

Minerva Free Library Board

“Libraries Change Lives”

December 6, 2022 Agenda

Meeting Called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Executive Session (5 min)

- Tax Levy
- Unemployment

Director’s Report: (5 min)

- Hiring Vanessa Lutton
- Approval of 2023 Holiday Hours

Treasurer’s Report: (10 mins) – Darlene

- Beginning Balance: \$
- Ending Balance: \$
- Fundraising Balance: \$
- Budget Set

Sub Committee Reports:

Book Club (5 mins) – Judy

Building and grounds- (5 min)- Elizabeth

Fundraising (10) mins) – Dianne and Judy

*Investment Portfolio Mgmt *on hold until a later date*

Old/Unfinished/New Business:

Wrap up and review Action Register: (10 mins) – Beth

Next Meeting will be held on January 3, 2023

Upcoming Meeting focus:

January- Tax Levy campaign, Trustee Education Requirements, PARTY

February- Elections

March- Give Big CHQ, Fund Raising Focus for summer months, Event Programming (SRP)

April- Post Legal notice Tax Levy

Minerva Free Library
Board of Trustees Meeting
Draft Minutes: November 1st, 2022
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Krista Rhebergen, Dianne Courtney-Freeman, Judy Warren
Absent: Elizabeth Meeder, Karen Croscut
Interim Director: Cindy Sears

Secretary's Report: President Beth Armes called the meeting to order @ 5:55 PM followed by the Pledge of Allegiance. Attendance was taken. The minutes from the October Board Meeting were approved. A motion was made by Darlene and Seconded by Carol. All: aye.

The Meeting began with Executive Session @ 6:00, excusing Interim Director Cindy Sears. A motion was made by Judy and 2nd by Darlene to go into Executive Session. The Hiring Committee made a recommendation to the board to hire Cindy Sears as the library's new Director. She will start the role on Monday November 7th., 2022 with a salary of \$20 an hour. Darlene Made a motion to exit Executive Session, Seconded by Carol @ 6:06.

Cindy returned to the meeting and was offered the job and verbally excepted the job. Her contract will be amended and then be presented to her to sign, along with President Beth Armes. Her first major task will be to hire a part time person to work under her direction. The candidates will be asked to submit a resume to the library for consideration for this position.

Interim Director's Report: Cindy Sears

- With Cindy emailing the Interim Director's Report to the board ahead of time, questions were asked in regards to her report.
- A question was asked by Judy about the frequency of the Chautauqua County Visitors Bureau Calendar. Cindy stated that she received a weekly email from the organization, so we will have many chances to promote the library through this Calendar of Events.
- Judy also questioned about the library meeting room policy, which Cindy had referred to in her report. We need to make sure we revisit the policy when we receive our Operations Manual back from CCLS.

- Cindy stated that Release Time will be using the library basement on Wednesdays @ 2:00, as they had in previous years before Covid.

Treasurer's Report-Darlene

Darlene went over the October Expense Report with the board.

Beginning Balance \$3404.68 Ending Balance of \$3466.93

Fundraising Balance \$7344.23

*It was determined that Petty Cash was at \$73.00, but we will reduce this amount in the future.

*Darlene also stated that the Town has paid the rest of the funding to finish their portion of this years budget.

*Darlene and Cindy worked on and presented us with our Year To Date Budget. They also presented their projected line item budget for 2023. The Board then proceeded to go through each line item and discuss the expenses for the upcoming year. The board members were asked to consider the conversation had during this part of the meeting and bring any ideas, corrections, or concerns with them to the December meeting.

*With the discussion about the budget, Krista talked about cutting her hours from 16 a month to 8 a month. She would make sure she cleaned certain areas of the library before and after special events. A few more hours at certain times a year would be utilized for a deep clean.

*It was also mentioned about the heating issue. Even when the thermostat is turned down prior to an event, the heat still comes on after a certain period of time. Cindy will call Erik Stormer to see if we need new thermostats on each floor.

*Cindy mentioned that she will check with IT @ CCLS about the cost of equipment with the possibility of working something new into our current system.

