

Sharon Springs Free Library
Trustee Meeting
December 5, 2024

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

Staff: Meghan Keaney, Joyce Slater

Guests: None

Absent: Bob Fucci, Patsy Nicosia

Call to Order: The regular meeting of the Sharon Springs Free Library October was called to order at 7:07 by Jeanne.

- **Approval of Minutes:**

- The minutes of the October 26, 2024 board meeting were reviewed and approved (Margaret/Susan). Annual minutes were reviewed and approved (Margaret/Jeanne).

- **Treasurer's Report: (Attached) reviewed and accepted**

- Aileen Lawton added a few items of depreciation. Ex. 2014 Computer. Tonja will follow up with Aileen to see if this will affect us in the balance sheets or if it's just listed for tax purposes.

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

- Jeanne and Belinda met with Meg for her 6-month review
- Performance reviews are due to Jeanne.
- Trustee training is due.

Director's Report: (Attached)

- **Book Discussion:** The Personal Librarian by Marie Benedict and Victoria Christopher Murray Total number of attendees: 8
- **No Book Discussion in December.** We will return in January.
- **Trunk or Treat Community Event:** We gave away almost 300 packages of cookies in addition to almost all of the onions Kerry donated. Beth from MVLS confirmed that this counts as Community Outreach.
- **Patron Program Ideas: Discussion**
 - Sue DeBruijn- Historical Talk "Lest We Forget: Remembering the WWII Fallen from Schoharie County". Free and Open to public; looking at a Saturday. Would be a 35-minute PowerPoint presentation with Q&A (we would just need to supply projector- can check out through MVLS)

Miscellaneous

- RYCOR system installed.
- JA Order for Computer Upgrades submitted.
- Held Youth Service Meeting at our Library with JoAnn.

- Meg went to Head Start at Sharon Springs with Beth from MVLS to talk about the 1,000 Books Before Kindergarten bags and read a story to the class.
- Organizing field trips: 5th grade plus kindergarten (12/3), Head Start Classroom (12/6), Head Start Family Engagement Event (12/13).
- 125 bookmarks were made for gift bags after the Holiday Parade, encouraging families to stop at the library for a free book from under the tree.
- Thank you to Gina and her husband Mike for setting up the Holiday Tree.
 - Grants/Funds
 - Parsons Grant: \$8,694.10
 - Stewart's Grant: \$1,269.58 (Scholastic Books for Holiday Tree- \$207.22)
 - Activity Books for Holiday Tree- Free w/ Gift Card from MVLS
 - Storytime Supplies- \$18.25
 - Walmart Grant: Computer Upgrades

Privilege of the Floor – None

- **Committee Reports**
 - Administration – Tax exemption update- as of December 11, it was submitted. It could take up to 7 months for a reply. Aileen needed a copy of our Charter, from 1911.
 - Jeanne would like to have the charter reframed. Jeanne reached out to Michaels, and they know a conservator. Also, Joyce will investigate the project as well. Going forward, we will have a specific tax-exempt folder.
 - Long range plan: 2025-2030 Plan Discussed Noted:
 - Margaret questions: Under B, – “The library will continue to a part time facility.” Do we continue to call it a facility.
 - Under C, - Cross out number 4.
 - Second objective: Meg suggests referencing MVLS to go forward with provisions.
 - Under Goal #2, Objective one: Sell library themed swag. Specifics.
 - Under Goal #3, Change the word “existence” to “sustainability”.
 - Per linking with the school: Belinda and Susan note we need a lawyer to guide us through this for education and understanding.
 - Keep the Joint facility Committee as needed.

- Budget and Finance – Minimum wage increasing/ pay raise coming up. Belinda will get the forms for this and fill out. Will have an executive meeting after this meeting to discuss. Susan will set up an audit committee in late January.
- Joint Facility – None
- Facility maintenance –A bucket truck is needed for outdoor lighting. An estimate from McCarthy for outdoor lighting and timer: Roughly \$145 to replace the sensor. This didn't include price of new LED lights. \$325 for a timer, \$0 if he just changed the bulbs, minus the cost of the bulbs. Building fund money to be used. Motion made approved to accept (Jeanne/Susan)
- Fundraising –Other libraries are using a QR code to go to a bank/Venmo option. Also, New and popular books listed on an Amazon Wish List, viewable within the library.
- Executive - none
- Nominating –
- Ad Hoc / Referendum – Pavilion: Ian Trombecky gave a quote for the foundation of \$1700-2200. Susan is interested in a walkway to the pavilion as well. Springtime timeframe.
- **New Business** – None
- **Old Business**- None
- The meeting adjourned at 8:58pm. Next meeting is January 23, 2025.

Executive Session

Session called to order at 9:02pm.

- Executive session vote- Jeanne moved we increase pay rates accordingly, due to an increase of minimum wage. Bonuses were discussed. Motion made (Jeanne/Margaret).
- The executive session adjourned at 9:12pm.

