

Sharon Springs Free Library
Trustee Meeting
June 25, 2026

Present: Cindy Dixon, Kelly Ferrone, Margaret Kindling, Helen Kommer, Patsy Nicosia, Kerry Parsons

Staff: Helen Thomas, JoAnn Fralick

Guest: Tom Hornauer

Absent: Belinda Feris, Kate Walrath

Call to Order: The regular meeting of the Sharon Springs Free Library for June 25, 2026 was called to order at 6:35 pm by Margaret.

Approval of minutes: Minutes of May 28, 2026 board meeting reviewed and approved. (Patsy/Helen).

Treasurer's Report: (Attached)

- Financials were not available at the meeting but Helen offered to answer any questions.
- Accounts for May include:
 - x 3504 \$4457.72
 - x 2344 \$58,194.53
 - x 4008 \$8499.82

President's Report: (Attached)

- Search for Assistant Director has begun. Ads placed online (SSFL website and NYLA JobLine) as well as print (Times Journal and Mountain Eagle).
- Schoharie Music Trail Concert kicked off on June 20 with a performance by Lucia + Lexi. A small but enthusiastic audience attended two sets in the library.
- Pollinator Garden now has two Serviceberry trees planted on either side of the pavilion. Thanks to Kerry for recruiting Tom Judd, who donated his time and equipment to planting the trees. Margaret planted wild flower seeds around the trees. A thank you note was sent to him. A strip behind the pavilion is being prepped for planting.
- Review of Timeline/schedule (July and August)

Director's Report: (Attached)

- Book Discussion 6/19 – Self Selected books -- 7 attendees
- Reviewed/handled SHS@mvls.info mail back to April and updated signature block from the address. I still need to access to former director's email and enter a disclaimer and referral info.
- Ordered one month's book budget worth of books that are due to arrive this week.
- Completed training and directed staff to complete new tech scam security training
- Generated a plan for SRP focused on reading and shared with Gina Gilbert for posting. We need to generate prizes and plan parties.

- Invited other area libraries to send us their SRP posters for display here. We want our patrons to be aware of all resources.
- State Aid for Library Construction grant application opened for 2026-27. 2025-26 not closed yet as we are waiting for a form from them after submitting the final report.
- Participated in a webinar about The Great Giveback, a state-wide program of community support Information shared with the board.
- Patsy has agreed to write the library news during the transition period.
- Looking forward :
 - July/August SRP prizes and parties need work (gas cards, etc. for adults)
 - Harvest Festival Sept 19 & 20 – questions about our plans at Chamber's Summer Mixer
 - Poetry Festival Oct 15-17 (CR Saturday)
 - The Great Giveback October 17 (three levels, food pantry, pollinator garden) might work well with United Way Weavers grant \$5000)

Privilege of the Floor: Tom Hornauer reported that Walmart Distribution Center is open to library posting flyers about upcoming events in the employee breakroom.

Committee Reports:

- Administration/ Personne
 - Several resumes received to date. Interviewing begins on June 27
- Budget and Finance –
 - Helen and Margaret will meet in July to discuss options for credit card/Debit card.
- Joint Facility – None
- Facility maintenance –
 - Mike Gilbert has volunteered to clean up the outside building, paint book return box and trash receptacle.
 - Suggestion to refresh stone around the building. Cindy volunteered to talk to Town Supervisor
- Fundraising/ Publicity –
 - Kelly said FB engagement has increased (59%) with 5 new followers in the past month. She has been posting once a day which seems to work the best to increase numbers.
 - Need to begin advertising Referendum to gain support from the community and local organizations. Margaret will provide talking points. Kelly will create a new bookmark which can be shared with patrons.
 - Ideas for future promotion included a mobile book with library card sign up.
- Executive – executive session required
- Nominating – None

- Grants -
 - Margaret proposed merging Fundraising and Grants committees. Board approved (Helen/Kelly).
 - Need to confirm amounts for Stewart's and Walmart grants.
- Ad Hoc –
 - Referendum -
 - Margaret provided necessary paperwork, including signatures to the Town Clerk, and presented plans for referendum at Town Board meeting on June 3.
- Ongoing Business –
 - Templates for new policies by NY State still not received from NYLA. Margaret will follow up with MVLS
 - The new book ordering system is still in flux. Training won't occur until a new director is on board.

New Business:

- MVLS visit
 - Eric Trahan will attend the July meeting to discuss Board/Director relations.
- Fall Festival
 - Kerry submitted an application to the Chamber of Commerce. Suggest having bling, mock library card at library table. Continue discussion at next board meeting.

Executive Session:

- Tom Hornauer was elected unanimously as the newest board trustee.

Meeting Adjourned: The meeting adjourned at 7:45pm. Next meeting is July 23, 2026 at 6:30pm.

