

Librarian's Notes
January 2024

Personnel: We had a great Christmas party! All is well! Staff will work on completing sexual harassment training in the next month.

Buildings and Grounds: Nothing to report.

Fundraising:

Books \$45, Copies \$95, Fax \$10, Donations \$570, fundraising (candy bars) \$142, memorials \$245

Old Business:

We held the Patron Appreciation Open House on Saturday. People enjoyed the goodies!

The policy workshop on January 11 was very helpful! I would like to have all policies updated and approved by July.

VITA Tax will be here on 2/6, 2/13 and 2/20 from 11 am – 3 pm.

New

The next book sale will be held on 2/16 – 2/24.

We will begin handing our birdhouses for the Birdhouse Decorating Contest on February 9 and they will be due back on March 1. The voting will take place from March 2 – 23 with winners announced on March 25. Do we want to limit the number of entries this year?

I will be working on the Annual Report – it is due to the system on 2/16.

We need to vote on board members.

Here are the circulation statistics for December

	Patrons	Computer users	Materials circulated
December	1038	117	1558
2024	12,769	1635	22,287

Respectfully,
Melissa

Profit & Loss

December 2023

	Dec 23
Income	
Book Sale Income	60.00
Copies	275.30
Donations	665.00
Fax	30.00
Interest Income	1.57
Memorials	400.00
02 · Fundraising income	221.50
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Total Income	1,653.37
Gross Profit	1,653.37
Expense	
Books	
2 · electronic books	200.00
Books - Other	313.40
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Total Books	513.40
Copier	51.37
Grounds	1,980.00
Miscellaneous Expense	1,119.94
Office Expense	39.76
Programs	316.62
Telephone	39.99
Utilities	436.84
Wages & Salaries	8,675.16
Wages Employer Medicare	125.87
Wages Employer Social Security	538.22
01 · Fundraising expense	26.58
13 · facsimile	39.99
15 · Internet	120.00
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Total Expense	14,023.74
Net Income	-12,370.37

Profit & Loss Budget vs. Actual

01/17/24

January through December 2023

Accrual Basis

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	5,103.00	4,000.00	1,103.00	127.6%
Copies	2,877.80	3,000.00	-122.20	95.9%
Donations	4,829.89	4,000.00	829.89	120.7%
Fax	305.00	400.00	-95.00	76.3%
Fines	0.23			
Interest Income	21.07	25.00	-3.93	84.3%
Library System Grants	1,686.76	1,500.00	186.76	112.5%
Memorials	1,250.00			
Other Grants	1,500.00			
Public Funds - Town	48,000.00	48,000.00	0.00	100.0%
Public Funds - Village	40,000.00	40,000.00	0.00	100.0%
Reimbursement	285.02			
02 · Fundraising income	4,597.85	5,500.00	-902.15	83.6%
12 · Book Plan	3,673.00	3,200.00	473.00	114.8%
Total Income	114,129.62	109,625.00	4,504.62	104.1%
Gross Profit	114,129.62	109,625.00	4,504.62	104.1%
Expense				
Accounting	95.00	100.00	-5.00	95.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	737.48	1,500.00	-762.52	49.2%
Books				
2 · electronic books	2,400.00	2,400.00	0.00	100.0%
Books - Other	6,107.23	5,600.00	507.23	109.1%
Total Books	8,507.23	8,000.00	507.23	106.3%
Building Repair & Maintenance	3,091.12	2,000.00	1,091.12	154.6%
CD Cases	49.99			
Copier	1,240.10	1,000.00	240.10	124.0%
Grounds	3,085.00	5,000.00	-1,915.00	61.7%
Insurance General	5,106.24	4,500.00	606.24	113.5%
Miscellaneous Expense	4,874.41	2,000.00	2,874.41	243.7%
Office Expense	1,029.25	1,000.00	29.25	102.9%
Periodicals	508.20	500.00	8.20	101.6%
Postage and Delivery	63.00	100.00	-37.00	63.0%
Programs	1,541.50	920.00	621.50	167.6%
Service Charge	10.00			
Technology Maintenance	1,830.00	500.00	1,330.00	366.0%
Technology Supplies	6,592.61	1,000.00	5,592.61	659.3%
Telephone	479.88	480.00	-0.12	100.0%
Training	120.00			
Transfer	0.00			
Utilities	4,213.57	4,500.00	-286.43	93.6%
Wages & Salaries	92,299.07	70,000.00	22,299.07	131.9%
Wages Employer Medicare	1,339.32	1,000.00	339.32	133.9%
Wages Employer Social Security	5,726.66	4,000.00	1,726.66	143.2%
01 · Fundraising expense	394.17			
13 · facsimile	479.88	480.00	-0.12	100.0%
15 · Internet	568.00	600.00	-32.00	94.7%
16 · Sales Tax	377.49	320.00	57.49	118.0%
5 · Furniture	44.71			
Total Expense	144,403.88	109,625.00	34,778.88	131.7%
Net Income	-30,274.26	0.00	-30,274.26	100.0%

