

Minerva Free Library
2024 Approved Budget

Endowment	January	February	March	April	May	June
UBS Fund Endowment	\$ 168,267.37	\$ 168,499.88	\$ 171,306.23	\$ 174,032.99	\$ 170,331.09	173,833.15
UBS Core Savings Account	\$ 50,000.00	\$ 50,572.61	\$ 50,572.61	\$ 50,749.71	\$ 50,945.85	\$ 51,136.56
Checking Account	\$ 8,244.23	\$ 7,624.29	\$ 2,557.59	\$ 1,407.30	\$ 3,405.10	\$ 6,353.56
Savings Account	\$ 31,284.01	\$ 31,593.92	\$ 31,861.12	\$ 27,187.72	\$ 48,994.41	\$ 45,205.46
Total Portfolio	\$ 257,795.61	\$ 258,290.70	\$ 256,297.55	\$ 253,377.72	\$ 273,676.45	\$ 102,695.58

Income	January	February	March	April	May	June
	Actual	Actual	Actual	Actual	Actual	Actual
11.25 Balance in Operating Fund	\$ 83,609.00	\$ 81,711.68	\$ 78,499.47	\$ 72,668.22	\$ 96,472.71	\$ 95,632.22
11.1 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -
11.3 Local Library Services Aid (LLSA)		\$ 143.70	\$ -	\$ -	\$ -	\$ -
11.7 CCLS Grants	\$ -	\$ -	\$ 587.25	\$ -	\$ 1,087.25	\$ 500.00
11.8 Total System Cash Grants	\$ -	\$ 143.70	\$ 587.25	\$ -	\$ 1,087.25	\$ 500.00
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	\$ 121.00	\$ 293.85	\$ 47.00	\$ 2,485.00	\$ 25,640.25
Donation Box	\$ 73.00		\$ 123.85	\$ 37.00	\$ -	\$ 41.00
Gifts	\$ 10.00	\$ 121.00	\$ 120.00	\$ 10.00	\$ 110.00	\$ 145.00
Room donation	\$ 10.00					
Grants			\$ 50.00		\$ 2,375.00	\$ 25,454.25
11.15 Fund Raising	\$ 20.00	\$ -	\$ 40.00	\$ 259.00	\$ -	\$ -
candy box	\$ 20.00			\$ 19.00		
book clubs			\$ 40.00			
charcuterie						
prickly pear				\$ 240.00		
sweet pea designs						
11.16 Income from Investments transfer	\$ 0.53	\$ 0.50	\$ 0.50	\$ 0.69	\$ 0.80	\$ 0.82
11.17 Library Charges (petty cash)	\$ 194.38	\$ -	\$ -	\$ -	\$ -	\$ -
petty cash	\$ 194.38					
lost book						
copies						
11.18 Other Misc.	\$ 2.00	\$ 2.00	\$ 405.00	\$ -	\$ 13.00	\$ -
book sale	\$ 2.00	\$ 2.00	\$ 405.00		\$ 13.00	
	\$ -					
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 309.91	\$ 123.50	\$ 739.35	\$ 306.69	\$ 2,498.80	\$ 25,641.07
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 309.91	\$ 267.20	\$ 1,326.60	\$ 27,806.69	\$ 3,586.05	\$ 26,141.07
11.26 Grand total receipts	\$ 83,918.91	\$ 81,978.88	\$ 79,826.07	\$ 100,474.91	\$ 100,058.76	\$ 121,773.29

