

Sharon Springs Free Library
Trustee Meeting
July 23, 2026

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

Staff: Helen Thomas, JoAnn Fralick

Guest: Eric Trahan

Absent: Patsy Nicosia

Call to Order: The regular meeting of the Sharon Springs Free Library for July 23, 2026 was called to order at 6:31 pm by Margaret.

Approval of minutes: Minutes of June 25, 2026 board meeting reviewed and approved. (Kerry/Cindy).

Treasurer's Report: (Attached)

- Final numbers need additional reconciliation from the accountants.
- Margaret will be provided with account access.
- Margaret requested a running tally of all the various grants and account balances. December 2025 is the last time this information was provided.
- Accounts for July include:
 - X 3504 \$9905.55
 - X 2344 \$52,345.50
 - X 4008 \$9999.82

President's Report:

- Personnel/Administration committee has hired new Assistant Director, Raina Roe. Anticipated start date Wednesday, July 29th. She will report to Helen Thomas. Welcome Raina!
- Broadband – National Grid issues with a bill we received, mislabeled/ invoiced to us rather than Schoharie County. Peter Rasmusson emailed the “...county is awaiting a hard copy packet from NG's collection contractor for the outstanding amount...”
 - Belinda requests we send the collection agency a hard copy of the invoice with the mislabeled name for documentation.
 - Buried construction drawings on Hwy 10 between Sharon Springs and Warnerville will be released to MasTec by end of July and ariel construction on Hwy 10 and 20 to begin in late 2027.
- Important date added to agenda- MVLS Annual Meeting September 30th in Schenectady Public Library

Director's Report: (Attached)

- Book Discussion - "O Pioneers!" By Willa Cather 5 attendees

- Book club plan for August- take out a cookbook, make a recipe from it and bring what you made to the meeting.
- The mini-split Construction Grant's final form FS-10-F was scanned and submitted electronically by its due date, and two signed copies were mailed.
- Helen T. revised/rewrote the Opening Procedures, Closing Procedures and Shelving guidelines for use as training tools.
- We received a "Love your Library" check from MVLS to support our SRP (\$200.23).
- Sign up and participation for SRP has been good.
 - Reading logs and reports to be submitted by Wednesday, August 5th.
 - End of program celebrations and the awarding of prizes will be Thursday, August 6 and Saturday, August 8.
 - A local mom from Story Time has offered to bring a bouncy house for kids to use at the party. **Motion made/approved to allow use of bouncy house (Kerry/ Margaret).**
- Margaret got a \$50 gift certificate donated by The American Hotel. We will get a \$50. Stewart's gas card. Thank you American Hotel!
- A patron suggested we charge printer copies at .25 for single sided and .40 for double sided copies to encourage less paper use. **Motion made/approved to change price of copies (Helen/Kelly).**
- New books were ordered and JoAnn and Helen T. entered them into the system and onto the website carousel (there were no substantial book orders in April or May).
- The credit review has been lifted and our existing Ingram account should be able to be used to order books only (without processing).

Privilege of the Floor: Eric Trahan, Executive Director, MVLS, addressed several ways to equally support board members and employees of the library. Spoke of the challenges of having 9 board members to one director. Importance of communication, teamwork. Eric presented a hierarchy/ point person for employees to be President, VP, and so on. Also, individual committees would be best practice to go to for questions and concerns. Margaret and Eric spoke highly of Handbook for New Directors outlining roles of board and director. Information will be saved on the Google Drive as well as shared with in board members' folders.

Committee Reports:

- Administration/ Personnel
 - Raina Roe hired as Assistant Director.
- Budget and Finance –
 - Helen and Margaret have not yet confirmed a date for credit card options.
 - ARSL payment went through – double paid (check will be destroyed).
- Joint Facility – None
- Facility maintenance –
 - Mike Gilbert has painted the book drop box red. Margaret will ask Gina for a new sign saying “Not for book donations.” JoAnn said book donations were placed in the book drop box.
 - Gina is requesting a “wish list” from facilities committee for added projects for Mike.

