

# Sharon Springs Free Library

## Trustee Meeting

### June 27, 2024

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

**Staff:** none

**Guests:** none

**Absent:** Staff- JoAnn Fralick, Meghan Keaney

**Call to Order:** The regular meeting of the Sharon Springs Free Library was called to order at 7:05 by Jeanne Irwin.

- **Approval of Minutes:**

- Minutes of the May 23, 2024, board meeting was reviewed and approved. (Bob/Kerry)

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

- Noted that 3 pay periods fell into this report
- For gazebo- Money to come out of the Money Market
- Tonja questioned if the fundraising mailers is same as bulk mailers. Jeanne will follow up with Helen and Tonja will follow up with the post office if she can pay for them when needed. \$320 for the year June 1 through May 31.

- **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
- Publicity- Patsy/ Kerry
- Ad Hoc – referendum – Margaret / Jeanne
- Audit committee to meet yearly- Kerry/ Susan

- Petitions handed in- total of 85 signatures (we needed 61). Margaret will send a cover letter along with the petitions and will send to the town clerk with the signatures.
- MVLS- Schenectady library may be pulling out of MVLS . If we were to follow, who would we replace MVLS with, cost, comparisons , etc.
- **Director's Report: (Attached)**
  - Book Discussion: Sharing Thoughts and Ideas as well as favorite Books and Authors. Total number of attendees: 12 (including Meg) Next month's book discussion will be Daisy Jones and the Six by Taylor Jenkins Reid on July 19th, 2024, at 6:00 p.m. Meg will also start the creation of online book club viewing.
  - Trading Cards from MVLS: Preview of our trading card- bowling themed!
  - Children & Family Rock Painting: Teaming up with Schoharie County Arts- Sally Ziegler- on July 26th to run a rock painting activity (rocks will be donated by Meg) inspired by the book The Dot by Peter H. Reynolds.
  - West African Drumming and Dance Workshop with Zorkie Nelson and Gballoi will take place here in the community room on Tuesday, July 9th, 2024, 4:30-6 p.m.
  - Magic Show with Kyle Grennen: Thursday, July 18th will be a magical Storytime thanks to JoAnn. This is the same magician from last year
  - Walmart Grant update: Approved and was awarded \$2,000 out of the \$2,645 requested.
  - Meg hosted a Post Symposium Director's Meeting here at our library on Wednesday June 26th.
  - Collection Development: Parsons Grant: \$8,694.10. New movies (\$51.10- amazon) Stewart's Grant: \$1,505.04. Summer Reading Program Prizes - (\$24.50)
- **Privilege of the Floor – none**
- **Committee Reports**
  - Administration – none
  - Budget and Finance – none
  - Joint Facility – n
  - Facility maintenance –Bob had two companies come look at the parking lot for paving. They looked at it to make recommendations and they took pictures. No estimates yet have been received.
  - Jeanne told Bill to hold off on installing the ramp because there is a construction grant available. Grant project needs to be over \$5000. We could tie it into the air conditioning/heating unit upgrades.
  - Fundraising – none
  - Executive - none
  - Nominating – none

- Ad Hoc/ Search Committee -none
- **New Business** -Jeanne still looking at gazebos and pavilions for cost and timeline delivery, insurance increase, etc.
- Post office is no longer doing copies and they are now telling people to come here to use our copier.
- **Old Business**
  - Guidelines for community room. Meg is updating the guidelines.
  - Margaret sent out thank you letters to Rob Keller, Gina for the garden flowers and Diana for donation.
  - Insurance – Belinda spoke with NBT. \$5170 estimated for property, liability, workers comp. Our budget is less than that (but we list workers comp differently in our budget.) Belinda will call for the actual premium amount.
- The meeting adjourned at 8: 20pm. July 25th will be the next meeting.

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

May 24 - June 27, 2024

	TOTAL	
	MAY 24 - JUN 27, 2024	JAN 1 - JUN 27, 2024 (YTD)
Income		
0001 Tax Revenue		51,500.00
1005 Copies/fax/printer		273.20
1018 Lost Book and DVD		-39.99
43300 Grants		
43301 Stewarts		900.00
<b>Total 43300 Grants</b>		<b>900.00</b>
43400 Donations		573.60
43401 Donations - Other		915.20
43402 Great Book Giveaway		820.00
43404 Clothing Shed		273.91
46431 Fundraising Letter		1,300.00
<b>Total 43400 Donations</b>		<b>3,882.71</b>
45000 Investments		
45030 Interest-Savings, Short-term CD	0.49	2.41
<b>Total 45000 Investments</b>	<b>0.49</b>	<b>2.41</b>
46422 LLSA (Local Lib. Services Aid)		143.70
47500 Rental Income		7,800.00
47501 Community Room		40.00
<b>Total 47500 Rental Income</b>		<b>7,840.00</b>
50000 Carryover		-3,600.00
<b>Total Income</b>	<b>\$0.49</b>	<b>\$60,902.03</b>
GROSS PROFIT	<b>\$0.49</b>	<b>\$60,902.03</b>
Expenses		
62110 Accounting Fees	59.00	2,685.43
62152 Programs/Youth		375.97
62800 Facilities		
62100 Contract Services		
62101 Fyr Fighter		388.00
62801 Janitorial Services	252.00	1,092.00
<b>Total 62100 Contract Services</b>	<b>252.00</b>	<b>1,480.00</b>
62870 Property Insurance	589.00	-18.35
62891 Fuel		2,759.66
62892 Electric	212.61	1,466.84
62893 Water/Sewer	167.29	167.30
<b>Total 62800 Facilities</b>	<b>1,220.90</b>	<b>5,855.45</b>
65010 Books, Subscriptions, Reference		
65011 Print Books		1,645.82
65013 DVDs		95.49

