

Minerva Free Library Board

“Libraries Change Lives”

August 6, 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 \$4,458.01 and Savings \$70,892.28
- Endowment Balance: \$ 175,256.44
- UBS Core Savings: \$ 51,328.01

Sub Committee Reports:

Book Club– Judy

Building and grounds, NYS Construction Grant- Elizabeth (windows and lift in process)

Fundraising– Dianne and Judy-

Grants- Beth and Cindy

Policy Approval:

New Business: Scholarship, Thursday Hours (9:00 a.m.-8:00 p.m.) adding two hours Thursday for Vanessa (4:00-8:00)

Next Meeting will be held on: September 3, 2024 6:00 p.m.

Upcoming Meeting focus:

Jan- Holiday Party (no meeting)

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- Sexual Harassment Training, Trustee Education Requirements (2hours)

July- Summer Reading Program (no meeting)

August- Visit Town of Sherman Board

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: June 25, 2024

“Libraries Change Lives”

Present Board Members: Darlene Barney, Judy Warren, Karen Croscut, Krista Rhebergen, Elizabeth Meeder, Dianne Courtney-Freeman.

Absent: Beth Armes, Chris Labuskes

Director: Cindy Sears, Guest

We started by listening to a community member share ideas with the board about future programming.

Secretary’s Report: Vice President Elizabeth Meeder called the meeting to order @ 6:00 PM.

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

Director’s Report: Cindy Sears Thursday after school program has ended until fall.

The Board members will make personal donations to place an add in the SCS Musical Programs for the 24-25 school year as a Spotlight Sponsor. This will support the school and the musical families. This will not be taken from the library budget.

A thank you note from Molly was read. This was for personal donations from board members made to her fundraiser.

Audit:Internal Control Survey to be done by Scott Bensink our CPA. Only three questions were of concern in his summary and all of those had answers and the were sent back to him. One in regards to a check that wasn't cashed and one about board meeting minutes for the three months of 2023 that we didn't meet. We responded there was no reason for the minutes. \$300 was given by Scott as a donation toward the total cost of the bill.

Cindy and Vanessa are working on marketing and logos for all our library groups.

We will be changing our telephone system over to Advent instead of Spectrum. This change will be overseen by Mike Jones, AI Tech for CCLS. It will cost \$300 upfront to buy the equipment, however instead of paying \$80 a month, we will be paying \$30 a month.

Cindy checked to make sure Board members were aware of how many hours they needed to bring their personal Education Training hours up to date.

Ron Moore representing the SCS Class of 1959 discussed the purchase of two books written by Oliver Norton. They have been ordered to be added to our library collection.

Treasurer's Report: Darlene

	Checking	and	Savings
Beginning Balance	\$3,405.10		\$48,994.41
Ending Balance	\$6,353.56		\$45,205.46
Endowment Balance	\$173,833.15		
UBS Core Savings:	\$50,945.85		

Book Clubs:Judy

The Adult Community Book Club will meet on Tuesday, July 16th. A discussion we be made on the variety of books read this month, instead of everyone reading the same book.

The SCS Book Club will meet again in the fall.

The Teen Book Club will be notified of the book Light and Air written by Mindy Nichols Wendell, a local author. They will pick it up during the SRP @ the library.

Buildings and Grounds Report:

Lift and Window projects are progress.

The ceiling in the upper room was checked and seems to be a concern. It will be scraped down and watched to see if it is from past leakage or if this is something new. John Beckerink will do the work for \$200 with materials included.

Fundraising: Upcoming events

A discussion was had about our next book sale on July 20th during the Village of Sherman Garage Sales. A personal

donation was made to put us on the village map for this event. It will be held from 9-Noon.

Grants: State Legislator Grant:possibility of new thermostats. Will look at this under that guidance of Eric Stormer our Heating Specialist. This was submitted for \$1,300

Give 716 was discussed. This will be held July 15th and 16th. Be watching on Facebook for more about this fundraiser.

Monthly Meeting Focus Topic:

Short and Long Term Goal...Cindy will send new versions as an email to review.

A subcommittee was formed to meet in regards to future programing. Karen, Judy, Elizabeth, and Cindy have volunteered their time at present.

There will be no meeting in July because of Summer Reading Program

Next Meeting: Tuesday, August 6th, 2024

Adjournment: Vice President Meeder adjourned the meeting @ 7:26.

