

Gilbertsville Free Library

March 20, 2025 minutes

Trustees - Marie Stebbins, Amy Favinger, Susan Freyermuth, Annmarie Hill, Elizabeth Bankus, Jody Hughes, Tim Stark and Barbara Lilley

Trustees Absent – Jody Hughes

Meeting called to order at 6:34. Motion to approve minutes made by Tim Stark and seconded by Amy Favinger. Motion passed.

Thank you to Dawn Gage and Tim Stark for their help to Marie Stebbins in completing the Annual Report. Thank you to all who stuff envelopes when needed.

Treasurer's Report: See attached. Broken front door lock was repaired - \$152.50.

Possible loss of government funding may affect our Library Aide position. Motion to receive report made by Amy Favinger and seconded Susan Freyermuth. Motion passed.

Managers report – Books and Buns theme was Dogs and Cats. Good attendance. Children's story hour continues. Thank you to Cathy Hartman and Tracie for the owl tree. Special thanks to Cathy Hartman, AnnMarie Hill, Scarlett Newman and Susan Freyermuth for their volunteer work. Motion made by Scarlett Newman and seconded by Barbara Lilley to accept Library Report. Motion passed.

Archives/ Historical Collection Committee report: report attached.

Discussion of report. Discussion of how to handle requests for information – as best as we can at the present time. Motion to purchase scanner and computer for this committee's work not to exceed \$1500., total made by Susan Freyermuth and seconded by Amy Favinger. Motion passed.

Old Business:

- Library bag sales – Sales to date \$475.00. Need 12 more bags sold to break even.
- Postcard sales – Beautiful card. \$1.00/card

New Business:

- Amy Favinger reported Flower Power Fund Raiser is all set ready to go....click.
Sales by email.
- Need complete required long range plan.
- More fundraising ideas.
- Nominating Committee – completed
- 4th of July activities – Scarlett Newman

7:44 – move to go into Executive Session. 7:46 – move to go out of Executive Session.

- Motion made by Tim Stark and seconded by Susan Freyermuth to increase the Library Manager's hourly wage at the same rate as the New York State minimum wage increases. Motion passed.

Next meeting – June 5 @ 6:30 at the Library.

Annual Meeting is April 1, 2025 at 6:30pm at the Episcopal Parish Hall.

Motion made to adjourn at 7:55 made by Tim Stark and seconded by Amy Favinger. Motion passed.

Community Bank Checking Account Balance 03/19/202
\$13,598.32

Letter Campaign Deposits 12/1/24 to 01/14/25

\$ 6,576.01

01/01/25 to 02/24/25

Book Bag Sales to Date
\$275

12/1/24 to 3/20/25
475

**Note have a deposit to make that is so far \$1250.00

Morgan Stanley Endowment Fund Balance

02/01/2025 ~~\$255,402.96~~ 250,778.45

02/28/2025 ~~\$246,739.84~~ 251,025.85

Morgan Stanley Preferred Savings - Capital Account Balance
\$7,536.22 *Still Earning 4.00% APY

Morgan Stanley Preferred Savings - Savings Account Balance
\$22,390.38 * Still Earning 4.00% APY

