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:

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

• Treasurer's Report: (Attached) reviewed and accepted

O 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
 - o 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.

o 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

- o Administration None
- Budget and Finance none
- Joint Facility None
- o Facility maintenance floors were buffed
- Fundraising none
- Executive none
- Nominating none
- o 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 -

- O 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.

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 Denations		.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

Profit and Loss YTD Comparison

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 Payrell Expenses		1,395.99
80003 Machines		
80004 Computers		2,186.00
Total 80003 Machines		2,186.00
Payroll Expesnses		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 Expesnses	2,701.11	17,383.36
Uncategorized Expense		408.24
otal Expenses	\$4,818.86	\$36,715.05
NET OPERATING INCOME	\$-4,960.57	\$21,967.82
NET INCOME	\$-4,960.57	\$21,967.82

Balance Sheet

As of May 22, 2025

ASSETS Current Assets Bank Accounts 1000 NBT Bank - Money Market - 2344 1001 NBT Bank - Operating Fund - 3504 1002 NBT Bank - Building Fund - 4008 Cash Holding Total Bank Accounts Total Current Assets 129 Main Street Building Improvements - 2006 Building Improvements - 2009 Building Improvements - 2022 Building Improvements - 2022 Cand Building Improvements - 2022 Computers - 2014 Computers - 2015 Computers - 2016 Computers - 2016 Computers - 2015 Computers - 2022 Computer		TOTAL
Bank Accounts 26,177.40 1000 NBT Bank - Money Market - 2344 28,013.71 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 Improvements - 2006 292,437.00 Building Improvements - 2009 55,225.00 Building Improvements - 2022 38,214.84 Depreciation 226,1507.00 Land 8,554.00 Total 129 Main Street 226,160.84 Furniture & Fixtures 200,000 Computers - 2012 1,496.00 Computers - 2015 726.00 Computers - 2015 726.00 Computers - 2015 726.00 Computers - 2015 2,277.00 Depreciation 8,201.00 Tetal Furniture & Fixtures 1,298.00 Total Assets \$227,478.44 TOTAL ASSETS \$280.00 Other Current Liabilitie	ASSETS	TOTAL
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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 -234.55 FICA/Federal 0.00 State Withholding 0.00 Total Payroll Liabilities -234.55 Total Other Current Liabilities \$-234.55 Total Other Current Liabilities \$-234.55	Total 129 Main Street	226,180.84
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Ψ-20-200	Total Other Current Liabilities	\$-234.55
7.1.114.1494	Total Current Liabilities	\$-234.55
	Total Liabilities	

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

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

Number of Participants: Will be noted in next month's report

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.
- Thank you to those who attended the Spring Symposium! Just over 45 people attended 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.
- Meraki Wireless Renewal coming up- Currently the estimated renewal cost is \$629.37 for the full 5 years. License expires 12/13/25.
- 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
 - o Quick overview of Presentation from Symposium
 - o 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