

Sharon Springs Free Library
Trustee Meeting
March 26, 2026

Present: Belinda Ferris, Cindy Dixon, Helen Kommer, Kerry Parsons, Margaret Kindling, Patsy Nicosia,

Staff: Emily Bond, Helen Thomas, Jeanne Irwin, JoAnn Fralick

Absent: Kate Walrath, Kelly Ferrone

Guest: Tom Hornauer

Call to order: The regular meeting of the Sharon Springs Free Library for March 26, 2026 was called to order at 7:00 pm by Margaret.

Approval of minutes –

- Minutes of February 26th 2026 reviewed and approved without changes (Helen Kommer/Kerry Parsons)

Treasurer's Report: (Attached) reviewed

- Helen Kommer received a National Grid bill addressed to the library for "Broadband" First time such a bill has been received and unclear why. Helen will investigate.
- Still waiting on the Klemm bequest. They have everything they need. Check is the mail.
- Paperwork finally came through for the NBT account. Completing change in administrator. Helen is listed as primary on the NBT credit card. Adding Margaret and requesting an increase in the limit.
- Referendum is coming. General cost of living adjustment for 2025 per SSI in 2025 was 2.5%, 2026 is 2.8%.
- The draft 2027 budget reflects these amounts. A reasonable cost of living increase would be \$3,300 which would bring the tax amount for 2027 to \$56,450.
 - Accounts for March include:
 - x 3504 - \$409.56
 - x 2344 - \$54,482.25
 - x 4008 - \$8,499.82

President's Report:

- A representative for Klemm estate was provided with library EIN. The bequest will be provided in two separate distributions. On March 13, Margaret reached out again to the executor of the will regarding the request and was told a check would be mailed.
- The donated historical maps of Sharon are at the library until Joyce Slater is able to frame them. Joyce was told that the library would cover the cost of materials.
- NY State has informed all libraries that they must have 7 different policies in place, many of which we already have. This new standard will go into effect on January 1, 2027. The ones we don't have include disaster preparedness policy and financial control policies. Helen Thomas received an email from SALS letting her know that they will provide some samples which we can use later.

Interim Director's Report: (attached)

- Helen Thomas provided the report.
- Book Discussion was held on March 20. It was a BYOB (Bring Your Own Book). Seven attendees. The group likes this model, as each person gets to read what they want and others learn about other books. A group book was chosen for April, "The Husbands" by Holly Gramazio. Emily has ordered copies.
- Programming - Thanks to board member Kate Walrath and her support team (two and four legged) we had another successful Sled Dog Day on March 14. There were 21 attendees, including our new director.
- Welcome to our new director, Emily Bond, who started March 9. She has caught on very quickly to our computer systems and routine procedures to the extent that all staff agreed she was ready to fly solo. We also reviewed some things beyond the routine chores including the SHS budget and discussed the NYS annual report. Eric Trahan was here March 18 for MVLS orientation. JA is scheduled March 31. Sharon O'Brien will schedule training for Emily that goes beyond the routine operational tasks and that will include new systems.
- There are two new MVLS systems coming. One is the system for ordering books. Sharon will train Emily in the coming week.
- The other new system is a change from the Public Access Catalog (PAC) part of Polaris which will be replaced by a new Vega Discovery catalog (soft launch 3/24). Any published links to the MVLS catalog will need to be changed (on brochures, Facebook, website, etc.) The process for entering new books into the carousel at the bottom of the webpage will become a two-step rather than one-step process. The Vega Discovery catalog will initially contain a link to the PAC for patrons who choose to use it, but Vega is a more accessible option. Eventually the PAC will likely go away. Sharon will train Emily on the new system before she gets too used to the PAC.
- We had no holiday or weather closings in March.

Privilege of the floor:

Our guest Tom thanked us for the privilege of the floor. He told us he is a SSFL card holder and enjoys its services. He told us about a local event he likes to be a part of every year. Tom offered his assistance with upcoming library activities, including the Great Book Giveaway.