Let me know if you have any questions

Gilbertsville Free Library
Budget vs. Actual 2025
January through December 2025

	Jan - Dec 25	Budget
Ordinary Income/Expense		
Income		
11.1 · Local Public Funds		
11.1-1 · Village Of Gilbertsville	0.00	3,300.00
11.1-2 · Town of Butternuts	0.00	3,325.00
Total 11.1 · Local Public Funds	0.00	6,625.00
11.14 · Gifts and Endowments		
11.14-3 · Memorial Donations	100.00	700.00
11.14-4 · Life Membership Donation	100.00	
11.14-5 · Donations	63.00	2,040.00
11.14 · Gifts and Endowments - Other	0.00	700.00
Total 11.14 · Gifts and Endowments	263.00	3,440.00
11.15 · Fundraising		
11.15-4 · Cans and Bottle Returns	0.00	300.00
11.15-5 · Letter Campaign	1,698.76	7,500.00
11.15-d · Fund Raising Miscellaneous	0.00	400.00
11.15-f · Book Bag Fund Raiser		
11.15-g · Shipping Fees paid Via PayPal	11.00	
11.15-f · Book Bag Fund Raiser - Other	275.00	
Total 11.15-f · Book Bag Fund Raiser	286.00	
Total 11.15 · Fundraising	1,984.76	8,200.00
11.16 · Income from Investments/Trusts		
11.16-1 · Morgan Stanley	2,100.00	8,400.00
11.16-2 · Fitch Gilbert	0.00	3,000.00
Total 11.16 · Income from Investments/Trusts	2,100.00	11,400.00
11.17 · Library Charges		
11.17-2 · Copies	40.00	264.00
11.17-3 · Fax Fees	2.00	24.00
11.17-4 · Lost Book Fines /Reimbursement	10.00	60.00
Total 11.17 · Library Charges	52.00	348.00
11.18 · Other Receipts		
11.18-4 · Merchant Refund	11.12	
Total 11.18 · Other Receipts	11.12	
11.3 · Local Library Services Aid	0.00	1,500.00
11.5 · State Aid- Special Grants		
11.4-1 · Grants	1,760.00	
Total 11.5 · State Aid- Special Grants	1,760.00	
Total Income	6,170.88	31,513.00
Gross Profit	6,170.88	31,513.00
Expense		
12.12 · Capital Expenditures Total	0.00	5,000.00
12.13 · Building / Equip Repair LocFund		
12.13-1 · Building/Equipment Repairs HVAC	1,150.36	200.00
12.13-2 · Equip Maint/Repair Liftchair	130.00	260.00
12.13-3 · Building Repairs & Repl General	0.00	1,400.00
Total 12.13 · Building / Equip Repair LocFund	1,280.36	1,860.00

Gilbertsville Free Library
Budget vs. Actual 2025
January through December 2025

	Jan - Dec 25	Budget
12.16 · Operation/Building Maintenance		
12.16-1 · Fuel	0.00	5,250.00
12.16-2 · Electricity	240.14	1,500.00
12.16-4 · Building Insurance	0.00	3,780.00
12.16-5 · Property Tax Solid Waste Fee	35.00	30.00
12.16-6 · Water Bill	132.09	580.00
12.16-7 · General Maintenance	222.00	1,200.00
12.16.8 · Otsego County Fire Inspection	0.00	75.00
Total 12.16 · Operation/Building Maintenance	629.23	12,415.00
12.18 · Office and Library Supplies		
12.18-2 · Printer/Copier Supplies	0.00	1,200.00
12.18-3 · Office Supplies	11.50	396.00
12.18-5 · Library Supplies	0.00	360.00
Total 12.18 · Office and Library Supplies	11.50	1,956.00
12.19 · Telecommunications		
12.19-1 · Telephone	184.84	1,080.00
Total 12.19 · Telecommunications	184.84	1,080.00
12.2 · Salaries		
12.2-1 · Director	1,589.50	11,004.00
12.2-2 · Assistant to the Director	1,356.25	8,028.00
Total 12.2 · Salaries	2,945.75	19,032.00
12.21 · Postage and Freight		
12.21-1 · Post Office Box Fee	0.00	100.00
12.21-2 · Postage Stamps etc	146.00	900.00
12.21-4 · Shipping Post Purch Via PayPal	6.53	
Total 12.21 · Postage and Freight	152.53	1,000.00
12.22 · Professional & Consultant fees		
12.22-2 · Payroll Service	155.00	475.00
12.22-3 · Board Liability Insurance	0.00	844.00
12.22-4 · Lift Chair Inspection	0.00	300.00
Total 12.22 · Professional & Consultant fees	155.00	1,619.00
12.23 · Office Equipment & repair Only		
12.23-1 · Office Equipment	0.00	150.00
12.23-2 · Office Equipment Repair	0.00	150.00
12.23-5 · Computer-New	0.00	1,800.00
Total 12.23 · Office Equipment & repair Only	0.00	2,100.00
12.24 · Other Miscellaneous		
12.24-1 · Bank Fees	0.00	54.00
12.24-2 · Summer Reading Program	0.00	400.00
12.24-3 · Other Library Reading Programs	0.00	500.00
12.24-4 · Gift Card	0.00	75.00
12.24-5 · Software/Web Server Items	0.00	125.00
12.24-6 · Website fee	10.00	102.00
12.24-8 · Fundraising Expenses		
12.24-a · Letter Campaign Expense	-50.00	325.00
12.24-8 · Fundraising Expenses - Other	0.00	125.00
Total 12.24-8 · Fundraising Expenses	-50.00	450.00
12.24-b · Amazon Prime Annual Fee	0.00	150.00
12.24-d · Quickbook subscription	0.00	1,500.00
Total 12.24 · Other Miscellaneous	-40.00	3,356.00

