

Minerva Free Library Board

“Libraries Change Lives”

February 6, 2024 Agenda

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Director’s Report: Cindy

Treasurer’s Report: Darlene

- Monthly beginning balance: checking \$8,244.23 and Savings \$31,284.01
- Monthly ending balance: checking \$7,624.29 and Savings \$31,593.39
- Endowment Balance: \$168,229.57
- UBS Core Savings: \$50,000.00

Sub Committee Reports:

Book Club– Judy

Building and grounds- Elizabeth

Fundraising– Dianne and Judy- Feb. Book Sale, Galentine Charcuterie night, March Prickly Pear Paint night, Sweet Pea Designs online fundraising apparel, bookmarks, and gifts in the works

Sustainable Fund Committee- Elizabeth, Darlene

Grants- Beth and Cindy

Policy Approval: Selection Policy, Request for Review of Printed and Published Material, Resolution on Challenged Materials, Gift and Collection Policy

New Business:

Next Meeting will be held on: March 5, 2024 6:00 p.m.

Upcoming Meeting focus:

Jan- Holiday Party

Feb- 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

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
Minutes: December 5, 2023
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Krista Rhebergen, Judy Warren, Karen Croscut, Dianne Courtney-Freeman
Virtual: Elizabeth Meeder
Director: Cindy Sears

Secretary’s Report: President Beth Armes called the meeting to order @ 6:02 PM. Attendance was taken, followed by the Pledge of Allegiance.

The minutes from the November Board Meeting were approved. A motion was made by Darlene and Seconded by Dianne. All: Aye.

Director’s Report: Cindy Sears

The director’s report was reviewed by the board before the meeting and no questions or concerns needed to be addressed.

* Treasurer’s Report : Darlene	Beginning	Ending
Checking and Savings Balance	\$98,852.42	\$46,296.95
Endowment Balance	\$107,058.46	
UBS Core Savings:	\$50,000.00	
Gifts: room donation, private gifts	\$285	

A motion was made to approve the proposed 2024 Budget
The motion was made by Karen and Seconded by Krista. All: Aye

Book Clubs: Judy

The Adult Community Book Club will meet on Tuesday, December 19th and will discuss Hercule Poirot’s Christmas and Winter Stroll.

The SCS Book Club will not meet in December.

The teen club book boxes are being distributed in December.

We talked about getting a phone number for the community members who don't have Facebook so that they receive messages from the group.

Buildings and Grounds Report: Beth for Elizabeth

*The signage will go for production with Brandon from 360 Graphics.

The Village has gifted us the Special Use Permit and our new building permit.

Fundraising: Upcoming events

* Judy will head up a committee to work on a fundraiser event for spring with the hopes that this can be helpful with our sustainable funding. We will have our first committee meeting on Tuesday, January 2nd @6:00. Beth, Elizabeth, Dianne, and Cindy will be members of the committee.

Sustainability Funding Committee:

We are waiting to find out when the Town will distribute the funding that they put in their budget for support of the library. We need to have a timeline of this distribution for our records. This will be for the 2024 year.

Secured Capital Project Money 259 Vote \$55,000...Elizabeth will contact Eric from the Post Journal to help us get the publicity going.

The Committee will begin the active planning stage in January.

Grants: There was a meeting held with the director of the Sheldon Foundation in regards to the grant proposal we submitted. It was decided that there needed to be a rewrite of parts of the proposal, now that the distribution of funds is better understood. The Lift will be what we concentrate on.

Policies:

Library Code of Conduct Policy. Motion to approve made by Krista, Seconded by Karen. All: Aye

Community Meeting Room Policy: it was decided that a check list needed to be prepared for the groups using the building. Krista and Cindy will work on this. A motion to approve the policy was made by Darlene and Seconded by Karen.

All: Aye

Library Equipment Loan Policy: Adding Donations Greatly Appreciated to it. With these changes being made a motion to approve was made by Karen and Seconded by Dianne. All: Aye

The Board regretfully accepted the resignation of Carol Chase after her many years of service on the board. Carol's presence and knowledge of the library and the community will be greatly missed. We wish her well.

The Holiday Closings Schedule for 2024 was submitted to the board. A motion to accept it was made by Judy and Seconded by Krista. All: Aye

The focus of the February meeting will be Election of Officers.

