

Librarian's Notes
March 2025

Personnel: The staff meeting on February 26 went well. All staff members have completed Sexual Harassment Training. We will need to update our first aid training this spring.

Buildings and Grounds: I am in search of a contractor to fix the roof by the parking lot and the fascia on the front. It would be a good idea to maybe pressure wash the building and clean the windows this spring. We need to discuss summer groundskeeping.

Fundraising:

Books \$140, Copies \$195, Donations \$190, fundraising \$45, fax \$15
We made a total of \$1303

Old Business:

The birdhouse contest is moving slowly – we may want to take a break next year.

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.

New Business:

We had 20 kids participate in the Hooked on Books incentive at the library and 15 participate at CLCS after school. The next incentive will be an ice cream party at the end of May.

Upcoming Fundraisers: Envelope Challenge, Trivia/Dinner Night, Garden Tour

We will be closed on Good Friday next month.

Here are the circulation statistics for February

	Patrons	Computer users	Materials circulated
February	895	108	1569

Profit & Loss

February 2025

03/11/25

Accrual Basis

	Feb 25
Income	
Book Sale Income	1,045.00
Copies	300.00
Donations	290.00
Fax	25.00
Fines	2.48
Interest Income	1.42
Library System Grants	149.30
Public Funds - Town	53,000.00
02 · Fundraising income	70.00
Total Income	<u>54,883.20</u>
Gross Profit	54,883.20
Expense	
Audio & Video Tapes	39.91
Books	
2 · electronic books	200.00
Books - Other	656.10
Total Books	<u>856.10</u>
Building Repair & Maintenance	299.64
Copier	101.46
Grounds	540.00
Miscellaneous Expense	12.00
Office Expense	55.49
Postage and Delivery	4.63
Programs	165.26
Technology Maintenance	3,616.83
Telephone	39.99
Utilities	485.66
Wages & Salaries	6,710.01
Wages Employer Medicare	97.29
Wages Employer Social Security	416.05
13 · facsimile	39.99
24 · Cleaning	14.79
Total Expense	<u>13,495.10</u>
Net Income	<u><u>41,388.10</u></u>

Profit & Loss Budget vs. Actual

January through February 2025

03/11/25

Accrual Basis

	Jan - Feb 25	Budget	\$ Over Budget
Income			
Book Sale Income	1,085.00	6,000.00	-4,915.00
Copies	542.00	2,500.00	-1,958.00
Donations	415.00	5,000.00	-4,585.00
Fax	55.00	300.00	-245.00
Fines	2.48		
Interest Income	2.99	25.00	-22.01
Library System Grants	149.30	1,700.00	-1,550.70
Public Funds - Town	53,000.00	53,000.00	0.00
Public Funds - Village	0.00	42,500.00	-42,500.00
Reimbursement	53.25		
02 · Fundraising income	95.00	10,860.00	-10,765.00
12 · Book Plan	0.00	3,700.00	-3,700.00
Total Income	55,400.02	125,585.00	-70,184.98
Gross Profit	55,400.02	125,585.00	-70,184.98
Expense			
Accounting	0.00	100.00	-100.00
Advertising	0.00	125.00	-125.00
Audio & Video Tapes	114.80	700.00	-585.20
Books			
2 · electronic books	400.00		
Books - Other	917.35	8,000.00	-7,082.65
Total Books	1,317.35	8,000.00	-6,682.65
Building Repair & Maintenance	310.41	1,000.00	-689.59
Copier	193.61	1,200.00	-1,006.39
Grounds	980.00	3,000.00	-2,020.00
Insurance General	0.00	5,100.00	-5,100.00
Miscellaneous Expense	12.00	1,000.00	-988.00
Office Expense	68.48	1,000.00	-931.52
Periodicals	286.00	500.00	-214.00
Postage and Delivery	4.63	100.00	-95.37
Programs	450.42	1,500.00	-1,049.58
Technology Maintenance	3,616.83		
Telephone	79.98	480.00	-400.02
Utilities	948.86	4,200.00	-3,251.14
Wages & Salaries	12,752.89	89,500.00	-76,747.11
Wages Employer Medicare	184.92	1,400.00	-1,215.08
Wages Employer Social Security	790.71	5,200.00	-4,409.29
01 · Fundraising expense	186.54		
13 · facsimile	79.98	480.00	-400.02
15 · Internet	0.00	600.00	-600.00
16 · Sales Tax	0.00	400.00	-400.00
24 · Cleaning	27.73		
5 · Furniture	79.00		
Total Expense	22,485.14	125,585.00	-103,099.86
Net Income	32,914.88	0.00	32,914.88

