

Minerva Free Library Board

“Libraries Change Lives”

June 4, 2025

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Open for Public Comment (Up to 5 people, 3 minutes each)

Director’s Report: Cindy

Treasurer’s Report: Darlene

- Monthly beginning balance: Checking \$56,764.00 and Savings \$ 103,488.66
- Monthly ending balance: Checking \$51,178.67 and Savings \$ 104,101.16
- Endowment Balance: \$ 181,007.83
- UBS Core Savings: \$ 52,768.94

Policy Approval:

New Business:

Next Meeting will be held on: August 5, 2025 6:00 p.m. Reminder no July meeting because of SRP

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

Minerva Free Library

Board of Trustees Meeting Minutes:

May 6, 2025

“Libraries Change Lives”

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

Director: Cindy Sears

Guests: Jasper Eschenbach, Mr. Eschenbach, Mrs. Eschenbach

Secretary's Report: President Beth Armes called the meeting to order @ 5:57 PM.

Jasper made a presentation in regard to his Eagle Scout Project, which is the building of a Little Library with benches and planters. This will be donated to the library, but will be placed at Edmunds Park with access to the community. Chris will represent the library board and bring this project to the attention of the Sherman Day Committee in case the completion of the project we will done by Sherman Day and with an idea of the dedication being on that day. Dianne made the motion to support Jasper's project by maintaining the library itself when completed. Seconded by Karen. All: Aye

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

Director's Report: Cindy Sears

A question was asked about the dedication/book plaque that will be placed in the Pilcrow Foundation books in Honor of the Wake Family.

Treasurer's Report: Beth in Darlene's absence

Book Clubs: Judy

The Adult Community Book Club will meet on Tuesday, May 20th. We will discuss I'm Glad My Mom Died by Jennette McCurdy and Cheaper by the Dozen by Frank Bunker Gilbreth Jr. and Ernestine Gilbreth Carey.

Buildings and Grounds Report:

The lift is in and passed inspection. Gene will finish the brick work around the lift and finish the work on the windows so that the NY State Construction Grant can be closed out.

Mosher Carpet will be working on the two main floors of the library in August.

Fundraising/Events

Sweet Pea Design Fundraiser is up and running.

We will hold an adult paint night with Prickly Pear on June 26th.

Book Sale will be held Saturday, June 7th from 9-Noon in conjunction with the Community Garage Sales.

Grants: Waiting for a response on the grant written for a security system.

Policies Approved... Anti-Nepotism Policy, Book, Periodical, Audio Book, and DVD Policy and Freedom to View Policies were approved after the corrections were made.

New Business:

Summer Reading Program is being worked on by Cassie.

Karen and possibly Elizabeth will represent the Board as judges for the Sherman Day Parade.

The School Carnival will be held Thursday, June 5th from 6-8. Chris and Krista will sit at the library table.

Cindy was thanked for bringing in the Women's Suffrage Display. We are thankful that she goes above and beyond to bring our library alive,

Monthly Meeting Focus Topic:

Trustee Education Requirements

Next Meeting: Tuesday, June 3rd, 2025

Adjournment: President Armes adjourned the meeting @ 7:16.

Respectfully submitted,
Judith Warren

2025
Minerva Free Library
Approved Budget

	January	February	March	April	May	YTD		
UBS Fund Endowment	\$ 181,048.49	\$ 184,047.74	\$ 183,022.17	\$ 181,316.66	\$ 181,007.83			
UBS Core Savings Account	\$ 52,221.31	\$ 52,361.90	\$ 52,480.92	\$ 52,619.97	\$ 52,768.94			
Checking Account	\$ 1,697.09	\$ 1,425.91	\$ 77,572.91	\$ 60,500.37	\$ 56,764.00			
Savings Account	\$ 78,347.99	\$ 74,707.51	\$ 74,882.21	\$ 75,737.16	\$ 103,488.66			
Total Portfolio	\$ 313,314.88	\$ 312,543.06	\$ 387,958.21	\$ 370,174.16	\$ 394,029.43	\$ -		

