

Sharon Springs Free Library

Trustee Meeting

August 28, 2025

Call to Order:

Approval of Minutes:

- **Treasurer's Report:**
- **President's Report:**
 - Presentation by Eric Trahan from MVLS on board/director roles
 - Easement for broadband update
 - MVLS Trustee Vote September 25 @5:30, need a volunteer to attend and cast a ballot for our library

Director's Report

- **Privilege of the Floor –**
- **Committee Reports**
 - Administration – review of policies
 - Video circulation/Library Rules/Bill of Rights
 - Insurance update
 - NYCON membership
 - Budget and Finance
 - Referendum timeline
 - Joint Facility
 - Facility Maintenance
 - Bathroom / parking lot
 - Fundraising / Publicity
 - Harvest festival sign up
 - Executive
 - Nominating
 - Material selection
 - Grants
 - Ad Hoc – Pavilion project – ramp choices / dedication ceremony

- **Old Business**

New Business

- **Executive session**

Sharon Springs Free Library
Trustee Meeting
August 28, 2025

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

Staff: Meghan Keaney, JoAnn Fralick

Guest: Kathryn Prada, Cynthia Dixon, Eric Trahan

Absent: Susan Rorick, Belinda Feris, Kerry Parsons

Call to Order: The regular meeting of the Sharon Springs Free Library for August 28, 2025 was called to order at 7:02pm by Jeanne.

- **Approval of Minutes:**

- Minutes of July 24, 2025 board meeting reviewed and approved (Jeanne/Margaret).

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

- Helen has found there is no way to get QuickBooks to sperate budget lines without another subscription option to QuickBooks. Found a minor difference in operating account QuickBooks and NBT (a positive \$1008). Haven't been able to find out what this is from but will continue to try to match it. Waiting on an updated invoice from Ian Trombecky.

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

- Eric Trahan spoke about board and director roles. He supplied links to the Trustee's Handbook and the New Director's handbook. Eric also mentioned our wonderful spring symposium here a few years back and has library super star awards to share with all who helped make it sucessful.
 - Jeanne notes the Easement for Broadband's contract from the state came through and the work can start now.
 - MVLS trustee votes- we need to assign a volunteer to vote. The vote will be via Zoom with Margaret as volunteer. Motion made by Bob to endorse the two candidates. Motion approved (Bob/Helen).

Director's Report: (Attached)

Programming

- Adult Book Discussion: Theme: "The ART of Reading" (8/22/25). Number of Participants: 6 (including Meg). Next Month's Book: Celebrating Hispanic Heritage Month – Choose Your Own Book. September 19th at 6:00 p.m.
- Summer Reading Program- participation numbers are in.
 - Thank you, Kerry, for donating EVERYTHING for Bouquet Building!
 - Thank you, Belinda, for volunteering to help scoop ice cream!

- S.C.H.O.O.L Presentations in Community Room:
 - “The Complex Relationship of Europeans and Native Americans”: Thursday, September 11th, 1:30-3:00 p.m.
 - “Write Your Joys, Fears and Challenges for Healing and Mental Health”: Monday, September 15th, 10:30-12:00 p.m.
 - “Digital Literacy- Word Basics”: Monday, October 20th, 3:30-5:00 p.m.

Miscellaneous

- Harvest Festival- Set up Friday, September 19th ,Saturday, Sep. 20th ,Sunday, Sep. 21st
- Meg is away October 6th-11th for a wedding. JoAnn has said she will be available to cover for the week.
- MVLS Annual Meeting- Wednesday, October 8th, 5:30 p.m. at Fort Hunter Free Library (Meg will be away).

Grants/Funds

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

Privilege of the Floor –Kathryn, a previous employee of Sharon Springs library, is interested in making the library meetings again. Cindy returned for another meeting.

• Committee Reports

- Administration – 3 policies a meeting: #4 Policy for Video and DVD Circulation, #5 Policy for Library Rules, and #6 Library of Bill of Rights. Corrections and updates will be made.
 - Motion made and approved to sign a NYCON membership (Jeanne/Margaret).
- Budget and Finance – When Belinda is back next month, we will discuss insurance again.
 - We will not be on the referendum ballot in November due to missed deadline to submit paperwork.
- Joint Facility – none
- Facility maintenance –Parking lot has been completed. Village codes say we do not need a second toilet. Jeanne would like to make that room extra space.
- Fundraising – none
- Executive - none
- Nominating – none
- Ad Hoc – none
- Grants- none

New Business –Bob mentioned a dead tree on the back hillside that needs attention. Questioning if it is on our property or not. But if the tree were to fall, it would likely fall on our property/

facility. Meg has handed in her resignation letter effective December 31. She is pursuing higher education with her Masters.

