

Minerva Free Library Board

“Libraries Change Lives”

October 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 \$4,583.08 and Savings \$ 64,412.80
- Monthly ending balance: Checking \$5,021.16 and Savings \$ 54,513.81
- Endowment Balance: \$ 182,790.82
- UBS Core Savings: \$ 51,719.27

Sub Committee Reports:

Book Club– Judy

Building and grounds, NYS Construction Grant- Elizabeth

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

Grants- Beth and Cindy-

Policy Approval:

New Business:

Next Meeting will be held on: November 5, 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: September 3, 2024

“Libraries Change Lives”

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

Absent: Karen Croscut

Director: Cindy Sears

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

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

Director’s Report: Cindy Sears

Cindy talked about the money given to the library by the Mayville Rotary. We are very grateful for \$1,000 to use on new books.

Treasurer’s Report: Darlene

	Checking	and	Savings
Beginning Balance	\$1,831.33		\$70,507.39
Ending Balance	\$2,616.57		\$67,411.66
Endowment Balance	\$177,930.16		
UBS Core Savings:	\$51,513.96		

A check was received to close out the patio grant. \$765

We should see changes in the phone bill soon.

Book Clubs:Judy

The Adult Community Book Club will meet on Tuesday, September 17th. A discussion will be made on the book The Outsiders by S.E. Hinton and any book by author James Patterson.

The SCS Book Club will meet again starting Thursday, September 19th.

Buildings and Grounds Report:

The windows are in. Gene Blakeslee will get us on his schedule. The replacements will begin in the basement.

We are waiting for drawings from Access Elevator in regard to the lift.

The ceiling corners have been plastered and will be repainted.

The Blink System is up and running.

Fundraising: Upcoming events

Dianne will be contacting a woman she knows who is interested in doing a painting evening at the library as a fundraiser.

Events: Annual Story Walk

Saturday, October 19th 10-Noon We will do the story The Runaway Pumpkin. We will start looking for volunteers to fill the stations and provide treats. We want to reach out to the school and see if they will help us send announcements home to the youngest children.

New Business:

A partnership with Community Bank/Community Outreach holding a program to teach teens about banking and other lifelong skills.

Annual evaluations were given out to the Board Members. President Armes would like them back by Tuesday, September 17th.

CCLS Annual Meeting is October 9th. Chris and Darlene will attend the dinner and bring back information pertinent to the library and our board.

Monthly Meeting Focus Topic:

Next Meeting: Tuesday, October 1st, 2024

Adjournment: President Armes adjourned the meeting @ 6:49.

Respectfully submitted,
Judith Warren

Minerva Free Library
2024 Approved Budget

Endowment	July	August	September	YTD		
UBS Fund Endowment	\$ 175,256.44	\$ 177,930.16	\$ 180,633.34			
UBS Core Savings Account	\$ 51,328.01	\$ 51,513.96	\$ 51,719.27			
Checking Account	\$ 4,458.01	\$ 1,831.33	\$ 4,583.08			
Savings Account	\$ 70,892.28	\$ 70,507.39	\$ 64,412.80			
Total Portfolio	\$ 301,934.74	\$ 301,782.84	\$ 301,348.49	\$ -		

Income	July	August	September	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	2024	2024		
11.25 Balance in Operating Fund	\$ 119,470.88	\$ 116,477.31	#REF!	\$ 83,609.00			
11.1 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00			
11.3 Local Library Services Aid (LLSA)	\$ 1,343.70	\$ -	\$ -	\$ 1,487.40	\$ 2,000.00		
11.7 CCLS Grants	\$ 837.25	\$ -	\$ -	\$ 3,011.75	\$ 2,600.00		
11.8 Total System Cash Grants	\$ 2,180.95	\$ -	\$ -	\$ 4,499.15			
11.9 Other State Aid		\$ 765.00		\$ -	\$ -		
11.10 LSTA				\$ -			
11.11 Other Federal Aid				\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 30.00	\$ 94.27	\$ 2,100.00	\$ 31,030.28	\$ -		
Donation Box		\$ 39.27					
Gifts	\$ 10.00	\$ 55.00	\$ 100.00				
Room donation							
Grants	\$ 20.00		\$ 2,000.00				
11.15 Fund Raising	\$ 205.00	\$ 40.00	\$ -	\$ 564.00	\$ 300.00		
candy box	\$ 15.00						
book clubs	\$ 10.00	\$ 40.00					
charcuterie							
prickly pear							
sweet pea designs	\$ 180.00						
11.16 Income from Investments transfer	\$ 1.16	\$ 1.14	\$ 1.01	\$ 7.15	\$ -		
11.17 Library Charges (petty cash)	\$ -	\$ -	\$ -	\$ 194.38	\$ 113.00		
petty cash							
copies							
11.18 Other Misc.	\$ 198.00	\$ 5.00	\$ -	\$ 625.00	\$ 100.00		
book sale	\$ 198.00	\$ 5.00					
				\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 434.16	\$ 140.41	\$ 2,101.01	\$ 32,420.81	\$ 60,113.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 2,615.11	#REF!	\$ 2,101.01	\$ 64,419.96	\$ -		
11.26 Grand total receipts	\$ 122,085.99	#REF!	#REF!	\$ 148,028.96	\$ 60,113.00		

