

## Minerva Free Library Board

### “Libraries Change Lives”

#### November 5, 2024 Agenda

Executive Session at 5:30 p.m.

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

**Director’s Report:** Cindy

**Treasurer’s Report:** Darlene

- Monthly beginning balance: Checking \$5,021.16 and Savings \$ 54,513.80
- Monthly ending balance: Checking \$1,420.91 and Savings \$ 82,325.63
- Endowment Balance: \$ 182,790.82 as of October 1
- UBS Core Savings: \$ 51,888.35 as of October 28

#### **Sub Committee Reports:**

Book Club– Judy

Building and grounds, NYS Construction Grant- Elizabeth

Fundraising– Dianne and Judy

Grants- Beth and Cindy

#### **Policy Approval:**

**New Business:** Adding an hour to Tuesdays, to be open directly after school until 8 p.m.

**Next Meeting** will be held on: December 6, 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: October 8, 2024

## “Libraries Change Lives”

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

Absent: Elizabeth Meeder

Director: Cindy Sears

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

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

### **Director’s Report: Cindy Sears**

Cindy talked the check sent that has been cashed to place an order for the lift. The Data Rack will have to be moved because the new lift is higher than the previous one. Josh Cole, who was listed on the grant, will be moving the rack. A small door will be constructed so there is access to the rack.

Basement windows are complete. Main floor windows are all in but the finishing touches are still in the works.

The phone system was discussed. The equipment is in, but we are one of eight libraries in the system that can't port our phone number. We will continue to keep in touch with CCLS and give them more time to try to remedy this situation.

Window treatments. that were included in a previous grant. will be researched and ordered if the cost falls within the parameters of the price/cost of the funds we have set aside for this.

### **Treasurer's Report: Darlene**

	Checking	and	Savings
Beginning Balance	\$4,583.08		\$64,412.80
Ending Balance	\$5,021.16		\$54,513.81

The Ending Savings reflects the \$25,000 from the Sheldon Grant.

Endowment Balance	\$182,790.82
UBS Core Savings:	\$51,719.27

We are still waiting for the check from the Town.

### **Book Clubs:Judy**

The Adult Community Book Club will meet on Tuesday, October 15th. A discussion will be made on the book The Invention of Hugo Cabaret and a thriller of readers choice.

The SCS Book Club will meet Thursday, October 17th.

## **Buildings and Grounds Report:**

See Director's Report for information. Cindy reported on this in Elizabeth's absence.

## **Fundraising: Upcoming events**

Judy will attend the Annual Meeting Workshop on Fundraising and see if we can get any more ideas in regard to this topic.

## **Events: Annual Story Walk**

Saturday, October 19th 10-Noon We will do the story The Runaway Pumpkin.

## **New Business:**

In partnership with Community Bank, the library will be holding a "Financial Literacy Night" to teach teens about banking and other lifelong skills. This will be held November 7th @ 6PM.

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

**Monthly Meeting Focus Topic:**

Next Meeting: Tuesday, November 5th, 2024

Focus: Budget/Salaries

Adjournment: President Armes adjourned the meeting @ 7:04.

Respectfully submitted,  
Judith Warren

October 2024  
Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$5,021.16
6192	10/1/2024	Credit Card	Books for Rotary grant	\$1,000.00		\$4,021.16
	10/3/2024	CCLS	Overdrive- 50, Internet- 120, Fax device- 109.04	\$279.04		\$3,742.12
	10/3/2024	National Fuel	Gas	\$109.00		\$3,633.12
	10/3/2024	Credit Card	pay off rest of bill after rotary grant	\$76.39		\$3,556.73
	10/7/2024	National Grid	Electric	\$106.03		\$3,450.70
	10/11/2024	Payroll	taxes	\$237.22		\$3,213.48
	10/11/2024	Payroll	Pay	\$908.55		\$2,304.93
	10/24/2024	Payroll	taxes	\$192.67		\$2,112.26
	10/24/2024	Payroll	pay	\$691.35		\$1,420.91
<b>Totals</b>		<b>Transaction count: 9</b>		<b>\$3,600.25</b>	<b>\$0.00</b>	<b>\$1,420.91</b>