Next Meeting: Tuesday, February 6th, 2023.

Adjournment: The motion to adjourn was made by Darlene and seconded by Karen @ 7:11.

Respectfully submitted,
Judith Warren

Minerva Free Library
2024 Approved Budget

Endowment	January	YTD		
UBS Fund Endowment	\$ 168,267.37			
UBS Savings Account	\$ 50,000.00			
Checking Account	\$ 8,244.23			
Savings Account	\$ 31,284.01			
Total Portfolio	\$ 257,795.61	\$ -		

Income	January	YTD	Annual Budget	\$ Remaining
	Actual	2024	2024	2024
11.25 Balance in Operating Fund	\$ -	\$ (619.94)		
11.1 Local Funding	\$ -	\$ -	\$ 55,000.00	
11.2 Local Funding	\$ -	\$ -		
11.3 Local Library Services Aid (LLSA)	\$ -	\$ -	\$ 2,000.00	
11.7 CCLS Grants	\$ -	\$ -	\$ 2,600.00	
11.8 Total System Cash Grants	\$ -	\$ -		
11.9 Other State Aid	\$ -	\$ -	\$ -	
11.10 LSTA		\$ -		
11.11 Other Federal Aid		\$ -		
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -		
11.14 Gifts & Endowments	\$ 93.00	\$ 93.00	\$ -	
Donation Box	\$ 73.00			
Gifts	\$ 10.00			
Room donation	\$ 10.00			
11.15 Fund Raising	\$ 20.00	\$ 20.00	\$ 300.00	
candy box	\$ 20.00			
11.16 Income from Investments transfer	\$ -	\$ -	\$ -	
11.17 Library Charges (petty cash)	\$ 194.38	\$ 194.38	\$ 113.00	
11.18 Other Misc.	\$ -	\$ -	\$ 100.00	
book sale	\$ 2.00			
Prior Fiscal Year	\$ -	\$ -		
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 422.38	\$ 307.38	\$ 60,113.00	
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ -	\$ 307.38	\$ -	
	\$ -	\$ (312.56)	\$ 60,113.00	

Expenses	January	2024	Annual Budget	\$ Remaining
	Actual	YTD	2024	2024
12.2 Other Staff	\$ -	\$ -	\$ 26,000.00	\$ 26,000.00
12.3 Total Salaries and Wages	\$ -	\$ -	\$ 26,000.00	
Social Security	\$ -	\$ -	\$ 1,550.00	\$ 1,550.00
Medicare	\$ -	\$ -	\$ 363.00	
Workers Compensation	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
Unemployment				
Disability		\$ -	\$ 400.00	\$ 400.00
NYS Paid Family Leave		\$ -		
IRS payments				
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ -	\$ -	\$ 3,313.00	
12.5 Total Staff Expenditures	\$ -	\$ -	\$ 29,313.00	
12.6 Print Materials	\$ 65.00	\$ 65.00	\$ 2,000.00	\$ 1,935.00
12.7 Electronic Materials	\$ 33.33	\$ 33.33	\$ 600.00	\$ 566.67
12.8 DVDs, toys	\$ -	\$ -	\$ 250.00	\$ 250.00
12.9 Total Collection Expenditures	\$ 98.33	\$ 98.33	\$ 2,850.00	
12.10 From Local Public Funds (71PF)		\$ -		
12.11 Other Funds Expenses	\$ 70.00	\$ 70.00	\$ 10,000.00	
12.12 Total Capital Expenditures	\$ 70.00	\$ 70.00	\$ 10,000.00	
12.13 From Local Public Funds				
12.14 From Other Funds Repairs			\$ 1,300.00	\$ 1,300.00
12.15 Total Repairs	\$ -	\$ -	\$ 1,300.00	
Gas	\$ 164.00	\$ 164.00	\$ 2,600.00	\$ 2,436.00
Electric	\$ 81.66	\$ 81.66	\$ 1,200.00	\$ 1,118.34
Water & Sewer	\$ -	\$ -	\$ 1,100.00	\$ 1,100.00
Insurance Property/Liability	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
Custodial	\$ 53.98		\$ 600.00	
Miscellaneous	\$ -	\$ -	\$ -	
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 299.64	\$ 245.66	\$ 8,000.00	\$ 7,754.34
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 299.64	\$ 245.66	\$ 9,300.00	
12.18 Office & Library Supplies	\$ 71.99	\$ 71.99	\$ 3,000.00	\$ 2,928.01
Telecommunications	\$ 79.98	\$ 79.98	\$ 1,000.00	\$ 920.02
Internet	\$ -	\$ -	\$ 500.00	\$ 500.00
12.19 Telecommunications	\$ 79.98	\$ 79.98	\$ 1,500.00	\$ 1,420.02
12.20 Postage/freight	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
12.21 Professional Consultant Fees	\$ -	\$ -	\$ 300.00	\$ 300.00
12.22 Equipment	\$ -	\$ -	\$ 150.00	\$ 150.00
Software	\$ -	\$ -	\$ -	
	\$ -	\$ -		
	\$ -	\$ -		

SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
12.23 Other Miscellaneous	\$ -	\$ -	\$ 700.00	\$ 700.00
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 151.97	\$ 151.97	\$ 8,650.00	
12.32 Total Operating Fund Disbursements	\$ 619.94	\$ 565.96	\$ 60,113.00	
12.36 Transfers to Other Funds	\$ -			
12.38 Total Disbursements and Transfers	\$ 619.94		\$ 60,113.00	
12.39 Balance in Operating Fund	\$ (619.94)	\$ 307.38		
	\$ (619.94)	\$ (312.56)		

Janaury Check Register 2023

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$8,244.23
6183	1/4/2023	Cengage Learning	LP Book	\$27.29		\$8,216.94
	1/4/2024	WB Mason	toner	\$71.99		\$8,144.95
	1/4/2024	National Bank Omaha	Salt- 53.98, table- 70, books-37.71, specturm-79.98	\$241.67	\$0.00	\$7,903.28
	1/4/2024	CCLS	Overdrive	\$33.33		\$7,869.95
	1/4/2024	National Fuel	Gas	\$164.00		\$7,705.95
	1/20/2024	Natinal Grid	Electric	\$81.66		\$7,624.29
Totals		Transaction count: 6		\$619.94	\$0.00	\$7,624.29

January Savings Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
						\$31,284.01
	1/17/2024	deposit	Donation Box- 73 Endress-10 Petty Cash-194.38 Room donation-10 Candy Box- 20 Book sale-2		\$309.38	\$31,593.39
Totals		Transaction count: 1		\$0.00	\$309.38	\$31,593.39

Petty Cash 2024

Date	Copies	Fines	Fax	Daily Donation	Book Sale	Total	Petty Cash		\$ 109.00	Money at the start of 2024
1/11/2023	\$ -	\$ 9.00		\$ -		\$ 9.00				
1/19/2024	\$ -	\$ 3.00		\$ -		\$ 3.00				
1/20/2024	\$ -	\$ 1.00		\$ -		\$ 1.00				
						\$ 13.00				

\$ 122.00 Total Petty Cash

February 6, 2024 From the Director's Desk

STATS for 1/1/2024-1/30/2024: Audiobooks: 1, Books: 273, CCLS Audiobooks: 4, CCLS LP: 19, DVD: 66, Holiday DVD:2, J Books: 169, JR DVD: 1, J MEDIA: 6, magazines 5, TOTAL CIRC: 540/Jan **2024** 479/Dec, 598/Nov, 736/Oct, 544/Sept, 764/Aug **2023**

Libby Stats: **2024** 109/Dec, 129/Nov, 114/Oct, 116/Sept, 100/Aug, 90/July, 107/June, 84/May, 85/April, 94/March, 80/Feb, 60/Jan **2023**

NEWS & NOTES:

Toddler time is still going well.

Storytime has changed in dynamic; we are reading some stories but they are playing games together more and so we have purchased with the Teen Book Club grant wooden board games for them to play during that time.

I have a full 2023 UBS report if anyone would like to look it over.

Judy, Beth and I discussed the movie license. It would cost \$350 for a year. We did not use it once last year, so we have decided not to purchase it this year. If we need to purchase it we can get ahold of the company and buy in for whatever remains of the year.

