

**Librarian's Notes**  
**January 2025**

**Personnel:** Everyone had a great holiday!

**Buildings and Grounds:** My husband cut off the loose piece of metal on the parking lot roof side. There appears to be a loose piece of rubber on the roof. We will need to get it looked at in the spring.

**Fundraising:**

Books \$40, Copies \$90, Donations \$1015, fundraising \$317

**Old Business:**

We need to figure out the sick and safe leave policy.

**New Business:**

We balanced the budget!

We will be closed on January 20 for Martin Luther King Jr. Day.

The next book sale is planned for February 14 – 22.

Birdhouses will be handed out beginning February 14 – they are due back on March 7. Voting will take place from March 8 – 29.

Just a reminder that trustees need 2 hours of training during the year.

I am working on the annual report.

We need to vote on committees.

**Here are the circulation statistics for December**

	Patrons	Computer users	Materials circulated
December	807	1629	1433
2024	13,192	1636	22,152

## Profit &amp; Loss Budget vs. Actual

January through December 2024

01/08/25

Accrual Basis

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Book Sale Income	5,818.50	5,000.00	818.50	116.4%
Copies	2,540.00	3,000.00	-460.00	84.7%
Donations	11,410.00	5,000.00	6,410.00	228.2%
Fax	215.00	300.00	-85.00	71.7%
Fines	4.18			
Interest Income	18.54	25.00	-6.46	74.2%
Library System Grants	2,237.40	1,700.00	537.40	131.6%
Memorials	565.00			
Other Grants	1,853.40			
Public Funds - Town	53,000.00	53,000.00	0.00	100.0%
Public Funds - Village	42,500.00	42,500.00	0.00	100.0%
Reimbursement	225.98			
02 · Fundraising income	4,325.85	5,000.00	-674.15	86.5%
12 · Book Plan	3,728.00	3,700.00	28.00	100.8%
<b>Total Income</b>	<b>128,441.85</b>	<b>119,225.00</b>	<b>9,216.85</b>	<b>107.7%</b>
<b>Gross Profit</b>	<b>128,441.85</b>	<b>119,225.00</b>	<b>9,216.85</b>	<b>107.7%</b>
<b>Expense</b>				
Accounting	95.00	100.00	-5.00	95.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	562.35	700.00	-137.65	80.3%
Books				
2 · electronic books	2,400.00	2,400.00	0.00	100.0%
Books - Other	5,268.20	5,600.00	-331.80	94.1%
<b>Total Books</b>	<b>7,668.20</b>	<b>8,000.00</b>	<b>-331.80</b>	<b>95.9%</b>
Building Repair & Maintenance	574.72	1,000.00	-425.28	57.5%
CD Cases	35.59			
Copier	1,145.96	1,200.00	-54.04	95.5%
Grounds	3,668.50	3,000.00	668.50	122.3%
Insurance General	5,180.50	5,100.00	80.50	101.6%
Miscellaneous Expense	339.45	500.00	-160.55	67.9%
Office Expense	818.86	500.00	318.86	163.8%
Periodicals	330.77	500.00	-169.23	66.2%
Postage and Delivery	149.20	100.00	49.20	149.2%
Programs	1,946.85	1,500.00	446.85	129.8%
Technology Maintenance	139.25			
Technology Supplies	1,882.96			
Telephone	479.88	480.00	-0.12	100.0%
Utilities	4,040.04	4,200.00	-159.96	96.2%
Wages & Salaries	89,414.00	92,000.00	-2,586.00	97.2%
Wages Employer Medicare	1,296.55	1,400.00	-103.45	92.6%
Wages Employer Social Security	5,543.72	5,700.00	-156.28	97.3%
01 · Fundraising expense	1,242.39			
13 · facsimile	479.88	480.00	-0.12	100.0%
15 · Internet	480.00	600.00	-120.00	80.0%
16 · Sales Tax	410.63	400.00	10.63	102.7%
24 · Cleaning	205.91			
5 · Furniture	108.98			
<b>Total Expense</b>	<b>128,240.14</b>	<b>127,585.00</b>	<b>655.14</b>	<b>100.5%</b>
<b>Net Income</b>	<b>201.71</b>	<b>-8,360.00</b>	<b>8,561.71</b>	<b>-2.4%</b>