	February	January	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 124,057.61	\$ 82,670.93	\$ 41,386.68
M&T Savings	\$ 18,505.63	\$ 18,504.21	\$ 1.42
Operating Fund	\$ 142,563.24	\$ 101,175.14	\$ 41,388.10
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 216,899.49	\$ 215,474.56	\$ 1,424.93
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	\$ 216,899.49	\$ 215,474.56	\$ 1,424.93
Operating Fund - Beg. Balance	\$ 142,563.24	\$ 101,175.14	\$ 41,388.10
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 359,962.73	\$ 317,149.70	\$ 42,813.03

Mayville Library Board of Directors Meeting
FEBRUARY 24, 2024

MEETING ATTENDANCE

PRESENT: Pat Appelbe, Patsy Dimon, Randy Henderson, Lori Newman, Kim Weborg- Benson and Melissa Bartok (director)

ABSENT: Susan Davis-Gillis, Laura Marsala, Marsha Pritz, Dena Ward

APPROVAL OF LAST MEETING'S MINUTES,

Meeting was called to order by Randy at 7:05 p.m. Kim made a motion to approve minutes and Patsy seconded. Approved by the board with clarification of name spelling for Lori Newman; Pat Appelbe will remain on Personnel Committee.

TREASURER'S REPORT / FINANCE

Plowing and utilities are likely to be up do the harsher winter. Otherwise, nothing to report.

PERSONNEL

A few staff members off soon but maintaining good coverage with double staffing.

The next staff meeting is 2/26/2025.

A 'Thank You' note was received from Elizabeth and a hearty thank you from Melissa for the bonuses.

BUILDING AND GROUNDS

Melissa reported the Library will need a new handy-man. Rick Walczak has taken a new position. The picture window facing Evans Street damaged a few months ago will need to be completely replaced; estimates pending. Melissa will check with insurance company about coverage.

GRANTS PLANNING

The NYS Construction Grant award for furnace replacement is still pending.

TECHNOLOGY

The phone bill will be lower due to the new arrangement with System. Fax will soon be transferred to the lower rate plan.

Staff computer may need to be replaced in the near future.

FUNDRAISING

Winter Book Sale was completed this week raising \$1100. Some books will be sent to Thrift Books to earn more money. Melissa will contact Books Galore and More with any leftover books after offering them to the public for free.

The Bird House Decorating Contest has begun. Decorated bird houses are due back on March 7th and voting will occur March 8-29 with winners announced March 31, 2025.

Basket raffle in progress.

Leann Harrington has devised a new fund raiser: "The Envelope Challenge". Envelopes will hung on a tree numbering 1-100. Patrons can select an envelope and place their donation.

DIRECTOR'S REPORT

The Annual Report has been submitted to the System. Melissa will make available a copy to any interested board members.

A check for \$53,000 was received from Town of Chautauqua. Melissa will send a thank you note. Vita Tax coming for income tax preparation assistance for community members; appointments will be March 31 and April 2.

An unexpected bill (unbudgeted) for the eight Security-camera license fees totaling \$3600 was recently received. A discounted price had been negotiated for an every 3 year payment arrangement.

The cost for the window replacement may come from the capital expense line on the budget. A Tree Care education series will be conducted on March 22, March 29, April 5 and April 12 from 10:30-11:45am. Fliers are available in the Library.

COMMITTEES

Nothing to report

OLD BUSINESS

Nothing to report.

NEW BUSINESS

The NYS Budget is currently being debated by the Governor, Assembly, and Senate. There is concern about the impact of potential cuts or freezes to Library operations. The NYS Library Association is encouraging Library Board Trustees to communicate with our representatives. Discussed ways trustees could be showcasing the many Library services provided to our community with Town and Village leaders.

ADJOURNMENT

Kim made a motion for adjournment at 7:49 pm, Patsy seconded. Board approved.

NEXT MEETING: the next meeting will be held on MONDAY, MARCH 17 at 7:00 P.M.

*Respectfully submitted,
Pat Appelbe, board secretary*