

Sharon Springs Free Library

Trustee Meeting

August 22, 2024

Present: Kate Walrath, Margaret Kindling, Belinda Feris, Jeanne Irwin, Bob Fucci, Susan Rorick

Staff: Meghan Keaney, JoAnn Fralick

Guests: None

Absent: Tonja Law, Kerry Parsons, Patsy Nicosia

Call to Order: The regular meeting of the Sharon Springs Free Library was called to order at 7:08 by Jeanne Irwin.

- **Approval of Minutes:**

- Minutes of the July 25, 2024, board meeting was reviewed and approved correction (Jeanne/Margaret)

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

- Jeanne noted building fund amount- discussion for what monies are included in the fund. Waiting on Tonja to return for clarification
- \$1500 received from the village for rent.

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

- The cost of toner for our copier on its own is \$169.22 (TK-6727). The toner yield is roughly 65,000 to 70,000.
- Color printer is now "feeding" acceptably.

Director's Report: (Attached)

- Book Club read *Black Cake* by Charmaine Wilkerson. Total number of attendees: 10. Next Month's Book Discussion: *Mad Honey* by Jodi Picoult on September 20th, 2024, at 6:00 p.m.
- Children & Family Rock Painting: September 20th – Dot Day Rock Painting Activity
- End of the Summer Ice Cream Social: Tuesday, September 3 @ 4 p.m. for all REC and Summer Reading Children. Meg requested 2 ice cream sundae kit donations from Stewarts and was approved. The event will take place down at the Pool where Meg will have Library handouts ready to go for parents/families. Handouts will also include a promotional flyer for the Children & Family Dot Day Rock Painting on the 20th.
- Computer Classes in September: Mary Carrier from MVLs will be teaching these computer classes. Brought to us by SCHOOL (Schoharie County Home of Ongoing Learning). They will be providing everything they need to instruct. Mon. Sept. 16 at 2:45 to 4:45 for Excel, Mon. Sept. 23, 2:45 to 4:45 for Basic Word
- Meg met with Sharon O'Brien July 30th for additional training on Polaris system. Requesting to switch our book purchasing from B&T to what Sharon is suggesting using

- Ingram. Helen chimed in on email with questions. Meg will share Helen's questions with Sharon and get back to the board.
- Meg purchased a label maker w/ labels to update all our spine labels so that we eliminate any handwritten labels/replace any fading labels.
- Fenimore's 50th Anniversary - Reception for Featured Charities: Wednesday, September 11, 2024, 10 -11 am at Proctor's Theatre Schenectady, GE Theatre. Jeanne and Meg to attend.
- Copier Update: Now connected to all our computers (except 1). A service contract would be \$80 a month and will include toner, parts, labor, and travel. We will be in charge of supplying paper and staples. (Board agreed to waive service contract; don't need that much toner.)
- \$200 donation from the Wood brothers.
- Grants/Funds (Formally Collection Development)
 - Parsons Grant: \$8,694.10
 - Stewart's Grant: \$1,495.05
- Amazon order for SRP - \$9.99
 - Klemm Family Fund: \$2,000.00
 - Walmart Grant: \$2,000 – being used for new staff computer, new public computer, and extra copier/printer supplies if there is enough left over. The next JA group order will be sometime this fall.
- **Privilege of the Floor** – None
- **Committee Reports**
 - Administration – Long range plans due in 2025. Margaret and Jeanne are working on specific goals. Will meet again to fine tune and bring to October's annual meeting to discuss with board members.
 - Budget and Finance – none
 - Joint Facility – none
 - Facility maintenance –
 - Parking lot update- Bob has a "10% off any project" brochure from Sonny and Sons. Bob will follow up. The last company who worked on our lot is now out of business. Timeline aimed for completion is before winter. Denise from the village hasn't finished the contract for their part of funds yet.
 - Work order placed for lights. The outside light on the north corner of building is out from dawn to dusk. Requires a tall ladder to fix. Margaret, her husband and Jeanne replaced indoor 9 lights in Town offices.
 - Fundraising – Meg going through verbiage of old brochure for updated information for use in promoting referendum on the November 5 election ballot. Sharon Springs Harvest Festival is on Sept 21-22, Jeanne would like library pamphlet/fact sheet and info ready for board members and consistency for passing around.
 - Belinda planning to have a table at Harvest Festival with kid's activities, passing out information regarding referendum on election ballot.. Meg will come to festival after closing library to introduce herself to the community.