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01/08/25

Accrual Basis

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**Profit & Loss**

December 2024

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	Dec 24
Income	
Book Sale Income	390.00
Copies	205.00
Donations	1,205.00
Interest Income	1.57
Reimbursement	22.29
02 · Fundraising income	352.00
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Total Income	2,175.86
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Gross Profit	2,175.86
Expense	
Audio & Video Tapes	90.29
Books	
2 · electronic books	200.00
Books - Other	465.03
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Total Books	665.03
Building Repair & Maintenance	18.18
Copier	87.85
Grounds	105.00
Office Expense	15.68
Programs	151.45
Telephone	39.99
Utilities	420.15
Wages & Salaries	7,906.75
Wages Employer Medicare	114.65
Wages Employer Social Security	490.23
13 · facsimile	39.99
15 · Internet	120.00
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Total Expense	10,265.24
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Net Income	<b>-8,089.38</b>

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	December	November	Difference
<b>ASSETS</b>			
<b>Current Assets</b>			
M&T Checking	\$ 91,145.72	\$ 99,236.67	\$ (8,090.95)
M&T Savings	\$ 18,502.64	\$ 18,501.07	\$ 1.57
Operating Fund	\$ 109,648.36	\$ 117,737.74	\$ (8,089.38)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 209,913.00	\$ 218,819.78	\$ (8,906.78)
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	\$ 209,913.00	\$ 218,819.78	\$ (8,906.78)
Operating Fund - Beg. Balance	\$ 109,648.36	\$ 117,737.74	\$ (8,089.38)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
<b>Total assets</b>	<b>\$ 320,061.36</b>	<b>\$ 337,057.52</b>	<b>\$ (16,996.16)</b>

# **Mayville Library Board of Directors Meeting**

## **DECEMBER 16, 2024**

### **MEETING ATTENDANCE**

PRESENT: Murry Dimon, Kim Weborg Benson, Pat Appelbe, Laura Marsala, Dena Ward, Marsha Pritz, Randy Henderson, and Melissa Bartok (director)

ABSENT: Stacie Klossner, Zach Stahlsmith

### **APPROVAL OF LAST MEETING'S MINUTES**

Meeting was called to order by Randy at 7:04 p.m. Murry made a motion to approve minutes and Kim seconded. Approved by the board with no changes.

### **TREASURER'S REPORT / FINANCE**

Melissa reported: Everything is in good shape. With raffle and wages going down with holiday, she feels we will be balanced out ... Edward Jones account is back up. Holiday bonuses were discussed, and the board members determined to reduce but still award them. Murry made a motion to approve the report; Marcia seconded. So moved.

### **PERSONNEL**

Melissa reported: A reminder that the staff Christmas party will be held on Dec. 17 at 5:00 p.m. and will include a \$10 gift exchange and potluck. Raises were discussed and agreed upon by board members.

### **BUILDING AND GROUNDS**

Melissa reported: Rick Walczyk will come when the weather is better and will clip off the hanging metal piece. The board advised to install all new flashing in the spring by a professional roofer to prevent recurrence .... There is a chip in one of the windows on the Evans Street side that has spidered. She will look at videotapes to see if it was caused by a snowplow, snow blower, or other. It's possible insurance will pay for replacement. For now it should be taped up to prevent further spidering ... The back furnace was not working and a repair person was called. The bill will show up in next year's budget.

### **GRANTS PLANNING**

Nothing new.

### **TECHNOLOGY**

Nothing new.

### **FUNDRAISING**

MONTHLY BASKET RAFFLE: Melissa has already received a spring basket for raffle next year.

BOOK SALE: The book sale held from Nov. 22-30 exceeded our goal by \$40.

HOLIDAY AUCTION/RAFFLE: Christmas basket raffles were going well and as of the meeting's date, we were only \$8.00 short of goal. Winners will be drawn on Dec. 18.

### **DIRECTOR'S REPORT**

Melissa reported: 145 people attended the Hooked on Books party, with 80 kids achieving their goal. The party included a visit from Santa and Mrs. Claus, books, cookies, and crafts. Everyone had a great time ... Nine letters of interest were received to fill the three vacant board seats for

2025 ... There will be holiday closings ... The policy for snow closings was discussed, with most board members agreeing to leave to the director's discretion ... Rolling over sick and vacation time policy was discussed. The board will continue the discussion at the next meeting.

#### **COMMITTEES**

Nothing to report.

#### **OLD BUSINESS**

Nothing to report.

#### **NEW BUSINESS**

The nine candidates for three empty board positions were discussed and voted on. In 2025, the board will welcome new members Lori Newman, Sue Gillis, and Patsy Dimon. Melissa discussed forming a Friends of the Library group, which would welcome all candidates who were not selected this time ... Changing meeting times to 6:00 p.m. was discussed. The board determined to keep meetings at 7:00 p.m.

#### **ADJOURNMENT**

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

**NEXT MEETING: Due to MLK Jr. holiday closing, the next meeting will be held on MONDAY, JAN. 13 at 7:00 P.M.**

*Respectfully submitted,  
Laura Marsala, board secretary*