The Annual Report for CCLS and NYS has been released, I have started working on sections of the report. I was able to balance the 2023 Operating Report and have included that in this email for you to view.

I do think we should hire someone to audit our books this year. Would anyone have a name of someone they trust?

The Dorn foundation gifted us a donation at the end of December last year. I have a letter for you to read.

Also, we did not receive the Ralph C Wilson Jr Foundation Arts and Culture Initiative but they sent an explanation letter saying this was the first year for this grant and it was met with great interest and a competitive process, unable to meet our request at this time.

We also received a nice thank you note from Carol Chase that I will pass around as well.



Minerva Free Library
116 Miller Street
Sherman, NY 14781
Phone: 716-761-6378
Selection Policy

Selection Policy

It is the purpose of the Minerva Free Library to provide materials and information to all the residents of the Town of Sherman and surrounding towns and villages.

The library will try to provide our patrons with current, high interest materials in a variety of formats as our budget permits. We will always attempt to offer material on all sides of controversial issues. Censorship or parochial thinking is not appropriate to an institution dedicated to preserving free expression of ideas and the search for truth.

Selection procedures for adult, young adult and juvenile materials will involve the search for the best that is available, relying on published reviews and the considered judgment of the staff.

In selecting material, their interest, information and enlightenment to all people of the community the library serves will be considered. In addition, the library will attempt to make a comparison between new materials under consideration and those already published. Many works important in our culture contain isolated elements to which some individuals may object. Our selection will be guided by the value or impact of the work as a whole- the impact of the entire work transcending the specific words, phrases, or incidents of which it is made.

The library will provide books and other materials for young adults and children that are suitable for these age groups. Whenever possible, these materials will be clearly labeled and they will be separated from adult collections. An attempt will be made to select materials for children that are authentic in fact and feeling, straightforward in presentation, unbiased in point of view and within the child's ability to comprehend. However, we will not follow a selection policy that prevents adults from reading mature literature because of the possibility that it may fall into the hands of children.

In summation, it should be clearly understood that the library feels strongly that the freedom to read and reach decisions independent of coercion or censorship of any kind is extremely important and the basic privilege of all the library's patrons.

Issue raised by this policy or questions concerning the selection of library materials will be directed to the Library Director.

Board of Directors- Sherman Minerva Free Library

Board Approved February 6, 2024

The Minerva Free Library reserves the right to modify this policy at any time.



Minerva Free Library
116 Miller Street
Sherman, NY 14781
Phone: 716-761-6378

Request for Review of Printed and Published Materials

Author:

Type of book or material:

Title:

Publisher (if known):

Request initiated by:

Telephone:

Address:

Complainant represents:

_____ Himself/Herself

_____ Name of Organization:

_____ Other (identify):

1. To what do you object to in this book or material? (Please be specific, citing pages, etc.) Add comments on reverse side of page.

2. Why do you object to the material being used?

3. Did you read the entire book? Y/ N What parts?

4. Are you aware of the judgement of this book or material by literary critics?

5. What do you believe is the theme of this book or material?

Board of Directors- Sherman Minerva Free Library

Board Approved February 6, 2024

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Resolution on Challenged Materials

Resolution on Challenged Materials

WHEREAS, The Library Bill of Rights states that no library materials should be proscribed because of partisan or doctrinal disapproval, and

WHEREAS, Constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line, and

WHEREAS, Any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

WHEREAS, The Constitution requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

WHEREAS, The dissemination of a particular work which is alleged to be protected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversary hearing.

THEREFORE, THE PREMISES CONSIDERED, BE IT RESOLVED, That the American Library Association declares as a matter of firm principle that no challenged library material should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.

Board of Directors- Sherman Minerva Free Library

Board Approved February 6, 2024

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Gift and Collection Policy

Gift and Collection Policy

Materials offered to the Minerva Free Library as gifts will be accepted on the basis that the library is free

to keep or discard these materials. If these materials are duplicates of what is in the library's collection

or if they are not in keeping with the foregoing statements in selection of materials, they will be discarded or sold at the library's book sale.

In case of memorial gifts, the library staff will assist the donor in selecting material suitable as a gift and

a memorial, when possible.

Board of Directors- Sherman Minerva Free Library

Board Approved February 6, 2024

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