

Minerva Free Library Board

“Libraries Change Lives”

May 8, 2024 Agenda

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Director’s Report: Cindy

Treasurer’s Report: Darlene

- Monthly beginning balance: Checking \$1,407.30 and Savings \$27,187.72
- Monthly ending balance: checking \$3,405.10 and Savings \$48,993.72
- Endowment Balance: \$ 171,394.66
- UBS Core Savings: \$ 50,749.71

Sub Committee Reports:

Book Club– Judy

Building and grounds, NYS Construction Grant- Elizabeth

Fundraising– Dianne and Judy- Sweet Pea Designs online fundraising

Grants- Beth and Cindy

Policy Approval: Short/ Long Term Review

New Business:

Next Meeting will be held on: June 4, 2024 6:00 p.m.

Upcoming Meeting focus:

Jan- Holiday Party

Feb- Prior year operating report, elect officers, file 990

Mar- CPA Audit, Give Big CHQ, Give 716

Apr- Short/Long Term Review

May- Event Programming (SRP)

June- Prepare next year budget, Trustee Education Requirements

July- Visit Town of Sherman Board

August- Sexual Harassment Training, Conflict of Interest Policy

Sept- Evaluations

Oct- Bylaws Review, Posts regarding “Giving Tuesday”

Nov- Review next year’s budget

Dec- Approve next year budget

Minerva Free Library
Board of Trustees Meeting
Minutes: April 2, 2024
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Judy Warren, Karen Croscut, Dianne Courtney-Freeman Elizabeth Meeder, Krista Rhebergen, Chris Labuskes 6:15 arrival

Secretary’s Report: President Beth Armes called the meeting to order @ 6:00 PM. Attendance was taken, followed by the Pledge of Allegiance.

The minutes from the March Board Meeting were approved. A motion was made by Karen and Seconded by Darlene. All:Aye

President’s Opening: Beth read the Trustee Application submitted by Chris Labuskes to the board. After a brief discussion a vote was taken and Chris was voted in as the newest board member. All:Aye.

Director’s Report: Cindy Sears

Nobody had any questions in regard to the monthly report. However, an addition was made. A letter was received from the IRS with a payment from September 30, 2021, that was submitted by our previous Director. With interest and penalties from the mistake a check was sent for \$341.36 to clear up with mistake.

Treasurer's Report: Darlene

	Checking	and	Savings
Beginning Balance	\$2,557.59		\$31,861.12
Ending Balance	\$1,748.66		\$27,187.22
Endowment Balance	\$717,306.23		
UBS Core Savings:	\$50,572.61		

Karen is still trying to get in touch base with Bill Peck and see if he'd be interested in auditing our books. Cindy will check with Scott Bensink in regard to this as well since he does our taxes.

Book Clubs: Judy

The Adult Community Book Club will meet on the third Tuesday, of the month.

The SCS Book Club will meet on the third Thursday of the month.

The Teen Book Club will be notified of new pick ups.

Buildings and Grounds Report:

*The signage from 360 Graphics is in the basement. Cindy reached out to Keith and they are backlogged because of the weather.

There was a meeting with Charlie, Elizabeth and Cindy in regard to the windows. A call will go out to Mayshark Builders and Gene Blakeslee for bids on the installation of the windows.

The roof was checked and seems to be in good shape.

There was water damage found on the front windows, so they will take precedence over the basement windows.

Cindy and Elizabeth will continue to meet in regard to the NYS Construction Grant for 2025.

Fundraising: Upcoming events

*Prickly Pear April 18th 6PM signups on Facebook

* Sweet Pea Designs will have our merch up soon.

Grants:

Pricing of patio furniture and will be looked into by Cindy and Elizabeth. Then Cindy and Beth will write a grant for this endeavor. It is due the last Wednesday of April (even months)

Cindy applied for Give Big CHQ (June) and Give 716 (July)

Policies:

*A motion to approve the Freedom to View, Gift and Collection, and Library Bill of Rights Policies was made by Krista and Seconded by Karen. All:Aye

An email was sent in regard to weeding materials, which we will look at.