Committee reports

- Administration/Personnel
 - Patsy and Margaret met and reviewed policies 010-014; 019-022. The following policies were reviewed:
 - Materials Selection - 010
 - Gift Acceptance - 011
 - Bulletin Board Posting - 012
 - Library Computer and Internet Policy - 013
 - Collection Reconsideration and Comment - 014
 - Non-Smoking - 019
 - DressCode for Library Staff - 021
 - Bulletin Board - 022 (combined with - 012)
 - A motion to accept new policy changes was made by Belinda with Helen Kommer seconding.
- Budget and Finance
 - Helen Kommer presented the draft 2027 Budget which reflects the tax increase. The 2027 budget was formally adopted with a motion from Helen Kommer, seconded by Patsy.
- Joint Facility - none
- Facility Maintenance - none
- Fundraising / Publicity
 - **Great Book Giveaway**
 - Kerry reported that ads were placed in the Cobleskill Herald, My Shopper and Times Journal to run in prior to the Great Book Giveaway. This is one of the biggest fundraisers of the year so hopefully the advertisements will help bring in patrons. Kelly contacted NHS leaders at the school looking for a couple student volunteers for setting up for the book giveaway. No response as of March 26. Giveaway is the end of spring break so we might not see many student volunteers.
 - **Facebook**
 - A Facebook report showed that numbers for the last 28 days are all up. Kelly has been posting every weekday. She did a very basic reel/video which got over 500 views. Kelly would like help from Emily to create more videos for future posting.
 - Views 13,443 up 86%

- Engagement 1,072 up 242%
- Net Followers 18 up 200%
- Over 1,000 followers
- Executive
 - We are still looking for a board member to replace the seat vacated by Bob Fucci.
- Nominating - none
- Grants - Stewart's Grant received (\$950)
- Ad Hoc
 - **Great Book Giveaway**
 - Books have been sorted. We need more donations. Emily ordered two 6' plastic tables which can be used for lighter materials. We are looking for volunteers. Jeanne has one student confirmed, but we need more. **At 6pm on Friday, April 10, volunteers will be invited to help move books from library and set up in Community Room**
 - **Referendum**
 - After some discussion, there was a motion to place a referendum on the ballot to increase the annual budget by 3,300 dollars to equal 56,450 by Patsy and seconded by Cindy with all present board members agreeing for the referendum to be passed.

New business:

- Based on the interest of our Sled Dog Day, Emily proposed a new program, based on "Paws for Reading" where children read to dogs, allowing them an atmosphere where they can read at their own level without feeling judged. Emily volunteered to bring her pomeranian, Daisy. All agreed this is an excellent suggestion and proposed announcing this new activity at the Great Book Giveaway, and starting the third Saturday in March.
- Maple festival is April 28. Libraries have been invited to participate. Jeanne shared Maple play dough she made which can be a good activity.. Kerry and Emily will attend the event with a host of other libraries, where we can do P.R. and fun kids activities.

Old business:

- The by-laws need to be updated to reflect the Vice President. It was suggested that changes to by-laws need to be presented to MVLS. The topic was tabled until Margaret speaks with Eric Trahan. It will be added to April meeting agenda
- Revisited the discussion of changing the monthly meeting time to 6:30pm so that staff can more easily attend. There was agreement to change the meeting time. However, given the absence of several board members, a final motion was tabled until the April meeting.