- The SCS Musical Program, in which we purchased 1/2 a page @ the cost of \$25 was shown around the group.

Fundraising:

- Magazine Subscriptions is a topic that we are looking into. Judy presented Adopt-a-Magazine as an idea for the library last month. We will think about starting this for the holiday season and into the new year.

*More Baskets will be created for a drawing on December 10th. Items will be due on December 1st so baskets can be filled and distributed. Beth will investigate the possibility of putting the baskets at the firehall during their Chicken and Biscuits Dinner. Dianne will contact Sarah to see where the Auxiliary has found the cards for multiple ticket buying.

Buildings and Grounds Report-Beth on behalf of Elizabeth/Carol

We have entered into a contract with Brick City Concrete to do the outdoor work. This is work that will be mostly covered with the Grant that we received. Keith we prep the entire area done by the weekend. He is waiting for the code enforcement officer to get in contact with him. With the prep working being done in the fall, the concrete and drainage work will be ready to be done in the spring.

Tax Levy Work

The Timeline was discussed for the 259 Vote Proposal for the 2024 Calendar Year. We have done stage one by Reviewing the Plan with the Board. The next stage will be the Board representatives meeting with Jan from CCLS. By December 6th we will need to pass a resolution to start the Proposal Process to prepare for a June vote.

Upcoming Event and Programs were discussed. We really need to continue our focus to get the information out early (two months if possible) and often to help us reach community members and patrons. Cindy was asked to get in contact with Jenette with an event schedule for the water bills.

Upcoming Events

Saturday, December 10th. Basket Drawing	Dianne/Judy
Saturday, December 10th Letters to Santa 10:00 Noon	Board
Tuesday, December 13th Puzzle Partners Party 6:00	Judy
Friday, December 16th Christmas Bunco. 6:00	Judy

Our focus of the December Board meeting will be next years budget, the Tax Levy Resolution, and Required CCLS Video beginning @ 5:30.

Next Meeting: Tuesday, December 6th, 2022.

Adjournment: The motion to adjourn was made by Darlene and seconded by Carol @ 8:01.

Respectfully submitted,
Judith Warren

Minerva Free Library
2022 Approved Budget

Endowment	October	November	December	YTD		
Overall USB Fund Endowment	\$ 122,959.06					
Checking Account	\$ 2,324.45					
Savings Account Renovation	\$ 7,829.23					
Total Portfolio	\$ 125,283.51	\$ -	\$ -			

Income	October	November	December	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	2022	2022		
11.25 Balance in Operating Fund	\$ 4,933.87	\$ 2,324.45	\$ 1,581.62				
11.1 Local Funding				\$ 10,000.00	\$ 10,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 10,000.00			
11.3 Local Library Services Aid (LLSA)				\$ 1,343.80	\$ 995.00		
11.7 CCLS Grants		\$ 441.66		\$ 2,601.67	\$ 2,787.00		
11.8 Total System Cash Grants	\$ -	\$ 441.66	\$ -	\$ 3,945.47			
11.9 Other State Aid				\$ 1,163.00			
11.10 LSTA				\$ -			
11.11 Other Federal Aid				\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 20.00	\$ 10.00		\$ 699.56	\$ 850.00		
11.15 Fund Raising	\$ 150.00			\$ 1,015.00	\$ 5,000.00		
11.16 Income from Investments transfer		\$ 2,500.00		\$ 26,500.00	\$ 23,000.00		
Amazon Smile (11.14 donations)				\$ 24.57			
11.17 Library Charges	\$ 53.00	\$ 40.00		\$ 215.06	\$ 300.00		
11.18 Other Misc.	\$ 410.58			\$ 834.46			
Prior Fiscal Year				\$ 7.28			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 633.58	\$ 2,550.00	\$ -	\$ 29,295.93	\$ 42,932.00		
11.2, 11.8, 11.12, 11.19	\$ 633.58	\$ 2,991.66	\$ -	\$ 43,241.40	\$ 14,393.00		
	\$ 5,567.45	\$ 5,316.11	\$ 1,581.62		\$ 57,325.00		

