



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

May 26, 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

- Beginning balance: Checking \$ 4,646.23 and Savings \$ 97,861.35
- Ending balance: Checking \$6,064.82 and Savings \$ 121,070.05
- March Endowment Balance: \$ 204,359.38
- March UBS Core Savings: \$ 3,944.02

**Policy Approval:**

**New Business:**

**Next Meeting** will be held on: August 4, 2026 6p.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 (finished)

Trustee Education Requirements (2hours) (finished)

**Yearly Director tasks:**

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

Give 716 (already registered for in 2026, Give 716 in 2026 kicks off at 7:16 p.m. on July 15 and runs through 11:59 p.m. on July 16)

File 990 (already taken care of in 2026)

Giving Tuesday

Minerva Free Library  
Board of Trustees Meeting Minutes: April 7, 2026  
“Libraries Change Lives”

Present Board Members: Judy Warren, Beth Armes, Chris Labuskes, Darlene Barney (Called in), Krista Rhebergen, Karen Croscut, Dianne Courtney-Freeman, Elizabeth Meeder

Director: Cindy Sears

**Secretary’s Report:** President Beth Armes called the meeting to order @ 5:58 PM.

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

**Director’s Report: Cindy Sears**

A concern was brought up about the need to address the front doors of the library. With the heavy spring rains and wind, water has begun to seep under the threshold. Cindy will contact Charlie to discuss what we will need to do to replace the existing doors.

It was agreed that the monument that Ron Moore had suggested we place at the library be placed in a more historical location in Sherman. Cindy will let Ron know our decision.

The CCLS Annual Report software has finally be determined and Cindy was the first to submit a report to CCLS. The board thanked Cindy for her fine work.

The Lift problems with the door and the lock will be addressed by Elizabeth. She will contact Access Elevators in regard to this issue. The issue of our warranty on the elevator will be discussed.

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

**Buildings and Grounds Report:**

A motion was made by Judy to have Elizabeth call access for the cost and the funding of a new door with a secure lock for the elevator. Chris seconded the motion. All: Aye

**New Business:**

Cindy will contact the Tech Group @ CCLS and Josh Cole in regard to the moving of the main server from its present location.

Trustees were reminded of yearly training with Jan on May 5th.

**Upcoming Events:**

June Book Sale...when we find out the date of the Community Yard Sales.

**Monthly Meeting Focus Topic:** By-Laws review

**Next Board Meeting:** Tuesday, June 2, 2026

**Adjournment:** President Armes adjourned the meeting @ 6:53.

**Respectfully submitted:** Judith Warren

Minerva Free Library  
Approved Budget 2026

	January	February	March	April	May	June	July	August	September	October	November	December	YTD			
UBS Fund Endowment	\$ 201,492.30	\$ 204,502.58	\$ 196,683.58	\$ 195,937.65	\$ 204,359.38											
UBS Core Savings Account	\$ 53,957.25	\$ 3,923.89	\$ 3,923.89	\$ 3,934.12	\$ 3,944.02											
Checking Account	\$ (604.65)	\$ 14,281.31	\$ 10,550.72	\$ 4,646.23	\$ 4,514.54											
Savings Account	\$ 107,401.14	\$ 97,402.82	\$ 97,510.33	\$ 97,861.35	\$ 94,862.91											
<b>Total Portfolio</b>	<b>\$ 362,246.04</b>	<b>\$ 320,110.60</b>	<b>\$ 308,668.52</b>	<b>\$ 302,379.35</b>	<b>\$ 307,680.85</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				

