

## Minerva Free Library Board

### “Libraries Change Lives”

December 2, 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 \$2,210.95 and Savings \$ 81,133.53
- Monthly ending balance: Checking \$1,521.12 and Savings \$ 108,868.03
- Endowment Balance: \$ 196,444.34
- UBS Core Savings: \$ 53,535.33

**Policy Approval:** Whistleblower Policy

**New Business:** Holiday Closures, Board Meetings in 2026

**Next Meeting** will be held on: February 3, 6:00 p.m. Reminder at Noble Winery

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, NYS Construction Grant

**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 7, 2025  
“Libraries Change Lives”

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

Absent: Elizabeth Meeder, Karen Croscut, Vanessa Lutton

Director:Cindy Sears Guest:Forest McCray 6:31

**Secretary’s Report:** President Beth Armes called the meeting to order @ 6:02 PM.

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

**Director’s Report: Cindy Sears**

The book shelves purchased with donations made in memory of Gladys Warren were constructed and put in place.

A thank you was given to the Munsee Family from Panama for the contribution of pumpkins for the library’s outdoor display.

**Treasurer’s Report:** Monthly report given by Darlene. It was pointed out that we have finally have our telephone and FAX accounts taken care of and they are accurate.

**Buildings and Grounds Report:** Nothing to report at this time.

**New Business:**

The annual Halloween Story Walk will take place on Saturday, October 18th from 10AM to Noon. The stations have been covered by volunteers that Judy has been in touch with.

Cindy will be having a meeting with LJ from CCLS to discuss our policies on our website.

Judy and Dianne will get in touch with Noble Winery because they may be interested in setting up an event with us in the future. Brainstorming will take place and idea will be brought back to the board at a future date.

Evaluations for the year were collected by President Armes. A time will be set up for executive session to go over the finding so that Beth can meet with Cindy to discuss.

Thankfulness Open House for Community. Date set for November 4th, from 6-8PM

Giving Tuesday is December 3, 2025

Fall Fest at SCS October 22, 6-7:30PM. A motion was made by Krista to cover the cost of items to be purchased to give to children in attendance. 2nd by Chris All:Aye

**Policies were reviewed and approved as follows:**

Computer Policy renamed

Customer Service Policy. Motion to accept Darlene, 2nd Chris All:Aye

Copyright Policy:Motion to accept Darlene, 2nd Chris, All:Aye

ADA Policy:Approved pending corrections. Motion to accept Darlene, 2nd Chris All:Aye

Grievance Process Policy:Approved pending corrections. Motion to accept Darlene, 2nd Chris All:Aye

Unattended Children Policy:Approved pending corrections. Motion to accept Chris, 2nd Darlene All:Aye

