

Minerva Free Library Board

“Libraries Change Lives”

April 11, 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: \$ 5243.50
- Ending Balance: \$4297.40
- Fundraising Balance: \$201.00 raised in March (Book Sale and Community Book Club, does not include Bunco)

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: May 2, 2023 6:00 p.m.

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

Minerva Free Library 2023 Approved Budget							
Endowment	January	February	March	YTD			
Overall USB Fund Endowment	\$ 119,352.66	\$ 120,503.32	\$ -				
Checking Account	\$ 3,695.19	\$ 2,628.00	\$ 3,266.98				
Savings Account	\$ 8,998.03	\$ 14,883.26	\$ 13,370.48				
Total Portfolio	\$ 132,045.88	\$ 138,014.58	\$ 16,637.46				
Income	January	February	March	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	2023	2023	2023	2023
11.25 Balance in Operating Fund	\$ 6,908.00	\$ 16,733.06	\$ 16,496.37				
11.1 Local Funding				\$ -	\$ 10,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ -			
11.3 Local Library Services Aid (LLSA)	\$ 143.40		\$ -	\$ 143.40	\$ 2,000.00		
11.7 CCLS Grants			\$ 573.00	\$ 573.00	\$ 3,000.00		
11.8 Total System Cash Grants	\$ 143.40	\$ -	\$ -	\$ 716.40			
11.9 Other State Aid	\$ 6,885.00	\$ -		\$ 6,885.00	\$ 7,650.00		
11.10 LSTA				\$ -			
11.11 Other Federal Aid				\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 2,040.00	\$ 41.52	\$ 45.00	\$ 2,126.52	\$ 850.00		
11.15 Fund Raising	\$ 60.00	\$ 497.00		\$ 557.00	\$ 6,939.00		
11.16 Income from Investments transfer	\$ 5,700.00	\$ 3,000.00	\$ 3,000.00	\$ 11,700.00	\$ 21,000.00		
11.17 Library Charges	\$ -	\$ 159.00	\$ -	\$ 159.00	\$ 175.00		
11.18 Other Misc.		\$ 9.24	\$ 176.00	\$ -	\$ 520.00		
Prior Fiscal Year	\$ -			\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 7,800.00	\$ 3,706.76	\$ 3,221.00	\$ 14,542.52	\$ 52,134.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 14,828.40	\$ 3,706.76	\$ 3,221.00	\$ 15,258.92	\$ 14,393.00		
	\$ 21,736.40	\$ 20,439.82	\$ 19,717.37		\$ 66,527.00		
Expenses	January	February	March	2023	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	YTD	2022	2023	2023
12.2 Other Staff	\$ 1,233.09	\$ 1,574.90	\$ 2,807.35	\$ 5,615.34	\$ 24,520.00	\$ 18,904.66	77%
12.3 Total Salaries and Wages	\$ 1,233.09	\$ 1,574.90	\$ 2,807.35	\$ 5,615.34			
Social Security	\$ 174.16	\$ 97.64	\$ 174.05	\$ 445.85	\$ 1,438.00	\$ 992.15	69%
Medicare	\$ 40.74	\$ 22.84	\$ 40.71	\$ 104.29	\$ 336.00		
Workers Compensation	\$ 484.00	\$ -		\$ 484.00	\$ 400.00	\$ (84.00)	-21%
Unemployment	\$ 2,628.00			\$ 2,628.00			
Disability				\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave				\$ -			
IRS payments			\$ 370.46				
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 3,326.90	\$ 120.48	\$ 585.22	\$ 3,662.14			
12.5 Total Staff Expenditures	\$ 4,559.99	\$ 1,695.38	\$ 3,392.57	\$ 9,277.48	\$ 27,094.00		
12.6 Print Materials	\$ 30.00	\$ 13.46	\$ 400.84	\$ 444.30	\$ 2,000.00	\$ 1,555.70	78%
12.7 Electronic Materials	\$ 33.33	\$ 33.33	\$ 33.33	\$ -	\$ 300.00	\$ 300.00	100%

