

Sharon Springs Free Library
Trustee Meeting
February 26, 2026

Present: Margaret Kindling, Kate Walrath, Kerry Parsons, Cindy Dixon, Belinda Feris, Patsy Nicosia, Kelly Ferrone

Staff: JoAnn Fralick, Helen Thomas

Guest: None

Absent: Helen Kommer

Call to Order: The regular meeting of the Sharon Springs Free Library for February 26, 2026 was called to order at 7:05 pm by Margaret.

Approval of minutes –

- Minutes of January 22, 2026 board meeting reviewed and approved. (Patsy/Belinda).
- **Treasurer's Report: (Attached)**
 - Still waiting on bequest from the Kai Klemm estate.
 - Received \$53k from Town for PILOT and tax levy, as well as donation for books.
 - Helen K will pay out for any receipts. Thanks to JoAnn and Jeanne for including notes with invoices to assist with payment tracking.
 - Town & Village rent situation being tracked for 2025 accounting. Automatic reminders will be set for future.
 - Accounts for February include:
 - x 3504 \$1,653.75
 - x 2344 \$58,601.82
 - x 4008 \$8,499.82
- **President's Report: (Attached)**
 - Library Director Search – Personnel committee has made an offer to Emily Bond. Conducting background check. MVLS will be contacted to provide training for Emily.
 - Bob Fucci resigned from board. Board interest forms to fill vacant position are available.
 - Updated list of committee members. Inviting volunteers to chair for each committee.
 - Winter break activities – Lego and Kids Yoga. Game Day cancelled due to weather.
 - Investigating cost of framing donated historic maps. Maps are being relaxed and flattened.

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

- Adult Book Discussion: "The Boxcar Librarian" was postponed to 2/27 due to weather.
- During her medical absence, Helen very happy with how smoothly and successfully staff covered the desk. JoAnn and Jeanne picked up the extra hours to cover, and Patsy took on submitting the library news.
- Margaret and Gina took additional web site training and Kelly took on the administration of our Facebook page.
- Book display for February's theme of **Love Your Library Month**.
 - Pulling together books to showcase March as Women's History Month.
- Staff, Board Members and volunteers arranged three days of special activities (Yoga, Lego, Game Day) in addition to our regularly scheduled story time for the school break week.
- All staff have completed mandatory computer security training sessions.
 - Great timing for refresher because MVLS got hit with malicious hacking attempt
- Meg Keaney's email address was still receiving mail and JA wanted Helen T to put an auto reply on to redirect incoming emails to our shs@mvls.info address.
- We were closed for weather 1/26, the holiday 2/16, and again for weather 2/20.

Privilege of the Floor –None

- **Committee Reports**

- Administration/ Personnel
 - Library Director search completed. Belinda conducting background check. Anticipated start date is week of March 8th.
 - Sexual Harassment Training materials are available
- Budget and Finance –
 - Penalty check from the IRS received. Check for interest owed will be sent in 6-8 weeks. Evening Star updated. Margaret thanked Aileen her for diligence.
- Joint Facility – None
- Facility maintenance –
 - Cindy replaced the ceiling lights with all the bulbs from the closet. She is continuing this project.
 - Door sweeps in Community Room and Teen Room.
- Fundraising – None
- Executive - None
- Nominating – None
- Ad Hoc –
 - Great Book Giveaway: Preparations have started and book donations are being accepted.

- GBA to be held on 4/11/26 in Community Room from 9am-2pm.
 - Kelly will work with Honor students about volunteering.
- Referendum Process: Budget formerly adopted by board and necessary tax increase to be determined.
- Grants-
 - Patsy, Helen K, and Margaret reviewed Wish List. Priorities as follows and possible funding sources:
 - Windows - construction grant
 - Story Walk with pollinator garden (pavilion) - Fenimore
 - Update library bathroom lighting and hand dryers - construction grant
 - Possible future grant options/ideas -Sterling Insurance and Fenimore.
- Publicity-
 - Kelly would like to incorporate the 1st Grade with their Pigeon Book/Olympics on social media.
 - Kelly notes that Facebook stats/views/engagement and net follows are all increasing.
 - Kelly would like to create a future Instagram account that will link to Facebook to capture more audience.
- **New Business –**
 - By-Laws Update
 - Motion: Update By-laws to include roles of Vice President and responsibilities. Motion to approve made by Patsy/Kelly. All approved, none-opposed.
- Old Business –**
 - Klemm Estate: Margaret spoke with representative of estate’s executor regarding status of bequest. Library EIN provided. Monies will be distributed in two payments. Margaret continues to pursue issue.
 - Trustee Training: More opportunities shared. (See attached notes).
- The meeting adjourned at 8:03pm. Next meeting is March 26, 2026.

