

Minerva Free Library Board Agenda
“Libraries Change Lives”

February 3, 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

- December 2025 beginning balance: Checking \$ 1,521.12 and Savings \$ 108,869.49
- December 2025 ending /January 2026 beginning balance: Checking \$ -604.65 and Savings \$ 107,401.14
- January 2026 ending balance: Checking \$ 7,166.98 and Savings \$ 97,401.14
- January Endowment Balance: \$ 201,722.72
- January UBS Core Savings: \$ 53,757.25

Policy Approval:

New Business:

Next Meeting will be held on: April 7, 2026, 6:00 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

Give 716

File 990

Giving Tuesday

Minerva Free Library
Board of Trustees Meeting Minutes: December 3. 2025
“Libraries Change Lives”

Present Board Members: Judy Warren, Beth Armes, Chris Labuskes, Dianne Courtney-Freeman, Darlene Barney, Elizabeth Meeder, Krista Rhebergen, FaceTimed into meeting Karen Croscut

Absent: Vanessa Lutton

Director:Cindy Sears Guest:Teresa Guzman

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

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

Public Comment: Teresa thanked the board for a job well done.

Director’s Report: Cindy Sears

A \$2,500 grant was approved by the Ralph Wilson Grant Committee. Cindy will use the funding to support the Early Learning Fun Time Program. We are thankful that Cindy continues to apply for grants for the library and its patrons.

Cindy held her employee reviews.

The Jr. Reader Books have been ordered with funding from the Pilcrow Grant which Cindy applied for.

Treasurer’s Report: Monthly report given by Darlene. The board approved the 2026 budget of \$61,652. A motion was made by Karen and Seconded by Elizabeth. All:Aye

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

New Business:

A motion to move to bimonthly meetings was approved. A motion was made by Chris and Seconded by Karen. All:Aye

With this being the case, the board revisited the upcoming meeting focus for 2026 and changed the monthly focus to meet the yearly deadlines/needs.

A motion to accept the Holiday Closing Schedule for 2026 was approved. A motion was made by Karen and Seconded by Chris. All:Aye

Policies were reviewed and approved as follows:

The Whistleblower Policy was approved. A motion was made by Chris and Seconded by Dianne. All:Aye

Upcoming Events:

Photo Scavenger Hunt during the Community Christmas Week

Annual February Book Sale

Monthly Meeting Focus Topic:Policies

Next Meeting: Tuesday, February 3, 2026 **Adjournment:** President Armes adjourned the meeting @ 6:43.

Respectfully submitted:Judith Warren

2025
Minerva Free Library
Approved Budget

	January	February	March	April	May	June	July	August	September	October	November	December	YTD		
UBS Fund Endowment	\$ 181,048.49	\$ 184,047.74	\$ 183,022.17	\$ 181,316.66	\$ 181,007.83	\$ 186,863.92	\$ 189,584.04	\$ 190,700.97	\$ 193,098.98	\$ 195,870.50	\$ 196,444.34	\$ 198,008.32			
UBS Core Savings Account	\$ 52,221.31	\$ 52,361.90	\$ 52,480.92	\$ 52,619.97	\$ 52,768.94	\$ 52,918.35	\$ 53,078.18	\$ 53,228.45	\$ 53,389.23	\$ 53,535.33	\$ 53,690.79				
Checking Account	\$ 1,697.09	\$ 1,425.91	\$ 74,707.51	\$ 60,500.37	\$ 56,764.00	\$ 49,683.67	45,144.44	\$ 35,453.40	\$ 31,191.16	\$ 12,251.85	\$ 2,210.95	\$ 1,521.12			
Savings Account	\$ 78,347.99	\$ 77,572.91	\$ 74,883.37	\$ 75,737.16	\$ 103,488.66	\$ 104,102.93	105,053.65	\$ 75,055.02	\$ 77,456.02	\$ 80,727.35	\$ 81,133.53	\$ 108,869.49			
Total Portfolio	\$ 313,314.88	\$ 315,408.46	\$ 385,093.97	\$ 370,174.16	\$ 394,029.43	\$ 393,568.87	\$ 392,860.31	\$ 354,287.57	\$ 354,974.61	\$ 342,238.93	\$ 333,324.15	\$ 362,089.72			

