

Sharon Springs Free Library

Trustee Meeting

February 27, 2025

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

Staff: Meghan Keaney, JoAnn Fralick

Guests: Helen Kommer, Darlene Lane

Absent: None

Call to Order: The regular meeting of the Sharon Springs Free Library for February 27, 2025 was called to order at 7:00pm by Jeanne.

- **Approval of Minutes:**
 - Minutes of January 23, 2025 board meeting reviewed and approved (Bob/Margaret).
- **Treasurer's Report: (Attached) reviewed and accepted**
 - Tonja reported we received tax money from Town of Sharon.
 - Property tax was returned after accidentally double charged.
- **President's Report: (Attached)**
 - AED in community room, which had been donated by the Village is out of date as well as unacceptable for space. The Town/Village and Jeanne are working with proper channels on a new AED and discussing associated costs. We may split the cost three ways.

Director's Report: (Attached)

Programming

- **Adult Book Discussion Remarkably Bright Creatures** by Shelby Van Pelt (February 21, 2025).
 - Number of Participants: 6
- **Next Month's Book: Lessons in Chemistry** by Bonnie Garmus. March 21, 2025 at 6:00 p.m.
- **Teen/YA Book Discussion: The Hunger Games** by Suzanne Collins. Discussion 3:30 p.m. - 4:30 p.m. on February 28, 2025
- **Lest We Forget** program with Sue deBruijn on February 22, 2025
 - Number of Participants: 30 (plus presenter)
- **Dog Sled Days:** Saturday, March 1, 2025
- **The Great Book Giveaway:** To be April 5 9am-2pm.
 - Decide on how we are sorting the books/planning ahead.
 - Volunteers needed for the day of the event.
 - Go over criteria for donations.

Miscellaneous

- St. Pauly Shed: In 2024 we collected 16,829 pounds of clothing (enough to clothe approximately 3,100 people) and received \$673 for our library.
- Annual Website review from MVLS. Highlighted areas we need to update/improve: Board Minutes being posted within two weeks of meetings and Annual Report to Community.
- Quote from plumbing company: \$1,200 total cost of labor and materials to replace cracked wall hung toilet.
 - Motion made to approve cost and replace toilet (Jeanne/ Kerry).
- Regular hours resuming March 1st All days remain the same except for Tuesdays, Wednesdays, and Fridays (switching from 1- 6 p.m. to 3- 8 p.m.). Total hours open remain the same.
 - Meg proposes in the future to open hours staying at 1pm-6pm, as she notices heavier patron use during those hours. Meg will create a survey form to take the patrons/public opinions.
- The Annual Report is 98% complete (as of 2/24/25).
- Switched to Amazon Business thanks to the program through MVLS.
- The Director of Community Library in Cobleskill, Kim, would like representatives of Schoharie County libraries to attend Maple Fest April 26.
- Meg attending NY Literacy Volunteers Scrabble Match at Radez Elementary School, Cobleskill on March 22 from 8:30am- 11:30am.

Grants/Funds

- Parsons Grant: \$8,654.35
- Stewart's Grant: \$1,119.58
 - \$150 used for Dog Sled Days

Privilege of the Floor – None

- **Committee Reports**
 - Administration – long range plan at bottom
 - Budget and Finance – None
 - Joint Facility – None
 - Facility maintenance – Vladimir helped Jeanne replace florescent lights. Jeanne picked up more bulbs to replace lights in the teen area. Motion and approved to create an official staff cleaner (Jeanne/Patsy). Belinda is going through the paperwork to help this process happen. Front door locks are getting stuck. The key doesn't want to go in. Susan will schedule maintenance.

- Fundraising –Meg will announce the great book giveaway
- Executive - none
- Nominating – Helen Kommer has expressed interest in filling the anticipated Treasurer position when Tonja resigns.
- Ad Hoc – none
- **New Business –**
 - Margaret attended a public hearing about the Walmart PILOT. Jim Halios, CEO/Executive Director of Schoharie County Industrial Development Agency (IDA), who presented, said purpose of this public hearing is to solicit public comments. According to Mr. Helios, the PILOT is not finalized. This public hearing was required (scheduled for February 20, 2025). Supposedly, there will be an increase in PILOT (\$240k) for Town.
- **Old Business -**
 - Belinda – we did accept cyber insurance \$1,383 a year. Payments can be broken into 10 payments but would cost an additional \$100 for this service. Motion made and approved to pay for full year (Jeanne/ Margaret). Insurance will be effective as of March 1, 2025.
 - Long range plan (2025-2030) Only change required is the approval date on the bottom of the plan. Motion made/Approved (Margaret/Susan).
- The meeting adjourned at 8:20pm. Next meeting is March 27, 2025.

Executive meeting:

Motion made by Susan to approve Helen Kommer pending Tonja's resignation from board. All approved/No abstains.

- Executive meeting adjourned at 8:29pm.

