

Librarian's Notes
February 2024

Personnel: All good! Our next staff meeting is scheduled for March 13.

Buildings and Grounds: Nothing to report.

Fundraising:

- Books \$85, Copies \$195, Fax \$30, Donations \$1085, fundraising (candy bars) \$65, memorials \$165, grant \$143.70
- We received \$53,000 from the Town of Chautauqua!!

Old Business:

- We hosted 3 Vita Tax sessions this month – all were well attended.
- I would like to review and approve the Computer/Internet policy and the wireless policy this month.
- The Birdhouse Contest is going well – we have handed out 60 birdhouses so far. Voting will begin on March 2.
- The book sale is also going well – we have raised about \$950 so far.
- The annual report has been submitted to the system.
- Signers have been updated at M&T.

New Business:

- The next Hooked on Books event will be held on March 14.
- We have begun handing out eclipse glasses. I am working on some programming focused on the eclipse.
- I spoke to Jim from the VFW. He is willing to do a fundraising dinner – we would just need to give him a menu, etc.
- There will be a series of Tree Workshops on April 6, 13, 20 and 27.

Here are the circulation statistics for January

	Patrons	Computer users	Materials circulated
January	996	131	1994

Respectfully,
Melissa

1:41 PM

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02/07/24

Profit & Loss

Accrual Basis

January 2024

	Jan 24
Income	
Book Sale Income	35.00
Copies	130.00
Donations	1,085.00
Fax	30.00
Interest Income	1.57
Memorials	40.00
02 - Fundraising income	25.00
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Total Income	1,346.57
Gross Profit	1,346.57
Expense	
Audio & Video Tapes	85.18
Books	
2 - electronic books	200.00
Books - Other	257.84
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Total Books	457.84
Building Repair & Maintenance	9.91
Copier	87.99
Miscellaneous Expense	93.85
Office Expense	81.99
Periodicals	280.80
Postage and Delivery	81.20
Programs	178.93
Telephone	39.99
Utilities	316.76
Wages & Salaries	6,312.37
Wages Employer Medicare	91.58
Wages Employer Social Security	391.63
01 - Fundraising expense	113.69
13 - facsimile	39.99
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Total Expense	8,663.70
Net Income	<hr/> <u>-7,317.13</u>

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Profit & Loss Budget vs. Actual
January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	35.00	5,000.00	-4,965.00	0.7%
Copies	130.00	3,000.00	-2,870.00	4.3%
Donations	1,085.00	5,000.00	-3,915.00	21.7%
Fax	30.00	300.00	-270.00	10.0%
Interest Income	1.57	25.00	-23.43	6.3%
Library System Grants	0.00	1,700.00	-1,700.00	0.0%
Memorials	40.00	53,000.00	-53,000.00	0.0%
Public Funds - Town	0.00	40,000.00	-40,000.00	0.0%
Public Funds - Village	25.00	5,000.00	-4,975.00	0.5%
02 · Fundraising income	0.00	3,700.00	-3,700.00	0.0%
12 · Book Plan	0.00			
Total Income	1,346.57	116,725.00	-115,378.43	1.2%
Gross Profit	1,346.57	116,725.00	-115,378.43	1.2%
Expense				
Accounting	0.00	100.00	-100.00	0.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	85.18	700.00	-614.82	12.2%
Books	457.84	8,000.00	-7,542.16	5.7%
Building Repair & Maintenance	9.91	1,000.00	-990.09	1.0%
Copier	87.99	1,200.00	-1,112.01	7.3%
Grounds	0.00	3,000.00	-3,000.00	0.0%
Insurance General	0.00	5,100.00	-5,100.00	0.0%
Miscellaneous Expense	93.85	500.00	-406.15	18.8%
Office Expense	81.99	500.00	-418.01	16.4%
Periodicals	280.80	500.00	-219.20	56.2%
Postage and Delivery	81.20	100.00	-18.80	81.2%
Programs	178.93	1,500.00	-1,321.07	11.9%
Telephone	39.99	480.00	-440.01	8.3%
Utilities	316.76	4,200.00	-3,883.24	7.5%
Wages & Salaries	6,312.37	92,000.00	-85,687.63	6.9%
Wages Employer Medicare	91.58	1,400.00	-1,308.42	6.5%
Wages Employer Social Security	391.63	5,700.00	-5,308.37	6.9%
01 · Fundraising expense	113.69			
13 · facsimile	39.99	480.00	-440.01	8.3%
15 · Internet	0.00	600.00	-600.00	0.0%
16 · Sales Tax	0.00	400.00	-400.00	0.0%
Total Expense	8,663.70	127,585.00	-118,921.30	6.8%
Net Income	-7,317.13	-10,860.00	3,542.87	67.4%