Board Members were encouraged to watch the Robert's Rules of Order video put out by CCLS. This will count toward educational minutes if turned in to Cindy after watching.

Next Meeting: Tuesday, May, 7, 2024

Adjournment: President Armes adjourned the meeting @ 6:43.

Respectfully submitted,
Judith Warren

Minerva Free Library
2024 Approved Budget

Endowment	January	February	March	April	YTD		
UBS Fund Endowment	\$ 168,267.37	\$ 168,499.88	\$ 171,306.23	\$ 174,032.99			
UBS Core Savings Account	\$ 50,000.00	\$ 50,572.61	\$ 50,572.61	\$ 50,749.71			
Checking Account	\$ 8,244.23	\$ 7,624.29	\$ 2,557.59	\$ 1,407.30			
Savings Account	\$ 31,284.01	\$ 31,593.92	\$ 31,861.12	\$ 27,187.72			
Total Portfolio	\$ 257,795.61	\$ 258,290.70	\$ 256,297.55	\$ 253,377.72	\$ -		

Income	January	February	March	April	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	2024	2024	2024	2024
11.25 Balance in Operating Fund	\$ 83,609.00	\$ 81,836.53	\$ 78,623.82	\$ 72,144.30	\$ 83,609.00			
11.1 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 27,500.00	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 27,500.00			
11.3 Local Library Services Aid (LLSA)		\$ 143.70	\$ -	\$ -	\$ 143.70	\$ 2,000.00		
11.7 CCLS Grants	\$ -	\$ -	\$ 587.25	\$ -	\$ 587.25	\$ 2,600.00		
11.8 Total System Cash Grants	\$ -	\$ 143.70	\$ -	\$ -	\$ 730.95			
11.9 Other State Aid	\$ -	\$ -			\$ -	\$ -		
11.10 LSTA					\$ -			
11.11 Other Federal Aid					\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 218.38	\$ 121.00	\$ 293.85	\$ 47.00	\$ 680.23	\$ -		
Donation Box	\$ 73.00		\$ 123.85	\$ 37.00				
Gifts	\$ 10.00	\$ 121.00	\$ 120.00	\$ 10.00				
Room donation	\$ 10.00							
Grants			\$ 50.00					
11.15 Fund Raising	\$ 20.00	\$ -	\$ 40.00	\$ 259.00	\$ 319.00	\$ 300.00		
candy box	\$ 20.00			\$ 19.00				
book clubs			\$ 40.00					
charcuterie								
prickly pear				\$ 240.00				
sweet pea designs								
11.16 Income from Investments transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11.17 Library Charges (petty cash)	\$ 194.38	\$ -	\$ -	\$ -	\$ 194.38	\$ 113.00		
petty cash	\$ 194.38							
copies								
11.18 Other Misc.	\$ 2.00	\$ 2.00	\$ 405.00	\$ -	\$ 409.00	\$ 100.00		
book sale	\$ 2.00	\$ 2.00	\$ 405.00					
	\$ -				\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 434.76	\$ 123.00	\$ 738.85	\$ 306.00	\$ 1,602.61	\$ 60,113.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 434.76	\$ 266.70	\$ 738.85	\$ 27,806.00	\$ 29,833.56	\$ -		
11.26 Grand total receipts	\$ 84,043.76	\$ 82,103.23	\$ 79,362.67	\$ 99,950.30	\$ 113,442.56	\$ 60,113.00		