Gilbertsville Free Library
Budget vs. Actual 2025
January through December 2025

	Jan - Dec 25	Budget
12.26 · Public Library Contract		
12.26-2 · On-line 4CLS Fee	0.00	3,150.00
Total 12.26 · Public Library Contract	0.00	3,150.00
12.4 · Employee Benefits Expenditures		
12.4-2 · Unemployment Insurance	0.00	500.00
12.4-3 · Workmen's compensation	0.00	500.00
12.4-4 · Disability Insurance	0.00	650.00
Total 12.4 · Employee Benefits Expenditures	0.00	1,650.00
12.6 · Print Materials		
12.6-1 · Books	0.00	1,800.00
12.6-2 · Magazines	0.00	120.00
12.6-7 · 4CLS Cataloging	9.75	72.00
Total 12.6 · Print Materials	9.75	1,992.00
12.7 · Electronic Materials		
12.7-2 · Research Center	0.00	115.00
12.7-3 · Over Dr.Audio-Download Zone-37%	129.50	
12.7-6 · Over Drive / Download Zone-63%	220.50	
Total 12.7 · Electronic Materials	350.00	115.00
Total Expense	5,678.96	56,325.00
Net Ordinary Income	491.92	-24,812.00
Other Income/Expense		
Other Expense		
80000 · Ask My Accountant	0.00	250.00
Total Other Expense	0.00	250.00
Net Other Income	0.00	-250.00
Net Income	491.92	-25,062.00

HISTORICAL COLLECTION COMMITTEE

REPORT FOR

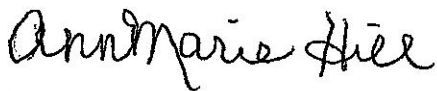
20 MARCH 2025

The progress is coming along at a reasonable pace. It is a time-consuming undertaking and there are many details in the small things. The process that was recommended to us by Yvonne is working out with minor adjustments to suit this library collection. We have learned many things and found some interesting items that were saved in the past.

Since the beginning of January 2025 Scarlett Newman and myself have put in 72.5 hours of volunteering to index, clean, and organize the small upstairs closet. We have indexed and taken pictures of over 240 items. There is some order to the closet now. We have almost completed this area. The next step will be to start downstairs with the corner containing church archives.

With the change in weather patrons/guests are starting to reach out and searching for information. The Gilbertsville Free Library Facebook page does list that we are not taking request at this time and would like input on how we as a committee and the library staff are to handle this issue. There is some more to do before we will even have any idea on what we have or where to find it. This impairs the process in assisting guests and our goal of completing the organizing of the collection continues.

Respectfully submitted,



AnnMarie Hill

Historical Collection Chair