

Minerva Free Library Board

“Libraries Change Lives”

June 6, 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 (checking and Savings): \$56,997.40
- Ending Balance (checking and savings): \$ 53,119.27
- Fundraising: \$175.00
- Gifts: \$412.14
- Grant Balance: \$3,000.00 (Dollar General SRP)

Sub Committee Reports:

Book Club (5 mins) – Judy

Building and grounds- (5 min)- Elizabeth- NYS Construction Grant, Library Sign, Windows

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: July ???, 2023 due to summer reading program when do we want to meet?

Upcoming Meeting focus:

May- Fund Raising Focus for summer months, Event Programming (SRP)

June- Prepare next year budget, Trustee Education Requirements (watch handbook book club)

July- Short-Term, Long-Term Review

August- Event programming, 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

Jan- Holiday Party

Feb- Annual Board Meeting, prior year operating report, elect officers, File 990

Mar- Event Programming, Fundraising Focus, CPA Audit, Give Big CHQ

Apr-

Minerva Free Library
Board of Trustees Meeting
Minutes: May 3rd, 2023
“Libraries Change Lives”

Present Board Members: Beth Armes, Elizabeth Meeder, 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 @ 6:00 PM followed by the Pledge of Allegiance. Attendance was taken.

The minutes from the April Board Meeting were approved after Judy pointed an adjustment being made to the final page. With the adjustment being made, a motion was made by Carol and Seconded by Karen to approve the minutes.
All: Aye.

Director’s Report: Cindy Sears

The director’s report was reviewed by the board before the meeting and certain subjects were addressed.

*A correction was made on the spelling from the Wasylink gift.

*Cindy presented the board with the Resolution from the Town of Mina in regards to the upcoming vote. The board will wait for a response from Jan at CCLS and the attorney as to how we should proceed with this issue. Also, some of the incorrect information on the resolution was discussed.

*Members that are available have volunteered to attend the Findley Lake Library Board meeting May 22nd @6:30.

*The Pilcrow Grant was received. The library had to come up with \$400 to match the \$800 from the grant. We wish to thank Community Bank, Stanley Hose Auxiliary, Bunco Buddies, and Library Friends for helping us achieve the \$400 needed to receive this grant. We will be able to purchase 71 hardback children’s books with these funds.

*The annual Movie License has also been covered by a grant.

*Time Slots for the Library Vote were discussed. Jan is checking with the attorney to validate that the board can legally staff the voting desk. If we can, Cindy will contact Luke at school with a list of suggested Friends of the Library that may be interested in helping out at the vote on June 1st.

Treasurer's Report-Darlene

	Beginning	Ending
Checking Balance	\$4,297.40	\$41,698
Fundraising \$170		
Gifts \$8,746		
Grant Balance \$34,000		

A question was asked about the endowment. We were made aware that we have stopped our withdrawals from the UBS endowment through the remainder of the year. Cindy addressed this with Lori @ UBS and she stated that there may be a one month overlap.

Buildings and Grounds Report-Cindy on behalf of Elizabeth

*The plaque to accompany our present outdoor bench was discussed and should be ordered very soon. The bench is in memory of Mary Lou Russell and Marijo Russell O'Grady.

*Windows and doors were discussed with Elizabeth reaching out to Charlie@B & L. Mike Sands was going to be contacted by Cindy, and Judy suggested Seaway Windows. At the present time, the lock device isn't lining up on the front door causing problems.

*A defibrillator and smoke detectors were also mentioned as being needed.

*Limbs brushing up against the windows and building were addressed.

*Cindy will contact Mike to follow up about the small items that need to be fixed.

Long and Short Term Goals

*The board has decided that Priority #1 will be the lift and #2 will be the windows and doors. We will submit this through CCLS for the NYS Construction Grant, due in September. Elizabeth, Cindy, and Beth will begun working on this.

Grant Writing: Cindy and Beth

*Chautauqua Foundation is being considered.

*Signed up for Give Big Chautauqua

Fundraising:

*We are eagerly waiting for information on a future fundraising sponsored by our local bikers organization. We are holding off with fundraising until after our June vote.

Other Topics:

*We will continue to think about a Teen Advisory Board. We hope that bringing our teens in for our Teen Book Club, beginning May 11th may be the beginning of this endeavor.