Vulnerable Adult Policy: Motion to accept Darlene, 2nd Krista All:Aye

Program Policy: Motion to accept Dianne, 2nd Krista All:Aye

**Monthly Meeting Focus Topic:**Policies

**Next Meeting:** Tuesday, December 2nd, 2025 **Adjournment:** President Armes adjourned the meeting @ 7:28.

**Respectfully submitted:**Judith Warren

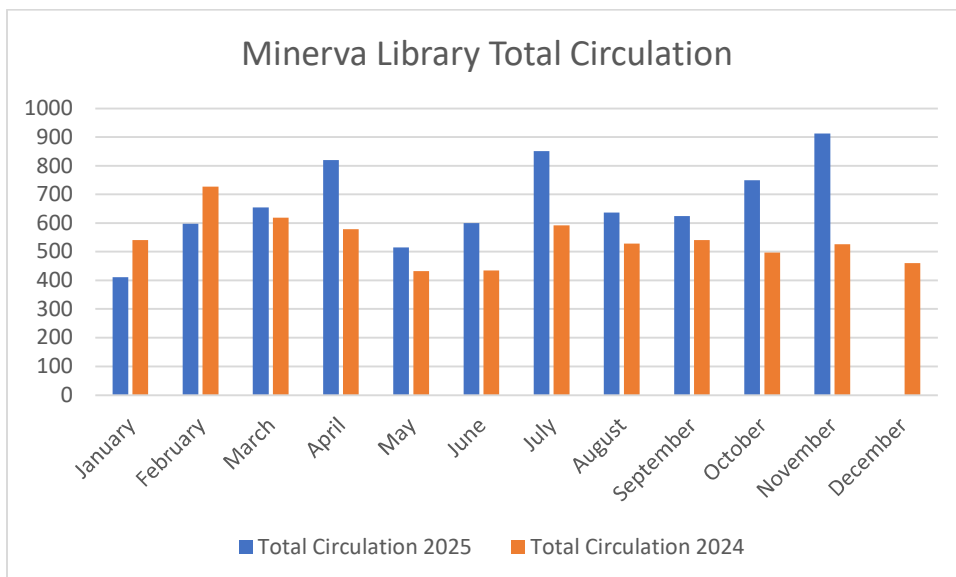
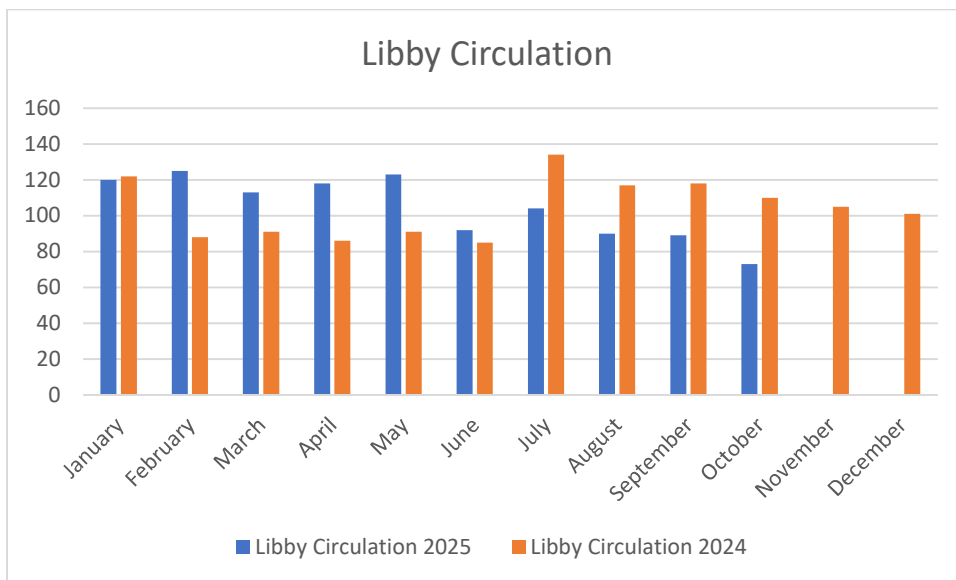
## December 2, 2025 From the Director's Desk

### NEWS & NOTES:

Our Thankfulness Open House had 32 visitors, thank you to the board members who were able to make it that night.

Minerva Library, specifically, Early Learning Fun Time received one of the grants from Ralph C. Wilson, Jr. Arts & Culture Initiative for \$2,500.00. It will provide a 52-week program for the program. With a book, a craft, and activity or a take home for 2026.

Minerva Library did not get the Large Print for Elderly with Macular Degeneration grant that it applied for through the Chautauqua Region Community Foundation. Consequently, it has been resubmitted for an Outreach Community Grant.



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

|                          | September            | October              | November             | December    | YTD |  |  |
|--------------------------|----------------------|----------------------|----------------------|-------------|-----|--|--|
| UBS Fund Endowment       | \$ 193,098.98        | \$ 195,870.50        | \$ 196,444.34        | \$ -        |     |  |  |
| UBS Core Savings Account | \$ 53,228.45         | \$ 53,389.23         | \$ 53,535.33         |             |     |  |  |
| Checking Account         | \$ 31,191.16         | \$ 12,251.85         | \$ 2,210.95          |             |     |  |  |
| Savings Account          | \$ 77,456.02         | \$ 80,727.35         | \$ 81,133.53         |             |     |  |  |
| <b>Total Portfolio</b>   | <b>\$ 354,974.61</b> | <b>\$ 342,238.93</b> | <b>\$ 333,324.15</b> | <b>\$ -</b> |     |  |  |

