

Minerva Free Library Board

“Libraries Change Lives”

March 12, 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 \$7,624.29 and Savings \$31,593.39
- Monthly ending balance: checking \$4,144.88 and Savings \$31,866.12
- Endowment Balance: \$168,499.88
- UBS Core Savings: \$50,572.61

Sub Committee Reports:

Book Club– Judy

Building and grounds- Elizabeth

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)

Sustainable Fund Committee- Elizabeth, Darlene

Grants- Beth and Cindy

Policy Approval: Circulation Policy, Computer Policy, Confidentiality of Records

New Business:

Next Meeting will be held on: April 2, 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: February 6, 2024
“Libraries Change Lives”

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

Secretary’s Report: Vice President Elizabeth Meeder called the meeting to order @ 5:56 PM. Attendance was taken, followed by the Pledge of Allegiance.

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

Director’s Report: Cindy Sears

The director’s report was reviewed by the board. A letter from the Dorn Foundation and a card from past board member, Carol Chase was shared.

Treasurer’s Report: Darlene

Checking and Savings Beginning Balance	\$8,224.23	\$31,284.01
Ending Balance	\$7,624.29	\$31,593.39
Endowment Balance	\$168,229.57	
UBS Core Savings:	\$50,000.00	

The distribution of January salaries will be fixed on the balance.
Annual Report is in process, the full UBS Report will be available.

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

Elections of Officers was held. Dianne made a motion for all the officers to remain the same for the upcoming year. All: Aye

Book Clubs:Judy

The Adult Community Book Club will meet on Tuesday, February 20th and will discuss The Boys in the Boat, The Good Sister, The Giver and The Girl on the Train. This is a lengthy list because of missing in January because of the weather.

The SCS Book Club will meet on Thursday, February 29th and discuss The Heaven and Earth Grocery Store.

The teen club book boxes are being distributed for February.

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 from 360 Graphics is in the basement. Cindy reached out to Keith @ Brick City in regard to getting the sign in place.

*Window Project with the Sheldon Foundation has to have parts rewritten. Linda from the organization will contact Elizabeth.

*PRIOR MEETING NOTES There was a meeting held with the director of the Sheldon Foundation in regard 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.

THIS MONTH We were approved for a \$25,000 grant toward the lift. We are looking at getting bids with the help from other groups that have done this recently.

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

Fundraising: Upcoming events

* It was decided to cancel the Charcuterie Board event in February because of lack of participants.

*Book Sale, Puzzle Sale and Bake Sale will be Saturday, February 24th from 9:30-12

*Prickly Pear March 18th 6PM

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

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. We are very grateful that this will help us be sustainable for another year.

Because of the help from the town, Elizabeth made a motion that we don't go after the 259 vote this year. It was seconded by Karen All:Aye

Grants: As stated above, we received \$25,000 toward the lift.

Nothing is being worked on at the present moment, but the girls continue to tirelessly work on opportunities.

Policies:

*A motion to approve The Selection Policy was made by Darlene and Seconded by Karen. All:Aye

*A motion to approve the Resolution on Challenged Materials and Request for Review of Printed and Published Materials was made by Elizabeth and Seconded by Darlene, with the correction that the director will curate the books and the board will only address this if need be. All:Aye

The focus of the March meeting will be Fundraising, Programming, Give Big CHQ and Audit.

