

Mayville Library Board of Directors Meeting

JUNE 19, 2024

ATTENDANCE

PRESENT: Randy Henderson, Dena Ward, Laura Marsala, Murry Dimon, Stacie Klossner, Kim Weborg Benson, Pat Appelbe, and Melissa Bartok (director)
ABSENT: Zach Stahlsmith, Charlie Schiller

APPROVAL OF LAST MEETING'S MINUTES

Meeting was called to order by Randy at 7:02 p.m. Murry made a motion to approve minutes and Laura seconded. Approved by the board with no changes.

TREASURER'S REPORT / FINANCE

Melissa reported that the library had 20 donors for the Give Big fundraiser, that finances were in good shape, that she received the grant for the summer reading program, that Trivia Night was successful, that the Edward Jones fund was up, and salaries were down slightly. Murry made a motion to accept the financial report, Pat seconded. So moved. The library received the annual funding from the Village of Mayville.

PERSONNEL

Melissa reported that staff was ready for a busy summer and that she was going on vacation for three days. Stacie volunteered to fill in for her if needed.

BUILDING AND GROUNDS

Melissa reported that Rick was going to fix the flashing in front and removed some tree branches hanging over the roof. She will message Charlie (lawn service) about mulch, as it had not been done yet. The gardens were in need of some grooming, and Laura volunteered to come and deadhead, trim, and weed.

GRANTS PLANNING

Melissa is working on the furnace grant, due July 1 and reported that the grant for the computers had been awarded. Money was expected soon and there should be enough for two new computers.

TECHNOLOGY

Melissa reported that the copier was working fine, that the video camera was also operating well, and that she was working with the school to get Chrome books synced up with the Internet. She suspected a firewall was a possible cause of the disconnection. Randy suggested that one of the new computers be able to handle the video surveillance.

FUNDRAISING

TRIVIA NIGHT: The Trivia Night Dinner at the VFW was very successful: We had 59 people for trivia alone. Melissa said she took notes to make improvements to next year's dinner, and suggested we add an RSVP to next year's flyer to have a better participation count. Kim suggested a trophy or plaque for the prize next year because all the winners donated the money back to the library.

BOOK SALE: The next book sale will be held June 28-July 6. The library is inundated with used books at present.

JULY 4 ICE CREAM SALES: The board determined not to sell ice cream at the parade as other organizations were handing out free water and freezie-pops. Instead, Melissa will promote the book sale with a donation box.

MONTHLY BASKET RAFFLE: The first monthly basket raffle sponsored by a business will be in July from the Eclectic Bird (Marcie Bird), from which the library hopes to make \$100 each month. The raffle was created to avoid having to go to businesses every single year to ask for donations; instead, every two years should keep the funding flowing without putting undue pressure on local businesses.

BOOK-O-METER: The staff created colorful charts depicting a stack of books to show how donations add up monthly ("See How Your Donations Stack Up"). Each month the books on the chart will be colored in as donations reach a certain level. This will be done on a monthly basis. \$80 was taken in during the first month.

DIRECTOR'S REPORT

Melissa reported that: 291 people came in for the Hooked on Books ice cream party and the kids had a great time. There was almost 100% participation ... No one has complained about not being open on Monday nights ... The summer reading program has begun ... Wilderness photographer John Gerber will present a talk on July 8 ... Laura will present a program on ladybugs in August. Melissa reported some problems with bathroom use and requested that the board vote to lock the bathroom 15 minutes before closing time. Board approved.

COMMITTEES

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

The board discussed the policy of children left unattended due to one particular problem situation. Melissa will talk to the tutor involved and come up with a plan that will serve everyone. The board also discussed replacing board members who miss too many meetings. No action will be taken at this time.

ADJOURNMENT

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

NEXT MEETING: MONDAY, SEPTEMBER 16, 2024 at 7:00 P.M.

*Respectfully submitted,
Laura Marsala, board secretary*

**Librarian's Notes
September 2024**

Personnel: We had a great summer! We will be having a staff meeting soon.

Buildings and Grounds: There is a hole in the soffit on the front of the building. Rick will stop in and look at it. We need to secure plowing for the winter. The carpets could use a good steam cleaning.

Fundraising:

Books \$2895, Copies \$653.50, Donations \$6170, fundraising \$983.85, fax \$65, memorials \$150, grant \$500, Book Plan \$932

Old Business:

The new computers are in and are working well.