| Income  | September    | October      | November     | December     | YTD           | Annual Budget | \$ Remaining | %Remaining |
|---|--------------|--------------|--------------|--------------|---------------|---------------|--------------|------------|
|   | Actual       | Actual       | Actual       | Actual       | 2025          | 2025          | 2025         | 2025       |
| <b>11.25 Balance in Operating Fund</b>                                  | \$ 78,757.74 | \$ 63,089.75 | \$ 53,353.67 | \$ 80,448.34 | \$ 80,448.34  |               |              |            |
| 11.1 Local Funding  | \$ -         | \$ -         | \$ 27,500.00 |              | \$ 55,000.00  | \$ 55,000.00  |              |            |
| 11.2 Local Funding  | \$ -         | \$ -         | \$ 27,500.00 | \$ -         | \$ 55,000.00  |               |              |            |
| 11.3 Local Library Services Aid (LLSA)                                  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 1,525.40   | \$ 2,000.00   |              |            |
| 11.7 CCLS Grants  | \$ -         | \$ -         | \$ 612.50    | \$ -         | \$ 3,200.00   | \$ 2,000.00   |              |            |
| 11.8 Total System Cash Grants   | \$ -         | \$ -         | \$ 612.50    | \$ -         | \$ 4,725.40   |               |              |            |
| 11.9 Other State Aid  |              |              |              |              | \$ 1,728.00   | \$ -          |              |            |
| 11.10 LSTA  |              |              |              |              | \$ -          |               |              |            |
| 11.11 Other Federal Aid   |              |              |              |              | \$ -          |               |              |            |
| 11.12 Total Federal Aid (11.10, 11.11)                                  | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          |               |              |            |
| 11.14 Gifts & Endowments  | \$ 3,270.00  | \$ 207.82    | \$ 2,572.00  | \$ -         | \$ 9,226.74   | \$ 1,100.00   |              |            |
| Donation Box  |              | \$ 77.82     | \$ 12.00     |              | \$ 325.42     |               |              |            |
| Gifts   | \$ 3,270.00  | \$ -         | \$ 60.00     | \$ -         | \$ 3,942.75   |               |              |            |
| Room donation   |              | \$ 130.00    |              |              | \$ 130.00     |               |              |            |
| Grants  | \$ -         |              | \$ 2,500.00  |              | \$ 4,828.57   |               |              |            |
| 11.15 Fund Raising  | \$ -         | \$ 190.00    | \$ -         | \$ -         | \$ 455.00     | \$ 400.00     |              |            |
| candy box   |              |              |              |              |               |               |              |            |
| book clubs  |              | \$ 15.00     | \$ -         | \$ -         | \$ 20.00      |               |              |            |
| charcuterie   |              |              |              |              | \$ -          |               |              |            |
| prickly pear  |              |              |              |              | \$ 240.00     |               |              |            |
| sweet pea designs   |              | \$ 175.00    |              |              | \$ 195.00     |               |              |            |
| 11.16 Income from Investments transfer                                  | \$ 1.32      |              | \$ -         | \$ -         | \$ 12.74      | \$ -          |              |            |
| 11.17 Library Charges (petty cash)                                      | \$ -         | \$ -         | \$ -         | \$ -         | \$ 220.86     | \$ 200.00     |              |            |
| petty cash  |              |              |              |              | \$ 216.86     |               |              |            |
| lost book   |              | \$ -         |              |              |               |               |              |            |
| Inter Library Loan  |              |              |              |              | \$ 4.00       |               |              |            |
| copies  |              |              |              |              |               |               |              |            |
| 11.18 Other Misc.   | \$ -         | \$ 7.00      | \$ 50.00     | \$ -         | \$ 458.50     | \$ 300.00     |              |            |
| book sale   |              | \$ 7.00      | \$ 50.00     | \$ -         | \$ 458.50     |               |              |            |
|   |              |              |              |              | \$ -          |               |              |            |
| 11.19 Total Other Receipts (11.14 thru 11.18)                           | \$ 3,271.32  | \$ 404.82    | \$ 2,622.00  | \$ -         | \$ 10,373.84  | \$ 61,000.00  |              |            |
| 11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19) | \$ 3,271.32  | \$ 404.82    | \$ 30,734.50 | \$ -         | \$ 71,827.24  | \$ -          |              |            |
| 11.26 Grand total receipts  | \$ 82,029.06 | \$ 63,494.57 | \$ 84,088.17 | \$ 80,448.34 | \$ 152,275.58 | \$ 61,000.00  |              |            |

