

**Librarian's Notes
December 2024**

Personnel: All good – the Christmas party is December 17 at 5 pm. We need to determine pay rates for 2025.

Buildings and Grounds: K-Kare is doing a great job with the plowing. The metal piece on the parking lot roof is loose – AGAIN. Rick will cut it off and we can fix it in the spring.

Fundraising:

Books \$363, Copies \$163, Donations \$330, fundraising \$40, fax \$30

Old Business:

We had 145 people for the Hooked on Books event on December 7!

We have received several letters of interest for board positions.

We are closed on December 24, 25 & 31 and January 2 for the holidays.

The Basket Raffle is doing well – the drawing will be held on December 18.

We made \$540 on the book sale.

New Business:

We should have some type of policy in place for closing when the snow is bad.

We need to update the sick and safe leave policy.

Here are the circulation statistics for November

	Patrons	Computer users	Materials circulated
November	926	119	1541

Mayville Library Board of Directors Meeting

NOVEMBER 19, 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

APPROVAL OF LAST MEETING'S MINUTES

Meeting was called to order by Randy at 7:03 p.m. Murry made a motion to approve minutes and Pat seconded. Approved by the board with no changes.

TREASURER'S REPORT / FINANCE

Melissa reported: Everything is in good shape ... We are still short \$1,800 to balance budget but with upcoming book sale and reduced payroll due to holiday closings will help ... Edward Jones account is down. Murry motioned to accept the treasurer's report, Kim seconded. So moved.

PERSONNEL

Melissa reported: Staff evaluations are completed and hers is almost done. She will do her self-evaluation in December ... The staff Christmas party, to which the board is invited, will be held on Dec. 17 at 5:00 p.m. and will include a \$10 gift exchange and potluck.

BUILDING AND GROUNDS

Melissa reported: Rick Walczyk looked at the hole in the fascia and was not too concerned. Will fix by spring. Board said to get someone else if we need it done sooner ... The hole in the parking lot has been filled ... We are set for winter plowing by Roger Klossner, and R&R has been notified ... We will get more than one quote and wait until spring to get the carpets cleaned.

GRANTS PLANNING

Melissa has not heard whether the furnace grant has been accepted but not worried.

TECHNOLOGY

Melissa reported that there are no problems with the surveillance camera as long as the computer is not turned off. We will keep it on and purchase back-up battery (approx. \$90).

FUNDRAISING

MONTHLY BASKET RAFFLE: We currently have four raffle baskets on display (thank you, Kim) and two more coming from patrons.

BOOK SALE: The next book sale will be held Nov. 22-30. We hope to make \$500. Melissa will post information about it on the Mayville Community Connection. No more books are being accepted at this time.

HOLIDAY AUCTION/RAFFLE: The library will auction off the donated digital camera kit (lenses, filters, tripod et al.) next year. Other items will be sought.

DIRECTOR'S REPORT

Melissa reported: The library handed out more than 300 books on Halloween, with the help of Elizabeth Lasser ... Required two-hour training for board members must be completed by Dec. 31 ... The circulation policy has been reviewed/revised; Melissa will send out the two remaining

policies for review/revision for December's meeting ... Next Hooked on Books will be held on Dec. 7, which is cookies and crafts with Mr. and Mrs. Claus.

COMMITTEES

Nothing to report.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

There are now three board positions open for next year, which will be filled in January. Marsha Pritz is currently completing Charlie Schiller's term. Melissa reported three interested candidates. She will post the openings on the Mayville Community Connection to attract new candidates. After brief discussion, the board determined that candidates should submit a letter of interest to be considered ... Holiday closings were announced ... Per the mayor's request, the library has decorated a Christmas tree with paper chains on which favorite book titles are written. The tree will be displayed at the Depot for the village holiday celebration. Bookmarks with library hours will be handed out ... The \$10 gift card drawing for returning overdue books resulted in many books being returned ... The library will be decorated for Christmas before Thanksgiving ... Melissa is considering a preview book event next year with refreshments.

ADJOURNMENT

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

NEXT MEETING: MONDAY, DEC. 16, 2024 at 7:00 P.M.