Expenses	January	February	March	April	2024	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	YTD	2024		
12.2 Other Staff	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 1,771.55	\$ 7,508.10	\$ 26,000.00	\$ 18,491.90	71%
12.3 Total Salaries and Wages	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 1,771.55	\$ 7,508.10	\$ 26,000.00		
Social Security	\$ 91.42	\$ 151.81	\$ 161.48	\$ 109.83	\$ 514.54	\$ 1,550.00	\$ 1,035.46	67%
Medicare	\$ 21.37	\$ 35.50	\$ 37.77	\$ 25.69	\$ 120.33	\$ 363.00		
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
Unemployment								
Disability					\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave					\$ -			
IRS payments			\$ 341.36					
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 112.79	\$ 187.31	\$ 540.61	\$ 135.52	\$ 634.87	\$ 3,313.00		
12.5 Total Staff Expenditures	\$ 1,587.29	\$ 2,636.01	\$ 2,353.96	\$ 1,907.07	\$ 8,142.97	\$ 29,313.00		
12.6 Print Materials	\$ 65.00	\$ 195.39	\$ 339.59	\$ 577.25	\$ 1,177.23	\$ 2,000.00	\$ 822.77	41%
12.7 Electronic Materials	\$ 33.33	\$ 50.00	\$ 50.00	\$ 50.00	\$ 183.33	\$ 600.00	\$ 416.67	69%
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	100%
12.9 Total Collection Expenditures	\$ 98.33	\$ 245.39	\$ 389.59	\$ 627.25	\$ 1,360.56	\$ 2,850.00		
12.10 From Local Public Funds (71PF)					\$ -			
12.11 Other Funds Expenses	\$ 70.00				\$ 70.00	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 70.00	\$ -	\$ -	\$ -	\$ 70.00	\$ 10,000.00		
12.13 From Local Public Funds								
12.14 From Other Funds Repairs						\$ 1,300.00	\$ 1,300.00	100%
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00		
Gas	\$ 164.00	\$ 164.00	\$ 133.00	\$ 133.00	\$ 594.00	\$ 2,600.00	\$ 2,006.00	77%
Electric	\$ 81.66	\$ 87.08	\$ 70.51	\$ 80.82	\$ 320.07	\$ 1,200.00	\$ 879.93	73%
Water & Sewer	\$ -	\$ -	\$ 178.91	\$ -	\$ 178.91	\$ 1,100.00	\$ 921.09	84%
Insurance Property/Liability	\$ -	\$ -	\$ 2,113.70	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ 53.98	\$ -	\$ 102.29	\$ -	\$ -	\$ 600.00		
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 213.82	\$ 1,092.98	\$ 8,000.00	\$ 6,907.02	86%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 213.82	\$ 1,092.98	\$ 9,300.00		
12.18 Office & Library Supplies	\$ 71.99	\$ -	\$ 64.99	\$ 130.82	\$ 267.80	\$ 3,000.00	\$ 2,732.20	91%
Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98	\$ 319.92	\$ 1,000.00	\$ 680.08	68%
Internet	\$ -	\$ -	\$ -	\$ 69.00	\$ 69.00	\$ 500.00	\$ 431.00	86%
12.19 Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 148.98	\$ 388.92	\$ 1,500.00	\$ 1,111.08	74%
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
12.21 Professional Consultant Fees	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ 300.00	\$ 50.00	17%
12.22 Equipment	\$ -	\$ -	\$ 1,571.10	\$ -	\$ 1,571.10	\$ 150.00	\$ (1,421.10)	-947%
Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ -	\$ 11.61	\$ 11.61	\$ 2,000.00	\$ 1,988.39	99%
12.23 Other Miscellaneous		\$ 16.95	\$ 160.34	\$ 962.65	\$ 1,139.94	\$ 700.00	\$ (439.94)	-63%
gifts		\$ 16.95						
postage								
Inter Library Loan			\$ 8.00	\$ 8.00				
Teen Book Club			\$ 152.34	\$ 954.65				
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 151.97	\$ 346.93	\$ 1,876.41	\$ 1,254.06	\$ 3,629.37	\$ 8,650.00		
12.32 Total Operating Fund Disbursements	\$ 2,207.23	\$ 3,479.41	\$ 7,218.37	\$ 4,002.20	\$ 14,295.88	\$ 60,113.00		
12.36 Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -				
12.38 Total Disbursements and Transfers	\$ 2,207.23	\$ 3,479.41	\$ 7,218.37	\$ 4,002.20	\$ 14,295.88	\$ 60,113.00		
12.39 Balance in Operating Fund	\$ (1,772.47)	\$ (3,212.71)	\$ (6,479.52)	\$ 23,803.80	\$ 15,537.68			
12.40 Grand Total disbursements will equal 11.26	\$ 81,836.53	\$ 78,623.82	\$ 72,144.30	\$ 95,948.10	\$ 99,146.68			