	December	November	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 90,962.55	\$ 103,334.49	\$ (12,371.94)
M&T Savings	\$ 18,484.10	\$ 18,482.53	\$ 1.57
Operating Fund	\$ 109,446.65	\$ 121,817.02	\$ (12,370.37)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 197,171.25	\$ 186,314.27	\$ 10,856.98
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	\$ 197,171.25	\$ 186,314.27	\$ 10,856.98
Operating Fund - Beg. Balance	\$ 109,446.65	\$ 121,817.02	\$ (12,370.37)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 307,117.90	\$ 308,631.29	\$ (1,513.39)

Mayville Library Board of Directors Meeting

DECEMBER 18, 2023

ATTENDANCE

PRESENT: Elizabeth Lasser, Randy Henderson, Laura Marsala, Murry Dimon, Dena Ward, Stacie Klossner, Melissa Bartok (director)

ABSENT: Pam Herdeman, Charlie Schiller, Zach Stahlsmith

APPROVAL OF LAST MEETING'S MINUTES

Meeting called to order by Randy at 7:00 p.m. Stacie made a motion to approve minutes and Murry seconded. Approved by the board.

TREASURER'S REPORT / FINANCE

Melissa reported: We are almost at 100% of budget except for fundraising; there is nothing unusual in report; wages and salaries are up because of extra hours and one extra employee. This will be reflected in next year's budget. The library has been receiving an anonymous donation for the last two months. Stacie motioned to pass the financial report; Murry seconded. Approved by the board.

PERSONNEL

Based on this year's budget, Stacie reported that the personnel committee recommends no raises be given this year. She pointed out that with increased hours, employees are receiving additional income. However, Christmas bonuses were approved for all. Elizabeth made a motion to approve bonuses; Laura seconded. Approved by the board.

BUILDING AND GROUNDS

The village code inspector stopped by this month, and the library should be receiving a report from that meeting. It was recommended that the library install a third fire extinguisher. The edges of the building roof front should be cleaned as they are loose and debris is starting to fall. The issue will be revisited in the spring, as well as hiring Allen's to inspect fire extinguishers. The gutters will also need to be cleaned.

GRANTS PLANNING

No grants planned at this time.

TECHNOLOGY

Nothing new reported.

FUNDRAISING

Fundraising totals at time of meeting: Silent Auction: \$719; raffle: \$300; book sale: \$551
Library received several donations.

DIRECTOR'S REPORT

Melissa reported that the 2024-2028 Strategic Plan needs to be completed. The board will discuss in January after members have read it. Several members have completed the required sexual harassment training, and the link for required continuing education will be resent to all board members. The Library System is holding a policy workshop and Melissa was able to get a

spot. Meeting room policy will be reviewed after Melissa attends the workshop. Until then, no author visits will be scheduled. A reconsideration policy is available, but Melissa reported that no one has ever filed one. Elizabeth shared Chautauqua Library's bill of rights on display, and again Melissa reported that no one has ever complained. Seventy-seven students participated in the year's final Hooked on Books reward, which was a visit from Santa and Mrs. Claus (Roger and Stacie Klossner), cookie decorating and crafts. It was very successful and they would like to do it again next year. Melissa would like to have a patron appreciation event on Sat., Jan. 20, from 10 a.m.-12:30 p.m. with light refreshments. The library contributes \$200 per month to the system for e-books and audio books; the board determined it was worth it to continue participating. Melissa received three letters of interest for vacated board seats (Kim Benson, Pat Appelbe, Marcia Pritz), which were read aloud to the board. The board voted to select Kim and Pat, with Marcia being the alternative in the case of an additional available seat.

