

Minerva Free Library Board

“Libraries Change Lives”

April 2, 2024 Agenda

Meeting called to order

Pledge of Allegiance

Voting New Board Member

Approve Previous Meeting Minutes

Director’s Report: Cindy

Treasurer’s Report: Darlene

- Monthly beginning balance: checking \$2,557.59 and Savings \$31,861.12
- Monthly ending balance: checking \$1, 748.66 and Savings \$27,187.22
- Endowment Balance: \$717,306.23
- UBS Core Savings: \$50,572.61

Sub Committee Reports:

Book Club– Judy

Building and grounds- Elizabeth

NYS Construction Grant (*New Committee) what to apply for in 2025?

Fundraising– Dianne and Judy- April Prickly Pear Paint night, Sweet Pea Designs online fundraising apparel, bookmarks, and gifts (have samples to share and we need to set our own prices)

Grants- Beth and Cindy (ideas: window treatments and non-fiction upgrade also patio furniture)

Policy Approval: Freedom to View, Gift and Collection, Library Bill of Rights

New Business:

Next Meeting will be held on: May 7, 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: March 12, 2024 “Libraries Change Lives”

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

Guest Chris L.

Secretary’s Report: President Beth Armes called the meeting to order @ 6:00 PM. Attendance was taken, followed by the Pledge of Allegiance.

The minutes from the February Board Meeting were approved after a correction was noted in regards to a mention of the windows. Corrected minutes will be sent to Cindy and be put on the website. A motion was made by Darlene and Seconded by Elizabeth. All:Aye

Director’s Report: Cindy Sears

A couple of items were discussed from the report. The first being Sherman’s Annual Junk Day: we will place some of the wooden chairs from the upper floor at curbside, with the exception of 24 of them. A set of kids plastic chairs on wheels will also be placed at curbside.

An issue in regards to Toddler Time was discussed and will be dealt with on a needed bases. Our numbers are up with extended family attending this time with our toddlers.

Treasurer's Report: Darlene

	Checking	and	Savings
Beginning Balance	\$7,624.29		\$31,593.39
Ending Balance	\$4,144.88		\$31,861.12
Endowment Balance	\$168,499.88		
UBS Core Savings:	\$50,572.61		

Karen will touch base with Bill Peck and see if he'd be interested in auditing our books.

Darlene made a motion to accept the annual report as submitted to CCLS. It was seconded by Karen. All:Aye

Give CHQ will be looked at by Cindy.

Book Clubs:Judy

The Adult Community Book Club will meet on Tuesday, March 19th and will discuss The Book Woman of Troublesome Creek and Calling Me Home.

The SCS Book Club will meet on Thursday, March 21 and will discuss The Persian Pickle Club.

The Teen Book Club can pick up the March read Witches of Brooklyn.

Buildings and Grounds Report:Beth for Elizabeth

*The signage from 360 Graphics is in the basement. Cindy reached out to Keith @ Brick City in regard to getting the sign in place and this should take place by the end of the month.

There will be a meeting with Charlie, Mike, Elizabeth and Cindy in regards to the windows.

*Elizabeth will work with Eric from The Post Journal to get a press brief in the paper in regard to these projects.

Outside seating will still be a focus.

Fundraising: Upcoming events

*Book Sale, Puzzle Sale and Bake Sale on Saturday, February 24th went well, with \$400 being raised.

*Prickly Pear April 18th 6PM

*Looking into Sweet Pea for May...Cindy is getting in touch about this with Pam Reading

*An idea about a spring event will be looked at closer.

Sustainability Funding Committee:

Elisabeth reported that she went to the Town Board meeting and had a pleasant conversation with the board while answering questions in regards to funding. Cindy provided an overview that made this meeting proceed with ease.

We will officially disband the Sustainability Committee at the present time.

Communication will continue to be followed through with the two boards. We will still think about the possibility of a newsletter/flier.

Outside seating will still be a focus.

Grants:

A Dollar General Summer Program grant was submitted.

The Sign Grant, Teen Book Club Grant, and Data Wiring Grant will be closed out shortly.

The only outstanding Grant will be the window grant.

Policies:

*A motion to approve the Circulation Policy, Computer Policy, and Confidentiality of Records Policy was made by Darlene and Seconded by Karen. All:Aye

Next Meeting: Tuesday, April, 2, 2024

Adjournment: The motion to adjourn was made by Karen and seconded by Dianne @ 6:50.