*Karen and Cindy will work on a program involving our Local Tops Program and a Nutritionist. We hope to bring in interested community members as well for this discussion.

*Vanessa has started a plant exchange program through the library. Judy donated seeds to be added to her display. It was done very well and certainly adds to the homey atmosphere of the library.

Our June 6th meeting will focus on next years budget.

We will also visit the Trustee Handbook in June to meet our education hours that the state requires.

Next Meeting: Tuesday, June 6th, 2023.

Adjournment: The motion to adjourn was made by Karen and seconded by Darlene @ 7:35

Respectfully submitted,

Judith Warren

Minerva Free Library
2023 **Approved Budget**

Endowment

	April	May	June	July	YTD		
Overall USB Fund Endowment	\$ 113,437.25	\$ 110,703.04	\$ 109,708.52	\$ -			
Checking Account	\$ 4,297.40	\$ 30,839.19	\$ 31,222.29	\$ -			
Savings Account	\$ 13,571.71	\$ 26,158.21	\$ 21,896.98	\$ -			
Total Portfolio	\$ 131,306.36	\$ 167,700.44	\$ 162,827.79	\$ -			

Income

	April	May	June	July	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	2023	2023	2023	2023
11.25 Balance in Operating Fund	\$ 10,232.84	\$ 49,378.79	\$ 45,271.97	\$ 45,271.97				
11.1 Local Funding	\$ 5,000.00				\$ 5,000.00	\$ 10,000.00		
11.2 Local Funding	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00			
11.3 Local Library Services Aid (LLSA)					\$ 143.40	\$ 2,000.00		
11.7 CCLS Grants		\$ 573.00	\$ -		\$ 1,146.00	\$ 3,000.00		
11.8 Total System Cash Grants	\$ -	\$ 573.00	\$ -	\$ -	\$ 1,289.40			
11.9 Other State Aid					\$ 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	\$ 38,016.16	\$ 3,412.14	\$ -	\$ -	\$ 43,554.82	\$ 850.00		
11.15 Fund Raising	\$ 170.00	\$ 175.00		\$ -	\$ 902.00	\$ 6,939.00		
11.16 Income from Investments transfer	\$ 3,280.00	\$ -	\$ -	\$ -	\$ 14,980.00	\$ 21,000.00		
11.17 Library Charges	\$ 228.68	\$ 64.00		\$ -	\$ 451.68	\$ 175.00		
11.18 Other Misc.	\$ 4.00	\$ 11.77	\$ -		\$ -	\$ 520.00		
Prior Fiscal Year					\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 41,698.84	\$ 3,662.91	\$ -	\$ -	\$ 59,888.50	\$ 52,134.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 46,698.84	\$ 4,235.91	\$ -	\$ -	\$ 66,177.90	\$ 14,393.00		
	\$ 56,931.68	\$ 53,614.70	\$ 45,271.97	\$ 45,271.97		\$ 66,527.00		

