

## Minerva Free Library Board

### “Libraries Change Lives”

#### March 4, 2025 Agenda

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

**Director’s Report:** Cindy

**Treasurer’s Report:** Darlene

- Monthly beginning balance: Checking \$1,425.91 and Savings \$ 77,572.91
- Monthly ending balance: Checking \$74,707.51 and Savings \$ 74,882.21
- Endowment Balance: \$ 184,047.74
- UBS Core Savings: \$ 52,361.90

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

Book Club– Judy- Judy Sharer Settler’s Life coming in April

Building and grounds, NYS Construction Grant- Elizabeth

Fundraising– Dianne and Judy- Prickly Pear Children’s Paint night (March 20), Sweet Pea Design

Grants- Beth and Cindy

#### **Policy Approval:**

#### **New Business:**

**Next Meeting** will be held on: April 1, 2025 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

### **March 4, 2025 From the Director's Desk**

Material Stats: Audiobooks: 1, Books: 326, CCLS Audiobooks: 0, CCLS LP: 14, CD: 0, DVD: 63, DVD Set: 9, Holiday: 0, Holiday DVD: 0, ILL\_Book:0, J Books: 173, JR DVD: 2, JR Media: 0, Media: 0, Magazine: 0, MuseumPass: 1 New Book: 8, New J Book: 0, TOTAL CIRC: 597/Feb, 411/Jan **2025** 460/Dec, 526/Nov, 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: 120/Jan **2025** 101/Dec, 105/Nov, 110/Oct, 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:

Taxes have been filed.

Elevator is supposed to arrive March 3. Gene will most likely come this week to cut the doors.

The phone system has been switched over and the spectrum modem has been returned. Many, many years in the making and we have reached success.

The thermostats are most likely being switched Feb 27.

Currently working on grant for ASI for Preschool Fun Time. Using story thematic units- where all activities, stories, and lessons are centered around a single overarching theme. Working on the budget to have books, incentives, games and crafts.

DG Grant for SRP submitted.

Pilcrow grant submitted.

Book shelf upgrade grant submitted.

Reached out to an institute to see how I get invited to be a part of their library grant.

**2025  
Minerva Free Library  
Approved Budget**

	January	February	YTD		
UBS Fund Endowment	\$ 181,048.49	\$ 184,047.74			
UBS Core Savings Account	\$ 52,221.31	\$ 52,361.90			
Checking Account	\$ 1,697.09	\$ 2,387.36			
Savings Account	\$ 78,347.99	\$ 77,572.91			
<b>Total Portfolio</b>	<b>\$ 313,314.88</b>	<b>\$ 316,369.91</b>	<b>\$ -</b>		

Income	January	February	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	2025	2025	2025	2025
<b>11.25 Balance in Operating Fund</b>	<b>\$ 123,694.64</b>	<b>\$ 122,648.38</b>	<b>\$ 193,239.28</b>			
11.1 Local Funding	\$ -	\$ -	\$ -	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -			
11.3 Local Library Services Aid (LLSA)		\$ 149.30	\$ 149.30	\$ 2,000.00		
11.7 CCLS Grants	\$ -	\$ -	\$ -	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ 149.30	\$ 149.30			
11.9 Other State Aid	\$ 1,728.00	\$ 73,539.00	\$ 75,267.00	\$ -		
11.10 LSTA			\$ -			
11.11 Other Federal Aid			\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 244.75	\$ 117.00	\$ 361.75	\$ 1,100.00		
Donation Box	\$ -	\$ 15.00				
Gifts	\$ 244.75	\$ 102.00				
Room donation	\$ -					
Grants						
11.15 Fund Raising	\$ 5.00	\$ -	\$ 5.00	\$ 400.00		
candy box	\$ -					
book clubs	\$ 5.00					
charcuterie						
prickly pear						
sweet pea designs						
11.16 Income from Investments transfer	\$ 1.31	\$ -	\$ 1.31	\$ -		
11.17 Library Charges (petty cash)	\$ 216.86	\$ 4.00	\$ 220.86	\$ 200.00		
petty cash	\$ 216.86					
lost book						
Inter Library Loan		\$ 4.00				
copies						
11.18 Other Misc.	\$ 29.00	\$ 39.00	\$ 68.00	\$ 300.00		
book sale	\$ 29.00	\$ 39.00				
	\$ -		\$ -			
<b>11.19 Total Other Receipts (11.14 thru 11.18)</b>	<b>\$ 496.92</b>	<b>\$ 160.00</b>	<b>\$ 656.92</b>	<b>\$ 61,000.00</b>		
<b>11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)</b>	<b>\$ 2,224.92</b>	<b>\$ 73,848.30</b>	<b>\$ 76,073.22</b>	<b>\$ -</b>		
11.26 Grand total receipts	\$ 125,919.56	\$ 196,496.68	\$ 269,312.50	\$ 61,000.00		