Expenses	October	November	December	2022	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	YTD	2022		
12.2 Other Staff	\$ 1,575.72	\$ 1,578.11		\$ 20,530.08	\$ 32,400.00	\$ 11,869.92	37%
12.3 Total Salaries and Wages	\$ 1,575.72	\$ 1,578.11	\$ -	\$ 20,530.08			
Social Security				\$ 1,820.30	\$ 1,600.00	\$ (220.30)	-14%
Medicare				\$ 402.52			
Workers Compensation				\$ 407.00	\$ 400.00	\$ (7.00)	-2%
Disability				\$ -	\$ 400.00	\$ 400.00	100%
NYS Tax				\$ 683.97			
Federal Tax				\$ 3,212.65			
Jan/Feb Taxes	\$ 392.70	\$ 350.43		\$ 3,461.89			
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 332.70	\$ 350.43	\$ -	\$ 9,988.33			
12.5 Total Staff Expenditures	\$ 1,908.42	\$ 1,928.54	\$ -	\$ 19,976.66			
12.6 Print Materials		\$ 418.31		\$ 2,168.28	\$ 4,100.00	\$ 1,931.72	47%
12.7 Electronic Materials	\$ 33.33	\$ 33.33		\$ 333.30	\$ 500.00	\$ 166.70	33%
12.8 Other materials: DVDs, Audio Bk				\$ -	\$ 1,000.00	\$ 1,000.00	100%
12.9 Total Collection Expenditures	\$ 33.33	\$ 451.64	\$ -	\$ 2,501.58			
12.10 From Local Public Funds (71PF)				\$ -			
12.11 Other Funds Expenses				\$ -			
12.12 Total Capital Expenditures					\$ 5,000.00		
12.13 From Local Public Funds							
12.14 From Other Funds (??)		\$ 774.30			\$ 500.00	\$ 500.00	100%
12.15 Total Repairs	\$ -	\$ 774.30	\$ -	\$ 774.30			
Gas	\$ 224.00	\$ 200.85		\$ 2,316.85	\$ 2,000.00	\$ (316.85)	-16%
Electric	\$ 77.41	\$ 132.91		\$ 917.29	\$ 1,080.00	\$ 162.71	15%
Water & Sewer		\$ 164.57		\$ 931.12	\$ 1,740.00	\$ 808.88	46%
Insurance Property/Liability	\$ 364.08			\$ 2,174.83	\$ 2,200.00	\$ 25.17	1%
Miscellaneous	\$ 79.20			\$ 638.57	\$ 1,205.00	\$ 566.43	47%
Maintenance of Buildings	\$ 30.00			\$ 1,018.30			
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 774.69	\$ 1,272.63	\$ -	\$ 8,771.26			
12.18 Office & Library Supplies				\$ 408.16	\$ 450.00	\$ 41.84	9%
Telecommunications	\$ 159.96	\$ 79.98		\$ 799.76	\$ 750.00	\$ (49.76)	-7%
Internet	\$ 69.00			\$ 207.00	\$ 600.00	\$ 393.00	66%
12.19 Telecommunications	\$ 228.96	\$ 79.98	\$ -	\$ 1,006.76	\$ 1,800.00	\$ 793.24	44%
12.20 Postage/freight				\$ 31.76	\$ 250.00	\$ 218.24	87%
12.21 Professional Consultant Fees				\$ 220.00	\$ 300.00	\$ 80.00	27%
12.22 Equipment	\$ 142.15			\$ 347.34			
Software				\$ 25.65			
PO Box Rent		\$ 1.10		\$ 71.10			
Unique Management	\$ 0.45	\$ 0.60		\$ 6.15			
SRP/Events (Halloween/Christmas, etc.)				\$ 297.75	\$ 450.00	\$ 152.25	34%
12.23 Other Miscellaneous	\$ 155.00			\$ 748.88	\$ 400.00	\$ (348.88)	-87%
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 526.56	\$ 81.68	\$ -	\$ 3,263.55			
12.32 Total Operating Fund Disbursements	\$ 3,243.00	\$ 3,734.49	\$ -		\$ 26,725.00		
12.36 Transfers to Other Funds							
12.38 Total Disbursements and Transfers	\$ 3,243.00	\$ 3,734.49	\$ -				
12.39 Balance in Operating Fund	\$ (2,609.42)	\$ (742.83)	\$ -				
	\$ 2,324.45	\$ 1,581.62	\$ 1,581.62				

