

**Librarian's Notes**  
**April 2024**

**Personnel:** All is going well 😊.

**Buildings and Grounds:** The landscaping company will lay mulch earlier this year. We had a leaky faucet in the staff bathroom – it will be getting fixed. Klinginsmith's has also serviced the furnaces.

**Fundraising:**

Books \$145, Copies \$160, Donations \$40, fundraising (candy bars- \$35 and birdhouses \$477)

**Old Business:**

The Patron Conduct Policy needs to be reviewed and approved.

Budget revision discussion.

The first Tree Workshop was well-attended.

I have applied for a grant for 2 new computers through CRCF – we should know by mid-May.

Author night discussion.

I am working on quotes for furnaces.

**New**

I am beginning to work on planning the Summer Reading program. We may not be doing a baby/toddler story time for summer as it was not well attended last summer.

I would like to review the following policies for the next meeting: ALA's Bill of Rights, Conflict of Interest and Confidentiality of Records.

**Here are the circulation statistics for March**

|       | Patrons | Computer users | Materials circulated |
|-------|---------|----------------|----------------------|
| March | 1068    | 130            | 2334                 |

11:53 AM

04/06/24

Accrual Basis

QDATA1\_20120326

# Profit & Loss

March 2024

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|                                | <u>Mar 24</u>           |
|--------------------------------|-------------------------|
| <b>Income</b>                  |                         |
| Book Sale Income               | 145.00                  |
| Copies                         | 180.00                  |
| Donations                      | 355.00                  |
| Fax                            | 40.00                   |
| Interest Income                | 1.57                    |
| Memorials                      | 150.00                  |
| Reimbursement                  | 33.91                   |
| 02 · Fundraising income        | 748.00                  |
| 12 · Book Plan                 | 932.00                  |
|                                | <hr/>                   |
| <b>Total Income</b>            | 2,585.48                |
|                                | <hr/>                   |
| <b>Gross Profit</b>            | 2,585.48                |
| <b>Expense</b>                 |                         |
| Audio & Video Tapes            | 85.52                   |
| Books                          |                         |
| 2 · electronic books           | 200.00                  |
| Books - Other                  | 309.13                  |
|                                | <hr/>                   |
| <b>Total Books</b>             | 509.13                  |
| Copier                         | 83.22                   |
| Grounds                        | 34.50                   |
| Miscellaneous Expense          | 4.00                    |
| Office Expense                 | 41.92                   |
| Periodicals                    | 30.00                   |
| Programs                       | 154.63                  |
| Telephone                      | 39.99                   |
| Utilities                      | 592.29                  |
| Wages & Salaries               | 6,700.61                |
| Wages Employer Medicare        | 97.03                   |
| Wages Employer Social Security | 414.86                  |
| 01 · Fundraising expense       | 56.20                   |
| 13 · facsimile                 | 39.99                   |
| 16 · Sales Tax                 | 410.63                  |
| 24 · Cleaning                  | 21.23                   |
|                                | <hr/>                   |
| <b>Total Expense</b>           | 9,315.75                |
|                                | <hr/>                   |
| <b>Net Income</b>              | <u><u>-6,730.27</u></u> |

