

**Librarian's Notes**  
**May 2024**

**Personnel:** Everyone is great! We had a staff meeting on May 15 and we are gearing up for a busy summer.

**Buildings and Grounds:** Nothing to report.

**Fundraising:**

Books \$125, Copies \$95, Donations \$105, fundraising (candy bars- \$125)

**Old Business:**

The Tree Workshops were successful and the class planted a tree that was donated by Elizabeth Lasser.

The new Monday hours have been implemented.

I am working on the construction grant for the new furnaces.

Waiting on the computer grant.

Music classes on Saturdays are going well.

The dinner/trivia night will be held on June 13.

GiveBig CHQ will be June 13.

Children's programs will end on May 29 and resume on June 24.

The Hooked on Books ice cream parties will be held on May 28 and June 7.

**New**

I have applied for a \$450 summer reading grant.

We will be closed on June 19 for Juneteenth.

We have a few ideas for fundraising events.

Is there any interest in starting a Friends of the Library group?

**Here are the circulation statistics for April**

	Patrons	Computer users	Materials circulated
April	1088	125	1808

## Profit &amp; Loss

April 2024

05/17/24  
Accrual Basis

	Apr 24
Income	
Book Sale Income	145.00
Copies	160.00
Donations	40.00
Interest Income	1.51
02 · Fundraising income	35.00
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Total Income	381.51
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Gross Profit	381.51
Expense	
Audio & Video Tapes	70.84
Books	
2 · electronic books	200.00
Books - Other	630.66
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Total Books	830.66
Building Repair & Maintenance	279.77
Copier	68.27
Grounds	34.50
Miscellaneous Expense	34.76
Office Expense	53.48
Periodicals	19.97
Programs	131.62
Telephone	39.99
Utilities	366.94
Wages & Salaries	7,020.75
Wages Employer Medicare	101.80
Wages Employer Social Security	435.30
01 · Fundraising expense	119.17
13 · facsimile	39.99
15 · Internet	120.00
24 · Cleaning	19.74
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Total Expense	9,787.55
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Net Income	-9,406.04
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**Profit & Loss Budget vs. Actual**  
**January through April 2024**

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Book Sale Income	1,445.00	5,000.00	-3,555.00	28.9%
Copies	640.00	3,000.00	-2,360.00	21.3%
Donations	1,565.00	5,000.00	-3,435.00	31.3%
Fax	70.00	300.00	-230.00	23.3%
Fines	1.39			
Interest Income	6.12	25.00	-18.88	24.5%
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	903.00	5,000.00	-4,097.00	18.1%
12 · Book Plan	932.00	3,700.00	-2,768.00	25.2%
<b>Total Income</b>	<b>59,110.08</b>	<b>116,725.00</b>	<b>-57,614.92</b>	<b>50.6%</b>
<b>Gross Profit</b>	<b>59,110.08</b>	<b>116,725.00</b>	<b>-57,614.92</b>	<b>50.6%</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	261.50	700.00	-438.50	37.4%
<b>Books</b>				
2 · electronic books	800.00	2,400.00	-1,600.00	33.3%
Books - Other	1,469.76	5,600.00	-4,130.24	26.2%
<b>Total Books</b>	<b>2,269.76</b>	<b>8,000.00</b>	<b>-5,730.24</b>	<b>28.4%</b>
Building Repair & Maintenance	289.68	1,000.00	-710.32	29.0%
Copier	304.29	1,200.00	-895.71	25.4%
Grounds	621.00	3,000.00	-2,379.00	20.7%
Insurance General	0.00	5,100.00	-5,100.00	0.0%
Miscellaneous Expense	279.45	500.00	-220.55	55.9%
Office Expense	247.70	500.00	-252.30	49.5%
Periodicals	330.77	500.00	-169.23	66.2%
Postage and Delivery	81.20	100.00	-18.80	81.2%
Programs	558.63	1,500.00	-941.37	37.2%
Telephone	159.96	480.00	-320.04	33.3%
Utilities	1,744.41	4,200.00	-2,455.59	41.5%
Wages & Salaries	27,207.00	92,000.00	-64,793.00	29.6%
Wages Employer Medicare	394.50	1,400.00	-1,005.50	28.2%
Wages Employer Social Security	1,686.86	5,700.00	-4,013.14	29.6%
01 · Fundraising expense	374.76			
13 · facsimile	159.96	480.00	-320.04	33.3%
15 · Internet	120.00	600.00	-480.00	20.0%
16 · Sales Tax	410.63	400.00	10.63	102.7%
24 · Cleaning	50.01			
<b>Total Expense</b>	<b>37,552.07</b>	<b>127,585.00</b>	<b>-90,032.93</b>	<b>29.4%</b>
<b>Net Income</b>	<b>21,558.01</b>	<b>-10,860.00</b>	<b>32,418.01</b>	<b>-198.5%</b>

