



## Minerva Free Library Board Agenda “Libraries Change Lives”

April 7, 2026

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

- February 2025 beginning balance: Checking \$ 14,281.31 and Savings \$ 97,402.83
- February 2025 ending /March 2026 beginning balance: Checking \$ 10,550.72 and Savings \$ 97,510.33
- March 2026 ending balance: Checking \$ 4,646.23 and Savings \$ 97,859.69 (does not include interest)
- March Endowment Balance: \$ 196,683.58
- March UBS Core Savings: \$ 3,923.89

**Policy Approval:**

**New Business:**

**Next Meeting** will be held on: June 2, 2026, 6 p.m. Trustee Training Meeting/Dinner May 5, 2026, 6 p.m.

Upcoming Meeting focus:

**Jan-** Holiday Party (no meeting)

**Feb-** Prior year operating report, elect officers, CPA Audit

**Mar-**

**Apr-** Short/Long Term Review, NYS State Construction Grant

**May-**

**June-** ByLaws Reviewed (2027)

**July-**

**August-** Visit Town of Sherman Board, Evaluations

**Sept-**

**Oct-** Review next year’s budget

**Nov-**

**Dec-** Approve next year budget

**Yearly Board Member Tasks:**

Sexual Harassment Training

Trustee Education Requirements (2hours)

**Yearly Director tasks:**

Give Big CHQ (already registered for in 2026, will be held on June 11)

Give 716

File 990 (already taken care of in 2026)

Giving Tuesday

Minerva Free Library  
Board of Trustees Meeting Minutes: February 3, 2026  
“Libraries Change Lives”

Present Board Members: Judy Warren, Beth Armes, Chris Labuskes, Darlene Barney, Krista Rhebergen,

Absent: Vanessa Lutton, Karen Crocut, Dianne Courtney-Freeman, Elizabeth Meeder

Director: Cindy Sears

**Secretary’s Report:** President Beth Armes called the meeting to order @ 5:54 PM.

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

**Director’s Report: Cindy Sears**

Grant money for Early Learning Fun Time spent.

Libby checkouts were up in January.

Pointed out the new large print books acquired by the library.

Explained closure because of the NYS travel ban and essential businesses only open.

We are very pleased that Cindy has our website up to date and approved by CCLS standards. The board thanked Cindy for her fine work.

**Treasurer’s Report:** Monthly report given by Darlene.

**Buildings and Grounds Report:** Cindy reported a problem with the boiler that caused heat loss on the main floor of the library. Eric Stormer was contacted and things were taken care of.

**New Business:**

USB reevaluated for short term investments..

Girl Scouts will be using the upstairs room for meetings.

February 19-22 Scrap Booking group will use the basement.

The board will have a basement work day on Tuesday, February 10th 10:00

Taxes are already turned in and filed for our 990.

Elections were held and a motion was made by Krista and Seconded by Chris to keep to present slate of officers. All:Aye

Trustees were reminded of yearly training. Cindy will see if Jan is available to present to us in May and she will get back to us.

