

**Librarian's Notes**  
**March 2024**

**Personnel:** We had a staff meeting on March 13. I will be on vacation from March 29 – April 2. Staff is covering for me. Lindsey will be off in April for 2 weeks.

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

**Fundraising:**

Books \$405, Copies \$185, Donations \$110, fundraising (candy bars- \$65 and birdhouses \$201) memorials \$50

**Old Business:**

The Hooked On Books event was attended by 19 kids on Thursday and 32 kids attended the after school event on Wednesday.

The Birdhouse Contest is moving slowly. We had 51 out of 75 birdhouses returned.

Tree Workshops will be held on Saturdays in April.

**New**

We will be closed on Friday, March 29 for Good Friday.

The Patron Conduct Policy needs to be reviewed and approved. I would like to review the following policies for the April meeting: ALA's Bill of Rights, Conflict of Interest and Confidentiality of Records.

We are considering changing how Crafternoon is offered.

Lindsey would be willing to do a photography fundraiser if there is interest.

**Here are the circulation statistics for February**

	Patrons	Computer users	Materials circulated
February	1077	133	1768

Respectfully,  
Melissa

## Profit &amp; Loss Budget vs. Actual

January through February 2024

03/11/24  
Accrual Basis

	Jan - Feb 24	Budget	\$ Over Budget
<b>Income</b>			
Book Sale Income	1,155.00	5,000.00	-3,845.00
Copies	300.00	3,000.00	-2,700.00
Donations	1,170.00	5,000.00	-3,830.00
Fax	30.00	300.00	-270.00
Fines	1.39		
Interest Income	3.04	25.00	-21.96
Library System Grants	143.70	1,700.00	-1,556.30
Memorials	215.00		
Public Funds - Town	53,000.00	53,000.00	0.00
Public Funds - Village	0.00	40,000.00	-40,000.00
Reimbursement	4.96		
02 · Fundraising income	120.00	5,000.00	-4,880.00
12 · Book Plan	0.00	3,700.00	-3,700.00
<b>Total Income</b>	<b>56,143.09</b>	<b>116,725.00</b>	<b>-60,581.91</b>
<b>Gross Profit</b>	<b>56,143.09</b>	<b>116,725.00</b>	<b>-60,581.91</b>
<b>Expense</b>			
Accounting	0.00	100.00	-100.00
Advertising	0.00	125.00	-125.00
Audio & Video Tapes	105.14	700.00	-594.86
<b>Books</b>			
2 · electronic books	400.00	2,400.00	-2,000.00
Books - Other	529.97	5,600.00	-5,070.03
<b>Total Books</b>	<b>929.97</b>	<b>8,000.00</b>	<b>-7,070.03</b>
Building Repair & Maintenance	9.91	1,000.00	-990.09
Copier	152.80	1,200.00	-1,047.20
Grounds	552.00	3,000.00	-2,448.00
Insurance General	0.00	5,100.00	-5,100.00
Miscellaneous Expense	240.69	500.00	-259.31
Office Expense	152.30	500.00	-347.70
Periodicals	280.80	500.00	-219.20
Postage and Delivery	81.20	100.00	-18.80
Programs	272.38	1,500.00	-1,227.62
Telephone	79.98	480.00	-400.02
Utilities	785.18	4,200.00	-3,414.82
Wages & Salaries	13,485.64	92,000.00	-78,514.36
Wages Employer Medicare	195.67	1,400.00	-1,204.33
Wages Employer Social Security	836.70	5,700.00	-4,863.30
01 · Fundraising expense	199.39		
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	9.04		
<b>Total Expense</b>	<b>18,448.77</b>	<b>127,585.00</b>	<b>-109,136.23</b>
<b>Net Income</b>	<b>37,694.32</b>	<b>-10,860.00</b>	<b>48,554.32</b>

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**Profit & Loss Budget vs. Actual**  
 January through February 2024

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	% of Budget
<b>Income</b>	
Book Sale Income	23.1%
Copies	10.0%
Donations	23.4%
Fax	10.0%
Fines	
Interest Income	12.2%
Library System Grants	8.5%
Memorials	
Public Funds - Town	100.0%
Public Funds - Village	0.0%
Reimbursement	
02 · Fundraising income	2.4%
12 · Book Plan	0.0%
	48.1%
<b>Total Income</b>	48.1%
<b>Gross Profit</b>	48.1%
<b>Expense</b>	
Accounting	0.0%
Advertising	0.0%
Audio & Video Tapes	15.0%
Books	
2 · electronic books	16.7%
Books - Other	9.5%
	11.6%
<b>Total Books</b>	11.6%
Building Repair & Maintenance	1.0%
Copier	12.7%
Grounds	18.4%
Insurance General	0.0%
Miscellaneous Expense	48.1%
Office Expense	30.5%
Periodicals	56.2%
Postage and Delivery	81.2%
Programs	18.2%
Telephone	16.7%
Utilities	18.7%
Wages & Salaries	14.7%
Wages Employer Medicare	14.0%
Wages Employer Social Security	14.7%
01 · Fundraising expense	
13 · facsimile	16.7%
15 · Internet	0.0%
16 · Sales Tax	0.0%
24 · Cleaning	
	14.5%
<b>Total Expense</b>	14.5%
<b>Net Income</b>	-347.1%