	April	March	Difference
<b>ASSETS</b>			
<b>Current Assets</b>			
M&T Checking	\$ 112,514.44	\$ 121,921.99	\$ (9,407.55)
M&T Savings	\$ 18,490.22	\$ 18,488.71	\$ 1.51
Operating Fund	\$ 131,004.66	\$ 140,410.70	\$ (9,406.04)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 199,148.96	\$ 205,211.79	\$ (6,062.83)
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>\$ 1,800,000.00</b>	<b>\$ -</b>
<b>Current Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Edward Jones	\$ 199,148.96	\$ 205,211.79	\$ (6,062.83)
Operating Fund - Beg. Balance	\$ 131,004.66	\$ 140,410.70	\$ (9,406.04)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
<b>Total assets</b>	<b>\$ 330,653.62</b>	<b>\$ 346,122.49</b>	<b>\$ (15,468.87)</b>

# Mayville Library Board of Directors Meeting

APRIL 15, 2024

## ATTENDANCE

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

ABSENT: Zach Stahlsmith

## APPROVAL OF LAST MEETING'S MINUTES

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

## TREASURER'S REPORT / FINANCE

The treasurer's report was reviewed. Edward Jones account was up. Nothing new to report financially. Charlie motioned to pass; seconded by Stacie. So moved.

## PERSONNEL

Melissa reported that all staff was current on their sexual harassment training.

## BUILDING AND GROUNDS

Melissa reported that the mulch will be going in earlier this year; the faucet has been replaced, and the furnaces have been serviced. She received a bid from Klinginsmith for two furnace upgrades (\$8,000) as they are 28 years old. She will get another bid and then apply for a system grant to cover the cost. Pat reported that the front flashing needs to be nailed down. Melissa will call for service.

## GRANTS PLANNING

Melissa submitted a grant for \$1,823 to the Chautauqua Community Foundation (CCF) for two new computers funding. She expects to hear back in May.

## TECHNOLOGY

Melissa reported that the copier is no longer working. A part has been ordered.

## FUNDRAISING

TRIVIA NIGHT: Date was moved to June 13 at the VFW. Raffle baskets are needed. Melissa will finalize menu.

GARDEN TOUR: Jean Lobaugh and Marty Merkley will not be participating this year so the board determined to cancel the tour for this year.

JULY 4 ICE CREAM SALES: After discussing ideas for other fundraisers, Laura suggested an ice cream social. Dena suggested selling ice cream during the Fourth of July parade. Randy will check into ice cream truck rentals, and Stacie will get some prices/product options through her distributor.

## DIRECTOR'S REPORT

Melissa reported that the adult tree care programs were being well attended ... She is reviewing the library policies. The board voted to remove inspecting backpacks as it is not a problem currently. There will be no animals except service dogs allowed in the library ... The board

determined not to offer author nights ... Melissa will discontinue baby toddler story time this summer but will offer summer reading programs on Mondays and Tuesdays for pre-K through elementary ... Discussion of the Library Bill of Rights was had. Charlie proposed a motion to accept; Randy moved; the bill was passed ... The budget shortage problem was discussed. The board proposed closing an hour early on Mondays (determined to be the slowest time) as a starting point to address the shortage. Dena made a motion to pass, Randy seconded. So moved. The board will continue to address ways to alleviate the problem.

#### **COMMITTEES**

Nothing to report.

#### **OLD BUSINESS**

Nothing to report.

#### **NEW BUSINESS**

Nothing to report that was not listed above.

#### **ADJOURNMENT**

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

**NEXT MEETING: TUESDAY, MAY 20, 2024 at 7:00 P.M.**

*Respectfully submitted,  
Laura Marsala, board secretary*