

**Librarian's Notes
October 2024**

Personnel: All is well! We will be having a staff meeting on October 23. Staff evaluations will be done by the end of this month. My evaluation needs to be completed next month.

Buildings and Grounds: Rick should be able to look at the hole in the fascia on Monday.

Fundraising:

Books \$118, Copies \$155, Donations \$430, fundraising \$55

Old Business:

The first Hooked on Books incentive was held on October 16th (at the school) and 17th (here). There were a total of 58 kids and 30 adults that participated.

We will be handing out books on Halloween from 5 – 7 pm.

The furnace grant has been submitted to the state.

The funding request has been submitted to the Village.

New Business:

We will be closed on Veteran's Day, Thanksgiving and the day after Thanksgiving.

There will be a book sale from November 21-30.

I would like to review and approve the following policies before the end of the year: Sexual Harassment, Whistleblower, Circulation and Collection Development.

We will have 2 open board positions for 2025.

Here are the circulation statistics for September

	Patrons	Computer users	Materials circulated
September	1,035	161	1616

1:42 PM

10/16/24

Accrual Basis

QDATA1_20120326

Profit & Loss

September 2024

	Sep 24
Income	
Book Sale Income	318.00
Copies	345.00
Donations	520.00
Fax	10.00
Interest Income	1.52
Memorials	100.00
Reimbursement	13.30
02 · Fundraising income	165.00
	<hr/>
Total Income	1,472.82
Gross Profit	1,472.82
Expense	
Audio & Video Tapes	98.85
Books	
2 · electronic books	200.00
Books - Other	729.44
	<hr/>
Total Books	929.44
Copier	192.44
Grounds	388.75
Insurance General	243.00
Office Expense	227.71
Programs	117.90
Telephone	39.99
Utilities	367.95
Wages & Salaries	6,647.00
Wages Employer Medicare	96.38
Wages Employer Social Security	412.10
01 · Fundraising expense	23.55
13 · facsimile	39.99
24 · Cleaning	15.78
	<hr/>
Total Expense	9,840.83
Net Income	<hr/> <u><u>-8,368.01</u></u>

QDATA1_20120326
Profit & Loss Budget vs. Actual
January through September 2024

	Jan - Sep 24	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	4,953.50	5,000.00	-46.50	99.1%
Copies	1,965.00	3,000.00	-1,035.00	65.5%
Donations	9,365.00	5,000.00	4,365.00	187.3%
Fax	160.00	300.00	-140.00	53.3%
Fines	4.18			
Interest Income	13.88	25.00	-11.12	55.5%
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	197.70			
02 · Fundraising income	3,858.85	5,000.00	-1,141.15	77.2%
12 · Book Plan	2,796.00	3,700.00	-904.00	75.6%
Total Income	123,469.91	119,225.00	4,244.91	103.6%
Gross Profit	123,469.91	119,225.00	4,244.91	103.6%
Expense				
Accounting	95.00	100.00	-5.00	95.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	420.22	700.00	-279.78	60.0%
Books				
2 · electronic books	1,800.00	2,400.00	-600.00	75.0%
Books - Other	3,988.78	5,600.00	-1,611.22	71.2%
Total Books	5,788.78	8,000.00	-2,211.22	72.4%
Building Repair & Maintenance	544.68	1,000.00	-455.32	54.5%
Copier	859.57	1,200.00	-340.43	71.6%
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	307.45	500.00	-192.55	61.5%
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	1,527.80	1,500.00	27.80	101.9%
Technology Maintenance	139.25			
Technology Supplies	1,792.40			
Telephone	359.91	480.00	-120.09	75.0%
Utilities	3,162.83	4,200.00	-1,037.17	75.3%
Wages & Salaries	64,429.75	92,000.00	-27,570.25	70.0%
Wages Employer Medicare	934.25	1,400.00	-465.75	66.7%
Wages Employer Social Security	3,994.68	5,700.00	-1,705.32	70.1%
01 · Fundraising expense	1,132.85			
13 · facsimile	359.91	480.00	-120.09	75.0%
15 · Internet	240.00	600.00	-360.00	40.0%
16 · Sales Tax	410.63	400.00	10.63	102.7%
24 · Cleaning	175.91			
5 · Furniture	108.98			
Total Expense	95,960.05	127,585.00	-31,624.95	75.2%
Net Income	27,509.86	-8,360.00	35,869.86	-329.1%