Next Meeting: Tuesday, March, 12, 2024

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

Respectfully submitted,
Judith Warren

February 2024 Checking Account

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$7,624.29
	2/1/2024	Payroll	taxes	\$184.71		\$7,439.58
	2/1/2024	Payroll	direct deposit	\$632.08		\$6,807.50
	2/5/2024	National Fuel	gas	\$164.00		\$6,643.50
	2/5/2024	First Bank Mastercard	gift carol-16.95, phone-79.98, teen book club- 195.39	\$292.32		\$6,351.18
	2/5/2024	CCLS	Jan-Overdrive	\$50.00		\$6,301.18
	2/8/2024	National Grid	electric	\$87.08		\$6,214.10
	2/15/2024	Payroll	taxes	\$206.93		\$6,007.17
	2/15/2024	payroll	direct deposits	\$760.57	\$0.00	\$5,246.60
	2/17/2024	Bensink & Associates	990 Taxes	\$250.00	\$0.00	\$4,996.60
		payroll	taxes	\$192.87		\$4,803.73
		payroll	direct deposit	\$658.85		\$4,144.88
Totals		Transaction count: 11		\$3,479.41	\$0.00	\$4,144.88

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$31,593.92
	2/7/2024	deposit	teachers- 121, LLSA- 143.70, Book Sale 2		\$266.70	\$31,860.62
	2/29/2024	deposit	interest		\$0.50	\$31,861.12
Totals		Transaction count: 2		\$0.00	\$267.20	\$31,861.12

Petty Cash 2024

[illegible]

\$ 148.25 Total Petty Cash

Minerva Free Library
2024 **Approved Budget**

Endowment	January	February	YTD		
UBS Fund Endowment	\$ 168,267.37	\$ 168,499.88			
UBS Savings Account	\$ 50,000.00	\$ 50,572.61			
Checking Account	\$ 8,244.23	\$ 7,624.29			
Savings Account	\$ 31,284.01	\$ 31,593.92			
Total Portfolio	\$ 257,795.61	\$ 258,290.70	\$ -		

Income	January	February	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	2024	2024	2024	2024
11.25 Balance in Operating Fund	\$ 83,609.00	\$ 81,819.58	\$ 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	\$ -	\$ -	\$ -	\$ 2,600.00		
11.8 Total System Cash Grants	\$ -	\$ 143.70	\$ 143.70			
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	\$ 339.38	\$ -		
Donation Box	\$ 73.00					
Gifts	\$ 10.00	\$ 121.00				
Room donation	\$ 10.00					
Grants						
11.15 Fund Raising	\$ 20.00	\$ -	\$ 20.00	\$ 300.00		
candy box	\$ 20.00					
book clubs						
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	\$ 4.00	\$ 100.00		
book sale	\$ 2.00	\$ 2.00				
	\$ -		\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 434.76	\$ 123.00	\$ 557.76	\$ 60,113.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 434.76	\$ 266.70	\$ 701.46	\$ -		
11.26 Grand total receipts	\$ 84,043.76	\$ 82,086.28	\$ 84,310.46	\$ 60,113.00		