- Fundraising/ Publicity –
 - Kelly said FB stats are good.
 - Girl Scouts helped plant flowers at the pavilion.
 - We will revisit “Pages with Daisy” with Raina and board at a later date.
- Executive – None
- Nominating – None
- Grants –
 - Possibly ask Walmart for purchase help with 5-7 new chairs at the computer desks. Helen Thomas suggested cubicles along with the chairs, to replace the large computer table.
- Ad Hoc –
 - Referendum -
 - Margaret will ask Gina for previous years ’talking points to promote the referendum.
 - Pollinator Garden- 11 perennial flowers planted. Thank you Girl Scouts, Kelly and Kerry!
 - Girl scouts would like to present a bird house project in October for a badge award.
- Ongoing Business –
 - Timeline/schedule Review (July- September).
 - Harvest Festival- insurance to be sent in to the town and village
 - Kate offered use of tables, chairs, tent, and tent sides for festival use. She will put everything up the day before the festival.
 - Niche Academy- Training for board members and staff.

New Business:

- None

Meeting Adjourned: The meeting adjourned at 8pm. Next meeting is August 27, 2026 at 6:30 pm.

Sharon Springs Free Library

Profit and Loss YTD Comparison

June 26-July 23, 2026

	TOTAL	
	JUN 26 - JUL 23 2026	JAN 1 - JUL 23 2025 (PY YTD)
Income		
0001 Tax Revenue		53,150.00
1005 Copies/fax/printer	254.13	646.30
1018 Lost Book and DVD	13.00	16.95
43300 Grants		\$313.43
43301 Stewarts		819.83
43490 Pam (Gazebo Project)		-5,570.50
Total for 43300 Grants		-\$4,437.24
43400 Donations	\$217.85	\$3,822.67
43401 Donations - Other		800.00
43402 Great Book Giveaway	45.85	755.40
43404 Clothing Shed	67.64	304.37
43450 Individ, Business Contributions		250.00
46431 Fundraising Letter		1,045.00
Total for 43400 Donations	\$331.34	\$6,977.44
45000 Investments		
45030 Interest-Savings, Short-term CD	2.29	6.12
Total for 45000 Investments	\$2.29	\$6.12
46422 LLSA (Local Lib. Services Aid)		149.30
47500 Rental Income		3,000.00
Services		73.12
Total for Income	\$600.76	\$59,581.99
Gross Profit	\$600.76	\$59,581.99
Expenses		
62110 Accounting Fees	\$68.00	\$4,991.44
62111 Banking Fees		169.27
Total for 62110 Accounting Fees	\$68.00	\$5,160.71
62152 Programs/Youth	48.02	268.25
62800 Facilities		\$752.50
62100 Contract Services		\$470.00
62101 Fyr Fighter	561.51	370.00
62801 Janitorial Services		1,642.00
Total for 62100 Contract Services	\$561.51	\$2,482.00
62851 Cleaning Supplies		143.25
62870 Property Insurance	-839.27	1,325.77
62891 Fuel		1,874.97
62892 Electric		2,685.74
62893 Water/Sewer		83.65
Total for 62800 Facilities	-\$277.76	\$9,347.88

Sharon Springs Free Library

Profit and Loss YTD Comparison

June 26-July 23, 2026

	TOTAL	
	JUN 26 - JUL 23 2026	JAN 1 - JUL 23 2025 (PY YTD)
65010 Books, Subscriptions, Reference		\$968.22
65011 Print Books	219.16	688.46
65013 DVDs		46.11
65015 Debit Card Balance		480.00
Total for 65010 Books, Subscriptions, Reference	\$219.16	\$2,182.79
65020 Postage, Mailing Service		154.00
65040 Office Supplies		636.61
65050 Telephone, Telecommunications	100.00	874.05
65060 Automation		
65061 MVLS Automation	313.75	1,649.65
65062 Spectrum		299.97
Total for 65060 Automation	\$313.75	\$1,949.62
65100 Other Types of Expenses		
65110 Advertising Expenses		440.00
65150 Memberships and Dues		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		\$548.00
66000 Payroll Expenses (deleted)		64.00
80003 Machines		
80004 Computers		2,186.00
Total for 80003 Machines		\$2,186.00
Payroll Expenses.	\$573.41	
FICA/Mcare		1,456.76
Gross Wages		19,395.84
PFML Insurance		-73.88
SDI Disability Insurance	301.15	311.03
SUTA		296.46
Total for Payroll Expenses.	\$874.56	\$21,386.21
Uncategorized Expense		653.88
Total for Expenses	\$1,345.73	\$45,412.00
Net Operating Income	-\$744.97	\$14,169.99
Net Income	-\$744.97	\$14,169.99

