

Myers Memorial Library Board of Trustees
Agenda
September 17th, 2024
6:30 pm

1. Call to order
2. Secretary's report and correspondence
3. Treasurer
 - a. Report
 - b. Motion to pay customary bills
4. Director's report
5. Building and Grounds
6. Unfinished Business
7. New Business
 - Appeal letter

Next meeting:
November 19st 6:30pm

Myers Memorial Library
Board of Trustees Meeting
Tuesday, July 16, 2024

Present: Mel Feather, Sue Richards, Janelle Grey, Jim Hale, Toni Stone, Paul Bell, Iza Nowak

Absent: Bob Piede, Roxy Gray, Jason Bussman, Rhonda Haick

The meeting was called to order at 6:35 PM by Mel Feather, Board President

Iza introduced to the Board our new assistant librarian, Lydia Sadowski. Iza is happy to have her working for us.

Secretary's Report and Correspondence:

The minutes from the May 2024 meeting were presented and slightly amended. Remove Jim Hale from Absent list and add Paul Bell.

MMSP as amended by Jim Hale and Paul Bell

Treasurer's Report (See attached)

The checking balance as of 7/13 was \$10,296. With only a small amount of income - School - \$3250 in October plus our monthly withdrawals from our investments, Rhonda will need to calculate and let Mel know how much more we need to withdraw from Alliance and UBS to pay our expenses.

When the Budget Committee meets, some line items were pointed out that need to be changed. Grants: Lenna remove. Plowing: remove. Insurance: How much to increase?

Motion to Pay Customary Bills: MMSP Paul Bell. Sue Myers

Director's Report: (See Attached)

Iza discussed all of the summer programs that have taken place and more to come in July, August. The Sidewalk Chalk was well attended with 29 participants and a lot of inventive drawings. Income \$120.00

Bingo is popular. Town Park Reptile Show had 168 participants!

Programs celebrating Smokey the Bear anniversary upcoming as well as a speaker on Bigfoot. August craft project for bookmarks.

Mel requested that we keep track of and make a list of all library activities for adults and children so that we can present them to the Town Board at their October meeting - as they prepare to work on their budget for 2025.

Buildings and Grounds:

Paul is still looking for a bidder on the chimney work that needs to be done. Mel gave Paul another possible contractor to contact. Chimney work may have to carry over into next year which is ok.

Discussed work done on AC and elevator. Effects on budget.

Iza will hire Ring a Ling to clean carpets in Community and Children's rooms.

Unfinished Business: Sustainable Funding: Considering the fact that our Budget Income does not sustain our Expenses, a discussion was held about how the Library can obtain sufficient funding. After much discussion and considering multiple options, it was decided to pursue the 529 School Tax. MMSP Jim Hale, Sue Richards

A subcommittee of Mel Feather, Jim Hale and Iza Nowak - with anyone else who wants to join, will begin to contact Jan Dekoff from CCLS for her help, and the new school superintendent - to give her an initial 'heads up' as to what our intentions are. We will also need to decide on how much the Library will be asking for- Budget Committee will meet to determine. Meetings with Jan, superintendent etc are TBA

New Business: Reminder about Board Educational opportunities. When accomplished, fill in form in office to show 2024 units. Two hours.

Yearbooks needed to fill a few missing: 1969, 75, 80, 2022, 23

Next Board Meeting: September 17th at 6:30 pm

TREASURER'S REPORT

Myers Library
Statement as of 8/31/24

How are we doing on our budget: See attached

Lake Shore Checking – operating:	
6/30/2024	12,896.33
Deposits	3,048.23
Investment Deposits	3,116.00
<u>Withdrawals</u>	<u>14,442.82</u>
Balance on 8/31/24	\$4,617.74 * 1,984.31 as of 9/13

Lake Shore Saving Accounts: As of 8/31/24	
Capital Savings acct	5,433.84
Capital Grant Checking 08	521.91
Amazon Smile	276.61
Petty Cash	<u>28.92</u>
Lake Shore Savings Total	\$6,261.28

Investments: As of 8/31/24	
Park Ave Securities:	38,482.79
American Funds:	314,271.18 *For breakdown see Investment Report
<u>UBS</u>	<u>205,663.17</u>
Total Investments	\$558,417.14 (3.92% Increase since Last Meeting & 8.27% Increase since 12/31/23)

6/30/2024	\$537,375.54
4/30/2024	\$519,757.18
2/29/2024	\$516,365.57
12/31/2023	\$515,762.24
10/31/2023	\$467,541.22
8/31/2023	\$496,459.86
6/30/2023	\$497,429.31
4/30/2023	\$491,359.70
2/28/2023	\$481,848.10

