

# Minerva Free Library Board

## “Libraries Change Lives”

### March 14, 2023 Agenda

Meeting Called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

**Director’s Report:** (5 min)

**Treasurer’s Report:** (10 mins) – Darlene

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

#### **Sub Committee Reports:**

Book Club (5 mins) – Judy

Building and grounds- (5 min)- Elizabeth

Fundraising (10) mins) – Dianne and Judy

Tax Levy (10 min)- Elizabeth, Carol, Darlene

Grants (5 min)- Beth and Cindy

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

Next Meeting will be held on: April 4, 2023

Upcoming Meeting focus:

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

**April-** Post Legal notice Tax Levy

**May-**

**June-** Prepare next year budget

**July-** Short-Term, Long-Term Review

**August-** Event programming, Trustee Education Requirements, Sexual Harassment Training, Conflict of Interest Policy

**Sept-**

**Oct-** Bylaws Review, Posts regarding “Giving Tuesday”

**Nov-** Review next year’s budget

**Dec-** Approve next year budget

Minerva Free Library  
Board of Trustees Meeting  
Draft Minutes: February 7, 2023  
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Krista Rhebergen, Dianne Courtney-Freeman, Judy Warren, Karen Croscut  
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 December Board Meeting were approved. A motion was made by Darlene and Seconded by Carol. All: Aye.  
Darlene made a motion to keep the present slate of officers for the next year. It was Seconded by Carol. All:Aye

**Director's Report: Cindy Sears**

\*A note was read by Cindy from Vanessa to encourage all of us to submit pictures of events to her so we can keep our media posts up to date. We just have to email her the information.

\* Also, it was stated that Vanessa's three month probation period is over and she will continue in her role at the library .

\*February activities were submitted to the Village to be placed in the water bill.

\*To continue to show our support to the school, a motion was made by Karen and Seconded by Krista to purchase an ad in this years SCS yearbook. The ad will be two blocks at \$80. Vanessa will work on the ad which will include the building picture, our motto, our owl icon and the website address.

\*The firemen sent the library a letter about a donation. Since the board members have received the letter at home as well, we will let them donate as individuals at this time and we will reconsider a donation at a future date.

\*A concern was brought up about kid events at the library. Carol made a motion that we should not hold any events in the future without at least two adults present. It was Seconded by Judy.

### **Treasurer's Report-Darlene**

Darlene went over the December and January Expense Reports with the board.

The fundraising balance includes the construction grant and the grant money from the "color the library" grant.

	December	January
Beginning Balance	\$1581.62	\$3695.12
Ending Balance of	\$3695.12	\$6794.33
Fundraising Balance	\$8998.03	\$14,883.03

### **Buildings and Grounds Report-Cindy on behalf of Elizabeth**

Cindy stated that Jan said we should start to consider what we will write on the 2024 Construction grant and get started with this. We will need to revisit our five and ten year plans to see where we will go. The grant will not cover carpet. The drainage project that was started in the fall and will be completed in the spring has been a success so far. We have no water leakage into the basement area that previously had water damage.

### **Fundraising:**

\*Our first Family Movie Night was a success. It was discussed that future movies should be held in the basement .

\*The Charcuterie Board event will be held on the 17th, with 16 people presently signed up. Board members were asked to donate wine for the event. Karen is going to check with our local liquor store to see if they could help us out with the purchases.

\*Our first book sale of the year will be held on Saturday, February 25th from 10-Noon.

\*Board members were asked to bring items for our Spring Basket Raffle to the library by March 14th.

### **Save Our Library Vote Information-Carol**

\*Carol made the motion for \$1,080 to be budgeted to cover the mailing costs for the vote materials and the yearbook ad. It was Seconded by Darlene.

All:Aye

\*Jan and Cindy created the flyer which will be mailed out to every tax paying household.

\*We seem to be on schedule for the June vote.

## **Other Business/President's Report**

\*Martha Sanders requested the library owl logo so that it can be placed on Ryan's race car. He is supporting the library for free and we thank him for thinking of us.

\*Jan has stated that we should put off the Trustee Education Requirements until after June, since we have so much on our plate.