Expenses	January	February	2025	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	YTD	2025		
<b>12.2 Other Staff</b>	\$ 2,345.88	\$ 1,967.00	\$ 4,312.88	\$ 28,574.00	\$ 24,261.12	85%
<b>12.3 Total Salaries and Wages</b>	\$ 2,345.88	\$ 1,967.00	\$ 4,312.88	\$ 28,574.00		
<b>Social Security</b>	\$ 145.45	\$ 121.97	\$ 267.42	\$ 1,772.00	\$ 1,504.58	85%
<b>Medicare</b>	\$ 34.02	\$ 28.53	\$ 62.55	\$ 400.00		
<b>Workers Compensation</b>	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
<b>Unemployment</b>						
<b>Disability</b>			\$ -	\$ 400.00	\$ 400.00	100%
<b>NYS Paid Family Leave</b>			\$ -			
<b>IRS payments</b>						
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 179.47	\$ 150.50	\$ 329.97	\$ 3,572.00		
<b>12.5 Total Staff Expenditures</b>	\$ 2,525.35	\$ 2,117.50	\$ 4,642.85	\$ 32,146.00		
<b>12.6 Print Materials</b>	\$ -	\$ 212.83	\$ 212.83	\$ 2,000.00	\$ 1,787.17	89%
<b>12.7 Electronic Materials</b>	\$ 50.00	\$ 50.00	\$ 100.00	\$ 600.00	\$ 500.00	83%
<b>12.8 DVDs, toys</b>	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	100%
<b>12.9 Total Collection Expenditures</b>	\$ 50.00	\$ 262.83	\$ 312.83	\$ 2,850.00		
<b>12.10 From Local Public Funds (71PF)</b>			\$ -			
<b>12.11 Other Funds Expenses</b>	\$ 50.00		\$ 50.00	\$ 10,000.00		
<b>12.12 Total Capital Expenditures</b>	\$ 50.00	\$ -	\$ 50.00	\$ 10,000.00		
<b>12.13 From Local Public Funds</b>						
<b>12.14 From Other Funds Repairs</b>			\$ -	\$ 250.00	\$ 250.00	100%
<b>12.15 Total Repairs</b>	\$ -	\$ -	\$ -	\$ 250.00		
<b>Gas</b>	\$ 143.00	\$ 143.00	\$ 286.00	\$ 2,000.00	\$ 1,714.00	86%
<b>Electric</b>	\$ 86.30	\$ 73.08	\$ 159.38	\$ 1,200.00	\$ 1,040.62	87%
<b>Water &amp; Sewer</b>	\$ 184.02	\$ 185.01	\$ 369.03	\$ 1,100.00	\$ 730.97	66%
<b>Insurance Property/Liability</b>	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
<b>Custodial</b>	\$ -	\$ -	\$ -	\$ 250.00		
<b>Miscellaneous</b>	\$ -	\$ 60.00	\$ 60.00	\$ 1,054.00		
<b>12.16 Other Disbursements for Operation &amp; Maintenance of Buildings</b>	\$ 413.32	\$ 461.09	\$ 874.41	\$ 8,104.00	\$ 7,229.59	89%
<b>12.17 Total Operation &amp; Maintenance of Buildings (12.15, 12.16)</b>	\$ 413.32	\$ 461.09	\$ 874.41	\$ 8,354.00		
<b>12.18 Office &amp; Library Supplies</b>	\$ 68.19	\$ -	\$ 68.19	\$ 1,500.00	\$ 1,431.81	95%
<b>Telecommunications</b>	\$ 99.32	\$ 79.98	\$ 179.30	\$ 300.00	\$ 120.70	40%
<b>Internet</b>	\$ -	\$ -	\$ -	\$ 900.00	\$ 900.00	100%
12.19 Telecommunications	\$ 99.32	\$ 79.98	\$ 179.30	\$ 1,200.00	\$ 1,020.70	85%
<b>12.20 Postage/freight</b>	put in misc	\$ -	\$ -	\$ -	\$ -	
<b>12.21 Professional Consultant Fees</b>	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	0%
<b>12.22 Equipment</b>	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	100%
<b>Software</b>	\$ -	\$ -	\$ -	\$ 150.00		
<b>SRP/Events (Halloween/Christmas, etc.)</b>	\$ 61.00	\$ 24.00	\$ -	\$ 1,000.00	\$ 1,000.00	100%
<b>12.23 Other Miscellaneous</b>	\$ 4.00	\$ 12.00	\$ 16.00	\$ 1,700.00	\$ 1,684.00	99%
<b>gifts</b>		\$ -				
<b>postage</b>						
<b>Inter Library Loan</b>	\$ 4.00	\$ 12.00				
<b>Teen Book Club</b>						
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 232.51	\$ 415.98	\$ 648.49	\$ 7,650.00		
<b>12.32 Total Operating Fund Disbursements</b>	\$ 3,271.18	\$ 3,257.40	\$ 6,528.58	\$ 61,000.00		
<b>12.36 Transfers to Other Funds</b>	\$ -	\$ -				
<b>12.38 Total Disbursements and Transfers</b>	\$ 3,271.18	\$ 3,257.40	\$ 6,528.58	\$ 61,000.00		
<b>12.39 Balance in Operating Fund</b>	\$ 122,648.38	\$ 193,239.28	\$ 262,783.92			
12.40 Grand Total disbursements will equal 11.26	\$ 125,919.56	\$ 196,496.68	\$ 269,312.50			

