

Minerva Free Library Board

“Libraries Change Lives”

July 13, 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): \$53,119.65
- Ending Balance (checking and savings): \$ 54,108.80
- Fundraising: \$50
- Gifts: \$1,835.45- includes Give Big CHQ \$1,551.85

Sub Committee Reports:

Book Club (5 mins) – Judy

Building and grounds- (5 min)- Elizabeth- Library Sign

Fundraising (10) mins) – Dianne and Judy

Sustainable Funding (10 min)- Elizabeth, Carol, Darlene

Grants (5 min)- Beth and Cindy

Events- Sherman Day

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

Next Meeting will be held on: August ???, 2023 due to summer reading program when do we want to meet?

Upcoming Meeting focus:

Jan- Holiday Party, Event programming

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

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

Apr-

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

June- Prepare next year budget

July- Short-Term, Long-Term Review,

August- Trustee Education Requirement, 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

July 13, 2023 From the Director's Desk

STATS for 5/1/2023-5/30/2023: Audiobooks: 7, Books: 371, CCLS LP: 1, DVD: 128, J Books: 228, JR DVD: 2, J MEDIA: 1, Mags: 8, Media: 1, New Book: 2 TOTAL CIRC: 758, up from the 655 in May

Libby Stats: 84 in May, 85 in April, 94 in March, 80 in Feb, 60 in Jan

NEWS & NOTES:

- Andrew Miller came and replaced the sink handles in the upstairs bathroom, we now have hot and cold water, handles that turn on and off easily and do not drip!
- Andrew also added the new weather strip to the basement door to the outside.
- Access Elevator is coming again to check out the elevator. I explained our financial situation and they are going to come see if there is something we can do to make us ADA compliant until we get a new elevator.
- Summer Reading Program is July 11, 18, 25, and Aug.1 I want to invite the board for Aug. 1 5-6 its our pizza party night and closing I would love to provide you all dinner and show you off to the summer reading program participants. Anyone who wants to attend SRP anytime is invited as well. Special adult book club night July 18 6-7 p.m.

Minerva Free Library 2023 Approved Budget					
	Endowment	April	May	June	YTD
Overall USB Fund Endowment		\$ 113,437.25	\$ 110,703.04	\$ 109,245.29	
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	\$ 162,364.56	
Income					
		April	May	June	YTD
		Actual	Actual	Actual	2023
11.25 Balance in Operating Fund		\$ 10,232.84	\$ 49,378.79	\$ 45,271.97	
11.1 Local Funding		\$ 5,000.00			\$ 5,000.00
11.2 Local Funding		\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
11.3 Local Library Services Aid (LLSA)					\$ 143.40
11.7 CCLS Grants			\$ 573.00	\$ 500.00	\$ 1,646.00
11.8 Total System Cash Grants		\$ -	\$ 573.00	\$ 500.00	\$ 1,789.40
11.9 Other State Aid					\$ 6,885.00
11.10 LSTA					\$ -
11.11 Other Federal Aid					\$ -
11.12 Total Federal Aid (11.10, 11.11)		\$ -	\$ -	\$ -	\$ -
11.14 Gifts & Endowments		\$ 38,066.16	\$ 3,412.14	\$ 1,837.45	\$ 45,417.27
11.15 Fund Raising		\$ 120.00	\$ 175.00	\$ 50.00	\$ 927.00
11.16 Income from Investments transfer		\$ 3,280.00	\$ -	\$ -	\$ 14,980.00
11.17 Library Charges		\$ 228.68	\$ 64.00	\$ 89.18	\$ 540.86
11.18 Other Misc.		\$ 4.00	\$ 11.77	\$ 10.00	\$ -
Prior Fiscal Year				\$ -	
11.19 Total Other Receipts (11.14 thru 11.18)		\$ 41,698.84	\$ 3,662.91	\$ 1,986.63	\$ 61,865.13