Income	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	2025	2025	2025	2025	
11.25 Balance in Operating Fund	\$ 123,694.64	\$ 122,648.38	\$ 119,701.44	\$ 106,348.09	\$ 130,363.22	\$ 123,897.16	\$ 120,308.65	\$ 80,618.98	\$ 78,757.74	\$ 63,089.75	\$ 53,355.04	\$ 80,451.17	\$ 76,868.05	\$ 55,000.00	\$ 55,000.00		
11.1 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ 55,000.00	\$ 55,000.00			
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ 55,000.00	\$ 55,000.00			
11.3 Local Library Services Aid (LLSA)	\$ -	\$ 149.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,376.10	\$ -	\$ -	\$ -	\$ -	\$ 1,525.40	\$ 2,000.00			
11.7 CCLS Grants	\$ -	\$ -	\$ 612.50	\$ -	\$ 612.50	\$ 500.00	\$ -	\$ 862.50	\$ -	\$ -	\$ 612.50	\$ 716.00	\$ 3,916.00	\$ 2,000.00			
11.8 Total System Cash Grants	\$ -	\$ 149.30	\$ 612.50	\$ -	\$ 612.50	\$ 500.00	\$ -	\$ 2,238.60	\$ -	\$ -	\$ 612.50	\$ 716.00	\$ 5,441.40				
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	\$ 117.00	\$ -	\$ 250.00	\$ -	\$ 2,447.57	\$ -	\$ 117.60	\$ 3,270.00	\$ 207.82	\$ 2,572.00	\$ 676.84	\$ 9,903.58	\$ 1,100.00			
Donation Box	\$ -	\$ 15.00	\$ -	\$ -	\$ -	\$ 123.00	\$ -	\$ 97.60	\$ -	\$ 77.82	\$ 12.00	\$ 51.84	\$ 377.26				
Gifts	\$ 244.75	\$ 102.00	\$ -	\$ 250.00	\$ -	\$ 16.00	\$ -	\$ -	\$ 3,270.00	\$ -	\$ 60.00	\$ 375.00	\$ 4,317.75				
Room donation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130.00	\$ -	\$ -	\$ 130.00				
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,308.57	\$ -	\$ 20.00	\$ -	\$ -	\$ 2,500.00	\$ 250.00	\$ 5,078.57				
11.15 Fund Raising	\$ 5.00	\$ -	\$ 240.00	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ 190.00	\$ -	\$ -	\$ 455.00	\$ 400.00			
candy box	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
book clubs	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.00	\$ -	\$ -	\$ 20.00				
charcuterie	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
prickly pear	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240.00				
sweet pea designs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ 175.00	\$ -	\$ -	\$ 195.00				
11.16 Income from Investments transfer	\$ 1.31	\$ 1.16	\$ 1.29	\$ 1.50	\$ 1.77	\$ 1.72	\$ 1.37	\$ 1.30	\$ 1.32	\$ 1.37	\$ 1.46	\$ 1.81	\$ 17.38	\$ -			
11.17 Library Charges (petty cash)	\$ 216.86	\$ 4.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.00	\$ 227.86	\$ 200.00			
petty cash	\$ 216.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7.00	\$ 223.86				
lost book	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Inter Library Loan	\$ -	\$ 4.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4.00				
copies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
11.18 Other Misc.	\$ 29.00	\$ 39.00	\$ -	\$ -	\$ -	\$ 290.00	\$ -	\$ 43.50	\$ -	\$ 7.00	\$ 50.00	\$ 105.00	\$ 563.50	\$ 300.00			
book sale	\$ 29.00	\$ 39.00	\$ -	\$ -	\$ -	\$ 290.00	\$ -	\$ 43.50	\$ -	\$ 7.00	\$ 50.00	\$ 105.00	\$ 563.50				
\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 496.92	\$ 161.16	\$ 241.29	\$ 251.50	\$ 1.77	\$ 2,759.29	\$ 1.37	\$ 162.40	\$ 3,271.32	\$ 406.19	\$ 2,623.46	\$ 790.65	\$ 11,167.32	\$ 61,000.00			
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 2,224.92	\$ 310.46	\$ 853.79	\$ 27,751.50	\$ 614.27	\$ 3,259.29	\$ 1.37	\$ 2,401.00	\$ 3,271.32	\$ 406.19	\$ 30,735.96	\$ 1,506.65	\$ 73,336.72	\$ -			
11.26 Grand total receipts	\$ 125,919.56	\$ 122,958.84	\$ 120,555.23	\$ 134,099.59	\$ 130,977.49	\$ 127,156.45	\$ 120,310.02	\$ 83,019.98	\$ 82,029.06	\$ 63,495.94	\$ 84,091.00	\$ 81,957.82	\$ 150,204.77	\$ 61,000.00			

