

Sharon Springs Free Library

Trustee Meeting

September 26, 2024

Present: Kate Walrath, Margaret Kindling, Belinda Feris, Bob Fucci, Tonja Law, Kerry Parsons,

Staff: Meghan Keaney, JoAnn Fralick

Guests: None

Absent: Jeanne Irwin, Patsy Nicosia, Susan Rorick

Call to Order: The regular meeting of the Sharon Springs Free Library was called to order at 7:00 by Margaret Kindling, acting as Jeanne Irwin's proxy.

- **Approval of Minutes:**

- Minutes of the August 22, 2024, board meeting were reviewed and approved (Bob/Belinda)

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

- Jeanne noted the building fund amount from August meeting- she asked what monies are included in the fund. Tonja clarified almost all funds go into Operating Funds. Funds for the building fund goes into Operating Fund as well.
- The picnic tables are currently categorized in the budget as uncategorized expenses. Tonja will talk with Susan and find a more permanent place in the budget for expense.
- Rent goes in Operating expenses. Most other money is placed in Operating

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

- Fenimore donation- seeking volunteer to lead collection of estimates for pavilion. No immediate volunteers. Margaret will work with Jeanne. Meg and Belinda offered to assist. Portion of the grant (\$3000) might be allotted towards the pavilion. Majority of donation used for library upgrades and repairs e.g., toilet has a crack, printer repair or new printer.
- Doggie Do station needed for the pavilion area and rock covers for pipes next to Teen section door.
- Printer - Big printer is jamming in the feeder.. Smaller printer will not copy/scan. Meg will call JA and ask if they can provide assistance. Can only print from a computer with a USB. Have tried basic troubleshooting attempts already. Walmart grant going to new computers.
- Next meeting - October 24th is our annual meeting. Need quorum to approve budget and (re)elect board officers. Review long range plan.
- MVLS Annual dinner - October 2nd.. Jeanne, Kerry, Margaret and Meghan will attend. Provide MVLS with updated email list for SSFL Trustees for MVLS email distributions.
- Charlie Delorme requesting to borrow chairs for a cancer fundraiser. Meg will create form for him to fill out for use of chairs.

- Plumber repaired toilet but recommended replacement due to crack. Suggest placing 'out of order' sign on bathroom door as toilet could potentially break.

Director's Report: (Attached)

- Book Discussion: *Mad Honey* by Jodi Picoult and Jennifer Finney Boylan. Total number of attendees: 7. Next Month's Book Discussion: *Wicked: The Life and Times of the Wicked Witch of the West* by Gregory Maguire. Discussion is October 18th at 6:00 p.m.
- Ice Cream Social Update (9/3). Families from both the Rec Program and Storytime Program attended. Free books were distributed, along with information about our library and the upcoming rock painting activity. Special thanks to JoAnn and her granddaughter for their assistance, and to our volunteer, Missy.
- Children & Family Rock Painting Update: The event was a great success with 30 participants.
- Fenimore's 50th Anniversary Reception: Jeanne and Meg represented SSFL at Proctors.
 - Fenimore Promotional Plans - need to acknowledge funding came from Fenimore
 - Donation Plans - donation can be applied to facility repairs.
- Construction Grant: Meg presented to MVLS staff and board on 9/17; all projects approved.
 - The grant will fund the RYCOR Heating and Cooling System.
 - Bob noted that the company will cut around the wall/box and will not frame it in.
 - Plans to contact our representative for equipment installation in October/November.
- Applied for Dream & Do Public Service Grant from MVLS (\$500);
 - Going towards computer/printer/copier services.
- Storytime Bootcamp: Meg will attend for free on September 27th, led by Mary and Beth from
- MVLS. 2024 MVLS Annual Meeting: Scheduled on October 2nd, 5:30 - 7:30 p.m. at Fort Hunter Free Library.
- Maintenance
 - Toilet issues reported on 9/16; contacted Daniel O'Keefe for repairs. Invoice for service and materials sent to Tonja.
 - Unable to locate shut off specific bathroom. Needed to shut off water to entire building. future toilet replacement plans are in consideration.
 - A list of emergency contacts will be compiled for Director.
- Grants/Funds
 - Parsons Grant: \$8,694.10
 - Stewart's Grant: \$1,495.05
 - Klemm Family Fund: \$2,000.00

- Walmart Grant: \$2,000 (allocated for new staff and public computers, and copier/printer
 - supplies, if budget allows). Next JA group order will take place this fall.

Privilege of the Floor – None

- **Committee Reports**

- Administration – Letter from IRS notifying SSFL we had lost our tax exempt status because Federal tax filings have not been submitted. Tonja will investigate with Susan's help going back 3 years (May 2021- May 2024). Bob questioned what we paid past accounting firm for. Belinda offered to assist
- Budget and Finance – none
- Joint Facility – none
- Facility maintenance –
 - Bob continues to seek estimates to seal parking lot. Companies won't seal lot if they didn't do the original paving.
 - Side door (teen section) is now locked at discretion of the staff now that it's getting dark earlier.
 - Bob recommended compiling list of contractors/contacts who can be reached for repair emergencies, e.g. Parsons for heat, McCarthy for electrical, etc. Margaret suggested asking Melissa Olsen about maintenance contracts.
 - Town and Village don't use our lobby. Meg has started making improvements in the lobby . She intends to create an extension of the actual library.
 - Light bulb on corner of building (Town side) replaced. Had to be ordered online as it was a mercury
- Fundraising – Meg updated library book marks to include funding referendum (\$1.06 increase per \$100,000 assessment on home).
 - Annual mailer updated (Attached as Mailing Options - October 2024). Jeanne has checks for Race Printing
- Executive - none
- Nominating – Margaret asked about board of trustee positions for coming year..
- Ad Hoc/ Search Committee –
- **New Business –**
 - Winter hours - Meg will talk with the library staff and give a proposal of what hours and time frame to start. Consider December - February.
 - Bob proposed a 2-sided LED sign. He has looked at prices and revisit topic in 6 months.
 - Harvest Festival – Thanks to Belinda for setting up tent and table. She said it went very well with \$43 donated. Free children's books were made available.. Many people voiced

their support for library and referendum. Belinda noted our connection to the community seems very positively established. Free stickers were a big hit.