Checking Register 2024
April

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$1,407.30
	4/4/2024	transfer	savings to checking	\$0.00	\$6,000.00	\$7,407.30
	4/8/2024	national fuel	gas	\$133.00		\$7,274.30
	4/8/2024	National Grid	electric	\$80.82	\$0.00	\$7,193.48
	4/8/2024	CCLS	Overdrive- 50, ILL- 8.00, Internet- 69.00	\$127.00	\$0.00	\$7,066.48
	4/8/2024	First National Bank Omaha	Credit card: Teen crafts- 635.97 (credit of 189.95) Teen games- 508.63, Minerva Bday- 11.61, Print Materials- 177.25, office sup- 130.82, phone-79.98	\$1,354.31		\$5,712.17
	4/12/2024	Payroll	Direct Deposit	\$753.42		\$4,958.75
	4/12/2024	Payroll	Taxes	\$204.83		\$4,753.92
	4/26/2024	Payroll	Direct Deposit	\$746.15		\$4,007.77
	4/26/2024	Payroll	Taxes	\$202.67		\$3,805.10
6186	4/26/2024	Pilcrow Foundation	Childrens book grant	\$400.00		\$3,405.10
Totals		Transaction count: 10		\$4,002.20	\$6,000.00	\$3,405.10

Savings Register 2024
April

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$27,187.72
	4/4/2024	transfer	savings to checking	\$6,000.00	\$0.00	\$21,187.72
	4/9/2024	deposit	Town of Sherman	\$0.00	\$27,510.00	\$48,697.72
	4/23/2024	deposit	prickly pear- 240, candy box- 19, donation box-37		\$296.00	\$48,993.72
					\$0.00	\$48,993.72

Petty Cash 2024

Date	Copies	Fines	Fax	Daily Donation	Book Sale	Total	Petty Cash		\$ 109.00	Money at the start of 2024
1/11/2023	\$ -	\$ 9.00		\$ -		\$ 9.00				
1/19/2024	\$ -	\$ 3.00		\$ -		\$ 3.00				
1/20/2024	\$ -	\$ 1.00		\$ -		\$ 1.00				
2/1/2024	\$ 1.00	\$ -		\$ -		\$ 1.00				
2/22/2024	\$ 2.00	\$ -				\$ 2.00				
2/26/2024	\$ 10.00	\$ -				\$ 10.00				
	\$ 0.25					\$ 0.25				
2/27/2024	\$ 3.00				\$ -	\$ 3.00				
3/11/2024	\$ 6.60			\$ 3.40		\$ 10.00				
3/14/2024	\$ 3.00					\$ 3.00				
3/21/2024	\$ 0.80		\$ -			\$ 0.80				
3/23/2024	\$ 20.00		\$ -			\$ 20.00				
3/28/2024	\$ 3.00		\$ -			\$ 3.00				
4/8/2024	\$ -		\$ 2.00			\$ 2.00				
4/9/2024	\$ 4.00	\$ -				\$ 4.00				
						\$ 72.05				

\$ 181.05 Total Petty Cash

May 8, 2024 From the Director's Desk

STATS for 4/1/2024-4/30/2024: Audiobooks: 2, Books: 276, CCLS Audiobooks: 0, CCLS LP: 10, DVD: 83, DVD Set:1, ILL_Book:0, J Books: 171, JR DVD: 4, J Media: 5, magazines 2, museum pass: 1, New Books: 11, New J DVD: 3, Ref Book: 1 TOTAL CIRC: 571/April, 619/Mar, 727/Feb, 540/Jan **2024** 479/Dec, 598/Nov, 736/Oct, 544/Sept, 764/Aug **2023**

Libby Stats: 91/Mar, 88/Feb, 122/Jan **2024** 109/Dec, 129/Nov, 114/Oct, 116/Sept, 100/Aug, 90/July, 107/June, 84/May, 85/April, 94/March, 80/Feb, 60/Jan **2023**

NEWS & NOTES:

I have placed the Pilcrow Foundation Grant order and mailed the check to them so we will be receiving around 70 children's books in the next month.