The summer reading program went really well. We had 40 children that kept track of reading and they read for 981 hours. They loved the crafts and prizes – we ended the program with an ice cream party.

The book sale was very successful – we made \$2575.

Both the photography workshop and ladybug presentation went well.

The first basket of the month raffle raised \$75. There are 3 businesses that have committed to donating baskets for the fall/spring.

Kids can now access the wifi on their Chromebooks.

New Business:

Do we want to hold another dinner/trivia night this fall?

Mondays with Melissa, Homeschool Group and Wee Wiggles have started up again. The fall Hooked on Books event will be held on October 17.

I have submitted the grant for the furnace to the system.

I have approved the new equipment for reducing faxing costs.

Here are the circulation statistics for June, July and August

	Patrons	Computer users	Materials circulated
June	1298	161	1917
July	1387	122	2205
August	1075	189	1996

Profit & Loss

January through June 2024

09/11/24

Accrual Basis

	Jan - Jun 24
Income	
Book Sale Income	1,740.50
Copies	966.50
Donations	2,615.00
Fax	85.00
Fines	4.18
Interest Income	9.22
Library System Grants	143.70
Memorials	415.00
Other Grants	1,853.40
Public Funds - Town	53,000.00
Public Funds - Village	42,500.00
Reimbursement	83.76
02 · Fundraising income	3,358.57
12 · Book Plan	1,864.00
Total Income	108,638.83
Gross Profit	108,638.83
Expense	
Accounting	95.00
Audio & Video Tapes	261.50
Books	
2 · electronic books	1,200.00
Books - Other	2,399.51
Total Books	3,599.51
Building Repair & Maintenance	544.68
Copier	474.06
Grounds	621.00
Insurance General	4,937.50
Miscellaneous Expense	299.45
Office Expense	341.09
Periodicals	330.77
Postage and Delivery	81.20
Programs	790.00
Technology Maintenance	139.25
Telephone	239.94
Utilities	2,365.46
Wages & Salaries	44,400.00
Wages Employer Medicare	643.81
Wages Employer Social Security	2,752.84
01 · Fundraising expense	960.88
13 · facsimile	239.94
15 · Internet	120.00
16 · Sales Tax	410.63
24 · Cleaning	115.99
5 · Furniture	108.98
Total Expense	64,873.48
Net Income	43,765.35

	June	May	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 134,718.68	\$ 103,290.33	\$ 31,428.35
M&T Savings	\$ 18,493.32	\$ 18,491.80	\$ 1.52
Operating Fund	\$ 153,212.00	\$ 121,782.13	\$ 31,429.87
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 203,451.94	\$ 203,331.26	\$ 120.68
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	\$ 203,451.94	\$ 203,331.26	\$ 120.68
Operating Fund - Beg. Balance	\$ 153,212.00	\$ 121,782.13	\$ 31,429.87
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 357,163.94	\$ 325,613.39	\$ 31,550.55

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Profit & Loss
 January through July 2024

	Jan - Jul 24
Income	
Book Sale Income	4,460.50
Copies	1,241.50
Donations	3,725.00
Fax	95.00
Fines	4.18
Interest Income	10.79
Library System Grants	2,237.40
Memorials	465.00
Other Grants	1,853.40
Public Funds - Town	53,000.00
Public Funds - Village	42,500.00
Reimbursement	124.49
02 · Fundraising income	3,518.57
12 · Book Plan	2,796.00
	116,031.83
Total Income	116,031.83
Gross Profit	116,031.83
Expense	
Accounting	95.00
Audio & Video Tapes	301.41
Books	
2 · electronic books	1,400.00
Books - Other	2,879.16
	4,279.16
Total Books	4,279.16
Building Repair & Maintenance	544.68
Copier	577.17
Grounds	2,170.80
Insurance General	4,937.50
Miscellaneous Expense	299.45
Office Expense	437.98
Periodicals	330.77
Postage and Delivery	81.20
Programs	1,018.11
Technology Maintenance	139.25
Technology Supplies	1,792.40
Telephone	239.94
Utilities	2,567.54
Wages & Salaries	51,030.25
Wages Employer Medicare	739.95
Wages Employer Social Security	3,163.93
01 · Fundraising expense	1,061.28
13 · facsimile	239.94
15 · Internet	240.00
16 · Sales Tax	410.63
24 · Cleaning	115.99
5 · Furniture	108.98
	76,923.31
Total Expense	76,923.31
Net Income	39,108.52