Total Assets:	
Checking Account	\$4,617.74
Lake Shore Accounts	\$6,261.28
<u>Investments</u>	<u>\$558,417.14</u>
Total Assets	\$569,296.16

Checking Withdrawals (July-Aug)	
#1 Payrolls	\$9,521.65
#2 Books/Programs	\$2,088.16
#3 Utilities	\$1,288.37
#4 Building Repairs	\$1,001.35
#5 Designated purchases	\$367.89
#6 Bookkeeping	\$111.83
#7 Supplies	\$53.57
#8 Insurance	\$10.00
Total	\$14,442.82

Respectfully submitted by: Rhonda Haick, Bookkeeper
Date: 9/13/24

MYERS MEMORIAL LIBRARY						
INVESTMENT PORTFOLIO						
8/31/2024						
FUND	CURRENT BALANCE \$	PREVIOUS QUARTER \$	QUARTER DIFFERENCE \$	NOTES	(2023) 1 YEAR AGO END \$	(2022) 2 YEARS AGO END \$
Park Ave. Securities:						
Franklin Income Fund	20,757.88	21,644.83	-886.95	(17727) total	25,559.45	34,372.29
American Funds (Augusto Endowment)	16,276.48	15,464.45	812.03		15,106.20	14,485.23
Augusto Earnings -Dryfus Deposit	1,448.43	1,447.15	1.28		1,174.89	999.91
American Funds:						
American Balanced	108,619.82	104,886.87	3,732.95		96,455.86	84,605.94
Income Fund of America	102,200.23	95,725.83	6,474.40		91,797.02	85,324.38
Washington Mutual	103,451.13	98,202.19	5,248.94		88,246.84	75,281.52
UBS:						
	205,663.17	200,004.22	5,658.95	(11875) total	197,421.98	179,102.75
TOTALS	558,417.14	537,375.54	21,041.60	3.92	515,762.24	474,172.02
				Overall Per Cent Increase		
			Change from 2023 Year End (%)			8.27
R. Haick						
Bookkeeper						
9/13/2024						

Income:	Actual	Original Budget	Rollovers/New Additions	Difference	In Income Red is Bad Black is Good!
Donations:					
Appeal	235.00	7,500.00		(7,265.00)	
Campbell Trust	1,106.00	1,000.00		106.00	
Cummins	130.00	100.00		30.00	
Diane Crandall Myers Memorial Library Fund	517.00	400.00		117.00	
FCS	3,250.00	6,500.00		(3,250.00)	
CHQ (Give Gab)	495.72	450.00		45.72	
Memorials	215.00	1,000.00		(785.00)	
Misc. -	1,129.11	1,000.00		129.11	
Town of Carroll	30,000.00	30,000.00		0.00	
Warn Fund	430.00	400.00		30.00	
Fundraising					
June Sales	1,556.82	1,000.00		556.82	HOT HOT DOG \$890
Misc. Fundraising	135.00	400.00		(265.00)	Chalk Art 120
General Income					
Association Dues	11.00	10.00		1.00	
Book Sales	140.00	100.00		40.00	
CCLS Materials Plan	2,592.00	3,300.00		(708.00)	
CCLS State Aid & Cash Grant	250.00	250.00		0.00	
Copier	545.00	500.00		45.00	
Fines/ILL	377.72	200.00		177.72	
Interest	2.95	5.00		(2.05)	
LLSA	1,487.40	1,000.00		487.40	
Miscellaneous	0.00	25.00		(25.00)	
Grants:					
Lenna Foundation	0.00	500.00		(500.00)	
Designated:					
Augusto	557.79				
CRCF Printer Grant	1,964.00				
Designated Programs	906.00				
Misc.Designated	0.00				
Total Received Income	48,033.51	55,640.00		(7,606.49)	
Investment Draws	12,464.00	18,696.00			
Total Income	60,497.51				

