

**Sharon Springs Free Library**  
**Trustee Meeting**  
April 24, 2025

**Present:** Bob Fucci, Jeanne Irwin, Margaret Kindling, Helen Kommer, Patsy Nicosia, Kerry Parsons, Kate Walrath

**Staff:** Meghan Keaney, JoAnn Fralick

**Guest:** None

**Absent:** Belinda Feris, Susan Rorick

**Call to Order:** The regular meeting of the Sharon Springs Free Library for April 24, 2025 was called to order at 7:00pm by Jeanne.

- **Approval of Minutes:**

- Minutes of March 27, 2025 board meeting reviewed and approved (Patsy/Jeanne).

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

- Helen noted our report says it looks like we have roughly \$40,000 more than we have while sorting through duplicates, etc. Helen anticipates sorting out the books will take a bit more time. Her goal is to make QuickBooks reflect the exact same information as our bank account. The actual bank balance is \$34,680.31. Helen will also make a Google sheet for access to all trustees for a paper trail continuation of auto transfers. Helen will set up an email alert to tell us if our account gets below a certain threshold before auto payments are made, so we don't have insufficient fund issues at the end of year.
  - Jeanne noted the village and town pay \$1,500 a year each towards donation.

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

- Still waiting for the sign installation with Bill Barbic.
  - Jeanne contacted Evening star- we now have a hard copy of our tax exemption.
  - Midtel came and met with Jeanne and Bob. There will be a contract that the town must approve before moving forward.

**Director's Report: (Attached)**

**Programming**

- Adult Book Discussion: Small Great Things by Jodi Picoult.
  - Number of Participants: 6
- Next Month's Book: TBD. Friday, May 16th @ 6 p.m.
- Crafts with the Youth Bureau: Number of Participants: 24 total (16 children, 8 adults)
- The Great Book Giveaway:
  - Around 170 people visited. Raised a little over \$750.
- Maple Festival: This Saturday- April 26th

- May Programs:
  - Thursday, May 22: Smart Phone Savy with Mary from MVLs: 2 p.m. - 3:30 p.m.
  - Tuesday, May 27: The Cause of Newspaper Decline that Nobody's Talking About Video. Presentation- 5:30 p.m. - 7:30 p.m.

### **Miscellaneous**

- Spring Symposium: Thursday, May 1st from 3 p.m. - 5:30 p.m.
- Staff vacations: JoAnn will be away for two weeks in May (8th-16th). Meg is away May 24th- 28th (Mary is covering).
- After School Program loved having Meg back at ASP. We read the Legend of Rock Paper Scissors.
- Meg is almost complete with inventorying the children's section. Adult non-fiction will be next so we can look to expand this collection.
- Grant planning meeting- best time to meet is after 5pm.
- Received MVLS Grant Application for Technology.

### **Grants/Funds**

- Parsons Grant: \$8,562.67
- Stewart's Grant: \$1,119.58

### **Privilege of the Floor – None**

#### ● **Committee Reports**

- Administration – None
- Budget and Finance – none
- Joint Facility – None
- Facility maintenance – none
- Fundraising – none
- Executive - none
- Nominating – none
- Ad Hoc – Bob has a few quotes for the pavilion

#### ● **New Business –**

- New Materials selection- For making suggestions of books Meg suggested or a list that patrons can help with. Margaret would like to participate. Kerry would start a base group to create a committee.
- Jeanne spread diatomaceous earth around the building to help combat ants.
- The picnic tables are out for use.



# Profit and Loss YTD Comparison

## Sharon Springs Free Library

March 28-April 24, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	MAR 28 - APR 24 2025	JAN 1 - APR 24 2025 (YTD)
Income		
45000 Investments	0	0
45030 Interest-Savings, Short-term CD	1.06	2.82
<b>Total for 45000 Investments</b>	<b>\$1.06</b>	<b>\$2.82</b>
Services	43.87	53,276.13
0001 Tax Revenue		53,150.00
1005 Copies/fax/printer		254.35
1018 Lost Book and DVD		16.95
43400 Donations	0	\$236.15
43401 Donations - Other		800.00
43404 Clothing Shed		96.89
46431 Fundraising Letter		1,045.00
<b>Total for 43400 Donations</b>	<b>0</b>	<b>\$2,178.04</b>
46422 LLSA (Local Lib. Services Aid)		149.30
47500 Rental Income		1,500.00
Uncategorized Income		1,500.00
<b>Total for Income</b>	<b>\$44.93</b>	<b>\$112,027.59</b>
Cost of Goods Sold		
<b>Gross Profit</b>	<b>\$44.93</b>	<b>\$112,027.59</b>
Expenses		
62110 Accounting Fees	\$60.00	\$4,391.94
62111 Banking Fees		35.00
<b>Total for 62110 Accounting Fees</b>	<b>\$60.00</b>	<b>\$4,426.94</b>
62800 Facilities	0	\$130.00
62892 Electric	327.49	1,417.84
62100 Contract Services	0	\$470.00
62101 Fyr Fighter		370.00
62801 Janitorial Services		456.00
<b>Total for 62100 Contract Services</b>	<b>0</b>	<b>\$1,296.00</b>
62851 Cleaning Supplies		114.34
62870 Property Insurance		-6.00
62891 Fuel		1,191.98
62893 Water/Sewer		167.29
<b>Total for 62800 Facilities</b>	<b>\$327.49</b>	<b>\$4,311.45</b>
65010 Books, Subscriptions, Reference	0	\$982.55
65015 Debit Card Balance	480.00	480.00
65011 Print Books		278.59
65013 DVDs		46.11
<b>Total for 65010 Books, Subscriptions, Reference</b>	<b>\$480.00</b>	<b>\$1,787.25</b>

