

Sharon Springs Free Library
Trustee Meeting
April 23, 2026

Call to Order

Approval of Minutes

- **Treasurer's Report**
- **President's Report**
 - Klemm Estate bequest
 - Great Book Giveaway
 - Broadband status
 - Pollinator Garden
 - Timeline/schedule (April, May and June)*

- **Director's Report**
- **Privilege of the Floor**

- **Committee Reports**
 - Administration/Personnel
 - Policy Reviews (016-018; 023-025)
 - Budget and Finance
 - Draft resolution to designate outside investor (NBT)
 - Joint Facility
 - Facility Maintenance
 - Property cleanup
 - Fundraising / Publicity
 - Facebook Stats
 - Executive
 - Nominating
 - Board member search
 - Grants
 - Ad Hoc
 - Referendum
 - Signature Collection for Petition (54 needed)

- **Ongoing Business**
 - By-Laws update - description for VP and quorum
 - Trustee training (<https://midhudson.org/trusteebookclub/>)

- **New Business**
 - New monthly meeting time for board of trustees

- **Executive session**

Sharon Springs Free Library
Trustee Meeting
April 23, 2026

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

Staff: Emily Bond, JoAnn Fralick

Guest: Tom Hornauer

Absent: Jeanne Irwin

Call to Order: The regular meeting of the Sharon Springs Free Library for April 23, 2026 was called to order at 7:00 pm by Margaret.

Approval of minutes –

- Minutes of March 26, 2026 board meeting reviewed. Approved with no changes. (Patsy/Belinda).

Treasurer's Report: (Attached)

- National Grid bill in question from last month was improperly assigned to us. Forwarded to Peter Rasmusson (CEO) from FARR Technologies for payment.
- Klemm Estate - \$10,000 received. Remainder coming before end of year.
- Helen almost ready with the Annual Report and will forward to Eric Trahan when complete.
- Helen, Margaret and Kelly will meet with Peter Pochily at NTB regarding investments.
 - Accounts for February include:
 - x 3504 \$9,399.52
 - x 2344 \$52,978.86
 - x 4008 \$8,499.82

President's Report:

- Klemm Estate – first check received and deposited.
- Broadband status- Margaret emailed with Peter Rasmusson, CEO of FARR Technologies Landscaping should be done by July 1. Fiber construction and activation is 4-6 months out. Work is on until that gets completed. Once active, it will not take long to activate and provide service. There will be a WIFI access point at the pavilion.
- Pollinator Garden planning can start. We are looking at native plants/pollinators and volunteers for a planning committee.
- Nick Barbara from the school may be able to help- **Kelly will follow up.**
 - Timeline for important library dates in April/May/June included with meeting agenda
 - MVLS Spring Symposium is May 6 in Middleburgh - sign ups are needed.

Director's Report: (Attached)

- Adult Book Discussion: April 17th discussed *The Husbands* by Holly Gramazio, with eight participants in attendance.
 - The group opted to choose their own books for May, selecting a historical theme.
 - The Great Book Giveaway was highly successful, drawing 191 attendees.
 - PTO president has taken approximately 20 children's books to distribute to kindergarten classes. PTO requested bookmarks featuring library information to accompany these materials, either produced in-house or provided as a printable PDF. These are needed by May 12.
 - Work on the annual report is almost complete.
 - The library has received both the required paperwork for the construction grant and a check in the amount of \$4,675. To be completed by the next board meeting.
 - Implementation of the new systems Polaris Leap and Vega Discover has been completed, and both platforms are now fully operational.
 - A patron has requested that the board consider building a collection of curriculum for the homeschooling parents in the community.

