

**Librarian's Notes
November 2024**

Personnel: Staff evaluations and my evaluation are done. Our Christmas party will be held on December 17 at 5 pm – we would love to have board members join us.

Buildings and Grounds: Rick will be able to fix the fascia by spring. The parking lot hole is in the process of getting fixed.

Fundraising:

Books \$135, Copies \$207, Donations \$510, fundraising \$75, fax \$25
Book Plan \$932

Old Business:

We handed out over 300 books for Halloween!

Board members need to complete their 2 hours of training by December 31.

I would like to update and approve the circulation policy at the December meeting.

The book sale will begin on November 21. We are not currently taking any donations.

The next Hooked on Books incentive will be held on December 7 from 10-1 (Cookies and Crafts with the Clauses)

New Business:

Posting for new board members will go up on November 19th.

We will be closed on November 28 & 29 and December 24, 25, 31 and January 1 for the holidays.

Here are the circulation statistics for October

	Patrons	Computer users	Materials circulated
October	1,139	139	1717

Mayville Library Board of Directors Meeting OCTOBER 21, 2024

System Director Jan Dekoff provided a pre-meeting training on Open Meeting Laws to help board members comply with annual training requirements.

MEETING ATTENDANCE

The board welcomed new member Marsha Pritz, who will be completing Charlie Schiller's term.
PRESENT: Murry Dimon, Stacie Klossner, Kim Weborg Benson, Pat Appelbe, Laura Marsala, Dena Ward, Marsha Pritz, Randy Henderson, and Melissa Bartok (director)
ABSENT: Zach Stahlsmith

APPROVAL OF LAST MEETING'S MINUTES

Meeting was called to order by Stacie at 7:11 p.m. Murry made a motion to approve minutes and Randy seconded. Approved by the board with no changes.

TREASURER'S REPORT / FINANCE

Melissa reported: Fundraising is down, but payroll was also down due to hour cuts so budget should balance this year. Edward Jones account is up. Another book sale will begin in November to offset the lower fundraising numbers.

PERSONNEL

Melissa reported the next staff meeting is scheduled for Oct. 23; evaluations should be done by the end of the month; Melissa's will need to be done by the personnel committee by the end of the year.

BUILDING AND GROUNDS

Melissa reported: She is will waiting for a return call from Rick Walczyk to look at the hole in the fascia ... she called the sewer department to see what they were going to do about the hole in the parking lot and reported that they needed to do some camera work first and then will cover it with millings... The furnace grant has been submitted to the state ... she received one carpet-cleaning quote and will pursue another ... we are set for winter plowing by K-Kare.

GRANTS PLANNING

The furnace grant should be received by next year. Quote from Klinginsmith was \$8,100 with a 10% matching from the library. A sprinkler system for the gardens might be something we can do through the Chautauqua Community Foundation next year.

TECHNOLOGY

Melissa reported that the surveillance camera is still glitchy and Mike Jones advised buying a backup battery for \$185. The director and board thought this an unnecessary expense and Randy volunteered to review the email responses from the computer company to ascertain the problem and a possible solution. It will remain glitchy for now.

FUNDRAISING

BOOK-STACKING ("See How Your Donations Stack Up"): Melissa reported that this is going very well, and the library is averaging about \$150 per month.

MONTHLY BASKET RAFFLE: The basket idea is not working as well as expected. Kim will do three baskets for December to try and round things out.

BOOK SALE: The next book sale will be held Nov. 21-30.

HOLIDAY AUCTION/RAFFLE: A patron donated an extensive digital camera kit (lenses, filters, tripod et al.) that the library will auction off as part of a holiday event. Laura offered her husband's knowledge to assess the value of the kit. Other raffle items will be sought.

DIRECTOR'S REPORT

Melissa reported: Participants for the Hooked on Books was 38 adults and 50 kids (numbers down somewhat) ... Cookies and Mr. & Mrs. Claus will be held on Dec. 7 ... Melissa will be handing out books again on Halloween, with the help of Elizabeth Lasser, from 5-7 on Oct. 31 ... She has resubmitted funding request to the Village ... The board was asked to review the sexual harassment and whistleblower policies and vote on them before the end of the year ... We will review the circulation policy over November and December ... Melissa asked board members to start thinking about candidates to fill two empty seats for 2025, due to Stacie and Murry's completion of terms ... The board discussed possibilities for more funding in the future.

COMMITTEES

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Melissa will send out aforementioned policies for review to discuss at next meeting.

