

## Minerva Free Library Board

### “Libraries Change Lives”

April 1, 2025

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Open for Public Comment (Up to 5 people, 3 minutes each)

**Director’s Report:** Cindy

**Treasurer’s Report:** Darlene

- Monthly beginning balance: Checking \$74,707.51 and Savings \$ 74,883.37
- Monthly ending balance: Checking \$70,021.86 and Savings \$ 75,735.87
- Endowment Balance: \$ 183,022.17
- UBS Core Savings: \$ 52,480.92

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

Book Club– Judy-

Building and grounds, NYS Construction Grant- Elizabeth- Currently while typing this lift is going in!

Fundraising– Dianne and Judy- \$240 From Prickly Pear Kids, Adult Paint night June 26, Prices Sweet Pea

Grants- Beth and Cindy- DG Youth Literacy (Pillars of Literacy)

**Policy Approval:** Patron Code of Conduct, Gift and Collection Policy, Display Policy

**New Business:** Monday, August 18, Oliver Norton painting dedication approval

**Next Meeting** will be held on: May 6, 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

Minerva Free Library

Board of Trustees Meeting Minutes:

March 4th, 2025

“Libraries Change Lives”

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

Director: Cindy Sears

**Secretary’s Report:** President Beth Armes called the meeting to order @ 6:01 PM.

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

**Director’s Report: Cindy Sears**

An addition was made to the Libby Numbers on the Material Stats Sheet. February stats should read 125 books.

Taxes were filed and have been received.

**Treasurer’s Report: Darlene**

The endowment was up \$3,000 this month

**Book Clubs: Judy**

The Adult Community Book Club will meet on Tuesday, March 18th with a visit from author Judy Sharer discussing her book Settler’s Life. Also, we will discuss Happy Place by Emily Henry and Camino Island by John Grisham.

**Buildings and Grounds Report:**

The process of the lift continues to progress.

**Fundraising/Events**

March Events include Kiddos, Paint and Giggles Paint Party and Sweet Pea Design Fundraiser.

Judy will schedule a Spring Book Sale since the weather didn’t cooperate for our last one.

**Grants:**

Cindy will continue to pursue any grants she feels will be useful for our library.

**New Business:**

After a two-hour Trustee Training session with Jan, the board decided to review our Patron Code of Conduct. Also, Cindy will select a couple more policies for us to look at next month.

The dedication was written in memory of Mr. Wake and the project was turned over to Beth and Cindy to have the finish product created.

The CCLS Library Roadtrip is on for this summer. Sherman will provide a storywalk as part of the program.

Election of Officers: Dianne made a motion to retain the slate of officers that we have at the present time. It was Seconded by Chris. All: Aye

**Monthly Meeting Focus Topic:**

Review of Short- and Long-Term Goals

Next Meeting: Tuesday, April 1st, 2025

Adjournment: President Armes adjourned the meeting @ 7:20.

Respectfully submitted,  
Judith Warren

2025  
**Minerva Free Library**  
**Approved Budget**

	January	February	March	YTD		
UBS Fund Endowment	\$ 181,048.49	\$ 184,047.74	\$ 183,022.17			
UBS Core Savings Account	\$ 52,221.31	\$ 52,361.90	\$ 52,480.92			
Checking Account	\$ 1,697.09	\$ 1,425.91	\$ 77,572.91			
Savings Account	\$ 78,347.99	\$ 74,707.51	\$ 74,882.21			
<b>Total Portfolio</b>	<b>\$ 313,314.88</b>	<b>\$ 312,543.06</b>	<b>\$ 387,958.21</b>	<b>\$ -</b>		

