

Sharon Springs Free Library

Trustee Meeting

July 24, 2025

Call to Order:

Approval of Minutes:

- **Treasurer's Report:**
- **President's Report:**

Working with Evening Star on penalty and bookkeeping

MVLS updated policy

Director's Report

- **Privilege of the Floor –**
- **Committee Reports**
 - Administration – review of first 3 policies
 - Mission statement / Patron Registration and Circulation / Homebound Services
 - Budget and Finance
 - Joint Facility
 - Facility Maintenance
 - Fundraising / Publicity
 - Executive
 - Nominating – declaration of interest papers – 2 given out this month
 - Material selection
 - Grants – met on July 15, 2025 to start collecting data
 - Ad Hoc – Pavilion project – ramp choices / dedication ceremony
- **Old Business –**
 - Parking lot –waiting on call

New Business

- **Executive session**

Sharon Springs Free Library
Trustee Meeting
July 24, 2025

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

Staff: Meghan Keaney, JoAnn Fralick

Guest: Kelly Ferrone, Cynthia Dixon

Absent: Patsy Nicosia

Call to Order: The regular meeting of the Sharon Springs Free Library for July 24, 2025 was called to order at 7:01pm by Jeanne.

- **Approval of Minutes:**

- Minutes of June 26, 2025 board meeting reviewed and approved (Jeanne/Margaret).

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

- Helen notes that the balances are currently correct. She is still working on allocating and categorizing searchability. Researching credit cards to get another one along with NBT.

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

- Received a penalty on taxes for being late. Evening Star will write a letter with explanation. \$3000 approx. due. Evening Star is working with Helen on categorizing the budget. Belinda notes the original bookkeeper has insurance that may be able to pay the penalty.
 - MVLS has updated policy. Attached.
 - Motion made to approve changes (via email on 7/28/25) Jeanne/ Margaret.

Director's Report: (Attached)

Programming

- Adult Book Discussion: Theme: "Colorful Reads"
 - Number of Participants: 8 (including Meg)
- Next Month's Book: Theme: "The ART of Reading". Friday, August 22nd at 6:00 p.m. *** Moved from Original Date
- Summer Reading Program Kick-Off & Pavilion Party: 52 visitors in the library day of event.
 - Registered Readers (as of 7/21/25): 69
- Outreach with Youth Commission Update: Story Squad with Ms. Meg:
 - Ice Cream Social: Friday, August 15th at 1 p.m.
- Looking for library volunteers to join and help serve ice cream.
- Meg requested ice cream kits 7/21/25.

Miscellaneous

- MVLS Free Direct Access Plan Review “The specifics of the plan, including any changes, must be approved by the individual member library boards of trustees. The last time your boards looked at a MVLS Free Direct Access Plan was probably 2016.
 - See attached Fact Sheet & Free Direct Access Plan Revisions.
- Community member donated 1 year subscription to the Mountain Eagle Newspaper for the library.

Grants/Funds

- Parsons Grant: \$8,562.67
- Stewart’s Grant: \$1,097.83
- Summer Reading Program 2025: \$539.03

Privilege of the Floor – Kelly is interested in becoming a board member. Cindy is interested in a board member. She is also a certified english teacher.

● **Committee Reports**

- Administration – Online policies need to be reviewed and updated. We will make an attempt to review 3 a month until complete. Once complete, will update on the website.
- Budget and Finance – none
- Joint Facility – none
- Facility maintenance – toilet needing ADA fittings still looking and under review.
- Fundraising – none
- Executive - none
- Nominating – Interest papers were given out to 3 patrons.
- Ad Hoc – We are looking for another clerk. Kerry is taking over the ramp/ pavilion work. She will firm up a price for the ramp. Jeanne would like to have a dedication ceremony to thank all the volunteers for their work. Parking lot -Bob will be here when the parking lot is redone. We signed the final copy of the easement and are waiting for our copy. Meg would like a written estimate of the ramp cost. Bob feels a written estimate is unnecessary at this time.
- Grants-

New Business – none

- None

Old Business – Bob says Ian Trombecky will take off about \$200 from the ramp

- The meeting adjourned at 8:43pm. Next meeting is August 28, 2025.