Respectfully submitted,
Judith Warren

Minerva Free Library
2024 Approved Budget

Endowment	April	May	June	July	YTD		
UBS Fund Endowment	\$ 174,032.99	\$ 170,331.09	173,833.15	\$ 175,256.44			
UBS Core Savings Account	\$ 50,749.71	\$ 50,945.85	\$ 51,136.56	\$ 51,328.01			
Checking Account	\$ 1,407.30	\$ 3,405.10	\$ 6,353.56	\$ 4,458.01			
Savings Account	\$ 27,187.72	\$ 48,994.41	\$ 45,205.46	\$ 70,892.28			
Total Portfolio	\$ 253,377.72	\$ 273,676.45	\$ 102,695.58	\$ 301,934.74	\$ -		

Income	April	May	June	July	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	2024	2024	2024	2024
11.25 Balance in Operating Fund	\$ 72,731.55	\$ 96,535.35	\$ 96,553.13	\$ 120,325.58	\$ 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)	\$ -	\$ -	\$ -	\$ 1,343.70	\$ 1,487.40	\$ 2,000.00		
11.7 CCLS Grants	\$ -	\$ 1,087.25	\$ 500.00	\$ 837.25	\$ 3,011.75	\$ 2,600.00		
11.8 Total System Cash Grants	\$ -	\$ 1,087.25	\$ 500.00	\$ 2,180.95	\$ 4,499.15			
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	\$ 47.00	\$ 2,485.00	\$ 25,640.25	\$ 30.00	\$ 28,835.48	\$ -		
Donation Box	\$ 37.00	\$ -	\$ 41.00					
Gifts	\$ 10.00	\$ 110.00	\$ 145.00	\$ 10.00				
Room donation								
Grants		\$ 2,375.00	\$ 25,454.25	\$ 20.00				
11.15 Fund Raising	\$ 259.00	\$ -	\$ -	\$ 205.00	\$ 524.00	\$ 300.00		
candy box	\$ 19.00			\$ 15.00				
book clubs				\$ 10.00				
charcuterie								
prickly pear	\$ 240.00							
sweet pea designs				\$ 180.00				
11.16 Income from Investments transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
11.17 Library Charges (petty cash)	\$ -	\$ -	\$ -	\$ -	\$ 194.38	\$ 113.00		
petty cash								
copies								
11.18 Other Misc.	\$ -	\$ 13.00	\$ -	\$ 198.00	\$ 620.00	\$ 100.00		
book sale		\$ 13.00		\$ 198.00				
					\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 306.00	\$ 2,498.00	\$ 25,640.25	\$ 433.00	\$ 30,173.86	\$ 60,113.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 27,806.00	\$ 3,585.25	\$ 26,140.25	\$ 2,613.95	\$ 62,173.01	\$ -		
11.26 Grand total receipts	\$ 100,537.55	\$ 100,120.60	\$ 122,693.38	\$ 122,939.53	\$ 145,782.01	\$ 60,113.00		