Expenses	April	May	June	July	2023	Annual Budget	\$ Remaining 2023	%Remaining 2023
	Actual	Actual	Actual	Actual	YTD	2022		
12.2 Other Staff	\$ 1,782.40	\$ 1,779.90	\$ -	\$ -	\$ 9,177.64	\$ 24,520.00	\$ 15,342.36	63%
12.3 Total Salaries and Wages	\$ 1,782.40	\$ 1,779.90	\$ -	\$ -	\$ 9,177.64			
Social Security	\$ 110.51	\$ 110.34	\$ -	\$ -	\$ 666.70	\$ 1,438.00	\$ 771.30	54%
Medicare	\$ 25.85	\$ 25.81	\$ -	\$ -	\$ 155.95	\$ 336.00		
Workers Compensation					\$ 484.00	\$ 400.00	\$ (84.00)	-21%
Unemployment	\$ 2,299.50				\$ 4,927.50			
Disability					\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave					\$ -			
IRS payments								
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 2,435.86	\$ 136.15	\$ -	\$ -	\$ 6,234.15			
12.5 Total Staff Expenditures	\$ 4,218.26	\$ 1,916.05	\$ -	\$ -	\$ 15,411.79	\$ 27,094.00		
12.6 Print Materials	\$ -	\$ 627.79	\$ -	\$ -	\$ 1,072.09	\$ 2,000.00	\$ 927.91	46%
12.7 Electronic Materials	\$ 33.33	\$ 33.33	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00	100%
12.8 Other materials: DVDs, Audio Bk					\$ 129.58	\$ 250.00	\$ 120.42	48%
12.9 Total Collection Expenditures	\$ 33.33	\$ 661.12	\$ -	\$ -	\$ 1,368.32			
12.10 From Local Public Funds (71PF)					\$ -			
12.11 Other Funds Expenses		\$ 4,772.00			\$ 9,504.67	\$ 8,500.00		
12.12 Total Capital Expenditures	\$ -	\$ 4,772.00	\$ -	\$ -	\$ 9,504.67	\$ -		
12.13 From Local Public Funds								
12.14 From Other Funds Repairs						\$ 1,300.00	\$ 1,300.00	100%
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -	\$ -			
Gas	\$ 230.00	\$ 230.00	\$ -	\$ -	\$ 1,107.01	\$ 2,500.00	\$ 1,392.99	56%
Electric	\$ 76.86	\$ 82.09	\$ -	\$ -	\$ 401.04	\$ 1,000.00	\$ 598.96	60%
Water & Sewer		\$ 164.78		\$ -	\$ 499.68	\$ 1,000.00	\$ 500.32	50%
Insurance Property/Liability	\$ 2,021.84		\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial								
Miscellaneous				\$ -	\$ -	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 2,328.70	\$ 476.87	\$ -	\$ -	\$ 2,007.73	\$ 7,000.00	\$ 4,992.27	71%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 2,328.70	\$ 476.87	\$ -	\$ -	\$ 2,007.73			
12.18 Office & Library Supplies	\$ 400.98	\$ 110.37	\$ -	\$ -	\$ 737.38	\$ 450.00	\$ (287.38)	-64%
Telecommunications	\$ 79.98	\$ 79.98	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
Internet	\$ 69.00			\$ -	\$ 69.00	\$ 990.00	\$ 921.00	93%
12.19 Telecommunications	\$ 148.98	\$ 79.98	\$ -	\$ -	\$ 468.90	\$ 1,990.00	\$ 1,521.10	76%
12.20 Postage/freight	\$ -	\$ 326.34			\$ 326.34	\$ -	\$ (326.34)	
12.21 Professional Consultant Fees		\$ -			\$ 250.00	\$ 300.00	\$ 50.00	17%
12.22 Equipment					\$ -			
Software			\$ -		\$ 28.81			
					\$ -			
	\$ -	\$ -	\$ -	\$ -	\$ -			
SRP/Events (Halloween/Christmas, etc.)		\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
12.23 Other Miscellaneous	\$ 422.64				\$ 502.64	\$ 850.00	\$ 347.36	41%
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 972.60	\$ 516.69	\$ -	\$ -	\$ 3,617.91			
12.32 Total Operating Fund Disbursements	\$ 7,552.89	\$ 8,342.73	\$ -	\$ -		\$ 51,034.00		
12.36 Transfers to Other Funds	\$ -	\$ -						
12.38 Total Disbursements and Transfers	\$ 7,552.89	\$ 8,342.73	\$ -	\$ -		\$ 51,034.00		
12.39 Balance in Operating Fund	\$ 39,145.95	\$ (4,106.82)	\$ -	\$ -				
	\$ 49,378.79	\$ 45,271.97	\$ 45,271.97	\$ 45,271.97				