Profit and Loss YTD Comparison

Sharon Springs Free Library

June 27-July 24, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUN 27 - JUL 24 2025	JAN 1 - JUL 24 2025 (YTD)
Income		
43300 Grants	0	\$350.00
43490 Pam (Gazebo Project)	-2,785.50	-5,570.50
43301 Stewarts		950.00
Total for 43300 Grants	-\$2,785.50	-\$4,270.50
43400 Donations	\$912.00	\$3,822.67
43404 Clothing Shed	135.73	304.37
43401 Donations - Other		800.00
43402 Great Book Giveaway		755.40
43450 Individ, Business Contributions		250.00
46431 Fundraising Letter		1,045.00
Total for 43400 Donations	\$1,047.73	\$6,977.44
45000 Investments	0	0
45030 Interest-Savings, Short-term CD	1.12	670.62
Total for 45000 Investments	\$1.12	\$670.62
0001 Tax Revenue		52,963.35
1005 Copies/fax/printer		646.30
1018 Lost Book and DVD		16.95
46422 LLSA (Local Lib. Services Aid)		149.30
47500 Rental Income		1,500.00
Services		73.12
Uncategorized Income		1,500.00
Total for Income	-\$1,736.65	\$60,226.58
Cost of Goods Sold		
Gross Profit	-\$1,736.65	\$60,226.58
Expenses		
62800 Facilities	0	\$752.50
62892 Electric	296.43	2,433.89
62100 Contract Services	0	\$470.00
62101 Fyr Fighter		370.00
62801 Janitorial Services		1,081.00
Total for 62100 Contract Services	0	\$1,921.00
62851 Cleaning Supplies		143.25
62870 Property Insurance		1,990.27
62891 Fuel		1,412.98
62893 Water/Sewer		83.65
Total for 62800 Facilities	\$296.43	\$8,737.54
65050 Telephone, Telecommunications	67.53	774.05

Profit and Loss YTD Comparison

Sharon Springs Free Library

June 27-July 24, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JUN 27 - JUL 24 2025	JAN 1 - JUL 24 2025 (YTD)
66000 Payroll Expenses	\$64.00	\$5,107.82
66001 Taxes, Disability, Unemployment	335.05	1,375.22
Total for 66000 Payroll Expenses	\$399.05	\$6,483.04
62110 Accounting Fees	0	\$4,391.94
62111 Banking Fees		140.00
Total for 62110 Accounting Fees	0	\$4,531.94
62152 Programs/Youth		268.25
65010 Books, Subscriptions, Reference	0	\$982.55
65011 Print Books		418.91
65013 DVDs		46.11
65015 Debit Card Balance		480.00
Total for 65010 Books, Subscriptions, Reference	0	\$1,927.57
65020 Postage, Mailing Service		154.00
65040 Office Supplies		536.72
65060 Automation	0	\$296.93
65061 MVLS Automation		1,187.72
65062 Spectrum		299.97
Total for 65060 Automation	0	\$1,784.62
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
Total for 68300 Travel and Meetings	0	\$28.00
Total for 65170 Staff Development	0	\$28.00
Total for 65100 Other Types of Expenses	0	\$273.00
80003 Machines	0	0
80004 Computers		2,186.00
Total for 80003 Machines	0	\$2,186.00
Payroll Expenseses	0	\$4,988.00
FICA/Mcare		89.67
FUTA		1,123.71
Gross Wages		10,005.98
Payroll Adjustments		921.77
PFML Insurance		-4.55
SDI Disability Insurance		-1.20
SUTA		24.62
Total for Payroll Expenseses	0	\$17,148.00

