

Minerva Free Library Board

“Libraries Change Lives”

October 3, 2023 Agenda

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Director’s Report: (5 min)

Treasurer’s Report: (10 mins) – Darlene

- August Beginning Balance (checking and Savings): \$ 49,831.74
- Ending Balance (checking and savings): \$ 98,754.14
- Endowment Balance: \$112,819.74
- Fundraising: \$ 10.00 (mug)
- Gifts: \$ 260.00 (Community Bank gift and private donor)
- Grant Balance: \$50,000.00 Wake Family Foundation

Sub Committee Reports:

Book Club (5 mins) – Judy

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

Fundraising (10) mins) – Dianne and Judy

Sustainable Fund Committee (10 min)- Elizabeth, Carol, Darlene

Grants (5 min)- Beth and Cindy

Executive Session

New Business

Next Meeting will be held on: November 7, 2023 6:00 p.m.

Upcoming Meeting focus:

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-

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, Visit Town of Sherman Board

August- Event programming, Sexual Harassment Training, Conflict of Interest Policy

Sept- Evaluations

Minerva Free Library
2023 Approved Budget

June	July	August	September	YTD
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Endowment

	June	July	August	September	YTD		
Overall USB Fund Endowment	\$ 109,245.29	\$ 112,556.85	\$ 114,606.58	\$ 112,819.74			
Checking Account	\$ 31,222.29	\$ 31,776.90	\$ 28,365.39	\$ 26,534.07			
Savings Account	\$ 21,896.98	\$ 22,331.90	\$ 26,534.07	\$ 23,297.67			
Total Portfolio	\$ 162,364.56	\$ 166,665.65	\$ 169,506.04	\$ 162,651.48			

Income

	June	July	August	September	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	2023	2023	2023	2023
11.25 Balance in Operating Fund	\$ 89,694.46	\$ 88,821.88	\$ 85,553.78	\$ 85,037.87				
11.1 Local Funding				\$ 5,000.00	\$ 10,000.00	\$ 10,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 10,000.00			
11.3 Local Library Services Aid (LLSA)			\$ 1,293.30		\$ 1,436.70	\$ 2,000.00		
11.7 CCLS Grants	\$ 500.00		\$ 823.00		\$ 2,469.00	\$ 3,000.00		
11.8 Total System Cash Grants	\$ 500.00	\$ -	\$ 2,116.30	\$ -	\$ 3,905.70			
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	\$ 1,822.45	\$ 10.00	\$ 37.90	\$ 50,260.00	\$ 95,710.17	\$ 850.00		
Gifts	\$ 270.00	\$ 10.00	\$ 37.90	\$ 260.00				
Grants	\$ 1,552.45			\$ 50,000.00				
Amazon Smile								
Room donations								
11.15 Fund Raising	\$ 50.00	\$ -	\$ 746.00	\$ 10.00	\$ 1,698.00	\$ 6,939.00		
book clubs								
mugs				\$ 10.00				
charcuterie								
movie night								
baskets			\$ 322.00					
bikes			\$ 424.00					
bunco								
friend of the library								
11.16 Income from Investments transfer	\$ -	\$ -	\$ -	\$ -	\$ 14,980.00	\$ 21,000.00		
11.17 Library Charges	\$ 89.18	\$ -	\$ 81.00	\$ 60.80	\$ 682.66	\$ 175.00		
11.18 Other Misc.	\$ 10.00	\$ 122.50		\$ 26.00	\$ 359.51	\$ 520.00		
Prior Fiscal Year					\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 3,794.08	\$ 142.50	\$ 1,648.80	\$ 100,626.80	\$ 113,430.34	\$ 52,134.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 4,294.08	\$ 142.50	\$ 3,765.10	\$ 105,626.80	\$ 127,336.04	\$ 14,393.00		
	\$ 93,988.54	\$ 88,964.38	\$ 89,318.88	\$ 190,664.67		\$ 66,527.00		