\*Judy and Dianne will donate money for the library to purchase two of the "Bunnies" to support the Chamber with their fund raiser.

\*Cindy will check with Scott Bensink in regards to preparing and filing the 990 form.

## **Upcoming Events**

Friday, February, 17th.

Charcuterie Board Event

6:00

Saturday, February, 25th

Sweetheart of a Book Sale  
Spring Basket Raffle

10-Noon Board

Next Meeting: Tuesday, March 14th, 2023.

Adjournment: The motion to adjourn was made by Darlene and seconded by Karen @ 7:30

Respectfully submitted,

Judith Warren

February Checking Account 2023

Date	Transaction	Description	Withdrawl	Deposit	Balance
		Beginning Balance			\$ 2,628.00
2/2/2023	payroll	taxes	\$ 159.65		\$ 2,468.35
2/2/2023	payroll	Vanessa	\$ 96.97		\$ 2,371.38
2/2/2023	Payroll	Cindy	\$ 405.52		\$ 1,965.86
2/2/2023	payroll	Krista	\$ 65.57		\$ 1,900.29
2/6/2023	SL Bensink	2022 tax return	\$ 250.00		\$ 1,650.29
2/6/2023	spectrum	telpehone	\$ 79.98		\$ 1,570.31
2/7/2023	Krista Rhebergen	bathroom cleaning supply reimbursement	\$ 24.22		\$ 1,546.09
2/8/2023	Deposit	mag reimbursement- 4.24, mug- 10, donation box- 59		\$ 73.24	\$ 1,619.33
2/9/2023	transfer	from UBS		\$ 3,000.00	\$ 4,619.33
2/9/2023	National Grid	electric	\$ 92.25		\$ 4,527.08
2/9/2023	brodart	MISC	\$ 13.46		\$ 4,513.62
2/9/2023	CCLS	overdrive	\$ 33.33		\$ 4,480.29
2/23/2023	national fuel	gas	\$ 208.01		\$ 4,272.28
2/27/2023	deposit	cornerstone copies- 100, endress-10		\$ 110.00	\$ 4,382.28
2/23/2023	wb mason	drum and toner	\$ 162.98		\$ 4,219.30
2/23/2023	SCS Yearbook	Yearbook AD	\$ 80.00		\$ 4,139.30
2/27/2023	transfer	from savings		\$ 2,000.00	\$ 6,139.30
2/27/2023	bank of omaha	pay credit card bill for grant purchases all amazon purchases	\$ 1,926.17		\$ 4,213.13
2/10/2023	Deposit	amazon smile		\$ 21.52	\$ 4,234.65
2/17/2023	payroll	taxes	\$ 199.37		\$ 4,035.28
2/17/2023	payroll	Vanessa	\$ 180.08		\$ 3,855.20
2/17/2023	payroll	cindy	\$ 529.21		\$ 3,325.99
2/17/2023	payroll	Krista	\$ 59.01		\$ 3,266.98
			Ending Balance		\$ 3,266.98

February Savings Account 2023

		Beginning Balance			14883.26
	Transaction	Description	Withdraw	Deposit	
2/7/2023	Deposit	movie night		44	15070.26
	Deposit	Teacher Book Club		108	
	Deposit	Community Bookclub		35	
2/27/2023	Deposit	charcuterie		300	15370.26
2/27/2023	Transfer	to checking	2000		13370.26
2/28/2023	Deposit	interest		0.22	13370.48
					13370.48