Income	January Actual	February Actual	March Actual	April Actual	May Actual	YTD 2025	Annual Budget 2025	\$ Remaining 2025	%Remaining 2025
11.25 Balance in Operating Fund	\$ 123,694.64	\$ 122,648.38	\$ 119,496.28	\$ 106,141.64	\$ 130,155.27	\$ 123,687.44			
11.1 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ 27,500.00	\$ 55,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 27,500.00	\$ -	\$ 27,500.00			
11.3 Local Library Services Aid (LLSA)		\$ 149.30	\$ -	\$ -	\$ -	\$ 149.30	\$ 2,000.00		
11.7 CCLS Grants	\$ -	\$ -	\$ 612.50	\$ -	\$ 612.50	\$ 1,225.00	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ 149.30	\$ 612.50	\$ -	\$ 612.50	\$ 1,374.30			
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	\$ 244.75	\$ 77.00	\$ -	\$ 250.00	\$ -	\$ 571.75	\$ 1,100.00		
Donation Box	\$ -		\$ -	\$ -	\$ -				
Gifts	\$ 244.75	\$ 77.00	\$ -	\$ 250.00	\$ -				
Room donation	\$ -								
Grants			\$ -		\$ -				
11.15 Fund Raising	\$ 5.00	\$ -	\$ 240.00	\$ -	\$ -	\$ 245.00	\$ 400.00		
candy box	\$ -			\$ -					
book clubs	\$ 5.00		\$ -			\$ 5.00			
charcuterie						\$ -			
prickly pear			\$ 240.00	\$ -		\$ 240.00			
sweet pea designs						\$ -			
11.16 Income from Investments transfer	\$ 1.31	\$ -	\$ -	\$ -	\$ -	\$ 1.31	\$ -		
11.17 Library Charges (petty cash)	\$ 216.86	\$ 4.00	\$ -	\$ -	\$ -	\$ 220.86	\$ 200.00		
petty cash	\$ 216.86								
lost book									
Inter Library Loan		\$ 4.00							
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)	\$ 496.92	\$ 81.00	\$ 240.00	\$ 250.00	\$ -	\$ 1,067.92	\$ 61,000.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 2,224.92	\$ 230.30	\$ 852.50	\$ 27,750.00	\$ 612.50	\$ 31,670.22	\$ -		
11.26 Grand total receipts	\$ 125,919.56	\$ 122,878.68	\$ 120,348.78	\$ 133,891.64	\$ 130,767.77	\$ 155,357.66	\$ 61,000.00		

Expenses	January	February	March	April	May	2025	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	YTD	2025		
12.2 Other Staff	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 2,392.50	\$ 2,119.00	\$ 10,906.38	\$ 28,574.00	\$ 17,667.62	62%
12.3 Total Salaries and Wages	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 2,392.50	\$ 2,119.00	\$ 10,906.38	\$ 28,574.00		
Social Security	\$ 145.45	\$ 121.97	\$ 129.07	\$ 148.34	\$ 131.39	\$ 676.22	\$ 1,772.00	\$ 1,095.78	62%
Medicare	\$ 34.02	\$ 28.53	\$ 30.18	\$ 34.69	\$ 30.73	\$ 158.15	\$ 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)	\$ 179.47	\$ 150.50	\$ 159.25	\$ 183.03	\$ 162.12	\$ 834.37	\$ 3,572.00		
12.5 Total Staff Expenditures	\$ 2,525.35	\$ 2,117.50	\$ 2,241.25	\$ 2,575.53	\$ 2,281.12	\$ 11,740.75	\$ 32,146.00		
12.6 Print Materials	\$ -	\$ 337.83	\$ -	\$ 332.99	\$ 698.72	\$ 1,369.54	\$ 2,000.00	\$ 630.46	32%
12.7 Electronic Materials	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 250.00	\$ 600.00	\$ 350.00	58%
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	100%
12.9 Total Collection Expenditures	\$ 50.00	\$ 387.83	\$ 50.00	\$ 382.99	\$ 748.72	\$ 1,619.54	\$ 2,850.00		
12.10 From Local Public Funds (71PF)						\$ -			
12.11 Other Funds Expenses	\$ 50.00			\$ 179.99	\$ 1,728.00	\$ 1,957.99	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 50.00	\$ -	\$ -	\$ 179.99	\$ 1,728.00	\$ 1,957.99	\$ 10,000.00		
12.13 From Local Public Funds									
12.14 From Other Funds Repairs			\$ 9,300.00		\$ 1,095.00	\$ 10,395.00	\$ 250.00	\$ (10,145.00)	-4058%
12.15 Total Repairs	\$ -	\$ -	\$ 9,300.00	\$ -	\$ 1,095.00	\$ 10,395.00	\$ 250.00		
Gas	\$ 143.00	\$ 143.00	\$ 133.00	\$ 133.00	\$ 133.00	\$ 685.00	\$ 2,000.00	\$ 1,315.00	66%
Electric	\$ 86.30	\$ 73.08	\$ 71.16	\$ 78.94	\$ 105.32	\$ 414.80	\$ 1,200.00	\$ 785.20	65%
Water & Sewer	\$ 184.02	\$ 185.01	\$ -	\$ -	\$ 187.33	\$ 556.36	\$ 1,100.00	\$ 543.64	49%
Insurance Property/Liability	\$ -	\$ -	\$ 2,319.84	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ -	\$ -	\$ -	\$ 71.68	\$ -	\$ -	\$ 250.00		
Miscellaneous	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ 60.00	\$ 1,054.00		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 413.32	\$ 461.09	\$ 2,524.00	\$ 283.62	\$ 425.65	\$ 1,716.16	\$ 8,104.00	\$ 6,387.84	79%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 413.32	\$ 461.09	\$ 11,824.00	\$ 283.62	\$ 1,520.65	\$ 12,111.16	\$ 8,354.00		
12.18 Office & Library Supplies	\$ 68.19	\$ -	\$ 81.76	\$ -	\$ 32.16	\$ 182.11	\$ 1,500.00	\$ 1,317.89	88%
Fax	\$ 19.34		\$ 10.13	\$ 11.29	\$ 10.20	\$ 50.96			
Phone	\$ 79.98	\$ 79.98		\$ 182.95	\$ 24.81	\$ 367.72	\$ 300.00	\$ (67.72)	-23%
Internet	\$ -	\$ -	\$ -	\$ 120.00	\$ -	\$ 120.00	\$ 900.00	\$ 780.00	87%
12.19 Telecommunications	\$ 99.32	\$ 79.98	\$ 10.13	\$ 314.24	\$ 35.01	\$ 538.68	\$ 1,200.00	\$ 661.32	55%
12.20 Postage/freight	put in misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12.21 Professional Consultant Fees	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ -	0%
12.22 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	100%
Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00		
SRP/Events (Halloween/Christmas, etc.)	\$ 61.00	\$ 24.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
12.23 Other Miscellaneous	\$ 4.00	\$ 12.00	\$ -	\$ -	\$ 734.67	\$ 750.67	\$ 1,700.00	\$ 949.33	56%
Memorial / flowers		\$ -			\$ 603.17				
postage									
Inter Library Loan	\$ 4.00	\$ 12.00	\$ -	\$ -	\$ 8.00				
Publicity			\$ -	\$ -	\$ 123.50				
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 232.51	\$ 415.98	\$ 91.89	\$ 314.24	\$ 801.84	\$ 1,856.46	\$ 7,650.00		
12.32 Total Operating Fund Disbursements	\$ 3,271.18	\$ 3,382.40	\$ 14,207.14	\$ 3,736.37	\$ 7,080.33	\$ 29,285.90	\$ 61,000.00		
12.36 Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -				
12.38 Total Disbursements and Transfers	\$ 3,271.18	\$ 3,382.40	\$ 14,207.14	\$ 3,736.37	\$ 7,080.33	\$ 29,285.90	\$ 61,000.00		
12.39 Balance in Operating Fund	\$ 122,648.38	\$ 119,496.28	\$ 106,141.64	\$ 130,155.27	\$ 123,687.44	\$ 126,071.76			
12.40 Grand Total disbursements will equal 11.26	\$ 125,919.56	\$ 122,878.68	\$ 120,348.78	\$ 133,891.64	\$ 130,767.77	\$ 155,357.66			