Respectfully submitted,
Judith Warren

Minerva Free Library
2024 **Approved Budget**

Endowment

	January	February	March	YTD		
UBS Fund Endowment	\$ 168,267.37	\$ 168,499.88	\$ 171,306.23			
UBS Core Savings Account	\$ 50,000.00	\$ 50,572.61	\$ 50,572.61			
Checking Account	\$ 8,244.23	\$ 7,624.29	\$ 2,557.59			
Savings Account	\$ 31,284.01	\$ 31,593.92	\$ 31,861.12			
Total Portfolio	\$ 257,795.61	\$ 258,290.70	\$ 256,297.55	\$ -		

Income

	January	February	March	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	2024	2024	2024	2024
11.25 Balance in Operating Fund	\$ 83,609.00	\$ 81,836.53	\$ 78,623.82	\$ 83,609.00			
11.1 Local Funding	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ -			
11.3 Local Library Services Aid (LLSA)		\$ 143.70	\$ -	\$ 143.70	\$ 2,000.00		
11.7 CCLS Grants	\$ -	\$ -	\$ 587.25	\$ 587.25	\$ 2,600.00		
11.8 Total System Cash Grants	\$ -	\$ 143.70	\$ -	\$ 730.95			
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	\$ 218.38	\$ 121.00	\$ 293.85	\$ 633.23	\$ -		
Donation Box	\$ 73.00		\$ 123.85				
Gifts	\$ 10.00	\$ 121.00	\$ 120.00				
Room donation	\$ 10.00						
Grants			\$ 50.00				
11.15 Fund Raising	\$ 20.00	\$ -	\$ 40.00	\$ 60.00	\$ 300.00		
candy box	\$ 20.00						
book clubs			\$ 40.00				
charcuterie							
prickly pear							
sweet pea designs							
11.16 Income from Investments transfer	\$ -	\$ -	\$ -	\$ -	\$ -		
11.17 Library Charges (petty cash)	\$ 194.38	\$ -	\$ -	\$ 194.38	\$ 113.00		
petty cash	\$ 194.38						
copies							
11.18 Other Misc.	\$ 2.00	\$ 2.00	\$ 405.00	\$ 409.00	\$ 100.00		
book sale	\$ 2.00	\$ 2.00	\$ 405.00				
	\$ -			\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 434.76	\$ 123.00	\$ 738.85	\$ 1,296.61	\$ 60,113.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 434.76	\$ 266.70	\$ 738.85	\$ 2,027.56	\$ -		
11.26 Grand total receipts	\$ 84,043.76	\$ 82,103.23	\$ 79,362.67	\$ 85,636.56	\$ 60,113.00		

Expenses	January	February	March	2024	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	YTD	2024		
12.2 Other Staff	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 5,736.55	\$ 26,000.00	\$ 20,263.45	78%
12.3 Total Salaries and Wages	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 5,736.55	\$ 26,000.00		
Social Security	\$ 91.42	\$ 151.81	\$ 161.48	\$ 404.71	\$ 1,550.00	\$ 1,145.29	74%
Medicare	\$ 21.37	\$ 35.50	\$ 37.77	\$ 94.64	\$ 363.00		
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
Unemployment							
Disability				\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave				\$ -			
IRS payments							
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 112.79	\$ 187.31	\$ 199.25	\$ 499.35	\$ 3,313.00		
12.5 Total Staff Expenditures	\$ 1,587.29	\$ 2,636.01	\$ 2,012.60	\$ 6,235.90	\$ 29,313.00		
12.6 Print Materials	\$ 65.00	\$ 195.39	\$ 339.59	\$ 599.98	\$ 2,000.00	\$ 1,400.02	70%
12.7 Electronic Materials	\$ 33.33	\$ 50.00	\$ 50.00	\$ 133.33	\$ 600.00	\$ 466.67	78%
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	100%
12.9 Total Collection Expenditures	\$ 98.33	\$ 245.39	\$ 389.59	\$ 733.31	\$ 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	100%
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00		
Gas	\$ 164.00	\$ 164.00	\$ 133.00	\$ 461.00	\$ 2,600.00	\$ 2,139.00	82%
Electric	\$ 81.66	\$ 87.08	\$ 70.51	\$ 239.25	\$ 1,200.00	\$ 960.75	80%
Water & Sewer	\$ -	\$ -	\$ 178.91	\$ 178.91	\$ 1,100.00	\$ 921.09	84%
Insurance Property/Liability	\$ -	\$ -	\$ 2,113.70	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ 53.98	\$ -	\$ 102.29		\$ 600.00		
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 879.16	\$ 8,000.00	\$ 7,120.84	89%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 879.16	\$ 9,300.00		
12.18 Office & Library Supplies	\$ 71.99	\$ -	\$ 64.99	\$ 136.98	\$ 3,000.00	\$ 2,863.02	95%
Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 239.94	\$ 1,000.00	\$ 760.06	76%
Internet	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	100%
12.19 Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 239.94	\$ 1,500.00	\$ 1,260.06	84%
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
12.21 Professional Consultant Fees	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ 300.00	\$ 50.00	17%
12.22 Equipment	\$ -	\$ -	\$ 1,571.10	\$ 1,571.10	\$ 150.00	\$ (1,421.10)	-947%
Software	\$ -	\$ -	\$ -	\$ -	\$ -		
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
12.23 Other Miscellaneous		\$ 16.95	\$ 160.34	\$ 177.29	\$ 700.00	\$ 522.71	75%
gifts		\$ 16.95					
postage							
Inter Library Loan			\$ 8.00				
Teen Book Club			\$ 152.34				
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 151.97	\$ 346.93	\$ 1,876.41	\$ 2,375.31	\$ 8,650.00		
12.32 Total Operating Fund Disbursements	\$ 2,207.23	\$ 3,479.41	\$ 6,877.01	\$ 10,293.68	\$ 60,113.00		
12.36 Transfers to Other Funds	\$ -	\$ -	\$ -				
12.38 Total Disbursements and Transfers	\$ 2,207.23	\$ 3,479.41	\$ 6,877.01	\$ 10,293.68	\$ 60,113.00		
12.39 Balance in Operating Fund	\$ (1,772.47)	\$ (3,212.71)	\$ (6,138.16)	\$ (8,266.12)			
12.40 Grand Total disbursements will equal 11.26	\$ 81,836.53	\$ 78,623.82	\$ 72,485.66	\$ 75,342.88			