**Upcoming Events:**

Spring Book Sale

**Monthly Meeting Focus Topic:** Long and short term goals review and NYS Construction Grant

**Next Meeting:** Tuesday, April 7, 2026

**Adjournment:** President Armes adjourned the meeting @ 6:42.

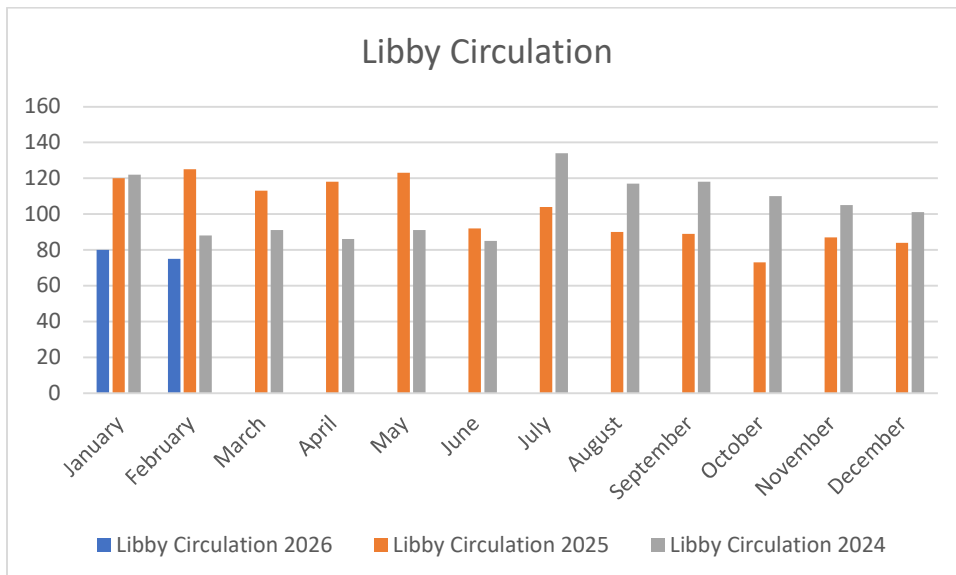
**Respectfully submitted:**Judith Warren

## April 7, 2026 From the Director's Desk

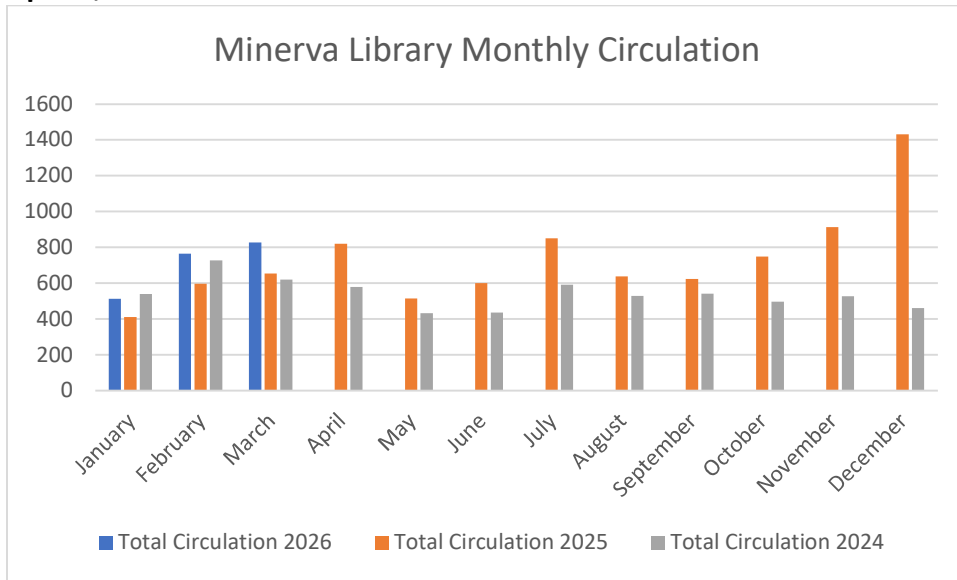
### NEWS & NOTES:

A few things have happened here at the library.

1. The basement toilet needed to be replaced. Andrew Miller was able to install the new toilet that Tim and Cindy bought at Lowe's.
2. The basement was used for a scrapbook weekend and the library received a room donation of \$110 for letting them use it.
3. Cindy and Judy were gifted 10 books, a few adult books and a few middle grade readers, from Tia Book Cellers in North East.
4. The taxes have been filed by SL Bensink & Associates. The full form is available to look at if anyone desires to see the taxes.
5. Ron Moore is trying to get a historical marker made I have attached his letter for you to view.
6. In regards to air conditioning: I have an appointment with Circle Mechanical to see the building again adding in the third floor for consideration and updating the prices with their quote coming April 16. I will email out their quote when I receive it. Also, Lictus Hardware is going to come look at the building and give a quote on installing air conditioning. Two quotes are better than one!
7. Don't forget May 5, at 6pm Jan is coming for the Cinco de Mayo board of trustee training "party". Get the two hours of training out of the way and party with Jan. If anyone has questions on what they want to learn about please let me know so I can send them onto Jan.
8. Early Learning Fun Time is continuing as normal. I actually had two new families stop by inquiring about it, very exciting.
9. Krista will be taking April 8-30 to travel to Hawaii and visit her daughter, I have reached out to Eli Armes who covered for Krista the last time she was away to see if he wanted to cover for her again.



