

Librarian's Notes
December 2023

Personnel: We are all great! The Christmas party will be on December 27 – board members are invited to attend 😊. The next staff meeting will be on January 10. I am going on vacation from Jan 13 – 16 (I have coverage).

Buildings and Grounds: The safety inspector from the village stopped in just to check things out. We should have a report in the next week or so. He did recommend having the rake edges on the front of the building looked at.

Fundraising:

Book Sale \$551, Copies \$290.80, Fax \$35, Donations \$1137, fundraising (candy bars) \$102.50, quilt raffle \$300, memorials \$155
Silent auction \$719

Old Business:

The silent auction, quilt raffle and book sale were very successful!

We need to approve the Strategic Plan for 2024-2028.

Sexual Harassment Training will be held on December 18 at 6:30 pm.

I am attending the system policy workshop on January 11.

We had 77 students and a total of 176 people attend the Hooks on Books Christmas program on Saturday.

New

I would like to have winter open house in January to celebrate our wonderful patrons.

Is it ok to continue to pledge \$200 per month to the system for audiobooks?

We have received 2 letters of interest for board positions.

VITA Tax will be here in February for 2 sessions.

Here are the circulation statistics for November

	Patrons	Computer users	Materials circulated
November	1040	124	1771

Respectfully,
Melissa

12:46 PM

12/13/23

Accrual Basis

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Profit & Loss

November 2023

	Nov 23
Income	
Book Sale Income	618.00
Copies	220.00
Donations	1,747.00
Fax	40.00
Interest Income	1.52
Reimbursement	39.54
02 · Fundraising income	1,162.00
12 · Book Plan	918.25
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Total Income	4,746.31
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Gross Profit	4,746.31
Expense	
Audio & Video Tapes	39.92
Books	
2 · electronic books	200.00
Books - Other	602.22
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Total Books	802.22
Copier	119.06
Miscellaneous Expense	32.59
Office Expense	10.25
Periodicals	133.00
Programs	162.12
Telephone	39.99
Utilities	207.77
Wages & Salaries	10,302.32
Wages Employer Medicare	149.51
Wages Employer Social Security	639.28
13 · facsimile	39.99
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Total Expense	12,678.02
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Net Income	-7,931.71
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Profit & Loss Budget vs. Actual
January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	5,043.00	4,000.00	1,043.00	126.1%
Copies	2,602.50	3,000.00	-397.50	86.8%
Donations	4,164.89	4,000.00	164.89	104.1%
Fax	275.00	400.00	-125.00	68.8%
Fines	0.23			
Interest Income	19.50	25.00	-5.50	78.0%
Library System Grants	1,686.76	1,500.00	186.76	112.5%
Memorials	850.00			
Other Grants	1,500.00			
Public Funds - Town	48,000.00	48,000.00	0.00	100.0%
Public Funds - Village	40,000.00	40,000.00	0.00	100.0%
Reimbursement	285.02			
02 - Fundraising income	4,376.35	5,500.00	-1,123.65	79.6%
12 - Book Plan	3,673.00	3,200.00	473.00	114.8%
Total Income	112,476.25	109,625.00	2,851.25	102.6%
Gross Profit	112,476.25	109,625.00	2,851.25	102.6%
Expense				
Accounting	95.00	100.00	-5.00	95.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	737.48	1,500.00	-762.52	49.2%
Books				
2 - electronic books	2,200.00	2,400.00	-200.00	91.7%
Books - Other	5,793.83	5,600.00	193.83	103.5%
Total Books	7,993.83	8,000.00	-6.17	99.9%
Building Repair & Maintenance	3,091.12	2,000.00	1,091.12	154.6%
CD Cases	49.99			
Copier	1,188.73	1,000.00	188.73	118.9%
Grounds	1,105.00	5,000.00	-3,895.00	22.1%
Insurance General	5,106.24	4,500.00	606.24	113.5%
Miscellaneous Expense	3,754.47	2,000.00	1,754.47	187.7%
Office Expense	989.49	1,000.00	-10.51	98.9%
Periodicals	508.20	500.00	8.20	101.6%
Postage and Delivery	63.00	100.00	-37.00	63.0%
Programs	1,224.88	920.00	304.88	133.1%
Service Charge	10.00			
Technology Maintenance	1,830.00	500.00	1,330.00	366.0%
Technology Supplies	6,592.61	1,000.00	5,592.61	659.3%
Telephone	439.89	480.00	-40.11	91.6%
Training	120.00			
Transfer	0.00			
Utilities	3,776.73	4,500.00	-723.27	83.9%
Wages & Salaries	83,623.91	70,000.00	13,623.91	119.5%
Wages Employer Medicare	1,213.45	1,000.00	213.45	121.3%
Wages Employer Social Security	5,188.44	4,000.00	1,188.44	129.7%
01 - Fundraising expense	367.59			
13 - facsimile	439.89	480.00	-40.11	91.6%
15 - Internet	448.00	600.00	-152.00	74.7%
16 - Sales Tax	377.49	320.00	57.49	118.0%
5 - Furniture	44.71			
Total Expense	130,380.14	109,625.00	20,755.14	118.9%
Net Income	-17,903.89	0.00	-17,903.89	100.0%