*Respectfully submitted,
Laura Marsala, board secretary*

Profit & Loss

November 2024

	Nov 24
Income	
Book Sale Income	340.00
Copies	163.00
Donations	330.00
Fax	30.00
Interest Income	1.52
02 · Fundraising income	40.00
12 · Book Plan	932.00
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Total Income	1,836.52
Gross Profit	1,836.52
Expense	
Audio & Video Tapes	39.91
Books	
2 · electronic books	200.00
Books - Other	145.06
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Total Books	345.06
Building Repair & Maintenance	11.86
Copier	98.15
Grounds	778.95
Miscellaneous Expense	24.00
Office Expense	73.00
Programs	100.78
Technology Supplies	90.56
Telephone	39.99
Utilities	250.43
Wages & Salaries	6,602.50
Wages Employer Medicare	95.76
Wages Employer Social Security	409.37
01 · Fundraising expense	30.39
13 · facsimile	39.99
24 · Cleaning	30.00
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Total Expense	9,060.70
Net Income	<hr/> <hr/> -7,224.18

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Profit & Loss Budget vs. Actual
January through November 2024

	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	5,428.50	5,000.00	428.50	108.6%
Copies	2,335.00	3,000.00	-665.00	77.8%
Donations	10,205.00	5,000.00	5,205.00	204.1%
Fax	215.00	300.00	-85.00	71.7%
Fines	4.18			
Interest Income	16.97	25.00	-8.03	67.9%
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	203.69			
02 · Fundraising income	3,973.85	5,000.00	-1,026.15	79.5%
12 · Book Plan	3,728.00	3,700.00	28.00	100.8%
Total Income	126,265.99	119,225.00	7,040.99	105.9%
Gross Profit	126,265.99	119,225.00	7,040.99	105.9%
Expense				
Accounting	95.00	100.00	-5.00	95.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	472.06	700.00	-227.94	67.4%
Books				
2 · electronic books	2,200.00	2,400.00	-200.00	91.7%
Books - Other	4,803.17	5,600.00	-796.83	85.8%
Total Books	7,003.17	8,000.00	-996.83	87.5%
Building Repair & Maintenance	556.54	1,000.00	-443.46	55.7%
CD Cases	35.59			
Copier	1,058.11	1,200.00	-141.89	88.2%
Grounds	3,563.50	3,000.00	563.50	118.8%
Insurance General	5,180.50	5,100.00	80.50	101.6%
Miscellaneous Expense	339.45	500.00	-160.55	67.9%
Office Expense	803.18	500.00	303.18	160.6%
Periodicals	330.77	500.00	-169.23	66.2%
Postage and Delivery	149.20	100.00	49.20	149.2%
Programs	1,795.40	1,500.00	295.40	119.7%
Technology Maintenance	139.25			
Technology Supplies	1,882.96			
Telephone	439.89	480.00	-40.11	91.6%
Utilities	3,619.89	4,200.00	-580.11	86.2%
Wages & Salaries	81,507.25	92,000.00	-10,492.75	88.6%
Wages Employer Medicare	1,181.90	1,400.00	-218.10	84.4%
Wages Employer Social Security	5,053.49	5,700.00	-646.51	88.7%
01 · Fundraising expense	1,242.39			
13 · facsimile	439.89	480.00	-40.11	91.6%
15 · Internet	360.00	600.00	-240.00	60.0%
16 · Sales Tax	410.63	400.00	10.63	102.7%
24 · Cleaning	205.91			
5 · Furniture	108.98			
Total Expense	117,974.90	127,585.00	-9,610.10	92.5%
Net Income	8,291.09	-8,360.00	16,651.09	-99.2%

	November	October	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 99,236.67	\$ 106,462.37	\$ 7,225.70
M&T Savings	\$ 18,501.07	\$ 18,499.55	\$ 1.52
Operating Fund	\$ 117,737.74	\$ 124,961.92	\$ (7,224.18)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 218,819.78	\$ 213,563.51	\$ 5,256.27
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	\$ 218,819.78	\$ 213,563.51	\$ 5,256.27
Operating Fund - Beg. Balance	\$ 117,737.74	\$ 124,961.92	\$ (7,224.18)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 337,057.52	\$ 339,025.43	\$ (1,967.91)