**April 7, 2026 From the Director's Desk**



Minerva Free Library  
Approved Budget 2026

	January	February	March	YTD		
UBS Fund Endowment	\$ 201,492.30	\$ 204,502.58	\$ 196,683.58			
UBS Core Savings Account	\$ 53,957.25	\$ 3,923.89	\$ 3,923.89			
Checking Account	\$ (604.65)	\$ 14,281.31	\$ 10,550.72			
Savings Account	\$ 107,401.14	\$ 97,402.82	\$ 97,510.33			
<b>Total Portfolio</b>	<b>\$ 362,246.04</b>	<b>\$ 320,110.60</b>	<b>\$ 308,668.52</b>			

Income	January Actual	February Actual	March Actual	YTD	Annual Budget	\$ Remaining	%Remaining
<b>11.25 Balance in Operating Fund</b>	<b>\$ 76,907.05</b>	<b>\$ 81,794.69</b>	<b>\$ 78,171.61</b>	<b>\$ 76,907.05</b>			
11.1 Local Funding				\$ -	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ -			
11.3 Local Library Services Aid (LLSA)			\$ 152.90	\$ 152.90	\$ 2,000.00		
11.7 CCLS Grants				\$ -	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ -	\$ 152.90	\$ 152.90			
11.9 Other State Aid	\$ 8,172.00			\$ 8,172.00			
11.10 LSTA				\$ -			
11.11 Other Federal Aid				\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ -	\$ 65.00	\$ 167.46	\$ 232.46	\$ 1,586.00		
Donation Box			\$ 55.61	\$ 55.61			
Gifts		\$ 65.00	\$ 1.85	\$ 66.85			
Room donation			\$ 110.00	\$ 110.00			
Grants				\$ -			
11.15 Fund Raising	\$ -	\$ 10.00	\$ 20.00	\$ 30.00	\$ 400.00		
candy box				\$ -			
book clubs		\$ 10.00	\$ 20.00	\$ 30.00			
charcuterie				\$ -			
prickly pear				\$ -			
sweet pea designs				\$ -			
11.16 Income from Investments							
transfer	\$ 1.68	\$ 1.50		\$ 3.18	\$ 16.00		
11.17 Library Charges (petty cash)	\$ -	\$ 16.01	\$ -	\$ 16.01	\$ 300.00		
petty cash		\$ 16.01		\$ 16.01			
lost book				\$ -			
Inter Library Loan				\$ -			
copies				\$ -			
11.18 Other Misc.	\$ 36.00	\$ 15.00	\$ 9.00	\$ 60.00	\$ 350.00		
book sale		\$ 15.00	\$ 9.00	\$ 24.00			
fee reversal	\$ 36.00			\$ 36.00			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 37.68	\$ 107.51	\$ 196.46	\$ 109.19	\$ 61,652.00		
<b>11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)</b>	<b>\$ 8,209.68</b>	<b>\$ 107.51</b>	<b>\$ 349.36</b>	<b>\$ 8,434.09</b>			
11.26 Grand total receipts	\$ 85,116.73	\$ 81,902.20	\$ 78,520.97	\$ 85,341.14	\$ 61,652.00		