Old Business – none

- The meeting adjourned at 8:43pm. Next meeting is September 25, 2025.

Executive session after meeting for director resignation and new hiring.

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-August 27, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - AUG 27 2025	JAN 1 - AUG 27 2024 (PY)
Income		
0001 Tax Revenue	52,963.35	51,500.00
1005 Copies/fax/printer	753.05	456.90
1018 Lost Book and DVD	16.95	8.99
43300 Grants	\$313.43	0
43301 Stewarts	819.83	900.00
43490 Pam (Gazebo Project)	-5,570.50	
44530 Local Government Grants	\$1,376.00	0
44531 Town of Sharon Springs		3,300.00
Total for 44530 Local Government Grants	\$1,376.00	\$3,300.00
43303 Walmart		2,000.00
Total for 43300 Grants	-\$3,061.24	\$6,200.00
43400 Donations	\$3,571.42	\$1,440.90
43401 Donations - Other	800.00	915.20
43402 Great Book Giveaway	755.40	820.00
43404 Clothing Shed	390.74	486.23
43450 Individ, Business Contributions	250.00	2,250.00
46431 Fundraising Letter	1,045.00	1,300.00
Total for 43400 Donations	\$6,812.56	\$7,212.33
45000 Investments	0	0
45030 Interest-Savings, Short-term CD	671.82	3.37
Total for 45000 Investments	\$671.82	\$3.37
46422 LLSA (Local Lib. Services Aid)	149.30	143.70
47500 Rental Income	\$3,000.00	\$6,250.92
47501 Community Room		60.00
Total for 47500 Rental Income	\$3,000.00	\$6,310.92
Services	73.12	
Uncategorized Income	2,508.67	
Total for Income	\$63,887.58	\$71,836.21
Cost of Goods Sold		
Gross Profit	\$63,887.58	\$71,836.21
Expenses		
62110 Accounting Fees	\$4,653.94	\$3,150.00
62111 Banking Fees	430.64	105.00
Total for 62110 Accounting Fees	\$5,084.58	\$3,255.00
62151 Programs Adult	60.00	
62152 Programs/Youth	268.25	450.47

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-August 27, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - AUG 27 2025	JAN 1 - AUG 27 2024 (PY)
62800 Facilities	\$752.50	0
62100 Contract Services	\$470.00	\$1,053.90
62101 Fyr Fighter	370.00	388.00
62801 Janitorial Services	1,081.00	1,428.00
Total for 62100 Contract Services	\$1,921.00	\$2,869.90
62851 Cleaning Supplies	143.25	
62870 Property Insurance	1,990.27	-12.35
62891 Fuel	1,412.98	2,759.66
62892 Electric	2,655.77	1,664.95
62893 Water/Sewer	83.65	334.58
Total for 62800 Facilities	\$8,959.42	\$7,616.74
65010 Books, Subscriptions, Reference	\$982.55	0
65011 Print Books	765.51	2,110.91
65013 DVDs	46.11	230.11
65015 Debit Card Balance	480.00	
65016 Subscriptions - Mags, Newspaper		750.22
Total for 65010 Books, Subscriptions, Reference	\$2,274.17	\$3,091.24
65020 Postage, Mailing Service	154.00	222.00
65040 Office Supplies	636.61	1,591.04
65050 Telephone, Telecommunications	1,038.71	679.50
65060 Automation	\$296.93	0
65061 MVLS Automation	1,484.65	2,187.04
65062 Spectrum	299.97	799.92
Total for 65060 Automation	\$2,081.55	\$2,986.96
65100 Other Types of Expenses	\$165.00	0
65150 Memberships and Dues	80.00	544.60
65170 Staff Development	0	0
68300 Travel and Meetings	0	0
68310 Conference, Convention, Meeting	28.00	
Total for 68300 Travel and Meetings	\$28.00	0
Total for 65170 Staff Development	\$28.00	0
65110 Advertising Expenses		105.00
80001.1 Lost Book and DVD Fee		5.00
Total for 65100 Other Types of Expenses	\$273.00	\$654.60
66000 Payroll Expenses	\$9,855.71	0
66001 Taxes, Disability, Unemployment	1,533.20	
Total for 66000 Payroll Expenses	\$11,388.91	0