Expenses	July	August	September	2024	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	YTD	2024		
12.2 Other Staff	\$ 1,736.25	\$ 2,974.30	\$ 1,670.70	\$ 17,458.45	\$ 26,000.00	\$ 8,541.55	33%
12.3 Total Salaries and Wages	\$ 1,736.25	\$ 2,974.30	\$ 1,670.70	\$ 17,458.45	\$ 26,000.00		
Social Security	\$ 107.65	\$ 124.88	\$ 103.59	\$ 1,071.94	\$ 1,550.00	\$ 478.06	31%
Medicare	\$ 25.18	\$ 29.21	\$ 24.22	\$ 250.70	\$ 363.00		
Workers Compensation	\$ -	\$ 541.00	\$ -	\$ 541.00	\$ 1,000.00	\$ 459.00	46%
Unemployment							
Disability				\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave				\$ -			
IRS payments							
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 132.83	\$ 695.09	\$ 127.81	\$ 1,863.64	\$ 3,313.00		
12.5 Total Staff Expenditures	\$ 1,869.08	\$ 3,669.39	\$ 1,798.51	\$ 19,322.09	\$ 29,313.00		
12.6 Print Materials	\$ 41.24	\$ -	\$ 2,410.69	\$ 4,234.16	\$ 2,000.00	\$ (2,234.16)	-112%
12.7 Electronic Materials	\$ 50.00	\$ 50.00	\$ 50.00	\$ 433.33	\$ 600.00	\$ 166.67	28%
12.8 DVDs, toys	\$ -	\$ -	\$ 118.40	\$ 280.92	\$ 250.00	\$ (30.92)	-12%
12.9 Total Collection Expenditures	\$ 91.24	\$ 50.00	\$ 2,579.09	\$ 4,948.41	\$ 2,850.00		
12.10 From Local Public Funds (71PF)				\$ -			
12.11 Other Funds Expenses	\$ 1,378.99		\$ 6,675.00	\$ 9,123.99	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 1,378.99	\$ -	\$ 6,675.00	\$ 9,123.99	\$ 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	\$ 121.00	\$ 121.00	\$ 109.00	\$ 1,182.97	\$ 2,600.00	\$ 1,417.03	55%
Electric	\$ 107.03	\$ 133.01	\$ 122.51	\$ 865.90	\$ 1,200.00	\$ 334.10	28%
Water & Sewer	\$ 180.00	\$ -	\$ 184.86	\$ 723.10	\$ 1,100.00	\$ 376.90	34%
Insurance Property/Liability	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ -	\$ 47.45	\$ -		\$ 600.00		
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 408.03	\$ 301.46	\$ 416.37	\$ 2,771.97	\$ 8,000.00	\$ 5,228.03	65%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 660.03	\$ 301.46	\$ 416.37	\$ 3,023.97	\$ 9,300.00		
12.18 Office & Library Supplies	\$ 515.10	\$ -	\$ 11.20	\$ 975.99	\$ 3,000.00	\$ 2,024.01	67%
Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 719.82	\$ 1,000.00	\$ 280.18	28%
Internet	\$ 120.00	\$ -	\$ -	\$ 189.00	\$ 500.00	\$ 311.00	62%
12.19 Telecommunications	\$ 199.98	\$ 79.98	\$ 79.98	\$ 908.82	\$ 1,500.00	\$ 591.18	39%
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	\$ -		
SRP/Events (Halloween/Christmas, etc.)	\$ 580.66	\$ 73.98	\$ -	\$ 666.25	\$ 2,000.00	\$ 1,333.75	67%
12.23 Other Miscellaneous	\$ 13.60	\$ -	\$ 1.77	\$ 1,218.00	\$ 700.00	\$ (518.00)	-74%
gifts							
postage	\$ 13.60		\$ 1.77				
Inter Library Loan							
Teen Book Club							
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 1,609.34	\$ 153.96	\$ 92.95	\$ 5,969.72	\$ 8,650.00		
12.32 Total Operating Fund Disbursements	\$ 5,608.68	\$ 4,174.81	\$ 11,561.92	\$ 42,388.18	\$ 60,113.00		
12.36 Transfers to Other Funds							
12.38 Total Disbursements and Transfers	\$ 5,608.68	\$ 4,174.81	\$ 11,561.92	\$ 42,388.18	\$ 60,113.00		
12.39 Balance in Operating Fund	\$ (2,993.57)	#REF!	\$ (9,460.91)	\$ 22,031.78			
12.40 Grand Total disbursements will equal							
11.26	\$ 116,477.31	#REF!	#REF!	\$ 105,640.78			

