Minerva Free Library Board Agenda
"Libraries Change Lives"

August 4, 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 $ 6,064.82 and Savings $ 121,071.95
- Ending balance: Checking $5,380.37 and Savings $ 118,069.92
- July Endowment Balance: $ 207,844.08
- March UBS Core Savings: $ 3,964.75

Policy Approval:
New Business:
Next Meeting will be held on: <u>October 6, 2026 6p.m.</u>

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 (raised $565.00)
Give 716 (raised $22.65)
File 990 (already taken care of in 2026)
Giving Tuesday

Minerva Free Library
Board of Trustees Meeting Minutes: June 8, 2026
"Libraries Change Lives"

Present Board Members: Judy Warren, Beth Armes, Darlene Barney, Krista Rhebergen, Karen Croscut, Dianne Courtney-Freeman, Elizabeth Meeder.
Absent: Chris Labuskas

Director:Cindy Sears

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

The minutes from the April Board Meeting were approved. A motion was made by Karen and Seconded by Dianne. All:Aye

Director's Report: **Cindy Sears**

Our concern about the front doors of the library is being addressed. Cindy will contact Gene to discuss what we will need to do to replace the existing doors. A quote dealing with the doors, the moving of the handrails and dealing with the cement work was discussed. A motion was made by Elizabeth to give $15,000 in funds to fix the face of the building and Seconded by Darlene. All:Aye

Cindy discussed the two grants she was awarded. One to obtain a 4th patron computer and one for updated furniture.

Cassie is busy with preparations for the summer reading program centered on dinosaurs.

Community Bank has graciously given us a $300 donation to put towards our summer program. We are very grateful for this community connection.

Jan made us aware that we needed to get on the list for the NYS Construction Grant for 2027. Cindy has complied and we are now on the list.

Treasurer's Report: Monthly report given by Darlene.

Buildings and Grounds Report:

See information regarding front doors above.

New Business:

Judy presented $157 to Cindy, this money coming from our June 6th Book Sale run in conjunction with the Community Garage Sales.

We, as a board, reviewed and amended our By-Laws that we last visited in February, 2022. Cindy will revise these and send out the newest By-Laws to the board members.

Upcoming Events: Summer Reading Program…four early learning sessions and four Tuesdays evenings this summer.

Monthly Meeting Focus Topic: Evaluations

Next Board Meeting: Tuesday, August 4, 2026

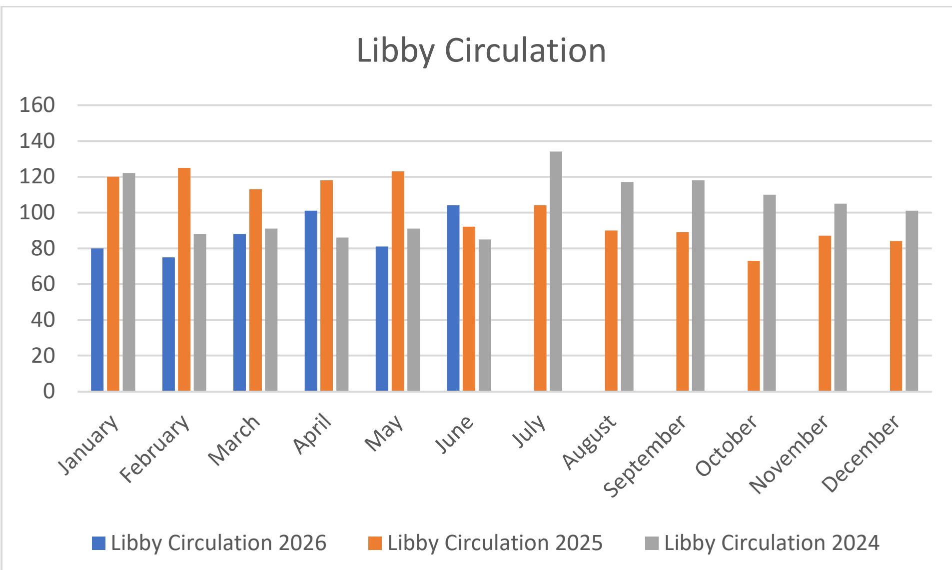
Adjournment: President Armes adjourned the meeting @ 6:49.

