

Sharon Springs Free Library
Trustee Meeting
December 11, 2025

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

Staff: JoAnn Fralick, Meghan Keaney

Guest: none

Absent: Patsy Nicosia

Call to Order: The regular meeting of the Sharon Springs Free Library for December 11, 2025 was called to order at 7:03pm by Jeanne.

Approval of minutes –

- Minutes of October 23, 2025 board meeting reviewed and approved with edits. (Margaret/Bob).
- **Treasurer's Report: (Attached) reviewed and accepted**
 - Balance sheet completed and Helen will give monthly updates of each accounts verbally and written. Operating account: Helen spoke with Elizabeth at Evening Star. She expressed us allowing input and processing payroll, as well as allocate in QuickBooks. Helen feels this would be worth the expense of \$35 a month. Change will occur end of year and allow for much faster process. Motion made to let Evening Star take over payroll (Jeanne/Belinda). All approved.
- **President's Report: (Attached)**
 - Lex has resigned. Executive meeting to follow to discuss personnel.
 - Donation from Kai Klemm's Estate \$20,000
 - Jeanne and Margaret met with an investment advisor at NBT Bank to discuss investment options for the library. The goal is to create a strategic plan for long-term financial stability of the library as well as see a greater rate of return on donations. We want to be responsible stewards for donations to the library.
Action Required: Margaret will draft an 'Investment Policy Statement' (IPS); provide articles of incorporation to investment advisor; identify control persons/main contacts (likely board president and treasurer); obtain a resolution from board of trustees to allocate funds to open an investment account with NBT.
 - Performance reviews for director- Belinda has these and will meet with Meghan.
 - Warm clothing giveaway established
 - NYCON renewal- Jeanne is not sure if we need this.
 - Holiday policy- we do currently have MLK and Juneteenth – Motion made that the library will observe these holidays. Bob/Jeanne/. All Approved.

Director's Report: (Attached)

Programming

- Adult Book Discussion: The Great Bookish Wrap Up – November 21 at 6pm. Number of Participants: 10 attended (including Meg)
- No Book Discussion in December
 - Trunk or Treat went well- packed up early due to weather. Handed out onions, custom library stickers, crayons, and candy.
- ASP Field Trip
 - Meg hosted K-2 After School Program group on 11/19 (9 kids/ 4 adults).
- Holiday Parade (12/4/25) Thank you to Cindy and partner, Patsy, Margaret, and Kerry for participating!

Miscellaneous

- Closed early 11/4 and 11/29 due to staff illness. Closed 12/2 due to weather.
- Teamed up with Joshua Project to collect new books for kids again this holiday season.
- Purchased children's books from Scholastic to put under our Holiday Tree to give away though out the holiday season.
- Purchased new projector and screen for community room from Dream and Do Grant and Fenimore Grant.
- Will need to renew the Association for Rural & Small Libraries membership by 1/5/26.
- Meraki License Renewal Update: Chris from JA is helping secure our renewal. Chris was able to drop price down to \$629. 36.
- Meraki wireless system manages wireless internet connections, security, and provides statistics for the annual report.
- Meg submitted Stewart's Holiday Match Application for 2026 on 12/9/25.

Grants/Funds

- Parsons Grant: \$8,562.67
- Stewart's Grant: \$1,576.86
 - -\$83.11 for Holiday Tree Books from Scholastic to be given out to children.
 - New total: \$1493.75

Privilege of the Floor –None

• Committee Reports

- Administration – Library committee list for 2026 completed and updated. Went over policy reviews on #25 Community Room Usage, #10 Material Selection tabled until next month, #11 Gift Acceptance Policy is tabled until next month.
- Budget and Finance – IRS are considering our request.
- Joint Facility – See facility maintenance below.