May 2025
Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$56,764.00
	5/1/2025	Cole Electric	lift work (multiple grants)	\$1,095.00		\$56,764.00
	5/1/2025	Village of Sherman	Water & Sewer	\$187.33		\$56,576.67
	5/1/2025	Stormer Mechanical	Thermostats (bullet aid grant)	\$1,728.00		\$54,848.67
	5/1/2025	National Bank Omaha (credit card)	phone-8, print materials- 298.72	\$306.72		\$54,541.95
	5/5/2025	national fuel	gas	\$133.00		\$54,408.95
	5/5/2025	CCLS	Overdrive-50, Fax-10.20, Phone-16.81, ILL- 8, book jackets-32.16	\$117.17		\$54,291.78
6208	5/5/2025	Pilcrow Foundation	Children's Book Grant	\$400.00		\$54,291.78
	5/9/2025	Payroll	Direct Deposit	\$952.31		\$53,339.47
	5/9/2025	Payroll	Taxes	\$249.07		\$53,090.40
	5/8/2025	National Grid	electric	\$105.32		\$52,985.08
6209	5/14/2025	Mike's Nursery	flowers (grant)	\$303.17		\$52,681.91
6210	5/15/2025	Adaptive DIY	Wake Memorial Plaque	\$300.00		\$52,381.91
	5/19/2025	Modern Marketing	Owl Stickers	\$123.50		\$52,258.41
	5/22/2025	Payroll	Taxes	\$225.75		\$52,032.66
	5/22/2025	Payroll	Direct Deposit	\$853.99		\$51,178.67
Totals		Transaction count: 15		\$7,080.33	\$0.00	\$51,178.67

May 2025

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$103,488.66
	5/1/2025	deposit	CCLS Mat Plan #2		\$612.50	\$104,101.16
	5/31/2025	deposit	interest			\$104,101.16

June 3, 2025 From the Director's Desk

Material Stats: Audiobooks: 0, Books: 304, CCLS Audiobooks: 8, CCLS LP: 11, CD: 0, DVD: 10, DVD Set: 0, Holiday: 0, Holiday DVD: 0, ILL_Book:1, J Books: 169, JR DVD: 3, JR Media: 1, Media: 0, Magazine: 0, MuseumPass: 0, New Book: 11, New J Book: 0, Ref Book: 2 TOTAL CIRC: 515/May, 820/Apr, 654/Mar, 597/Feb, 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: 118/Apr, 113/Mar, 125/Feb, 120/Jan **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:

I have applied for a grant for the security system, and been awarded \$2,000.00.

Gene has come and worked on the lift to make it more presentable.

The plaque for Harold Wake has arrived.

Cassie has all the plans in the works for Summer Reading Program.

The CCLS Road Trip is June 1- August 31.