| Expenses  | September    | October      | November     | December     | 2025          | Annual Budget | \$ Remaining   | %Remaining |
|---|--------------|--------------|--------------|--------------|---------------|---------------|----------------|------------|
|   | Actual       | Actual       | Actual       | Actual       | YTD           | 2025          |                |            |
| <b>12.2 Other Staff</b>   | \$ 1,678.50  | \$ 1,940.50  | \$ 2,180.00  | \$ -         | \$ 23,835.14  | \$ 28,574.00  | \$ 4,738.86    | 17%        |
| <b>12.3 Total Salaries and Wages</b>  | \$ 1,678.50  | \$ 1,940.50  | \$ 2,180.00  | \$ -         | \$ 23,835.14  | \$ 28,574.00  |                |            |
| <b>Social Security</b>  | \$ 104.07    | \$ 120.32    | \$ 135.16    | \$ -         | \$ 1,477.82   | \$ 1,772.00   | \$ 294.18      | 17%        |
| <b>Medicare</b>   | \$ 24.33     | \$ 28.15     | \$ 31.62     | \$ -         | \$ 345.63     | \$ 400.00     |                |            |
| <b>Workers Compensation</b>   | \$ 511.00    | \$ -         | \$ -         | \$ -         | \$ 511.00     | \$ 1,000.00   | \$ 489.00      | 49%        |
| <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> | \$ 639.40    | \$ 148.47    | \$ 166.78    | \$ -         | \$ 2,334.45   | \$ 3,572.00   |                |            |
| <b>12.5 Total Staff Expenditures</b>  | \$ 2,317.90  | \$ 2,088.97  | \$ 2,346.78  | \$ -         | \$ 26,169.59  | \$ 32,146.00  |                |            |
| <b>12.6 Print Materials</b>   | \$ 52.79     | \$ 823.70    | \$ -         | \$ -         | \$ 2,338.14   | \$ 2,000.00   | \$ (338.14)    | -17%       |
| <b>12.7 Electronic Materials</b>  | \$ 50.00     | \$ 50.00     | \$ 42.50     | \$ -         | \$ 542.50     | \$ 600.00     | \$ 57.50       | 10%        |
| <b>12.8 DVDs, toys</b>  | \$ -         | \$ 97.77     | \$ 25.19     | \$ -         | \$ 122.96     | \$ 250.00     | \$ 127.04      | 51%        |
| <b>12.9 Total Collection Expenditures</b>   | \$ 102.79    | \$ 971.47    | \$ 67.69     | \$ -         | \$ 3,003.60   | \$ 2,850.00   |                |            |
| <b>12.10 From Local Public Funds (71PF)</b>   |              |              |              |              | \$ -          |               |                |            |
| <b>12.11 Other Funds Expenses</b>   | \$ 9,750.68  | \$ 3,083.33  | \$ -         | \$ -         | \$ 24,179.26  | \$ 10,000.00  |                |            |
| <b>12.12 Total Capital Expenditures</b>   | \$ 9,750.68  | \$ 3,083.33  | \$ -         | \$ -         | \$ 24,179.26  | \$ 10,000.00  |                |            |
| <b>12.13 From Local Public Funds</b>  |              |              |              |              |               |               |                |            |
| <b>12.14 From Other Funds Repairs</b>   | \$ 6,200.00  | \$ 3,230.00  | \$ 441.07    |              | \$ 51,422.05  | \$ 250.00     | \$ (51,172.05) | -20469%    |
| <b>12.15 Total Repairs</b>  | \$ 6,200.00  | \$ 3,230.00  | \$ 441.07    | \$ -         | \$ 51,422.05  | \$ 250.00     |                |            |
| <b>Gas</b>  | \$ 143.00    | \$ 143.00    | \$ 109.56    | \$ -         | \$ 1,533.56   | \$ 2,000.00   | \$ 466.44      | 23%        |
| <b>Electric</b>   | \$ 161.21    | \$ 166.27    | \$ 141.66    | \$ -         | \$ 1,288.68   | \$ 1,200.00   | \$ (88.68)     | -7%        |
| <b>Water &amp; Sewer</b>  | \$ 192.17    | \$ -         | \$ 193.87    | \$ -         | \$ 1,128.78   | \$ 1,100.00   | \$ (28.78)     | -3%        |
| <b>Insurance Property/Liability</b>   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 2,319.84   | \$ 2,500.00   | \$ 180.16      | 7%         |
| <b>Custodial</b>  | \$ -         | \$ 140.39    | \$ -         | \$ -         | \$ 320.00     | \$ 250.00     |                |            |
| <b>Miscellaneous</b>  | \$ -         | \$ -         | \$ -         | \$ -         | \$ 60.00      | \$ 1,054.00   |                |            |