- Facility maintenance – Official estimate on tree removal. Town and village have agreed to contribute toward expense. Marchand Manor will cover cost of smaller tree. We plan to have a wood pick-up party to remove the Ash trees once cut down.
- Fundraising – Patron recommendation made to not send out thank you letters to save on print and mail costs. It's nice to acknowledge donations in a thank you. Postage is donated.
- Executive - none
- Nominating – none
- Ad Hoc – none
- Grants- Jeanne, Margaret, Patsy will meet at 6pm before the regular meeting. Helen is joining the grant committee.

New Business – Marchand Manor gave a list of items for gifting donations for Christmas gifts. Jeanne will email the list to board members. Mary, our cleaner is moving and has resigned.

Old Business – none

- The meeting adjourned at 8:25pm. Next meeting is January 22, 2026.

Executive Session

Discussed personnel issues, including year end bonuses and interim interim director and new clerk. Update job description/ad for new library director and reopen search as soon as possible.

Profit and Loss YTD Comparison - For Monthly Meet

Sharon Springs Free Library

January 1-December 11, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - DEC 11 2025	JAN 1 - DEC 11 2024 (PY YTD)
Income		
0001 Tax Revenue	53,150.00	51,500.00
1005 Copies/fax/printer	1,070.95	677.60
1018 Lost Book and DVD	41.95	8.99
43300 Grants	\$443.43	
43301 Stewarts	819.83	900.00
43490 Pam (Gazebo Project)	-6,850.50	
44530 Local Government Grants	\$1,376.00	
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
43304 MVLS Advocacy Grant		500.00
Total for 43300 Grants	-\$4,211.24	\$6,700.00
43400 Donations	\$7,778.62	\$0.00
43401 Donations - Other	800.00	100.00
43402 Great Book Giveaway	755.40	820.00
43404 Clothing Shed	709.73	707.43
43450 Individ, Business Contributions	250.00	17,731.93
46431 Fundraising Letter	2,770.00	1,300.00
Total for 43400 Donations	\$13,063.75	\$20,659.36
45000 Investments		
45030 Interest-Savings, Short-term CD	10.74	5.29
Total for 45000 Investments	\$10.74	\$5.29
46422 LLSA (Local Lib. Services Aid)	649.30	1,487.40
47500 Rental Income	\$4,500.00	\$6,334.56
47501 Community Room	45.00	60.00
Total for 47500 Rental Income	\$4,545.00	\$6,394.56
Services	73.12	
Uncategorized Income	1,008.67	
Total for Income	\$69,402.24	\$87,433.20
Cost of Goods Sold		
Gross Profit	\$69,402.24	\$87,433.20
Expenses		
62110 Accounting Fees	\$6,339.94	\$2,692.25
62111 Banking Fees	1,167.30	105.00
Total for 62110 Accounting Fees	\$7,507.24	\$2,797.25
62151 Programs Adult	60.00	100.00
62152 Programs/Youth	268.25	600.47