While filing the grant for the outdoor patio furniture, window treatments, and outdoor landscaping I was informed of a grant that will cover the rest of the cost for an elevator. The Community Impact grant is due Aug.1 and the decisions are made so the money comes in November which is good timing because Sheldon wanted us to have the elevator in 2024.

Keith has come and picked up the sign to workout his idea for the sign holder. He is aware that the sign needs to be in place before the end of May.

Still waiting to hear from the Dollar General about the SRP grant.

Filled for a \$500 Outreach/Communication grant through CCLS.

Are we interested in sponsoring A Walk to End Alzheimer's team? Brochure in the PDF File.

Dawn Swanson, Director of Kennedy Library and Author of Charlotte book series, attended toddler time April 22 and sent our picture off to the paper and we were in the Saturday April 27 issue.

Prickly Pear Paint Night made \$240

Sweet Pea Design fundraiser up and running. We have not discussed a finishing date for that yet.

Spoke to Scott Bensink about formal Audit. Internal control survey (more sound financial solution, which they do for many non-profits), recommended and just this will cost \$1,000-\$2,000 (worst case scenario). Not a conflict of interest. Future suggestion from Scott: Audit committee, volunteers in the community who would come in and make sure we are doing what we say. After this year being a formal internal control survey, we will have a better idea of guidelines for the "audit committee" to follow.

WALK TO END ALZHEIMER'S

ALZHEIMER'S ASSOCIATION

April 2024

In Chautauqua County, we are leading the way to Alzheimer's first survivor by participating in the Alzheimer's Association Walk to End Alzheimer's on October 5, 2024.

Alzheimer's is a disease that affects not only those who suffer from the disease but their family caregivers, and community as well. You may even know firsthand the heartache of caring for a loved one as they slowly slip away from you. We hope to bring the community together to support and celebrate with people living with Alzheimer's or dementia, applaud families that care and nurture, and praise a community that helps!

The family-friendly 2023 Walk to End Alzheimer's will take place on Saturday, October 5, 2024, at Point Gratiot Park at 11:00 a.m., with registration opening at 10:00 am. There will be music, games, entertainment, raffles, and light refreshments. The Walk is poignant, yet fun, and attracts a large, diverse audience of individuals, families, caregivers, and various organizations.

Additionally, every Walk to End Alzheimer's features a promise garden; an emotive visual presentation of colored flowers. Walkers choose the color that best represents their connection to the cause and plant them at the walk for all to see and be inspired. We would love it if you would join us by registering a team to participate or joining a team.

Let's grow some new Chautauqua County teams- Plant some members-start your team!

- **Blue** represents someone living with Alzheimer's or another dementia
 - **Purple** is for those who have lost someone to the disease.
 - **Yellow** is for those currently supporting/caring for a person
- **Orange** is for those who support the cause and the Association's vision

We all have colors in this walk!

Registration is easy; simply visit act.alz.org/Chautauqua and start a team. The Association provides free, easy-to-use tools and support to help us reach our goals and grow awareness. Every dollar raised and participant truly helps fuel the Association's mission locally through programs and services and nationally through treatment and ultimately – a cure.

Thank you in advance for your support! Together, we can end Alzheimer's and all other dementia.