Sharon Springs Free Library

Profit and Loss YTD Comparison - For Monthly Meet

January 1-June 25, 2026

	TOTAL	
	JAN 1 - JUN 25 2026	JAN 1 - JUN 25 2025 (PY YTD)
Income		
0001 Tax Revenue	7,782.15	53,150.00
1005 Copies/fax/printer	354.85	646.30
1018 Lost Book and DVD	15.99	16.95
43300 Grants		\$350.00
43301 Stewarts	950.00	950.00
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	
43490 Pam (Gazebo Project)		-2,785.00
Total for 43300 Grants	\$56,450.00	-\$1,485.00
43400 Donations	\$11,648.10	\$2,910.67
43402 Great Book Giveaway	664.15	755.40
43404 Clothing Shed	292.02	168.64
46431 Fundraising Letter	486.00	1,045.00
43401 Donations - Other		800.00
43450 Individ, Business Contributions		250.00
Total for 43400 Donations	\$13,090.27	\$5,929.71
45000 Investments		
45030 Interest-Savings, Short-term CD	7.50	5.00
Total for 45000 Investments	\$7.50	\$5.00
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	\$77,770.76	\$61,485.38
Cost of Goods Sold		
Gross Profit	\$77,770.76	\$61,485.38
Expenses		
60300 Awards and Grants	-453.00	
62110 Accounting Fees	\$5,540.17	\$4,863.44
62111 Banking Fees	625.13	70.00
Total for 62110 Accounting Fees	\$6,165.30	\$4,933.44
62152 Programs/Youth	185.71	268.25
62800 Facilities	\$122.38	\$752.50
62100 Contract Services	\$1,900.00	\$470.00
62101 Fyr Fighter		370.00
62801 Janitorial Services		1,642.00
Total for 62100 Contract Services	\$1,900.00	\$2,482.00

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January 1-June 25, 2026

	TOTAL	
	JAN 1 - JUN 25 2026	JAN 1 - JUN 25 2025 (PY YTD)
62870 Property Insurance	2,065.59	1,325.77
62891 Fuel	2,677.06	1,874.97
62892 Electric	1,474.83	2,389.31
62893 Water/Sewer	481.83	83.65
62851 Cleaning Supplies		143.25
Total for 62800 Facilities	\$8,721.69	\$9,051.45
65010 Books, Subscriptions, Reference	\$40.00	\$968.22
65011 Print Books	30.00	482.18
65016 Subscriptions - Mags, Newspaper	-20.00	
65013 DVDs		46.11
65015 Debit Card Balance		480.00
Total for 65010 Books, Subscriptions, Reference	\$50.00	\$1,976.51
65020 Postage, Mailing Service	162.00	154.00
65040 Office Supplies	1,720.99	536.72
65050 Telephone, Telecommunications	1,014.09	706.52
65060 Automation		
65061 MVLS Automation	3,574.11	1,649.65
65062 Spectrum		299.97
Total for 65060 Automation	\$3,574.11	\$1,949.62
65100 Other Types of Expenses		
65110 Advertising Expenses	242.54	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	\$302.54	\$548.00
Payroll Expenses.	\$2,571.21	
FICA/Mcare	389.96	1,255.45
FUTA	10.42	
Gross Wages	6,414.63	16,764.39
PFML Insurance	-21.80	-63.67
SDI Disability Insurance	-15.27	-20.45
SUTA	239.83	296.46
Total for Payroll Expenses.	\$9,588.98	\$18,232.18
66000 Payroll Expenses (deleted)		64.00
80003 Machines		
80004 Computers		2,186.00
Total for 80003 Machines		\$2,186.00

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January 1-June 25, 2026

		TOTAL
	JAN 1 - JUN 25 2026	JAN 1 - JUN 25 2025 (PY YTD)
Uncategorized Expense		408.24
Total for Expenses	\$31,032.41	\$41,014.93
Net Operating Income	\$46,738.35	\$20,470.45
Other Income		
Other Expenses		
Net Other Income		
Net Income	\$46,738.35	\$20,470.45

Sharon Springs Free Library

Balance Sheet for Monthly Meeting

As of Jun 26, 2025

	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	29,253.51
1001 NBT Bank - Operating Fund - 3504	19,867.96
1002 NBT Bank - Building Fund - 4008	10,499.82
Cash Holding	68.00
Total for Bank Accounts	\$59,689.29
Other Current Assets	
Uncategorized Asset	3,000.00
Total for Other Current Assets	\$3,000.00
Total for Current Assets	\$62,689.29
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	\$285,242.13
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

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Balance Sheet for Monthly Meeting

As of Jun 26, 2025

	TOTAL
Equity	
30000 Opening Balance Equity	280,779.22
32000 Unrestricted Net Assets	-16,007.54
Net Income	20,470.45
Total for Equity	\$285,242.13
Total for Liabilities and Equity	\$285,242.13

Interim Director's Report 6/25/2026

Book Discussion 6/19 – Self Selected books – 7 attendees

H. Thomas still Interim Director but was unavailable to start work until Saturday 6/20 due to previous commitments. Since then, I

Reviewed/handled SHS@mvls.info mail back to April and removed Emily's signature block from the address. I still need to access Emily's email and enter a disclaimer and referral info.

Ordered one month's book budget worth of books that are due to arrive this week.

Completed training and directed staff to complete new tech scam security training [use of AI voices (Call your own tech support. Microsoft and Apple NEVER reach out. Close pop ups and cold boot if necessary.)]

Generated a plan for SRP focused on reading (see attached draft Gina has worked on a format that looks much better than this). We need to generate prizes and plan parties.

Invited other area libraries to send us their SRP posters for display here. We are not in competition. We share the same goals. We want our patrons to be aware of all resources.

State Aid for Library Construction grant application opened for 2026-27. 2025-26 not closed yet as we are waiting for a form from them after submitting final report. F.U next week.

Participated in a webinar about The Great Giveback, a state-wide program of community support (see attached).

Patsy has agreed to write the news as we play catch up during this transition period.

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