Income	January	February	March	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	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>\$ 119,496.28</b>	<b>\$ 115,441.64</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	\$ -	\$ -	\$ 612.50	\$ 612.50	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ 149.30	\$ 612.50	\$ 761.80			
11.9 Other State Aid	\$ 1,728.00	\$ -		\$ 1,728.00	\$ -		
11.10 LSTA				\$ -			
11.11 Other Federal Aid				\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 244.75	\$ 77.00	\$ -	\$ 321.75	\$ 1,100.00		
Donation Box	\$ -		\$ -				
Gifts	\$ 244.75	\$ 77.00	\$ -				
Room donation	\$ -						
Grants			\$ -				
11.15 Fund Raising	\$ 5.00	\$ -	\$ 240.00	\$ 245.00	\$ 400.00		
candy box	\$ -						
book clubs	\$ 5.00		\$ -	\$ 5.00			
charcuterie				\$ -			
prickly pear			\$ 240.00	\$ 240.00			
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	\$ -	\$ -	\$ 29.00	\$ 300.00		
book sale	\$ 29.00	\$ -	\$ -				
	\$ -			\$ -			
<b>11.19 Total Other Receipts (11.14 thru 11.18)</b>	<b>\$ 496.92</b>	<b>\$ 81.00</b>	<b>\$ 240.00</b>	<b>\$ 817.92</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>\$ 230.30</b>	<b>\$ 852.50</b>	<b>\$ 3,307.72</b>	<b>\$ -</b>		
11.26 Grand total receipts	\$ 125,919.56	\$ 122,878.68	\$ 120,348.78	\$ 118,749.36	\$ 61,000.00		

Expenses	January	February	March	2025	Annual Budget	\$ Remaining 2025	%Remaining 2025
	Actual	Actual	Actual	YTD	2025		
<b>12.2 Other Staff</b>	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 6,394.88	\$ 28,574.00	\$ 22,179.12	78%
<b>12.3 Total Salaries and Wages</b>	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 6,394.88	\$ 28,574.00		
<b>Social Security</b>	\$ 145.45	\$ 121.97	\$ 129.07	\$ 396.49	\$ 1,772.00	\$ 1,375.51	78%
<b>Medicare</b>	\$ 34.02	\$ 28.53	\$ 30.18	\$ 92.73	\$ 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	\$ 159.25	\$ 489.22	\$ 3,572.00		
<b>12.5 Total Staff Expenditures</b>	\$ 2,525.35	\$ 2,117.50	\$ 2,241.25	\$ 6,884.10	\$ 32,146.00		
<b>12.6 Print Materials</b>	\$ -	\$ 337.83	\$ -	\$ 337.83	\$ 2,000.00	\$ 1,662.17	83%
<b>12.7 Electronic Materials</b>	\$ 50.00	\$ 50.00	\$ 50.00	\$ 150.00	\$ 600.00	\$ 450.00	75%
<b>12.8 DVDs, toys</b>	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	100%
<b>12.9 Total Collection Expenditures</b>	\$ 50.00	\$ 387.83	\$ 50.00	\$ 487.83	\$ 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	\$ 133.00	\$ 419.00	\$ 2,000.00	\$ 1,581.00	79%
<b>Electric</b>	\$ 86.30	\$ 73.08	\$ 71.16	\$ 230.54	\$ 1,200.00	\$ 969.46	81%
<b>Water &amp; Sewer</b>	\$ 184.02	\$ 185.01	\$ -	\$ 369.03	\$ 1,100.00	\$ 730.97	66%
<b>Insurance Property/Liability</b>	\$ -	\$ -	\$ 2,319.84	\$ -	\$ 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	\$ 2,524.00	\$ 1,078.57	\$ 8,104.00	\$ 7,025.43	87%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 413.32	\$ 461.09	\$ 2,524.00	\$ 1,078.57	\$ 8,354.00		
<b>12.18 Office &amp; Library Supplies</b>	\$ 68.19	\$ -	\$ 81.76	\$ 149.95	\$ 1,500.00	\$ 1,350.05	90%
<b>Fax</b>	\$ 19.34		\$ 10.13	\$ 29.47			
<b>Phone</b>	\$ 79.98	\$ 79.98		\$ 159.96	\$ 300.00	\$ 140.04	47%
<b>Internet</b>	\$ -	\$ -	\$ -	\$ -	\$ 900.00	\$ 900.00	100%
12.19 Telecommunications	\$ 99.32	\$ 79.98	\$ 10.13	\$ 189.43	\$ 1,200.00	\$ 1,010.57	84%
<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	\$ 91.89	\$ 740.38	\$ 7,650.00		
<b>12.32 Total Operating Fund Disbursements</b>	\$ 3,271.18	\$ 3,382.40	\$ 4,907.14	\$ 9,240.88	\$ 61,000.00		
<b>12.36 Transfers to Other Funds</b>	\$ -	\$ -	\$ -				
<b>12.38 Total Disbursements and Transfers</b>	\$ 3,271.18	\$ 3,382.40	\$ 4,907.14	\$ 9,240.88	\$ 61,000.00		
<b>12.39 Balance in Operating Fund</b>	\$ 122,648.38	\$ 119,496.28	\$ 115,441.64	\$ 109,508.48			
12.40 Grand Total disbursements will equal 11.26	\$ 125,919.56	\$ 122,878.68	\$ 120,348.78	\$ 118,749.36			

