

October 7, 2025 From the Director's Desk

NEWS & NOTES:

I included the only policy that we did not have on our webpage that we have to have, Whistleblower Policy. This should be approved ASAP.

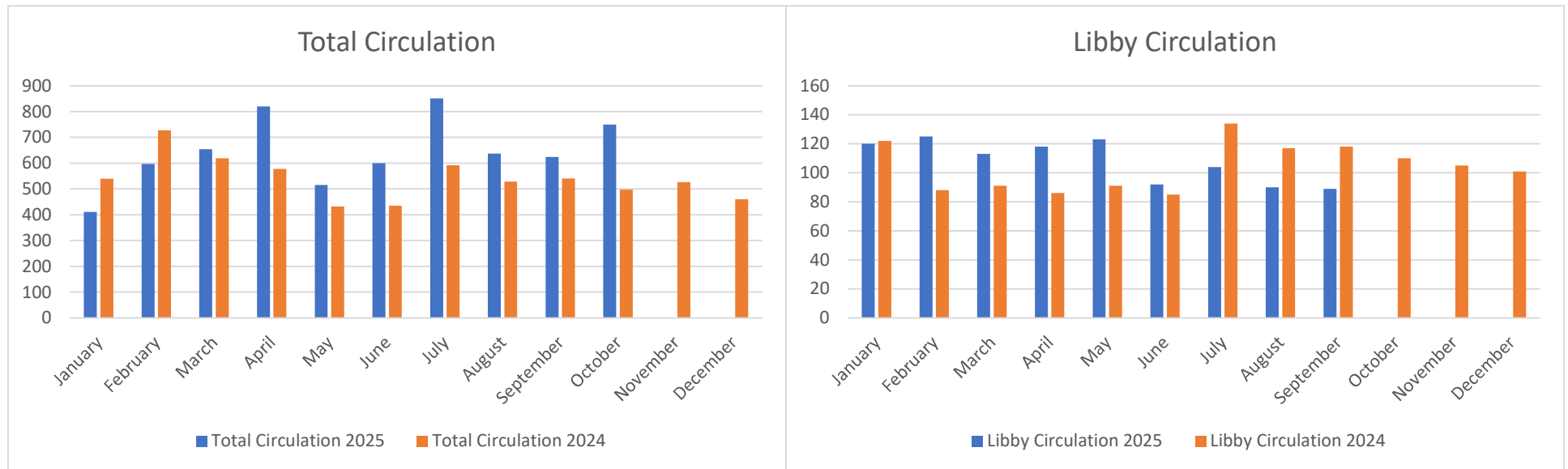
I am using The Cornerstone Restaurant for the donuts for Open House on Nov. 4. I hope you all plan to attend instead of our board meeting, 6-8 p.m.

Invitations were sent to The Village Board, The School Board, The Town Board, Chamber of Commerce. Also invitations were posted around town and on both social media sites we use.

Thank you to Judy who attended SCS Fall Fest with Cindy. We shared book marks, pencils, and activity books with many families.

Thank you to everyone who helped with the story walk. We had 88 people in attendance at the library during this event.

Cole electric came and put gooseneck lights on the top of our sign and also a plug into our lamp post. I will paint the conduit black to help it blend in with the sign. The goose neck lights will turn on when our large light outside does.



2025
Minerva Free Library
Approved Budget

	October	November	December	YTD		
UBS Fund Endowment	\$ 195,870.50	\$ -	\$ -			
UBS Core Savings Account	\$ 53,389.23	\$ -				
Checking Account	\$ 21,092.32	\$ -				
Savings Account	\$ 80,727.34	\$ -				
Total Portfolio	\$ 351,079.39	\$ -	\$ -	\$ -		