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	2025	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	YTD	2025		
12.2 Other Staff	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 2,392.50	\$ 2,119.00	\$ 1,717.63	\$ 3,236.63	\$ 2,175.50	\$ 1,678.50	\$ 1,940.50	\$ 2,180.00	\$ 3,494.19	\$ 27,329.33	\$ 28,574.00	\$ 1,244.67	4%
12.3 Total Salaries and Wages	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 2,392.50	\$ 2,119.00	\$ 1,717.63	\$ 3,236.63	\$ 2,175.50	\$ 1,678.50	\$ 1,940.50	\$ 2,180.00	\$ 3,494.19	\$ 27,329.33	\$ 28,574.00		
Social Security	\$ 145.45	\$ 121.97	\$ 129.07	\$ 148.34	\$ 131.39	\$ 106.49	\$ 200.67	\$ 134.89	\$ 104.07	\$ 120.32	\$ 135.16	\$ 216.64	\$ 1,694.46	\$ 1,772.00	\$ 77.54	4%
Medicare	\$ 34.02	\$ 28.53	\$ 30.18	\$ 34.69	\$ 30.73	\$ 24.91	\$ 46.93	\$ 31.54	\$ 24.33	\$ 28.15	\$ 31.62	\$ 50.66	\$ 396.29	\$ 400.00		
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511.00	\$ -	\$ -	\$ -	\$ 511.00	\$ 1,000.00	\$ 489.00	49%
Unemployment																
Disability													\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave												\$ 377.70	\$ 377.70			
IRS payments			\$ -													
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 179.47	\$ 150.50	\$ 159.25	\$ 183.03	\$ 162.12	\$ 131.40	\$ 247.60	\$ 166.43	\$ 639.40	\$ 148.47	\$ 166.78	\$ 645.00	\$ 2,979.45	\$ 3,572.00		
12.5 Total Staff Expenditures	\$ 2,525.35	\$ 2,117.50	\$ 2,241.25	\$ 2,575.53	\$ 2,281.12	\$ 1,849.03	\$ 3,484.23	\$ 2,341.93	\$ 2,317.90	\$ 2,088.97	\$ 2,346.78	\$ 4,139.19	\$ 30,308.78	\$ 32,146.00		
12.6 Print Materials	\$ -	\$ 212.83	\$ -	\$ 332.99	\$ 698.72	\$ 49.76	\$ 85.86	\$ 81.49	\$ 52.79	\$ 823.70	\$ -	\$ 68.72	\$ 2,406.86	\$ 2,000.00	\$ (406.86)	-20%
12.7 Electronic Materials	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 42.50	\$ 300.00	\$ 842.50	\$ 600.00	\$ (242.50)	-40%
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97.77	\$ 25.19	\$ -	\$ 122.96	\$ 250.00	\$ 127.04	51%
12.9 Total Collection Expenditures	\$ 50.00	\$ 262.83	\$ 50.00	\$ 382.99	\$ 748.72	\$ 99.76	\$ 135.86	\$ 131.49	\$ 102.79	\$ 971.47	\$ 67.69	\$ 368.72	\$ 3,372.32	\$ 2,850.00		
12.10 From Local Public Funds (71PF)													\$ -	\$ -		
12.11 Other Funds Expenses	\$ 50.00			\$ 179.99	\$ 1,728.00	\$ 4,387.26	\$ 5,000.00	\$ -	\$ 9,750.68	\$ 3,083.33	\$ -	\$ -	\$ 24,179.26	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 50.00	\$ -	\$ -	\$ 179.99	\$ 1,728.00	\$ 4,387.26	\$ 5,000.00	\$ -	\$ 9,750.68	\$ 3,083.33	\$ -	\$ -	\$ 24,179.26	\$ 10,000.00		
12.13 From Local Public Funds																
12.14 From Other Funds Repairs			\$ 9,300.00		\$ 1,095.00		\$ 30,166.00	\$ 989.98	\$ 6,200.00	\$ 3,230.00	\$ 441.07		\$ 51,422.05	\$ 250.00	\$ (51,172.05)	-20469%
12.15 Total Repairs	\$ -	\$ -	\$ 9,300.00	\$ -	\$ 1,095.00	\$ -	\$ 30,166.00	\$ 989.98	\$ 6,200.00	\$ 3,230.00	\$ 441.07	\$ -	\$ 51,422.05	\$ 250.00		
Gas	\$ 143.00	\$ 143.00	\$ 133.00	\$ 133.00	\$ 133.00	\$ 151.00	\$ 151.00	\$ 151.00	\$ 143.00	\$ 143.00	\$ 109.56	\$ 163.00	\$ 1,696.56	\$ 2,000.00	\$ 303.44	15%
Electric	\$ 86.30	\$ 73.08	\$ 71.16	\$ 78.94	\$ 105.32	\$ 103.52	\$ 131.56	\$ 169.66	\$ 161.21	\$ 166.27	\$ 141.66	\$ 122.39	\$ 1,411.07	\$ 1,200.00	\$ (211.07)	-18%
Water & Sewer	\$ 184.02	\$ 185.01	\$ -	\$ -	\$ 187.33	\$ -	\$ 186.38	\$ -	\$ 192.17	\$ -	\$ 193.87	\$ -	\$ 1,128.78	\$ 1,100.00	\$ (28.78)	-3%
Insurance Property/Liability	\$ -	\$ -	\$ 2,319.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,319.84	\$ 2,500.00	\$ 180.16	7%