Privilege of the Floor –None

Committee Reports

Administration/ Personnel

- Policy Reviews (016-018; 023-026) Belinda, Patsy and Margaret met to discuss.
- Policies 017 and 025 appear to be duplicates of each other.
- Policy 018 Changing wording from "Policy" to "Procedure" and move to 'Operations Manual'
 - 18A (work order form) and 18B (accident report form) need to be updated and moved to Operations Manual.
- Motion made to approve policy changes (015-018, 23, 24,26) (Kerry/Kelly).
- **Continue editing policy 025 with language addressing insurance company concerns related to use of community room and pavilion.**

Budget and Finance –

- Draft resolution designating Peter Pochily to act on library's behalf to invest

Joint Facility – None

Facility Maintenance –

- Alison Cruz picked up most of the wood as well as cleaned up back property- Thank you Alison

- Kelly will check to see if any more clean -up need to be done. Kelly will look at if the building needs pressure washing.

Fundraising/ Publicity

- 5 new library card sign-ups. FaceBook stats down this month.

Executive - None

Nominating – None

Grants - None

Ad Hoc –

- Referendum petition handed out. 54 signatures needed to get the referendum on the November 2026 ballot. Completed forms due back by the next meeting.

On-going Business

- By-Laws Update
 - By-laws updated to include VP description, correction to Secretary and definition of quorum. Motion made (Patsy/Kelly) to accept revision updated By-Laws. Unanimously adopted by the Board of Trustees.
 - Board of Trustees Meeting Time
 - Proposal to change Board of Trustees monthly meeting start time from 7:00pm to 6:30pm. Motion made/approved (Patsy/Cindy).

The meeting adjourned at 8:12pm. Next meeting is May 28, 2026 at 6:30pm

Executive Session: None

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-April 23, 2026

	TOTAL	
	JAN 1 - APR 23 2026	JAN 1 - APR 23 2025 (PY)
Income		
0001 Tax Revenue	3,107.15	53,150.00
1005 Copies/fax/printer	274.25	470.35
1018 Lost Book and DVD	15.99	16.95
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	
43301 Stewarts		950.00
Total for 43300 Grants	\$55,500.00	\$950.00
43400 Donations	\$1,282.70	\$286.15
43402 Great Book Giveaway	664.15	755.40
43404 Clothing Shed	184.17	96.89
46431 Fundraising Letter	486.00	1,045.00
43401 Donations - Other		800.00
Total for 43400 Donations	\$2,617.02	\$2,983.44
45000 Investments		
45030 Interest-Savings, Short-term CD	3.12	2.82
Total for 45000 Investments	\$3.12	\$2.82
47500 Rental Income		\$3,000.00
47501 Community Room	70.00	
Total for 47500 Rental Income	\$70.00	\$3,000.00
46422 LLSA (Local Lib. Services Aid)		149.30
Services		73.12
Total for Income	\$61,587.53	\$60,795.98
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Cost of Goods Sold		
Gross Profit	\$61,587.53	\$60,795.98
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Expenses		
60300 Awards and Grants	-153.00	
62110 Accounting Fees	\$5,130.17	\$4,523.94
62111 Banking Fees	625.13	70.00
Total for 62110 Accounting Fees	\$5,755.30	\$4,593.94
62152 Programs/Youth	185.71	268.25
62800 Facilities	\$122.38	\$130.00
62100 Contract Services	\$1,900.00	\$470.00
62101 Fyr Fighter		370.00
62801 Janitorial Services		831.00
Total for 62100 Contract Services	\$1,900.00	\$1,671.00
62870 Property Insurance	1,386.27	-670.50
62891 Fuel	2,189.06	1,653.97