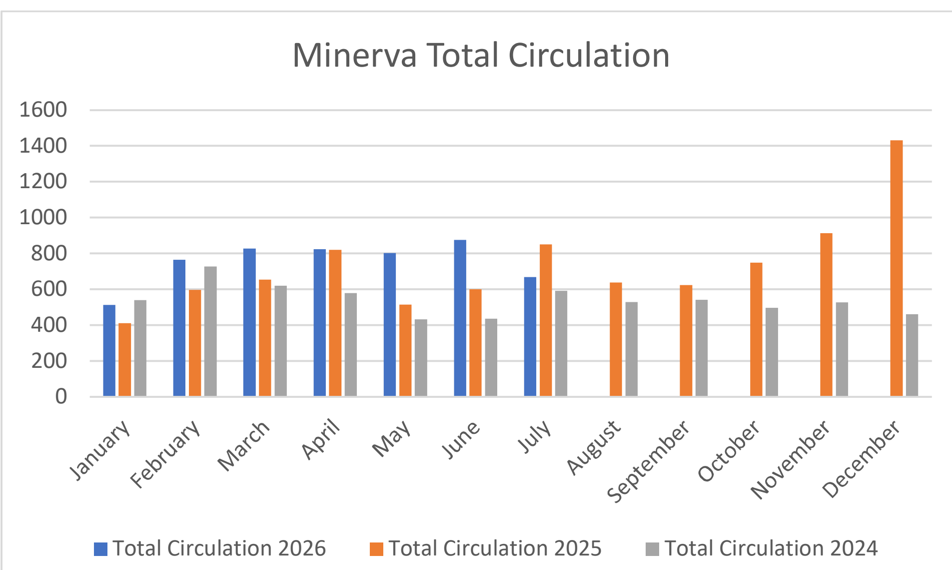
Respectfully submitted: Judith Warren

August 4, 2026 From the Director's Desk
NEWS & NOTES:

Update on the front door situation. We have placed the order for a new front door. We are going to remove the two interior lobby doors because its cheaper to do this and it will meet the ADA Code. We will move the railing over to the right side so it is still available for people to use coming into the building. We have talked to Ryan Robson about the cement fixes to the outside front steps. We will also be reaching out to Brick City Concrete for quotes as well. The inside stairs will need a few touch ups after the new door is placed.

Summer Reading Program has been going really well. Cassie has run the entire program with Early Learning Fun Time on Mondays, regular Summer Reading on Tuesday nights and books and babies on two of the Saturday mornings. She added in an adult craft night and a teen craft night in July as well as a Homemade/Homegrown Swap on the last Sunday of the month.





Minerva Free Library
Approved Budget 2026

	January	February	March	April	May	June	July	YTD		
UBS Fund Endowment	$ 201,492.30	$ 204,502.58	$ 196,683.58	$ 195,937.65	$ 204,359.38	$ 206,991.77				
UBS Core Savings Account	$ 53,957.25	$ 3,923.89	$ 3,923.89	$ 3,934.12	$ 3,944.02	$ 3,954.55				
Checking Account	$ (604.65)	$ 14,281.31	$ 10,550.72	$ 4,646.23	$ 4,514.54	$ 6,064.82				
Savings Account	$ 107,401.14	$ 97,402.82	$ 97,510.33	$ 97,861.35	$ 94,862.91	$ 121,071.95				
Total Portfolio	$ 362,246.04	$ 320,110.60	$ 308,668.52	$ 302,379.35	$ 307,680.85	$ 338,083.09	$ -			

Income	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	YTD	Annual Budget	$ Remaining	%Remaining
11.25 Balance in Operating Fund	$ 76,907.05	$ 81,794.69	$ 78,171.61	$ 72,618.14	$ 69,488.01	$ 95,384.33	$ 94,952.28	$ 76,907.05			
11.1 Local Funding					$ 27,500.00			$ 27,500.00	$ 55,000.00		
11.2 Local Funding	$ -	$ -	$ -	$ -	$ 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		$ 500.00	$ 1,755.00	$ 2,000.00		
11.8 Total System Cash Grants	$ -	$ -	$ 152.90	$ -	$ 1,255.00	$ -	$ 500.00	$ 1,907.90			
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	$ -	$ 310.14	$ 2,000.00	$ 300.00		$ 1,586.00		
Donation Box			$ 55.61		$ 125.14		$ 300.00	$ 480.75			
Gifts		$ 65.00	$ 1.85		$ 20.00			$ 86.85			
Room donation			$ 110.00		$ 165.00			$ 275.00			
Grants						$ 2,000.00		$ 2,000.00			
11.15 Fund Raising	$ -	$ 10.00	$ 20.00	$ -	$ 115.00	$ 569.20	$ -	$ 714.20	$ 400.00		
candy box								$ -			
book clubs		$ 10.00	$ 20.00		$ 115.00	$ 4.00		$ 149.00			
Give Big CHQ						$ 565.20		$ 565.20			
prickly pear								$ -			
sweet pea designs								$ -			
11.16 Income from Investments transfer	$ 1.68	$ 1.50	$ 1.66	$ 1.56	$ 1.90	$ 1.97		$ 10.27	$ 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	$ 172.00	$ -	$ 259.00	$ 350.00		
book sale		$ 15.00	$ 9.00		$ 27.00	$ 172.00		$ 223.00			
fee reversal	$ 36.00							$ 36.00			
11.19 Total Other Receipts (11.14 thru 11.18)	$ 37.68	$ 107.51	$ 198.12	$ 1.56	$ 454.04	$ 2,743.17	$ 300.00	$ 999.48	$ 61,652.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	*$ 8,209.68*	*$ 107.51*	*$ 351.02*	*$ 1.56*	*$ 29,209.04*	*$ 2,743.17*	*$ 800.00*	*$ 38,579.38*			
11.26 Grand total receipts	$ 85,116.73	$ 81,902.20	$ 78,522.63	$ 72,619.70	$ 98,697.05	$ 98,127.50	$ 95,752.28	$ 115,486.43	$ 61,652.00		