Profit and Loss YTD Comparison - For Monthly Meet

Sharon Springs Free Library

January 1-December 11, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - DEC 11 2025	JAN 1 - DEC 11 2024 (PY YTD)
62800 Facilities	\$752.50	
62100 Contract Services	\$5,010.00	\$1,895.86
62101 Fyr Fighter	370.00	973.00
62801 Janitorial Services	1,642.00	2,100.00
Total for 62100 Contract Services	\$7,022.00	\$4,968.86
62851 Cleaning Supplies	143.25	
62870 Property Insurance	6,814.30	4,836.88
62891 Fuel	2,315.43	3,064.54
62892 Electric	3,444.93	2,373.32
62893 Water/Sewer	418.23	669.16
Total for 62800 Facilities	\$20,910.64	\$15,912.76
65010 Books, Subscriptions, Reference	\$1,105.27	
65011 Print Books	1,060.90	3,380.63
65013 DVDs	46.11	270.03
65015 Debit Card Balance	480.00	
65016 Subscriptions - Mags, Newspaper		50.00
Total for 65010 Books, Subscriptions, Reference	\$2,692.28	\$3,700.66
65020 Postage, Mailing Service	154.00	386.81
65040 Office Supplies	720.98	1,880.62
65050 Telephone, Telecommunications	1,639.08	746.65
65060 Automation		
65061 MVLS Automation	3,431.23	3,280.56
65062 Spectrum	299.97	1,199.88
Total for 65060 Automation	\$3,731.20	\$4,480.44
65100 Other Types of Expenses		
65110 Advertising Expenses	512.00	777.28
65150 Memberships and Dues	80.00	544.60
65170 Staff Development		
68300 Travel and Meetings		
68310 Conference, Convention, Meeting	28.00	
Total for 68300 Travel and Meetings	\$28.00	
Total for 65170 Staff Development	\$28.00	
80001.1 Lost Book and DVD Fee		5.00
Total for 65100 Other Types of Expenses	\$620.00	\$1,326.88
66000 Payroll Expenses (deleted)	\$64.00	
66001 Taxes, Disability, Unemployment (deleted)	3,027.74	
Total for 66000 Payroll Expenses (deleted)	\$3,091.74	

Profit and Loss YTD Comparison - For Monthly Meet

Sharon Springs Free Library

January 1-December 11, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - DEC 11 2025	JAN 1 - DEC 11 2024 (PY YTD)
80003 Machines		
80004 Computers	2,186.00	
Total for 80003 Machines	\$2,186.00	
Payroll Expenses.		
FICA/Mcare	2,161.45	3,001.26
Gross Wages	28,607.44	32,691.70
PFML Insurance	-109.63	-119.58
SDI Disability Insurance	295.26	170.06
SUTA	569.85	666.72
FUTA		99.66
Total for Payroll Expenses.	\$31,524.37	\$36,509.82
Uncategorized Expense	653.88	
Total for Expenses	\$75,759.66	\$68,442.36
Net Operating Income	-\$6,357.42	\$18,990.84
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$6,357.42	\$18,990.84

Balance Sheet for Monthly Meeting

Sharon Springs Free Library

As of November 27, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	16,000.80
1001 NBT Bank - Operating Fund - 3504	6,779.88
1002 NBT Bank - Building Fund - 4008	10,499.82
Cash Holding	68.00
Total for Bank Accounts	\$33,348.50
Other Current Assets	
Uncategorized Asset	3,000.00
Total for Other Current Assets	\$3,000.00
Total for Current Assets	\$36,348.50
Fixed Assets	
129 Main Street	
Building	77,257.00
Building Improvements - 2006	292,437.00
Building Improvements - 2009	55,225.00
Building Improvements - 2022	44,626.84
Building Improvements - 2024	6,300.00
Depreciation	-262,656.00
Land	8,584.00
Total for 129 Main Street	\$221,773.84
Furniture & Fixtures	
Computers - 2014	1,496.00
Computers - 2015	726.00
Computers - 2022	2,277.00
Depreciation	-8,720.00
Furniture	3,000.00
Office Machinery	2,000.00
Total for Furniture & Fixtures	\$779.00
Total for Fixed Assets	\$222,552.84
Total for Assets	\$258,901.34

Balance Sheet for Monthly Meeting

Sharon Springs Free Library

As of November 27, 2025

DISTRIBUTION ACCOUNT		TOTAL
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Liabilities and Equity		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities		
FICA/Federal		0.00
State Withholding		0.00
Total for Payroll Liabilities		\$0.00
Total for Other Current Liabilities		\$0.00
Total for Current Liabilities		\$0.00
Total for Liabilities		\$0.00
Equity		
30000 Opening Balance Equity		280,779.22
32000 Unrestricted Net Assets		-16,007.54
Net Income		-5,870.34
Total for Equity		\$258,901.34
Total for Liabilities and Equity		\$258,901.34

