Minerva Free Library Board

"Libraries Change Lives"

August 5, 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 $46,639.44 and Savings $ 105,051.93
- Monthly ending balance: Checking $38,943.55 and Savings $ 75,053.65
- Endowment Balance: $ 191,018.13
- UBS Core Savings: $ 53,078.18

Policy Approval:
New Business:
Next Meeting will be held on: September 2, 2025 6:00 p.m. Reminder at Noble Winery

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

2025
Minerva Free Library
Approved Budget

	January	February	March	April	May	June	July	YTD		
UBS Fund Endowment	$ 181,048.49	$ 184,047.74	$ 183,022.17	$ 181,316.66	$ 181,007.83	$ 186,863.92	$ 189,584.04			
UBS Core Savings Account	$ 52,221.31	$ 52,361.90	$ 52,480.92	$ 52,619.97	$ 52,768.94	$ 52,918.35	$ 53,078.18			
Checking Account	$ 1,697.09	$ 1,425.91	$ 77,572.91	$ 60,500.37	$ 56,764.00	$ 51,178.67	46,639.44			
Savings Account	$ 78,347.99	$ 74,707.51	$ 74,882.21	$ 75,737.16	$ 103,488.66	$ 104,102.93	105,051.93			
Total Portfolio	$ 313,314.88	$ 312,543.06	$ 387,958.21	$ 370,174.16	$ 394,029.43	$ 395,063.87	$ 394,353.59	$ -		

Income	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	YTD 2025	Annual Budget 2025	$ Remaining 2025	%Remaining 2025
11.25 Balance in Operating Fund	$ 123,694.64	$ 122,648.38	$ 119,497.44	$ 106,144.09	$ 130,159.22	$ 123,693.16	$ 120,102.93	$ 83,896.12			
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	$ 500.00	$ -	$ 1,725.00	$ 2,000.00		
11.8 Total System Cash Grants	$ -	$ 149.30	$ 612.50	$ -	$ 612.50	$ 500.00	$ -	$ 1,874.30			
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	$ -	$ 2,447.57	$ -	$ 3,019.32	$ 1,100.00		
Donation Box	$ -		$ -	$ -	$ -	$ 123.00					
Gifts	$ 244.75	$ 77.00	$ -	$ 250.00	$ -	$ 16.00	$ -				
Room donation	$ -										
Grants			$ -		$ -	$ 2,308.57	$ -				
11.15 Fund Raising	$ 5.00	$ -	$ 240.00	$ -	$ -	$ 20.00	$ -	$ 265.00	$ 400.00		
candy box	$ -			$ -			$ -				
book clubs	$ 5.00		$ -				$ -	$ 5.00			
charcuterie								$ -			
prickly pear			$ 240.00	$ -				$ 240.00			
sweet pea designs						$ 20.00	$ -	$ 20.00			
11.16 Income from Investments transfer	$ 1.31	$ 1.16	$ 1.29	$ 1.50	$ 1.77	$ -	$ -	$ 7.03	$ -		
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	$ -	$ -	$ -	$ -	$ 290.00	$ -	$ 319.00	$ 300.00		
book sale	$ 29.00	$ -	$ -		$ -	$ 290.00	$ -				
	$ -							$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	$ 496.92	$ 82.16	$ 241.29	$ 251.50	$ 1.77	$ 2,757.57	$ -	$ 3,831.21	$ 61,000.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	*$ 2,224.92*	*$ 231.46*	*$ 853.79*	*$ 27,751.50*	*$ 614.27*	*$ 3,257.57*	*$ -*	*$ 34,933.51*	$ -		
11.26 Grand total receipts	$ 125,919.56	$ 122,879.84	$ 120,351.23	$ 133,895.59	$ 130,773.49	$ 126,950.73	$ 120,102.93	$ 118,829.63	$ 61,000.00		