**Minerva Free Library**  
**2024 Approved Budget**

Endowment	August	September	October	YTD		
UBS Fund Endowment	\$ 177,930.16	\$ 180,633.34	\$ 182,790.82			
UBS Core Savings Account	\$ 51,513.96	\$ 51,719.27	\$ 51,888.35			
Checking Account	\$ 1,831.33	\$ 4,583.08	\$ 5,021.16			
Savings Account	\$ 70,507.39	\$ 64,412.80	\$ 54,513.81			
<b>Total Portfolio</b>	<b>\$ 301,782.84</b>	<b>\$ 301,348.49</b>	<b>\$ 294,214.14</b>	<b>\$ -</b>		

Income	August	September	October	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	2024	2024	2024	2024
<b>11.25 Balance in Operating Fund</b>	\$ 116,477.31	#REF!	#REF!	\$ 83,609.00			
<b>11.1 Local Funding</b>	\$ -	\$ -	\$ 27,500.00	\$ 55,000.00	\$ 55,000.00		
<b>11.2 Local Funding</b>	\$ -	\$ -	\$ 27,500.00	\$ 55,000.00			
<b>11.3 Local Library Services Aid (LLSA)</b>	\$ -	\$ -	\$ -	\$ 1,487.40	\$ 2,000.00		
<b>11.7 CCLS Grants</b>	\$ -	\$ -	\$ -	\$ 3,011.75	\$ 2,600.00		
<b>11.8 Total System Cash Grants</b>	\$ -	\$ -	\$ -	\$ 4,499.15			
<b>11.9 Other State Aid</b>	\$ 765.00			\$ -	\$ -		
<b>11.10 LSTA</b>				\$ -			
<b>11.11 Other Federal Aid</b>				\$ -			
<b>11.12 Total Federal Aid (11.10, 11.11)</b>	\$ -	\$ -	\$ -	\$ -			
<b>11.14 Gifts &amp; Endowments</b>	\$ 94.27	\$ 2,100.00	\$ 266.72	\$ 31,297.00	\$ -		
<b>Donation Box</b>	\$ 39.27		\$ 26.72				
<b>Gifts</b>	\$ 55.00	\$ 100.00	\$ 140.00				
<b>Room donation</b>			\$ 100.00				
<b>Grants</b>		\$ 2,000.00					
<b>11.15 Fund Raising</b>	\$ 40.00	\$ -	\$ 19.00	\$ 583.00	\$ 300.00		
<b>candy box</b>							
<b>book clubs</b>	\$ 40.00		\$ 19.00				
<b>charcuterie</b>							
<b>prickly pear</b>							
<b>sweet pea designs</b>							
<b>11.16 Income from Investments transfer</b>	\$ 1.14	\$ 1.01		\$ 7.15	\$ -		
<b>11.17 Library Charges (petty cash)</b>	\$ -	\$ -	\$ 16.10	\$ 210.48	\$ 113.00		
<b>petty cash</b>							
<b>lost book</b>			\$ 16.10				
<b>copies</b>							
<b>11.18 Other Misc.</b>	\$ 5.00	\$ -	\$ 10.00	\$ 635.00	\$ 100.00		
<b>book sale</b>	\$ 5.00		\$ 10.00				
				\$ -			
<b>11.19 Total Other Receipts (11.14 thru 11.18)</b>	\$ 140.41	\$ 2,101.01	\$ 311.82	\$ 32,732.63	\$ 60,113.00		
<b>11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)</b>	<b>#REF!</b>	<b>\$ 2,101.01</b>	<b>\$ 27,811.82</b>	<b>\$ 92,231.78</b>	<b>\$ -</b>		
<b>11.26 Grand total receipts</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>\$ 175,840.78</b>	<b>\$ 60,113.00</b>		