	July	June	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 130,060.28	\$ 134,718.68	\$ (4,658.40)
M&T Savings	\$ 18,494.89	\$ 18,493.32	\$ 1.57
Operating Fund	\$ 148,555.17	\$ 153,212.00	\$ (4,656.83)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 208,709.86	\$ 203,451.94	\$ 5,257.92
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	\$ 208,709.86	\$ 203,451.94	\$ 5,257.92
Operating Fund - Beg. Balance	\$ 148,555.17	\$ 153,212.00	\$ (4,656.83)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 357,765.03	\$ 357,163.94	\$ 601.09

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Profit & Loss Budget vs. Actual
January through August 2024

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	4,635.50	5,000.00	-364.50	92.7%
Copies	1,620.00	3,000.00	-1,380.00	54.0%
Donations	8,845.00	5,000.00	3,845.00	176.9%
Fax	150.00	300.00	-150.00	50.0%
Fines	4.18			
Interest Income	12.36	25.00	-12.64	49.4%
Library System Grants	2,237.40	1,700.00	537.40	131.6%
Memorials	465.00			
Other Grants	1,853.40			
Public Funds - Town	53,000.00	53,000.00	0.00	100.0%
Public Funds - Village	42,500.00	42,500.00	0.00	100.0%
Reimbursement	184.40			
02 · Fundraising income	3,693.85	5,000.00	-1,306.15	73.9%
12 · Book Plan	2,796.00	3,700.00	-904.00	75.6%
Total Income	121,997.09	119,225.00	2,772.09	102.3%
Gross Profit	121,997.09	119,225.00	2,772.09	102.3%
Expense				
Accounting	95.00	100.00	-5.00	95.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	321.37	700.00	-378.63	45.9%
Books				
2 · electronic books	1,600.00	2,400.00	-800.00	66.7%
Books - Other	3,259.34	5,600.00	-2,340.66	58.2%
Total Books	4,859.34	8,000.00	-3,140.66	60.7%
Building Repair & Maintenance	544.68	1,000.00	-455.32	54.5%
Copier	667.13	1,200.00	-532.87	55.6%
Grounds	2,395.80	3,000.00	-604.20	79.9%
Insurance General	4,937.50	5,100.00	-162.50	96.8%
Miscellaneous Expense	307.45	500.00	-192.55	61.5%
Office Expense	502.47	500.00	2.47	100.5%
Periodicals	330.77	500.00	-169.23	66.2%
Postage and Delivery	149.20	100.00	49.20	149.2%
Programs	1,409.90	1,500.00	-90.10	94.0%
Technology Maintenance	139.25			
Technology Supplies	1,792.40			
Telephone	319.92	480.00	-160.08	66.7%
Utilities	2,794.88	4,200.00	-1,405.12	66.5%
Wages & Salaries	57,782.75	92,000.00	-34,217.25	62.8%
Wages Employer Medicare	837.87	1,400.00	-562.13	59.8%
Wages Employer Social Security	3,582.58	5,700.00	-2,117.42	62.9%
01 · Fundraising expense	1,109.30			
13 · facsimile	319.92	480.00	-160.08	66.7%
15 · Internet	240.00	600.00	-360.00	40.0%
16 · Sales Tax	410.63	400.00	10.63	102.7%
24 · Cleaning	160.13			
5 · Furniture	108.98			
Total Expense	86,119.22	127,585.00	-41,465.78	67.5%
Net Income	35,877.87	-8,360.00	44,237.87	-429.2%

	August	July	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 126,828.06	\$ 130,060.28	\$ (3,232.22)
M&T Savings	\$ 18,496.46	\$ 18,494.89	\$ 1.57
Operating Fund	\$ 145,324.52	\$ 148,555.17	\$ (3,230.65)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	
Edward Jones Investments	\$ 214,711.61	\$ 208,709.86	\$ 6,001.75
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	\$ 214,711.61	\$ 208,709.86	\$ 6,001.75
Operating Fund - Beg. Balance	\$ 145,324.52	\$ 148,555.17	\$ (3,230.65)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 360,536.13	\$ 357,765.03	\$ 2,771.10