

Minerva Free Library Board

“Libraries Change Lives”

September 3, 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 \$1,831.33 and Savings \$70,507.39
- Monthly ending balance: Checking \$2,616.57 and Savings \$67,411.66
- Endowment Balance: \$ 177,930.16
- UBS Core Savings: \$ 51,513.96

Sub Committee Reports:

Book Club– Judy

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

Fundraising– Dianne and Judy- Halloween Storywalk Date October 19, 2024 10a.m.-Noon

Grants- Beth and Cindy- Applied for three grants to improve our Non-Fiction section

Policy Approval:

New Business: Personal Banking Class, CCLS Annual Meeting

Next Meeting will be held on: October 1, 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: August 6, 2024

“Libraries Change Lives”

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

Absent: Elizabeth Meeder

Director: Cindy Sears

Secretary’s Report: President Beth Armes called the meeting to order @ 6:00 PM.

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

Director’s Report: Cindy Sears T

There were a couple of questions to be address in regards to the directors report.

Several board members gave 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.

A date for meeting with the people involved with the installation of the new library windows will be made.

Karen will make one more connection with a community member in regards to future programing at the library.

Treasurer's Report: Darlene

	Checking	and	Savings
Beginning Balance	\$6,353.56		\$45,205.46
Ending Balance	\$4,458.01		\$70,892.28
Endowment Balance	\$175,256.44		
UBS Core Savings:	\$51,328.01		

Book Clubs:Judy

The Adult Community Book Club will meet on Tuesday, August 20th. A discussion will be made on the book Wishtree by Katherine Applegate and any of the alphabet books by Sue Grafton that they selected to read.

The SCS Book Club will meet again starting in the fall.

Buildings and Grounds Report:

Lift and Window projects are progressing. Cindy and Elizabeth will have a meeting with the contractors involved.

Fundraising: Upcoming events

The book sale on July 20th during the Village of Sherman Garage Sales, was a success. We made \$197.

Dianne will be contacting a woman she knows to see if she would be interested in doing a painting evening at the library.

Grants: Cindy is working on two grants. We are hoping to get \$2000 from each. We would be using some of this money to update our NF book section.

New Business:

The idea of a future scholarship for a graduating senior was discussed and will be looked at further. This would not be monies from the library, but personal donations from the board members that are interested.

A motion was made to add two hours to our existing Thursdays times so that the library will be open on Thursdays from 9AM to 8PM. The library assistant will work from 4-8. The motion was made by Darlene and 2nd by Krista. All:Aye

Monthly Meeting Focus Topic:

We are looking ahead at our fall events.

Next Meeting: Tuesday, September 3rd, 2024

Adjournment: President Armes adjourned the meeting @ 6:40.

Respectfully submitted,
Judith Warren

Minerva Free Library
2024 **Approved Budget**

Endowment	April	May	June	July	August	YTD		
UBS Fund Endowment	\$ 174,032.99	\$ 170,331.09	173,833.15	\$ 175,256.44	\$ 177,930.16			
UBS Core Savings Account	\$ 50,749.71	\$ 50,945.85	\$ 51,136.56	\$ 51,328.01	\$ 51,513.96			
Checking Account	\$ 1,407.30	\$ 3,405.10	\$ 6,353.56	\$ 4,440.01	\$ 1,831.33			
Savings Account	\$ 27,187.72	\$ 48,994.41	\$ 45,205.46	\$ 70,892.28	\$ 70,507.39			
Total Portfolio	\$ 253,377.72	\$ 273,676.45	\$ 102,695.58	\$ 301,916.74	\$ 301,782.84	\$ -		

Income	April	May	June	July	August	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	2024	2024	2024	2024
11.25 Balance in Operating Fund	\$ 72,731.55	\$ 96,535.35	\$ 95,694.06	\$ 119,466.51	\$ 116,471.78	\$ 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	\$ 859.27	\$ 29,694.75	\$ -		
Donation Box	\$ 37.00	\$ -	\$ 41.00		\$ 39.27				
Gifts	\$ 10.00	\$ 110.00	\$ 145.00	\$ 10.00	\$ 55.00				
Room donation									
Grants		\$ 2,375.00	\$ 25,454.25	\$ 20.00	\$ 765.00				
11.15 Fund Raising	\$ 259.00	\$ -	\$ -	\$ 205.00	\$ 40.00	\$ 564.00	\$ 300.00		
candy box	\$ 19.00			\$ 15.00					
book clubs				\$ 10.00	\$ 40.00				
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	\$ 5.00	\$ 625.00	\$ 100.00		
book sale		\$ 13.00		\$ 198.00	\$ 5.00				
						\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 306.00	\$ 2,498.00	\$ 25,640.25	\$ 433.00	\$ 904.27	\$ 31,078.13	\$ 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	\$ 904.27	\$ 63,077.28	\$ -		
11.26 Grand total receipts	\$ 100,537.55	\$ 100,120.60	\$ 121,834.31	\$ 122,080.46	\$ 117,376.05	\$ 146,686.28	\$ 60,113.00		