Expenses	January	February	March	April	May	June	July		Annual Budget	$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	YTD			
12.2 Other Staff	$ 1,837.25	$ 1,913.50	$ 2,099.75	$ 2,138.70	$ 2,147.75	$ 1,918.75		$ 12,055.70	$ 30,000.00	$ 17,944.30	60%
12.3 Total Salaries and Wages	$ 1,837.25	$ 1,913.50	$ 2,099.75	$ 2,138.70	$ 2,147.75	$ 1,918.75	$ -	$ 12,055.70	$ 30,000.00		
Social Security	$ 113.91	$ 118.64	$ 130.19	$ 132.61	$ 133.17	$ 118.96		$ 747.48	$ 1,830.00	$ 1,082.52	59%
Medicare	$ 26.65	$ 27.75	$ 30.45	$ 31.02	$ 31.15	$ 27.83		$ 174.85	$ 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	$ 163.63	$ 164.32	$ 146.79	$ -	$ 922.33	$ 3,680.00		
12.5 Total Staff Expenditures	$ 1,977.81	$ 2,059.89	$ 2,260.39	$ 2,302.33	$ 2,312.07	$ 2,065.54	$ -	$ 12,978.03	$ 33,680.00		
12.6 Print Materials	$ 763.85	$ 707.40	$ 77.98	$ 168.40	$ 240.34		$ 569.56	$ 2,527.53	$ 2,000.00	$ (527.53)	-26%
12.7 Electronic Materials	$ 50.00	$ 60.00	$ 60.00	$ 60.00	$ 60.00	$ 60.00	$ 60.00	$ 410.00	$ 720.00	$ 310.00	43%
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	$ 60.00	$ 629.56	$ 3,223.91	$ 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	$ 177.00	$ 177.00	$ 1,199.00	$ 2,000.00	$ 801.00	40%
Electric	$ 106.17	$ 95.55	$ 101.44	$ 114.74	$ 133.35	$ 136.60	$ 168.69	$ 856.54	$ 1,200.00	$ 343.46	29%
Water & Sewer	$ 189.84		$ 188.94		$ 190.54		$ 192.17	$ 761.49	$ 1,100.00	$ 338.51	31%
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						$ 552.00		$ 552.00	$ 482.00	$ (70.00)	-15%
12.16 Other Disbursements for Operation & Maintenance of Buildings	$ 471.95	$ 258.55	$ 2,858.53	$ 432.41	$ 534.85	$ 865.60	$ 537.86	$ 5,959.75	$ 8,532.00	$ 2,572.25	30%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	$ 471.95	$ 258.55	$ 2,858.53	$ 432.41	$ 534.85	$ 865.60	$ 537.86	$ 5,959.75	$ 9,032.00		
12.18 Office & Library Supplies	$ 14.64	$ 588.40	$ 30.00				$ 258.57	$ 891.61	$ 500.00	$ (391.61)	-78%
12.19 Telecommunications	$ 24.00	$ 33.37	$ 23.98	$ 144.10	$ 24.04	$ 24.08	$ 143.99	$ 417.56	$ 780.00	$ 362.44	46%
Fax	$ 9.25	$ 18.62	$ 9.23	$ 9.35	$ 9.29	$ 9.33	$ 9.24	$ 74.31	$ 100.00		
Phone	$ 14.75	$ 14.75	$ 14.75	$ 14.75	$ 14.75	$ 14.75	$ 14.75	$ 103.25	$ 300.00	$ 196.75	66%
Internet				$ 120.00			$ 120.00	$ 240.00	$ 480.00	$ 240.00	50%
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 Miscellanous	$ -	$ -	$ -	$ -	$ -	$ 160.00	$ 153.50	$ 313.50	$ 1,120.00		
Summer Reading Program						$ 160.00	$ 153.50	$ 313.50	$ 500.00	$ 186.50	37%
Events (Halloween/Christmas, etc.)								$ -	$ 620.00	$ 620.00	100%
postage								$ -			
Inter Library Loan								$ -			
Publicity								$ -			
12.24 Other Miscellanous (12.18 thru 12.23)	$ 38.64	$ 621.77	$ 403.98	$ 168.55	$ 165.46	$ 184.08	$ 709.56	$ 2,138.54	$ 2,970.00		
12.32 Total Operating Fund Disbursements	$ 3,322.04	$ 3,730.59	$ 5,904.49	$ 3,131.69	$ 3,312.72	$ 3,175.22	$ 1,876.98	$ 24,300.23	$ 61,652.00	$ 37,351.77	61%
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	$ 3,175.22	$ 1,876.98				
12.39 Balance in Operating Fund	$ 81,794.69	$ 78,171.61	$ 72,618.14	$ 69,488.01	$ 95,384.33	$ 94,952.28	$ 93,875.30	$ 115,486.43			
12.40 Grand Total disbursements will equal 11.26	$ 85,116.73	$ 81,902.20	$ 78,522.63	$ 72,619.70	$ 98,697.05	$ 98,127.50	$ 95,752.28	$ 115,486.43			