Custodial	\$ -	\$ -	\$ -	\$ 71.68	\$ -	\$ 30.00	\$ 77.93	\$ -	\$ -	\$ 140.39	\$ -	\$ -	\$ 320.00	\$ 250.00	\$ 70.00	
Miscellaneous	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	\$ 1,054.00		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 413.32	\$ 461.09	\$ 2,524.00	\$ 283.62	\$ 425.65	\$ 284.52	\$ 546.87	\$ 320.66	\$ 496.38	\$ 449.66	\$ 445.09	\$ 285.39	\$ 6,936.25	\$ 8,104.00	\$ 1,167.75	14%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 413.32	\$ 461.09	\$ 11,824.00	\$ 283.62	\$ 1,520.65	\$ 284.52	\$ 30,712.87	\$ 1,310.64	\$ 6,696.38	\$ 3,679.66	\$ 886.16	\$ 285.39	\$ 58,358.30	\$ 8,354.00		
12.18 Office & Library Supplies	\$ 68.19	\$ -	\$ 81.76	\$ -	\$ 32.16	\$ 149.78	\$ -	\$ -	\$ 45.27	\$ 66.45	\$ 259.67	\$ -	\$ 703.28	\$ 1,500.00	\$ 796.72	53%
Fax	\$ 19.34		\$ 10.13	\$ 11.29	\$ 10.20	\$ 10.64	\$ 11.61	\$ 9.52	\$ 16.81	\$ 9.45	\$ 9.35	\$ 9.30	\$ 127.64			
Phone	\$ 79.98	\$ 79.98		\$ 182.95	\$ 24.81	\$ 16.81	\$ 16.81	\$ 16.81	\$ 9.48	\$ 16.81	\$ 10.56	\$ 14.75	\$ 469.75	\$ 300.00	\$ (169.75)	-57%
Internet	\$ -	\$ -	\$ -	\$ 120.00	\$ -	\$ -	\$ 120.00	\$ -	\$ -	\$ 120.00	\$ -	\$ 120.00	\$ 480.00	\$ 900.00	\$ 420.00	47%
12.19 Telecommunications	\$ 99.32	\$ 79.98	\$ 10.13	\$ 314.24	\$ 35.01	\$ 27.45	\$ 148.42	\$ 26.33	\$ 26.29	\$ 146.26	\$ 19.91	\$ 144.05	\$ 1,077.39	\$ 1,200.00	\$ 122.61	10%
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12.21 Professional Consultant Fees	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51.00	\$ -	\$ -	\$ -	\$ -	\$ 351.00	\$ 300.00	\$ (51.00)	-17%
12.22 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.20	\$ -	\$ -	\$ 104.76	\$ -	\$ -	\$ 117.96	\$ 1,800.00	\$ 1,682.04	93%
Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29.86	\$ 150.00		
SRP/Events (Halloween/Christmas, etc.)	\$ 61.00	\$ 24.00	\$ -	\$ -	\$ -	\$ 50.00	\$ 152.00	\$ 400.85	\$ -	\$ -	\$ 44.02	\$ 152.42	\$ 884.29	\$ 1,000.00	\$ 115.71	12%
12.23 Other Miscellaneous	\$ 4.00	\$ 12.00	\$ -	\$ -	\$ 734.67	\$ -	\$ 14.60	\$ -	\$ -	\$ -	\$ 15.60	\$ -	\$ 780.87	\$ 1,700.00	\$ 919.13	54%
Memorial / flowers		\$ -			\$ 603.17								\$ 603.17			
postage							\$ 14.60		\$ -		\$ 15.60		\$ 30.20			
Inter Library Loan	\$ 4.00	\$ 12.00	\$ -	\$ -	\$ 8.00								\$ 24.00			
Publicity			\$ -	\$ -	\$ 123.50								\$ 123.50			
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 232.51	\$ 415.98	\$ 91.89	\$ 314.24	\$ 801.84	\$ 227.23	\$ 358.08	\$ 478.18	\$ 71.56	\$ 317.47	\$ 339.20	\$ 296.47	\$ 3,944.65	\$ 7,650.00		
12.32 Total Operating Fund Disbursements	\$ 3,271.18	\$ 3,257.40	\$ 14,207.14	\$ 3,736.37	\$ 7,080.33	\$ 6,847.80	\$ 39,691.04	\$ 4,262.24	\$ 18,939.31	\$ 10,140.90	\$ 3,639.83	\$ 5,089.77	\$ 120,163.31	\$ 61,000.00		
12.36 Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
12.38 Total Disbursements and Transfers	\$ 3,271.18	\$ 3,257.40	\$ 14,207.14	\$ 3,736.37	\$ 7,080.33	\$ 6,847.80	\$ 39,691.04	\$ 4,262.24	\$ 18,939.31	\$ 10,140.90	\$ 3,639.83	\$ 5,089.77	\$ 120,163.31	\$ 61,000.00		
12.39 Balance in Operating Fund	\$ 122,648.38	\$ 119,701.44	\$ 106,348.09	\$ 130,363.22	\$ 123,897.16	\$ 120,308.65	\$ 80,618.98	\$ 78,757.74	\$ 63,089.75	\$ 53,355.04	\$ 80,451.17	\$ 76,868.05	\$ 30,041.46			
12.40 Grand Total Disbursements will equal 11.26	\$ 125,919.56	\$ 122,958.84	\$ 120,555.23	\$ 134,099.59	\$ 130,977.49	\$ 127,156.45	\$ 120,310.02	\$ 83,019.98	\$ 82,029.06	\$ 63,495.94	\$ 84,091.00	\$ 81,957.82	\$ 150,204.77			