Expenses	Actual	Original Budget	Additions	Difference	In Expenses Red is Good
Appeal	0.00	900.00		(900.00)	Black is Bad
Building Maintenance:					
Building Maint & Supplies	716.72	200.00		516.72	Fountain Filters 185.76
Elevator	928.00	1,100.00		(172.00)	
Custodian	1,650.00	2,700.00		(1,050.00)	
Heating & Air Maintenance	215.00	375.00		(160.00)	
Misc Bldg Repairs	1,593.35	200.00		1,393.35	Boiler 945.79, Heating/Air 647.56
Plowing	0.00	200.00		(200.00)	
Fundraising	0.00	400.00		(400.00)	
Insurances	401.90	5,000.00		(4,598.10)	
Misc:					
Gifts/Honorariums:					
-Auditor	0.00	125.00		(125.00)	
Other (Bank Fee)	12.00	100.00		(88.00)	
Outside Bookkeeping	813.83	1,200.00		(386.17)	
Workshops	0.00	40.00		(40.00)	
Payroll	35,428.41	50,000.00		(14,571.59)	
Supplies:					
Books/Periodicals	9,943.80	10,000.00		(56.20)	
Equipment/Software	2,215.95	500.00	1964	(248.05)	Grant for Printer-1,964
General (Cleaning, Paper Cups & towels/water/TP)	75.75	325.00		(249.25)	
ILL	4.00	10.00		(6.00)	
Library (Bookmarks, Labels)	211.78	200.00		11.78	
Office	382.11	500.00		(117.89)	
Overdrive	0.00	500.00		(500.00)	
Postage	14.60	50.00		(35.40)	
PO Box	171.00	332.00		(161.00)	PO rental \$166 - 6 mo. \$332 -1yr
Programs	623.15	900.00		(276.85)	
Videos	517.69	1,000.00		(482.31)	
Utilities:					
Electric	1,991.43	2,700.00		(708.57)	
Gas	869.71	2,200.00		(1,330.29)	
Taxes	172.71	180.00		(7.29)	
Telephone/Internet	1,148.76	2,200.00		(1,051.24)	
Water	180.00	240.00		(60.00)	
Designated:					
Other Designated	1,149.45				
Augusto	794.62				
Total Expenses	62,225.72	84,377.00		(22,151.28)	
Income	60,497.51	55,640.00		4,857.51	
Expenses	62,225.72	84,377.00		(22,151.28)	
Projected Income or (Loss)	-1,728.21	(28,737.00)		27,008.79	
Opening Balance in Checking	2,668.87				
In from Petty Cash	177.08				
Add Total Income or (Loss)	60,497.51	55,640.00		4,857.51	
Transfers in	11,000.00		From Cap. Savings		
To Amazon Smile Account	0.00				
To Petty Cash	0.00				
Transfers out	-7,500.00		Back to Cap Savings 5,000 + 2,500 borrowed in Oct 23		
Cap. Improvements pd out of operating	0.00				
Paid out of petty cash	0.00				
Total Income Available	66,843.46	55,640.00			
Less Total Expenses	62,225.72	84,377.00		(22,151.28)	
Ending Balance in Checking	4,617.74			27,008.79	

Myers Memorial Library

July/August 2024

Director's report

2024	ADULT					JUVENILE					E-books	Total
	Fiction	Non Fiction	Movies	Mag	Other	Fiction	Non Fiction	Movies	Mag	Other		
July	424	88	103	2	50	1069	287	51	0	111	225	2410
August	453	127	107	7	71	987	254	66	0	91	216	2379
Total	877	215	210	9	121	2056	541	117	0	202	441	4789

Other – audiobooks, puzzles, activity kits

Circulation

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2024	1873	1763	1967	2170	1817	1879	2410	2379				
2023	2060	1821	2342	1690	1806	2362	2336	2263	1888	1678	1745	1441
2022	1521**	1462**	2070**	1626**	1966**	1118**	2257	2385	1892	1794	1723	1656
2021	1840	2024	2157	2060	2001	2388	2337	2275	1944	2266	1243**	1269**
2020	2036	1977	1641	173	162	1011*	2008	2005	1933	2172	1889	1916
2019	1754	1695	1804	1907	1991	1455	2160	2199	1575	1617	1423	1500
2018	1565	1372	1550	1613	1458	1353	1514	1852	1512	1459	1375	1356
2017	1085	1192	1485	1282	1382	1507	1750	1989	1445	1252	1440	1393
2016	1086	1166	1289	1339	1154	1054	1381	1038	1149	1003	922	913

Attendance

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2024	818	853	879	1101	980	942	1446	1116				
2023	916	1001	1004	816	943	1022	1013	1164	767	852	909	733
2022	454**	550**	760**	593**	662**	505**	1305	1392	790	976	785	813
2021	426	519	659	608	591	641	761	1005	631	793	245**	515**
2020	969	933	606	-	-	70*	469	418	477	632	535	531
2019	877	797	935	967	1009	985	1252	1289	887	910	806	744
2018	803	854	943	1043	1024	902	1072	969	810	892	703	744
2017	740	684	820	685	885	1018	1117	1384	834	827	793	802
2016	618	571	729	668	630	765	733	573	656	681	589	604

*pick up service, **renovation