Fundraiser Savings Account

	22-Sep	22-Oct	22-Nov	22-Dec
beginning balance	5535.94	\$ 6,354.73	\$ 7,829.23	\$ 9,073.23
Income				
Fund Raising Events		\$ 40.00		
Raffle Tickets	\$ 251.00			
Prickly Pear	\$ 275.00			
Puzzle Swap	\$ 25.00			
Donations	\$ 40.00	\$ 439.50		
SCS Bookclub				
Friends of the Library		\$ 910.00	\$ 1,200.00	
Community Bookclub	\$ 16.00		\$ 54.00	
Bunco Nite	\$ 87.00	\$ 85.00		
Judy Warren in memory of Frank Wasylink				
Annette Swan Book Signing				
PayPal	\$ 73.79			
Book Sale	\$ 51.00			
Monthly Income	\$ 818.79	\$ 1,474.50	\$ 1,254.00	
Total Income	\$ 6,354.73	\$ 7,829.23	\$ 9,083.23	
Expenses				
bench				
Josh Cole				
Total Expenses	\$ -			
E Meeder- security system				
Building Permit			\$ 10.00	
Ending Balance	\$ 6,354.73	\$ 7,829.23	\$ 9,073.23	
Fundraiser Savings Account				
	22-Sep	22-Oct	22-Nov	22-Dec

	Petty Cash	Total from previous month			\$ 82.80		
	Date	Copies	Fines	Fax	Daily Dona	Book Sale	Total
Tues	1	\$ 1.40			\$ 0.60		\$ 2.00
Wed	2	Closed					\$ -
Thurs	3						\$ -
Fri	4	Closed					\$ -
Sat	5						\$ -
Sun	6	Closed		\$ -			\$ -
Mon	7						\$ -
Tues	8	\$ -					\$ -
Wed	9	Closed					\$ -
Thurs	10	\$ -	\$ -				\$ -
Fri	11	Closed					\$ -
Sat	12		\$ -				\$ -
Sun	13	Closed					\$ -
Mon	14	\$ 0.40			\$ 0.10		\$ 0.50
Tues	15	\$ -	\$ -	\$ -			\$ -
Wed	16	Closed					\$ -
Thurs	17						\$ -
Fri	18	Closed	\$ -				\$ -
Sat	19						\$ -
Sun	20	Closed		\$ -			\$ -
Mon	21	\$ 0.80			\$ 0.20		\$ 1.00
Tues	22	\$ 0.20	\$ 0.45	\$ -	\$ 0.55		\$ 1.20
Wed	23	Closed					\$ -
Thurs	24	Closed	\$ -		\$ -		\$ -
Fri	25	Closed					\$ -
Sat	26						\$ -
Sun	27	Closed	\$ -				\$ -
Mon	28						\$ -
Tues	29		\$ -		\$ -		\$ -
Wed	30	Closed					\$ -
							\$ 4.70
							Total Mont

\$ 87.50 Previous M
Reimbursed
40 Removed to

onth + this month intake

December 6, 2022 From the Director's Desk

STATS for 11-1-22 through 11-29-22: Audiobooks: 1, Books: 169, CCLS LP: 9, DVD's: 12, J Books: 131, Media:0
New Books: 7 Mags: 13, OD:56 TOTAL CIRC as of 11/29/2022: 342

NEWS & NOTES:

- Hiring of Assistant Director- Vanessa Lutton (she is working on a bio that I will read to you at the meeting) to start training December 9, 2022. There will be a three-month trial period and reassessment after that.
- Need to approve the 2023 Holiday hours so they can be posted to the website.
- CCLS has asked about Minerva's Microfilm readers. There are two upstairs and if they should be cleaned out of the library CCLS will collect them. All our microfilm has been sent onto CCLS already.
- An event list was sent to Jeanette at the Village to be included with the water bill.