Check/C ode	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$1,521.12
	12/2/2025	transfer	from savings to checking		\$3,000.00	\$4,521.12
	12/5/2025	payroll	direct deposit	\$716.00		\$3,805.12
	12/5/2025	payroll	taxes	\$200.91		\$3,604.21
	12/4/2025	Shelterpoint	Paid Family Leave	\$377.70		\$3,226.51
	12/4/2025	National Fuel	Gas	\$163.00		\$3,063.51
	12/4/2025	Natonal Bank Omaha (credit Card)	print- 68.72, christmas- 89.07, thankfulness OH- 63.35	\$221.14		\$2,842.37
	12/9/2025	National Grid	Electric	\$122.39		\$2,719.98
	12/9/2025	CCLS	phone-14.75, fax-9.30, overdrive-50	\$74.05		\$2,645.93
	12/10/2025	CCLS	overdrive extra grant	\$250.00		\$2,395.93
	12/15/2025	CCLS	Internet	\$120.00		\$2,275.93
	12/19/2025	payroll	direct deposit	\$1,040.03		\$1,235.90
	12/19/2025	payroll	taxes	\$264.09		\$971.81
	12/22/2025	payroll cindy bonus	direct deposit	\$493.87		\$477.94
	12/22/2025	payroll cindy bonus	taxes	\$152.03		\$325.91
	12/31/2025	payroll	taxes	\$197.86		\$128.05
	12/31/2025	payroll	direct deposit	\$696.70		-\$568.65
	12/31/2025	pay item fee	overdraft fee	\$36.00		-\$604.65
Totals		Transaction count: 17		\$5,125.77	\$3,000.00	-\$604.65