12.8 Other materials: DVDs, Audio Bk			\$ 129.58	\$ 129.58	\$ 250.00	\$ 120.42	48%
12.9 Total Collection Expenditures	\$ 63.33	\$ 46.79	\$ 563.75	\$ 673.87			
12.10 From Local Public Funds (71PF)				\$ -			
12.11 Other Funds Expenses			\$ 1,732.67	\$ 1,732.67	\$ 8,500.00		
12.12 Total Capital Expenditures	\$ -	\$ -	\$ 1,732.67	\$ 1,732.67	\$ -		
12.13 From Local Public Funds							
12.14 From Other Funds Repairs					\$ 1,300.00	\$ 1,300.00	100%
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -			
Gas	\$ -	\$ 208.01	\$ 439.00	\$ 647.01	\$ 2,500.00	\$ 1,852.99	74%
Electric	\$ 76.22	\$ 92.25	\$ 73.62	\$ 242.09	\$ 1,000.00	\$ 757.91	76%
Water & Sewer	\$ 168.33		\$ 166.57	\$ 334.90	\$ 1,000.00	\$ 665.10	67%
Insurance Property/Liability			\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial		\$ 24.22					
Miscellaneous			\$ -	\$ -	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 244.55	\$ 324.48	\$ 679.19	\$ 1,224.00	\$ 7,000.00	\$ 5,776.00	83%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 244.55	\$ 324.48	\$ 679.19	\$ 1,224.00			
12.18 Office & Library Supplies	\$ 55.49	\$ 162.98	\$ 7.56	\$ 464.03	\$ 450.00	\$ (14.03)	-3%
Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ -	\$ 1,000.00	\$ 1,000.00	100%
Internet				\$ -	\$ 990.00	\$ 990.00	100%
12.19 Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 319.92	\$ 1,990.00	\$ 1,670.08	84%
12.20 Postage/freight				\$ -	\$ -	\$ -	
12.21 Professional Consultant Fees		\$ 250.00	\$ -	\$ 250.00	\$ 300.00	\$ 50.00	17%
12.22 Equipment				\$ -			
Software		\$ -	\$ 28.81	\$ 28.81			
				\$ -			
		\$ -	\$ -	\$ -			
SRP/Events (Halloween/Christmas, etc.)				\$ -	\$ 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	\$ 116.35	\$ 2,446.60			
12.32 Total Operating Fund Disbursements	\$ 5,003.34	\$ 3,943.45	\$ 6,484.53		\$ 51,034.00		
12.36 Transfers to Other Funds	\$ -	\$ -	\$ -				
12.38 Total Disbursements and Transfers	\$ 5,003.34	\$ 3,943.45	\$ 6,484.53		\$ 51,034.00		
12.39 Balance in Operating Fund	\$ 9,825.06	\$ (236.69)	\$ (3,263.53)				
	\$ 16,733.06	\$ 16,496.37	\$ 13,232.84				

March 2023 Checking Register

Check #		Beginning Balance		<u>\$5,243.50</u>
	Description	Withdraw	Deposit	
	3/3/2023 payroll taxes	\$189.97		\$5,053.53
	3/3/2023 payroll Vanessa	\$221.64		\$4,831.89
	3/3/2023 payroll Krista	\$65.57		\$4,766.32
	3/3/2023 payroll Cindy	\$449.69		\$4,316.63
	3/2/2023 Charter Communications telephone/fax	\$79.98		\$4,236.65
6160	3/13/2023 Vanessa construction paper	\$7.56		\$4,229.09
	3/13/2023 UBS transfer		\$3,000.00	\$7,229.09
6166	3/13/2023 IRS Dec. 31 2019 Form 941 payment	\$370.46		\$6,858.63
	3/13/2023 National Fuel gas- Jan-Mar	\$439.00		\$6,419.63
	3/13/2023 Nation Grid electric	\$73.62		\$6,346.01
	3/13/2023 CCLS \$33.33- overdrive, \$28.81- software	\$62.14		\$6,283.87
	3/13/2023 Village of Sherman Water and sewer	\$166.57		\$6,117.30
	3/13/2023 CCLS material plan payment #1		\$573.00	\$6,690.30
	3/17/2023 payroll taxes	\$176.35		\$6,513.95
	3/17/2023 payroll Vanessa	\$329.44		\$6,184.51
	3/17/2023 payroll Krista	\$52.46		\$6,132.05
	3/17/2023 payroll Cindy	\$299.50		\$5,832.55
	3/28/2023 Bank of Omaha credit card payment	\$335.66		\$5,496.89
	3/24/2023 deposit endress-10 covert- 10		\$20.00	\$5,516.89
	3/31/223 payroll taxes	\$243.88		\$5,273.01
	3/31/2023 payroll Vanessa	\$342.69		\$4,930.32
	3/31/2023 payroll Krista	\$68.85		\$4,861.47
	3/31/2023 payroll Cindy	\$582.07		<u>\$4,279.40</u>
		Ending balance		\$4,279.40