Expenses	January	February	March	April	May	June
	Actual	Actual	Actual	Actual	Actual	Actual
12.2 Other Staff	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 1,771.55	\$ 1,841.95	\$ 1,727.15
12.3 Total Salaries and Wages	\$ 1,474.50	\$ 2,448.70	\$ 1,813.35	\$ 1,771.55	\$ 1,841.95	\$ 1,727.15
Social Security	\$ 91.42	\$ 151.81	\$ 112.43	\$ 109.83	\$ 114.20	\$ 107.08
Medicare	\$ 21.37	\$ 35.50	\$ 26.30	\$ 25.69	\$ 26.71	\$ 25.05
Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unemployment						
Disability						
NYS Paid Family Leave						
IRS payments			\$ 341.36			
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 112.79	\$ 187.31	\$ 480.09	\$ 135.52	\$ 140.91	\$ 132.13
12.5 Total Staff Expenditures	\$ 1,587.29	\$ 2,636.01	\$ 2,293.44	\$ 1,907.07	\$ 1,982.86	\$ 1,859.28
12.6 Print Materials	\$ 65.00	\$ 195.39	\$ 339.59	\$ 577.25	\$ 562.64	\$ 42.36
12.7 Electronic Materials	\$ 33.33	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ -	\$ 162.52	\$ -
12.9 Total Collection Expenditures	\$ 98.33	\$ 245.39	\$ 389.59	\$ 627.25	\$ 775.16	\$ 92.36
12.10 From Local Public Funds (71PF)						
12.11 Other Funds Expenses	\$ 70.00				\$ 1,000.00	
12.12 Total Capital Expenditures	\$ 70.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -
12.13 From Local Public Funds						
12.14 From Other Funds Repairs						\$ 62.69
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62.69
Gas	\$ 164.00	\$ 164.00	\$ 133.00	\$ 133.00	\$ 116.97	\$ 121.00
Electric	\$ 81.66	\$ 87.08	\$ 70.51	\$ 80.82	\$ 88.69	\$ 94.59
Water & Sewer	\$ -	\$ -	\$ 178.91	\$ -	\$ 179.33	\$ -
Insurance Property/Liability	\$ -	\$ -	\$ 2,113.70	\$ -	\$ -	\$ -
Custodial	\$ 53.98	\$ -	\$ 102.29	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 213.82	\$ 384.99	\$ 215.59
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 299.64	\$ 251.08	\$ 2,598.41	\$ 213.82	\$ 384.99	\$ 278.28
12.18 Office & Library Supplies	\$ 71.99	\$ -	\$ 64.99	\$ 130.82	\$ 123.99	\$ 57.90
Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98	\$ 79.98
Internet	\$ -	\$ -	\$ -	\$ 69.00	\$ -	\$ -
12.19 Telecommunications	\$ 79.98	\$ 79.98	\$ 79.98	\$ 148.98	\$ 79.98	\$ 79.98
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ -	\$ -	\$ -
12.21 Professional Consultant Fees	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -
12.22 Equipment	\$ -	\$ -	\$ 1,571.10	\$ -	\$ -	\$ -
Software	\$ -	\$ -	\$ -	\$ -	\$ 79.56	\$ -
12.23 Other Miscellaneous		\$ 16.95	\$ 160.34	\$ 974.26	\$ -	
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ -	\$ 11.61	\$ -	\$ -
gifts		\$ 16.95				
postage						
Inter Library Loan			\$ 8.00	\$ 8.00		
Teen Book Club			\$ 152.34	\$ 954.65		
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 151.97	\$ 346.93	\$ 1,876.41	\$ 1,254.06	\$ 283.53	\$ 137.88
12.32 Total Operating Fund Disbursements	\$ 2,207.23	\$ 3,479.41	\$ 7,157.85	\$ 4,002.20	\$ 4,426.54	\$ 2,367.80
12.36 Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	
12.38 Total Disbursements and Transfers	\$ 2,207.23	\$ 3,479.41	\$ 7,157.85	\$ 4,002.20	\$ 4,426.54	\$ 2,367.80
12.39 Balance in Operating Fund	\$ (1,897.32)	\$ (3,212.21)	\$ (5,831.25)	\$ 23,804.49	\$ (840.49)	\$ 23,773.27
12.40 Grand Total disbursements will equal 11.26	\$ 81,711.68	\$ 78,499.47	\$ 72,668.22	\$ 96,472.71	\$ 95,632.22	\$ 119,405.49

July	August	September	October	November	December	YTD		
\$ 175,256.44	\$ 177,930.16	\$ 180,633.34	\$ 182,790.82	\$ 180,218.40	\$ 184,303.43			
\$ 51,328.01	\$ 51,513.96	\$ 51,719.27	\$ 51,888.35	\$ 52,065.45	\$ 52,046.31			
\$ 4,458.01	\$ 1,831.33	\$ 4,583.08	\$ 5,021.16	\$ 7,586.72	\$ 78,347.26			
\$ 70,892.28	\$ 70,507.39	\$ 64,412.80	\$ 54,513.81	\$ 45,326.78	\$ 1,697.09			
\$ 301,934.74	\$ 301,782.84	\$ 301,348.49	\$ 294,214.14	\$ 285,197.35	\$ 316,394.09	\$ -		

