

MYERS MEMORIAL LIBRARY

Board of Trustees Meeting

Tuesday, September 16, 2025

Present: Mel Feather, Roxy Gray, Jim Hale, Rhonda Haick, Sue Richards, Iza Nowak, Jason Bussman, Janelle Grey, and Kyle Sipple.

Absent: Bob Piede, Toni Stone and Paul Bell.

The meeting was called to order at 6:30PM by Mel Feather, Board President.

Secretary's Report: (Please see attached.)

Minutes from the July meeting were reviewed by board members. Jason Bussman motioned to accept the minutes as read. Sue Richards seconded. Carried.

Treasurer's Report: (See attached.)

Investment value \$554,626.53. Down .11% since last meeting but increase of 4.22% since 12-31-24.

Lake Shore Savings has a balance of \$7458.13.

Total Assets are \$584,122.37.

Motion to pay customary bills was made by Jim Hale and seconded by Sue Richards. Carried.

Director's Report: (See attached.)

Iza reports the largest increase in circulation ever since she started!!!

Summer programs have been extremely successful.

Iza is preparing to train the new director in October. She has already scheduled programs for November and December to ease the burden for her replacement.

An October-Halloween reception will be held on the 18th.

#### Buildings/Grounds:

Paul Bell Has repaired and leveled some of the eave troughs.

He also has contacted Pat Fuller from JMI regarding the deterioration of insulation on the outside of the HVAC units. As of this writing, he had not yet had a response from Pat.

#### UNFINISHED BUSINESS:

State Education Law for inservice hours of trustees is needed for this year. Iza will sent links as they become available.

The Hiring Committee met. There were six excellent candidates interviewed.

The committee has chosen Lauren Hiller as the new Library Director.

Jason Bussman made a motion to accept Lauren Hiller as the new Myers Memorial Library Director. Jim Hale seconded. Carried.

Rachel Roushey has turned in her resignation. The Board did not accept her resignation at this time.

Jason Bussman made a motion to enter executive session for the purpose of discussing Lauren's salary. Jim Hale seconded. Carried.

#### NEW BUSINESS:

A motion to accept the memorial bench donation, with details to follow was made by Jim Hale and seconded by Sue Richards. Carried

The Board wished to control the size of the cement pad and want to be sure it is symmetrical with the other outside bench. Jim Hale will clarify with the person donating if it includes the cost of the pad and bench or only the bench.

Meeting adjourned.

The next meeting will be held Tuesday, November 18, 2025 at 6PM.

Respectfully Submitted,

Roxy Gray

Board Secretary

**Myers Memorial Library Board of Trustees**

**Agenda**

**November 18th, 2025**

**6:30pm**

1. Call to order
2. Secretary's report and correspondence
3. Treasurer
  - a) Report
  - b) Motion to pay customary bills
  - c) Proposed budget for 2026
4. Director's report
5. Building and Grounds
6. Unfinished Business
7. New Business

Next meetings:

Association Meeting January 20<sup>th</sup> 6:00pm

Board Meeting January 20<sup>th</sup> 6:30pm

*Myers Memorial Library*  
**September/October 2025**  
*Director's report*

2025	ADULT					JUVENILE						
	Fiction	Non Fiction	Movies	Mag	Other	Fiction	Non Fiction	Movies	Mag	Other	E-books	Total
September	426	73	80	5	19	798	193	57	0	72	236	1959
October	386	114	107	3	38	789	130	53	0	68	207	1689
<b>Total</b>	<b>812</b>	<b>187</b>	<b>187</b>	<b>8</b>	<b>57</b>	<b>1587</b>	<b>323</b>	<b>110</b>	<b>0</b>	<b>140</b>	<b>443</b>	<b>3648</b>