	September		August		Difference
ASSETS					
Current Assets					
M&T Checking	\$ 118,458.53	\$	126,828.06	\$	(8,369.53)
M&T Savings	\$ 18,497.98	\$	18,496.46	\$	1.52
Operating Fund	\$ 136,956.51	\$	145,324.52	\$	(8,368.01)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Edward Jones Investments	\$ 217,032.96	\$	214,711.61	\$	2,321.35
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	\$ 217,032.96	\$	214,711.61	\$	2,321.35
Operating Fund - Beg. Balance	\$ 136,956.51	\$	145,324.52	\$	(8,368.01)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Total assets	\$ 354,489.47	\$	360,536.13	\$	(6,046.66)

Mayville Library Board of Directors Meeting

SEPTEMBER 23, 2024

ATTENDANCE

PRESENT: Murry Dimon, Stacie Klossner, Kim Weborg Benson, Pat Appelbe, Laura Marsala, and Melissa Bartok (director)

ABSENT: Randy Henderson, Dena Ward, Zach Stahlsmith, Charlie Schiller

APPROVAL OF LAST MEETING'S MINUTES

Meeting was called to order by Stacie at 7:03 p.m. Murry made a motion to approve minutes and Kim seconded. Approved by the board with no changes.

TREASURER'S REPORT / FINANCE

Melissa reported: A \$5,000 anonymous donation and the possibility that it would be an annual gift but no promises ... We are still \$1,300 short to make the budget balance; book sale goal of \$5,000 is only \$50 short and we will do a November book sale with fresh stock ... Wages and salaries are down due to hours cut in May ... Edward Jones account is up. Stacie moved to accept the treasurer's report, Kim seconded. So moved.

PERSONNEL

Melissa reported the summer was great, all staff working together very nicely. The next staff meeting is scheduled for Oct. 23.

BUILDING AND GROUNDS

Melissa reported: A hole in the soffit and concern about bees nesting there. She will call Rick again to see if he can't fix it ... With the need to secure plowing for this winter, Stacie said that Roger will do it again this year for \$40/trip. Pat motioned to accept the offer, Murry seconded. Board approved ... Melissa reported that the carpets need steam cleaning; she will solicit quotes. Stacie suggested Service Master or Anderson Cleaners ... The hole in the parking lot marked with a cone is due to the sewer crew looking for a manhole 21" down that was covered up. It will be replaced and covered with millings ... Garden maintenance was discussed, and several ideas were posed to save some money and have a better handle on its appearance, e.g. schedule volunteer work days with refreshments, adopt-a-spot, installing a drip watering system, volunteers spreading the mulch, et al. The board will revisit these ideas in the spring. Pat suggested an underground watering system might fall under the construction grant; Melissa will check into it, and air conditioners as well.

GRANTS PLANNING

Melissa is still working on the furnace grant; should received funding next year. This is a proactive move to replace the furnaces before there are any problems as they are older models. The board's approval that we have our 10% (\$810) share of the costs was needed; Kim motioned and Pat seconded ... Melissa received the summer reading grant

TECHNOLOGY

Melissa reported that the two new computers are working well. The one that is connected to the security camera seems to be working fine ... Wi-Fi is finally synced with Chrome books so students can bring their computers to work in the library.

FUNDRAISING

BOOK-STACKING (“See How Your Donations Stack Up”): Melissa reported that this is going very well, and the library is making approximately \$130 per month.

MONTHLY BASKET RAFFLE: The first monthly basket raffle sponsored by the Eclectic Bird (Marcie Bird) went well. There was no business sponsor for September. Laura volunteered to make a basket next time there was no sponsor. Kim volunteered to do a blue and white Christmas basket for December. Local business response to letters has been poor; an in-person request might be more successful.

TRIVIA NIGHT: A February 2025 Valentine’s Trivia Night was discussed as a fun date night fundraiser. To be discussed further.

BOOK SALE: The next book sale will be held Nov. 22-30.

GARDEN TOUR: We will hold a garden tour again next year by popular demand. Details to be discussed further.

DIRECTOR’S REPORT

Melissa reported: A patron who built some of the trestle tables in the library would like to refinish one. The board approved to deliver the table to her home ... The 2025 budget was discussed and adjustments made to balance it (budget attached). Suggestions: More fundraisers, ask the Village and Town for more money. Melissa reminded board members that required two hours of training is due by the end of the year. She will resend the link to qualifying webinars and ask Jan from the system if she can come and present one at a future meeting.

COMMITTEES

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

New equipment will come in for the fax machine soon so that will save some money. The staff has requested their children over age 10 be allowed to be in the library during their shifts. The board agreed providing they were old enough and not disrupting their parents’ work. It will be on a case-by-case basis ... Melissa will send out another policy for review to discuss at next meeting.

ADJOURNMENT

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

NEXT MEETING: MONDAY, OCTOBER 21, 2024 at 7:00 P.M.

*Respectfully submitted,
Laura Marsala, board secretary*