Profit and Loss YTD Comparison

Sharon Springs Free Library

June 27-July 24, 2025

DISTRIBUTION ACCOUNT		TOTAL
	JUN 27 - JUL 24 2025	JAN 1 - JUL 24 2025 (YTD)
Uncategorized Expense		408.24
Total for Expenses	\$763.01	\$45,212.97
Net Operating Income	-\$2,499.66	\$15,013.61
Other Income		
Other Expenses		
Net Other Income	0	0
Net Income	-\$2,499.66	\$15,013.61

Balance Sheet

Sharon Springs Free Library

As of July 24, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	28,616.63
1001 NBT Bank - Operating Fund - 3504	15,554.93
1002 NBT Bank - Building Fund - 4008	10,499.82
Cash Holding	68.00
Total for Bank Accounts	\$54,739.38
Accounts Receivable	
Other Current Assets	
Total for Current Assets	\$54,739.38
Fixed Assets	
129 Main Street	0
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 for 129 Main Street	\$226,180.84
Furniture & Fixtures	0
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 for Furniture & Fixtures	\$1,298.00
Total for Fixed Assets	\$227,478.84
Other Assets	
Total for Assets	\$282,218.22

Balance Sheet

Sharon Springs Free Library

As of July 24, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
Payroll Liabilities	-\$234.55
FICA/Federal	
State Withholding	-31.30
Total for Payroll Liabilities	-\$265.85
Total for Other Current Liabilities	-\$265.85
Total for Current Liabilities	-\$265.85
Long-term Liabilities	
Total for Liabilities	-\$265.85
Equity	
32000 Unrestricted Net Assets	-13,308.76
Net Income	15,013.61
30000 Opening Balance Equity	280,779.22
Total for Equity	\$282,484.07
Total for Liabilities and Equity	\$282,218.22

Director's Report

July 2025

Programming

Adult Book Discussion: Theme: "Colorful Reads"

Number of Participants: 8 (including Meg)

Next Month's Book: Theme: "The ART of Reading"

Friday, August 22nd at 6:00 p.m. *** Moved from Original Date

- Summer Reading Program Kick-Off & Pavilion Party:
 - 52 visitors in the library day of event.
 - Registered Readers (as of 7/21/25): **69**
 - 21 ages 0-5
 - 32 ages 6-12
 - 5 ages 13-18
 - 11 ages 19+

- SRP:

Date	Event	# of Participants
7/14/25	Minecraft Monday	19 kids & 8 adults (27)
7/22/25	Canvas Painting with Nancy	15 adults
7/29/25	Drop-in Rock Painting	upcoming
8/12/25	Build Your Own Bouquets	upcoming
8/15/25	End of Summer Ice Cream Social w/ Youth Commission @ Rec Center 1 p.m.	upcoming

- Outreach with Youth Commission Update:
 - Story Squad with Ms. Meg:

Overview: Meg joins the kids at the Rec Center on Wednesdays to host "Story Squad". Goals: Low-demand, story/interest exploration, discussions about the library & how to access books. In addition, some weeks we do a craft activity to break things up. Week 2 we made wooden bookmarks (see poster for photos).
 - Ice Cream Social: Friday, August 15th at 1 p.m.
 - Looking for library volunteers to join and help serve ice cream.
 - Meg requested ice cream kits 7/21/25.

Miscellaneous

- MVLS Free Direct Access Plan Review
 - "The specifics of the plan, including any changes, must be approved by the individual member library boards of trustees. The last time your boards looked at a MVLS Free Direct Access Plan was probably 2016.
 - See attached Fact Sheet & Free Direct Access Plan Revisions.
- Community member donated 1 year subscription to the Mountain Eagle Newspaper for the library.

Grants/Funds

Parsons Grant: \$8,562.67

Stewart's Grant: \$1,097.83

Summer Reading Program '25:

$\$648.32 - \$109.29 = \$539.03$

- \$109.29 used to purchase additional children's books for Summer Reading.
- About \$100 is reserved for paying Nancy for Painting activity. Final invoice after the event.
- Prizes were purchased with additional donations (not our SRP fund), or was donated to us.