Other – audiobooks, puzzles, activity kits

**Circulation**

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
<b>2025</b>	1815	1763	2222	2050	1981	2086	2675	2436	1959	1689		
<b>2024</b>	1873	1763	1967	2170	1817	1879	2410	2379	1784	2032	1694	1415
<b>2023</b>	2060	1821	2342	1690	1806	2362	2336	2263	1888	1678	1745	1441
<b>2022</b>	1521**	1462**	2070**	1626**	1966**	1118**	2257	2385	1892	1794	1723	1656
<b>2021</b>	1840	2024	2157	2060	2001	2388	2337	2275	1944	2266	1243**	1269**
<b>2020</b>	2036	1977	1641	173	162	1011*	2008	2005	1933	2172	1889	1916
<b>2019</b>	1754	1695	1804	1907	1991	1455	2160	2199	1575	1617	1423	1500
<b>2018</b>	1565	1372	1550	1613	1458	1353	1514	1852	1512	1459	1375	1356
<b>2017</b>	1085	1192	1485	1282	1382	1507	1750	1989	1445	1252	1440	1393
<b>2016</b>	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
<b>2025</b>	852	878	1176	1095	1097	1221	1520	1445	961	1022		
<b>2024</b>	818	853	879	1101	980	942	1446	1116	803	1162	971	762
<b>2023</b>	916	1001	1004	816	943	1022	1013	1164	767	852	909	733
<b>2022</b>	454**	550**	760**	593**	662**	505**	1305	1392	790	976	785	813
<b>2021</b>	426	519	659	608	591	641	761	1005	631	793	245**	515**
<b>2020</b>	969	933	606	-	-	70*	469	418	477	632	535	531
<b>2019</b>	877	797	935	967	1009	985	1252	1289	887	910	806	744
<b>2018</b>	803	854	943	1043	1024	902	1072	969	810	892	703	744
<b>2017</b>	740	684	820	685	885	1018	1117	1384	834	827	793	802
<b>2016</b>	618	571	729	668	630	765	733	573	656	681	589	604

\*pick up service, \*\*renovation

Income:	2024 Budget	Proposed Budget 2025	Actual Expenses 10/31/25	Proposed Budget 2026
<b>Donations:</b>				
Appeal	\$ 7,500	\$ 7,500	\$585.00	\$ -
Campbell Trust (Guaranteed)	\$ 1,000	\$ 1,000	\$1,146.00	\$ 1,000
Cummins	\$ 100	\$ 100	\$130.00	\$ 100
Diane Crandall Myers Mem. Lib. Fund (Guaranteed)	\$ 400	\$ 400	\$574.00	\$ 400
FCS	\$ 6,500	\$ 6,500	\$6,500.00	\$ -
CHQ (Give Gab)	\$ 450	\$ 450	\$962.20	\$ 450
Memorials	\$ 1,000	\$ 500	\$410.00	\$ 500
Miscellaneous	\$ 1,000	\$ 1,000	\$2,516.00	\$ 1,000
Town of Carroll	\$ 30,000	\$ 30,000	\$30,000.00	\$ -
Warn Fund (Guaranteed)	\$ 400	\$ 400	\$446.00	\$ 400
<b>Fundraising</b>				
June Sales	\$ 1,000	\$ 1,000	\$1,622.00	\$ 1,500
Misc. Fundraising	\$ 400	\$ 300	\$437.00	\$ 500
<b>General Income</b>				
259 Funding				\$ 100,000
Association Dues	\$ 10	\$ 10	\$10.00	\$ 10
Book Sales	\$ 100	\$ 100	\$297.00	\$ 100
CCLS Materials Plan (Guaranteed)	\$ 3,300	\$ 3,300	\$2,601.00	\$ 3,300
CCLS State Aid & Cash Grant (Guaranteed)	\$ 250	\$ 250	\$250.00	\$ 250
Copier	\$ 500	\$ 550	\$963.50	\$ 550
Fines/Book Replacements/ILL	\$ 200	\$ 200	\$297.67	\$ -
Interest	\$ 5	\$ 5	\$8.79	\$ 5
LLSA	\$ 1,000	\$ 1,000	\$1,525.40	\$ 1,493
Miscellaneous	\$ 25	\$ 25	\$0.00	\$ 25
Designated			\$4,653.69	
<b>Grants:</b>				
<b>Total Received Income</b>	<b>\$ 55,140</b>	<b>\$ 54,590</b>	<b>\$55,935.25</b>	<b>\$ 111,583</b>
<b>Investment Draws</b>	<b>\$ 18,696</b>	<b>\$ 18,696</b>	<b>\$57,179.00</b>	<b>\$ -</b>
<b>Total Income</b>	<b>\$ 73,836</b>	<b>\$ 73,286</b>	<b>\$113,114.25</b>	<b>\$ 111,583</b>