Expenses	August	September	October	2024	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	YTD	2024		
<b>12.2 Other Staff</b>	\$ 2,974.30	\$ 1,670.70	\$ 1,885.55	\$ 19,344.00	\$ 26,000.00	\$ 6,656.00	26%
<b>12.3 Total Salaries and Wages</b>	\$ 2,974.30	\$ 1,670.70	\$ 1,885.55	\$ 19,344.00	\$ 26,000.00		
<b>Social Security</b>	\$ 124.88	\$ 103.59	\$ 116.91	\$ 1,188.85	\$ 1,550.00	\$ 361.15	23%
<b>Medicare</b>	\$ 29.21	\$ 24.22	\$ 27.33	\$ 278.03	\$ 363.00		
<b>Workers Compensation</b>	\$ 541.00	\$ -	\$ -	\$ 541.00	\$ 1,000.00	\$ 459.00	46%
<b>Unemployment</b>							
<b>Disability</b>				\$ -	\$ 400.00	\$ 400.00	100%
<b>NYS Paid Family Leave</b>				\$ -			
<b>IRS payments</b>							
<b>12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)</b>	\$ 695.09	\$ 127.81	\$ 144.24	\$ 2,007.88	\$ 3,313.00		
<b>12.5 Total Staff Expenditures</b>	\$ 3,669.39	\$ 1,798.51	\$ 2,029.79	\$ 21,351.88	\$ 29,313.00		
<b>12.6 Print Materials</b>	\$ -	\$ 2,410.69	\$ 1,000.00	\$ 5,234.16	\$ 2,000.00	\$ (3,234.16)	-162%
<b>12.7 Electronic Materials</b>	\$ 50.00	\$ 50.00	\$ 50.00	\$ 483.33	\$ 600.00	\$ 116.67	19%
<b>12.8 DVDs, toys</b>	\$ -	\$ 118.40	\$ -	\$ 280.92	\$ 250.00	\$ (30.92)	-12%
<b>12.9 Total Collection Expenditures</b>	\$ 50.00	\$ 2,579.09	\$ 1,050.00	\$ 5,998.41	\$ 2,850.00		
<b>12.10 From Local Public Funds (71PF)</b>				\$ -			
<b>12.11 Other Funds Expenses</b>		\$ 6,675.00		\$ 9,123.99	\$ 10,000.00		
<b>12.12 Total Capital Expenditures</b>	\$ -	\$ 6,675.00	\$ -	\$ 9,123.99	\$ 10,000.00		
<b>12.13 From Local Public Funds</b>							
<b>12.14 From Other Funds Repairs</b>				\$ 252.00	\$ 1,300.00	\$ 1,048.00	81%
<b>12.15 Total Repairs</b>	\$ -	\$ -	\$ -	\$ 252.00	\$ 1,300.00		
<b>Gas</b>	\$ 121.00	\$ 109.00	\$ 109.00	\$ 1,291.97	\$ 2,600.00	\$ 1,308.03	50%
<b>Electric</b>	\$ 133.01	\$ 122.51	\$ 106.03	\$ 971.93	\$ 1,200.00	\$ 228.07	19%
<b>Water &amp; Sewer</b>	\$ -	\$ 184.86	\$ -	\$ 723.10	\$ 1,100.00	\$ 376.90	34%
<b>Insurance Property/Liability</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
<b>Custodial</b>	\$ 47.45	\$ -	\$ -		\$ 600.00		
<b>Miscellaneous</b>	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>12.16 Other Disbursements for Operation &amp; Maintenance of Buildings</b>	\$ 301.46	\$ 416.37	\$ 215.03	\$ 2,987.00	\$ 8,000.00	\$ 5,013.00	63%
<b>12.17 Total Operation &amp; Maintenance of Buildings (12.15, 12.16)</b>	\$ 301.46	\$ 416.37	\$ 215.03	\$ 3,239.00	\$ 9,300.00		
<b>12.18 Office &amp; Library Supplies</b>	\$ -	\$ 11.20	\$ -	\$ 975.99	\$ 3,000.00	\$ 2,024.01	67%
<b>Telecommunications</b>	\$ 79.98	\$ 79.98	\$ 79.98	\$ 799.80	\$ 1,000.00	\$ 200.20	20%
<b>Internet</b>	\$ -	\$ -	\$ 120.00	\$ 309.00	\$ 500.00	\$ 191.00	38%
<b>12.19 Telecommunications</b>	\$ 79.98	\$ 79.98	\$ 199.98	\$ 1,108.80	\$ 1,500.00	\$ 391.20	26%
<b>12.20 Postage/freight</b>	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
<b>12.21 Professional Consultant Fees</b>	\$ -	\$ -	\$ -	\$ 550.00	\$ 300.00	\$ (250.00)	-83%
<b>12.22 Equipment</b>	\$ -	\$ -	\$ 109.04	\$ 1,680.14	\$ 150.00	\$ (1,530.14)	-1020%
<b>Software</b>	\$ -	\$ -	\$ -	\$ 79.56	\$ -		
<b>SRP/Events (Halloween/Christmas, etc.)</b>	\$ 73.98	\$ -	\$ -	\$ 666.25	\$ 2,000.00	\$ 1,333.75	67%
<b>12.23 Other Miscellaneous</b>	\$ -	\$ 1.77	\$ -	\$ 1,218.00	\$ 700.00	\$ (518.00)	-74%
<b>gifts</b>							
<b>postage</b>		\$ 1.77					
<b>Inter Library Loan</b>							
<b>Teen Book Club</b>							
<b>12.24 Other Miscellaneous (12.18 thru 12.23)</b>	\$ 153.96	\$ 92.95	\$ 309.02	\$ 6,278.74	\$ 8,650.00		
<b>12.32 Total Operating Fund Disbursements</b>	\$ 4,174.81	\$ 11,561.92	\$ 3,603.84	\$ 45,992.02	\$ 60,113.00		
<b>12.36 Transfers to Other Funds</b>							
<b>12.38 Total Disbursements and Transfers</b>	\$ 4,174.81	\$ 11,561.92	\$ 3,603.84	\$ 45,992.02	\$ 60,113.00		
<b>12.39 Balance in Operating Fund</b>	#REF!	\$ (9,460.91)	\$ 24,207.98	\$ 46,239.76			
12.40 Grand Total disbursements will equal							
11.26	#REF!	#REF!	#REF!	\$ 129,848.76			