FINANCES:

- The 2022 Budget report on Xcel has been fixed and all the numbers agree with the Bank account. This will make the annual report for CCLS significantly easier.

BUILDING AND GROUNDS:

- Eric Stormer cleaned the furnace and checked the filter. The thermostats were all programmed according to building usage.
- The building permit was purchased at the village office for \$10, this came out of the fundraising account.
- Weight loss group using basement, Karen Croscut liaison, Tuesdays at 4:00pm.

GRANT WORK:

- A grant was submitted to Lake Shore Savings bank for \$2,500 for adding color to a children's area.

COOKIES, COCOA, AND LETTERS TO SANTA:

- Jeff Eidens confirmed to be Santa.
- Cookie donations:
 - Carol- sugar
 - Diane- no bakes
 - Darlene- chocolate chip
 - Krista- pumpkin
 - Beth- ginger
 - Karen- Chocolate crinkles
 - Judy- cocoa
 - Elizabeth- cocoa

DECEMBER LIBRARY EVENTS:

- Dec. 1- Erie Canal Program 1:00pm
- Dec. 10- Cookies, Cocoa & Letters to Santa 10-noon
- Dec. 13- Puzzle Partners 6:00pm
- Dec. 15- Erie Canal Traveling Museum 6:30pm
- Dec. 16- Christmas Bunco 6:00pm
- Dec. 20- Community book club 6:00pm- Letters from Father Christmas, J.R.R. Tolkien
- Dec. 22- Conductive Construction 11:00am

2023

New Years Day Observance, Monday, January 2

Martin Luther King Jr. Day, Monday, January 16

President's Day, Monday, February 20

Memorial Day Weekend, Saturday, May 27-Monday, May 29

Tuesday, July 4th

Labor Day Weekend, Saturday September 2-Monday, September 4

Columbus Day, Monday, October 9

Thanksgiving, Thursday, November 23

Christmas Weekend, Saturday, December 23- Christmas Day, Monday, December 25

Minerva Free Library**FY22 Unapproved Budget**

2023

Unapproved
budget

Income		YEAR 2023
Beginning Balance		
11.1	Local Funding	10,000.00
11.3	Local Library Services Aid (LLSA)	
	Annual Cash Grant	
	Materials Grant	3,000.00
11.7	CCLS Grants: (CCLS Cash Grant, Book Plan,	7,650.00 *actual grant for patio/kitchenette
11.9	State Aid	2,000.00
11.14	Gifts & Endowments	850.00
11.15	Fund Raising	6,926.00
11.16	Endowment Fund Transfers	21,000.00
11.17	Library Charges	175.00
11.18	Book Sale	0.00
11.18	Other Income, Amazon Smile	20.00
	Other Miscellaneous	500.00
	Prior fiscal year	0.00
Total Income		\$ 52,121.00
Deficient		
Total Income		

Expenses		YEAR 2023
	Salary - Director	0.00 *Based on 17 hrs a week/\$20.00/hr
	Salary - Asst Director	0.00 **Based on 5 hrs a week/\$15hr
	Salary - Housekeeping	0.00 **Based on 8 hrs a month/\$15hr
	Salary - Maintenance Man	0.00 \$18/hr based on work done
12.3	Salaries & Wages	24,520.00
	Form 942 Employers Federal Tax 15%	0.00
	withholding Tax 5% NYS tax	0.00
	Training, programing, misc. hrs	500.00
12.4	Social Security 6.20%	\$1,427.24 based on 23020
12.4	Workers Comp	\$400.00
12.4	Disability (State Mandated)	\$400.00
	Medicare 1.45%	\$333.76 based on 23020
	Jan/Feb Taxes	\$0.00