Expenses	January	February	March		Annual	\$ Remaining	%Remaining
	Actual	Actual	Actual	YTD	Budget		
12.2 Other Staff	\$ 1,837.25	\$ 1,913.50	\$ 2,099.75	\$ 5,850.50	\$ 30,000.00	\$ 24,149.50	80%
12.3 Total Salaries and Wages	\$ 1,837.25	\$ 1,913.50	\$ 2,099.75	\$ 5,850.50	\$ 30,000.00		
Social Security	\$ 113.91	\$ 118.64	\$ 130.19	\$ 362.74	\$ 1,830.00	\$ 1,467.26	80%
Medicare	\$ 26.65	\$ 27.75	\$ 30.45	\$ 84.85	\$ 450.00		
Workers Compensation				\$ -	\$ 1,000.00	\$ 1,000.00	100%
Unemployment				\$ -	\$ -		
Disability				\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave				\$ -			
IRS payments				\$ -			
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 140.56	\$ 146.39	\$ 160.64	\$ 447.59	\$ 3,680.00		
12.5 Total Staff Expenditures	\$ 1,977.81	\$ 2,059.89	\$ 2,260.39	\$ 6,298.09	\$ 33,680.00		
12.6 Print Materials	\$ 763.85	\$ 707.40	\$ 77.98	\$ 1,549.23	\$ 2,000.00	\$ 450.77	23%
12.7 Electronic Materials	\$ 50.00	\$ 60.00	\$ 60.00	\$ 170.00	\$ 720.00	\$ 550.00	76%
12.8 DVDs, toys	\$ 19.79	\$ 22.98	\$ 243.61	\$ 286.38	\$ 250.00	\$ (36.38)	-15%
12.9 Total Collection Expenditures	\$ 833.64	\$ 790.38	\$ 381.59	\$ 2,005.61	\$ 2,970.00		
12.10 From Local Public Funds (71PF)				\$ -			
12.11 Other Funds Expenses				\$ -	\$ 13,000.00		
12.12 Total Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 13,000.00		
12.13 From Local Public Funds							
12.14 From Other Funds Repairs					\$ 500.00	\$ 500.00	100%
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -	\$ 500.00		
Gas	\$ 163.00	\$ 163.00	\$ 173.00	\$ 499.00	\$ 2,000.00	\$ 1,501.00	75%
Electric	\$ 106.17	\$ 95.55	\$ 101.44	\$ 303.16	\$ 1,200.00	\$ 896.84	75%
Water & Sewer	\$ 189.84		\$ 188.94	\$ 378.78	\$ 1,100.00	\$ 721.22	66%
Insurance							
Property/Liability			\$ 2,376.20	\$ 2,376.20	\$ 2,500.00	\$ 123.80	5%
Custodial	\$ 12.94		\$ 18.95	\$ 31.89	\$ 250.00	\$ 218.11	87%
Miscellaneous				\$ -	\$ 1,000.00	\$ 1,000.00	100%
Security				\$ -	\$ 482.00	\$ 482.00	100%
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 471.95	\$ 258.55	\$ 2,858.53	\$ 3,589.03	\$ 8,532.00	\$ 4,942.97	58%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 471.95	\$ 258.55	\$ 2,858.53	\$ 3,589.03	\$ 9,032.00		
12.18 Office & Library Supplies	\$ 14.64	\$ 588.40	\$ 30.00	\$ 633.04	\$ 500.00	\$ (133.04)	-27%
12.19 Telecommunications	\$ 24.00	\$ 33.37	\$ 23.98	\$ 81.35	\$ 780.00	\$ 698.65	90%
Fax	\$ 9.25	\$ 18.62	\$ 9.23	\$ 37.10	\$ 100.00		
Phone	\$ 14.75	\$ 14.75	\$ 14.75	\$ 44.25	\$ 300.00	\$ 255.75	85%
Internet				\$ -	\$ 480.00	\$ 480.00	100%
12.20 Postage/freight	put in misc			\$ -		\$ -	
12.21 Professional Consultant Fees			\$ 350.00	\$ 350.00	\$ 370.00	\$ 20.00	5%
12.22 Equipment				\$ -	\$ 200.00	\$ 200.00	100%
Software				\$ -			
12.23 Other Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 1,120.00		
Summer Reading Program				\$ -	\$ 500.00	\$ 500.00	100%
Events (Halloween/Christmas, etc.)				\$ -	\$ 620.00	\$ 620.00	100%
postage				\$ -			
Inter Library Loan				\$ -			
Publicity				\$ -			
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 38.64	\$ 621.77	\$ 403.98	\$ 1,064.39	\$ 2,970.00		
12.32 Total Operating Fund Disbursements	\$ 3,322.04	\$ 3,730.59	\$ 5,904.49	\$ 12,957.12	\$ 61,652.00	\$ 48,694.88	79%
12.36 Transfers to Other Funds				\$ -			
12.38 Total Disbursements and Transfers	\$ 3,322.04	\$ 3,730.59	\$ 5,904.49				
12.39 Balance in Operating Fund	\$ 81,794.69	\$ 78,171.61	\$ 72,616.48	\$ 85,341.14			
12.40 Grand Total disbursements will equal 11.26	\$ 85,116.73	\$ 81,902.20	\$ 78,520.97	\$ 85,341.14			