ADJOURNMENT

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

NEXT MEETING: MONDAY, NOV. 18, 2024 at 7:00 P.M.

*Respectfully submitted,
Laura Marsala, board secretary*

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Profit & Loss
October 2024

	<u>Oct 24</u>
Income	
Book Sale Income	135.00
Copies	207.00
Donations	510.00
Fax	25.00
Interest Income	1.57
Reimbursement	5.99
02 · Fundraising income	75.00
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Total Income	959.56
Gross Profit	959.56
Expense	
Audio & Video Tapes	11.93
Books	
2 · electronic books	200.00
Books - Other	669.33
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Total Books	869.33
CD Cases	35.59
Copier	100.39
Miscellaneous Expense	8.00
Programs	166.82
Telephone	39.99
Utilities	206.63
Wages & Salaries	10,475.00
Wages Employer Medicare	151.89
Wages Employer Social Security	649.44
01 · Fundraising expense	79.15
13 · facsimile	39.99
15 · Internet	120.00
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Total Expense	12,954.15
Net Income	<hr/> <hr/> <u>-11,994.59</u>

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Profit & Loss Budget vs. Actual
January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	5,088.50	5,000.00	88.50	101.8%
Copies	2,172.00	3,000.00	-828.00	72.4%
Donations	9,875.00	5,000.00	4,875.00	197.5%
Fax	185.00	300.00	-115.00	61.7%
Fines	4.18			
Interest Income	15.45	25.00	-9.55	61.8%
Library System Grants	2,237.40	1,700.00	537.40	131.6%
Memorials	565.00			
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	203.69			
02 · Fundraising income	3,933.85	5,000.00	-1,066.15	78.7%
12 · Book Plan	2,796.00	3,700.00	-904.00	75.6%
Total Income	<u>124,429.47</u>	<u>119,225.00</u>	<u>5,204.47</u>	<u>104.4%</u>
Gross Profit	124,429.47	119,225.00	5,204.47	104.4%
Expense				
Accounting	95.00	100.00	-5.00	95.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	432.15	700.00	-267.85	61.7%
Books				
2 · electronic books	2,000.00	2,400.00	-400.00	83.3%
Books - Other	4,658.11	5,600.00	-941.89	83.2%
Total Books	6,658.11	8,000.00	-1,341.89	83.2%
Building Repair & Maintenance	544.68	1,000.00	-455.32	54.5%
CD Cases	35.59			
Copier	959.96	1,200.00	-240.04	80.0%
Grounds	2,784.55	3,000.00	-215.45	92.8%
Insurance General	5,180.50	5,100.00	80.50	101.6%
Miscellaneous Expense	315.45	500.00	-184.55	63.1%
Office Expense	730.18	500.00	230.18	146.0%
Periodicals	330.77	500.00	-169.23	66.2%
Postage and Delivery	149.20	100.00	49.20	149.2%
Programs	1,694.62	1,500.00	194.62	113.0%
Technology Maintenance	139.25			
Technology Supplies	1,792.40			
Telephone	399.90	480.00	-80.10	83.3%
Utilities	3,369.46	4,200.00	-830.54	80.2%
Wages & Salaries	74,904.75	92,000.00	-17,095.25	81.4%
Wages Employer Medicare	1,086.14	1,400.00	-313.86	77.6%
Wages Employer Social Security	4,644.12	5,700.00	-1,055.88	81.5%
01 · Fundraising expense	1,212.00			
13 · facsimile	399.90	480.00	-80.10	83.3%
15 · Internet	360.00	600.00	-240.00	60.0%
16 · Sales Tax	410.63	400.00	10.63	102.7%
24 · Cleaning	175.91			
5 · Furniture	108.98			
Total Expense	<u>108,914.20</u>	<u>127,585.00</u>	<u>-18,670.80</u>	<u>85.4%</u>
Net Income	<u>15,515.27</u>	<u>-8,360.00</u>	<u>23,875.27</u>	<u>-185.6%</u>

	October	September	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 106,462.37	\$ 118,458.53	\$ (11,996.16)
M&T Savings	\$ 18,499.55	\$ 18,497.98	\$ 1.57
Operating Fund	\$ 124,961.92	\$ 136,956.51	\$ (11,994.59)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 213,563.51	\$ 217,032.96	\$ (3,469.45)
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	\$ 213,563.51	\$ 217,032.96	\$ (3,469.45)
Operating Fund - Beg. Balance	\$ 124,961.92	\$ 136,956.51	\$ (11,994.59)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 339,025.43	\$ 354,489.47	\$ (15,464.04)