Your 2024 Walk to End Alzheimer's® Planning Committee,

2024 Walk Chairpersons Dana Corwin (716) 753-4876 & Zac Hnatyszyn 716-338-0500
Walk Coordinator WNY Alzheimer's Association (716) 626-0600



“Libraries Change Lives”

2022-2025 Long Range and Short Term Plan

Minerva Free Library

Prepared by 2021 Board Members:

Beth Armes	Board President
	Library Director
Elizabeth Meeder	VP Trustee
Darlene Barney	Trustee
Judy Warren	Trustee
Carol Chase	Trustee
Krista Rhebergen	Trustee
Cindy Sears	Asst Library Director

Our Mission

Minerva Free library will enrich our community through shared experiences and providing resources to enhance people's lives.

Our Vision

- Share books and stories so people can travel to new places, learn new things, and gain stimulating experiences that will enrich their lives
- We would like to provide technology and STEM learnings to increase and stimulate knowledge and love of math and science
- We want a safe place for kids to experience and learn in, including access to wifi and other resources for patrons to use for personal, educational, and professional reasons
- We want event programming and classes to learn new skills and stimulate life-long learning
- We want the community to have a shared place to meet; form relationships; learn new things; and realize there are more options than you think to satisfy your thirst for knowledge; We would like community clubs to feel at home and use the building as a resource
- Provide virtual and in-person adult education classes without huge cost or travel burden
- Encourage a book club to create active discussion and engage minds that influence society and engage people to work together across different age categories.
- We would like to support Sherman Central School with after school programming and parents looking to enrich their children's lives and education; support homeschooling curriculum, pre-schooling programs, and high school programming
- We would like to support the Amish community with access to both technical resources and books/learning materials.

Our Short Term and Long-Range Programming Goals

Objective	Short & Long Term Goals	Strategy
Help young children (2-6) get school ready	<p>FY22: Influence 10 children's skill development to prepare for school</p> <p>3Yr Goal: Robust curriculum set up for school ready program.</p> <p>Measure: 10 children attend 5 events</p>	<p>Develop a play area to encourage gross motor skills in young kids to develop school ready skills</p>
Inspire reading for pre-k thru 6th grade.	<p>FY22: Have 10 children/week attend the program. Side benefit is parents and siblings take advantage of the library services.</p> <p>3Yr Goal: 2 reading programs for younger and middle school</p> <p>Measure: # of books checked out/month</p>	<p>After School Reading Program from September to May.</p>
Inspire learning and knowledge for teenagers.	<p>FY22: Create a safe space for teenagers to use technology services. Show teenagers that the library is more than just books.</p> <p>3Yr Goal: Sustainable programming including focus on Life Survival Skills (Home Ec.)</p> <p>Measure: 5 teenagers attend. 2 events/year</p>	<p>Install outdoor learning area to encourage teenagers to hang out in a safe, lighted spot.</p> <p>Game night with Garrett or social night Murder mystery event? Escape Room? March Madness Reading Tournament</p>
Serve Adult Community Members with access to books, technology and resources to meet their personal, educational, and professional goals.	<p>FY22: Provide Wifi services, Interloan and Library Services from CCLS. Provide computer/printer/copier/fax services</p> <p>3Yr Goal: Grow to 1000 materials circulated</p> <p>Measure: # of materials circulated or logons into computer. # of people utilizing services and ratio to # of library cards</p>	<p>Adult Book Club</p> <p>Administration & Management Services</p>
Provide support and enable outreach clubs and organizations to reach their objectives.	<p>Support 2 clubs and help them access resources and building utilization.</p> <p>Long Range: 5 clubs</p> <p>Measure: # of clubs using the library</p>	<p>Girl Scots MOPS? Boy Scouts?</p>

Short Range Goals: Building & Equipment Repairs

Outside:

1. North water gutter end piece that is bent
2. Sills need white painted on upper exterior windows
3. Screen repair on South side window
4. Brick eventually needs cleaned and re-grouted (FY23/24)

Inside:

5. Window Sills need polyurethane to protect from heat/sun exposure
6. Carpet needs replaced on ground floor
7. Electrical conduit in furnace room needs removed from floor level
8. Pipe basement dehumidifier into drain
9. Handrail needs secured going into basement
10. Need to scrape and paint basement area
11. Bathroom sink and kitchen faucet does not work properly.
12. ADA Accessible 2nd Floor: Install chair lift to allow ADA access to 2nd floor.
Install security/monitoring cameras inside and outside.