<b>Minerva Free Library</b> <b>2023 Approved Budget</b>						
<b>Endowment</b>	<b>January</b>	<b>February</b>	<b>YTD</b>			
<b>Endowment</b>	\$ 119,352.66	\$ 120,503.32				
<b>Checking Account</b>	\$ 3,695.19	\$ 2,628.00				
<b>Savings Account</b>	\$ 8,998.03	\$ 14,883.26				
<b>Total Portfolio</b>	\$ 132,045.88	\$ 138,014.58				
<b>Income</b>	<b>January</b>	<b>February</b>	<b>YTD</b>	<b>Annual Budget</b>	<b>\$ Remaining</b>	<b>%Remaining</b>
	<b>Actual</b>	<b>Actual</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>
<b>Operating Fund</b>	\$ 6,908.00	\$ 13,733.06				
<b>11.1 Local Funding</b>			\$ -	\$ 10,000.00		
<b>11.2 Local Funding</b>	\$ -	\$ -	\$ -			
<b>11.3 Local Library Services Aid (LLSA)</b>	\$ 143.40		\$ 143.40	\$ 2,000.00		
<b>11.7 CCLS Grants</b>			\$ -	\$ 3,000.00		
<b>Grants</b>	\$ 143.40	\$ -	\$ 143.40			
<b>11.9 Other State Aid</b>	\$ 6,885.00	\$ -	\$ 6,885.00	\$ 7,650.00		
<b>11.10 LSTA</b>			\$ -			
<b>11.11 Other Federal Aid</b>			\$ -			
<b>(11.10, 11.11)</b>	\$ -	\$ -	\$ -			
<b>Endowments</b>	\$ 2,040.00	\$ 41.52	\$ 2,081.52	\$ 850.00		
<b>11.15 Fund Raising</b>	\$ 60.00	\$ 497.00	\$ 557.00	\$ 6,939.00		
<b>11.16 Income from Investments transfer</b>	\$ 5,700.00	\$ 3,000.00	\$ 8,700.00	\$ 21,000.00		
<b>11.17 Library Charges</b>	\$ -	\$ 159.00	\$ 159.00	\$ 175.00		
<b>11.18 Other Misc.</b>		\$ 9.24	\$ -	\$ 520.00		
<b>Prior Fiscal Year</b>	\$ -		\$ -			
<b>11.19 Total Other Receipts (11.14 thru</b>	\$ 7,800.00	\$ 3,706.76	\$ 11,497.52	\$ 52,134.00		
<b>11.20 Total Operating Fund Receipts (Total of</b>	\$ 14,828.40	\$ 3,706.76	\$ 11,640.92	\$ 14,393.00		
	\$ 21,736.40	\$ 17,439.82		\$ 66,527.00		
<b>Expenses</b>	<b>January</b>	<b>February</b>	<b>2023</b>	<b>Annual Budget</b>	<b>\$ Remaining</b>	<b>%Remaining</b>
	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>
<b>12.2 Other Staff</b>	\$ 1,233.09	\$ -	\$ 1,233.09	\$ 24,520.00	\$ 23,286.91	95%
<b>Wages</b>	\$ 1,233.09	\$ -	\$ 1,233.09			
<b>Social Security</b>	\$ 174.16	\$ -	\$ 174.16	\$ 1,438.00	\$ 1,263.84	88%
<b>Medicare</b>	\$ 40.74		\$ 40.74	\$ 336.00		
<b>Compensation</b>	\$ 484.00	\$ -	\$ 484.00	\$ 400.00	\$ (84.00)	-21%
<b>Unemployment</b>	\$ 2,628.00		\$ 2,628.00			
<b>Disability</b>			\$ -	\$ 400.00	\$ 400.00	100%
<b>NYS Paid Family Leave</b>			\$ -			