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
May-23	Checking Register		Beginning Balance			\$30,839.19
	5/1/2023	Omaha Banking	credit card payment	\$466.74		\$30,372.45
	5/1/2023	Village of Sherman	water bill	\$164.78		\$30,207.67
	5/1/2023	Spectrum	telephone	\$79.98		\$30,127.69
	5/5/2023	deposit	community bank-100, stanley hose aux- 50, CCLS material plan 2- 573		\$723.00	\$30,850.69
	5/3/2023	deposit	amazon smile		\$12.14	\$30,862.83
	5/5/2023	transfer	from savings		\$4,772.00	\$35,634.83
	5/4/2023	national grid	electric	\$82.09		\$35,552.74
	5/4/2023	national fuel	gas	\$230.00		\$35,322.74
	5/4/2023	Brick City Concrete	concrete patio payments	\$4,772.00		\$30,550.74
	5/8/2023	CCLS	ebooks	\$33.33		\$30,517.41
6165	5/9/2023	Pilcrow Foundation	children's books	\$400.00		\$30,117.41
	5/12/2023	Vanessa	payroll	\$235.49		\$29,881.92
	5/12/2023	Krista	payroll	\$16.23		\$29,865.69
	5/12/2023	Cindy	payroll	\$440.86		\$29,424.83
	5/12/2023	Taxes	payroll	\$193.81		\$29,231.02
	5/30/2023	Deposit	Dollar General Summer Reading Grant		\$3,000.00	\$32,231.02
	5/26/2023	Vanessa	payroll	\$138.52		\$32,092.50
	5/26/2023	Krista	payroll	\$88.36		\$32,004.14
	5/26/2023	Cindy	payroll	\$582.07		\$31,422.07
	5/26/2023	Taxes	payroll	\$220.72		\$31,201.35
	5/19/2023	deposit	amazon smile		\$20.94	\$31,222.29
Totals		Transaction count: 21		\$8,144.98	\$8,528.08	\$31,222.29

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
May-23	Savings Account		Beginning Balance			\$26,158.21
	5/5/2023	deposit	crane- 100, patterson- 100, IRS 11.77		\$211.77	\$26,369.98
	5/5/2023	transfer	to checking	\$4,772.00		\$21,597.98
	5/24/2023	deposit	mug- 10, E Meeder cargill-200, chamber copies- 31, donation box- 33		\$299.00	\$21,896.98
						\$21,896.98
						\$21,896.98
						\$21,896.98
						\$21,896.98
						\$21,896.98
						\$21,896.98
						\$21,896.98
						\$21,896.98
Totals		Transaction count: 3		\$4,772.00	\$510.77	\$21,896.98

[illegible]

\$ - Total Petty Cash

June 6, 2023 From the Director's Desk

STATS for 5/1/2023-5/30/2023: Audiobooks: 7, Books: 269, CCLS LP: 6, DVD: 157, DVD SETS: 1, J Books: 211, JR DVD: 3, J MEDIA: 1, Mags: 0, TOTAL CIRC: 655, up from the 498 in April
Libby Stats: 85 in April, 94 in March, 80 in Feb, 60 in Jan

NEWS & NOTES:

- Spoke with Josh Cole about elevator. He will come and check it out and see if something is wrong electrically with elevator.
- The windows have all been measure by Seaway windows. They have submitted what the cost of replacement would be.
- Mike Sands would be very interested in working on any construction the library would have.

FINANCES:

Expenses

- Print materials came from Teen Book Club grant, Pilcrow Foundation Donations (Auxiliary, Community Bank, Friends of the Library Bunco Buddies) and CCLS Material Funds
- Entire payment of Electronic Materials for year will come out of CCLS Materials Fund
- 12.11 Is the payment for the concrete in patio, He still owes us \$1,000 worth of some kind of work (sign)
- 12.18 and 12.20 expenses all part of Tax Levy mailings

BUILDING AND GROUNDS:

- Mike Fields had been under the weather I contacted Andrew Miller to come and look at the projects I had asked Mike to do. Andrew will be working on them as his time permits.
- GRANT WORK:
 - Books have arrived from Pilcrow Foundation
 - Received Chautauqua Community Foundation grant- Love of Large Print
 - Received Dollar General SRP grant

TAX LEVY:

THE VOTE WILL BE OVER JUNE 1!!

I have included a PDF of the final budget for the levy vote.

Check Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
Tax Levy Budget						\$1,080.00
		yearbook ad		\$80.00		\$1,000.00
		brochure printing		\$238.00		\$762.00
		envelopes		\$45.68		\$716.32
		envelopes and mailing labels		\$56.70		\$659.62
		every door direct mail		\$162.54		\$497.08
		postage for homes outside sherman		\$163.80		\$333.28
		Save the library signs		\$89.64		\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
						\$243.64
Totals		Transaction count: 7		\$836.36	\$0.00	\$243.64