

## Minerva Free Library Board

### “Libraries Change Lives”

May 6, 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 \$60,500.37 and Savings \$ 75,737.16
- Monthly ending balance: Checking \$56,764.00 and Savings \$ 103,487.16
- Endowment Balance: \$ 181,316.66
- UBS Core Savings: \$ 52,619.97

#### **Sub Committee Reports:**

Book Club– Judy-

Building and grounds, NYS Construction Grant- Elizabeth-

Fundraising– Dianne and Judy- Adult Paint night June 26, Sweet Pea Fundraiser Live

Grants- Beth and Cindy- Applied for security system grant

**Policy Approval:** Anti-Nepotism Policy, Book, Audio Book, Periodical,& DVD Policy, Freedom to View Policy

**New Business:**

**Next Meeting** will be held on: June 3, 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

Minerva Free Library

Board of Trustees Meeting Minutes:

April 1, 2025

“Libraries Change Lives”

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

Director: Cindy Sears

**Secretary’s Report:** President Beth Armes called the meeting to order @ 6:00 PM.

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

**Director’s Report: Cindy Sears**

A question was asked about Chautauqua Works, which is a program that supplies a summer worker. It was determined that we didn’t have enough work to keep a person busy throughout the summer months.

**Treasurer’s Report: Darlene**

**Book Clubs:Judy**

The Adult Community Book Club will meet on Tuesday, April 15th. Hopefully the weather will cooperate and we will have a visit from author Judy Sharer discussing her book Settler’s Life which we read in February. Also, we will discuss Every Day by David Levithan and The Letters by Luann Rice and Joseph Menninger.

**Buildings and Grounds Report:**

The Lift is In! It will now need to pass inspection. We will be working with a third party in the future with regard to the lift if possible.

The new thermostats are installed and are in working order on all three floors.

Gene will finish the brick work around the lift when it has passed inspection and finish the work on the windows.

## **Fundraising/Events**

Sweet Pea Design Fundraiser will be posted soon.

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

Judy will schedule a Spring Book Sale for the month of May.

## **Grants:**

We are lucky enough to have an Eagle Scout that will be building a Little Free Library for us as his project. We are very grateful for this.

Cindy will work on a Large Print Fiction Grant.

Elizabeth made a motion to approve \$4,500 as a budget for a security system. Also, there will be \$500 added to the budget for an annual subscription service. Seconded by Karen.  
All: Aye

Policies Approved...Code of Conduct and Library Policy for Non-Library Displays after the corrections are made.

## **New Business:**

Short- and Long-Term Goals were revisited and discussed. Cindy will make updates to these and send them to board members.

Monday, August 18th will be the dedication of the Oliver Norton Painting to the Village. It will be permanently displayed at the library.

## **Monthly Meeting Focus Topic:**

Summer Reading Program

Next Meeting: Tuesday, May 6th, 2025

Adjournment: President Armes adjourned the meeting @ 7:28.

Respectfully submitted,  
Judith Warren

2025  
**Minerva Free Library**  
**Approved Budget**

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

Income

	January Actual	February Actual	March Actual	April Actual	YTD 2025	Annual Budget 2025	\$ Remaining 2025	%Remaining 2025
<b>11.25 Balance in Operating Fund</b>	<b>\$ 123,694.64</b>	<b>\$ 122,648.38</b>	<b>\$ 119,496.28</b>	<b>\$ 106,141.64</b>	<b>\$ 130,155.27</b>			
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	\$ 2,000.00		
11.8 Total System Cash Grants	\$ -	\$ 149.30	\$ 612.50	\$ -	\$ 761.80			
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	\$ -	\$ -					
	\$ -				\$ -			
<b>11.19 Total Other Receipts (11.14 thru 11.18)</b>	<b>\$ 496.92</b>	<b>\$ 81.00</b>	<b>\$ 240.00</b>	<b>\$ 250.00</b>	<b>\$ 1,067.92</b>	<b>\$ 61,000.00</b>		
<b>11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)</b>	<b>\$ 2,224.92</b>	<b>\$ 230.30</b>	<b>\$ 852.50</b>	<b>\$ 27,750.00</b>	<b>\$ 31,057.72</b>	<b>\$ -</b>		
11.26 Grand total receipts	\$ 125,919.56	\$ 122,878.68	\$ 120,348.78	\$ 133,891.64	\$ 161,212.99	\$ 61,000.00		

