

Librarian's Notes
February 2025

Personnel: All is well – we have some people taking time off in the next few months, but will have coverage. The next staff meeting is on 2/26.

Buildings and Grounds:

Fundraising:

Books \$885, Copies \$347, Donations \$355, fundraising \$55, fax \$55

Old Business:

The annual report has been submitted to the system.

We have been handing out birdhouses.

New Business:

We received funding from the Town of Chautauqua ☺

VITA Tax will be here on March 31 and April 2.

Do we want to re-visit author talks?

Leann had a great idea for a fundraiser – Envelope Challenge.

VITA Tax will be here on March 31 and April 2.

There will be Tree Care Clinics on March 22, 29, April 5 and 12 from 10:30 – 11:45.

Our phone has been switched over to a lower rate. The fax line will be transferred soon.

We received a bill for the security camera licenses.

Here are the circulation statistics for January

	Patrons	Computer users	Materials circulated
January	961	113	1823

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Profit & Loss

January 2025

	Jan 25
Income	
Book Sale Income	40.00
Copies	242.00
Donations	125.00
Fax	30.00
Reimbursement	38.26
02 · Fundraising income	25.00
Total Income	500.26
Gross Profit	500.26
Expense	
Audio & Video Tapes	74.89
Books	
2 · electronic books	200.00
Books - Other	261.25
Total Books	461.25
Building Repair & Maintenance	10.77
Copier	92.15
Grounds	440.00
Office Expense	12.99
Periodicals	286.00
Programs	285.16
Telephone	39.99
Utilities	463.20
Wages & Salaries	6,042.88
Wages Employer Medicare	87.63
Wages Employer Social Security	374.66
01 · Fundraising expense	186.54
13 · facsimile	39.99
24 · Cleaning	12.94
5 · Furniture	79.00
Total Expense	8,990.04
Net Income	-8,489.78

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Profit & Loss Budget vs. Actual
January 2025

	Jan 25	Budget	\$ Over Budget
Income			
Book Sale Income	40.00	6,000.00	-5,960.00
Copies	242.00	2,500.00	-2,258.00
Donations	125.00	5,000.00	-4,875.00
Fax	30.00	300.00	-270.00
Interest Income	0.00	25.00	-25.00
Library System Grants	0.00	1,700.00	-1,700.00
Public Funds - Town	0.00	53,000.00	-53,000.00
Public Funds - Village	0.00	42,500.00	-42,500.00
Reimbursement	38.26		
02 · Fundraising income	25.00	10,860.00	-10,835.00
12 · Book Plan	0.00	3,700.00	-3,700.00
Total Income	500.26	125,585.00	-125,084.74
Gross Profit	500.26	125,585.00	-125,084.74
Expense			
Accounting	0.00	100.00	-100.00
Advertising	0.00	125.00	-125.00
Audio & Video Tapes	74.89	700.00	-625.11
Books			
2 · electronic books	200.00		
Books - Other	261.25	8,000.00	-7,738.75
Total Books	461.25	8,000.00	-7,538.75
Building Repair & Maintenance	10.77	1,000.00	-989.23
Copier	92.15	1,200.00	-1,107.85
Grounds	440.00	3,000.00	-2,560.00
Insurance General	0.00	5,100.00	-5,100.00
Miscellaneous Expense	0.00	1,000.00	-1,000.00
Office Expense	12.99	1,000.00	-987.01
Periodicals	286.00	500.00	-214.00
Postage and Delivery	0.00	100.00	-100.00
Programs	285.16	1,500.00	-1,214.84
Telephone	39.99	480.00	-440.01
Utilities	463.20	4,200.00	-3,736.80
Wages & Salaries	6,042.88	89,500.00	-83,457.12
Wages Employer Medicare	87.63	1,400.00	-1,312.37
Wages Employer Social Security	374.66	5,200.00	-4,825.34
01 · Fundraising expense	186.54		
13 · facsimile	39.99	480.00	-440.01
15 · Internet	0.00	600.00	-600.00
16 · Sales Tax	0.00	400.00	-400.00
24 · Cleaning	12.94		
5 · Furniture	79.00		
Total Expense	8,990.04	125,585.00	-116,594.96
Net Income	-8,489.78	0.00	-8,489.78