| <b>12.16 Other Disbursements for Operation &amp; Maintenance of Buildings</b>       | \$ 496.38    | \$ 449.66    | \$ 445.09    | \$ -         | \$ 6,650.86   | \$ 8,104.00   | \$ 1,453.14    | 18%        |
| <b>12.17 Total Operation &amp; Maintenance of Buildings (12.15, 12.16)</b>          | \$ 6,696.38  | \$ 3,679.66  | \$ 886.16    | \$ -         | \$ 58,072.91  | \$ 8,354.00   |                |            |
| <b>12.18 Office &amp; Library Supplies</b>  | \$ 45.27     | \$ 66.45     | \$ 259.67    | \$ -         | \$ 703.28     | \$ 1,500.00   | \$ 796.72      | 53%        |
| <b>Fax</b>  | \$ 16.81     | \$ 9.45      | \$ 9.35      |              | \$ 118.34     |               |                |            |
| <b>Phone</b>  | \$ 9.48      | \$ 16.81     | \$ 10.56     | \$ -         | \$ 455.00     | \$ 300.00     | \$ (155.00)    | -52%       |
| <b>Internet</b>   | \$ -         | \$ 120.00    | \$ -         | \$ -         | \$ 360.00     | \$ 900.00     | \$ 540.00      | 60%        |
| <b>12.19 Telecommunications</b>   | \$ 26.29     | \$ 146.26    | \$ 19.91     | \$ -         | \$ 933.34     | \$ 1,200.00   | \$ 266.66      | 22%        |
| <b>12.20 Postage/freight</b>  | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          | \$ -          | \$ -           |            |
| <b>12.21 Professional Consultant Fees</b>   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 351.00     | \$ 300.00     | \$ (51.00)     | -17%       |
| <b>12.22 Equipment</b>  | \$ -         | \$ 104.76    | \$ -         | \$ -         | \$ 117.96     | \$ 1,800.00   | \$ 1,682.04    | 93%        |
| <b>Software</b>   | \$ -         | \$ -         | \$ -         | \$ -         | \$ 29.86      | \$ 150.00     |                |            |
| <b>SRP/Events (Halloween/Christmas, etc.)</b>                                       | \$ -         | \$ -         | \$ 44.02     | \$ -         | \$ 731.87     | \$ 1,000.00   | \$ 268.13      | 27%        |
| <b>12.23 Other Miscellaneous</b>  | \$ -         | \$ -         | \$ 15.60     | \$ -         | \$ 780.87     | \$ 1,700.00   | \$ 919.13      | 54%        |
| <b>Memorial / flowers</b>   |              |              |              |              | \$ 603.17     |               |                |            |
| <b>postage</b>  | \$ -         |              | \$ 15.60     |              | \$ 30.20      |               |                |            |
| <b>Inter Library Loan</b>   |              |              |              |              | \$ 24.00      |               |                |            |
| <b>Publicity</b>  |              |              |              |              | \$ 123.50     |               |                |            |
| <b>12.24 Other Miscellaneous (12.18 thru 12.23)</b>                                 | \$ 71.56     | \$ 317.47    | \$ 339.20    | \$ -         | \$ 3,648.18   | \$ 7,650.00   |                |            |
| <b>12.32 Total Operating Fund Disbursements</b>                                     | \$ 18,939.31 | \$ 10,140.90 | \$ 3,639.83  | \$ -         | \$ 115,073.54 | \$ 61,000.00  |                |            |
| <b>12.36 Transfers to Other Funds</b>   |              |              |              |              |               |               |                |            |
| <b>12.38 Total Disbursements and Transfers</b>                                      | \$ 18,939.31 | \$ 10,140.90 | \$ 3,639.83  | \$ -         | \$ 115,073.54 | \$ 61,000.00  |                |            |
| <b>12.39 Balance in Operating Fund</b>  | \$ 63,089.75 | \$ 53,353.67 | \$ 80,448.34 | \$ 80,448.34 | \$ 37,202.04  |               |                |            |
| <b>12.40 Grand Total disbursements will equal 11.26</b>                             | \$ 82,029.06 | \$ 63,494.57 | \$ 84,088.17 | \$ 80,448.34 | \$ 152,275.58 |               |                |            |