July	August	September	October	November	December	YTD	Annual Budget	\$ Remaining	%Remaining
Actual	Actual	Actual	Actual	Actual	Actual	2024	2024	2024	2024
\$ 119,405.49	\$ 116,411.92	\$ 113,069.08	\$ 103,608.17	\$ 96,986.70	\$ 81,218.02	\$ 83,609.00			
\$ -	\$ -	\$ -	\$ 27,500.00			\$ 55,000.00	\$ 55,000.00		
\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ -	\$ 55,000.00			
\$ 1,343.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,487.40	\$ 2,000.00		
\$ 837.25	\$ -	\$ -	\$ -	\$ 1,087.25	\$ -	\$ 4,099.00	\$ 2,600.00		
\$ 2,180.95	\$ -	\$ -	\$ -	\$ 1,087.25	\$ -	\$ 5,586.40			
	\$ 765.00					\$ -	\$ -		
						\$ -			
						\$ -			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
\$ 30.00	\$ 94.27	\$ 2,100.00	\$ 266.72	\$ 16,364.00	\$ 60,495.55	\$ 108,030.64	\$ -		
	\$ 39.27		\$ 26.72		\$ 83.55	\$ 424.39			
\$ 10.00	\$ 55.00	\$ 100.00	\$ 140.00	\$ 1,364.00	\$ 60,412.00	\$ 62,597.00			
			\$ 100.00			\$ 110.00			
\$ 20.00		\$ 2,000.00		\$ 15,000.00		\$ 44,899.25			
\$ 205.00	\$ 40.00	\$ -	\$ 19.00	\$ 35.00	\$ 10.00	\$ 628.00	\$ 300.00		
\$ 15.00						\$ 54.00			
\$ 10.00	\$ 40.00		\$ 19.00	\$ 35.00	\$ 10.00	\$ 154.00			
						\$ -			
						\$ 240.00			
\$ 180.00						\$ 180.00			
\$ 1.16	\$ 1.14	\$ 1.01	\$ 1.15	\$ 0.68	\$ 0.73	\$ 9.71	\$ -		
\$ -	\$ -	\$ -	\$ 16.10	\$ -	\$ -	\$ 210.48	\$ 113.00		
						\$ 194.38			
			\$ 16.10			\$ 16.10			
						\$ -			
\$ 198.00	\$ 5.00	\$ -	\$ 10.00	\$ 8.00	\$ 20.00	\$ 663.00	\$ 100.00		
\$ 198.00	\$ 5.00		\$ 10.00	\$ 8.00	\$ 20.00	\$ 663.00			
						\$ -			
\$ 434.16	\$ 140.41	\$ 2,101.01	\$ 312.97	\$ 16,407.68	\$ 60,526.28	\$ 109,541.83	\$ 60,113.00		
\$ 2,615.11	\$ 905.41	\$ 2,101.01	\$ 27,812.97	\$ 17,494.93	\$ 60,526.28	\$ 170,128.23	\$ -		
\$ 122,020.60	\$ 117,317.33	\$ 115,170.09	\$ 131,421.14	\$ 114,481.63	\$ 141,744.30	\$ 253,737.23	\$ 60,113.00		