12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 1,254.06	\$ 283.53	\$ 200.57	\$ 1,609.34	\$ 153.96	\$ 5,876.77	\$ 8,650.00
12.32 Total Operating Fund Disbursements	\$ 4,002.20	\$ 4,426.54	\$ 2,367.80	\$ 5,608.68	\$ 3,214.76	\$ 29,866.21	\$ 60,113.00
12.36 Transfers to Other Funds	\$ -	\$ -					
12.38 Total Disbursements and Transfers	\$ 4,002.20	\$ 4,426.54	\$ 2,367.80	\$ 5,608.68	\$ 3,214.76	\$ 29,866.21	\$ 60,113.00
12.39 Balance in Operating Fund	\$ 23,803.80	\$ (841.29)	\$ 23,772.45	\$ (2,994.73)	\$ (2,310.49)	\$ 33,211.07	
12.40 Grand Total disbursements will equal							
11.26	\$ 96,535.35	\$ 95,694.06	\$ 119,466.51	\$ 116,471.78	\$ 114,161.29	\$ 116,820.07	

August 2024 Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$1,831.33
	8/8/2024	transfer	from savings	\$0.00	\$4,000.00	\$5,831.33
	8/1/2024	direct deposit	pay roll	\$911.03	\$0.00	\$4,920.30
	8/1/2024	direct deposit	taxes	\$236.89		\$4,683.41
	8/8/2024	credit card payment	amazon (SRP crafts) 73.98, phone bill 79.98	\$153.96		\$4,529.45
	8/8/2024	national fuel	gas	\$121.00		\$4,408.45
	8/8/2024	CCLS	overdrive July	\$50.00		\$4,358.45
	8/12/2024	Erie Ins	workers comp	\$541.00		\$3,817.45
6188	8/12/2024	Andrew Miller	matinenance supplies	\$17.45		\$3,800.00
	8/15/2024	direct deposit	pay roll	\$801.90		\$2,998.10
	8/15/2024	direct deposit	taxes	\$218.52		\$2,779.58
	8/16/2024	national grid	electric	\$133.01		\$2,646.57
6189	8/16/2024	Krista Rhebergen	village garbage bag reimbursement	\$30.00		\$2,616.57
Totals		Transaction count: 12		\$3,214.76	\$4,000.00	\$2,616.57

August 2024 Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$70,507.39
	8/8/2024	transfer	to checking	\$4,000.00	\$0.00	\$66,507.39
	8/27/2024	deposit	class donation- 55, book sale- 5 donation box- 39.27, book club- 40, NY State dept tx- 765		\$904.27	\$67,411.66
	8/31/2024	deposit	interest		\$0.00	\$67,411.66
Totals		Transaction count: 3		\$4,000.00	\$904.27	\$67,411.66

September 3, 2024 From the Director's Desk

STATS for 7/1/24-7/30/24: Audiobooks: 2, Books: 235, CCLS Audiobooks: 3, CCLS LP: 8, DVD: 119, DVD Set:1, J Books: 142, JR DVD: 2, JR Media 6, New Book: 9, New J Book: 13 TOTAL CIRC: 528/Aug, 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: 134/July, 85/June, 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/Feb, 60/Jan **2023**

NEWS & NOTES:

Three grants were applied for to improve and update our Non-Fiction Section.

Mayville Rotary approved the \$1,000.00 to add books to our Non-Fiction Section and the books have been purchased and need processed, with Mayville Rotary Bookplates placed inside and then some kind of promotion will be done to thank the Rotary.

Toddler time is still on Monday at 11. Attendance has been pretty steady this summer with around 13 people attending weekly.

After School Story Time and Teen Club will be starting up again in September after school is back in session. September 19.