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

May 24 - June 27, 2024

	TOTAL	
	MAY 24 - JUN 27, 2024	JAN 1 - JUN 27, 2024 (YTD)
65016 Subscriptions - Mags, Newspaper		750.22
<b>Total 65010 Books, Subscriptions, Reference</b>		<b>2,491.53</b>
65020 Postage, Mailing Service		222.00
65040 Office Supplies		573.19
65050 Telephone, Telecommunications		407.44
65060 Automation		
65061 MVLS Automation	273.38	1,640.28
65062 Spectrum	99.99	599.94
<b>Total 65060 Automation</b>	<b>373.37</b>	<b>2,240.22</b>
65100 Other Types of Expenses		
65110 Advertising Expenses		105.00
65150 Memberships and Dues		544.60
80001.1 Lost Book and DVD Fee		-34.99
<b>Total 65100 Other Types of Expenses</b>		<b>614.61</b>
66000 Payroll Expenses	3,358.42	15,405.28
66001 Taxes, Disability, Unemployment	428.39	3,491.33
<b>Total 66000 Payroll Expenses</b>	<b>3,786.81</b>	<b>18,896.61</b>
<b>Total Expenses</b>	<b>\$5,440.08</b>	<b>\$34,362.45</b>
NET OPERATING INCOME	<b>\$-5,439.59</b>	<b>\$26,539.58</b>
NET INCOME	<b>\$-5,439.59</b>	<b>\$26,539.58</b>

# Sharon Springs Free Library

## Balance Sheet

As of June 27, 2024

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1000 SSFL Money Market		19,448.83
1001 Operating Fund		33,457.75
1002 SSFL Building Fund		2,799.82
<b>Total Bank Accounts</b>		<b>\$55,706.40</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>\$55,706.40</b>
<b>TOTAL ASSETS</b>		<b>\$55,706.40</b>
<b>LIABILITIES AND EQUITY</b>		
		<b>\$55,706.40</b>



**Director's Report****June 2024****Programming**

Book Discussion: Sharing Thoughts and Ideas as well as favorite Books and Authors.

Total number of attendees: 12 (including Meg)

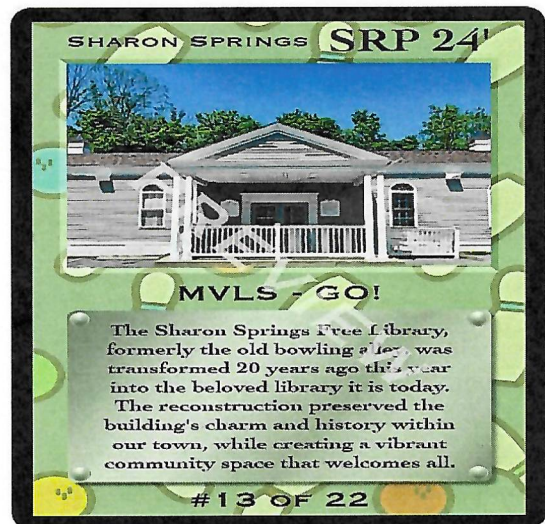
Next month's book discussion will be Daisy Jones and the Six by Taylor Jenkins Reid on July 19<sup>th</sup>, 2024, at 6:00 p.m.

Trading Cards from MVLs: Preview of our trading card- bowling themed! MVLs will hopefully get us the final products before July 8<sup>th</sup>. This is at no cost to our library.

Children & Family Rock Painting: Teaming up with Schoharie County Arts- Sally Ziegler- on July 26<sup>th</sup> to run a rock painting activity (rocks will be donated by Meg) inspired by the book The Dot by Peter H. Reynolds. Modified since last meeting to focus on community and families. The story encourages readers to embrace their creativity and not be afraid to express themselves, even if they're unsure of their abilities. Completed rocks will be displayed outside of our library.

West African Drumming and Dance Workshop with Zorkie Nelson and Gballoi will take place here in the community room on Tuesday, July 9<sup>th</sup>, 2024, 4:30-6 p.m. A sign-up sheet for participants is at the desk, however, walk-ins will be welcome. Facebook posts, posters, and blurb in paper have been used to advertise.

Magic Show with Kyle Grennen: Thursday, July 18<sup>th</sup> will be a magical Storytime thanks to JoAnn. This is the same magician from last year.



**Miscellaneous**

Walmart Grant update: Approved and was awarded \$2,000 out of the \$2,645 requested. In the process of getting funds electronically transferred. Have had to go through several different verification processes. Currently waiting for approval/more information for the next step.

Meg's three 3<sup>rd</sup> grade students from before joining the library world came to visit for a field trip with their two teachers on June 10<sup>th</sup>. They picked out some books from our free library in the lobby, went home with information about the library and how to get a library card, and got some bubbles for summer!

Meg hosted a Post Symposium Director's Meeting here at our library on Wednesday June 26<sup>th</sup>. She will send a follow up later this week via email about what was discussed at this meeting.

Meg will be traveling to MVLs to visit with another newbie director, Diane Empie over at St. Johnsville on July 17<sup>th</sup> (Wednesday morning). We were invited by Mary & Beth to come check out MVLs and get an orientation of their services.

**Collection Development**

Parsons Grant: \$8,694.10

- New movies (\$51.10- amazon)

Stewart's Grant: \$1,505.04

- Summer Reading Program Prizes - (\$24.50)