July	August	September	October	November	December	2024	Annual Budget	\$ Remaining	%Remaining
Actual	Actual	Actual	Actual	Actual	Actual	YTD	2024		
\$ 1,736.25	\$ 2,974.30	\$ 1,670.70	\$ 1,885.55	\$ 1,903.40	\$ 2,095.20	\$ 23,342.60	\$ 26,000.00	\$ 2,657.40	10%
\$ 1,736.25	\$ 2,974.30	\$ 1,670.70	\$ 1,885.55	\$ 1,903.40	\$ 2,095.20	\$ 23,342.60	\$ 26,000.00		
\$ 107.65	\$ 184.40	\$ 103.59	\$ 116.91	\$ 118.01	\$ 129.91	\$ 1,447.24	\$ 1,550.00	\$ 102.76	7%
\$ 25.18	\$ 43.13	\$ 24.22	\$ 27.33	\$ 27.60	\$ 30.38	\$ 338.46	\$ 363.00		
\$ -	\$ 541.00	\$ -	\$ -	\$ -	\$ 326.00	\$ 867.00	\$ 1,000.00	\$ 133.00	13%
						\$ -	\$ 400.00	\$ 400.00	100%
					\$ 302.22	\$ 302.22			
\$ 132.83	\$ 768.53	\$ 127.81	\$ 144.24	\$ 145.61	\$ 788.51	\$ 2,954.92	\$ 3,313.00		
\$ 1,869.08	\$ 3,742.83	\$ 1,798.51	\$ 2,029.79	\$ 2,049.01	\$ 2,883.71	\$ 26,297.52	\$ 29,313.00		
\$ 41.24	\$ -	\$ 2,410.69	\$ 1,000.00	\$ 54.99	\$ 154.97	\$ 5,444.12	\$ 2,000.00	\$ (3,444.12)	-172%
\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 583.33	\$ 600.00	\$ 16.67	3%
\$ -	\$ -	\$ 118.40	\$ -	\$ -	\$ 516.72	\$ 797.64	\$ 250.00	\$ (547.64)	-219%
\$ 91.24	\$ 50.00	\$ 2,579.09	\$ 1,050.00	\$ 104.99	\$ 721.69	\$ 6,825.09	\$ 2,850.00		
						\$ -			
\$ 1,378.99		\$ 6,675.00	\$ 30,834.19	\$ 29,454.90	\$ 13,350.00	\$ 82,763.08	\$ 10,000.00		
\$ 1,378.99	\$ -	\$ 6,675.00	\$ 30,834.19	\$ 29,454.90	\$ 13,350.00	\$ 82,763.08	\$ 10,000.00		
\$ 252.00				\$ -		\$ 314.69	\$ 1,300.00	\$ 985.31	76%
\$ 252.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314.69	\$ 1,300.00		
\$ 121.00	\$ 121.00	\$ 109.00	\$ 109.00	\$ 43.79	\$ 98.06	\$ 1,433.82	\$ 2,600.00	\$ 1,166.18	45%
\$ 107.03	\$ 133.01	\$ 122.51	\$ 106.03	\$ 114.25	\$ 143.00	\$ 1,229.18	\$ 1,200.00	\$ (29.18)	-2%
\$ 180.00	\$ -	\$ 184.86	\$ -	\$ 184.94	\$ -	\$ 908.04	\$ 1,100.00	\$ 191.96	17%
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,113.70	\$ 2,500.00	\$ 386.30	15%
\$ -	\$ 47.45	\$ -	\$ -	\$ -	\$ 48.44	\$ 252.16	\$ 600.00		
\$ -	\$ -	\$ -	\$ -	\$ 986.00	\$ -	\$ 986.00	\$ -		
\$ 408.03	\$ 301.46	\$ 416.37	\$ 215.03	\$ 1,328.98	\$ 289.50	\$ 6,922.90	\$ 8,000.00	\$ 1,077.10	13%
\$ 660.03	\$ 301.46	\$ 416.37	\$ 215.03	\$ 1,328.98	\$ 289.50	\$ 7,237.59	\$ 9,300.00		
\$ 515.10	\$ -	\$ 11.20	\$ -	\$ 24.13	\$ -	\$ 1,000.12	\$ 3,000.00	\$ 1,999.88	67%
\$ 79.98	\$ 79.98	\$ 79.98	\$ 76.39	\$ 96.20	\$ 89.59	\$ 982.00	\$ 1,000.00	\$ 18.00	2%
\$ 120.00	\$ -	\$ -	\$ 120.00	\$ -	\$ 120.00	\$ 429.00	\$ 500.00	\$ 71.00	14%
\$ 199.98	\$ 79.98	\$ 79.98	\$ 196.39	\$ 96.20	\$ 209.59	\$ 1,411.00	\$ 1,500.00	\$ 89.00	6%
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	
\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550.00	\$ 300.00	\$ (250.00)	-83%
\$ -	\$ -	\$ -	\$ 109.04	\$ -	\$ -	\$ 1,680.14	\$ 150.00	\$ (1,530.14)	-1020%
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79.56	\$ -		
\$ 594.26	\$ 73.98	\$ 1.77	\$ -	\$ 205.40	\$ 171.53	\$ 2,198.49	\$ 700.00	\$ (1,498.49)	-214%
\$ 580.66	\$ 73.98	\$ -	\$ -	\$ 205.40	\$ 171.53	\$ 1,043.18	\$ 2,000.00	\$ 956.82	48%
						\$ 16.95			
\$ 13.60		\$ 1.77				\$ 15.37			
						\$ 16.00			
						\$ 1,106.99			
\$ 1,609.34	\$ 153.96	\$ 92.95	\$ 305.43	\$ 325.73	\$ 381.12	\$ 6,919.31	#REF!		
\$ 5,608.68	\$ 4,248.25	\$ 11,561.92	\$ 34,434.44	\$ 33,263.61	\$ 17,626.02	\$ 130,042.59	#REF!		
\$ 5,608.68	\$ 4,248.25	\$ 11,561.92	\$ 34,434.44	\$ 33,263.61	\$ 17,626.02	\$ 130,042.59	#REF!		
\$ (2,993.57)	\$ (3,342.84)	\$ (9,460.91)	\$ (6,621.47)	\$ (15,768.68)	\$ 42,900.26	\$ 40,085.64			