October 2024  
Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$54,513.81
	10/16/2024	Deposit	Town Payout		\$27,500.00	\$82,013.81
	10/11/2024	deposit	Town Chamber for Christmas		\$100.00	\$82,113.81
	10/11/2024	deposit	room donation-100, book club-19, storytime snacks-40, book sale-10, lost book-16.10, donation box-26.72		\$211.82	\$82,325.63
	10/31/2024	deposit	interest	\$0.00		\$82,325.63
<b>Totals</b>		<b>Transaction count: 4</b>		<b>\$0.00</b>	<b>\$27,811.82</b>	<b>\$82,325.63</b>

## **November 5, 2024 From the Director's Desk**

STATS for 7/1/24-7/30/24: Audiobooks: 0, Books: 174, CCLS Audiobooks: 3, CCLS LP: 28, CD: 0, DVD: 101, DVD Set: 1, Holiday: 1, Holiday DVD: 0, J Books: 166, JR DVD: 12, JR Media: 0, Media: 1, New Book: 5, New J Book: 5, TOTAL CIRC: 497/Oct, 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:**

- The blinds for windows have been ordered from Clymer Hardware, Gene has said he will install them as part of his window work. Working with Sweet Pea design to get “book” pulls as a unique way to get shade up and down.
- Working with Mayville Rotary for an even Tuesday night November 26 to promote their \$1,000 Non-fiction book grant. Please attend if you are able.
- Working with Judy to make a “photo scavenger hunt” from the library around town for the Sherman Chamber of Commerce Christmas Week

# 2024 Minerva Library by the numbers

## January- October 28



**Current Patron Count: 369**

**Adult: 299**

**Juvenile: 34**

**Young Adult: 24**

**Non-Residents: 5**

**Misc. 7 (staff, teachers, etc...)**



**33**

New cards issued



**1,146 whole year**

Hours open to the public



**5,677**

Materials circulated by the library



**165**

Login sessions on 3 public computers



**932**

eBooks and digital audiobooks downloaded from library collections



**385**

Wireless sessions



**593**

New materials added to collection



**Library Events:** Monthly Community Book Club, Weekly Preschool Fun Time, Weekly After-school Story Time, Teen Club available in upstairs room, Halloween StoryWalk (75 attended in 2024)

**Community Meeting space:** Weekly TOPS, Sherman Alumni Association, GA Services and CPS services, Girl Scout sign ups, etc...

## Library Budget 2024

Salaries and Wages: \$29,313.00

Materials: \$2,850.00

Capital Expenses: \$10,000

Building Repairs: \$1,300.00

Utilities and Maintenance: \$ 9,500

Office Supplies, Consultants, Equipment: \$6,450

Programs and Misc.: \$700

Total Expenses: \$60,113.00