Sharon Springs Free Library

Profit and Loss YTD Comparison

January 23 - February 27, 2025

	TOTAL	
	JAN 23 - FEB 27, 2025	JAN 1 - FEB 27, 2025 (YTD)
Income		
0001 Tax Revenue	53,150.00	53,150.00
1005 Copies/fax/printer	55.50	91.70
1018 Lost Book and DVD	16.95	16.95
43400 Donations	186.00	214.80
43401 Donations - Other	750.00	800.00
43404 Clothing Shed		43.88
46431 Fundraising Letter		1,045.00
Total 43400 Donations	936.00	2,103.68
45000 Investments		
45030 Interest-Savings, Short-term CD	1.09	1.09
Total 45000 Investments	1.09	1.09
46422 LLSA (Local Lib. Services Aid)		149.30
47500 Rental Income	1,500.00	1,500.00
Total Income	\$55,659.54	\$57,012.72
GROSS PROFIT	\$55,659.54	\$57,012.72
Expenses		
62110 Accounting Fees	3,959.19	4,077.94
62111 Banking Fees	105.00	105.00
Total 62110 Accounting Fees	4,064.19	4,182.94
62152 Programs/Youth	250.00	268.25
62800 Facilities		
62100 Contract Services	470.00	470.00
62801 Janitorial Services	189.00	363.00
Total 62100 Contract Services	659.00	833.00
62851 Cleaning Supplies	68.45	114.34
62870 Property Insurance	-6.00	-6.00
62891 Fuel		515.78
62892 Electric	251.85	514.83
Total 62800 Facilities	973.30	1,971.95
65010 Books, Subscriptions, Reference	693.83	901.05
65011 Print Books	188.36	188.36
65013 DVDs		26.16
Total 65010 Books, Subscriptions, Reference	882.19	1,115.57
65040 Office Supplies	78.78	78.78
65050 Telephone, Telecommunications		68.23
65060 Automation	296.93	296.93
65061 MVLS Automation		296.93
65062 Spectrum	199.99	299.98
Total 65060 Automation	496.92	893.84

Sharon Springs Free Library

Profit and Loss YTD Comparison

January 23 - February 27, 2025

	TOTAL	
	JAN 23 - FEB 27, 2025	JAN 1 - FEB 27, 2025 (YTD)
65100 Other Types of Expenses		
65150 Memberships and Dues	60.00	80.00
Total 65100 Other Types of Expenses	60.00	80.00
66000 Payroll Expenses		
66001 Taxes, Disability, Unemployment	355.57	611.38
Total 66000 Payroll Expenses	355.57	611.38
80003 Machines		
80004 Computers	2,186.00	2,186.00
Total 80003 Machines	2,186.00	2,186.00
Payroll Expenses	2,268.53	3,338.25
FICA/Mcare		89.67
Gross Wages		1,172.10
PFML Insurance		-4.55
SDI Disability Insurance		-1.20
SUTA		24.62
Total Payroll Expenses	2,268.53	4,618.89
Total Expenses	\$11,615.48	\$16,075.83
NET OPERATING INCOME	\$44,044.06	\$40,936.89
NET INCOME	\$44,044.06	\$40,936.89

Sharon Springs Free Library

Balance Sheet

As of February 27, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	25,655.60
1001 NBT Bank - Operating Fund - 3504	44,630.09
1002 NBT Bank - Building Fund - 4008	10,499.82
Cash Holding	68.00
Total Bank Accounts	\$80,853.51
Total Current Assets	\$80,853.51
Fixed Assets	\$227,553.84
TOTAL ASSETS	\$308,407.35
LIABILITIES AND EQUITY	
	\$308,407.35

Director's Report

February 2025

Programming

Adult Book Discussion: Remarkably Bright Creatures by Shelby Van Pelt (2/21/25)

Number of Participants: 6

Next Month's Book: Lessons in Chemistry by Bonnie Garmus

March 21st, 2025 @ 6:00 p.m.

Teen/YA Book Discussion: The Hunger Games by Suzanne Collins

- (2/28/25) Discussion 3:30 p.m. - 4:30 p.m.

Lest We Forget with Sue deBruijn: February 22, 2025

- Number of Participants: 30 (plus presenter)

Dog Sled Days: Saturday, March 1st, 2025

The Great Book Giveaway:

- Decide on Date: before Easter (20th) or after.
- Decide on how we are sorting the books/planning ahead.
- Volunteers needed for the day of the event.
- Go over criteria for donations.

Miscellaneous

- St. Pauly Shed: In 2024 we collected 16,829 pounds of clothing (enough to clothe approximately 3,100 people) and received \$673 for our library.
- Annual Website review from MVLS
 - Highlighted areas we need to update/improve: Board Minutes being posted and Annual Report to Community.
- Quote from plumbing company: \$1,200 total cost of labor and materials to replace cracked wall hung toilet.
- Regular hours resuming March 1st
 - All days remain the same except for Tuesdays, Wednesdays, and Fridays (switching from 1- 6 p.m. to 3- 8 p.m.). Total hours open remain the same.
- The Annual Report is 98% complete (as of 2/24/25).
- Switched to Amazon Business thanks to the program through MVLs.

Grants/Funds

Parsons Grant: \$8,654.35

Stewart's Grant: \$1,119.58

- \$150 used for Dog Sled Days