Expenses	June	July	August	September	2023	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	YTD	2023		
12.2 Other Staff	\$ 1,637.15	\$ 1,757.65	\$ 1,952.10	\$ 1,693.45	\$ 16,389.50	\$ 24,520.00	\$ 8,130.50	33%
12.3 Total Salaries and Wages	\$ 1,637.15	\$ 1,757.65	\$ 1,952.10	\$ 1,693.45	\$ 16,389.50			
Social Security	\$ 101.50	\$ 108.97	\$ 121.03	\$ 104.99	\$ 1,016.11	\$ 1,438.00	\$ 421.89	29%
Medicare	\$ 23.74	\$ 25.49	\$ 28.31	\$ 24.57	\$ 237.69	\$ 336.00		
Workers Compensation				\$ 555.00	\$ 1,039.00	\$ 400.00	\$ (639.00)	-160%
Unemployment		\$ 766.50			\$ 5,694.00			
Disability					\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave					\$ -			
IRS payments					\$ 370.46			
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 125.24	\$ 900.96	\$ 149.34	\$ 684.56	\$ 8,357.26			
12.5 Total Staff Expenditures	\$ 1,762.39	\$ 2,658.61	\$ 2,101.44	\$ 2,378.01	\$ 24,746.76	\$ 27,094.00		
12.6 Print Materials	\$ 1,760.90	\$ 9.50	\$ 562.28	\$ 3,215.05	\$ 6,619.82	\$ 2,000.00	\$ (4,619.82)	-231%
12.7 Electronic Materials	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ -	\$ 300.00	\$ 300.00	100%
12.8 Other materials: DVDs, Audio Bk	\$ 1,225.33				\$ 1,354.91	\$ 250.00	\$ (1,104.91)	-442%
12.9 Total Collection Expenditures	\$ 3,019.56	\$ 42.83	\$ 595.61	\$ 3,248.38	\$ 8,274.70			
12.10 From Local Public Funds (71PF)					\$ -			
12.11 Other Funds Expenses					\$ 9,504.67	\$ 8,500.00		
12.12 Total Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 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	\$ 214.00	\$ 214.00	\$ 214.00	\$ 191.00	\$ 1,940.01	\$ 2,500.00	\$ 559.99	22%
Electric	\$ 93.24	\$ 107.43	\$ 131.82	\$ 140.13	\$ 873.66	\$ 1,000.00	\$ 126.34	13%
Water & Sewer		\$ 168.75		\$ 179.48	\$ 847.91	\$ 1,000.00	\$ 152.09	15%
Insurance Property/Liability	\$ -	\$ -	\$ -	\$ -	\$ 2,021.84	\$ 2,500.00	\$ 478.16	19%
Custodial	\$ 41.58	\$ 70.00	\$ 105.00	\$ 20.63	\$ 261.43			
Miscellaneous	\$ -	\$ -	\$ -	\$ 79.93	\$ 79.93	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 348.82	\$ 560.18	\$ 450.82	\$ 611.17	\$ 6,024.78	\$ 7,000.00	\$ 975.22	14%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 348.82	\$ 560.18	\$ 450.82	\$ 611.17	\$ 6,024.78			
12.18 Office & Library Supplies	\$ 35.89	\$ -	\$ 386.34	\$ -	\$ 1,159.61	\$ 450.00	\$ (709.61)	-158%
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	\$ -	\$ 697.86	\$ 1,990.00	\$ 1,292.14	65%
12.20 Postage/freight			\$ -		\$ 326.34	\$ -	\$ (326.34)	
12.21 Professional Consultant Fees				\$ 20.00	\$ 270.00	\$ 300.00	\$ 30.00	10%
12.22 Equipment				\$ -	\$ -			
Software	\$ -				\$ 28.81			
				\$ -	\$ -			
	\$ -	\$ -	\$ -	\$ -	\$ -			
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ 666.82	\$ 19.88	\$ 686.70	\$ 1,000.00	\$ 313.30	31%
12.23 Other Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 502.64	\$ 850.00	\$ 347.36	41%
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 35.89	\$ 148.98	\$ 1,133.14	\$ 39.88	\$ 4,975.80			
12.32 Total Operating Fund Disbursements	\$ 5,166.66	\$ 3,410.60	\$ 4,281.01	\$ 6,277.44		\$ 51,034.00		
12.36 Transfers to Other Funds								
12.38 Total Disbursements and Transfers	\$ 5,166.66	\$ 3,410.60	\$ 4,281.01	\$ 6,277.44		\$ 51,034.00		
12.39 Balance in Operating Fund	\$ (872.58)	\$ (3,268.10)	\$ (515.91)	\$ 184,387.23				
	\$ 88,821.88	\$ 85,553.78	\$ 85,037.87	\$ 184,387.23				

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
September Checking 2023			Beginning Balance			\$26,534.07
	9/1/2023	payroll	direct deposit	\$795.50		\$25,738.57
	9/1/2023	payroll	taxes	\$213.67		\$25,524.90
	9/7/2023	First National Bank Omaha	Credit card bill	\$606.24		\$24,918.66
	9/7/2023	National Grid	electric	\$140.13		\$24,778.53
	9/7/2023	CCLS	Aug. Overdrive	\$33.33		\$24,745.20
	9/7/2023	National Fuel	gas	\$191.00		\$24,554.20
	9/7/2023	Erie Insurance	workers compensation	\$555.00		\$23,999.20
	9/7/2023	Village of Sherman	water	\$179.48		\$23,819.72
6173	9/7/2023	Cengage Learning Inc/ Gale	Large print books	\$2,564.48		\$21,255.24
6175	9/25/2023	Cengage Learning Inc/ Gale	Large print books	\$321.73		\$20,933.51
6174	9/19/2023	Anthony Guiffreda	ASI Teen author talk	\$20.00		\$20,913.51
	9/15/2023	payroll	direct deposit	\$627.53		\$20,285.98
	9/15/2023	payroll	taxes	\$186.31		\$20,099.67
						\$20,099.67
Totals		Transaction count: 13		\$6,434.40	\$0.00	\$20,099.67