Income	October	November	December	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	2025	2025	2025	2025
11.25 Balance in Operating Fund	\$ 63,089.75	\$ 53,353.67	\$ 53,353.67	\$ 53,353.67			
11.1 Local Funding	\$ -			\$ 27,500.00	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00			
11.3 Local Library Services Aid (LLSA)	\$ -	\$ -	\$ -	\$ 1,525.40	\$ 2,000.00		
11.7 CCLS Grants	\$ -	\$ -	\$ -	\$ 2,587.50	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ -	\$ -	\$ 4,112.90			
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	\$ 207.82	\$ -	\$ -	\$ 6,654.74	\$ 1,100.00		
Donation Box	\$ 77.82			\$ 313.42			
Gifts	\$ -	\$ -	\$ -	\$ 3,882.75			
Room donation	\$ 130.00			\$ 130.00			
Grants		\$ -		\$ 2,328.57			
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		\$ -	\$ -	\$ 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	\$ -	\$ -	\$ 408.50	\$ 300.00		
book sale	\$ 7.00	\$ -	\$ -	\$ 408.50			
				\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 404.82	\$ -	\$ -	\$ 7,751.84	\$ 61,000.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 404.82	\$ -	\$ -	\$ 41,092.74	\$ -		
11.26 Grand total receipts	\$ 63,494.57	\$ 53,353.67	\$ 53,353.67	\$ 94,446.41	\$ 61,000.00		

Expenses	October	November	December	2025	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	YTD	2025		
12.2 Other Staff	\$ 1,940.50	\$ -	\$ -	\$ 21,655.14	\$ 28,574.00	\$ 6,918.86	24%
12.3 Total Salaries and Wages	\$ 1,940.50	\$ -	\$ -	\$ 21,655.14	\$ 28,574.00		
Social Security	\$ 120.32	\$ -	\$ -	\$ 1,342.66	\$ 1,772.00	\$ 429.34	24%
Medicare	\$ 28.15	\$ -	\$ -	\$ 314.01	\$ 400.00		
Workers Compensation	\$ -	\$ -	\$ -	\$ 511.00	\$ 1,000.00	\$ 489.00	49%
Unemployment							
Disability				\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave			\$ -	\$ -			
IRS payments							
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 148.47	\$ -	\$ -	\$ 2,167.67	\$ 3,572.00		
12.5 Total Staff Expenditures	\$ 2,088.97	\$ -	\$ -	\$ 23,822.81	\$ 32,146.00		
12.6 Print Materials	\$ 823.70	\$ -	\$ -	\$ 2,338.14	\$ 2,000.00	\$ (338.14)	-17%
12.7 Electronic Materials	\$ 50.00	\$ -	\$ -	\$ 500.00	\$ 600.00	\$ 100.00	17%
12.8 DVDs, toys	\$ 97.77	\$ -	\$ -	\$ 97.77	\$ 250.00	\$ 152.23	61%
12.9 Total Collection Expenditures	\$ 971.47	\$ -	\$ -	\$ 2,935.91	\$ 2,850.00		
12.10 From Local Public Funds (71PF)				\$ -			
12.11 Other Funds Expenses	\$ 3,083.33	\$ -	\$ -	\$ 24,179.26	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 3,083.33	\$ -	\$ -	\$ 24,179.26	\$ 10,000.00		
12.13 From Local Public Funds							
12.14 From Other Funds Repairs	\$ 3,230.00	\$ -	\$ -	\$ 50,980.98	\$ 250.00	\$ (50,730.98)	-20292%
12.15 Total Repairs	\$ 3,230.00	\$ -	\$ -	\$ 50,980.98	\$ 250.00		
Gas	\$ 143.00	\$ -	\$ -	\$ 1,424.00	\$ 2,000.00	\$ 576.00	29%
Electric	\$ 166.27	\$ -	\$ -	\$ 1,147.02	\$ 1,200.00	\$ 52.98	4%
Water & Sewer	\$ -	\$ -	\$ -	\$ 934.91	\$ 1,100.00	\$ 165.09	15%
Insurance Property/Liability	\$ -	\$ -	\$ -	\$ 2,319.84	\$ 2,500.00	\$ 180.16	7%
Custodial	\$ 140.39	\$ -	\$ -	\$ 320.00	\$ 250.00		
Miscellaneous	\$ -	\$ -	\$ -	\$ 60.00	\$ 1,054.00		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 449.66	\$ -	\$ -	\$ 6,205.77	\$ 8,104.00	\$ 1,898.23	23%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 3,679.66	\$ -	\$ -	\$ 57,186.75	\$ 8,354.00		
12.18 Office & Library Supplies	\$ 66.45	\$ -	\$ -	\$ 443.61	\$ 1,500.00	\$ 1,056.39	70%
Fax	\$ 9.45			\$ 108.99			
Phone	\$ 16.81	\$ -	\$ -	\$ 444.44	\$ 300.00	\$ (144.44)	-48%
Internet	\$ 120.00	\$ -	\$ -	\$ 360.00	\$ 900.00	\$ 540.00	60%
12.19 Telecommunications	\$ 146.26	\$ -	\$ -	\$ 913.43	\$ 1,200.00	\$ 286.57	24%
12.20 Postage/freight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12.21 Professional Consultant Fees	\$ -	\$ -	\$ -	\$ 351.00	\$ 300.00	\$ (51.00)	-17%
12.22 Equipment	\$ 104.76	\$ -	\$ -	\$ 117.96	\$ 1,800.00	\$ 1,682.04	93%
Software	\$ -	\$ -	\$ -	\$ 29.86	\$ 150.00		
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ -	\$ 687.85	\$ 1,000.00	\$ 312.15	31%
12.23 Other Miscellaneous	\$ -	\$ -	\$ -	\$ 765.27	\$ 1,700.00	\$ 934.73	55%
Memorial / flowers				\$ 603.17			
postage				\$ 14.60			
Inter Library Loan				\$ 24.00			
Publicity				\$ 123.50			
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 317.47	\$ -	\$ -	\$ 3,308.98	\$ 7,650.00		
12.32 Total Operating Fund Disbursements	\$ 10,140.90	\$ -	\$ -	\$ 111,433.71	\$ 61,000.00		
12.36 Transfers to Other Funds							
12.38 Total Disbursements and Transfers	\$ 10,140.90	\$ -	\$ -	\$ 111,433.71	\$ 61,000.00		
12.39 Balance in Operating Fund	\$ 53,353.67	\$ 53,353.67	\$ 53,353.67	\$ (16,987.30)			
12.40 Grand Total disbursements will equal 11.26	\$ 63,494.57	\$ 53,353.67	\$ 53,353.67	\$ 94,446.41			

