

Patsy

**Librarian's Notes
April 2025**

Personnel: Discuss hiring an additional staff member.

Buildings and Grounds: Discuss summer groundskeeping. Rick W. will fix the soffit/fascia in a few weeks. I have received one quote for windows.

Fundraising:

Books \$130, Copies \$225, Donations \$270, fundraising \$453 (basket raffle - \$31, candy \$75, birdhouses \$347), fax \$35

Total profit for Birdhouse Contest - \$251

Old Business:

VITA Tax helped several patrons with their taxes.

The tree clinics were well-attended and informative.

We are on the VFW schedule for the dinner/trivia night on Thursday, June 12.

The Envelope Challenge will begin on May 1 and run through August 31.

New Business:

Sorena Gilkinson is wondering about doing a paint and plant for a fundraiser.

A local photography club is interested in displaying some photographs in the Tourgee Room.

I have started planning for the summer reading program.

Here are the circulation statistics for March

	Patrons	Computer users	Materials circulated
March	1080	151	1696

Profit & Loss

March 2025

04/04/25
Accrual Basis

	<u>Mar 25</u>
Income	
Book Sale Income	366.24
Copies	195.00
Donations	90.00
Fax	15.00
Interest Income	1.57
Reimbursement	229.49
02 · Fundraising income	45.00
12 · Book Plan	917.75
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Total Income	1,860.05
Gross Profit	1,860.05
Expense	
Audio & Video Tapes	29.99
Books	
2 · electronic books	200.00
Books - Other	684.82
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Total Books	884.82
Copier	126.00
Grounds	200.00
Miscellaneous Expense	9.28
Office Expense	108.54
Programs	100.00
Telephone	40.00
Utilities	652.45
Wages & Salaries	6,915.88
Wages Employer Medicare	100.30
Wages Employer Social Security	428.80
01 · Fundraising expense	44.56
13 · facsimile	40.00
16 · Sales Tax	354.46
24 · Cleaning	31.49
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Total Expense	10,066.57
Net Income	<hr/> <hr/> -8,206.52

	March		February		Difference
ASSETS					
Current Assets					
M&T Checking	\$ 115,849.52	\$	124,057.61	\$	(8,208.09)
M&T Savings	\$ 18,507.20	\$	18,505.63	\$	1.57
Operating Fund	\$ 134,356.72	\$	142,563.24	\$	(8,206.52)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Edward Jones Investments	\$ 212,685.29	\$	216,899.49	\$	(4,214.20)
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	\$ 212,685.29	\$	216,899.49	\$	(4,214.20)
Operating Fund - Beg. Balance	\$ 134,356.72	\$	142,563.24	\$	(8,206.52)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Total assets	\$ 347,542.01	\$	359,962.73	\$	(12,420.72)

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Profit & Loss Budget vs. Actual
 January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	1,451.24	6,000.00	-4,548.76	24.2%
Copies	737.00	2,500.00	-1,763.00	29.5%
Donations	505.00	5,000.00	-4,495.00	10.1%
Fax	70.00	300.00	-230.00	23.3%
Fines	2.48			
Interest Income	4.56	25.00	-20.44	18.2%
Library System Grants	149.30	1,700.00	-1,550.70	8.8%
Public Funds - Town	53,000.00	53,000.00	0.00	100.0%
Public Funds - Village	0.00	42,500.00	-42,500.00	0.0%
Reimbursement	282.74			
02 - Fundraising income	140.00	10,860.00	-10,720.00	1.3%
12 - Book Plan	917.75	3,700.00	-2,782.25	24.8%
Total Income	57,260.07	125,585.00	-68,324.93	45.6%
Gross Profit	57,260.07	125,585.00	-68,324.93	45.6%
Expense				
Accounting	0.00	100.00	-100.00	0.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	144.79	700.00	-555.21	20.7%
Books				
2 - electronic books	600.00			
Books - Other	1,602.17	8,000.00	-6,397.83	20.0%
Total Books	2,202.17	8,000.00	-5,797.83	27.5%
Building Repair & Maintenance				
Building Repair & Maintenance	310.41	1,000.00	-689.59	31.0%
Copier	319.61	1,200.00	-880.39	26.6%
Grounds	1,180.00	3,000.00	-1,820.00	39.3%
Insurance General	0.00	5,100.00	-5,100.00	0.0%
Miscellaneous Expense	21.28	1,000.00	-978.72	2.1%
Office Expense	177.02	1,000.00	-822.98	17.7%
Periodicals	286.00	500.00	-214.00	57.2%
Postage and Delivery	4.63	100.00	-95.37	4.6%
Programs	550.42	1,500.00	-949.58	36.7%
Technology Maintenance	3,616.83			
Telephone	119.98	480.00	-360.02	25.0%
Utilities	1,601.31	4,200.00	-2,598.69	38.1%