	November	October	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 103,334.49	\$ 111,267.72	\$ (7,933.23)
M&T Savings	\$ 18,482.53	\$ 18,481.01	\$ 1.52
Operating Fund	\$ 121,817.02	\$ 129,748.73	\$ (7,931.71)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 186,314.27	\$ 174,714.25	\$ 11,600.02
Land and Buildings	\$ 1,200,000.00	\$ 1,200,000.00	\$ -
Equipment and Furnishings	\$ 600,000.00	\$ 600,000.00	\$ -
Total assets	\$ 1,800,000.00	\$ 1,800,000.00	\$ -
Current Liabilities	\$ -	\$ -	
Total Liabilities	\$ -	\$ -	
Edward Jones	\$ 186,314.27	\$ 174,714.25	\$ 11,600.02
Operating Fund - Beg. Balance	\$ 121,817.02	\$ 129,748.73	\$ (7,931.71)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 308,631.29	\$ 304,962.98	\$ 3,668.31

Mayville Library Board of Directors Meeting

NOVEMBER 20, 2023

ATTENDANCE

PRESENT: Elizabeth Lasser, Randy Henderson, Laura Marsala, Murry Dimon, Charlie Schiller, Pam Herdeman (via phone), Zach Stahlsmith, Dena Ward, Melissa Bartok (director), Janice Dekoff (Chautauqua-Cattaraugus Library System executive director)

ABSENT: Stacie Klossner

APPROVAL OF LAST MEETING'S MINUTES

Meeting called to order by Randy at 7:02 p.m. Murry made a motion to approve minutes and Charlie seconded. Approved by the board.

TREASURER'S REPORT / FINANCE

Melissa reported we should be at 83% of budget. We are down on fundraising but several events are currently under way (basket raffle, book sale, etc.). Money for the book plan was just deposited. Miscellaneous expenses are up; Melissa is trying to improve petty cash system by using checks to reimburse instead of cash. Salaries are up because of the need for two employees at a time. We are in good shape except investment fund, which was down. Murray motioned to pass the financial report; Zach seconded. Approved by the board.

PERSONNEL

Staff meeting was held on Nov. 15. The staff Christmas party will be Dec. 27 at 5:00, board members are invited. All staff evaluations have been completed. Personnel committee has completed Melissa's evaluation.

BUILDING AND GROUNDS

Melissa has sent the library's tax-exempt form to R&R Landscaping (selected to do our winter plowing) and is waiting for confirmation. The hanging flashing has once again been temporarily fixed with two roofing nails.

GRANTS PLANNING

No grants planned at this time.

TECHNOLOGY

Jeff from the library system came to check the surveillance computer and will try to find something else that works consistently.

FUNDRAISING

Fundraising totals at time of meeting: Silent Auction: \$606; raffle: \$215; book sale: \$335 but they were still going on at time of meeting. Library received \$600 from donations. Basket raffle was to begin the following Monday, with the goal of at least three baskets. The board tabled the Legion trivia fundraiser until after the new year and Renee at the Legion was informed.

DIRECTOR'S REPORT

Melissa reported only handing out 225 books at Halloween, plus candy. Sexual harassment training will be scheduled for next month's board meeting at 6:00 p.m. prior to meeting. All

board members need to do at least two hours of training, for which Melissa has sent links. Prospective board members to fill two vacancies will need to submit letter of interest. Melissa has sent out letters requesting such and board will vote on them at the December meeting. Pam is having surgery so Randy will be signing checks after Dec. 13. Dena volunteered to take Pam's place as treasurer after the January meeting.

OLD BUSINESS

BOOK SIGNING EVENTS: The board is currently reviewing the programming policy and the criteria for bringing said events to the library; therefore, we are not allowing any book signing events until resolved. Jan offered to work with Melissa on establishing a clear, fair policy. The board tabled discussion for future meetings while Jan reviews current policy. It was suggested to add a charge for cleanup if it's necessary.

NEW BUSINESS

POLICIES: The System is offering a policy workshop in January, which Melissa will attend. Circulation and Meeting Room policies need to be reviewed. Strategic Plan should be approved next month. Library Minimum Standards requires us to post budget but it need not include salaries. Anything to be discussed in meetings must be posted 24 hours in advance. Melissa handed out the "Handbook for Library Trustees of NY State 2023" to each board member, which has been streamlined with improved descriptions of positions, policies, etc. that will serve all people. Melissa is working on sick leave and meeting room policies.

MARY CARLSON MEMORIAL: Ideas to honor former librarian Mary Carlson, who recently passed, were discussed. Ideas included dedicating the adult literature section to her with a plaque and updated shelving or a memorial tree.

IN GENERAL: The board discussed book banning policies, book selection process, collection development, and a balanced collection.

ADJOURNMENT

Murry made a motion for adjournment. Dena seconded. Board approved.

NEXT MEETING: MONDAY, DECEMBER 18, 2023 at 7:00 P.M.