Check/C ode	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$108,869.49
	12/2/2025	transfer	from savings to checking	\$3,000.00		\$105,869.49
	12/17/2025	deposit	Jeffrey T. and Jeanne R Dorn		\$250.00	\$106,119.49
	12/17/2025	deposit	petty cash-7, book sale-105, donation box- 50.84, gifts-175		\$338.84	\$106,458.33
	12/19/2025	deposit	Outreach Mini Grant- LP Elderly		\$716.00	\$107,174.33
	12/22/2025	deposit	gift		\$200.00	\$107,374.33
	12/31/2026	deposit	interest		\$1.81	\$107,376.14
	12/3/2026	transfer	from pay pal		\$25.00	\$107,401.14
Totals		Transaction count: 7		\$3,000.00	\$1,531.65	\$107,401.14

Minerva Free Library
Approved Budget 2026

	January	YTD		
UBS Fund Endowment	\$ 199,045.90			
UBS Core Savings Account	\$ 53,957.25			
Checking Account	\$ (604.65)			
Savings Account	\$ 107,401.14			
Total Portfolio	\$ 359,799.64			

Income	January Actual	YTD	Annual Budget	\$ Remaining	%Remaining
11.25 Balance in Operating Fund					
11.1 Local Funding		\$ -	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -			
11.3 Local Library Services Aid (LLSA)		\$ -	\$ 2,000.00		
11.7 CCLS Grants		\$ -	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ -			
11.9 Other State Aid		\$ -			
11.10 LSTA		\$ -			
11.11 Other Federal Aid		\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -			
11.14 Gifts & Endowments	\$ -	-	\$ 1,586.00		
Donation Box		\$ -			
Gifts		\$ -			
Room donation		\$ -			
Grants		\$ -			
11.15 Fund Raising	\$ -	\$ -	\$ 400.00		
candy box		\$ -			
book clubs		\$ -			
charcuterie		\$ -			
prickly pear		\$ -			
sweet pea designs		\$ -			
11.16 Income from Investments transfer		\$ -	\$ 16.00		
11.17 Library Charges (petty cash)	\$ -	\$ -	\$ 300.00		
petty cash		\$ -			
lost book		\$ -			
Inter Library Loan		\$ -			
copies		\$ -			
11.18 Other Misc.	\$ -	\$ -	\$ 350.00		
book sale		\$ -			
		\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ -	\$ -	\$ 61,652.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ -	\$ -			
11.26 Grand total receipts	\$ -	\$ -	\$ 61,652.00		