February 2025 Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$1,425.91
6204	2/6/2025	cornerstone	outreach mini grant	\$24.00		\$1,401.91
	2/10/2025	transfer	from savings		\$3,000.00	\$4,401.91
	2/10/2025	CCLS	ebooks-50, ILL--12	\$62.00		\$4,339.91
	2/10/2025	National Fuel	Gas	\$143.00		\$4,196.91
	2/10/2025	Credit Card	Print materials (financial literacy grant)- 208.37, spectrum (phone & fax)- 79.98, Print materials (gift card from survey \$125)- 4.46	\$292.81		\$3,904.10
	2/10/2025	Village of Sherman	fire/safety inspections	\$60.00		\$3,844.10
	2/10/2025	Bensink Taxes	990 Taxes	\$300.00		\$3,544.10
	2/10/2025	National Grid	Electric	\$73.08		\$3,471.02
	2/14/2025	Payroll	Taxes	\$233.90		\$3,237.12
	2/14/2025	Payroll	Direct Deposit	\$890.52		\$2,346.60
	2/13/2025	deposit	NY State Construction (windows)		\$73,539.00	\$75,885.60
	2/28/2025	Payroll	Direct Deposit	\$780.49		\$75,105.11
	2/28/2025	Payroll	Taxes	\$212.59		\$74,892.52
	2/18/2025	Village of Sherman	Water & Sewer	\$185.01		\$74,707.51
<b>Totals</b>		<b>Transaction count: 14</b>		<b>\$3,257.40</b>	<b>\$76,539.00</b>	<b>\$74,707.51</b>

February 2025

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$77,572.91
	2/3/2025	deposit	ILL_4, Barbore Book Signing- 77		\$81.00	\$77,653.91
	2/4/2025	deposit	LLSA		\$149.30	\$77,803.21
	2/10/2025	transfer	to checking	\$3,000.00		\$74,803.21
	2/19/2025	deposit	book sale-39, gift- 25, donation box-15		\$79.00	\$74,882.21
						\$74,882.21
						\$74,882.21
						\$74,882.21
<b>Totals</b>		<b>Transaction count: 4</b>		<b>\$3,000.00</b>	<b>\$309.30</b>	<b>\$74,882.21</b>