**QDATA1\_20120326**  
**Profit & Loss Budget vs. Actual**  
**January through March 2024**

|                                | Jan - Mar 24     | Budget            | \$ Over Budget    | % of Budget    |
|--------------------------------|------------------|-------------------|-------------------|----------------|
| <b>Income</b>                  |                  |                   |                   |                |
| Book Sale Income               | 1,300.00         | 5,000.00          | -3,700.00         | 26.0%          |
| Copies                         | 480.00           | 3,000.00          | -2,520.00         | 16.0%          |
| Donations                      | 1,525.00         | 5,000.00          | -3,475.00         | 30.5%          |
| Fax                            | 70.00            | 300.00            | -230.00           | 23.3%          |
| Fines                          | 1.39             |                   |                   |                |
| Interest Income                | 4.61             | 25.00             | -20.39            | 18.4%          |
| Library System Grants          | 143.70           | 1,700.00          | -1,556.30         | 8.5%           |
| Memorials                      | 365.00           |                   |                   |                |
| Public Funds - Town            | 53,000.00        | 53,000.00         | 0.00              | 100.0%         |
| Public Funds - Village         | 0.00             | 40,000.00         | -40,000.00        | 0.0%           |
| Reimbursement                  | 38.87            |                   |                   |                |
| 02 - Fundraising income        | 868.00           | 5,000.00          | -4,132.00         | 17.4%          |
| 12 - Book Plan                 | 932.00           | 3,700.00          | -2,768.00         | 25.2%          |
| <b>Total Income</b>            | <b>58,728.57</b> | <b>116,725.00</b> | <b>-57,996.43</b> | <b>50.3%</b>   |
| <b>Gross Profit</b>            | <b>58,728.57</b> | <b>116,725.00</b> | <b>-57,996.43</b> | <b>50.3%</b>   |
| <b>Expense</b>                 |                  |                   |                   |                |
| Accounting                     | 0.00             | 100.00            | -100.00           | 0.0%           |
| Advertising                    | 0.00             | 125.00            | -125.00           | 0.0%           |
| Audio & Video Tapes            | 190.66           | 700.00            | -509.34           | 27.2%          |
| Books                          |                  |                   |                   |                |
| 2 - electronic books           | 600.00           | 2,400.00          | -1,800.00         | 25.0%          |
| Books - Other                  | 839.10           | 5,600.00          | -4,760.90         | 15.0%          |
| <b>Total Books</b>             | <b>1,439.10</b>  | <b>8,000.00</b>   | <b>-6,560.90</b>  | <b>18.0%</b>   |
| Building Repair & Maintenance  | 9.91             | 1,000.00          | -990.09           | 1.0%           |
| Copier                         | 236.02           | 1,200.00          | -963.98           | 19.7%          |
| Grounds                        | 586.50           | 3,000.00          | -2,413.50         | 19.6%          |
| Insurance General              | 0.00             | 5,100.00          | -5,100.00         | 0.0%           |
| Miscellaneous Expense          | 244.69           | 500.00            | -255.31           | 48.9%          |
| Office Expense                 | 194.22           | 500.00            | -305.78           | 38.8%          |
| Periodicals                    | 310.80           | 500.00            | -189.20           | 62.2%          |
| Postage and Delivery           | 81.20            | 100.00            | -18.80            | 81.2%          |
| Programs                       | 427.01           | 1,500.00          | -1,072.99         | 28.5%          |
| Telephone                      | 119.97           | 480.00            | -360.03           | 25.0%          |
| Utilities                      | 1,377.47         | 4,200.00          | -2,822.53         | 32.8%          |
| Wages & Salaries               | 20,186.25        | 92,000.00         | -71,813.75        | 21.9%          |
| Wages Employer Medicare        | 292.70           | 1,400.00          | -1,107.30         | 20.9%          |
| Wages Employer Social Security | 1,251.56         | 5,700.00          | -4,448.44         | 22.0%          |
| 01 - Fundraising expense       | 255.59           |                   |                   |                |
| 13 - facsimile                 | 119.97           | 480.00            | -360.03           | 25.0%          |
| 15 - Internet                  | 0.00             | 600.00            | -600.00           | 0.0%           |
| 16 - Sales Tax                 | 410.63           | 400.00            | 10.63             | 102.7%         |
| 24 - Cleaning                  | 30.27            |                   |                   |                |
| <b>Total Expense</b>           | <b>27,764.52</b> | <b>127,585.00</b> | <b>-99,820.48</b> | <b>21.8%</b>   |
| <b>Net Income</b>              | <b>30,964.05</b> | <b>-10,860.00</b> | <b>41,824.05</b>  | <b>-285.1%</b> |

|                               | March                  |           | February            |           | Difference        |
|-------------------------------|------------------------|-----------|---------------------|-----------|-------------------|
| <b>ASSETS</b>                 |                        |           |                     |           |                   |
| <b>Current Assets</b>         |                        |           |                     |           |                   |
| M&T Checking                  | \$ 121,921.99          | \$        | 128,653.83          | \$        | (6,731.84)        |
| M&T Savings                   | \$ 18,488.71           | \$        | 18,487.14           | \$        | 1.57              |
| Operating Fund                | \$ 140,410.70          | \$        | 147,140.97          | \$        | (6,730.27)        |
| M&T Checking Non-Profit       | \$ 500.00              | \$        | 500.00              | \$        | -                 |
| Edward Jones Investments      | \$ 205,211.79          | \$        | 200,236.48          | \$        | 4,975.31          |
| Land and Buildings            | \$ 1,200,000.00        | \$        | 1,200,000.00        | \$        | -                 |
| Equipment and Furnishings     | \$ 600,000.00          | \$        | 600,000.00          | \$        | -                 |
| <b>Total assets</b>           | <b>\$ 1,800,000.00</b> | <b>\$</b> | <b>1,800,000.00</b> | <b>\$</b> | <b>-</b>          |
| <b>Current Liabilities</b>    | <b>\$ -</b>            | <b>\$</b> | <b>-</b>            | <b>\$</b> | <b>-</b>          |
| <b>Total Liabilities</b>      | <b>\$ -</b>            | <b>\$</b> | <b>-</b>            | <b>\$</b> | <b>-</b>          |
| Edward Jones                  | \$ 205,211.79          | \$        | 200,236.48          | \$        | 4,975.31          |
| Operating Fund - Beg. Balance | \$ 140,410.70          | \$        | 147,140.97          | \$        | (6,730.27)        |
| M&T Checking Non-Profit       | \$ 500.00              | \$        | 500.00              | \$        | -                 |
| <b>Total assets</b>           | <b>\$ 346,122.49</b>   | <b>\$</b> | <b>347,877.45</b>   | <b>\$</b> | <b>(1,754.96)</b> |