Long Range Goals: Renovation and Modernization of the Building & Equipment

Key Target

Sherman will be celebrating the 200th Anniversary of the Town (Settled in 1823; Founded in 1924). We would like to have our modernization/renovations done in time for a Grand Re-Opening Ceremony to be held as part of this celebration in 2024.

Executive Summary

Renovate and modernize the library by providing a new kitchenette, new outside patio area, new children's area, new windows, improved racking and circulation desk to house resource materials and facilitate library services. This will be broken into Phases.

Phase I: New Kitchenette

The current kitchen is located in the back corner of the building and not conducive to use by either staff or patrons. The current kitchenette location is taking up prime space that could be utilized for media/book presentation. The kitchenette sink does not work properly and the cabinets have deteriorated and not designed well to



support event programming. A new kitchenette will be designed to support staff, patrons, and both fundraising and learning programming events. It will be re-located at the same time the main floor is re-configured to support a new children's area and better flow pattern for patron use. This will support after-school reading programs and teen/children events that are planned to draw the community into the library to better use the resources available.

This kitchenette will be composed of a new sink, new cabinets, microwave, mini-refrigerator, and coffee/tea machine. It will be located closer to the bathroom which will take advantage of the plumbing infrastructure and

will be closer to the new children's area to support patron/staff use.

This new coffee/tea bar will encourage patrons to use this as a meeting space and encourage more visits to the library. It will make it easier for children, teens, adults to use for a variety of purposes. This kitchenette will be 5' x 25" and be custom built into the side wall to maximize floor space.



This picture shows location of the new kitchenette. The bookcase and cabinet will be removed and new sink placed under the window with the counter to the left. The bookcase to the right will be relocated as part of the new children's area where we are re-configuring the bookcases to accommodate this new design.

This will help us attract more children and teens to the library with a modern area with modern conveniences.

The door is in the back which will let us take advantage of the plumbing infrastructure and be closer to the bathroom for sanitary reasons.

KITCHENETTE BUDGET

Items	Cost	Contractor or Supplier
New cabinets, laminate counter top	\$2,000	Johnson & Johnson Contractor (bid) Will also bid: Pete Leslien/Fairview Wood Working
Plumbing, sink	\$2,000	Johnson & Johnson Contractor (bid) Will also bid: Ron Plumbing Contractor
Microwave/Mini Fridge/Coffee-Tea Machine/Toaster	\$ 500	Amazon or Home Depot after looking for economical appliances
Total	\$4,500	

Phase II: Improve Drainage and New Patio Area

Roof eaves troughs are draining right next to the foundation allowing water to migrate into the basement floor. This is causing extensive deterioration and affects the life of the building. As we were looking to solve this problem, community requests came in to create a better outdoor space for patrons. This will allow them to use the wifi and encourage outdoor reading programs. This is especially important in a COVID-19 environment for those patrons that prefer outdoor spaces. By building a new patio area, we can solve both drainage issues and provide a valuable meeting space for the community into one project. The patio will be right behind the sign and installed as we install the new drainage system.

Project scope includes removal of the bushes and extending drainage for eavestrough out 8' away from the building to eliminate water from migrating through the basement walls. Drainage will be buried underground and will be properly prepared with 2-3" of washed stone to ensure longevity. At the same time, we will excavate 5" down to install a 4", 20' x 20' stamped concrete patio area for outdoor learning space. This stamped patio will be sloped slightly away from the building and ensure proper ground preparation to facilitate water drainage away from the building. This will require the deteriorated wooden sign to be replaced and moved further away from the building. This sign will be replaced with a weather proof (marble or granite) sign that blends well with the historic building façade.