July 2026
Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			$117,245.92
	7/13/2026	deposit	srp grant 500, book club 4, book sale 20		$524.00	$117,769.92
	7/31/2026	deposit	interest			$117,769.92
	7/6/2026	deposit	SRP CBNA		$300.00	$118,069.92
		Transaction count: 3		$0.00	$824.00	$118,069.92

June 2025

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			$121,071.95
	6/23/2026	deposit	book sale-167, book club- 5		$172.00	$121,243.95
	6/23/2026	transfer	to checking	$4,000.00		$117,243.95
	6/30/2026	deposit	interest		$1.97	$117,245.92
		Transaction count: 3		$4,000.00	$173.97	$117,245.92

July 2026
Checking Register

July 2025 Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			$9,454.80
	7/3/2026	payroll	taxes	$249.85		$9,204.95
	7/3/2026	payroll	direct deposit	$958.79		$8,246.16
	7/3/2026	Village of Sherman	Water & Sewer	$192.17		$8,053.99
	7/2/2026	First National Bank Omaha	Credit card: print material- 569.56, office supplies-18.47, SRP snacks- 109.04, SRP school event- 44.46	$741.53		$7,312.46
	7/2/2026	CCLS	overdrive- 60, phone- 14.75, fax- 9.24, internet-120, bar code scanner- 173.02, bar code stand- 67.08	$444.09		$6,868.37
	7/2/2026	national grid	electric	$168.69		$6,699.68
	7/2/2026	national fuel	gas	$177.00		$6,522.68
	7/14/2026	transfer	village garbage bags paid to Krista	$30.00		$6,492.68
	7/17/2026	payroll	taxes	$229.58		$6,263.10
	7/17/2026	payroll	direct deposit	$882.73		$5,380.37
	7/15/2026	SRS	front door	$3,000.00		$2,380.37
Totals		Transaction count: 11		$7,074.43	$0.00	$2,380.37

June 2026
Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			$6,064.82
	6/5/2026	payroll	direct deposit	$775.46		$5,289.36
	6/5/2026	payroll	taxes	$212.76		$5,076.60
	6/4/2026	CCLS	overdrive-60, phone-14.75, fax-9.33	$84.08		$4,992.52
	6/4/2026	FSC	security system	$552.00		$4,440.52
	6/4/2026	national grid	electric	$136.60		$4,303.92
	6/4/2026	national fuel	gas	$177.00		$4,126.92
	6/12/2026	Chautauqua Region Community Foundation	Technology Upgrade Grant		$2,000.00	$6,126.92
	6/18/2026	payroll	direct deposit	$850.95		$5,275.97
	6/18/2026	payroll	taxes	$226.37		$5,049.60
	6/23/2026	transfer	from savings		$4,000.00	$9,049.60
						$9,049.60
	6/18/2026	deposit	Give Big CHQ		$446.70	$9,496.30
	6/18/2026	deposit	Give Big CHQ		$118.50	$9,614.80
	6/30/2026	Sweet Pea Design	shirts for SRP	$160.00		$9,454.80
Totals		Transaction count: 13		$3,175.22	$6,565.20	$9,454.80