November 2025  
Checking Register

| Check/Code    | Date       | Transaction                       | Description  | Withdrawal        | Deposit           | Balance           |
|---------------|------------|-----------------------------------|--|-------------------|-------------------|-------------------|
|               |            |                                   | Beginning Balance  |                   |                   | \$2,210.95        |
|               | 11/6/2025  | transfer                          | from svings to checking  |                   | \$3,000.00        | \$5,210.95        |
|               | 11/6/2025  | payroll                           | taxes  | \$247.59          |                   | \$4,963.36        |
|               | 11/6/2025  | payroll                           | direct deposit   | \$939.80          |                   | \$4,023.56        |
|               | 11/6/2025  | WB Mason                          | toner  | \$68.19           |                   | \$3,955.37        |
|               | 11/6/2025  | Village of Sherman                | Water and Sewer  | \$193.87          |                   | \$3,761.50        |
|               | 11/6/2025  | National Bank Omaha (credit card) | postage-15.60, DVD- 25.19, Print-42.50, office-155.51, fall fest-44.02, crafts-35.97 | \$318.79          |                   | \$3,442.71        |
|               | 11/6/2025  | National Fuel                     | Gas  | \$109.56          |                   | \$3,333.15        |
|               | 11/6/2025  | National Grid                     | Electric   | \$141.66          |                   | \$3,191.49        |
|               | 11/6/2025  | Stormer Mechanical                | Boiler work  | \$441.07          |                   | \$2,750.42        |
|               | 11/6/2025  | CCLS                              | overdrive-50, phone-1056, fax-9.35   | \$69.91           |                   | \$2,680.51        |
|               | 11/21/2025 | payroll                           | direct deposit   | \$917.71          |                   | \$1,762.80        |
|               | 11/21/2025 | payroll                           | taxes  | \$241.68          |                   | \$1,521.12        |
| <b>Totals</b> |            | <b>Transaction count: 12</b>      |  | <b>\$3,689.83</b> | <b>\$3,000.00</b> | <b>\$1,521.12</b> |

November 2025  
Savings Register

| Check/Code    | Date       | Transaction                 | Description  | Withdrawal        | Deposit            | Balance             |
|---------------|------------|-----------------------------|--|-------------------|--------------------|---------------------|
|               |            |                             | Beginning Balance  |                   |                    | \$81,133.53         |
|               | 11/6/2025  | transfer                    | from savings to checking                                 | \$3,000.00        |                    | \$78,133.53         |
|               | 11/6/2025  | deposit                     | mat plan-612.50, nobel-60, book sale-50, donation box-12 |                   | \$734.50           | \$78,868.03         |
|               | 11/21/2025 | deposit                     | Town of Sherman  |                   | \$27,500.00        | \$106,368.03        |
|               | 11/21/2025 | deposit                     | Ralph Wilson Jr Arts Fund                                |                   | \$2,500.00         | \$108,868.03        |
| <b>Totals</b> |            | <b>Transaction count: 4</b> |  | <b>\$3,000.00</b> | <b>\$30,734.50</b> | <b>\$108,868.03</b> |

