

Sharon Springs Free Library
Trustee Meeting
May 22, 2025

Present: Bob Fucci, Jeanne Irwin, Margaret Kindling, Helen Kommer, Kerry Parsons, Kate Walrath
Belinda Feris,

Staff: Meghan Keaney

Guest: None

Absent: Susan Rorick, Patsy Nicosia

Call to Order: The regular meeting of the Sharon Springs Free Library for May 22, 2025 was called to order at 6:58m by Jeanne.

- **Approval of Minutes:**

- Minutes of April 24, 2025 board meeting reviewed and approved (Belinda/Kerry).

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

- Helen has QuickBooks aligned with bank account within about \$1000 accuracy. The spread sheet for auto pay is started and in process. NBT credit card has no fee for maintaining it, so Helen will keep open as a source of money. She has linked all accounts together so no overdraft fees can potentially occur.

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

- The sign has been installed. Mike Winnie donated his time to install. Margaret will send him a thank you note.

Director's Report: (Attached)

Programming

- Adult Book Discussion: Anxious People by Fredrik Backman
 - Number of Participants: 6
- Last Month: 6 attended Small Great Things by Jodi Picoult
- Next Month's Book: Midnight in the Garden of Good and Evil by John Berendt
June 20th at 6:00 p.m.
- Smart Phone Savy with Mary from MVLs: 5/22/25 13 people attended.
- The Cause of Newspaper Decline that Nobody's Talking About Video Presentation: 5/27/25
Number of Participants: Will be noted in next month's report

Miscellaneous

- The library is closed Monday, May 26th in observance of Memorial Day.
- Just over 45 people attended the Spring Symposium from various libraries including MVLS Staff.
- Meg is gone May 24th-28th and Mary is scheduled to cover the desk.

- Meg is meeting with SSCS Student council 5/21/25 to talk about future collaborations. SSCS Student Council Hosting Community Car Wash on Saturday, June 7th from 11:00 a.m. - 2 p.m. Students would like ALL Proceeds to go to the library.
- Proposing to close the library on Friday, June 27th.
 - Motion made and approved (Kerry/Margaret)
- Meraki Wireless Renewal coming up- Currently the estimated renewal cost is \$629.37 for the full 5 years. License expires 12/13/25.
 - This is a required expense for cloud. The bill will come from JA.
- Receiving a \$350 technology incentive grant through the Foundation for Mohawk Valley Libraries to help offset the cost of Cyber Insurance.
- Succession Planning Presentation

Grants/Funds

- Parsons Grant: \$8,562.67
- Stewart's Grant: \$1,097.83

Privilege of the Floor – None

● **Committee Reports**

- Administration – None
- Budget and Finance – none
- Joint Facility – None
- Facility maintenance – floors were buffed
- Fundraising – none
- Executive - none
- Nominating – none
- Ad Hoc – Pavilion project- Spring cleanup set for Saturday.
 - Motion made and approved to order a pavilion (Margaret/ Kerry)

New Business –

- Cleaning person- Tracy cannot commit at this time. Jeanne contacted Iris at the Post Office. Iris is interested- Jeanne will follow up.

Old Business -

- Parking Lot- bid was signed and returned. Getting the date set. Jeanne will inquire about a striping machine
- The meeting adjourned at 8:03pm. Next meeting is June 26, 2025.

Sharon Springs Free Library

Profit and Loss YTD Comparison

April 24 - May 22, 2025

| | TOTAL | |
|--|-----------------------|----------------------------|
| | APR 24 - MAY 22, 2025 | JAN 1 - MAY 22, 2025 (YTD) |
| Income | | |
| 0001 Tax Revenue | -186.65 | 52,963.35 |
| 1005 Copies/fax/printer | | 254.35 |
| 1018 Lost Book and DVD | | 16.95 |
| 43400 Donations | | 236.15 |
| 43401 Donations - Other | | 800.00 |
| 43404 Clothing Shed | | 96.89 |
| 46431 Fundraising Letter | | 1,045.00 |
| Total 43400 Donations | | 2,178.04 |
| 45000 Investments | | |
| 45030 Interest-Savings, Short-term CD | 1.07 | 3.89 |
| Total 45000 Investments | 1.07 | 3.89 |
| 46422 LLSA (Local Lib. Services Aid) | | 149.30 |
| 47500 Rental Income | | 1,500.00 |
| Services | 43.87 | 116.99 |
| Uncategorized Income | | 1,500.00 |
| Total Income | \$-141.71 | \$58,682.87 |
| GROSS PROFIT | \$-141.71 | \$58,682.87 |
| Expenses | | |
| 62110 Accounting Fees | | 4,391.94 |
| 62111 Banking Fees | | 35.00 |
| Total 62110 Accounting Fees | | 4,426.94 |
| 62152 Programs/Youth | | 268.25 |
| 62800 Facilities | | 130.00 |
| 62100 Contract Services | | 470.00 |
| 62101 Fyr Fighter | | 370.00 |
| 62801 Janitorial Services | | 456.00 |
| Total 62100 Contract Services | | 1,296.00 |
| 62851 Cleaning Supplies | | 114.34 |
| 62870 Property Insurance | 1,384.27 | 1,378.27 |
| 62891 Fuel | | 1,191.98 |
| 62892 Electric | 468.69 | 1,886.53 |
| 62893 Water/Sewer | | 167.29 |
| Total 62800 Facilities | 1,852.96 | 6,164.41 |
| 65010 Books, Subscriptions, Reference | | 982.55 |
| 65011 Print Books | | 278.59 |
| 65013 DVDs | | 46.11 |
| 65015 Debit Card Balance | | 480.00 |
| Total 65010 Books, Subscriptions, Reference | | 1,787.25 |
| 65020 Postage, Mailing Service | | 154.00 |