Expenses	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	2025 YTD	Annual Budget 2025	$ Remaining 2025	%Remaining 2025
12.2 Other Staff	$ 2,345.88	$ 1,967.00	$ 2,082.00	$ 2,392.50	$ 2,119.00	$ 1,717.63	$ -	$ 12,624.01	$ 28,574.00	$ 15,949.99	56%
12.3 Total Salaries and Wages	$ 2,345.88	$ 1,967.00	$ 2,082.00	$ 2,392.50	$ 2,119.00	$ 1,717.63	$ -	$ 12,624.01	$ 28,574.00		
Social Security	$ 145.45	$ 121.97	$ 129.07	$ 148.34	$ 131.39	$ 106.49	$ -	$ 782.71	$ 1,772.00	$ 989.29	56%
Medicare	$ 34.02	$ 28.53	$ 30.18	$ 34.69	$ 30.73	$ 24.91	$ -	$ 183.06	$ 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	$ 131.40	$ -	$ 965.77	$ 3,572.00		
12.5 Total Staff Expenditures	$ 2,525.35	$ 2,117.50	$ 2,241.25	$ 2,575.53	$ 2,281.12	$ 1,849.03	$ -	$ 13,589.78	$ 32,146.00		
12.6 Print Materials	$ -	$ 337.83	$ -	$ 332.99	$ 698.72	$ 49.76	$ 85.86	$ 1,505.16	$ 2,000.00	$ 494.84	25%
12.7 Electronic Materials	$ 50.00	$ 50.00	$ 50.00	$ 50.00	$ 50.00	$ 50.00	$ 50.00	$ 350.00	$ 600.00	$ 250.00	42%
12.8 DVDs, toys	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 250.00	$ 250.00	100%
12.9 Total Collection Expenditures	$ 50.00	$ 387.83	$ 50.00	$ 382.99	$ 748.72	$ 99.76	$ 135.86	$ 1,855.16	$ 2,850.00		
12.10 From Local Public Funds (71PF)								$ -			
12.11 Other Funds Expenses	$ 50.00			$ 179.99	$ 1,728.00	$ 4,387.26	$ 5,000.00	$ 11,345.25	$ 10,000.00		
12.12 Total Capital Expenditures	$ 50.00	$ -	$ -	$ 179.99	$ 1,728.00	$ 4,387.26	$ 5,000.00	$ 11,345.25	$ 10,000.00		
12.13 From Local Public Funds											
12.14 From Other Funds Repairs			$ 9,300.00		$ 1,095.00		$ 30,166.00	$ 40,561.00	$ 250.00	$ (40,311.00)	-16124%
12.15 Total Repairs	$ -	$ -	$ 9,300.00	$ -	$ 1,095.00	$ -	$ 30,166.00	$ 40,561.00	**$ 250.00**		
Gas	$ 143.00	$ 143.00	$ 133.00	$ 133.00	$ 133.00	$ 151.00	$ 151.00	$ 987.00	$ 2,000.00	$ 1,013.00	51%
Electric	$ 86.30	$ 73.08	$ 71.16	$ 78.94	$ 105.32	$ 103.52	$ 131.56	$ 649.88	$ 1,200.00	$ 550.12	46%
Water & Sewer	$ 184.02	$ 185.01	$ -	$ -	$ 187.33	$ -	$ 186.38	$ 742.74	$ 1,100.00	$ 357.26	32%
Insurance Property/Liability	$ -	$ -	$ 2,319.84	$ -	$ -	$ -	$ -	$ -	$ 2,500.00	$ 2,500.00	100%
Custodial	$ -	$ -	$ -	$ 71.68	$ -	$ 30.00	$ 77.93		$ 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**	**$ 284.52**	**$ 546.87**	**$ 2,439.62**	**$ 8,104.00**	$ 5,664.38	70%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	$ 413.32	$ 461.09	$ 11,824.00	$ 283.62	$ 1,520.65	$ 284.52	$ 30,712.87	$ 43,000.62	$ 8,354.00		
12.18 Office & Library Supplies	$ 68.19	$ -	$ 81.76	$ -	$ 32.16	$ 149.78	$ -	$ 331.89	$ 1,500.00	$ 1,168.11	78%
Fax	$ 19.34		$ 10.13	$ 11.29	$ 10.20	$ 10.64	$ 11.61	$ 73.21			
Phone	$ 79.98	$ 79.98		$ 182.95	$ 24.81	$ 16.81	$ 16.81	$ 401.34	$ 300.00	$ (101.34)	-34%
Internet	$ -	$ -	$ -	$ 120.00	$ -	$ -	$ 120.00	$ 240.00	$ 900.00	$ 660.00	73%
12.19 Telecommunications	$ 99.32	$ 79.98	$ 10.13	$ 314.24	$ 35.01	$ 27.45	$ 148.42	$ 714.55	$ 1,200.00	$ 485.45	40%
12.20 Postage/freight	put in misc	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
12.21 Professional Consultant Fees	$ -	$ 300.00	$ -	$ -	$ -	$ -	$ -	$ 300.00	$ 300.00	$ -	0%
12.22 Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ 13.20	$ 13.20	$ 1,800.00	$ 1,786.80	99%
Software	$ -	$ -	$ -	$ -	$ -	$ -	$ 29.86	$ 29.86	$ 150.00		
SRP/Events (Halloween/Christmas, etc.)	$ 61.00	$ 24.00	$ -	$ -	$ -	$ 50.00	$ 152.00	$ -	$ 1,000.00	$ 1,000.00	100%
12.23 Other Miscellanous	$ 4.00	$ 12.00	$ -	$ -	$ 734.67	$ -	$ 14.60	$ 765.27	**$ 1,700.00**	$ 934.73	55%
Memorial / flowers		$ -			$ 603.17						
postage							$ 14.60				
Inter Library Loan	$ 4.00	$ 12.00	$ -	$ -	$ 8.00						
Publicity			$ -	$ -	$ 123.50						
12.24 Other Miscellanous (12.18 thru 12.23)	$ 232.51	$ 415.98	$ 91.89	$ 314.24	$ 801.84	$ 227.23	$ 358.08	$ 2,441.77	$ 7,650.00		
12.32 Total Operating Fund Disbursements	***$ 3,271.18***	***$ 3,382.40***	***$ 14,207.14***	***$ 3,736.37***	***$ 7,080.33***	***$ 6,847.80***	***$ 36,206.81***	***$ 72,232.58***	***$ 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***	***$ 6,847.80***	***$ 36,206.81***	***$ 72,232.58***	***$ 61,000.00***		
12.39 Balance in Operating Fund	$ 122,648.38	$ 119,497.44	$ 106,144.09	$ 130,159.22	$ 123,693.16	$ 120,102.93	$ 83,896.12	$ 46,597.05			
12.40 Grand Total disbursements will equal 11.26	$ 125,919.56	$ 122,879.84	$ 120,351.23	$ 133,895.59	$ 130,773.49	$ 126,950.73	$ 120,102.93	$ 118,829.63			

