's Week 6th -12th: created 32 bookmarks.
- Afterschool Program Field Trip: 38 students from ASP and 8 Adults walked down to the library and created bookshelf markers for the children's section.
- Trading Cards from MVLs and Fort Plain. See attached copy of email with more details.
- Mini-Grant Community Event for Disability Awareness: Teaming up with Schoharie County Arts- Sally Ziegler- to run an inclusive art activity on the anniversary of the Americans with Disabilities Act of 1990 which is on July 26, 2024. Helen and Meg finished and submitted the Walmart Grant. See attachment for items listed in the proposed amount of \$2,645.
- Meg is meeting with Directors from Cobleskill, Schoharie, and Middleburgh next Wednesday (29th). They will be coming to our Library.
- Closed for Memorial Day on Monday the 27th.
- Meg met with JA members Jim & Michelle, Sharon O'Brien with MVLS, and attended the Spring Symposium in St. Johnsville this month.
- Collection Development
 - Parsons Grant: \$8,745.20
 - Stewart's Grant: \$1,525.54

Privilege of the Floor – none

- **Committee Reports**

- Administration – none
- Budget and Finance – referendum – We will create a resolution for cost-of-living COLA cost every year. Motioned made (Jeanne/Patsy).
- Joint Facility – New guidelines to be posted for reviewing when people use community room. Meg and JoAnn will go over and make a list.
- Facility maintenance –Paul Chacho to pay \$1000 toward parking lot maintenance. He will follow up and pay after the village pays their portion.
- A new ramp was purchased, and the town will install. We will send Rob a thank you for his efforts. Jeanne will follow up with installation information and timeframe.
- Fundraising – none
- Executive - none

- Nominating – none
- Ad Hoc/ Search Committee -none
- **New Business** -none

- **Old Business**
 - Bob will follow up with driveway paint/markings recommendations.
 - Donation that came in for \$100 for donated books. Margaret will send out a thank you card to the patron.
 - Tonja noted a charge on QB payments for Evening Star's setup fee.

- The meeting adjourned at 8: 12pm. June 27th will be the next meeting.

Sharon Springs Free Library

Profit and Loss YTD Comparison

April 26 - May 23, 2024

	TOTAL	
	APR 26 - MAY 23, 2024	JAN 1 - MAY 23, 2024 (YTD)
Income		
0001 Tax Revenue		51,500.00
1005 Copies/fax/printer	66.00	273.20
1018 Lost Book and DVD	-39.99	-39.99
43300 Grants		
43301 Stewarts		900.00
Total 43300 Grants		900.00
43400 Donations	75.00	573.60
43401 Donations - Other		915.20
43402 Great Book Giveaway		820.00
43404 Clothing Shed		228.67
46431 Fundraising Letter		1,300.00
Total 43400 Donations	75.00	3,837.47
45000 Investments		
45030 Interest-Savings, Short-term CD	0.47	1.92
Total 45000 Investments	0.47	1.92
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
Total Income	\$101.48	\$60,856.30
GROSS PROFIT	\$101.48	\$60,856.30
Expenses		
62110 Accounting Fees	196.00	2,556.43
62152 Programs/Youth	51.06	375.97
62800 Facilities		
62100 Contract Services		
62101 Fyr Fighter	188.00	388.00
62801 Janitorial Services	168.00	840.00
Total 62100 Contract Services	356.00	1,228.00
62870 Property Insurance		-607.35
62891 Fuel	983.35	2,759.66
62892 Electric	250.26	1,254.23
62893 Water/Sewer	-41.82	0.01
Total 62800 Facilities	1,547.79	4,634.55
65010 Books, Subscriptions, Reference		
65011 Print Books		1,645.82
65013 DVDs		95.49

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Profit and Loss YTD Comparison

April 26 - May 23, 2024

	TOTAL	
	APR 26 - MAY 23, 2024	JAN 1 - MAY 23, 2024 (YTD)
65016 Subscriptions - Mags, Newspaper	50.00	750.22
Total 65010 Books, Subscriptions, Reference	50.00	2,491.53
65020 Postage, Mailing Service		222.00
65040 Office Supplies	23.96	573.19
65050 Telephone, Telecommunications		341.42
65060 Automation		
65061 MVLS Automation	273.38	1,366.90
65062 Spectrum	99.99	499.95
Total 65060 Automation	373.37	1,866.85
65100 Other Types of Expenses		
65110 Advertising Expenses	105.00	105.00
65150 Memberships and Dues		544.60
80001.1 Lost Book and DVD Fee		-34.99
Total 65100 Other Types of Expenses	105.00	614.61
66000 Payroll Expenses	2,888.09	12,046.86
66001 Taxes, Disability, Unemployment	538.79	2,720.64
Total 66000 Payroll Expenses	3,426.88	14,767.50
Total Expenses	\$5,774.06	\$28,444.05
NET OPERATING INCOME	\$ -5,672.58	\$32,412.25
NET INCOME	\$ -5,672.58	\$32,412.25

Sharon Springs Free Library

Balance Sheet

As of May 23, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	19,448.34
1001 Operating Fund	39,330.91
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$61,579.07
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$61,579.07
TOTAL ASSETS	\$61,579.07
<hr/>	
LIABILITIES AND EQUITY	\$61,579.07

Director's Report

May 2024

Programming

Book Discussion: Circling the Sun by Paula McLain: 5 People attended

Next month Book Discussion will be sharing favorite books and authors- bring some suggestions!