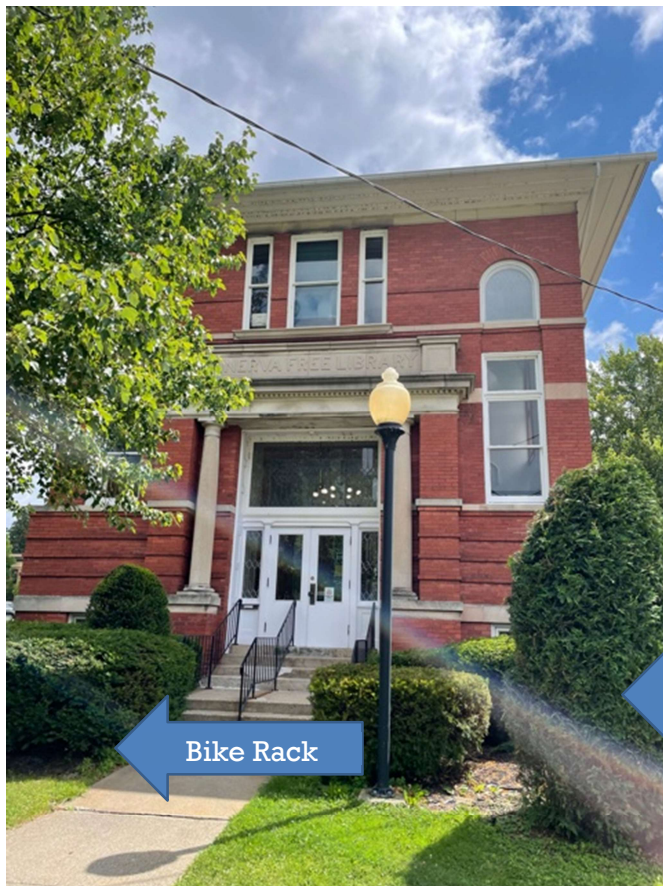
Bad Location to drain water from the roof top



Location of new patio area as the shrubs get pulled out and new 20'x20' patio fixing drains at same time

DRAINAGE & PATIO BUDGET

Items	Cost	Contractor or Supplier
Drainage & Excavation Work and 20' x 20' concrete patio	\$4,500	Johnson and Johnson Contracting (bid) Get quotes from Eire Contractor and 1 other
New Sign	\$3,000	Not included in grant request
Landscaping and shrubbery	\$ 500	Not included in grant request
Bicycle parking rack	\$ 500	Not included in grant request
Bench	\$ 500	Not included in grant request
Total	\$9,000	Total
Original Grant Request	\$4,500	



Imagine a new concrete patio to the right of the door with landscaping that is easier to maintain. Drains coming off the building will be underground to prevent tripping hazards.

To the left, imagine bike rack to the left with a bench under the tree. This also will have minimal, low maintenance landscaping.

Bike Rack

New Patio

Phase III: Children's Area

Scope of Work:

Construct a semi-circle area against the North Wall to take advantage of the windows/and natural ability to build seating nooks to construct a children's area that is conducive to children programming. This includes new carpet or hardwood/laminate flooring for sanitary reasons.

Items	Cost	Contractor or Supplier
Built in Bookcase	TBD	
2 – Semi circular bookcases on wheels	TBD	
Carpet	TBD	
Built in bookcases	TBD	
Cushions and 4 bean bags	TBD	

Phase IV: New Windows

Scope of Work:

Current windows are hard to open and need replaced with modern windows, window treatments and energy efficient glass.

Items	Cost	Contractor or Supplier
	TBD	

Phase V: Circulation Desk

Scope of Work:

Renovated circulation desk designed for both administrative work and library duties. Includes a computer station for checking books in/out.

Items	Cost	Contractor or Supplier
Curved circulation desk	TBD	

Phase VI: Magazine Rack and DVD Media Racks

Scope of Work:

Purchase 1 DVD/Media Rack and 1 Magazine rack for holding resources in a better space saving design. Build 1 small table to be used in children's area.

Items	Cost	Contractor or Supplier
1 DVD/Media Rack	\$1,500	The Library Store
1 Table	\$1,500	
1 Magazine Rack	\$ 500	