	January	December	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 83,643.85	\$ 90,962.55	\$ (7,318.70)
M&T Savings	\$ 18,485.67	\$ 18,484.10	\$ 1.57
Operating Fund	\$ 102,129.52	\$ 109,446.65	\$ (7,317.13)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 196,364.11	\$ 197,171.25	\$ (807.14)
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	\$ 196,364.11	\$ 197,171.25	\$ (807.14)
Operating Fund - Beg. Balance	\$ 102,129.52	\$ 109,446.65	\$ (7,317.13)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 298,993.63	\$ 307,117.90	\$ (8,124.27)

Mayville Library Board of Directors Meeting

JANUARY 23, 2024

ATTENDANCE

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

ABSENT: All present

APPROVAL OF LAST MEETING'S MINUTES

Meeting called to order by outgoing president Randy Henderson at 7:02 p.m., who welcomed new board members Kim Weborg Benson and Pat Appelbe. He then called for nominations for 2024 board officers. Randy nominated Stacie for president, seconded by Laura. The board approved. Stacie nominated Randy for vice president, seconded by Zach. The board approved. Laura nominated by Randy to continue as secretary. The board approved. Dena nominated for treasurer by Charlie. The board approved. Randy then turned the meeting over to Stacie. Murry made a motion to approve minutes and Charlie seconded. Approved by the board.

TREASURER'S REPORT / FINANCE

Melissa reported: We are at a really good place. We are below budget because of the second person scheduling; we have budgeted for it this year but we still may be a little short. The Town of Chautauqua giving us \$5,000 more this year will help, and while we still haven't heard from the village, with their extra proposed \$2,500 more we will still be short. Stacie pointed out that the board must come up with some creative ways to raise more money to cover this gap going forward. Edward Jones investment is up. Randy moves to accept the treasurer's report; Zach seconded. So moved.

PERSONNEL

Melissa reported that the staff would complete their sexual harassment training during work hours. She offered to run the video next month, prior to the regular board meeting, for the remaining board members who have not completed the training. Staff was all good, and the Christmas party was fun. The board received thank yous from several employees.

BUILDING AND GROUNDS

The flashing over the back of the building has come off again. The board determined that a roofer should be hired in the spring to remove all the old flashing, replace it, and clean the gutters. Melissa will call some roofers for prices.

GRANTS PLANNING

Melissa reminded the board that the NYS Construction Grant is due in July. Carpeting and book shelves are not eligible for this grant, nor are roof repairs. Discussion ensued about the need to replace the furnace in the front area. It was determined that two furnaces are older and should all be replaced at the same time. The board concluded that perhaps this would be a good use of the grant. Melissa will gather some quotes.

TECHNOLOGY

Everything seems to be running OK. We now have enough processing power to run the video cameras by turning the computer off at night. We need to replace one of the computers soon.

Melissa would like to replace one a year to keep current with technology. She will check with Mike in the library system to see when all the computers went in so we can create a realistic replacement schedule.

FUNDRAISING

BIRDHOUSE CONTEST: The birdhouse contest will be held again this year beginning Feb. 9 and due back March 1. The displays and voting will take place between March 2-23 with winners announced on March 25. Discussion about the cost was held, and the board determined the cost should be \$3.00. Prize sponsors and promotion should begin for this immediately.

BOOK SALE: The next book sale will be held during Presidents' Weekend (Feb. 16-24) by donation.

TRIVIA NIGHT/DINNER: The board determined that the trivia/dinner night will be held in April at either the American Legion or the VFW. Melissa will check with Jim at the VFW to see if this is feasible and what their menus are.

DIRECTOR'S REPORT

Melissa reported that Patron Appreciation Day held, on Sat., Jan. 20, was attended by 30 people. Stacie provided peanut butter balls and notebooks were handed out as thank-yous. Melissa reported that people were very pleased with the event, and that they sat, visited and had coffee. It will become an annual event going forward ... The policy workshop was very helpful, at which Melissa was able to get templates for everything. We will be updating two policies per meeting through July using the templates ... VITA Tax Service will be at the library 2/6, 2/13, and 2/20 ... Melissa is working to complete the annual report in the next few weeks ... The Mayville Sentinel newspapers are now available online. The link will go up on the library's website ... Melissa is culling the collection and asked about memorial donations that have not been checked out in years. The board determined to keep them in circulation until space becomes an issue ... Melissa shared some interesting stats with the board: In 2018, the library welcomed 18,000 patrons coming through the door while in 2023 we had under 13,000. However, circulation has remained steady. In 2018 there were 565 participants in children's programs, while in 2023 there were 2,300 participants in children's programs. Shortened library hours has not affected our circulation or programming ... Melissa has cut back on purchasing magazines and videos due to high costs. The board determined to promote patrons donating gift subscriptions and using memorial donations for subscriptions to the Wall St. Journal, New York Times, Buffalo News, etc. ... The meeting room policy was discussed and approved (motion by Randy, seconded by Zach) with the addition of a cleaning fee deposit of \$50, returned if library staff does not have to clean the room after use ... The strategic plan was presented. Zach moved to accept as presented, seconded by Charlie. So moved. The board will review the Wi-Fi policy and Internet/Computer policy next ... The two hours of trustee training is on the honor system and Stacie will complete the proper form as reported from board members as they complete their training. Several training links have been provided.