# March 2025 Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$74,707.51
	3/3/2025	National Fuel	Gas	\$133.00		\$74,574.51
	3/3/2025	National Bank Omaha	Credit Card- amazon-office supplies	\$81.76		\$74,492.75
	3/6/2025	CCLS	Overdrive-50, fax-10.13	\$60.13		\$74,432.62
	3/6/2025	Erie Insurance	Business Insurance	\$2,319.84		\$72,112.78
	3/17/2025	National Grid	Electric	\$71.16		\$72,041.62
	3/14/2025	payroll	taxes	\$243.69		\$71,797.93
	3/14/2025	payroll	direct deposit	\$926.72		\$70,871.21
	3/28/2025	payroll	taxes	\$221.49		\$70,871.21
	3/28/2025	payroll	direct deposit	\$849.35		\$70,021.86
<b>Totals</b>		<b>Transaction count: 9</b>		<b>\$4,907.14</b>	<b>\$0.00</b>	<b>\$70,021.86</b>

# March 2025 Savings Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$74,883.37
	3/3/2025	deposit	CCLS Mat Plan 1		\$612.50	\$75,495.87
	3/24/2025	deposit	prickly pear fundraiser		\$240.00	\$75,735.87
	3/31/2025	deposit	interest			\$75,735.87
<b>Totals</b>		<b>Transaction count: 3</b>		<b>\$0.00</b>	<b>\$852.50</b>	<b>\$75,735.87</b>

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

Material Stats: Audiobooks: 1, Books: 306, CCLS Audiobooks: 0, CCLS LP: 5, CD: 0, DVD: 100, DVD Set: 5, Holiday: 0, Holiday DVD: 0, ILL\_Book:0, J Books: 224, JR DVD: 4, JR Media: 0, Media: 0, Magazine: 0, MuseumPass: 0, New Book: 4, New J Book: 0, TOTAL CIRC: 654/Mar, 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: 125/Feb, 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:

Thermostat has been installed in basement, our old boiler made for some complications but the Galaxy Tablet has the google home app and runs the thermostat in the basement successfully now. Stormer Mechanical will be back to work on the main floor and top floor thermostats.

The library did not get the bookshelf grant. There were a significant number of applications received and they could not fund all the requests.

Our association with CCLS and the fact they we are all signed up with Microsoft means we have access to one drive and our computer system has been backed up to One Drive as a precaution.

I had a meeting last Wednesday with the guidance department at school about a situation at story time. It was a great meeting and they are really grateful that we are providing times for the students to be in the library and happy with some of the stories about students I shared with them.

Chautauqua Works reached out about work experience agreements. I am not sure I have anything for them but I am interested in the board's thoughts on this.

Currently as I am sitting here the lift is being installed. I hoping that you will be able to use it on Tuesday when you come for the meeting.

I have a security team suggested by the gentleman who runs CCLS IT coming to inform us on the cost of security cameras on the doors of the building and maybe a panic button. With the installation of the elevator, I feel the need for a video to see who is there and if they need to get in the building or if something happens to the door. There was also a suggestion of a panic button that would connect directly to emergency personnel. They would be NY State Certified which CCLS IT feel is good for a public building.

Karen submitted the notice for the board meeting according to the standards of Open Meeting laws. We are keeping printout copies of the emails submitted as "proof". The meeting dates are posted in the library as well.





Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378

## Code of Conduct

The Board of Trustees of the Minerva Library has established rules of behavior, which library users must adhere to when in the library or on the library grounds. These regulations serve to make the library a welcoming and safe place for library users, maintain a safe workplace for staff, and preserve and protect the library's materials, facilities and property. Please help us by adhering to the following:

Library materials, furniture, and equipment should be treated with respect.

Library users should conduct themselves in ways that respect other library users and staff.

Please take cell phone calls out into the hallway or outside when making or receiving phone calls. Texting is allowed inside. Please turn phones to "silent" mode.

Children under age 8 must be accompanied and directly supervised by an adult, at all times, in all areas of the library. The library is not responsible for unattended children of any age.

Children under 12 years old must be accompanied by a parent to use the computer.

Library users must wear shoes and shirts.

Pets should not be brought inside the library (with the exception of service animals).

Smoking (including products that create a vapor such as e-cigarettes), consuming alcohol, or using illegal or illicit substances on library property is strictly prohibited.

Non-alcoholic beverages may be consumed, provided they are in closed containers. Food may be consumed, provided library users clean up after themselves. No beverage or food may be consumed in any public computer area.

All weapons, including firearms (regardless of concealed carry permits) are prohibited in the library facility and on the library grounds.

In the event of health and other types of emergencies, library users and staff are required to abide by protocols issued by the government or the library's Board of Trustees.

The Board establishes policies, and the Director supervises implementation of policies and procedures. Any library user not abiding by these regulations may be required to leave the library. Any illegal, illicit, harassing, or generally unacceptable behaviors may be reported to the local police department at the discretion of the director or his/her designee, and may result in a ban from library services, trespassing order, and/or forfeiture of library privileges.

Board of Directors- Sherman Minerva Free Library

Board Approved December 5, 2023

The Minerva Free Library reserves the right to modify this policy at any time.



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**Board of Directors- Sherman Minerva Free Library**

**Board Approved \_\_\_\_\_**

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116 Miller Street  
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## Library Policy for Non-Library Displays

### Bulletin Boards

Within designated spaces, the Patterson Library will accommodate requests for the display of notices and materials having informative value for the community. Information about civic, recreational, cultural and educational activities of likely interest to the local community may be submitted for display. The acceptance of said materials will be at the discretion of the staff, guided by the principle that the purpose of such display areas is to inform, not to proselytize. Any materials posted without prior Library staff approval are subject to removal. A decision not to accept a notice may be appealed to the Library Board of Trustees.

### Freestanding Displays

Such displays require prior arrangement with the Library Director who will decide the placement of the display or the use of any of the Library display cases. Sale items will not be permitted in such displays, nor will the Library accept solicitation tickets, containers, etc. as fundraisers for any organization or individuals. Set up and removal of acceptable displays are the responsibility of the requestor.

### Literature Distribution

Due to space limitations not all pamphlets, printed flyers, or business cards for distribution will be accepted. Arrangement of such materials will be at the discretion of Library staff. Materials for distribution become Library property and the Library reserves the right to dispose of them after a reasonable amount of time determined by Library staff.

**Board of Directors- Sherman Minerva Free Library**

**Board Approved**

**The Minerva Free Library reserves the right to modify this policy at any time.**



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Gift and Collection Policy**

Materials offered to the Minerva Free Library as gifts will be accepted on the basis that the library is free to keep or discard these materials. If these materials are duplicates of what is in the library's collection or if they are not in keeping with the foregoing statements in selection of materials, they will be discarded or sold at the library's book sale.

In case of memorial gifts, the library staff will assist the donor in selecting material suitable as a gift and a memorial, when possible.

**Board of Directors- Sherman Minerva Free Library**

**Board Approved 4/2/2024**

**The Minerva Free Library reserves the right to modify this policy at any time.**



“Libraries Change Lives”

## 2024-2027 Long Range and Short Term Plan

Minerva Free Library

Prepared by 2024 Board Members:

Beth Armes	Board President
Elizabeth Meeder	Vice President
Judy Warren	Secretary
Darlene Barney	Trustee
Karen Croscut	Trustee
Krista Rhebergen	Trustee
Christine Labuskes	Trustee
Vanessa Lutton	Trustee
Cindy Sears	Library Director
Cassie Antognazzi	Library Clerk

## Our Mission

Minerva Free library will enrich our community through shared experiences and providing resources to enhance people's lives.