Children's Week 6th-12th: created 32 bookmarks that kids can color. 26/32 were taken.

Afterschool Program Field Trip: 38 students from ASP and 8 Adults walked down to the library. They helped create bookshelf markers for the children's section and went home with an informational poster about the library.

Trading Cards from MVLs and Fort Plain (Last year they did passports and kids went around collecting stamps in their passports from all 14 libraries). See attached copy of email with more details.

Mini-Grant Community Event for Disability Awareness: Teaming up with Schoharie County Arts- Sally Ziegler- to run an inclusive art activity on the anniversary of the Americans with Disabilities Act of 1990 which is on July 26, 2024.

Helen and Meg finished and submitted the Walmart Grant:

- Proposed amount: \$2,645.
- New Staff Computer (5 year warranty) - **\$915.00**
- New Color Copier (Print, Scan, Copy, Fax) - **\$530.00**
- Colored Ink (Black, Cyan, Magenta, Yellow) - Rounded to \$150.00 per color
 - All 4 colors total= \$600.00
 - Budgeted for two packages per color = **\$1200**

Miscellaneous

Meeting with Directors from Cobleskill, Schoharie, and Middleburgh next Wednesday (29th). They will be coming to our Library.

Closed for Memorial Day on Monday the 27th.

JoAnn will not be able to work June 11th – potentially July 11th depending on how her recovery is going. Staff and substitutes will be used to fill the schedule during that time.

Meg met with JA members Jim & Michelle, Sharon O'Brien with MVLS, and attended the Spring Symposium in St. Johnsville this month.

Collection Development

Parsons Grant: \$8,745.20

Stewart's Grant: \$1,525.54

Collaborative Summer Program 2024!

Clingan, Katharine <KClingan@mvls.info>

Thu 5/9/2024 3:53 PM

To:ams-director <ams-director@sals.edu>;can-director <can-director@sals.edu>;cob-director <cob-director@mvls.info>;fon-director <fon-director@sals.edu>;fth-director <fth-director@sals.edu>;ftp-director <ftp-director@sals.edu>;glv-director <glv-director@sals.edu>;joh-director <joh-director@sals.edu>;mid-director <mid-director@sals.edu>;mvl-director <mvl-director@sals.edu>;nor-director <nor-director@sals.edu>;scp-director <scp-director@sals.edu>;sho-director <sho-director@sals.edu>;shs-director <shs-director@sals.edu>;stj-director <stj-director@sals.edu>
Cc:Rienti, Beth <brienti@mvls.info>

Hello, directors -

I have some exciting news! For our MVLS Collaborative Program 2024, we will be doing **collectible trading cards** for every library! The incredibly talented Sam Zimmerman at the Fort Plain Free Library has been hard at work designing very cool trading cards for FTP, and we have hopped on that bandwagon for this system-wide project.

Here's how it will work: Each library will have their own trading card, featuring a picture and some brief text about their library on one side (both of these can be as factual/informational or as creative as you would like them to be). The other side of the card will have a small design as well as a QR Code that patrons can scan to see a map of the other MVLS libraries, along with their summer hours. MVLS will be providing the cards themselves, as well as various social media images and posts that you can share. Sam has been working on prototype designs for each library, but they are very early stages and **we need input from you!** I'll be sending out a google form for you to fill out to help us design your card, but **some things to think about are:** what picture would you be interested in having on your card? What would you like the text on your card to say? Is there a color theme (1 specific color) you would like for your card? Your involvement in the designing of the cards can be as much or as little as you'd like it to be - we will not be printing cards without getting your approval for what they look like, but if you'd like to be more involved in the planning of your library's card, that sounds amazing! So feel free to let me know! I am also available if you'd like to brainstorm about your card's picture/text, so please reach out if you want to bounce ideas around.

Another aspect that we were tossing around for this summer is a **community art project** - your library could have a grab-and-go art/craft kit that patrons can complete at the library, or take home and return to either your library or their home library for display. At the end of the summer, we could have a "**Virtual Art Show**" where MVLS records video of the various art displays at different libraries and then posts the video online. Maybe there is a special, limited-edition art show trading card that patrons only get when they return their art project for display? This would involve more buy-in from you all than the trading cards would, so I'd like to take folks' temperatures on this idea. **Would you be interested** in having a craft available and hosting an art display at your library? Depending on how many libraries are interested, MVLS MIGHT be able to provide money for art supplies, but that has yet to be determined. Beth has been compiling a list of low- and no-cost art project ideas that she is happy to share with folks if they'd like.

OK, that's it for my wall-of-text email! Please let me know if you are interested in this art project idea! If there's not a ton of interest, we will just focus on the trading cards for this summer, but Beth and I like the idea, so we'd love to implement it if you're in. I'm going to be reaching out to a few library staffers who expressed interest in helping out with a collaborative program, but if there's someone besides yourself at your library that you think would be a better point-person for me to contact about this, let me know and I'll loop them in!