Sharon Springs Free Library

Balance Sheet

As of Jul 23, 2026

	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 NBT Bank - Money Market - 2344	52,345.50
1001 NBT Bank - Operating Fund - 3504	9,905.55
1002 NBT Bank - Building Fund - 4008	9,999.82
Cash Holding	68.00
Total for Bank Accounts	\$72,318.87
Other Current Assets	
Uncategorized Asset	3,000.00
Total for Other Current Assets	\$3,000.00
Total for Current Assets	\$75,318.87
Fixed Assets	
129 Main Street	
Building	75,757.00
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	\$220,273.84
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	\$221,052.84
Total for Assets	\$296,371.71
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
FICA/Federal	-2,159.39
State Withholding	-318.55
Total for Payroll Liabilities	-\$2,477.94
Total for Other Current Liabilities	-\$2,477.94
Total for Current Liabilities	-\$2,477.94
Total for Liabilities	-\$2,477.94

Sharon Springs Free Library

Balance Sheet

As of Jul 23, 2026

		TOTAL
Equity		
30000 Opening Balance Equity		280,779.22
32000 Unrestricted Net Assets		-27,922.95
Net Income		45,993.38
Total for Equity		\$298,849.65
Total for Liabilities and Equity		\$296,371.71

Director's Report 7/23/26

Book Discussion - "O Pioneers!" By Willa Cather 5 attendees (Several members had conflicts.)

Book club plan for August- take out a cookbook, make a recipe from it and bring what you made to the meeting.

The mini-split Construction Grant's final form FS-10-F was scanned and submitted electronically by its due date, and two signed copies were mailed. The total budget was \$5,195, The first payment was \$4,675. We have to watch for the \$520 difference which will likely take some time. Since the monies have already been expended, that check can go directly into an operating account, and the construction grant will be completely finished.

I participated in two interviews for Assistant Director position. I have revised/rewritten the Opening Procedures, Closing Procedures and Shelving guidelines for use as training tools.

We received a "Love your Library" check from MVLS to support our SRP (\$200.23). Fifty dollars of that will be used for a gift card.

Sign up for SRP has been good. Participation also seems to be going well. We will ask for reading logs and reports to be submitted by Wednesday, August 5th.

Margaret got a \$50 gift certificate donated by The American Hotel. We will get a \$50. Stewart's gas card. The first prize winner in the adult category chooses which one they want, the second prize winner gets the other. The third prize winner gets the new non-fiction book "Courage Will Save Us."

End of program celebrations and the awarding of prizes will be Thursday, August 6 and Saturday, August 8.

Low supplies have been ordered - mylar, cleaning gloves, screen cleaner, toilet tissue, printer cartridges, etc.

Jeanne raised the question of whether we offer a lower price on copies for students. A patron suggested we charge .25 for single sided and .40 for double sided copies to encourage less paper use.

New books were ordered and JoAnn and I entered them into the system and onto the website carousel (there were no substantial book orders in April or May).

Titles:

Hope Rises and Nash Falls - 2 by D. Baldacci

The Calamity Club by K. Stockett (author of The Help)

Final Target by N. Roberts

Ironwood by M. Connelly

The Land & Its People by D. Sedaris

The Midnight Train by M. Haig (author of The Midnight Library)

Whistler by A. Patchett
It Could Have Been Her by L. Jewell
The Keeper by T. French
The Things We Never Say by E. Strout (think Olive Kitteridge books)
The Correspondent by V. Evans
26 Beauties by J. Patterson
Heather by C. Mullen
Rural Hours by S. F. Cooper (local interest, historical non-fiction)
I See You've Called in Dead by J. Kenney
Trust (Pulitzer Prize Winner) by H. Diaz
Nineteen Eighty-Four (replacement copy) by G. Orwell.

The order totaled just under \$400. The budget allows about \$250/month.

Pre-ordered new books by J. Patterson, B. Kingsolver and L. Penney to be released in October.

The credit review has been lifted and our existing Ingram account should be able to be used to order books only (without processing). Sharon says she doesn't know if we want to learn new software or wait until someone permanent takes over as SHS generally purchases such a small amount. Prices should be compared to what we find at our Amazon Business account. It might not be worth paying the extra amount for processing.