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-April 23, 2026

TOTAL		
	JAN 1 - APR 23 2026	JAN 1 - APR 23 2025 (PY)
62892 Electric	920.75	1,669.69
62893 Water/Sewer	226.52	125.47
62851 Cleaning Supplies		114.34
Total for 62800 Facilities	\$6,744.98	\$4,693.97
65010 Books, Subscriptions, Reference	\$40.00	\$968.22
65011 Print Books	30.00	341.86
65016 Subscriptions - Mags, Newspaper	-20.00	
65013 DVDs		46.11
65015 Debit Card Balance		480.00
Total for 65010 Books, Subscriptions, Reference	\$50.00	\$1,836.19
65020 Postage, Mailing Service	162.00	154.00
65040 Office Supplies	889.48	536.72
65050 Telephone, Telecommunications	679.65	275.34
65060 Automation		
65061 MVLS Automation	2,946.61	1,055.79
65062 Spectrum		299.97
Total for 65060 Automation	\$2,946.61	\$1,355.76
65100 Other Types of Expenses		
65110 Advertising Expenses	130.00	440.00
65150 Memberships and Dues	60.00	80.00
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
Total for 65100 Other Types of Expenses	\$190.00	\$548.00
Payroll Expenses.	\$2,073.46	
FICA/Mcare	389.96	777.40
FUTA	10.42	
Gross Wages	6,414.63	10,162.20
PFML Insurance	-21.80	-39.42
SDI Disability Insurance	-15.27	-12.12
SUTA	72.87	109.81
Total for Payroll Expenses.	\$8,924.27	\$10,997.87
80003 Machines		
80004 Computers		2,186.00
Total for 80003 Machines		\$2,186.00
Uncategorized Expense		408.24
Total for Expenses	\$26,375.00	\$27,854.28
Net Operating Income	\$35,212.53	\$32,941.70
Other Income		

Profit and Loss YTD Comparison

Sharon Springs Free Library

January 1-April 23, 2026

	TOTAL	
	JAN 1 - APR 23 2026	JAN 1 - APR 23 2025 (PY)
Other Expenses		
Net Other Income		
Net Income	\$35,212.53	\$32,941.70

Balance Sheet
Sharon Springs Free Library
As of Apr 23, 2026

	TOTAL
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Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	43,328.86
1001 NBT Bank - Operating Fund - 3504	9,452.40
1002 NBT Bank - Building Fund - 4008	8,499.82
Cash Holding	68.00
Total for Bank Accounts	\$61,349.08
Other Current Assets	
Uncategorized Asset	3,000.00
Total for Other Current Assets	\$3,000.00
Total for Current Assets	\$64,349.08
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	\$286,901.92
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Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
FICA/Federal	-1,048.93
State Withholding	-117.95
Total for Payroll Liabilities	-\$1,166.88
Total for Other Current Liabilities	-\$1,166.88
Total for Current Liabilities	-\$1,166.88
Total for Liabilities	-\$1,166.88

Balance Sheet
Sharon Springs Free Library
As of Apr 23, 2026

	TOTAL
Equity	
30000 Opening Balance Equity	280,779.22
32000 Unrestricted Net Assets	-27,922.95
Net Income	35,212.53
Total for Equity	\$288,068.80
Total for Liabilities and Equity	\$286,901.92

Director's Report – April 2026

The book discussion group met on April 17th to discuss *The Husbands* by Holly Gramazio, with eight participants in attendance. The group opted to choose their own books for May, selecting a historical theme. I've pulled a selection of relevant titles from our collection for a display.

The Great Book Giveaway was highly successful, drawing 191 attendees. Remaining materials are still being sifted through by interested patrons. In addition, the PTO president has taken approximately 20 children's books to distribute to the incoming kindergarten class. She has requested bookmarks featuring library information to accompany these materials, either produced in-house or provided as a printable PDF. These are needed by May 12.

Daisy was introduced at the Great Book Giveaway and was well received by all ages. On Saturday the 18th she was in the library, but did not get any young visitors. Two adult patrons came in specifically to see her and expressed excitement for her future visits.

Work on the annual report is almost complete. Some information is still under review before submission.

The library has received both the required paperwork for the construction grant and a check in the amount of \$4,675, but the grant is not closed yet. We will aim to get this done by the next board meeting.

Implementation of the new systems Polaris Leap and Vega Discover has been completed, and both platforms are now fully operational. There are now AI information pamphlets at every computer for patrons to utilize.

A patron has requested that the board consider building a collection of curriculum for the homeschooling parents in the community. She stated that she has material to donate if we decide to pursue this.

There were no holiday or weather closings in April.