July 2025 Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			$46,639.44
	7/3/2025	Payroll	direct deposit	$835.26		$46,639.44
	7/3/2025	Payroll	taxes	$231.76		$46,407.68
	7/3/2025	payroll	check Eli	$93.04		$46,314.64
	7/7/2025	transfer	from savings		$30,000.00	$76,314.64
	7/7/2025	National Bank Omaha	Credicard: print-85.86, postal-14.60, Janitorial-77.93	$178.39		$76,136.25
	7/7/2025	Village of Sherman	water & Sewer	$189.38		$75,946.87
	7/7/2025	CCLS	ebooks-50, phone-16.81, fax-11.61, symantec-29.86, equipment-13.20, internet-120.00	$241.48		$75,705.39
	7/7/2025	National Grid	electric	$131.56		$75,573.83
	7/7/2025	National Fuel	gas	$151.00		$75,422.83
6213	7/7/2025	Blakeselee Construction	windows	$30,166.00		$45,256.83
	7/18/2025	Payroll	direct deposit	$822.45		$44,434.38
	7/18/2025	Payroll	check Eli	$107.35		$44,327.03
	7/18/2025	Payroll	taxes	$231.48		$44,095.55
6214	7/28/2025	Sweet Pea Design	drawstring back packs SRP	$152.00		$43,943.55
	7/28/2025	Mosher Carpeting	carpet installation	$5,000.00		$38,943.55
Totals		**Transaction count: 15**		**$38,531.15**	**$30,000.00**	**$38,943.55**

July 2025

Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			$105,053.65
	7/7/2025	transfer	to checking	$30,000.00		$75,053.65
						$75,053.65
						$75,053.65
						$75,053.65
Totals		**Transaction count: 1**		**$30,000.00**	**$0.00**	**$75,053.65**