October 2025
Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$21,092.32
6217	10/6/2025	The Library Store	book shelf (donation)	\$3,083.33		\$18,008.99
	10/6/2025	National Bank Omaha (credit card)	print-303.51, DVD- 97.77, Office-66.45	\$467.73		\$17,541.26
	10/6/2025	CCLS	ebooks-50, phone-16.81, fax-9.45, internet-160, wifi access point-104.76	\$301.02		\$17,240.24
	10/6/2025	National Fuel	gas	\$143.00		\$17,097.24
	10/6/2025	National Grid	electric	\$166.27		\$16,930.97
	10/10/2025	Payroll	direct deposit	\$871.59		\$16,059.38
	10/10/2025	Payroll	taxes	\$231.29		\$15,828.09
6218	10/16/2025	Prickly Pear	lift sign	\$50.00		\$15,778.09
6219	10/16/2025	Cole Electric	lift electric	\$3,180.00		\$12,598.09
6220	10/16/2025	Krista Rhebergen	vacuum	\$140.39		\$12,457.70
6221	10/16/2025	Cindy sears	print materials	\$70.19		\$12,387.51
6222	10/16/2025	Michael Frederick	print materials	\$50.00		\$12,337.51
6223	10/30/2025	Pilcrow Foundation	print materials	\$400.00		\$11,937.51
	10/24/2025	Payroll	direct deposit	\$776.16		\$11,161.35
	10/24/2025	Payroll	taxes	\$209.93		\$10,951.42
						\$10,951.42
Totals		Transaction count: 15		\$10,140.90	\$0.00	\$10,951.42

October 2025

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$80,727.34
	10/9/2025	deposit	book sale-5, donation box-77.82		\$82.82	\$80,810.16
	10/30/2025	deposit	book sale-2, book club-15, tops-130, sweet pea- 175		\$322.00	\$81,132.16
						\$81,132.16
						\$81,132.16
						\$81,132.16
						\$81,132.16
Totals		Transaction count: 2		\$0.00	\$404.82	\$81,132.16