March 2024 Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$2,557.59
	3/11/2024	transfer	savings to checking		\$3,000.00	\$5,557.59
	3/11/2024	CCLS	overdrive- 50, ILL-8	\$58.00		\$5,499.59
	3/11/2024	National Grid	electric	\$70.51		\$5,429.08
	3/11/2024	National Fuel	gas	\$133.00		\$5,296.08
	3/11/2024	Erie Insurance	Erie Secure Business	\$2,113.70		\$3,182.38
	3/11/2024	Village of Sherman	water bill	\$178.91		\$3,003.47
	3/11/2024	National Bank of Omaha	credit card	\$739.19		\$2,264.28
	3/14/2024	transfer	savings to checking	\$0.00	\$3,000.00	\$5,264.28
	3/14/2024	Void check	vanessa		\$7.56	\$5,271.84
6184	3/14/2024	Advent	Data wiring grant	\$1,571.10		\$3,700.74
	3/15/2024	Payroll	taxes	\$198.60		\$3,502.14
	3/15/2024	Payroll	direct deposit	\$730.48		\$2,771.66
	3/29/2024	Payroll	taxes	\$221.58		\$2,550.08
	3/29/2024	Payroll	direct deposit	\$801.42		\$1,748.66
				\$0.00		\$1,748.66
Totals		Transaction count: 14		\$6,816.49	\$6,007.56	\$1,748.66

March 2024 Savings Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$31,861.12
	3/1/2024	deposit	donaton- 37.85, book sale- 404, CBC- 30, Friends-110, Pilcrow-50		\$631.85	\$32,492.97
	3/11/2024	transfer	from savings to checking	\$3,000.00	\$0.00	\$29,492.97
	3/14/2024	transfer	from savings to checking	\$3,000.00		\$26,492.97
	3/12/2024	deposit	materials grant CCLS		\$587.25	\$27,080.22
	3/25/2024	deposit	book sale-1, donation box- 86, CBC-10, Endress gift- 10		\$107.00	\$27,187.22
						\$27,187.22
						\$27,187.22
						\$27,187.22
Totals		Transaction count: 5		\$6,000.00	\$1,326.10	\$27,187.22

Petty Cash 2024

[illegible]

\$ 172.05 Total Petty Cash

April 2, 2024 From the Director's Desk

STATS for 3/1/2024-3/26/2024: Audiobooks: 4, Books: 256, CCLS Audiobooks: 1, CCLS LP: 8, DVD: 106, DVD Set:3, ILL_Book:3, J Books: 224, JR DVD: 6, magazines 8, TOTAL CIRC: 619/Mar, 727/Feb, 540/Jan **2024** 479/Dec, 598/Nov, 736/Oct, 544/Sept, 764/Aug **2023**

Libby Stats: 88/Feb, 122/Jan **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:

Note on the financials- I had Sarah Oehlbeck balance the books for Jan. and Feb. I had made some errors but we are all straightened out now and everything is balanced. So although the totals for the checking and savings account seem very different from last month they have been balanced and our reports are up to date.

The New York State Senate and Legislature both recently met and sorted out their budgets for the 2025 year. They both agreed to raise the LLSA and the Money granted to NYS Construction grants in 2025. This was celebrated news by CCLS.

Although there will not be a specific eclipse program in the library on April 8, I will have toddler time where we will be talking about circles and the eclipse, and we will be open our regular hours. If anyone wants to come to the library that day to enjoy the 4 minutes of dark together, I would love the company.



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

The FREEDOM TO VIEW, along with the Freedom to Speak, to Hear and to Read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video and to other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitution guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video and other audiovisual materials.
3. To provide film, video and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious or political beliefs of the producer or film maker or on the basis of controversial content.
5. To contest vigorously, by all lawful means every encroachment upon the public's freedom to view.

Board of Directors- Sherman Minerva Free Library

Board Approved 4/2/2024

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
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 4/2/2024

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

The American Library Association affirms that all libraries are forums for information and ideas, and that following basic policies should guide their service.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967, and
January 23, 1980 by the ALA Council

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