- Kerry to donate pumpkins. Jeanne found visors to add stickers to, possibly library book theme stickers to decorate water bottles and themed book marks for publicity/hours, etc.
- Executive - none
- Nominating – none
- Ad Hoc/ Search Committee -none
- **New Business** – Margaret sent thank you letters to Dan and Dave Wood for their contribution and Mike Winnie and Matt for their contributions.
- **Old Business**
 - Approval of the construction grant being to be used for the air conditioner/ heater
MOTION MADE (Jeanne/Bob).
 - Gazebo/Picnic tables: Gazebo planning can move forward. Spreadsheet made to fund out gazebo. Jeanne purchased 2 tables at \$199.00 each from Tractor Supply. Will assemble over weekend and place behind building.
 - Belinda noted the gazebo will fall under current insurance if it is not over \$10,000.
 - Insurance update on Cyber protection: Cyber policy- Eric confirmed in writing that MVLS and JA cyber policies are covered under what computers MVLS and JA use. Not under individual computers brought into the library. Belinda will call about question- Do we implement inscription on portable media devices? Belinda notes we may have to develop an additional policy.
- Jeanne referenced the book, 'Bowling Alone' and offering collaborating with Lavender Hills, Black Cat, Brimstone, Wren's Earth Refillery and other local collaborators making products with lavender. Discussion theme: "The whole world is better if we work together." This would tie in with the long-range plan with community-based activities. Would try to shoot for the end of October with the referendum/ fundraising letter.
- The meeting adjourned at 8:31pm. September 26th will be the next meeting.

Sharon Springs Free Library

Profit and Loss YTD Comparison

July 26 - August 22, 2024

	TOTAL	
	JUL 26 - AUG 22, 2024	JAN 1 - AUG 22, 2024 (YTD)
Income		
0001 Tax Revenue		51,500.00
1005 Copies/fax/printer	65.75	456.90
1018 Lost Book and DVD		-31.00
43300 Grants		
43301 Stewarts		900.00
43303 Walmart		2,000.00
Total 43300 Grants		2,900.00
43400 Donations	905.25	1,640.90
43401 Donations - Other	173.53	1,088.73
43402 Great Book Giveaway		820.00
43404 Clothing Shed		398.21
43450 Individ, Business Contributions		2,250.00
46431 Fundraising Letter		1,300.00
Total 43400 Donations	1,078.78	7,497.84
45000 Investments		
45030 Interest-Savings, Short-term CD	0.49	3.37
Total 45000 Investments	0.49	3.37
46422 LLSA (Local Lib. Services Aid)	1,343.70	1,487.40
47500 Rental Income	1,500.00	9,300.00
47501 Community Room		60.00
Total 47500 Rental Income	1,500.00	9,360.00
50000 Carryover		-3,600.00
Total Income	\$3,988.72	\$69,574.51
GROSS PROFIT	\$3,988.72	\$69,574.51
Expenses		
62110 Accounting Fees		2,917.43
62152 Programs/Youth		450.47
62800 Facilities		1,053.90
62100 Contract Services		
62101 Fyr Fighter		388.00
62801 Janitorial Services	168.00	1,428.00
Total 62100 Contract Services	168.00	1,816.00
62870 Property Insurance	6.00	-12.35
62891 Fuel		2,759.66
62892 Electric		1,664.95
62893 Water/Sewer	-83.64	83.66
Total 62800 Facilities	90.36	7,365.82