\$ 116,411.92 \$ 113,069.08 \$ 103,608.17 \$ 96,986.70 \$ 81,218.02 \$ 124,118.28 \$ 123,694.64

Minerva Free Library

Board of Trustees Meeting Minutes:

December 10th, 2024

“Libraries Change Lives”

Present Board Members: Darlene Barney, Judy Warren, Krista Rhebergen, Beth Armes, Elizabeth Meeder, Chris Labuskes

Absent: Dianne Courtney-Freeman, Karen Croscut

Director: Cindy Sears

Secretary's Report: President Beth Armes called the meeting to order @ 6:02 PM.

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

Director's Report: Cindy Sears

The idea of inviting Vanessa to become a Board Member was brought up by Cindy. A motion was made by Chris and seconded by Elizabeth. All: Aye

With the position that Vanessa vacated, her position was posted with two resumes received and one inquiry. A motion was made by Elizabeth and 2nd by Darlene to post the new job position as Library Clerk and not Library Assistant. The duties would be different for a clerk as opposed to an assistant. When Director Sears makes her decision, this job will begin with a three month trial period with NY State minimum job wages.

Treasurer's Report: Darlene

	Checking	and	Savings
Beginning Balance	\$7,586.72		\$45,326.78
Ending Balance	\$19,323.11		\$17,821.03
Endowment Balance	\$183,848.75 as of November 26		
UBS Core Savings:	\$52,065.454 as of November 26		

Darlene submitted the projected budget sheet for 2025 to the board for their final perusing. With a few minor changes, Krista made a motion to approve the 2025 proposed budget and it was 2nd by Judy. All:Aye

Book Clubs:Judy

The Adult Community Book Club will meet on Tuesday, December 17th. A discussion will be made on the books Christmas Cupcake Murder and How to Walk Away.

The SCS Book Club will meet in January and will discuss the book, Winter Solstice by Rosamunde Pilcher

Buildings and Grounds Report:

The window grant will be finished in the spring with the remaining funds.

Elizabeth will be looking into the possibilities of fixing the leaded windows.

The lift has arrived in Jamestown. The Sheldon Foundation funding was extended to March to deal with the lift and the winter weather.

Fundraising:

February will bring our annual Sweetheart of a Book Sale.

Events:

Photo Scavenger Hunt this Thursday.

Grants:

Cindy and Beth will try to write one more grant proposal this year with the focus being on children's book shelving.

Cindy and Elisabeth with focus on the \$450 dollars left from our outdoor furniture grant.

New Business:

Policies will be rewritten with the changes that were determined by the board. Cindy and Elizabeth will rewrite these also using the comments from Jan @ CCLS.

Elizabeth made a motion to approve the policies that were presented to the board. It was 2nd by Judy. All:Aye

A motion was made by Darlene to approve the 2025 Holiday Closings for Minerva Library. It was 2nd by Judy. All:Aye

The library will be closed for the Holidays on December 24th, December 31st and January 7th.

Instead of our January Meeting, we will have our annual Holiday Party.

Monthly Meeting Focus Topic:

Next Meeting: Tuesday, February 4th, 2025

Adjournment: President Armes adjourned the meeting @ 8:03.

Respectfully submitted,
Judith Warren

Minerva Free Library Board

“Libraries Change Lives”

February 4, 2025 Agenda

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Director’s Report: Cindy

Treasurer’s Report: Darlene

- Monthly beginning balance: Checking \$1,697.09 and Savings \$ 78,347.99
- Monthly ending balance: Checking \$3,195.01 and Savings \$ 77,526.85
- Endowment Balance: \$ 181,048.49
- UBS Core Savings: \$ 52,221.31

Sub Committee Reports:

Book Club– Judy

Building and grounds, NYS Construction Grant- Elizabeth

Fundraising– Dianne and Judy- Prickly Pear Children’s Paint night (waiting for date from Danielle)

Grants- Beth and Cindy- Dollar General SRP grant submitted

Policy Approval:

New Business: Trustee Training in person with Jan: Feb 18-20 or 24-27 we can pick one night and train for 2 hours and be done. Mosher Carpeting

Next Meeting will be held on: March 4, 2025 6:00 p.m.