COMMITTEES

New committee membership was determined as follows: Personnel – Stacie, Charlie, Pat; Building & Grounds – Randy, Charlie, Dena; Technology – Randy, Zach; Fundraising – Everyone; Grants & Planning – Laura, Kim, Murry; Finance – Randy, Dena, Murry, Stacie.

OLD BUSINESS

Included in the director's report.

NEW BUSINESS

Included in the director's report.

IN GENERAL: The board welcomed its two newest members, Kim and Pat.

ADJOURNMENT

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

NEXT MEETING: MONDAY, FEB. 26, 2024 at 7:00 P.M. (due to Presidents' Day closure).

Mayville Library Internet & Computer Access Policy

Mayville Library provides computers and Internet access in support of the Library's mission to provide services emphasizing general information and information literacy. The Library's Internet access is intended primarily as an informational and educational resource. As a recipient of federal funds through the government's E-Rate program, the Library's computers are filtered in accordance with the Children's Internet Protection Act (CIPA). CIPA Link: <https://www.law.cornell.edu/cfr/text/47/54.520>. The Library cannot guarantee that the filtering software will work 100% of the time nor that it will deny access to sites that parents may find objectionable.

The Mayville Library does not serve in the role of a parent or guardian. Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. As with private usage of all other library materials, monitoring a child's access to the Internet is the responsibility of the parent or guardian.

Patrons using the computers are expected to follow all local, state, or federal ordinances, regulations, or laws. Included in this list are the policies of the Library and the Children's Internet Protection Act (CIPA), which bans the display, printing, sending, or dissemination of obscene or pornographic material. Users engaged in illegal activities involving Library computers may be subject to prosecution.

The Library assumes no responsibility for any damages, direct or indirect, or loss of privacy, arising from use of its Internet and computer workstations. The Library is also not responsible for any loss or liability that may occur as a result of the disclosure of financial or other personal information over the Library's public computer services, including the Internet and electronic mail use. Users should be aware that use of public computers is not a private or secure medium, and that third parties may be able to obtain information regarding the user's activities.

- 1.) The Internet and computer workstations are available on a first-come, first-served basis and must be used within the confines of currently installed software and hardware.
- 2.) In order to use the Internet workstations, all users must sign in with a staff member at the circulation desk.
- 3.) Food and drink are not allowed near the Library computers.
- 4.) The Library staff has the authority to remove those who do not follow the laws/policies. Violations of procedures may result in loss of any Library privileges up to a permanent banning from the Library. Patrons will also be required to make restitution of any damages to any computer components, hardware, and/or software.

5.) Staff may provide LIMITED assistance, as knowledge and time allow. Staff take no responsibility in assisting patrons on any site.

6.) Patrons are responsible for all items printed from the computer they use during their scheduled time.

The Library reserves the right to modify these policies at any time.

Approved by the <Library Name> Board of Trustees 00/00/0000; Revised 00/00/0000

Mayville Library Wireless Access Policy

The Mayville Library provided wireless access for all cardholders and visitors. Use of the Library's wireless network requires that you agree to this usage policy.

Patrons using wireless access provided by the Library are subject to the Library's Internet & Computer Use Policy and the Patron Conduct Policy.

- The Library's wireless network is open and non-secure.
- The Library is not responsible for any damage to personal equipment, software or data that may occur as a result of using the Library's wireless network. It is highly recommended that you use an updated antivirus and firewall software when accessing any wireless network.
- Response speed, bandwidth, the ability to connect to the wireless Internet network, and continuity of connection are not guaranteed. Wireless users may experience loss of signal from time to time and the Library cannot take responsibility for loss of data. Frequent backup of important files is recommended.
- You must have your own wireless device with wi-fi capability. Patrons may not connect their own equipment to the Library's computer network.
- The Library cannot guarantee the security of equipment owned by Library patrons and is not responsible for the theft or damage of personal laptop computers and other devices. **NEVER LEAVE YOUR EQUIPMENT UNATTENDED.**
- Patrons may connect their wireless devices to any available electrical power outlet, provided the cords do not create a hazard. Patrons may not unplug Library equipment, move furniture, or block exits or aisles.
- Headphones must be used in the Library when using devices with sound.

The Library reserves the right to prohibit anyone from accessing the wireless network if that person is violating any of the policies or guidelines of the Library.

Approved by the <Library Name> Board of Trustees 00/00/0000; Revised 00/00/0000