Executive Session: none

The meeting adjourned at 8:17pm. Next meeting is April 23, 2026

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-March 26, 2026

TOTAL

| | JAN 1 - MAR 26 2026 | JAN 1 - MAR 26 2026 (YTD) |
|--|---------------------|---------------------------|
| Income | | |
| 0001 Tax Revenue | 3,107.15 | 3,107.15 |
| 1005 Copies/fax/printer | 204.05 | 204.05 |
| 43300 Grants | | |
| 43305 MVLS Summer Programming | -30.00 | -30.00 |
| 44530 Local Government Grants | | |
| 44531 Town of Sharon Springs | 55,400.00 | 55,400.00 |
| Total for 44530 Local Government Grants | \$55,400.00 | \$55,400.00 |
| State Grant | 130.00 | 130.00 |
| Total for 43300 Grants | \$55,500.00 | \$55,500.00 |
| 43400 Donations | \$1,207.90 | \$1,207.90 |
| 43404 Clothing Shed | 138.47 | 138.47 |
| 46431 Fundraising Letter | 486.00 | 486.00 |
| Total for 43400 Donations | \$1,832.37 | \$1,832.37 |
| 45000 Investments | | |
| 45030 Interest-Savings, Short-term CD | 0.66 | 0.66 |
| Total for 45000 Investments | \$0.66 | \$0.66 |
| 47500 Rental Income | | |
| 47501 Community Room | 50.00 | 50.00 |
| Total for 47500 Rental Income | \$50.00 | \$50.00 |
| Total for Income | \$60,694.23 | \$60,694.23 |
| Cost of Goods Sold | | |
| Gross Profit | \$60,694.23 | \$60,694.23 |
| Expenses | | |
| 60300 Awards and Grants | -153.00 | -153.00 |
| 62110 Accounting Fees | \$1,439.02 | \$1,439.02 |
| 62111 Banking Fees | 625.13 | 625.13 |
| Total for 62110 Accounting Fees | \$2,064.15 | \$2,064.15 |
| 62152 Programs/Youth | 150.00 | 150.00 |
| 62800 Facilities | \$80.71 | \$80.71 |
| 62100 Contract Services | 1,900.00 | 1,900.00 |
| 62891 Fuel | 1,441.90 | 1,441.90 |
| 62892 Electric | 727.70 | 727.70 |
| 62893 Water/Sewer | 226.52 | 226.52 |
| Total for 62800 Facilities | \$4,376.83 | \$4,376.83 |
| 65040 Office Supplies | 619.01 | 619.01 |
| 65050 Telephone, Telecommunications | 511.02 | 511.02 |
| 65060 Automation | | |
| 65061 MVLS Automation | 2,632.86 | 2,632.86 |
| Total for 65060 Automation | \$2,632.86 | \$2,632.86 |

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-March 26, 2026

| | TOTAL | |
|--|---------------------|---------------------------|
| | JAN 1 - MAR 26 2026 | JAN 1 - MAR 26 2026 (YTD) |
| 65100 Other Types of Expenses | | |
| 65110 Advertising Expenses | 130.00 | 130.00 |
| Total for 65100 Other Types of Expenses | \$130.00 | \$130.00 |
| Payroll Expenses. | \$832.09 | \$832.09 |
| FICA/Mcare | 389.96 | 389.96 |
| FUTA | 7.49 | 7.49 |
| Gross Wages | 6,414.63 | 6,414.63 |
| PFML Insurance | -21.80 | -21.80 |
| SDI Disability Insurance | -15.27 | -15.27 |
| SUTA | 72.87 | 72.87 |
| Total for Payroll Expenses. | \$7,679.97 | \$7,679.97 |
| Total for Expenses | \$18,010.84 | \$18,010.84 |
| Net Operating Income | \$42,683.39 | \$42,683.39 |
| Other Income | | |
| Other Expenses | | |
| Net Other Income | | |
| Net Income | \$42,683.39 | \$42,683.39 |

Balance Sheet
Sharon Springs Free Library
As of March 26, 2026

| | TOTAL |
|--|---------------------|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| 1000 NBT Bank - Money Market - 2344 | 59,982.25 |
| 1001 NBT Bank - Operating Fund - 3504 | 1,436.75 |
| 1002 NBT Bank - Building Fund - 4008 | 8,499.82 |
| Cash Holding | 68.00 |
| Total for Bank Accounts | \$69,986.82 |
| Other Current Assets | |
| Uncategorized Asset | 3,000.00 |
| Total for Other Current Assets | \$3,000.00 |
| Total for Current Assets | \$72,986.82 |
| 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 | \$295,539.66 |
| 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 |

Balance Sheet

Sharon Springs Free Library

As of March 26, 2026

| | TOTAL |
|---|---------------------|
| Equity | |
| 30000 Opening Balance Equity | 280,779.22 |
| 32000 Unrestricted Net Assets | -27,922.95 |
| Net Income | 42,683.39 |
| Total for Equity | \$295,539.66 |
| Total for Liabilities and Equity | \$295,539.66 |

Interim Director's Report for March 2026

Book Discussion - Friday, 3/20

BYOB (Bring Your Own Book). Seven attendees. The group likes this model, as each person gets to read what they want and others learn about other books.

A group book was chosen for April, "The Husbands" by Holly Gramazio. Emily has ordered copies.

Programming - Thanks to board member Kate Walrath and her support team (two and four legged) we had another successful Sled Dog Day - 3/14 There were 21 attendees.

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