Expenses	April	May	June	2023	Annual Budget	\$ Remaining 2023	%Remaining 2023
	Actual	Actual	Actual	YTD	2022		
12.2 Other Staff	\$ 1,782.40	\$ 1,779.90	\$ 1,637.15	\$ 10,814.79	\$ 24,520.00	\$ 13,705.21	56%
12.3 Total Salaries and Wages	\$ 1,782.40	\$ 1,779.90	\$ 1,637.15	\$ 10,814.79			
Social Security	\$ 110.51	\$ 110.34	\$ 101.50	\$ 768.20	\$ 1,438.00	\$ 669.80	47%
Medicare	\$ 25.85	\$ 25.81	\$ 23.74	\$ 179.69	\$ 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	\$ 125.24	\$ 6,359.39			
12.5 Total Staff Expenditures	\$ 4,218.26	\$ 1,916.05	\$ 1,762.39	\$ 17,174.18	\$ 27,094.00		
12.6 Print Materials	\$ -	\$ 627.79	\$ 1,760.90	\$ 2,832.99	\$ 2,000.00	\$ (832.99)	-42%
12.7 Electronic Materials	\$ 33.33	\$ 33.33	\$ 857.59	\$ -	\$ 300.00	\$ 300.00	100%
12.8 Other materials: DVDs, Audio Bk			\$ 401.07	\$ 530.65	\$ 250.00	\$ (280.65)	-112%
12.9 Total Collection Expenditures	\$ 33.33	\$ 661.12	\$ 3,019.56	\$ 4,421.21			
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	\$ 214.00	\$ 1,535.01	\$ 2,500.00	\$ 964.99	39%
Electric	\$ 76.86	\$ 82.09	\$ 93.24	\$ 601.71	\$ 1,000.00	\$ 398.29	40%
Water & Sewer		\$ 164.78		\$ 668.43	\$ 1,000.00	\$ 331.57	33%
Insurance Property/Liability	\$ 2,021.84		\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial			\$ 20.09				
Miscellaneous			\$ 21.49	\$ 21.49	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 2,328.70	\$ 476.87	\$ 348.82	\$ 2,826.64	\$ 7,000.00	\$ 4,173.36	60%

12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 2,328.70	\$ 476.87	\$ 348.82	\$ 2,826.64			
12.18 Office & Library Supplies	\$ 400.98	\$ 110.37	\$ 35.89	\$ 773.27	\$ 450.00	\$ (323.27)	-72%
Telecommunications	\$ 79.98	\$ 79.98		\$ -	\$ 1,000.00	\$ 1,000.00	100%
Internet	\$ 69.00			\$ 138.00	\$ 990.00	\$ 852.00	86%
12.19 Telecommunications	\$ 148.98	\$ 79.98	\$ -	\$ 617.88	\$ 1,990.00	\$ 1,372.12	69%
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		\$ 243.22	\$ 745.86	\$ 850.00	\$ 104.14	12%
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 972.60	\$ 516.69	\$ 279.11	\$ 4,046.00			
12.32 Total Operating Fund Disbursements	\$ 7,552.89	\$ 8,342.73	\$ 5,409.88		\$ 51,034.00		
12.36 Transfers to Other Funds	\$ -	\$ -					
12.38 Total Disbursements and Transfers	\$ 7,552.89	\$ 8,342.73	\$ 5,409.88		\$ 51,034.00		

Checking Account June 2023

			Beginning Balance			\$31,222.29
	6/1/2023	deposit	Chaut. Region Grant Love of Large Print		\$3,970.00	\$35,192.29
	6/1/2023	First National Bank Omaha	Credit card bill	\$412.00		\$34,780.29
	6/5/2023	national fuel	gas	\$214.00		\$34,566.29
	6/5/2023	CCLS	Overdrive	\$33.33		\$34,532.96
	6/5/2023	Spectrum	phone bill	\$79.98		\$34,452.98
	6/5/2023	National Grid	Electric	\$93.24		\$34,359.74
6167	6/10/2023	Barnes & Noble	DG Grant movies	\$824.26		\$33,535.48
6164	6/10/2023	Barnes & Noble	DG Grant books	\$1,242.69		\$32,292.79
6163	6/7/2023	Wal Mart	Love of Large Print Grant Teen Seating	\$221.88		\$32,070.91
	6/13/2023	Spectrum	refused payment		\$79.98	\$32,150.89
	6/15/2023	Give Big CHQ			\$1,040.20	\$33,191.09
	6/16/2023	Give Big CHQ			\$190.40	\$33,381.49
	6/23/2023	deposit	SRP Grant CCLS		\$500.00	\$33,881.49

Checking Account June 2023

	6/9/2023	Krista	payroll	\$45.73		\$33,835.76
	6/9/2023	Cindy	Payroll	\$546.88		\$33,288.88
	6/9/2023	Taxes	payroll	\$182.85		\$33,106.03
	6/23/2023	Krista	payroll	\$42.46		\$33,063.57
	6/23/2023	Vanessa	payroll	\$276.43		\$32,787.14
	6/23/2023	Cindy	payroll	\$458.53		\$32,328.61
	6/23/2023	Taxes	payroll	\$209.51		\$32,119.10
6166	6/24/2023	Krista	cleaning supplies	\$20.09		\$32,099.01
	6/29/2023	First national Bank Omaha	credit card bill	\$643.36		\$31,455.65
	6/29/2023	Give Big CHQ			\$321.25	\$31,776.90
						\$31,776.90

Savings Account June 2023

			Beginning Balance			\$21,897.36
	6/7/2023	deposit	mug- 10, endress-10, barney-200		\$220.00	\$22,117.36
	6/23/2023	deposit	donation box-89.18, mugs-50, dice run-40, covert-10, BC-15, mothboys-10		\$214.18	\$22,331.54
	6/30/2023	deposit	interest		\$0.36	\$22,331.90
						\$22,331.90