Income	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	September Actual	October Actual	November Actual	December 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>\$ 72,618.14</b>	<b>\$ 69,488.01</b>	<b>\$ 95,382.43</b>	<b>\$ 95,382.43</b>	<b>\$ 95,382.43</b>	<b>\$ 95,382.43</b>	<b>\$ 95,382.43</b>	<b>\$ 95,382.43</b>	<b>\$ 95,382.43</b>	<b>\$ 76,907.05</b>	<b>\$ 55,000.00</b>		
11.1 Local Funding					\$ 27,500.00								\$ 27,500.00	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 27,500.00		
11.3 Local Library Services Aid (LLSA)			\$ 152.90										\$ 152.90	\$ 2,000.00		
11.7 CCLS Grants					\$ 1,255.00								\$ 1,255.00	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ -	\$ 152.90	\$ -	\$ 1,255.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,407.90	\$ 1,407.90		
11.9 Other State Aid	\$ 8,172.00												\$ 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	\$ -	\$ 310.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,586.00		
Donation Box			\$ 55.61		\$ 125.14								\$ 180.75			
Gifts		\$ 65.00	\$ 1.85		\$ 20.00								\$ 86.85			
Room donation			\$ 110.00		\$ 165.00								\$ 275.00			
Grants													\$ -			
11.15 Fund Raising	\$ -	\$ 10.00	\$ 20.00	\$ -	\$ 115.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.00	\$ 400.00		
candy box													\$ -			
book clubs		\$ 10.00	\$ 20.00		\$ 115.00								\$ 145.00			
charcuterie													\$ -			
prickly pear													\$ -			
sweet pea designs													\$ -			
11.16 Income from Investments													\$ -			
transfer	\$ 1.68	\$ 1.50	\$ 1.66	\$ 1.56									\$ 6.40	\$ 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	\$ -	\$ 27.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87.00	\$ 350.00		
book sale		\$ 15.00	\$ 9.00		\$ 27.00								\$ 51.00			
fee reversal	\$ 36.00												\$ 36.00			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 37.68	\$ 107.51	\$ 198.12	\$ 1.56	\$ 452.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254.41	\$ 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>\$ 351.02</b>	<b>\$ 1.56</b>	<b>\$ 29,207.14</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,334.31</b>			
11.26 Grand total receipts	\$ 85,116.73	\$ 81,902.20	\$ 78,522.63	\$ 72,619.70	\$ 98,695.15	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 114,241.36	\$ 61,652.00		

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				
12.2 Other Staff	\$ 1,837.25	\$ 1,913.50	\$ 2,099.75	\$ 2,138.70	\$ 2,147.75								\$ 10,136.95	\$ 30,000.00	\$ 19,863.05	66%
12.3 Total Salaries and Wages	\$ 1,837.25	\$ 1,913.50	\$ 2,099.75	\$ 2,138.70	\$ 2,147.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,136.95	\$ 30,000.00		
Social Security	\$ 113.91	\$ 118.64	\$ 130.19	\$ 132.61	\$ 133.17								\$ 628.52	\$ 1,830.00	\$ 1,201.48	66%
Medicare	\$ 26.65	\$ 27.75	\$ 30.45	\$ 31.02	\$ 31.15								\$ 147.02	\$ 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	\$ 163.63	\$ 164.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 775.54	\$ 3,680.00		
12.5 Total Staff Expenditures	\$ 1,977.81	\$ 2,059.89	\$ 2,260.39	\$ 2,302.33	\$ 2,312.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,912.49	\$ 33,680.00		
12.6 Print Materials	\$ 763.85	\$ 707.40	\$ 77.98	\$ 168.40	\$ 240.34								\$ 1,957.97	\$ 2,000.00	\$ 42.03	2%
12.7 Electronic Materials	\$ 50.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00								\$ 290.00	\$ 720.00	\$ 430.00	60%
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	\$ 228.40	\$ 300.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,534.35	\$ 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	\$ 173.00	\$ 173.00								\$ 845.00	\$ 2,000.00	\$ 1,155.00	58%
Electric	\$ 106.17	\$ 95.55	\$ 101.44	\$ 114.74	\$ 133.35								\$ 551.25	\$ 1,200.00	\$ 648.75	54%
Water & Sewer	\$ 189.84		\$ 188.94		\$ 190.54								\$ 569.32	\$ 1,100.00	\$ 530.68	48%
Insurance																
Property/Liability			\$ 2,376.20										\$ 2,376.20	\$ 2,500.00	\$ 123.80	5%
Custodial	\$ 12.94		\$ 18.95	\$ 34.43									\$ 66.32	\$ 250.00	\$ 183.68	73%
Miscellaneous				\$ 110.24	\$ 37.96								\$ 148.20	\$ 1,000.00	\$ 851.80	85%
Security													\$ -	\$ 482.00	\$ 482.00	100%
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 471.95	\$ 258.55	\$ 2,858.53	\$ 432.41	\$ 534.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,556.29	\$ 8,532.00	\$ 3,975.71	47%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 471.95	\$ 258.55	\$ 2,858.53	\$ 432.41	\$ 534.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,556.29	\$ 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	\$ 144.10	\$ 24.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249.49	\$ 780.00	\$ 530.51	68%
Fax	\$ 9.25	\$ 18.62	\$ 9.23	\$ 9.35	\$ 9.29								\$ 55.74	\$ 100.00		
Phone	\$ 14.75	\$ 14.75	\$ 14.75	\$ 14.75	\$ 14.75								\$ 73.75	\$ 300.00	\$ 226.25	75%
Internet				\$ 120.00									\$ 120.00	\$ 480.00	\$ 360.00	75%
12.20 Postage/freight	put in misc												\$ -		\$ -	
12.21 Professional Consultant Fees			\$ 350.00	\$ 24.45	\$ 110.00								\$ 484.45	\$ 370.00	\$ (114.45)	-31%
12.22 Equipment													\$ -	\$ 200.00	\$ 200.00	100%
Software					\$ 31.42								\$ 31.42			
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	\$ 168.55	\$ 165.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,398.40	\$ 2,970.00		
12.32 Total Operating Fund Disbursements	\$ 3,322.04	\$ 3,730.59	\$ 5,904.49	\$ 3,131.69	\$ 3,312.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,401.53	\$ 61,652.00	\$ 42,250.47	69%
12.36 Transfers to Other Funds													\$ -			
12.38 Total Disbursements and Transfers	\$ 3,322.04	\$ 3,730.59	\$ 5,904.49	\$ 3,131.69	\$ 3,312.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
12.39 Balance in Operating Fund	\$ 81,794.69	\$ 78,171.61	\$ 72,618.14	\$ 69,488.01	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 114,241.36			
12.40 Grand Total disbursements will equal 11.26	\$ 85,116.73	\$ 81,902.20	\$ 78,522.63	\$ 72,619.70	\$ 98,695.15	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 95,382.43	\$ 114,241.36			