February 2026  
Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
						\$14,281.31
	2/5/2026	Nationa bank omaha	crafts-367.77, print-707.40, incentives-158.78, games-22.98	\$1,256.93		\$13,024.38
	2/5/2026	CCLS	phone-14.75, fax- 18.62, office supplies- 61.85, overdrive- 60	\$155.22		\$12,869.16
	2/5/2026	National Grid	electric	\$95.55		\$12,773.61
	2/5/2026	National Fuel	gas	\$163.00		\$12,610.61
	2/13/2026	payroll	direct deposit	\$808.17		\$11,802.44
	2/13/2026	payroll	taxes	\$217.20		\$11,585.24
	2/27/2026	payroll	direct deposit	\$814.74		\$10,770.50
	2/27/2026	payroll	taxes	\$219.78		\$10,550.72
						\$10,550.72
<b>Totals</b>		<b>Transaction count: 8</b>		<b>\$3,730.59</b>	<b>\$0.00</b>	<b>\$10,550.72</b>

February 2026  
Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			<b>Beginning Balance</b>			<b>\$97,402.82</b>
	2/13/2026	book sale-15, book club-10, fees- 16.01- in memory-65			<b>\$106.01</b>	<b>\$97,508.83</b>
	2/28/2026	interest			<b>\$1.50</b>	<b>\$97,510.33</b>
		<b>Transaction count: 2</b>		<b>\$0.00</b>	<b>\$107.51</b>	<b>\$97,510.33</b>

# March 2026 Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$10,550.72
	3/2/2026	Credit card	print materials- 77.98, janitor- 18.95, gmes- 243.61	\$340.54		\$10,210.18
	3/2/2026	Village of Sherman	water & sewer	\$188.94		\$10,021.24
6224	3/2/2026	Andrew Miller	toilet install	\$50.00		\$9,971.24
	3/2/2026	Erie Insurance Company	business ins	\$2,376.20		\$7,595.04
	3/3/2026	National Grid	Electric	\$101.44		\$7,493.60
	3/5/2026	National Fuel	Gas	\$173.00		\$7,320.60
	3/5/2026	CCLS	overdrive- 60, Phone-14.75, Fax- 9.23, Bar Codes- 30	\$113.98		\$7,206.62
6225	3/10/2026	SL Bensink	taxes	\$300.00		\$6,906.62
	3/13/2026	payroll	direct deposit	\$968.19		\$5,938.43
	3/13/2026	payroll	taxes	\$247.18		\$5,691.25
	3/27/2026	payroll	direct deposit	\$827.51		\$4,863.74
	3/27/2026	payroll	taxes	\$217.51		\$4,646.23
						\$4,646.23
Totals		Transaction count: 12		\$5,904.49	\$0.00	\$4,646.23

March 2026  
Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			<b>Beginning Balance</b>			<b>\$97,510.33</b>
	3/9/2026	deposit	room donation- 110, book sale- 6, book club-20		\$136.00	\$97,646.33
	3/18/2026	deposit	book sale-3, LLSA-152.90, naval donations-1.85.		\$213.36	\$97,859.69
	3/31/2026	interest				\$97,859.69
						\$97,859.69
		Transaction count: 3		\$0.00	\$349.36	\$97,859.69

February 12, 2026

Minerva Library Board

Miller street Sherman NY

Dear Board Members,

The purpose of this letter is to request a site for an historical marker to commemorate and honor pre-teens and teenagers from the village. These children caught the cherry-picking truck for rides to Northeast to pick cherries in the mid to late 1950s. They would catch the truck at the Minerva library, pick cherries for 10-12 hours then ride the truck back to the library. The kids made as much as \$2/day!! (these kids are now in their 80s) Trucks would pick up the kids in Sherman, (Minerva Library) Findley Lake (Proctor Chevrolet), and Clymer (Necker's Co.) They all have memories and stories to share.

Some have memories of going swimming on their breaks. As one picker remembers, "we left town clean, happy, and excited and came home dirty, sweaty and ornery"

Thankyou for considering this request

Ron Moore SCS 1959

Findley Lake NY