Expenses	January		Annual	\$ Remaining	%Remaining
	Actual	YTD	Budget		
12.2 Other Staff		\$ -	\$ 30,000.00	\$ 30,000.00	100%
12.3 Total Salaries and Wages	\$ -	\$ -	\$ 30,000.00		
Social Security		\$ -	\$ 1,830.00	\$ 1,830.00	100%
Medicare		\$ -	\$ 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)	\$ -	\$ -	\$ 3,680.00		
12.5 Total Staff Expenditures	\$ -	\$ -	\$ 33,680.00		
12.6 Print Materials	\$ 763.85	\$ 763.85	\$ 2,000.00	\$ 1,236.15	62%
12.7 Electronic Materials	\$ 50.00	\$ 50.00	\$ 720.00	\$ 670.00	93%
12.8 DVDs, toys	\$ 19.79	\$ 19.79	\$ 250.00	\$ 230.21	92%
12.9 Total Collection Expenditures	\$ 833.64	\$ 833.64	\$ 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	\$ 2,000.00	\$ 1,837.00	92%
Electric	\$ 106.17	\$ 106.17	\$ 1,200.00	\$ 1,093.83	91%
Water & Sewer	\$ 189.84	\$ 189.84	\$ 1,100.00	\$ 910.16	83%
Insurance					
Property/Liability		\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ 12.94	\$ 12.94	\$ 250.00	\$ 237.06	95%
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	\$ 471.95	\$ 8,532.00	\$ 8,060.05	94%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 471.95	\$ 471.95	\$ 9,032.00		
12.18 Office & Library Supplies	\$ 14.64	\$ 14.64	\$ 500.00	\$ 485.36	97%
Fax	\$ 9.25	\$ 9.25	\$ 100.00		
Phone	\$ 14.75	\$ 14.75	\$ 300.00	\$ 285.25	95%
Internet		\$ -	\$ 480.00	\$ 480.00	100%
12.19 Telecommunications	\$ 24.00	\$ 24.00	\$ 780.00	\$ 756.00	97%
12.20 Postage/freight	put in misc	\$ -		\$ -	
12.21 Professional Consultant Fees		\$ -	\$ 370.00	\$ 370.00	100%
12.22 Equipment		\$ -	\$ 200.00	\$ 200.00	100%
Software		\$ -			
Summer Reading Program		\$ -	\$ 500.00	\$ 500.00	100%
Events (Halloween/Christmas, etc.)		\$ -	\$ 620.00	\$ 620.00	100%
postage		\$ -			
Inter Library Loan		\$ -			
Publicity		\$ -			
12.23 Other Miscellaneous	\$ -	\$ -	\$ 1,120.00		
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 38.64	\$ 38.64	\$ 2,970.00		
12.32 Total Operating Fund Disbursements	\$ (38.64)	\$ 1,344.23	\$ 61,652.00		
12.36 Transfers to Other Funds	\$ -	\$ -			
12.38 Total Disbursements and Transfers					
12.39 Balance in Operating Fund					
12.40 Grand total disbursements will equal 11.26					

January 2026
Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			-\$604.65
	1/2/2026	reverse item fee	reverse overdraft fee		\$36.00	-\$568.65
	1/5/2026	transfer	from savings to checking		\$10,000.00	\$9,431.35
	1/5/2026	CCLS	overdrive-50, phone-14.75, fax-9.25, print mat-626.19	\$700.19		\$8,731.16
	1/5/2026	Village of Sherman	Water	\$189.84		\$8,541.32
	1/5/2026	Credit Card	custodial-12.94, print mat- 137.66, office-14.64, dvd- 19.79	\$185.03		\$8,356.29
	1/6/2026	National Fuel	Gas	\$163.00		\$8,193.29
	1/6/2026	National Grid	electric	\$106.17		\$8,087.12
	1/16/2026	Payroll	Direct Deposit	\$722.43		\$7,364.69
	1/16/2026	Payroll	Taxes	\$197.71		\$7,166.98
Totals		Transaction count: 9		\$2,264.37	\$10,036.00	\$7,166.98

January 2026

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$107,401.14
	1/5/2026	transfer	from savings to checking	\$10,000.00		\$97,401.14
		Transaction count: 1		\$10,000.00	\$0.00	\$97,401.14

February 3, 2026 From the Director's Desk

NEWS & NOTES:

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. I have decided to support the local little book shop in North East, PA this year. Spending our funds there instead of through Amazon. Judy and I went and purchased \$700 worth of children's books for this program with the funding I received.

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. We did get this grant and I spend the money on Libby audio books and also large print books for our collection.

The weather of course has been a lot so the library has had a few days it has been closed because of the weather. Thank you to board members for giving their opinions about whether to close or not at certain times.