Expenses	January	February	2024	Annual Budget	\$ Remaining	%Remaining	Assumptions
	Actual	Actual	YTD	2024			
12.2 Other Staff	\$ 1,474.50	\$ 2,448.70	\$ 3,923.20	\$ 26,000.00	\$ 22,076.80	85%	
12.3 Total Salaries and Wages	\$ 1,474.50	\$ 2,448.70	\$ 3,923.20	\$ 26,000.00			
Social Security	\$ 91.42	\$ 151.81	\$ 243.23	\$ 1,550.00	\$ 1,306.77	84%	
Medicare	\$ 21.37	\$ 35.50	\$ 56.87	\$ 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	\$ 300.10	\$ 3,313.00			
12.5 Total Staff Expenditures	\$ 1,587.29	\$ 2,636.01	\$ 4,223.30	\$ 29,313.00			
12.6 Print Materials	\$ 65.00	\$ 195.39	\$ 260.39	\$ 2,000.00	\$ 1,739.61	87%	
12.7 Electronic Materials	\$ 33.33	\$ 50.00	\$ 83.33	\$ 600.00	\$ 516.67	86%	
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	100%	
12.9 Total Collection Expenditures	\$ 98.33	\$ 245.39	\$ 343.72	\$ 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	\$ 328.00	\$ 2,600.00	\$ 2,272.00	87%	
Electric	\$ 81.66	\$ 87.08	\$ 168.74	\$ 1,200.00	\$ 1,031.26	86%	
Water & Sewer	\$ -	\$ -	\$ -	\$ 1,100.00	\$ 1,100.00	100%	
Insurance Property/Liability	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%	
Custodial	\$ 53.98	\$ -		\$ 600.00			
Miscellaneous	\$ -	\$ -	\$ -	\$ -			
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 299.64	\$ 251.08	\$ 496.74	\$ 8,000.00	\$ 7,503.26	94%	
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 299.64	\$ 251.08	\$ 496.74	\$ 9,300.00			
12.18 Office & Library Supplies	\$ 71.99	\$ -	\$ 71.99	\$ 3,000.00	\$ 2,928.01	98%	
Telecommunications	\$ 79.98	\$ 79.98	\$ 159.96	\$ 1,000.00	\$ 840.04	84%	
Internet	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	100%	
12.19 Telecommunications	\$ 79.98	\$ 79.98	\$ 159.96	\$ 1,500.00	\$ 1,340.04	89%	
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00		
12.21 Professional Consultant Fees	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00	100%	
12.22 Equipment	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00	100%	
Software	\$ -	\$ -	\$ -	\$ -			
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%	
12.23 Other Miscellaneous	\$ 16.95	\$ -	\$ 16.95	\$ 700.00	\$ 683.05	98%	
gifts	\$ 16.95						
postage							
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 168.92	\$ 79.98	\$ 248.90	\$ 8,650.00			
12.32 Total Operating Fund Disbursements	\$ 2,224.18	\$ 3,212.46	\$ 5,382.66	\$ 60,113.00			
12.36 Transfers to Other Funds	\$ -	\$ -					
12.38 Total Disbursements and Transfers	\$ 2,224.18	\$ 3,212.46	\$ 5,382.66	\$ 60,113.00			
12.39 Balance in Operating Fund	\$ (1,789.42)	\$ (2,945.76)	\$ (4,681.20)				
12.40 Grand Total disbursements will equal 11.26	\$ 81,819.58	\$ 78,873.82	\$ 78,927.80				

March 12, 2024 From the Director's Desk

STATS for 2/1/2024-2/29/2024: Audiobooks: 5, Books: 336, CCLS Audiobooks: 5, CD: 1, CCLS LP: 12, DVD: 111, DVD Set: 2, Holiday DVD: 1, ILL_Book: 1, J Books: 245, JR DVD: 3, J MEDIA: 1, magazines 4, TOTAL CIRC: 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:

Toddler time presented a challenge two weeks ago during Minerva's birthday. There was a very unruly child and I am thinking of ways to deal with this if it happens again. Last week Vanessa ran Toddler Time and had a successful day with 10 in attendance. Monday March 11 Toddler Time had 15 in attendance and went very smoothly. We had been focusing on colors and next we will be switching over to shapes. I am going to start thinking about a better curriculum to teach to the toddlers. Find a way to be a bit more organized.

Storytime has definitely changed in its focus. The Teen Book Club grant money has all been spent and we purchased a lot of card games, board games and an art station. I am considering teaching the elementary aged kids how to play a board/card game a month. The teen girls were excited to use the new art station that has been put together and takes up a corner in the meeting room upstairs. We passed out Pax for the February teen book and have a few more books in waiting to be passed out in the next few months as well.

The Village of Sherman's Spring clean up starts April 15 of this year. Should we consider setting more of the chairs from upstairs outside and maybe some other "junk" items we might find?

I applied to the Dollar General SRP grant again. We will not know if we received the DG Grant until May.

I have also applied to the Pilcrow Rural Book Grant again. Triple E and the Theta Beta Chapter of the Beta Sigma Phi International Sorority have already given toward this 2-1 match grant. We are waiting to hear back from the Olive Lodge if they will give anything. We will not know if we received the Pilcrow grant until May.