March 2023 Savings Register

	Beginning Balance		<u>\$13,370.48</u>
3/13/2023	Depositbook sale	\$176.00	\$13,546.48
3/24/2023	deposit community book club	\$25.00	<u>\$13,571.48</u>
	End Balance		\$13,571.48

Petty Cash				Money at the start of 2023	\$40.00
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Date	Copies	Fines	Fax	Daily Donation	Book Sale	Total
1/1/2023	\$1.60			\$0.60		\$2.20
1/14/2023	\$0.40			\$0.10		\$0.50
1/21/2023	\$0.80			\$0.20		\$1.00
1/22/2023	\$0.20	\$0.45		\$0.55		\$1.20
2/14/2023		\$11.75				\$11.75
2/23/2023		\$1.50				\$1.50
2/23/2023	\$100.00					\$100.00
2/17/2023					\$5.00	\$5.00
3/16/2023	\$0.20			\$0.01		\$0.21
3/30/2023	\$15.00					\$15.00

Total for the year	\$138.36
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(does not include \$40.00 petty cash started with)

April 11, 2023 From the Director's Desk

STATS for March 2023: Audiobooks: 8, Books: 304, CCLS AB: , CCLS LP: 15, DVD's: 143, DVD SETS: 10, J Books: 258, JR DVD: 3, New Books: 7, Mags: 2, Museum pass: 1 TOTAL CIRC: 751

OD: 94

NEWS & NOTES:

- New Assessment for library came, see attached file
- Annette Swan question about Bicentennial Time Capsule, see attached file
- Need to make decision about Dorman Purple Heart memorial.
- Any questions from Director's Desk in March?

FINANCES:

- New building insurance policy, attached file
- Paid IRS charge from December 2019 Form 941 (payroll tax)- \$370.46

BUILDING AND GROUNDS:

- The sink in the bathroom had a leak, Mike Fields came and tightened bolts and place a bucket under the sink just in case but we might want to see about having a plumber come in and fix sink handles. The nuts are too corroded for Mike to remove, the faucet is here to be fixed it just hasn't happened yet because of complications.
- The above said I realized that we do not have a plumber currently. Can anyone recommend one?
- Communicated with Keith from Brick City and we are first on his list of projects to accomplish. He was waiting for a bit more stable weather and then will be out to finish patios.
- Mike Fields is coming in to work on four projects in the basement: the lock to the downstairs, the gap under the basement door, placing a door stop on basement door and hanging up bulletin board.

GRANT WORK:

- April grant in the works for new shelving and add large print books to our Adult and teen materials.

TAX LEVY:

- Cindy, Beth, Carol, Elizabeth met to discuss where we stand on vote items.
- Vote tab is available on webpage.
- Save the library informational meetings schedule:
 - Thursday, April 13, 6 pm
 - Tuesday, April 18, 6pm
 - Saturday, April 29, 10 am
 - Monday, May 15, 6pm
- Other community meetings scheduled:
 - Town- April 6, 7pm
 - Chamber of Commerce- April 12, 9 am
 - Village Board- April 19, 6pm
 - PTO- May 1- 3:30 pm

County of Chautauqua
Village of Sherman

PLEASE SEE INSERT FOR INFORMAL HEARING INFORMATION

PARCEL INFORMATION

066601 328.07-1-33
116 Miller St
611 - Library
.75 Acres

2023 ASSESSMENT NOTIFICATION

OWNER INFORMATION

Minerva Library
PO BOX 588
Sherman, NY

You are hereby notified in accordance with the requirements of Section 510 of the Real Property Tax Law of your preliminary assessment. New York State law requires all properties in each municipality to be assessed at market value or at a uniform level of assessment each year.