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-August 27, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - AUG 27 2025	JAN 1 - AUG 27 2024 (PY)
80003 Machines	0	0
80004 Computers	2,186.00	
Total for 80003 Machines	\$2,186.00	0
Payroll Expenses	\$4,988.00	0
FICA/Mcare	89.67	2,231.92
FUTA	2,034.02	99.66
Gross Wages	10,377.98	22,635.00
Payroll Adjustments	921.77	
PFML Insurance	-4.55	-82.07
SDI Disability Insurance	-1.20	180.27
SUTA	24.62	612.38
Total for Payroll Expenses	\$18,430.31	\$25,677.16
Uncategorized Expense	653.88	
Total for Expenses	\$53,489.39	\$46,224.71
Net Operating Income	\$10,398.19	\$25,611.50
Other Income		
Other Expenses		
Net Other Income	0	0
Net Income	\$10,398.19	\$25,611.50

Balance Sheet

Sharon Springs Free Library

As of August 28, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	28,817.83
1001 NBT Bank - Operating Fund - 3504	10,628.17
1002 NBT Bank - Building Fund - 4008	10,499.82
Cash Holding	68.00
Total for Bank Accounts	\$50,013.82
Accounts Receivable	
Other Current Assets	
Total for Current Assets	\$50,013.82
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	\$277,492.66

Balance Sheet
Sharon Springs Free Library
As of August 28, 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	-141.44
Total for Payroll Liabilities	-\$375.99
Total for Other Current Liabilities	-\$375.99
Total for Current Liabilities	-\$375.99
Long-term Liabilities	
Total for Liabilities	-\$375.99
Equity	
30000 Opening Balance Equity	280,779.22
32000 Unrestricted Net Assets	-13,308.76
Net Income	10,398.19
Total for Equity	\$277,868.65
Total for Liabilities and Equity	\$277,492.66

Director's Report

August 2025

Programming

Adult Book Discussion: Theme: "The ART of Reading" (8/22/25)

Number of Participants: 6 (including Meg)

Next Month's Book: Celebrating Hispanic Heritage Month – Choose Your Own Book

September 19th at 6:00 p.m.

- **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	15 children & 12 adults (27)
8/12/25	Build Your Own Bouquets	17 adults
8/15/25	End of Summer Ice Cream Social w/ Youth Commission @ Rec Center	50 ice cream sundaes handed out

Thank you, Kerry, for donating EVERYTHING for Bouquet Building!

Thank you, Belinda, for volunteering to help scoop ice cream!

- **S.C.H.O.O.L Presentations in Community Room:**

"The Complex Relationship of Europeans and Native Americans":

Thursday, September 11th, 1:30-3:00 p.m.

"Write Your Joys, Fears and Challenges for Healing and Mental Health":

Monday, September 15th, 10:30-12:00 p.m.

"Digital Literacy- Word Basics":

Monday, October 20th, 3:30-5:00 p.m.

Miscellaneous

- **Looking ahead:**

- Harvest Festival- *** Pop-up Tent from MVLS arriving Thursday afternoon. ***

Set up Friday, September 19th

Saturday, Sep. 20th

Sunday, Sep. 21st

- Meg is away October 6th-11th for a wedding. JoAnn has said she will be available to cover for the week.

- MVLS Annual Meeting- Wednesday, October 8th, 5:30 p.m. at Fort Hunter Free Library (Meg will be away).

- Proposal to close at 6 p.m. Wednesdays before a Holiday:

- November 26th (Thanksgiving)

- December 24th (Christmas)

- December 31st (New Year's)
- Winter Hours begin December 1st

Mon & Thurs: 10 a.m. - 6 p.m. Tues, Wed, Fridays: 1 p.m. - 6 p.m.

Sat: 10 a.m. - 1 p.m.

Grants/Funds

Parsons Grant: \$8,562.67

Stewart's Grant: \$1,097.83

Summer Reading Program '25:

\$539.03 - \$60 (Nancy's Painting Event) = \$479.03

- The remainder SRP money will be added to Stewart's Grant total and used for further children's programming (Fall/Winter programming).