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	February		January		Difference
<b>ASSETS</b>					
Current Assets					
M&T Checking	\$ 128,653.83	\$	83,643.85	\$	45,009.98
M&T Savings	\$ 18,487.14	\$	18,485.67	\$	1.47
Operating Fund	\$ 147,140.97	\$	102,129.52	\$	45,011.45
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Edward Jones Investments	\$ 200,236.48	\$	196,364.11	\$	3,872.37
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	\$ 200,236.48	\$	196,364.11	\$	3,872.37
Operating Fund - Beg. Balance	\$ 147,140.97	\$	102,129.52	\$	45,011.45
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Total assets	\$ 347,877.45	\$	298,993.63	\$	48,883.82

# Mayville Library Board of Directors Meeting

## FEBRUARY 26, 2024

### ATTENDANCE

The meeting was held on the fourth Monday of the month due to MLK holiday the previous week.

PRESENT: Randy Henderson, Laura Marsala, Murry Dimon, Stacie Klossner, Zach Stahlsmith, Kim Weborg Benson, Pat Appelbe, and Melissa Bartok (director)

ABSENT: Dena Ward and Charlie Schiller

### APPROVAL OF LAST MEETING'S MINUTES

Meeting called to order by Stacie at 7:02 p.m. Murry made a motion to approve minutes and Randy seconded. Approved by the board.

### TREASURER'S REPORT / FINANCE

Melissa reported in Dena's absence: The library received a big donation; Edward Jones was down; we are at 8% of our budget right now. Budget is off due to two personnel on duty at all times. See "Old Business" for discussion details. Murry motioned to accept the treasurer's report.

### PERSONNEL

Melissa reported that everyone had received the sexual harassment training except for Diane, who would be taking it soon.

### BUILDING AND GROUNDS

Melissa reported slight problems with snow plowing and cited Sunday plowing, too early, and not deep enough to plow. Will be more specific with needs in putting out bids next year.

### GRANTS PLANNING

Melissa spoke to the system director and found that a new furnace counts under the construction grant. The board agreed that we should proceed with application for the grant to replace old furnace. Melissa will call for bids.

### TECHNOLOGY

Melissa got a quote for a new desktop computer (\$700). She will ask Mike from system which is the library's oldest so it can be replaced. Zach said the older ones should be OK until they stop updating, adding that Windows will stop updating in 2025. Citing tight budget constraints this year, it was determined that maybe replacement should be deferred until next year. Stacie suggested looking for other grant money, citing Community Foundation tech grants.

### FUNDRAISING

BIRDHOUSE CONTEST: The birdhouse contest was going well. Melissa reported handing out 67 houses, and that the VFW had taken one again.

BOOK SALE: Goal for the book sale was \$1,000; we made \$1,070. Remaining books will be offered for free starting following Wednesday.

TRIVIA NIGHT/DINNER: Melissa spoke with Jim at the VFW and said Tuesdays or Thursdays would work for them. Salad bar, coffee, dessert, and chicken barbecue were discussed and April 25 was proposed. Board thought that was too soon. Will continue to discuss.

GARDEN TOUR: Growing the annual garden tour was discussed. Ideas were to include food (food truck or chicken barbecue); to have a "beautiful garden" contest for homes on Erie Street; keep it local and social; maybe have food in the parking lot at end of tours. Discussion will continue.

#### **DIRECTOR'S REPORT**

Melissa reported that the library did receive extra money from the Town; not sure about the Village's funding ... Three VITA Tax sessions were well attended and people appreciated the service ... The annual report has been turned in to the system ... Authorized signers with M&T have been updated ... The computer usage policy was discussed. With slight amendments, specifying time and age limits, Randy moved that the board accept the policy, Zach seconded. So moved.

#### **COMMITTEES**

Nothing to report.

#### **OLD BUSINESS**

Recognizing that a \$10,000 shortfall in the budget (despite \$5,000 extra from Town and due to extra person on duty), the board agreed to address going forward, before the budget becomes unsustainable. Melissa offered several ideas and will work on scenarios (slow times, cutting employee hours) for best possible outcome. Board will review again next meeting and approve an action plan by June.

#### **NEW BUSINESS**

Melissa reported that Hooked on Books' next reward would be making leprechaun traps ... Staff is handing out eclipse glasses, and Melissa will be doing an eclipse activity with the homeschoolers ... Tree care clinics will be held every Saturday in April, offered by the Mayville Tree Advisory Committee, Cornell Cooperative LEAF programs, and the library. The final clinic will be planting a tree donated by Elizabeth Lasser on library grounds. Kim suggested putting out a jar for tree donations.

#### **ADJOURNMENT**

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

**NEXT MEETING: MONDAY, MARCH 18, 2024 at 7:00 P.M.**