Expenses	April	May	June	July	2024	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	YTD	2024		
12.2 Other Staff	\$ 1,771.55	\$ 1,982.86	\$ 1,727.15	\$ -	\$ 11,218.11	\$ 26,000.00	\$ 14,781.89	57%
12.3 Total Salaries and Wages	\$ 1,771.55	\$ 1,982.86	\$ 1,727.15	\$ -	\$ 11,218.11	\$ 26,000.00		
Social Security	\$ 109.83	\$ 114.20	\$ 107.08	\$ -	\$ 735.82	\$ 1,550.00	\$ 814.18	53%
Medicare	\$ 25.69	\$ 26.71	\$ 25.05	\$ -	\$ 172.09	\$ 363.00		
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
Unemployment								
Disability					\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave					\$ -			
IRS payments								
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 135.52	\$ 140.91	\$ 132.13	\$ -	\$ 907.91	\$ 3,313.00		
12.5 Total Staff Expenditures	\$ 1,907.07	\$ 2,123.77	\$ 1,859.28	\$ -	\$ 12,126.02	\$ 29,313.00		
12.6 Print Materials	\$ 577.25	\$ 562.64	\$ 42.36	\$ 41.24	\$ 1,823.47	\$ 2,000.00	\$ 176.53	9%
12.7 Electronic Materials	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 333.33	\$ 600.00	\$ 266.67	44%
12.8 DVDs, toys	\$ -	\$ 162.54	\$ -	\$ -	\$ 162.54	\$ 250.00	\$ 87.46	35%
12.9 Total Collection Expenditures	\$ 627.25	\$ 775.18	\$ 92.36	\$ 91.24	\$ 2,319.34	\$ 2,850.00		
12.10 From Local Public Funds (71PF)					\$ -			
12.11 Other Funds Expenses				\$ 1,378.99	\$ 1,448.99	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ -	\$ -	\$ -	\$ 1,378.99	\$ 1,448.99	\$ 10,000.00		
12.13 From Local Public Funds								
12.14 From Other Funds Repairs				\$ 252.00	\$ 252.00	\$ 1,300.00	\$ 1,048.00	81%
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ 252.00	\$ 252.00	\$ 1,300.00		
Gas	\$ 133.00	\$ 116.97	\$ 121.00	\$ 121.00	\$ 952.97	\$ 2,600.00	\$ 1,647.03	63%
Electric	\$ 80.82	\$ 88.69	\$ 94.59	\$ 107.03	\$ 610.38	\$ 1,200.00	\$ 589.62	49%
Water & Sewer	\$ -	\$ 179.33	\$ -	\$ 180.00	\$ 538.24	\$ 1,100.00	\$ 561.76	51%
Insurance Property/Liability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00		
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 213.82	\$ 384.99	\$ 215.59	\$ 408.03	\$ 2,101.59	\$ 8,000.00	\$ 5,898.41	74%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 213.82	\$ 384.99	\$ 215.59	\$ 660.03	\$ 2,353.59	\$ 9,300.00		
12.18 Office & Library Supplies	\$ 130.82	\$ 123.99	\$ 57.90	\$ 515.10	\$ 964.79	\$ 3,000.00	\$ 2,035.21	68%
Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98	\$ 559.86	\$ 1,000.00	\$ 440.14	44%
Internet	\$ 69.00	\$ -	\$ -	\$ 120.00	\$ 189.00	\$ 500.00	\$ 311.00	62%
12.19 Telecommunications	\$ 148.98	\$ 79.98	\$ 79.98	\$ 199.98	\$ 748.86	\$ 1,500.00	\$ 751.14	50%
12.20 Postage/freight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
12.21 Professional Consultant Fees	\$ -	\$ -	\$ -	\$ 300.00	\$ 550.00	\$ 300.00	\$ (250.00)	-83%
12.22 Equipment	\$ -	\$ -	\$ -	\$ -	\$ 1,571.10	\$ 150.00	\$ (1,421.10)	-947%
Software	\$ -	\$ 79.56	\$ -	\$ -	\$ 79.56	\$ -		
SRP/Events (Halloween/Christmas, etc.)	\$ 11.61	\$ -	\$ -	\$ 580.66	\$ 592.27	\$ 2,000.00	\$ 1,407.73	70%
12.23 Other Miscellaneous	\$ 962.65	\$ -	\$ 62.69	\$ 13.60	\$ 1,216.23	\$ 700.00	\$ (516.23)	-74%
gifts								
postage				\$ 13.60				
Inter Library Loan	\$ 8.00							
Teen Book Club	\$ 954.65							
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 1,254.06	\$ 283.53	\$ 200.57	\$ 1,609.34	\$ 5,722.81	\$ 8,650.00		
12.32 Total Operating Fund Disbursements	\$ 4,002.20	\$ 3,567.47	\$ 2,367.80	\$ 3,739.60	\$ 23,970.75	\$ 60,113.00		
12.36 Transfers to Other Funds	\$ -	\$ -						
12.38 Total Disbursements and Transfers	\$ 4,002.20	\$ 3,567.47	\$ 2,367.80	\$ 3,739.60	\$ 23,970.75	\$ 60,113.00		
12.39 Balance in Operating Fund	\$ 23,803.80	\$ 17.78	\$ 23,772.45	\$ (1,125.65)	\$ 38,202.26			
12.40 Grand Total disbursements will equal 11.26	\$ 96,535.35	\$ 96,553.13	\$ 120,325.58	\$ 119,199.93	\$ 121,811.26			