12.4 Employee Benefits and Expenditures (Medicare, Workers	\$ 3,326.90	\$ -	\$ 3,326.90			
Expenditures	\$ 4,559.99	\$ -	\$ 4,559.99	\$ 27,094.00		
12.6 Print Materials	\$ 30.00	\$ 13.46	\$ 43.46	\$ 2,000.00	\$ 1,956.54	98%
12.7 Electronic Materials	\$ 33.33	\$ -	\$ -	\$ 300.00	\$ 300.00	100%
DVDs, Audio Bk			\$ -	\$ 250.00	\$ 250.00	100%
Expenditures	\$ 63.33	\$ 13.46	\$ 76.79			
Funds (71PF)			\$ -			
Expenses	\$ 3,000.00		\$ 3,000.00	\$ 8,500.00		
Expenditures	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -		
Funds						
Repairs				\$ 1,300.00	\$ 1,300.00	100%
12.15 Total Repairs	\$ -	\$ -	\$ -			
Gas	\$ -	\$ 208.01	\$ 208.01	\$ 2,500.00	\$ 2,291.99	92%
Electric	\$ 76.22	\$ 92.25	\$ 168.47	\$ 1,000.00	\$ 831.53	83%
Water & Sewer	\$ 168.33		\$ 168.33	\$ 1,000.00	\$ 831.67	83%
Property/Liability			\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial		\$ 24.22				
Miscellaneous			\$ -	\$ -		
12.16 Other Disbursements for	\$ 244.55	\$ 324.48	\$ 544.81	\$ 7,000.00	\$ 6,455.19	92%
12.17 Total Operation & Maintenance of Buildings	\$ 244.55	\$ 324.48	\$ 544.81			
Supplies	\$ 55.49	\$ 162.98	\$ 218.47	\$ 450.00	\$ 231.53	51%
Telecommunications	\$ 79.98	\$ 79.98	\$ -	\$ 1,000.00	\$ 1,000.00	100%
Internet			\$ -	\$ 990.00	\$ 990.00	100%
Telecommunications	\$ 79.98	\$ 79.98	\$ 159.96	\$ 1,990.00	\$ 1,830.04	92%
12.20 Postage/freight			\$ -	\$ -	\$ -	
Consultant Fees		\$ 250.00	\$ 250.00	\$ 300.00	\$ 50.00	17%
12.22 Equipment			\$ -			
Software		\$ -	\$ -			
			\$ -			
		\$ -	\$ -			
SRP/Events (Halloween/Christmas,			\$ -	\$ 1,000.00	\$ 1,000.00	100%
12.23 Other Miscellaneous		\$ 80.00	\$ 80.00	\$ 850.00	\$ 770.00	91%
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 135.47	\$ 1,876.80	\$ 2,012.27			
12.32 Total Operating Fund Disbursements	\$ 8,003.34	\$ 2,214.74		\$ 51,034.00		
Funds	\$ -	\$ -				
12.38 Total Disbursements and	\$ 8,003.34	\$ 2,214.74		\$ 51,034.00		
Operating Fund	\$ 6,825.06	\$ 1,492.02				
	\$ 13,733.06	\$ 15,225.08				



[illegible]

\$ - Total Petty Cash

## **March 2, 2023 From the Director's Desk**

STATS for 1/1/2023-1/31/2023: Audiobooks: 2, Books: 223, CCLS AB: 4, CCLS LP: 16, DVD's: 63, DVD SETS: 13, J Books: 165, JR DVD: 2, J MEDIA: 1, New Books: 1, Mags: 8, TOTAL CIRC: 498

OD: 60 in January

### **NEWS & NOTES:**

- The library received a grant for \$4,000 from Art Services Inc. It is a grant to, institute a Teen Reading Book Club.
- Contacted Jan about coming and doing board training, Jan does not want us concentrating on anything other than the Tax Levy until after the vote in June.
- Confirmed that we will only have to pay 26 weeks of Unemployment.
- Removed more furniture and unused books in the library making room for the donated books and the items we purchased for the "Adding Color to the Library" grant we received.

### **FINANCES:**

#### **BUILDING AND GROUNDS:**

- Will be contacting Mike Fields to come and look at a few things in the basement: weather stripping for outside door, hanging the bulletin board, changing the lock for the basement.

#### **GRANT WORK:**

- Plans are in the works for a grant to include new shelving and add large print books to our Adult and teen materials, now aiming for the April grant.
- Applied for the SRP grant from Dollar General could be \$3,000.
- Applied for the Pilcrow Foundation Grant it's a 2-1 children's book matching grant. The Library will be responsible for \$400 to match the funding that we have applied for through Pilcrow.

#### **TAX LEVY:**

- Cindy, Beth, Carol, Elizabeth met to discuss where we stand on vote items.
- Vote info went out in water bill.
- Vote tab is available on webpage.
- Cindy went to two meetings and presented the power point: School Board and Firemen.
- Need to schedule a Town Hall meeting.
- Meetings scheduled:
  - Town- April 6, 7pm
  - PTO- April 10- 3:30 pm
  - Chamber of Commerce- April 12, 9 am
  - Village Board- April 19, 6pm