Expenses	January	February	March	April	2025	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	YTD	2025		
12.2 Other Staff	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 2,392.50	\$ 8,787.38	\$ 28,574.00	\$ 19,786.62	69%
12.3 Total Salaries and Wages	\$ 2,345.88	\$ 1,967.00	\$ 2,082.00	\$ 2,392.50	\$ 8,787.38	\$ 28,574.00		
Social Security	\$ 145.45	\$ 121.97	\$ 129.07	\$ 148.34	\$ 544.83	\$ 1,772.00	\$ 1,227.17	69%
Medicare	\$ 34.02	\$ 28.53	\$ 30.18	\$ 34.69	\$ 127.42	\$ 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	\$ 672.25	\$ 3,572.00		
12.5 Total Staff Expenditures	\$ 2,525.35	\$ 2,117.50	\$ 2,241.25	\$ 2,575.53	\$ 9,459.63	\$ 32,146.00		
12.6 Print Materials	\$ -	\$ 337.83	\$ -	\$ 332.99	\$ 670.82	\$ 2,000.00	\$ 1,329.18	66%
12.7 Electronic Materials	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 200.00	\$ 600.00	\$ 400.00	67%
12.8 DVDs, toys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00	100%
12.9 Total Collection Expenditures	\$ 50.00	\$ 387.83	\$ 50.00	\$ 382.99	\$ 870.82	\$ 2,850.00		
12.10 From Local Public Funds (71PF)					\$ -			
12.11 Other Funds Expenses	\$ 50.00			\$ 179.99	\$ 229.99	\$ 10,000.00		
12.12 Total Capital Expenditures	\$ 50.00	\$ -	\$ -	\$ 179.99	\$ 229.99	\$ 10,000.00		
12.13 From Local Public Funds								
12.14 From Other Funds Repairs			\$ 9,300.00		\$ 9,300.00	\$ 250.00	\$ (9,050.00)	-3620%
12.15 Total Repairs	\$ -	\$ -	\$ 9,300.00	\$ -	\$ 9,300.00	\$ 250.00		
Gas	\$ 143.00	\$ 143.00	\$ 133.00	\$ 133.00	\$ 552.00	\$ 2,000.00	\$ 1,448.00	72%
Electric	\$ 86.30	\$ 73.08	\$ 71.16	\$ 78.94	\$ 309.48	\$ 1,200.00	\$ 890.52	74%
Water & Sewer	\$ 184.02	\$ 185.01	\$ -	\$ -	\$ 369.03	\$ 1,100.00	\$ 730.97	66%
Insurance Property/Liability	\$ -	\$ -	\$ 2,319.84	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	100%
Custodial	\$ -	\$ -	\$ -	\$ 71.68	\$ -	\$ 250.00	\$ 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	\$ 1,290.51	\$ 8,104.00	\$ 6,813.49	84%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 413.32	\$ 461.09	\$ 11,824.00	\$ 283.62	\$ 10,590.51	\$ 8,354.00		
12.18 Office & Library Supplies	\$ 68.19	\$ -	\$ 81.76	\$ -	\$ 149.95	\$ 1,500.00	\$ 1,350.05	90%
Fax	\$ 19.34		\$ 10.13	\$ 11.29	\$ 40.76			
Phone	\$ 79.98	\$ 79.98		\$ 182.95	\$ 342.91	\$ 300.00	\$ (42.91)	-14%
Internet	\$ -	\$ -	\$ -	\$ 120.00	\$ 120.00	\$ 900.00	\$ 780.00	87%
12.19 Telecommunications	\$ 99.32	\$ 79.98	\$ 10.13	\$ 314.24	\$ 503.67	\$ 1,200.00	\$ 696.33	58%
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	\$ -	\$ -	\$ 16.00	\$ 1,700.00	\$ 1,684.00	99%
gifts		\$ -						
postage								
Inter Library Loan	\$ 4.00	\$ 12.00	\$ -	\$ -				
Teen Book Club			\$ -	\$ -				
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 232.51	\$ 415.98	\$ 91.89	\$ 314.24	\$ 1,054.62	\$ 7,650.00		
12.32 Total Operating Fund Disbursements	\$ 3,271.18	\$ 3,382.40	\$ 14,207.14	\$ 3,736.37	\$ 22,205.57	\$ 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	\$ 22,205.57	\$ 61,000.00		
12.39 Balance in Operating Fund	\$ 122,648.38	\$ 119,496.28	\$ 106,141.64	\$ 130,155.27	\$ 139,007.42			
12.40 Grand Total disbursements will equal 11.26	\$ 125,919.56	\$ 122,878.68	\$ 120,348.78	\$ 133,891.64	\$ 161,212.99			