Upcoming Meeting focus:

Jan- Holiday Party (no meeting)

Feb- Prior year operating report, elect officers, file 990

Mar- CPA Audit, Give Big CHQ, Give 716

Apr- Short/Long Term Review

May- Event Programming (SRP)

June- Sexual Harassment Training, Trustee Education Requirements (2hours)

July- Summer Reading Program (no meeting)

August- Visit Town of Sherman Board

Sept- Evaluations

Oct- Bylaws Review, Posts regarding “Giving Tuesday”

Nov- Review next year’s budget

Dec- Approve next year budget

February 4, 2025 From the Director's Desk

Material Stats: Audiobooks: 0, Books: 157, CCLS Audiobooks: 3, CCLS LP: 6, CD: 0, DVD: 53, DVD Set: 2, Holiday: 0, Holiday DVD: 0, ILL_Book:3, J Books: 181, JR DVD: 4, JR Media: 0, Media: 1, Magazine: 0, New Book: 4, New J Book: 2, TOTAL CIRC: 411/Jan **2025** 460/Dec, 526/Nov, 497/Oct, 541/Sept, 528/Aug, 592/July, 435/June, 432/May, 578/Apr, 619/Mar, 727/Feb, 540/Jan **2024** 479/Dec, 598/Nov, 736/Oct, 544/Sept, 764/Aug **2023**

Libby Stats: **2025** 101/Dec, 105/Nov, 110/Oct, 118/Sept, 117/Aug, 134/July, 85/June, 91/May, 86/Apr, 91/Mar, 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:

Thank you, Judy, for a wonderful Holiday party!

I reached out to Jan and asked if she would come to the library on an evening to do Trustee Training for 2 hours in person. Talking about relevant topics for Trustees. I think it would be nice to do this on an evening and have everyone get their training done together. The dates being offered are Feb. 18-20, and 24-27. After we pick a date, I will confirm with Jan.

The Dollar General \$3,000 Summer Reading Program has been applied for.

The 990-tax information has all been sent to Scott Bensink to be filed.

Shall we move ahead with Mosher Carpet? We can reach out to the Stanley Hose Fire Department about ripping the carpet out and saving some funding, which was offered by Joel Fisher back when this was first discussed with Mr. Wake.

I would like to get some kind of Thank You plaque for Mr. Wake and his generous donations to the library.

I have sent an email to Eric Stormer for the Thermostat upgrade.

I have sent emails to get the ball rolling on the lift again.

Brad Barmore is having his book signing on Jan 28, I will update you on attendance.

We have another author visit planned for Feb. book club, thank you Karen for reaching out to the author.

The library passed Fire Inspection.

I have finished the annual report for the library and it is being reviewed by CCLS currently.

January 2025 Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$1,697.09
	1/3/2025	payroll	direct deposit	\$577.72		\$1,119.37
	1/3/2025	payroll	taxes	\$178.53		\$940.84
	1/2/2025	transfeer	from checking		\$3,000.00	\$3,940.84
	1/13/2025	National Fuel	gas	\$143.00		\$3,797.84
	1/13/2025	National Bank Omaha	credit card- candle company-61, spectrum- 79.98	\$140.98		\$3,656.86
	1/13/2025	CCLS	libby-50, fax line (Nov & Dec)- 19.34, ILL-4	\$73.34		\$3,583.52
	1/13/2025	Village of Sherman	water	\$184.02		\$3,399.50
	1/13/2025	WB Mason	toner	\$68.19		\$3,331.31
	1/13/2025	National Grid	electric	\$86.30		\$3,245.01
	1/27/2025	Sweet Pea Designs	Beded drape pulls	\$50.00		\$3,195.01
Totals		Transaction count: 10		\$1,502.08	\$3,000.00	\$3,195.01

2025
Minerva Free Library
Approved Budget

	January	YTD		
UBS Fund Endowment	\$ 181,048.49			
UBS Core Savings Account	\$ 52,221.31			
Checking Account	\$ 1,697.09			
Savings Account	\$ 78,347.99			
Total Portfolio	\$ 313,314.88	\$ -		

Income	January	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	2025	2025	2025	2025
11.25 Balance in Operating Fund	\$ -	\$ -			
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	\$ -	\$ -	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ -			
11.9 Other State Aid	\$ 1,728.00	\$ 1,728.00	\$ -		
11.10 LSTA		\$ -			
11.11 Other Federal Aid		\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -			
11.14 Gifts & Endowments	\$ -	\$ -	\$ 1,100.00		
Donation Box	\$ -				
Gifts	\$ 223.79				
Room donation	\$ -				
Grants					
11.15 Fund Raising	\$ 5.00	\$ 5.00	\$ 400.00		
candy box	\$ -				
book clubs	\$ 5.00				
charcuterie					
prickly pear					
sweet pea designs					
11.16 Income from Investments transfer	\$ -	\$ -	\$ -		
11.17 Library Charges (petty cash)	\$ 216.86	\$ 216.86	\$ 200.00		
petty cash	\$ 216.86				
lost book					
copies					
11.18 Other Misc.	\$ 29.00	\$ 29.00	\$ 300.00		
book sale	\$ 29.00				
	\$ -	\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 250.86	\$ 250.86	\$ 61,000.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 1,978.86	\$ 1,978.86	\$ -		
11.26 Grand total receipts	\$ 1,978.86	\$ 1,978.86	\$ 61,000.00		