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## Sharon Springs Free Library

March 28-April 24, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	MAR 28 - APR 24 2025	JAN 1 - APR 24 2025 (YTD)
65050 Telephone, Telecommunications	67.13	275.34
66000 Payroll Expenses	\$64.00	\$355.82
66001 Taxes, Disability, Unemployment		1,040.17
<b>Total for 66000 Payroll Expenses</b>	<b>\$64.00</b>	<b>\$1,395.99</b>
Payroll Expenses	0	\$5,773.75
FUTA	50.90	131.04
Gross Wages	2,036.61	7,694.50
Payroll Adjustments	441.57	676.12
FICA/Mcare		89.67
PFML Insurance		-4.55
SDI Disability Insurance		-1.20
SUTA		24.62
<b>Total for Payroll Expenses</b>	<b>\$2,529.08</b>	<b>\$14,383.95</b>
62152 Programs/Youth		268.25
65020 Postage, Mailing Service		154.00
65040 Office Supplies		536.72
65060 Automation	0	\$296.93
65061 MVLS Automation		593.86
65062 Spectrum		299.97
<b>Total for 65060 Automation</b>	<b>0</b>	<b>\$1,190.76</b>
65100 Other Types of Expenses	0	\$165.00
65150 Memberships and Dues		80.00
65170 Staff Development	0	0
68300 Travel and Meetings	0	0
68310 Conference, Convention, Meeting		28.00
<b>Total for 68300 Travel and Meetings</b>	<b>0</b>	<b>\$28.00</b>
<b>Total for 65170 Staff Development</b>	<b>0</b>	<b>\$28.00</b>
<b>Total for 65100 Other Types of Expenses</b>	<b>0</b>	<b>\$273.00</b>
80003 Machines	0	0
80004 Computers		2,186.00
<b>Total for 80003 Machines</b>	<b>0</b>	<b>\$2,186.00</b>
Uncategorized Expense		408.24
<b>Total for Expenses</b>	<b>\$3,527.70</b>	<b>\$31,597.89</b>
<b>Net Operating Income</b>	<b>-\$3,482.77</b>	<b>\$80,429.70</b>
Other Income		
Other Expenses		
<b>Net Other Income</b>	<b>0</b>	<b>0</b>
<b>Net Income</b>	<b>-\$3,482.77</b>	<b>\$80,429.70</b>



# Balance Sheet

Sharon Springs Free Library

As of April 24, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	25,996.33
1001 NBT Bank - Operating Fund - 3504	85,802.79
1002 NBT Bank - Building Fund - 4008	10,499.82
Cash Holding	-2,112.17
<b>Total for Bank Accounts</b>	<b>\$120,186.77</b>
Accounts Receivable	
Other Current Assets	
<b>Total for Current Assets</b>	<b>\$120,186.77</b>
Fixed Assets	<b>\$227,478.84</b>
Other Assets	
<b>Total for Assets</b>	<b>\$347,665.61</b>
Liabilities and Equity	<b>\$347,665.61</b>

## **Director's Report**

**April 2025**

### **Programming**

Adult Book Discussion: Small Great Things by Jodi Picoult

Number of Participants: (meeting is 4/25 & will be recorded in May Report)

Next Month's Book: TBD

Friday, May 16<sup>th</sup> @ 6 p.m.

Crafts with the Youth Bureau: Number of Participants: 24 total (16 children, 8 adults)

The Great Book Giveaway:

- Around 170 people visited.
- Raised a little over \$750.
- Thank you to everyone who brought baked goods, helped set up/sort, and helped man the tables during the event!

Maple Festival: This Saturday- April 26<sup>th</sup>

8:45 - 11:00: Meg and Margaret

10:45-1:00pm: Meg and Kerry

12:45 - 3:00pm: Meg

2:45 - 5:00pm: Jeanne

Meg has a poster board, information flyers, stickers, and jar of mints to hand out.

### **May Programs:**

Thursday, May 22: Smart Phone Savy with Mary from MVLs: 2 p.m. - 3:30 p.m.

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### **Miscellaneous**

- Spring Symposium: Thursday, May 1<sup>st</sup> from 3 p.m. - 5:30 p.m. Please register if you plan on attending.
- Staff vacations: JoAnn will be away for two weeks in May (8th-16th). Meg is away May 24<sup>th</sup>- 28<sup>th</sup> (Mary is covering).
- After School Program loved having Meg back at ASP. We read the Legend of Rock Paper Scissors, discussed what a "legend" is, and played a giant game of rock, paper, scissors. All students went home with a coloring sheet with our library hours on it.
- Meg is almost complete with inventorying the children's section. Adult non-fiction will be next so we can look to expand this collection.
- Grant planning meeting – Best time to meet?



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#### **Summer Reading Program '25:**

$\$950 - \$130.17 = \$819.83$

- Purchased 6 Children's Books based on this year's theme
- Purchased washable paints and paper