2026

**Minerva Free Library**

**Proposed Budget**

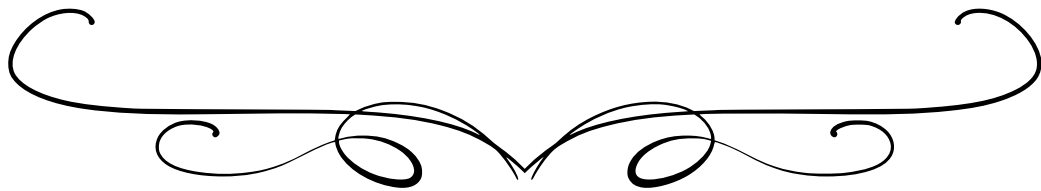
Income

|  | T  | Annual Budget    | previously          |
|--|----|------------------|---------------------|
|  |    | 2026             | suggested           |
| <i>11.25 Balance in Operating Fund</i> |    |                  | w/o security        |
| 11.1 Local Funding                     | \$ | 55,000.00        | \$ 55,000.00        |
| 11.3 Local Library Services Aid (LLSA) | \$ | 2,000.00         | \$ 1,500.00         |
| 11.7 CCLS Grants                       | \$ | 2,000.00         | \$ 2,600.00         |
| 11.14 Gifts & Endowments               | \$ | 1,586.00         | \$ 1,350.00         |
| 11.15 Fund Raising                     | \$ | 400.00           | \$ 170.00           |
| 11.16 Income from Investments transfer | \$ | 16.00            | \$ -                |
| 11.17 Library Charges (petty cash)     | \$ | 300.00           | \$ 200.00           |
| 11.18 Other Misc.                      | \$ | 350.00           | \$ 350.00           |
| <b>Total Budget</b>                    | \$ | <b>61,652.00</b> | <b>\$ 61,170.00</b> |

| Expenses   | Annual Budget       |
|--|---------------------|
|  | YT 2026             |
| 12.3 Total Salaries and Wages  | \$ 30,000.00        |
| Social Security  | \$ 1,830.00         |
| Medicare   | \$ 450.00           |
| Workers Compensation   | \$ 1,000.00         |
| Disability   | \$ 400.00           |
| 12.4 Employee Benefits and Expenditures (SS, Medicare, Workers Comp, Disability)                                       | \$ 3,680.00         |
| 12.5 Total Staff Expenditures (add 12.3, 12.4)   | \$ 33,680.00        |
| 12.6 Print Materials   | \$ 2,000.00         |
| 12.7 Electronic Materials  | \$ 720.00           |
| 12.8 Other Materials (DVD, toys)   | \$ 250.00           |
| 12.9 Total Collection Expenditures (add 12.6,12.7,12.8)  | \$ 2,970.00         |
| 12.10 From Local Public Funds (71OF)   |                     |
| 12.11 Other Funds Expenses: New items  | \$ 13,000.00        |
| 12.12 Total Capital Expenditures (add 12.10,12.11)   | \$ 13,000.00        |
| 12.13 From Local Public Funds  |                     |
| 12.14 From Other Funds Repairs: repairs to building  | \$ 500.00           |
| 12.15 Total Repairs (add 12.13, 12.14)   | \$ 500.00           |
| Gas  | \$ 2,000.00         |
| Electric   | \$ 1,200.00         |
| Water & Sewer  | \$ 1,100.00         |
| Insurance Property/Liability   | \$ 2,500.00         |
| Custodial  | \$ 250.00           |
| Miscellaneous  | \$ 1,000.00         |
| Security   | \$ 482.00           |
| 12.16 Other Disbursements for Operation & Maintenance of Buildings (gas, electric, water, insurance, custodial, misc.) | \$ 8,532.00         |
| 12.17 Total Operation & Maintenance of Buildings (add 12.15, 12.16)  | \$ 9,032.00         |
| 12.18 Office & Library Supplies  | \$ 500.00           |
| Phone  | \$ 300.00           |
| Internet   | \$ 480.00           |
| 12.19 Telecommunications (phone, fax)  | \$ 780.00           |
| 12.20 Postage/freight  | \$ -                |
| 12.21 Professional Consultant Fees   | \$ 370.00           |
| 12.22 Equipment/software   | \$ 200.00           |
| SRP  | \$ 500.00           |
| Events (Halloween/Christmas)   | \$ 620.00           |
| 12.23 Other Miscellaneous (SRP, events)  | \$ 1,120.00         |
| 12.24 Total Miscellaneous (add 12.18 thru 12.23)   | \$ 2,970.00         |
| <b>12.32 Total Operating Fund Disbursements</b>  | <b>\$ 61,652.00</b> |