Expenses	January	2025	Annual Budget	\$ Remaining	%Remaining
	Actual	YTD	2025		
12.2 Other Staff	\$ -	\$ -	\$ 28,574.00	\$ 28,574.00	100%
12.3 Total Salaries and Wages	\$ -	\$ -	\$ 28,574.00		
Social Security	\$ -	\$ -	\$ 1,772.00	\$ 1,772.00	100%
Medicare	\$ -	\$ -	\$ 400.00		
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)	\$ -	\$ -	\$ 3,572.00		
12.5 Total Staff Expenditures	\$ -	\$ -	\$ 32,146.00		
12.6 Print Materials	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
12.7 Electronic Materials	\$ 50.00	\$ 50.00	\$ 600.00	\$ 550.00	92%
12.8 DVDs, toys	\$ -	\$ -	\$ 250.00	\$ 250.00	100%
12.9 Total Collection Expenditures	\$ 50.00	\$ 50.00	\$ 2,850.00		
12.10 From Local Public Funds (71PF)		\$ -			
12.11 Other Funds Expenses	\$ 50.00	\$ 50.00	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 50.00	\$ 50.00	\$ 10,000.00		
12.13 From Local Public Funds					
12.14 From Other Funds Repairs		\$ -	\$ 250.00	\$ 250.00	100%
12.15 Total Repairs	\$ -	\$ -	\$ 250.00		
Gas	\$ 143.00	\$ -	\$ 2,000.00	\$ 2,000.00	100%
Electric	\$ 86.30	\$ 86.30	\$ 1,200.00	\$ 1,113.70	93%
Water & Sewer	\$ 184.02	\$ 184.02	\$ 1,100.00	\$ 915.98	83%
Insurance Property/Liability	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ -		\$ 250.00		
Miscellaneous	\$ -	\$ -	\$ 1,054.00		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 413.32	\$ 270.32	\$ 8,104.00	\$ 7,833.68	97%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 413.32	\$ 270.32	\$ 8,354.00		
12.18 Office & Library Supplies	\$ 68.19	\$ 68.19	\$ 1,500.00	\$ 1,431.81	95%
Telecommunications	\$ 99.32	\$ 99.32	\$ 300.00	\$ 200.68	67%
Internet	\$ -	\$ -	\$ 900.00	\$ 900.00	100%
12.19 Telecommunications	\$ 99.32	\$ 99.32	\$ 1,200.00	\$ 1,100.68	92%
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ -	
12.21 Professional Consultant Fees	\$ -	\$ -	\$ 300.00	\$ 300.00	100%
12.22 Equipment	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	100%
Software	\$ -	\$ -	\$ 150.00		
SRP/Events (Halloween/Christmas, etc.)	\$ 61.00	\$ -	\$ 1,000.00	\$ 1,000.00	100%
12.23 Other Miscellaneous	\$ 4.00	\$ 4.00	\$ 1,700.00	\$ 1,696.00	100%
gifts					
postage					
Inter Library Loan	\$ 4.00				
Teen Book Club					
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 232.51	\$ 232.51	\$ 7,650.00		
12.32 Total Operating Fund Disbursements	\$ 745.83	\$ 602.83	\$ 61,000.00		
12.36 Transfers to Other Funds	\$ -				
12.38 Total Disbursements and Transfers	\$ 745.83	\$ 602.83	\$ 61,000.00		
12.39 Balance in Operating Fund	\$ 1,233.03	\$ 1,376.03			

12.40 Grand Total disbursements will equal 11.26

\$	1,233.03	\$	1,376.03
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January 2025

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$78,347.99
	1/2/2025	transfer	to checking	\$3,000.00		\$75,347.99
	1/3/2025	deposit	petty cash-216.86, Boice girft-200, book club- 5, book sale- 29		\$450.86	\$75,798.85
	1/9/2025	deposit	bullet aid (thermostats)		\$1,728.00	\$77,526.85
	1/31/2025	deposit	interest			\$77,526.85
Totals		Transaction count: 4		\$3,000.00	\$2,178.86	\$77,526.85

MOSHERS CARPETING, INC.