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April 24 - May 22, 2025

| | TOTAL | |
|--|-----------------------|----------------------------|
| | APR 24 - MAY 22, 2025 | JAN 1 - MAY 22, 2025 (YTD) |
| 65040 Office Supplies | | 536.72 |
| 65050 Telephone, Telecommunications | 264.79 | 540.13 |
| 65060 Automation | | 296.93 |
| 65061 MVLS Automation | | 593.86 |
| 65062 Spectrum | | 299.97 |
| Total 65060 Automation | | 1,190.76 |
| 65100 Other Types of Expenses | | 165.00 |
| 65150 Memberships and Dues | | 80.00 |
| 65170 Staff Development | | |
| 68300 Travel and Meetings | | |
| 68310 Conference, Convention, Meeting | | 28.00 |
| Total 68300 Travel and Meetings | | 28.00 |
| Total 65170 Staff Development | | 28.00 |
| Total 65100 Other Types of Expenses | | 273.00 |
| 66000 Payroll Expenses | | 355.82 |
| 66001 Taxes, Disability, Unemployment | | 1,040.17 |
| Total 66000 Payroll Expenses | | 1,395.99 |
| 80003 Machines | | |
| 80004 Computers | | 2,186.00 |
| Total 80003 Machines | | 2,186.00 |
| Payroll Expenseses | | 4,988.00 |
| FICA/Mcare | | 89.67 |
| FUTA | 261.99 | 393.03 |
| Gross Wages | 2,193.47 | 10,972.02 |
| Payroll Adjustments | 245.65 | 921.77 |
| PFML Insurance | | -4.55 |
| SDI Disability Insurance | | -1.20 |
| SUTA | | 24.62 |
| Total Payroll Expenseses | 2,701.11 | 17,383.36 |
| Uncategorized Expense | | 408.24 |
| Total Expenses | \$4,818.86 | \$36,715.05 |
| NET OPERATING INCOME | \$-4,960.57 | \$21,967.82 |
| NET INCOME | \$-4,960.57 | \$21,967.82 |

Sharon Springs Free Library

Balance Sheet

As of May 22, 2025

| | TOTAL |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 NBT Bank - Money Market - 2344 | 26,177.40 |
| 1001 NBT Bank - Operating Fund - 3504 | 28,013.71 |
| 1002 NBT Bank - Building Fund - 4008 | 10,499.82 |
| Cash Holding | -2,966.04 |
| Total Bank Accounts | \$61,724.89 |
| Total Current Assets | \$61,724.89 |
| Fixed Assets | |
| 129 Main Street | |
| Building | 77,257.00 |
| Building Improvements - 2006 | 292,437.00 |
| Building Improvements - 2009 | 55,225.00 |
| Building Improvements - 2022 | 38,214.84 |
| Depreciation | -245,537.00 |
| Land | 8,584.00 |
| Total 129 Main Street | 226,180.84 |
| Furniture & Fixtures | |
| Computers - 2014 | 1,496.00 |
| Computers - 2015 | 726.00 |
| Computers - 2022 | 2,277.00 |
| Depreciation | -8,201.00 |
| Furniture | 3,000.00 |
| Office Machinery | 2,000.00 |
| Total Furniture & Fixtures | 1,298.00 |
| Total Fixed Assets | \$227,478.84 |
| TOTAL ASSETS | \$289,203.73 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Payroll Liabilities | -234.55 |
| FICA/Federal | 0.00 |
| State Withholding | 0.00 |
| Total Payroll Liabilities | -234.55 |
| Total Other Current Liabilities | \$ -234.55 |
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Balance Sheet

As of May 22, 2025

| | TOTAL |
|-------------------------------------|---------------------|
| Equity | |
| 30000 Opening Balance Equity | 280,779.22 |
| 32000 Unrestricted Net Assets | -13,308.76 |
| Net Income | 21,967.82 |
| Total Equity | \$289,438.28 |
| TOTAL LIABILITIES AND EQUITY | \$289,203.73 |

Director's Report

May 2025

Programming

Adult Book Discussion: Anxious People by Fredrik Backman

Number of Participants: 6

Last Month: 6 attended Small Great Things by Jodi Picoult

Next Month's Book: Midnight in the Garden of Good and Evil by John Berendt

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- Our library will be receiving a \$350 technology incentive grant through the Foundation for Mohawk Valley Libraries to help offset the cost of Cyber Insurance.
- Succession Planning Presentation
 - Quick overview of Presentation from Symposium
 - Highlight goals based off presentation
- Update on Summer Reading Program Planning

Grants/Funds

Parsons Grant: \$8,562.67

Stewart's Grant: \$1,097.83

- Purchased Storytime Snacks – \$21.75

Summer Reading Program '25:

$\$819.83 - \$40 - \$131.51 = \648.32

- \$40 towards prizes for SSCS Post Prom
- \$131.51 towards SRP supplies