Executive Session: None

Profit and Loss YTD w. PY YTD Comparison

Sharon Springs Free Library

January 1-February 26, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - FEB 26 2026	JAN 1 - FEB 26 2025 (PY YTD)
Income		
1005 Copies/fax/printer	144.40	91.70
43300 Grants		
43305 MVLS Summer Programming	-30.00	
44530 Local Government Grants		
44531 Town of Sharon Springs	55,400.00	
Total for 44530 Local Government Grants	\$55,400.00	
State Grant	130.00	
Total for 43300 Grants	\$55,500.00	
43400 Donations	\$1,117.55	\$214.80
43404 Clothing Shed	93.68	96.89
46431 Fundraising Letter	486.00	1,045.00
43401 Donations - Other		800.00
Total for 43400 Donations	\$1,697.23	\$2,156.69
45000 Investments		
45030 Interest-Savings, Short-term CD	0.23	1.09
Total for 45000 Investments	\$0.23	\$1.09
0001 Tax Revenue		53,150.00
1018 Lost Book and DVD		16.95
46422 LLSA (Local Lib. Services Aid)		149.30
47500 Rental Income		3,000.00
Total for Income	\$57,341.86	\$58,565.73
Cost of Goods Sold		
Gross Profit	\$57,341.86	\$58,565.73
Expenses		
60300 Awards and Grants	-153.00	
62110 Accounting Fees	\$2,392.86	\$4,271.94
62111 Banking Fees	-35.00	105.00
Total for 62110 Accounting Fees	\$2,357.86	\$4,376.94
62800 Facilities	\$80.71	
62100 Contract Services	\$1,900.00	\$470.00
62801 Janitorial Services		363.00
Total for 62100 Contract Services	\$1,900.00	\$833.00
62891 Fuel	1,441.90	515.78
62892 Electric	490.10	514.83
62851 Cleaning Supplies		114.34
62870 Property Insurance		-6.00
Total for 62800 Facilities	\$3,912.71	\$1,971.95

Profit and Loss YTD w. PY YTD Comparison

Sharon Springs Free Library

January 1-February 26, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - FEB 26 2026	JAN 1 - FEB 26 2025 (PY YTD)
65050 Telephone, Telecommunications	340.64	135.60
65060 Automation		
65061 MVLS Automation	1,993.11	593.86
65062 Spectrum		299.97
Total for 65060 Automation	\$1,993.11	\$893.83
65100 Other Types of Expenses		
65110 Advertising Expenses	130.00	
65150 Memberships and Dues		80.00
Total for 65100 Other Types of Expenses	\$130.00	\$80.00
Payroll Expenses.	\$623.35	
Gross Wages	3,465.82	5,018.10
SUTA	72.87	109.81
FICA/Mcare		383.90
PFML Insurance		-19.47
SDI Disability Insurance		-5.27
Total for Payroll Expenses.	\$4,162.04	\$5,487.07
62152 Programs/Youth		268.25
65010 Books, Subscriptions, Reference		\$886.72
65011 Print Books		188.36
65013 DVDs		26.16
Total for 65010 Books, Subscriptions, Reference		\$1,101.24
65040 Office Supplies		78.78
80003 Machines		
80004 Computers		2,186.00
Total for 80003 Machines		\$2,186.00
Total for Expenses	\$12,743.36	\$16,579.66
Net Operating Income	\$44,598.50	\$41,986.07
Other Income		
Other Expenses		
Net Other Income		
Net Income	\$44,598.50	\$41,986.07

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

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	59,151.82
1001 NBT Bank - Operating Fund - 3504	1,600.00
1002 NBT Bank - Building Fund - 4008	8,499.82
Cash Holding	68.00
Total for Bank Accounts	\$69,319.64
Other Current Assets	
Uncategorized Asset	3,000.00
Total for Other Current Assets	\$3,000.00
Total for Current Assets	\$72,319.64
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	\$294,872.48

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

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
FICA/Federal	-1,467.71
State Withholding	-162.72
Total for Payroll Liabilities	-\$1,630.43
Total for Other Current Liabilities	-\$1,630.43
Total for Current Liabilities	-\$1,630.43
Total for Liabilities	-\$1,630.43
Equity	
30000 Opening Balance Equity	280,779.22
32000 Unrestricted Net Assets	-28,874.81
Net Income	44,598.50
Total for Equity	\$296,502.91
Total for Liabilities and Equity	\$294,872.48

Director's Report February, 2026

Once again, we experienced a hiatus in having a director on site, but we managed to carry on.

JoAnn and Jeanne picked up the extra hours to cover my absence and Patsy took on submitting the library news. Other support came when Margaret and Gina took additional web site training and Kelly took on the administration of our Facebook page. Go team!

Staff assembled a display of books relevant to February's theme of Love Your Library Month.

We are now pulling together books to showcase March as Women's History Month.

Staff, board and volunteers also arranged three days of special activities (Yoga, Lego, Games) in addition to our regularly scheduled story time for the school break week.

I'm back working limited hours now and the staff and I have all completed our mandatory computer security training sessions. These were a great and timely refresher as MVLS got hit with malicious "secure" emails that we all received.

One interesting challenge on my return was dealing with Meg's email address. It can still receive mail and JA wanted me to put an auto reply on to redirect incoming emails to our shs@mvls.info address. I was also curious to see if anything had been sent there since December that needed our attention. I attempted the process unsuccessfully before my absence and was able to complete it this week after jumping through a lot of tech hoops and calling JA three times. They were very helpful and actually admitted there was a glitch in the instructions they sent me.

Book Club discussion on "The Boxcar Librarian" was postponed to 2/27 due to weather.

We were closed for weather 1/26, the holiday 2/16, and again for weather 2/20.

Submitted by,

Helen Thomas, Interim Director