# Mayville Library Board of Directors Meeting

## MARCH 25, 2024

### ATTENDANCE

PRESENT: Randy Henderson, Laura Marsala, Murry Dimon, Charlie Schiller, Kim Weborg Benson, Pat Appelbe (via phone), and Melissa Bartok (director)

ABSENT: Dena Ward, Stacie Klossner, Zach Stahlsmith

### APPROVAL OF LAST MEETING'S MINUTES

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

### TREASURER'S REPORT / FINANCE

Melissa reported in Dena's absence: The library received \$2,500 more than the budgeted \$40,000 from the Village, which will help with the budget gap of approximately \$10,000. We will rely on donations and fundraising partly to fill the budget short of approximately \$8,360 (after extra influx from Village). The board will continue to discuss ways to fill this gap. Everything is usual: We are at about 16% of budget. Edward Jones was up almost \$4,000. Randy motioned to accept the treasurer's report, seconded by Charlie. So moved.

### PERSONNEL

Melissa will be on vacation the week of March 29-April 5. Lindsey will be covering for her. A full staff meeting was held March 13.

### BUILDING AND GROUNDS

The board agreed that the contractor for grounds keeping did a good job last year. Charlie made a motion to continue using his services, Kim seconded. So moved. Melissa will request mulch be laid earlier this year to reduce the need for watering. Laura reported that a tree donated by former board member Elizabeth Lasser will be planted at the end of the April tree clinics for Arbor Day. The clinics will also include a pruning session on library grounds.

### GRANTS PLANNING

Kim reported that Paul Benson advised the library to apply to the Chautauqua Community Foundation (CCF) for new computer funding, as it would likely be accepted.

### TECHNOLOGY

Melissa inventoried the computer purchase dates. One was purchased in 2019, the laptop in 2021, the patron one in 2022. Two computers were purchased in 2017. The board determined the need for two new computers. Melissa reported the costs as \$771 and \$628, per state contract prices. She will put together the grant request for the two and submit to CCF.

### FUNDRAISING

Melissa reported that Lindsey has offered to do a photograph fundraiser. Nothing more was discussed at this time.

BIRDHOUSE CONTEST: The birdhouse made \$550 profit, after a flurry of activity late in the contest. Whether to hold it again next year was not discussed.

TRIVIA NIGHT/DINNER: Melissa reported her conversation with Jim at the VFW. He could do pulled pork or barbecue ham, side dish, with a salad bar and coffee. Board members chose May 16 at the date and tickets at \$15 for dinner, \$5 for trivia only, \$20/both. Melissa will continue discussions with Jim.

GARDEN TOUR: The garden tour will be held in August. The board needs to poll people who would like to display their gardens. Discussion will continue.

#### **DIRECTOR'S REPORT**

Melissa reported Hooked on Books at 19 kids and 32 afterschool kids. Numbers seem to be dropping, and 260 kids completed the challenge. The next H on B is an ice cream party so Melissa believes it will be well attended ... The board discussed soliciting magazine subscriptions from patrons to reduce library costs or asking patrons to donate \$1 toward a *Wall Street Journal* subscription. Laura committed to donating her *New Yorker* subscription; Charlie offered his *Guns & Ammo* subscription. ... Discussion continued on how to fill the budget gap, and scenarios included cutting library hours, reducing staff hours, eliminating staff Christmas bonuses. Pat expressed concern about not having evening hours for those who can't get to the library during the day. Randy suggested we table discussion until we had full board participation in the discussion. Charlie moved we table, Kim seconded. So moved. ... We will be closed Good Friday, and Melissa will put a sign out on Erie Street stating so. ... The library is open on Eclipse day and will be handing out sun chips and moon pies. ... It was determined to discuss the patron conduct policy until next meeting.

#### **COMMITTEES**

Nothing to report.

#### **OLD BUSINESS**

Nothing to report that is not mentioned elsewhere in this report. Laura clarified what the April tree clinics entailed and invited everyone to attend.

#### **NEW BUSINESS**

Due to low participation, Melissa will be eliminating Jr. Crafternoon and reducing expenditures on regular Crafternoon, which will help with the budget. ... A retired music teacher will be giving free singing lessons in May. ... Melissa would like to do an author night once a month. To be discussed in the future.

#### **ADJOURNMENT**

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

**NEXT MEETING: MONDAY, APRIL 15, 2024 at 7:00 P.M.**

*Respectfully submitted,  
Laura Marsala, board secretary*