Sharon Springs Free Library

Profit and Loss YTD Comparison

October 24 - December 5, 2024

	TOTAL	
	OCT 24 - DEC 5, 2024	JAN 1 - DEC 5, 2024 (YTD)
Income		
0001 Tax Revenue		51,500.00
1005 Copies/fax/printer	62.85	630.45
1018 Lost Book and DVD		-31.00
43300 Grants		
43301 Stewarts		900.00
43302 Dream and Do	500.00	500.00
43303 Walmart		2,000.00
434402 Trustee Award		-100.00
43490 Pam (Gazebo Project)		-398.98
Total 43300 Grants	500.00	2,901.02
43400 Donations	107.15	1,980.35
43401 Donations - Other		1,108.73
43402 Great Book Giveaway		820.00
43404 Clothing Shed		584.68
43450 Individ, Business Contributions		14,750.00
46431 Fundraising Letter		1,300.00
Total 43400 Donations	107.15	20,543.76
45000 Investments		
45030 Interest-Savings, Short-term CD	0.49	4.82
Total 45000 Investments	0.49	4.82
46422 LLSA (Local Lib. Services Aid)		1,487.40
47500 Rental Income		9,300.00
47501 Community Room	40.00	100.00
Total 47500 Rental Income	40.00	9,400.00
Total Income	\$710.49	\$86,436.45
GROSS PROFIT	\$710.49	\$86,436.45
Expenses		
62110 Accounting Fees	58.75	3,403.43
62152 Programs/Youth		600.47
62800 Facilities	6,300.00	7,376.88
62100 Contract Services	200.00	420.00
62101 Fyr Fighter		973.00
62801 Janitorial Services	167.00	2,015.00
Total 62100 Contract Services	367.00	3,408.00
62870 Property Insurance	6.00	4,842.88
62891 Fuel	304.88	3,064.54
62892 Electric	188.08	2,373.32
62893 Water/Sewer	158.93	334.60
Total 62800 Facilities	7,324.89	21,400.22

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	OCT 24 - DEC 5, 2024	JAN 1 - DEC 5, 2024 (YTD)
65010 Books, Subscriptions, Reference	61.30	61.30
65011 Print Books		2,619.11
65013 DVDs		270.03
65016 Subscriptions - Mags, Newspaper		750.22
Total 65010 Books, Subscriptions, Reference	61.30	3,700.66
65020 Postage, Mailing Service		454.81
65040 Office Supplies		1,880.62
65050 Telephone, Telecommunications		814.96
65060 Automation		273.38
65061 MVLS Automation	546.76	3,007.18
65062 Spectrum	199.98	1,199.88
Total 65060 Automation	746.74	4,480.44
65100 Other Types of Expenses		
65110 Advertising Expenses		777.28
65150 Memberships and Dues		544.60
80001.1 Lost Book and DVD Fee		-34.99
Total 65100 Other Types of Expenses		1,286.89
66000 Payroll Expenses	3,289.32	26,584.41
66001 Taxes, Disability, Unemployment	434.52	6,544.01
Total 66000 Payroll Expenses	3,723.84	33,128.42
Payroll Expenses		
Disability Insurance		-1.09
FICA/Mcare		97.37
Gross Wages		1,272.90
PFL Insurance		-4.74
Total Payroll Expenses		1,364.44
Total Expenses	\$11,915.52	\$72,515.36
NET OPERATING INCOME	\$ -11,205.03	\$13,921.09
NET INCOME	\$ -11,205.03	\$13,921.09

Sharon Springs Free Library

Balance Sheet

As of December 5, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	19,241.24
1001 NBT Bank - Operating Fund - 3504	10,993.24
1002 NBT Bank - Building Fund - 4008	8,999.82
Total Bank Accounts	\$39,234.30
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$39,234.30
Fixed Assets	
129 Main Street	
Building	77,257.00
Building Improvements - 2006	292,512.00
Building Improvements - 2009	55,225.00
Building Improvements - 2022	44,626.84
Depreciation	-195,086.00
Land	8,584.00
Total 129 Main Street	283,118.84
Furniture & Fixtures	
Computers - 2014	1,496.00
Computers - 2015	726.00
Computers - 2022	2,277.00
Depreciation	-7,222.00
Furniture	3,000.00
Office Machinery	2,000.00
Total Furniture & Fixtures	2,277.00
Total Fixed Assets	\$285,395.84
TOTAL ASSETS	\$324,630.14
LIABILITIES AND EQUITY	\$324,630.14

Director's Report

November & December 2024

Programming

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 - Free and Open to public; looking at a Saturday.
 - 35-minute PowerPoint presentation with Q&A (we would just need to supply projector- can check out through MVLS)
- Christopher Eastman- Documentary Viewing
 - “Stripped for Parts: American Journalism on the Brink”
 - Documentary (Chris would provide DVD: 1.5 run time) discusses the secretive hedge fund that is plundering what is left of America’s newspapers, and the journalists who are fighting back. Strippedforpartsfilm.com
 - Chris is in contact with someone from S.C.H.O.O.L to organize as a program through them, and have libraries host.

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