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

Anyone four years of age, (up to 17 years of age with parent's consent), and older may request a library card and borrow materials with their card. All borrowers must have card on file. (Our files must show current address and phone number.)

Unless otherwise stated a circulation period is two weeks for books, including audio books. Magazines and videos circulate for one week.

Materials may be renewed for an additional one or two week period, unless on reserve.

Reference circulation does not circulate except at discretion of the director and then only overnight.

All overdue books, periodicals, and audio books will be fined at a rate of 15 cents a day/per book, periodical and audio book. Videos at 50 cents a day/per video with a maximum of \$5.00 per item. Staff discretion is allowed, as the most important goal is recovery of the overdue materials.

If, at the end of the two weeks from the first date of the fine, the item (s) is not returned, all borrowing privileges will be suspended this will be in effect until all materials are returned.

Automated phone calls through the system will be made to patrons with overdue materials. Followed by a bill for the replacement cost of each item.

All fines must be paid up to date before any new materials can be taken from the library.

Overdue items deposited in the night drop box will be subject to fines.

All materials placed in book drop are backdated to last day library was open for return item/

Patron will be charged up to replacement value for lost or damaged items.

Library Hours:

Monday 10:00 a.m.-4:00 p.m.

Tuesday 4:00-8:00 p.m.

Thursday 9:00 a.m.-4:00 p.m. & 6:00-8:00 p.m.

Saturday 9:00 a.m.-12:00 p.m.

Board of Directors- Sherman Minerva Free Library

Board Approved 3/12/2024

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
Computer Policy

The purpose of public computer access at the Sherman Minerva Free Library is to serve primarily as a reference tool.

Sign-in is required in the computer logbook. You must present a current Minerva Free library card, a driver's license or some form of identification that includes name and current address.

Computer access is for educational and informational use only.

No games, No chat rooms, No access to materials that are unlawful, obscene, abusive or otherwise objectionable material.

Computer usage is on a first come, first serve basis, unless previously scheduled. You may schedule a particular time up to two weeks in advance. Usage will be for ½-hour use. If no one is waiting, an additional ½ hour may be used. Maximum use is two 30-minute intervals per person per day. All computers will be shut down 15 minutes prior to closing.

Children under 12 must be under direct supervision of a parent or guardian. Only one person per workstation unless helping child or special circumstances approved by library staff.

Printing policy is the same as our copy policy. Current cost is 20 cents per page.

Internet users under the age of 18 must have written permission from parents or guardian on file.

Computers must be used in a manner that does not damage the equipment. Do not change the configuration of any software on these computers. If the patron experiences problems or cannot get the computers to work, report to the library staff.

No purchase may be made via the Library's Internet workstations.

By signing up to use the Internet workstation at the Minerva Free Library, you agree to abide by the Internet Access Policy and the Internet Acceptable Use Policy. Misuse of the computers or failure to abide by these policies and procedures will result in the loss of your Internet privileges and/or Library privileges.

Board of Directors- Sherman Minerva Free Library

Board Approved 3/12/2024

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

Sherman Minerva Free Library concurs with the New York State Confidentiality Law which protects the privacy rights of library users. This law prohibits the release of any information relating the name of a person and his/her library use without a properly executed subpoena from a court of law. Sherman Minerva Free Library has:

- Reviewed the internal record keeping procedures to assure that records identifying library users are limited to those essential for library operation.
- Advised all library employees that registration records and circulation records identifying the names of library users are to be confidential in nature.

Employees will not tell a third party whether a person has a library card. Write the name of a borrower on a book card which is placed in the book. Tell a parent what his/her child has borrowed even if it is overdue.

Send a reserve notice or overdue reminder on a postcard.

Reveal the nature of someone's reference question to another person.

Board of Directors- Sherman Minerva Free Library

Board Approved 3/12/2024

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