8631 EAST MAIN STREET
CLYMER NY 14724-9714

716-355-2711

716-355-2711

Estimate

DATE

9/23/2024

NAME / ADDRESS

MINERVA FREE LIBRARY
CINDY SEARS
116 MILLER ST.
SHERMAN,NY
716-761-6378

PHONE NUMBER

FLOORING

FURNITURE/APPLIANC...

VENDOR	DESCRIPTION	SIZE SQ.FT.	RETAIL	TOTAL
	MAIN FLOOR			
Carpet Tile	NRF: STYLE---COMMERCIAL CARPET TILE COLOR: SIZE: 1, 200 SQ.FT.	1,200	3.00	3,600.00
Tear Up Carpe	TEAR UP OLD CARPET & DISPOSE	1,200	0.50	600.00
Move Applianc	MOVE BOOK SHELVES --THAT CAN BE MOVED		800.00	800.00
Proma Pro 8010 A...	10 GALLONS OF PROMA PRO 8010 ADHESIVE	10	48.99	489.90
Installation	LABOR FOR INSTALLING CARPET TILE	1,200	1.15	1,380.00
Floor Prep.	FLOOR PREP		200.00	200.00
	UPSTAIRS ROOM			
Carpet Tile	NRF: STYLE---COMMERCIAL CARPET TILE COLOR: SIZE: 1,200 SQUARE FEET	1,200	3.00	3,600.00
Tear Up Carpe	TEAR UP OLD CARPET & DISPOSE	1,200	0.50	600.00
Move Applianc	MOVE ITEMS IN UPSTAIRS ROOM		650.00	650.00
We require a deposit of 1/2 down before material is ordered "Thank You" Mosher's Carpeting, Inc.		TOTAL		

Phone #

716-355-2711

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8631 EAST MAIN STREET
CLYMER NY 14724-9714

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Estimate

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NAME / ADDRESS

MINERVA FREE LIBRARY
CINDY SEARS
116 MILLER ST.
SHERMAN,NY
716-761-6378

PHONE NUMBER

FLOORING

FURNITURE/APPLIANC...

VENDOR	DESCRIPTION	SIZE SQ.FT.	RETAIL	TOTAL
Prima Pro 8010 A...	10 GALLONS OF PROMA PRO 8010 ADHESIVE	10	48.99	489.90
Installation	LABOR FOR INSTALLING CARPET TILE	1,200	1.15	1,380.00
Floor Prep.	FLOOR PREP		200.00	200.00
	BASEMENT			
Carpet Tile	NRF: STYLE---COMMERCIAL CARPET TILE COLOR: SIZE: 1,200 SQUARE FEET	1,200	3.00	3,600.00
Tear Up Carpe	TEAR UP CARPET & DISPOSE	1,200	0.50	600.00
Move Applianc	MOVE BOOK SHELF'S		800.00	800.00
Prima Pro 8010 A...	10 GALLONS OF PROMA PRO 8010 ADHESIVE	10	48.99	489.90
Installation	LABOR FOR INSTALLING CARPET TILE	1,200	1.15	1,380.00
Floor Prep.	FLOOR PREP		200.00	200.00
	ENTRY WAY			
Carpet Tile	NRF: STYLE---COMMERCIAL CARPET TILE COLOR:	150	3.00	450.00
We require a deposit of 1/2 down before material is ordered "Thank You" Mosher's Carpeting, Inc.			TOTAL	

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8631 EAST MAIN STREET
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DATE

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FLOORING

FURNITURE/APPLIANC...

VENDOR	DESCRIPTION	SIZE SQ.FT.	RETAIL	TOTAL
	SIZE: 150 SQUARE FEET			
Tear Up Carpe	TEAR UP CARPET & DISPOSE	150	0.50	75.00
Proma Pro 8010 A...	2 GALLONS OF PROMA PRO 8010 ADHESIVE	2	48.99	97.98
Installation	LABOR FOR INSTALLING CARPET TILE	150	1.15	172.50
Discount	DISCOUNT ON THE CARPET TILE		-1,000.00	-1,000.00
We require a deposit of 1/2 down before material is ordered "Thank You" Mosher's Carpeting, Inc.		TOTAL \$20,855.18		

Half down is required to order the flooring.

Payment in full to be made upon completion of installation.

Phone #

716-355-2711