April 2025  
Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$60,500.37
	4/3/2025	CCLS Invoice 18932	Overdrive-50, Fax- 11.29, Phone-22.99, Internet 1st quarter-120	\$204.28		\$60,296.09
	4/3/2025	Credit Card	Janitorial-71.68, Outdoor grant-179.99, phone 2 months- 159.96, print materials-170.12	\$581.75		\$59,714.34
	4/3/2025	National fuel	gas	\$133.00		\$59,581.34
	4/10/2025	Payroll	Direct deposit	\$1,180.10		\$58,401.24
	4/10/2025	Payroll	taxes	\$300.64		\$58,100.60
	4/14/2025	National Grid	electric	\$78.94		\$58,021.66
	4/25/2025	Payroll	Direct deposit	\$869.01		\$57,152.65
	4/25/2025	Payroll	taxes	\$225.78		\$56,926.87
	4/24/2025	Sherman Central School	Scholastic Book Fair	\$162.87		\$56,764.00
						\$56,764.00
<b>Totals</b>		<b>Transaction count: 9</b>		<b>\$3,736.37</b>	<b>\$0.00</b>	<b>\$56,764.00</b>

April 2025

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$75,737.16
	4/10/2025	Community Bank	Gift		\$250.00	\$75,987.16
	4/14/2025	Town of Sherman	general budget		\$27,500.00	\$103,487.16
<b>Totals</b>		<b>Transaction count: 2</b>		<b>\$0.00</b>	<b>\$27,750.00</b>	<b>\$103,487.16</b>

## **May 6, 2025 From the Director's Desk**

**Material Stats:** Audiobooks: 0, Books: 399, CCLS Audiobooks: 0, CCLS LP: 14, CD: 0, DVD: 63, DVD Set: 0, Holiday: 0, Holiday DVD: 0, ILL\_Book:1, J Books: 295, JR DVD: 3, JR Media: 0, Media: 0, Magazine: 18, MuseumPass: 2, New Book: 21, New J Book: 0, Ref Book: 2 TOTAL CIRC: 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:** 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/February, 60/Jan **2023**

### NEWS & NOTES:

Thermostats are all in a working exceptionally well.

I have applied for a grant for the security system.

The lift has passed inspection. There are a few glitches that need to be worked out so Access Elevator needs to come again. This is being set up by the lift inspector. Greg Gormley has been an asset to the library through this whole process. Karen and Krista gave of their time to make sure the library was available for the lift inspector as I had prior plans out of town that day. I am very thankful for their assistance in this matter.

Paid off final Spectrum phone/fax bill. The new phone will cost \$22.99 and the fax will cost \$11.29. The bills will come through CCLS and so we will pay them for: phone, fax, internet, and overdrive. This being a part of a system saves us so much. Remember they also pay for the use of the payroll company because we are such a small library.

The email from Colleen about the ADA bathroom states that she will apply again for the next round of grants whenever they are announced and that the bathrooms will still be a part of that.

The carpet has been ordered. It will be installed mid to late August.

The plaque for Harold Wake has been ordered.

We have been awarded the grant from the Pilcrow Foundation and the dedication will all go to the generosity of Harold Wake and Family. (Have not worked out direct wording yet.)

Fundraising apparel site is live.

Jasper Eschenbaugh is working on a plan to build a little free library in Edmunds Park and I will be his point person for that.

Karen submitted meeting to Jamestown Post Gazette.



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

### Anti-Nepotism Policy

The Minerva Free Library has determined that it will be in its best interest to:

- Avoid conflicts of interest between work-related and family-related obligations
- Avoid favoritism or the appearance of favoritism
- Prevent family conflicts from affecting the workplace

Relatives of Library Staff and/or Board of Trustees may be considered when hiring an applicant.

Relatives will not be hired if any of the following job relations or situations would result:

- The supervisor is related to a direct subordinate.
- The person interviewing the applicant is a relative.
- The person recommending salary increases or promotions is a relative.

Where the position is a short term (6 months or less) temporary position, this policy may be set aside.

For definition purposes the term relative shall include father, mother, brother, sister, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, aunt, uncle and "step" and "in-law" equivalents.

**Board of Directors- Sherman Minerva Free Library**

**Board Approved- May 6, 2025**

**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

**Book, Periodical, Audio Book, & DVD Policy Statement**

1. Borrower must have library card on file. (Our files must show current address and phone number).
2. All books and audio books will be loaned for a period of two weeks. All movies and periodicals will be loaned for a period of one week.
3. At the end of two weeks from the first date of checkout the system is programmed to have a two week Auto Renewal, this will happen two times meaning a patron could end up with a book for a total of six weeks before having to renew in person or with a phone call.

Library Hours:

Sunday: CLOSED

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

Tuesday 3:00-8:00 p.m.

Wednesday: CLOSED

Thursday: 9:00 a.m. -8:00 p.m.

Friday: CLOSED

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

**Board of Directors- Sherman Minerva Free Library**

**Board Approved- May 6, 2025**

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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 May 6, 2025**

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