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
September Savings 2023			Beginning Balance			\$23,297.67
	9/8/2023		wake foundation		\$50,000.00	\$73,297.67
			endress		\$10.00	\$73,307.67
			community bank		\$250.00	\$73,557.67
	9/22/2023		donation box- 60.80, book sale- 6, town of sherman- 5,000, mug sale- 10		\$5,096.80	\$78,654.47
Totals		Transaction count: 0		\$0.00	\$55,356.80	\$78,654.47

Date	Copies	Fines	Fax	Daily Donation	Book Sale	Total	Petty Cash					\$ 40.00	Money at the start of 2023
1/1/2023	\$ 1.60			\$ 0.60		\$ 2.20	mug sale						
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							
5/9/2023			\$ 14.00			\$ 14.00							
5/9/2023	\$ 1.05					\$ 1.05							
5/11/2023			\$ 2.50			\$ 2.50							
5/13/2023	\$ 0.20					\$ 0.20							
5/13/2023		\$ 3.15				\$ 3.15							
5/13/2023		\$ 0.60				\$ 0.60							
5/23/2023	\$ 1.20					\$ 1.20							
5/23/2023	\$ 31.00					\$ 31.00							
5/23/2023				\$ 10.00		\$ 10.00							
5/25/2023	\$ 1.60					\$ 1.60							
5/30/2023	\$ 1.00					\$ 1.00							
6/26/2023			\$ 3.00			\$ 3.00							
6/27/2023	\$ 0.80			\$ 0.20		\$ 1.00							
7/6/2023	\$ 26.00			\$ 4.00		\$ 30.00							
7/6/2023	\$ 0.40					\$ 0.40							
7/6/2023	\$ 1.00					\$ 1.00							
7/11/2023	\$ 2.80			\$ 0.20		\$ 3.00							
7/13/2023		\$ 1.80		\$ 0.20		\$ 2.00							
7/13/2023		\$ 7.00		\$ 3.00		\$ 10.00							
7/25/2023	\$ 1.60					\$ 1.60							
7/31/2023	\$ 1.80			\$ 0.20		\$ 2.00							
8/1/2023		\$ 0.15				\$ 0.15							
8/1/2023	\$ 4.40			\$ 0.80		\$ 5.20							
8/3/2023	\$ 0.20					\$ 0.20							
8/3/2023	\$ 1.80					\$ 1.80							
8/7/2023	\$ 30.00					\$ 30.00							
8/8/2023				\$ 2.50		\$ 2.50							
8/14/2023			\$ 2.00			\$ 2.00							
8/24/2023	\$ 3.00					\$ 3.00							
						\$ -							
						\$ -							
						\$ -							
						\$ -							
						\$ -							
						\$ -							
7/17/2023	\$ 0.80					\$ 0.80							
\$ 304.31													

\$ - Total Petty Cash

September 5, 2023 From the Director's Desk

STATS for 9/1/2023-9/26/2023: Audiobooks: 12, Books: 272, CCLS Audiobooks: 4, CCLS LP: 8, DVD: 116, J Books: 115, JR DVD: 2, J MEDIA: 9, New Book: 5, New J Book:1 TOTAL CIRC:544 down from 764 in August. Libby Stats: 100 in Aug, 90 in July, 107 in June, 84 in May, 85 in April, 94 in March, 80 in Feb, 60 in Jan

NEWS & NOTES:

- Halloween Decorating happened September 29. Beth, Judy, Elizabeth, Cindy and Vanessa were all in attendance getting the library prepped for our Batty Month!
- October Events:



- The Annual Meeting of CCLS is happening October 11 at Holiday Valley. Each year they print off an annual report and ask the libraries for a small blurb to put in about what the year looked like for the library. This is the blurb and pictures submitted for Minerva:

Minerva Library has been busily working this year to make our library a welcoming, comforting environment to our community. We have pursued many grants that have contributed to this endeavor. Thank you to the following friends who helped our library: Lake Shore Savings Bank for the “adding color to our children’s area” grant, Carnahan-Jackson Foundation for operational funding, Chautauqua Community Foundation for our “Love of Large Print” grant, Pilcrow Foundation and community organizations Community Bank, Stanley Hose Auxiliary, and Bunco Buddies to grow our children’s books, The NY State construction grant for the drainage fix and outdoor learning patio, Art Services Inc. for our teen book club grant, Dollar General for funding our Summer Reading Program.

Although Minerva did not receive the 259 sustainable funding vote in June of 2023 that has not stopped the library from working hard to be a reliable service to our community. With more than just books to offer, Minerva Free Library has come alive in the hearts and lives of the Sherman and surrounding communities. Programs such as TOPS (Take off pounds Sensibly) and Zumba are adding health and fitness awareness to the community. After-school story time, community book club, and teacher book club are encouraging fellowship, awareness of social issues, and a continued love of reading to broaden horizons. The Minerva Free Library Board is tireless working with the Town and Village of Sherman to find ways to stay a viable resource. Thank you to the CCLS community for reaching out and encouraging the Minerva Library through stages of change, heartache and joy in the 2023 year. Just wait and see what the library system can accomplish in the years to come.