QDATA1_20120326
Profit & Loss Budget vs. Actual
 January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Wages & Salaries	19,668.77	89,500.00	-69,831.23	22.0%
Wages Employer Medicare	285.22	1,400.00	-1,114.78	20.4%
Wages Employer Social Security	1,219.51	5,200.00	-3,980.49	23.5%
01 - Fundraising expense	231.10			
13 - facsimile	119.98	480.00	-360.02	25.0%
15 - Internet	0.00	600.00	-600.00	0.0%
16 - Sales Tax	354.46	400.00	-45.54	88.6%
24 - Cleaning	59.22			
5 - Furniture	79.00			
Total Expense	32,551.71	125,585.00	-93,033.29	25.9%
Net Income	24,708.36	0.00	24,708.36	100.0%

Mayville Library Board of Directors Meeting
March 17, 2025

MEETING ATTENDANCE

PRESENT: Pat Appelbe, Susan Davis-Gillis, Patsy Dimon, Laura Marsala, Marsha Pritz, and Melissa Bartok (director)

ABSENT: Lori Newman, Kim Weborg- Benson, Randy Henderson, Dena Ward

APPROVAL OF LAST MEETING'S MINUTES,

Meeting was called to order by Laura at 7:02 p.m. Patsy made a motion to approve minutes and Sue seconded. Approved by the board.

TREASURER'S REPORT / FINANCE

Melissa reported the budget is on target.

Magazines have been donated as was the Post Journal lessening subscription costs.

Discussed value of Library services presentations to the Town and Village prior to budget submission; further planning needed.

PERSONNEL

All employees have had sexual harassment training. Staff will also need to update first aid and AED training this spring.

For the record, Melissa requested that "Director and Assistant Director Personal Time Off/Sick and Safe Leave" be officially approved. Motion made by Sue and seconded by Pat.

BUILDING AND GROUNDS

Melissa reported the Library is still looking for a contractor to repair the roof by parking lot. The roof and soffit need attention as well as window washing, and pressure washing siding. Discussed garden and grass maintenance. Ideas floated for assembling a volunteer grounds' group for mulching and care of gardens. Organizing a one-day volunteer mulching event is likely doable. New arrangements are needed for grass cutting; Melissa will follow-up with possible landscapers. A drip irrigation system was re-visited, agreed should be installed prior to mulching event. Laura will get some prices.

Plans for the picture window replacement are still pending. Melissa is getting estimates and will check with insurance company about coverage.

GRANTS PLANNING

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

Recent federal cuts to the "Institute of Museum and Library Services" may impact Library funding to states.

TECHNOLOGY

Awaiting Fax to be transferred to the lower rate plan.

Staff computer is 6 years old; may need to be replaced in the near future. Melissa will reach out to the Northern Community Foundation for possible grants.

FUNDRAISING

Six bluebird boxes were donated by a patron to the Library for Birdhouse Contest prizes; other spontaneous cash donations have been made recently by appreciative patrons.

Future fundraising events include:

Trivia Night: Thursday, June 12 (Give Big Chautauqua night) Melissa will connect with the VFW.

Garden Tour: August date TBD. Consideration given to include gardens outside of the Village.

DIRECTOR'S REPORT

Melissa reported that there were 20 children participating in "Hooked on Books" incentive at the Library and 15 at an after school event at Chautauqua Lake Central School (CLCS).

The next "Hooked on Books" incentive will be an ice cream party at the end of May.

COMMITTEES

Nothing to report

OLD BUSINESS

Less enthusiasm noted for the Bird House fundraiser this year. Suggestion made for more promotion of the event on the "Grapevine" and other social media.

Vita Tax coming for income tax preparation assistance for community members; appointments for March 31 and April 2 are full.

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.

NEW BUSINESS

Sue suggested giving some thought to forming a Junior Library Board to include High Schoolers. That age cohort may fill a special technology niche to advise and educate library staff, board members, and patrons.

ADJOURNMENT

Patsy made a motion for adjournment at 8:15 pm, Pat seconded. Board approved.

NEXT MEETING: the next meeting will be held on MONDAY, APRIL 21 at 7:00 P.M.

*Respectfully submitted,
Pat Appelbe, board secretary*