Total wages and benefits \$27,581.00

Expenses		FY 2023
	Books	Unapproved
	Magazines	
12.6	Print Materials	\$2,000.00
12.7	Electronic Materials	\$300.00
12.8	Other materials: DVDs, Audio Books, etc	\$250.00
12.11	Other Capital Expenses	\$8,500.00
12.14	Building Repairs	\$1,300.00
12.16	Gas	\$2,500.00 8% increase?
12.16	Electric	\$1,000.00 increase due to inflation
12.16	Water & Sewer	\$1,000.00
12.16	Insurance (Property/Liability)	\$2,500.00
	Other Miscellaneous	
	Snow Removal	
	Mowing	
	Fire Extinguishers	
	Garbage	
12.16	Other Operation & Maintenance	600.00
12.18	Office and Library Supplies	450.00
12.19	Telephone	1,000.00
	Broadband	
12.22	Unique Management	
	Licensing	
	Tech Support Windows	
	Tech Support Premier	
12.19	Internet & Computer	990.00
	Box	0.00
	Stamps	0.00
12.22	Equipment	
12.2	Postage & Box	0.00
12.21	Professional & Consultant Fees	300.00
12.22	Summer Reading Program	
	Parties	
	Life Long Learning Series	
12.22	Event Programming	1,000.00
	Advertising	
	Movie Licensing	350.00
12.24	Other Miscellaneous	500.00
	Total Operating + Capital Expenses	24,540.00
	Total Expense	\$ 52,121.00

Minerva Free Library

2024 Proposed Budget
for Tax Levy

INCOME		2024 Budget Proposal
11.1	Local Funding	\$ 85,000.00
11.3	Local Library Services Aid (LLSA)	\$ 3,000.00
	Annual Cash Grant	
	Materials Grant	
11.7	CCLS Grants: (CCLS Cash Grant, Book Plan, Materials, etc)	
11.9	State Aid	\$ 2,000.00
11.14	Gifts & Endowments	\$ 850.00
11.15	Fund Raising	
11.16	Endowment Fund Transfers	
11.17	Library Charges	\$ 175.00
11.18	Book Sale	
11.18	Other Income, Amazon Smile	\$ 20.00
	Other Miscellaneous	
	Prior fiscal year	\$ -
	Total Income	\$ 91,045.00

EXPENSES		2024 Budget Proposal	
	Salary - Director	\$ 24,960.00	*Based on 24 hrs a week/\$20.00/hr
	Salary - Asst Director	\$ 4,680.00	**Based on 6 hrs a week/\$15hr
	Salary - Housekeeping	\$ 1,440.00	**Based on 8 hrs a month/\$15hr
	Salary - Maintenance	\$ 1,500.00	
12.3	Salaries & Wages		32,580.00
	Form 942Employers Federal Tax 15%	\$ 3,000.00	
	withholding Tax 5% NYS tax	\$ 1,000.00	
	Training, programing, misc. hrs	\$ 500.00	
12.4	Social Security 6.20%	\$ 2,514.00	
12.4	Workers Comp	\$ 400.00	
12.4	Disabilty (State Mandated)	\$ 400.00	
	Medicare 1.45%	\$ 588.00	
	Jan/Feb Taxes	\$ -	
	Total Wages	\$ 40,982.00	
Expenses		2024 Budget Proposal	
12.6	Print Materials	\$ 2,000.00	
12.7	Electronic Materials	\$ 300.00	
12.8	Other materials: DVDs, Audio Books, etc	\$ 250.00	
12.11	Other Capital Expenses	\$ 15,000.00	
12.14	Building Repairs	\$ 2,000.00	
12.16	Gas	\$ 3,000.00	
12.16	Electric	\$ 1,500.00	
12.16	Water & Sewer	\$ 800.00	
12.16	Insurance (Property/Liability)	\$ 2,500.00	
12.16	Other Operation & Maintenance	\$ 1,500.00	Snow Removal, Mowing, Fire Extinguishers, Garbage
12.18	Office and Library Supplies	\$ 450.00	
12.19	Telephone	\$ 725.00	
12.19	Internet & Computer	\$ 2,000.00	internet, licenses computers, etc.
12.21	Postage & Box	\$ 100.00	
12.22	Professional & Consultant Fees	\$ 300.00	
	Event Programming	\$ 2,000.00	summer reading, life long learning series, STEAM
12.24	Other Miscellaneous	\$ 500.00	advertising
	Total Operating and Capital Expenses	\$ 34,925.00	
	Total Expense	\$ 75,907.00	
		\$ 15,138.00	