## Our Vision

- Share books and stories so people can travel to new places, learn new things, and gain stimulating experiences that will enrich their lives
- We would like to provide technology and STEM learnings to increase and stimulate knowledge and love of math and science
- We want a safe place for kids to experience and learn in, including access to wifi and other resources for patrons to use for personal, educational, and professional reasons
- We want event programming and classes to learn new skills and stimulate life-long learning
- We want the community to have a shared place to meet; form relationships; learn new things; and realize there are more options than you think to satisfy your thirst for knowledge; We would like community clubs to feel at home and use the building as a resource
- Provide and in-person adult education classes without huge cost or travel burden
- Encourage a book club to create active discussion and engage minds that influence society and engage people to work together across different age categories.
- We would like to support Sherman Central School with after school programming and parents looking to enrich their children's lives and education; support homeschooling curriculum, pre-schooling programs, and high school programming
- We would like to support the Amish community with access to both technical resources and books/learning materials.

## Our Short Term and Long-Range Programming Goals

Objective	Short & Long Term Goals	Strategy
<b>Steam Lab</b>	Establish a STEAM Lab	Write grants to establish and keep up to date
<b>Serve Adult Community Members with access to books, technology and resources to meet their personal, educational, and professional goals.</b>	FY22: Provide Wifi services, Interloan and Library Services from CCLS. Provide computer/printer/copier/fax services	2 Adult Education classes a year.

### Short Range Goals: Building & Equipment Repairs

Outside:

1. North water gutter end piece that is bent
2. Brick eventually needs cleaned and re-grouted (FY23/24)

Inside:

3. Carpet needs replaced on ground floor
4. Electrical conduit in furnace room needs removed from floor level
5. Need to scrape and paint basement area
6. Kitchen faucet does not work properly.
7. ADA Accessible 2<sup>nd</sup> Floor: Install chair lift to allow ADA access to 2<sup>nd</sup> floor.
8. Install security/monitoring cameras inside and outside.

Assumptions (things being take care of by Grants):

1. Sills need white painted on upper exterior windows
2. Screen repair on South side window
3. Window Sills need polyurethane to protect from heat/sun exposure



# Long Range Goals: Renovation and Modernization of the Building & Equipment

## **Executive Summary**

Renovate and modernize the library by providing a ADA compliant Lift, ADA compliant bathrooms (three floors), renovation of basement, new carpet, renovation of heating system/adding AC, book case configuration, circulation desk, ADA compliant 3<sup>rd</sup> floor. This will be broken into Phases.

## **Phase I: ADA compliant Lift**

## **Phase II: ADA compliant bathrooms (three floors)**

## **Phase III: Renovation of Basement**

## **Phase IV: New Carpets**

## **Phase V: New Heat/AC Units**

## **Phase VI: Book Case Configuration**

## **Phase VII: Circulation Desk**

## **Phase VIII: ADA compliant Lift to 3<sup>rd</sup> Floor**



Minerva Free Library  
Sherman, NY



Minerva Free Library  
Sherman, NY



**Shirts - \$12.00**

**Long Sleeve - \$14.00**

**Crew Sweatshirt - \$16.00**

**Hooded Sweatshirts - \$20.00**

**Full Zip Sweatshirt - \$25.00**

**Ladies Vneck Shirt - \$12.00**

**\*add \$4 for sizes over XL and Talls**

**Tote bag - \$10.00**

**15 oz or campfire Mug-\$12.00**

**Metal Travel Mug - \$15.00**

**Keychain - \$8.00**





**For your favorite  
coffee blends or tea**



**MATERIAL:  
STONEWARE**

**CAPACITY:  
13 OZ.**

**DIMENSIONS:  
3.4375"H X 4"R X 3"B**

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