	January	December	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 82,670.93	\$ 91,145.72	\$ (8,474.79)
M&T Savings	\$ 18,504.21	\$ 18,502.64	\$ 1.57
Operating Fund	\$ 101,175.14	\$ 109,648.36	\$ (8,473.22)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 215,474.56	\$ 209,913.00	\$ 5,561.56
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	\$ 215,474.56	\$ 209,913.00	\$ 5,561.56
Operating Fund - Beg. Balance	\$ 101,175.14	\$ 109,648.36	\$ (8,473.22)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 317,149.70	\$ 320,061.36	\$ (2,911.66)

Mayville Library Board of Directors Meeting

JANUARY 13, 2025

MEETING ATTENDANCE

PRESENT: Pat Apelbe, Patsy Dimon, Susan Davis-Gillis, Randy Henderson, Laura Marsala, Lori Nelson, Dena Ward, and Melissa Bartok (director)

ABSENT: Kim Weborg Benson, Marsha Pritz

APPROVAL OF LAST MEETING'S MINUTES

Melissa welcomed the new Board of Directors members, Patsy Dimon, Sue Davis-Gillis, and Lori Nelson. Meeting was called to order by Randy at 7:04 p.m. Laura made a motion to approve minutes and Dena seconded. Approved by the board with no changes.

NOMINATION OF OFFICERS

Melissa took nominations for board officers. Pat nominated Randy for president; Dena seconded; so moved. Melissa nominated Laura for vice president; Pat seconded; so moved. Pat volunteered to be secretary; Dena agreed to continue as treasurer. Nominations met approval from all board members.

TREASURER'S REPORT / FINANCE

Melissa filled new board members in on where our funding comes from and explained the budget shortage for 2024 due to increased staff. She reported that, due to reduced hours and some generous donations, the library finished the fiscal year with \$200.01 over budgeted monies. Melissa acknowledged the Village's donation generated from the snowman contest.

PERSONNEL

Melissa reported that everyone was appreciative of their bonuses and raises, and that everyone had a nice holiday.

BUILDING AND GROUNDS

Melissa reported: The flapping piece of metal on the eave has not been fixed. Her husband jerry-rigged something until a roofer can come in the spring ... Need for a handyman or roofer to fix the animal hole in the southwest corner's fascia ... The window is still broken and taped. Melissa was expecting a callback from a glass company ... A large plowing bill is expected this winter due to heavy snow. Roger Klossner shoveled the sidewalks while Melissa was recovering, but she has resumed the shoveling herself. She reported that the parking lot was being well attended.

GRANTS PLANNING

Nothing new ... Still awaiting the NYS Construction Grant for furnace replacement after a revision was filed.

TECHNOLOGY

Nothing new.

FUNDRAISING

BOOK SALE: The next book sale will be held from Feb. 13-22.

BIRDHOUSE CONTEST: Going into our fifth year for this event, birdhouses will be limited to 72 this year and will be available starting Feb. 14. Voting will run from March 8-29.

TRIVIA NIGHT: Holding a trivia night at the VFW in spring was briefly discussed.

SUMMER GARDEN TOUR: The board agreed to support a garden tour this year. Melissa reported that Jim Cricks volunteered his yard. Discussion to be continued.

DIRECTOR'S REPORT

Melissa reported: The library will be closed for Martin Luther King Jr. Day ... Trustees will need two hours of training annually and sexual harassment training is due soon. Melissa will plan an early board meeting to accomplish this prior to regular meeting. .

COMMITTEES

Board members committed to various committees as follows: Fundraising (all); Personnel (Sue, Lori); Buildings and Grounds (Dena, Randy, Laura); Grants and Planning (Sue, Pat, Lori); Technology (Randy, Sue as backup, Pat).

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Melissa brought up Sick and Vacation Time for discussion due to NYS requirement of rolling over remaining hours to next year and uncertainty as to how to report it to the payroll company. After some confusion, Melissa said she would contact the benefits company and the system for guidance ... In regard to the flag flying half staff for a president's death, Melissa reported the flag was torn and stuck on the pole. It has been removed and we will consider just putting up a new flag on a pole that is easily removed or placed.

ADJOURNMENT

Susan made a motion for adjournment. Pat seconded. Board approved.

NEXT MEETING: Due to Presidents' Day holiday closing, the next meeting will be held on MONDAY, FEB. 24 at 7:00 P.M.

*Respectfully submitted,
Laura Marsala, board secretary*