July 2024

Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$4,458.01
	7/8/2024	transfer	from savings	\$0.00	\$3,000.00	\$7,458.01
	7/8/2024	clymer hardware	picnic table	\$1,378.99		\$6,079.02
	7/8/2024	village of sherman	water and sewer	\$180.00		\$5,899.02
	7/8/2024	sl bensink	audit and review	\$300.00		\$5,599.02
	7/8/2024	national fuel	gas	\$121.00		\$5,478.02
	7/8/2024	national bank omaha	515.10-marketing grant, 79.98- phone, 13.60- stamps, 395.66-srp crafts, 41.24-memorial book purchase	\$1,045.58		\$4,432.44
	7/8/2024	CCLS	50-Overdrive, 120-internet	\$170.00		\$4,262.44
6187	7/8/2024	Sweet Pea Designs	SRP craft shirts	\$185.00	\$0.00	\$4,077.44
	7/5/2024	Payroll	Tax	\$220.94		\$3,856.50
	7/5/2024	Payroll	Direct Deposit	\$797.54		\$3,058.96
	7/8/2024	national grid	electric	\$107.03		\$2,951.93
	7/15/2024	Cole Electric LLC	basement lights to LED	\$252.00		\$2,699.93
	7/17/2024	Payroll	Tax	\$185.53		\$2,514.40
	7/17/2024	Payroll	Direct Deposit	\$665.07		\$1,849.33
Totals		Transaction count: 14		\$5,608.68	\$3,000.00	\$1,849.33

July 2024

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$70,892.28
	7/8/2024	transfer funds	to checking	\$3,000.00	\$0.00	\$67,892.28
	7/15/2024	deposit	endress-10, sweet pea-180, book club- 10, puzzle sale- 1		\$201.00	\$68,093.28
	7/30/2024	deposit	give big CHQ-20, candy-15, book sale-197, material plan- 587.25, lisa-1,343.70, cash grant-250		\$2,412.95	\$70,506.23
						\$70,506.23
Totals		Transaction count: 3		\$3,000.00	\$2,613.95	\$70,506.23

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				
5/28/2024	\$ 3.00	\$ -				\$ 3.00				
5/30/2024	\$ 0.80					\$ 0.80				
6/4/2024	\$ 2.80			\$ 0.20		\$ 3.00				
6/27/2024	\$ 1.80			\$ 3.20		\$ 5.00				
6/27/2024	\$ -		\$ 1.50			\$ 1.50				
7/8/2024	\$ 1.00			\$ 4.00		\$ 5.00				
						\$ -				
	\$ -					\$ -				
						\$ 90.35				

\$ 199.35 Total Petty Cash

August 6, 2024 From the Director's Desk

STATS for 7/1/24-7/30/24: Audiobooks: 1, Books: 248, CCLS Audiobooks: 0, CCLS LP: 11, DVD: 151, DVD Set:1, J Books: 157, JR DVD: 4, JR Media 2, New Book: 4, New J Book: 13 TOTAL CIRC: 592/July, 435/June, 432/May, 578/Apr, 619/Mar, 727/Feb, 540/Jan **2024** 479/Dec, 598/Nov, 736/Oct, 544/Sept, 764/Aug **2023**
Libby Stats: 91/May, 86/Apr, 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/February, 60/Jan **2023**

NEWS & NOTES:

Summer Reading Program was a huge success:

Opening night: Elementary-14, Teens-5, Adults-12 Pizza donated by Pat and Judy Warren, water donated by Jim and Karen Croscut, chips donated by Vanessa, and cupcakes donated by Miss Laura's Place. Vanessa organized the tie dye craft and the kids and adults all wore them to the closing evening.

Week two: Elementary-20, Teens-8, Adults-13 Elementary students were lead to the Yorker Museum by teen Volunteer Eli Armes. Robert Tempas, Annette Swan and Shelly Croscut gave guided tours to the students. The teens did string art crafts.

Week three: Elementary-16, Teens-5, Adults-10 Teen students went to the Yorker Museum and the Elementary children did splatter art.

Week Four: Elementary-12, Teens-6, Adults-8 Josie Allen from 4-H came and the students did natural dye transfer onto canvas backpacks and enjoyed cookies donated by the Cornerstone Bakery.

Cindy is looking into two grants (Cummins, CSX) for less than \$4,000.00 each. If you have any suggestions please email ideas.