- Belinda would like the library to host a Patron Appreciation Day.

- **Old Business**

- Appreciation to Bob, Margaret, Oliver and Jeanne for assembling the picnic tables. Thank you to Susan and Joe for replacing the lightbulb on the corner of building.
- B&T change for ordering books - new books coming out. Ordering certain books from Amazon is better.

- The meeting adjourned at 8:25pm. Next meeting is October 24, 2024.

Sharon Springs Free Library

Profit and Loss YTD Comparison

August 23 - September 26, 2024

	TOTAL	
	AUG 23 - SEP 26, 2024	JAN 1 - SEP 26, 2024 (YTD)
Income		
0001 Tax Revenue		51,500.00
1005 Copies/fax/printer	48.75	505.65
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	330.25	1,771.15
43401 Donations - Other	173.53	1,088.73
43402 Great Book Giveaway		820.00
43404 Clothing Shed		486.41
43450 Indivd, Business Contributions	12,500.00	14,750.00
46431 Fundraising Letter		1,300.00
Total 43400 Donations	13,003.78	20,216.29
45000 Investments		
45030 Interest-Savings, Short-term CD	0.49	3.86
Total 45000 Investments	0.49	3.86
46422 LLSA (Local Lib. Services Aid)	1,343.70	1,487.40
47500 Rental Income		9,300.00
47501 Community Room		60.00
Total 47500 Rental Income		9,360.00
50000 Carryover		-3,600.00
Total Income	\$14,396.72	\$82,342.20
GROSS PROFIT	\$14,396.72	\$82,342.20
Expenses		
62110 Accounting Fees		3,107.43
62152 Programs/Youth		450.47
62800 Facilities		1,053.90
62100 Contract Services		
62101 Fyr Fighter	585.00	973.00
62801 Janitorial Services	168.00	1,596.00
Total 62100 Contract Services	753.00	2,569.00
62870 Property Insurance		-12.35
62891 Fuel		2,759.66
62892 Electric	327.29	1,992.24
62893 Water/Sewer	175.65	259.31
Total 62800 Facilities	1,255.94	8,621.76

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Profit and Loss YTD Comparison

August 23 - September 26, 2024

	TOTAL	
	AUG 23 - SEP 26, 2024	JAN 1 - SEP 26, 2024 (YTD)
65010 Books, Subscriptions, Reference		
65011 Print Books	255.47	2,366.38
65013 DVDs		230.11
65016 Subscriptions - Mags, Newspaper		750.22
Total 65010 Books, Subscriptions, Reference	255.47	3,346.71
65020 Postage, Mailing Service		222.00
65040 Office Supplies	289.58	1,880.62
65050 Telephone, Telecommunications		679.50
65060 Automation		
65061 MVLS Automation	273.38	2,460.42
65062 Spectrum	99.99	899.91
Total 65060 Automation	373.37	3,360.33
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	2,213.62	22,182.79
66001 Taxes, Disability, Unemployment	243.39	5,570.22
Total 66000 Payroll Expenses	2,457.01	27,753.01
Uncategorized Expense	398.98	398.98
Total Expenses	\$5,030.35	\$50,435.42
NET OPERATING INCOME	\$9,366.37	\$31,906.78
NET INCOME	\$9,366.37	\$31,906.78

Sharon Springs Free Library

Balance Sheet

As of September 26, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	19,450.28
1001 Operating Fund	38,823.50
1002 SSFL Building Fund	2,799.82
Total Bank Accounts	\$61,073.60
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$61,073.60
TOTAL ASSETS	\$61,073.60
LIABILITIES AND EQUITY	\$61,073.60

Director's Report

September 2024

Programming

Book Discussion: Mad Honey by Jodi Picoult and Jennifer Finney Boylan

Total number of attendees: 7

Next Month's Book Discussion: Wicked: The Life and Times of the Wicked Witch of the West by Gregory Maguire

October 18th, 2024, at 6:00 p.m.

Ice Cream Social Update (9/3)

- Families from both the Rec Program and Storytime Program attended.
- Free books were distributed, along with information about our library and the upcoming rock painting activity.
- Special thanks to JoAnn and her granddaughter for their assistance, and to our volunteer, Missy.

Children & Family Rock Painting Update

- The event was a great success with 30 participants.
- Gina will volunteer on Monday to varnish the rocks for outdoor safety.
- Waiting for an invoice from Sally to cover her services and supplies (box of outdoor paint and varnish).

Miscellaneous

Fenimore's 50th Anniversary Reception: Jeanne and Meg represented SHS at Proctors.

- Fenimore Promotional Plans
- Donation Plans

Construction Grant: Meg presented to MVLS staff and board on 9/17; all projects approved.

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