OLD BUSINESS

Included in the director's report.

NEW BUSINESS

VITA TAX: Vita Tax will be at the library for three sessions in February. The board determined that we will not be scanning anyone's tax information if they can't make it to one of the sessions. Leann is no longer cleaning; the duties have been taken up by Melissa and Lindsey.

IN GENERAL: Randy thanks Elizabeth Lasser for her two terms of service.

ADJOURNMENT

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

NEXT MEETING: TUES., JANUARY 23, 2024 at 7:00 P.M. (due to MLK Day closure).

Mayville Library

Strategic Plan

2024-2028

Technology – The library will insure that patrons have adequate, up-to-date technology to meet their informational needs.

- Upgrade computers on a yearly basis, replacing one computer each year (or as needed).
- Assist patrons with technology (computers, tablets and phones) on an as needed basis.
- Ensure that the internet speed is operating at the best speed for library needs.
- Update the website and social media platforms regularly to inform patrons of library information and events.

Service – The library is dedicated to becoming a community hub where patrons can connect with each other and utilize library services and programs.

- Provide a safe, secure and comfortable place that fosters an engaging and positive atmosphere for both patrons and staff.
- Distribute a monthly newsletter in paper and digital formats.
- Host library events that target patrons of all ages (story hours, summer reading programs, homeschool group, craft clubs and book clubs).
- Partner with Chautauqua Lake Central School for the Hooked-on-Books reading incentive program.

Collection – The library's collection will be maintained to provide patrons with a wide variety of materials.

- Weed each area of the library's collection on an annual basis – repairing, replacing and discarding as necessary.
- Purchase materials based on the library's collection policy, patron and staff suggestions and director's research.

Meeting Rooms Policy

Meeting rooms are available when the Library is open. They are to be used for general information, educational, cultural and civic needs in accordance with the Library's mission and the American Library Association's "Library Bill of Rights" which states, "Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Permission to use a meeting room does not imply library endorsement of the views expressed, goals, policies, or activities of any group or organization. The content of programs held in the meeting rooms has not been reviewed or approved by the library, and the organization booking the room is solely responsible for such content.

A meeting room application is required. You may complete an application by stopping at the Circulation Desk. The Library reserves the right to determine which room will best accommodate each group's needs, and assign rooms accordingly. All use of Library meeting rooms must be approved by a Library Director.

Currently, the Library has 2 available rooms:

- 1.) The Tourgee Room, maximum capacity of 50
- 2.) The Bess Hartman Room, maximum capacity of 28

With Library approval, educational entities may charge nominal material costs, but the public may not be denied entry to the meeting because of failure to pay.

For-profit groups or organizations/individuals soliciting or selling products, services, or memberships are not eligible to use the Library meeting rooms for those purposes, with the exception of author book signings.

Library-sponsored programs and co-sponsored events, Library programming and Library educational events; meetings held by Library-related organizations; nonprofit groups or tutors offering one-on-one sessions will not be asked to provide a donation.

Meeting Room Regulations

1. All library visitors are expected to comply with the Library's current Patron Conduct Policy.

2. Groups cannot use the Library's name, address or telephone number as their official address or contact information.
3. Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view. Any advertisement, press release, media announcement, posters, or handouts about events in the Library's meeting rooms must state that the event is not a program of, nor sponsored by the Mayville Library. The Library may ask to see such notices prior to the public release.
4. When making a booking, please include time for your group to set up and also return the room to its standard arrangement. Any setting up of chairs or rearrangement of furniture and other equipment must be done by the users and then replaced to a standard arrangement when finished. Additional tables and chairs are available upon request.
5. The Library is not able to guarantee that a particular time slot will continue to be available to any individual or organization on an ongoing basis.
6. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options.
7. Children's and youth groups may use the facility, provided that they are adequately supervised by adult sponsors. Adults are defined as those eligible for adult borrower's cards.
8. Light refreshments may be served if requested in the application and if the room is left in an orderly condition.
9. Failure to adhere to meeting room policies or regulations may result in revocation of meeting room privileges.