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July 26 - August 22, 2024

	TOTAL	
	JUL 26 - AUG 22, 2024	JAN 1 - AUG 22, 2024 (YTD)
65010 Books, Subscriptions, Reference		
65011 Print Books	176.13	2,110.91
65013 DVDs	83.52	230.11
65016 Subscriptions - Mags, Newspaper		750.22
Total 65010 Books, Subscriptions, Reference	259.65	3,091.24
65020 Postage, Mailing Service		222.00
65040 Office Supplies	24.45	1,591.04
65050 Telephone, Telecommunications	70.94	608.56
65060 Automation		
65061 MVLS Automation	273.38	2,187.04
65062 Spectrum	99.99	799.92
Total 65060 Automation	373.37	2,986.96
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
Total 65100 Other Types of Expenses		614.61
66000 Payroll Expenses	2,301.50	19,969.17
66001 Taxes, Disability, Unemployment	188.24	4,808.61
Total 66000 Payroll Expenses	2,489.74	24,777.78
Total Expenses	\$3,308.51	\$44,625.91
NET OPERATING INCOME	\$680.21	\$24,948.60
NET INCOME	\$680.21	\$24,948.60

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Balance Sheet

As of August 22, 2024

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
1000 SSFL Money Market		19,449.79
1001 Operating Fund		31,865.81
1002 SSFL Building Fund		2,799.82
Total Bank Accounts		\$54,115.42
Other Current Assets		
12000 Undeposited Funds		0.00
Total Other Current Assets		\$0.00
Total Current Assets		\$54,115.42
TOTAL ASSETS		\$54,115.42
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity		42,287.22
32000 Unrestricted Net Assets		-13,120.40
Net Income		24,948.60
Total Equity		\$54,115.42
TOTAL LIABILITIES AND EQUITY		\$54,115.42

Director's Report**August 2024****Programming**

Book Discussion: Black Cake by Charmaine Wilkerson

Total number of attendees: 10

Next Month's Book Discussion: Mad Honey by Jodi Picoult

September 20th, 2024, at 6:00 p.m.

Children & Family Rock Painting: September 20th – Dot Day Rock Painting Activity

Suggestions for what time? Thinking 3 p.m. for after school and before book discussion?

Would like to use donation money to pay for Sally Zeigler to run the activity and purchase supplies for the event.

End of the Summer Ice Cream Social: **Tuesday, September 3 @ 4 p.m.**

In collaboration with the Youth Commission, we are hosting an ice cream social for all REC and Summer Reading Children. Meg requested 2 ice cream sundae kit donations from Stewarts and was approved. The event will take place down at the Pool where Meg will have Library handouts ready to go for parents/families. Handouts will also include a promotional flyer for the Children & Family Dot Day Rock Painting on the 20th. Looking for volunteers who would be willing to scoop and serve with Meg.

Computer Classes in September: Mary Carrier from MVLs will be teaching these computer classes. Brought to us by SCHOOL (Schoharie County Home of Ongoing Learning). They will be providing everything they need to instruct.

Mon. Sept. 16 2:45 to 4:45 Excel & Mon. Sept. 23, 2:45 to 4:45 Basic Word

Miscellaneous

Meg met with Sharon O'Brien July 30th for additional training on Polaris system. Requesting to switch our book purchasing from B&T to what Sharon is suggesting using – Ingram. We are one of the last libraries using B&T. We would be paying a little extra (would have to reach out to Sharon for exact amount), however,

- Books would come already barcoded and with proper spine labeling
- Files are uploaded to Polaris versus manually entering things into the system- eliminates mistakes
- Easier to purchase/search book titles
- Better customer service
- More reliable delivery time- B&T can take a week, a month, you never know.

Meg purchased a label maker w/ labels, a suggestion made by Sharon, to update all our spine labels so that we eliminate any handwritten labels/replace any fading labels. This process will fall under Meg's master plan to inventory our shelves and correct/update information in our system.

Fenimore's 50th Anniversary - Reception for Featured Charities:

- Wednesday, September 11, 2024, 10 -11 am
- Proctor's Theatre Schenectady, GE Theatre
- Are welcome to bring along an additional person from our library, such as a board member

Copier Update: Now connected to all our computers (except 1). A service contract would be \$80 a month and will include toner, parts, labor, and travel. We will be in charge of supplying paper and staples.

We'll get a little over 6,000 copies/month, of course paying extra if we exceed the limit. We've never even reached the 1,000 mark so we should be good.

The cost of toner for our copier on its own is \$169.22 (TK-6727). The toner yield is roughly 65,000 to 70,000.

\$200 donation from the Wood brothers.

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