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Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	16,001.25
1001 NBT Bank - Operating Fund - 3504	6,292.35
1002 NBT Bank - Building Fund - 4008	10,499.82
Cash Holding	68.00
Total for Bank Accounts	\$32,861.42
Other Current Assets	
Uncategorized Asset	3,000.00
Total for Other Current Assets	\$3,000.00
Total for Current Assets	\$35,861.42
Fixed Assets	
129 Main Street	
Building	77,257.00
Building Improvements - 2006	292,437.00
Building Improvements - 2009	55,225.00
Building Improvements - 2022	44,626.84
Building Improvements - 2024	6,300.00
Depreciation	-262,656.00
Land	8,584.00
Total for 129 Main Street	\$221,773.84
Furniture & Fixtures	
Computers - 2014	1,496.00
Computers - 2015	726.00
Computers - 2022	2,277.00
Depreciation	-8,720.00
Furniture	3,000.00
Office Machinery	2,000.00
Total for Furniture & Fixtures	\$779.00
Total for Fixed Assets	\$222,552.84
Total for Assets	\$258,414.26

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Liabilities and Equity		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities		
FICA/Federal		0.00
State Withholding		0.00
Total for Payroll Liabilities		\$0.00
Total for Other Current Liabilities		\$0.00
Total for Current Liabilities		\$0.00
Total for Liabilities		\$0.00
Equity		
30000 Opening Balance Equity		280,779.22
32000 Unrestricted Net Assets		-16,007.54
Net Income		-6,357.42
Total for Equity		\$258,414.26
Total for Liabilities and Equity		\$258,414.26
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Director's Report

November & December 2025

Programming

Adult Book Discussion: "The Great Bookish Wrap-up" - November 21st at 6:00 p.m.

10 attended (including Meg)

No Book Discussion in December

Story Time Year Recap:

<ul style="list-style-type: none">• Jan: 5 sessions, 27 adults, 45 kids• Feb: 3 sessions, 21 adults, 33 kids• Mar: 4 sessions, 32 adults, 40 kids• Apr: 4 sessions, 29 adults, 41 kids• May: 5 sessions, 41 adults, 63 kids• June: 3 sessions, 20 adults, 36 kids	<ul style="list-style-type: none">• July: 5 sessions, 30 adults, 49 kids• Aug: 4 sessions, 17 adults, 33 kids• Sep: 4 sessions, 20 adults, 34 kids• Oct: 4 sessions, 24 adults, 39 kids• Nov: 3 sessions, 18 adults, 32 kids• Dec: 3 sessions,
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Trunk or Treat Update

- Meg and sister ran the table from 5-6:15 p.m. (had to pack up early due to the weather)
- Handed out onions, custom library stickers, mini packages of crayons (donated by Meg's mom), and candy. We only had 2 bags of leftover candy which were then given out to patrons at the desk.

ASP Field Trip

- Meg hosted the K-2 After School Program group for a library field trip on 11/19 (9 kids, 4 adults).

Holiday Parade (12/5/25):

- Thank you to Cindy (& husband), Patsy, Magaret, and Kerry, for participating!

Miscellaneous

- Had to close Tuesday, November 4th and Saturday, November 29th due to staff illness and closed Tuesday, December 2nd due to the weather.
- Teamed up with the Joshua Project to collect new books for kids (infants–13 years old) again this holiday season.
- Purchased children's books from Scholastic to put under our Holiday Tree to give away to kids throughout the holiday season.
- Purchased new projector and screen for community room use (from Dream & Do Grant and Fenimore Grant)
 - Currently updating community room and audiovisual equipment use policy.
- Will need to renew the Association for Rural & Small Libraries membership by 1/5/26.
- Meraki License Renewal Update:

- Chris from JA is helping secure our renewal. The current cost for the 5-year renewal is \$738.83 (\$109 increase since earlier quote this year)
- Meraki wireless system manages wireless internet connections, security, and provides statistics for the annual report.
- Meg submitted Stewart's Holiday Match Application for 2026 on 12/9/25.

Grants/Funds

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