Checking Register Sep-24

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$4,583.08
	9/9/2024	Village of sherman	water & sewer	\$184.86		\$4,398.22
	9/9/2024	CCLS	ebooks-50, receipt tape-11.20	\$61.20		\$4,337.02
	9/9/2024	National Fuel	Gas	\$109.00		\$4,228.02
	9/9/2024	National Grid	electric	\$122.51		\$4,105.51
	9/9/2024	First National Bank ohaha (credit card)	stamps-1.77, phone 79.98, print materials-405.68, DVDs 118.40	\$605.83		\$3,499.68
	9/16/2024	transfer	from savings CSX Grant	\$0.00	\$2,000.00	\$5,499.68
	9/23/2024	transfer	from savings Sheldon foundation	\$0.00	\$10,000.00	\$15,499.68
6190	9/23/2024	Access Elevator	first 25%	\$6,675.00		\$8,824.68
6191	9/23/2024	Cynthia Sears	Payment of CSX grant credit card payment	\$2,005.01		\$6,819.67
	9/12/2024	payroll	taxes	\$191.21		\$6,628.46
	9/12/2024	payroll	pay	\$671.28		\$5,957.18
	9/26/2024	payroll	taxes	\$204.87		\$5,752.31
	9/26/2024	payroll	pay	\$731.15		\$5,021.16
Totals		Transaction count: 13		\$11,561.92	\$12,000.00	\$5,021.16

Savings Account Sep-24

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$64,412.80
	9/16/2024	Deposit	CSX Grant Deposit		\$2,000.00	\$66,412.80
	9/16/2024	transfer	to checking	\$2,000.00	\$0.00	\$64,412.80
	9/23/2024	transfer	to checking	\$10,000.00	\$0.00	\$54,412.80
	9/25/2024	deposit	Community Bank gift		\$100.00	\$54,512.80
	9/30/2024	deposit	interest		\$1.01	\$54,513.81
Totals		Transaction count: 5		\$12,000.00	\$2,101.01	\$54,513.81

October 8, 2024 From the Director's Desk

STATS for 7/1/24-7/30/24: Audiobooks: 1, Books: 234, CCLS Audiobooks: 2, CCLS LP: 7, CD: 1, DVD: 124, DVD Set: 5, Holiday: 1, Holiday DVD: 1, J Books: 151, JR DVD: 6, JR Media: 1, New Book: 7 TOTAL CIRC: 541/Sept, 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: 118/Sept, 117/Aug, 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:

We were approved by CSX for \$2,000 to be spent toward Non-Fiction titles. 130 books were bought at Barnes and Nobles that fit the requirements for this grant. They are in the process of being processed and placed on the shelves.

Toddler time is still on Monday at 11. Attendance has been different after school starting with a few of the students attending public school. A program has been instituted though 1000 book by kindergarten and a few of the families are pursuing this objective. Also, different mediums have been used to tell children stories. Flannel graph and magnetic story pieces and also lift the flap books, and finger plays have entertained the children who come.

After School Story Time and Teen Club will be started September 19. The screen was set up and the Comic Plus site was accessed so the children could listen to stories and watch the books on the big screen, I will have a sample prepared for your viewing pleasure!)

The old lift has been removed. The first 25% payment was sent to Access Elevator to order the new lift. Elizabeth and Cindy attended the Community Impact interview for a \$20,000 grant to supplement the Sheldon Foundation grant already received.

The new replacement basement windows are in. There is a plan to do the main floor windows over the weekend of October 4-6. The children's area had to be moved around a little bit to make room for the windows to be put in.

Many compliments on the openness of the library and the general welcome feel are always made. Thank you for being such a vital part of this endeavor at the library.

The Town will send the rest of the money for 2024 on October 4.