# **Minerva's 2026 Board Meetings**

**First Tuesday of the month at 6 p.m.  
located on the main floor of the library.**



**January Holiday Party**

**February 3, 2026**

**April 7, 2026**

**June 2, 2026**

**July Summer Reading Program**

**August 4, 2026**

**October 6, 2026**

**December 1, 2026**



# Minerva's 2026 Holiday Closings



**NEW YEAR'S DAY**-----**THURSDAY 1/1**

**MARTIN LUTHER KING  
JR. DAY** -----**MONDAY 1/19**

**PRESIDENT'S DAY** ----- **MONDAY 2/16**

**EASTER WEEKEND** ----- **SATURDAY 4/4**

**MEMORIAL DAY WEEKEND** ---- **SATURDAY 5/23-**  
**MONDAY 5/25**

**INDEPENDENCE DAY** ----- **SATURDAY 7/4**

**LABOR DAY WEEKEND**-----**SATURDAY 9/5-**  
**MONDAY 9/7**

**INDIGENOUS PEOPLES' DAY  
COLUMBUS DAY** -----**MONDAY 10/12**

**THANKSGIVING DAY**-----**THURSDAY 11/26**

**CHRISTMAS HOLIDAY**-----**THURSDAY**  
**12/24-12/27**

**NEW YEAR'S EVE** -----**THURSDAY 12/31**





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

## **Whistleblower Policy**

Minerva Free Library requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Minerva Free Library must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all trustees, employees, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Appropriate subjects to raise under this policy include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

### **Reporting Procedures and Corrective Action for Employees**

Employees should first discuss their concern, in confidence, with their immediate supervisor. If after speaking with his or her supervisor, the employee is convinced that his or her concern is unwarranted or that, in the opinion of the employee, the supervisor will take appropriate steps to resolve the employee's concern, no further action is required by the employee.

However, further action is required if the employee (a) continues to have reasonable grounds to believe the concern is valid and that the response of his or her immediate supervisor is not adequate or (b) the immediate supervisor recommends that the issue should be referred to a higher level in the organization. In this situation, the employee should write a formal complaint to the Library's Director who will investigate the matter promptly.

If the employee's supervisor is the subject of the employee's concern or is possibly involved, the employee may choose to discuss their concern directly and in confidence with the Library's Director and then write a formal complaint. It is the responsibility of the Director to investigate promptly the circumstances of the complaint.

In extraordinary circumstances and after due consideration, an employee who suspects or believes that the Director is involved in unethical or illegal behavior, may take his or her concerns directly to the President of the Library's Board of Trustees.

### **Reporting Procedures and Corrective Action for Individuals Not Employed by The Library**

Individuals who are not employees of the Library should submit their concerns in writing directly to the President of the Board of Trustees. If the President of the Board of Trustees is not available or is the subject of the concern, the complaint should be directed to the Vice-President of the Board of Trustees.

The President or Vice-President shall be responsible for designating an appropriate committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees with respect to all concerns received in writing. The designated committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

The President or Vice-President shall inform the originator of the receipt of the written complaint. All trustees of the Library shall be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues.



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### **Whistleblower Policy**

The Board of Trustees and its designated committee shall resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.

#### **No Retaliation**

No trustee, employee or volunteer who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns, in good faith, within the Minerva Free Library prior to seeking resolution outside the Library.

#### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing information disclosed indicates financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

The act of making allegations which prove to be unsubstantiated and to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from the trustee or volunteer position. Such conduct may also give rise to other actions, including civil lawsuits.

#### **Confidentiality**

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

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

**Board Approved-**

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