April 2026  
Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$4,646.23
	4/6/2026	transfer	from sav to checking		\$3,000.00	\$7,646.23
	4/6/2026	CCLS	Overdrive-60, phone-14.75, internet-120, fax-9.35, print materials-70	\$274.10		\$7,372.13
	4/6/2026	Credit Card	print- 98.40, professional- 24.45, toilet-110.24, custodial 34.43	\$267.52		\$7,104.61
	4/6/2026	National Grid	electric	\$114.74		\$6,989.87
	4/6/2026	National Fuel	Gas	\$173.00		\$6,816.87
	4/10/2026	payroll	direct deposits	\$912.92		\$5,903.95
	4/10/2026	payroll	taxes	\$240.03		\$5,663.92
	4/24/2026	payroll	taxes	\$235.68		\$5,428.24
	4/24/2026	payroll	direct deposits	\$833.17		\$4,595.07
	4/24/2026	payroll	check	\$80.53		\$4,514.54
						\$4,514.54
<b>Totals</b>		Transaction count: 10		\$3,131.69	\$3,000.00	\$4,514.54

April 2026  
Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$97,861.35
	4/6/2026	transfer	from sav to checking	\$3,000.00		\$94,861.35
	4/3/2026	deposit	interest		\$1.56	\$94,862.91
						\$94,862.91
		Transaction count: 2		\$3,000.00	\$1.56	\$94,862.91

May 2026  
Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$4,514.54
	5/4/2026	credit card	snacks-37.96, print materials-240.34	\$278.30		\$4,236.24
	5/4/2026	CCLS	overdrive-60, phone-14.75, fax-9.29, computer license-31.42	\$115.46		\$4,120.78
	5/4/2026	national fuel	gas	\$173.00		\$3,947.78
	5/4/2026	Sherman	water & sewer	\$190.54		\$3,757.24
	5/4/2026	National Grid	electric	\$133.35		\$3,623.89
	5/4/2026	transfer	from savings		\$3,000.00	\$6,623.89
	5/8/2026	payroll	taxes	\$242.17		\$6,381.72
	5/8/2026	payroll	direct deposit	\$851.97		\$5,529.75
	5/8/2026	payroll	check	\$73.88		\$5,455.87
	5/7/2026	Hartfors Steam Boiler	Inspection	\$110.00		\$5,345.87
	5/22/2026	payroll	taxes	\$240.67		\$5,105.20
	5/22/2026	payroll	direct deposit	\$903.38		\$4,201.82
	5/11/2026	deposit	Ralph Wilson grant		\$1,863.00	\$6,064.82
						\$6,064.82
<b>Totals</b>		Transaction count: 13		\$3,312.72	\$4,863.00	\$6,064.82



## May 26, 2026 From the Director's Desk

### NEWS & NOTES:

Update on the front door situation. Although Elizabeth and Henry Meeder came and tightened the hinges on the front door it is closing better now but we still have work to do on the door. ADA regulations dictate that a door minimum should be 32 inches. A public building, like a library should be 36 inches. Our doors are 29 inches. Even though we have the lift we are still not compliant with the front doors. Elizabeth and I have been in discussions and we have reached out to the gentleman who we ordered the windows from to come up with solutions for our library. When we receive a quote and plan, we will make the board aware so that we can move ahead improving our building.

Also, I have been asked to be a part of ARTS SERVICES INC. panel discussion at the Creative Professionals Exchange, to discuss Creating Work That Impacts the Community.