Year	Assessed Value
2022	\$233,300
2023	\$250,000
Net Change	+\$16,700

A change in your property's assessment does not necessarily indicate that your taxes will change. Your tax liability will be affected by several factors, including: changes to school/county/municipal budgets, changes to assessments of other properties, changes to exemptions applicable to your property, and apportionment of school and/or county taxes among multiple municipal segments.

You may contact representatives of the assessor's office regarding this notice. If, as a result of consultation with the assessor or otherwise, your tentative assessment differs from this preliminary assessment, you will be notified of that tentative assessment. If you disagree with your property's tentative assessment, in order to protect your right to assessment review, you must file a formal written complaint on the officially prescribed form (RP-524), available from your assessor or online at www.tax.ny.gov, with your Board of Assessment Review (BAR) on or before

Grievance Day: Wednesday, May 24, 2023.

A publication entitled "Contesting Your Assessment in New York State" is available at the assessor's office and online: www.tax.ny.gov.

Please note that your assessor and the BAR can only review your **assessed value**; they do not set and cannot adjust your taxes. If you feel that your assessment is fair but your taxes are too high, your comments should be addressed to the appropriate taxing jurisdiction.

Heather Young-Deyell
Assessor

Cindy Sears

From: Annette Swan <at_swan@hotmail.com>
Sent: Sunday, March 19, 2023 9:56 PM
To: Cindy Sears
Subject: Bicentennial Time Capsule

Hi Cindy,

I've been attending the Sherman Day/Bicentennial planning meetings and one of the ideas that came up was a Time Capsule with items that highlighted the bicentennial. At our last meeting we were trying to figure out where we would want to place it until it is to be opened again. One idea that was suggested was the library. So I am writing to you to see if this would be a possibility. We thought of the library, because of its historic value to the town and that possibly this time capsule could be put on display in the library somewhere.

I am looking into getting a small wooden box approximately 20 x 10 inches that will serve as the capsule.

Please let me know if this might be a possibility and if you have any questions.

Thank you,

Annette Swan

Sent from [Mail](#) for Windows

Property Protection**Risk information for Location 1 - Building 1**

Address:	116 MILLER ST	Windstorm/Hail:	Property deductible
City/State:	SHERMAN, NY	Windstorm protective devices:	No
Zip code:	14781	Lead liability excluded:	No
County:	CHAUTAUQUA	Insured interest:	Building owner
Sprinkler:	0%	Building construction:	Joisted masonry
Sprinkler type:	N/A	Year built:	1940
Property deductible*:	\$1,000	Annual sales/revenue:	\$50,000
Production or process machinery deductible:	\$1,000		
Production or process machinery deductible - Income protection:	1x day		
Class code(s):	66309 Library		

*Property deductible applies unless otherwise indicated below.

Location 1 - Building 1 summary**Coverage****Property coverage part**

Building: Comprehensive perils, 90% coinsurance, Replacement cost	\$399,000
Business personal property: Comprehensive perils, 90% coinsurance, Replacement cost	\$150,000 *

Income protection

Actual loss sustained

Period of indemnity - 12 months

Liability Protection**Commercial general liability coverage****Coverage**

Bodily injury and property damage	Deductible	Limit
Personal and advertising injury		\$1,000,000 Each occurrence
		\$1,000,000 Any one person or organization
Medical expense payments		\$5,000 Any one person
Damage to premises rented to you - Fire legal liability		\$1,000,000 Any one premises
General aggregate		\$2,000,000
Products - Completed operations aggregate		\$2,000,000
Non-owned and hired automobile liability		Included
Damage to customers autos - Legal liability	\$200	Included

Loc	Bldg	State	Class code	Exposure base	Amount
1	1		66309 Library	Square feet of area	2,432

Policy Optional Coverages and Exclusions**Coverage**

Directors and officers liability coverage - Non-profit organizations	Deductible	Limit
Retroactive date: 06/09/2022	\$400 Per director and officer/	\$1,000,000 Each claim/
	\$2,000 Aggregate	\$2,000,000 Aggregate

Enhancement endorsement - Professional offices advantage

Waiver of charitable immunity