Expenses	2024 Budget	Proposed Budget 2025	Actual Expenses	Proposed Budget 2026
Appeal	\$ 900	\$ 1,000	\$0.00	\$ -
<b>Building Maintenance:</b>				
Building Maint & Supplies (Inc. Carpet,Septic)	\$ 200	\$ 1,100	\$493.04	\$ 1,100
Custodian	\$ 2,700	\$ 2,700	\$2,100.00	\$ 3,000
Elevator	\$ 1,100	\$ 1,300	\$1,443.00	\$ 1,500
Heat & Air Maintenance	\$ 375	\$ 800	\$215.00	\$ 800
Misc Bldg Repairs	\$ 200	\$ 300	\$548.74	\$ 500
Trash/Lawn/Snow	\$ 200	\$ 1,820	\$0.00	\$ 1,820
Fundraising (2025 Funding brochures)	\$ 400	\$ 500	\$1,082.79	\$ 500
Insurances	\$ 5,000	\$ 5,300	\$0.00	\$ 5,500
<b>Misc:</b>				
Gifts/Honorariums:				
-Auditor	\$ 125	\$ 125	\$0.00	\$ 125
Other	\$ 100	\$ 100	\$76.00	\$ 100
Outside Bookkeeping	\$ 1,200	\$ 1,500	\$1,121.71	\$ 1,500
Workshops	\$ 40	\$ 60		\$ 50
<b>Payroll</b>	\$ 50,000			
Salaries & Wages		\$ 56,300	\$48,249.34	\$ 55,000
Employer Paid Social Security/Medicare		\$ 4,307	\$3,707.70	\$ 4,208
Workers Comp		\$ 500	\$332.00	\$ 550
Disability		\$ 475	\$552.04	\$ 575
<b>Supplies:</b>				
Books/Periodicals	\$ 10,000	\$ 15,000	\$12,952.85	\$ 15,000
Equipment/Software	\$ 500	\$ 500	\$304.88	\$ 750
Computer Upgrade		\$ 5,000	\$0.00	\$ 5,000
General Supplies	\$ 325	\$ 325	\$180.36	\$ 400
ILL	\$ 10	\$ 10	\$4.00	\$ 10
Library (Bookmarks, Labels)	\$ 200	\$ 300	\$529.34	\$ 400
Office	\$ 500	\$ 1,000	\$820.60	\$ 1,500
PO Box	\$ 332	\$ 332	\$360.00	\$ 375
Overdrive	\$ 500	\$ 1,000	\$1,000.00	\$ 1,800
Postage	\$ 50	\$ 50	\$73.00	\$ 100
Programs(includes Movie License)	\$ 900	\$ 3,000	\$2,625.77	\$ 3,000
Videos	\$ 1,000	\$ 1,000	\$686.37	\$ 1,000
<b>Utilities:</b>				
Electric	\$ 2,700	\$ 3,000	\$2,888.00	\$ 4,000
Gas	\$ 2,200	\$ 2,300	\$1,478.98	\$ 2,300
Taxes	\$ 180	\$ 180	\$191.68	\$ 200
Telephone/Internet	\$ 2,200	\$ 2,400	\$1,241.75	\$ 2,400
Water	\$ 240	\$ 240	\$180.00	\$ 240
Designated			\$3,184.01	
<b>Total Expenses</b>	\$ 84,377	\$ 113,824	\$88,622.95	\$ 115,303
<b>Income</b>	\$ 73,836	\$ 73,286	\$113,114.25	\$ 111,583
<b>Expenses</b>	\$ 84,377	\$ 113,824	\$88,622.95	\$ 115,303
<b>Projected Income or (Loss)</b>	\$ (10,541)	\$ (40,538)	\$ 24,491	\$ (3,720)

**MYERS MEMORIAL LIBRARY**

**INVESTMENT PORTFOLIO**

10/31/2025

<b>FUND</b>	<b>CURRENT BALANCE \$</b>	<b>PREVIOUS QUARTER \$</b>	<b>QUARTER DIFFERENCE \$</b>	<b>NOTES</b>	<b>(2024) 1 YEAR AGO END \$</b>	<b>(2023) 2 YEARS AGO END \$</b>
<b>Park Ave. Securities:</b>						
Franklin Income Fund	8,627.09	10,369.56	-1,742.47		16,864.23	25,559.45
American Funds (Augusto Endowment)	17,148.22	17,004.92	143.30		15,679.40	15,106.20
Augusto Earnings -Dryfus Deposit	1,807.42	1,662.49	144.93		1,380.38	1,174.89
<b>American Funds:</b>						
American Balanced	117,601.40	116,879.69	721.71		110,875.52	96,455.86
Income Fund of America	105,156.11	108,921.42	-3,765.31		101,745.42	91,797.02
Washington Mutual	102,202.34	104,715.67	-2,513.33		98,478.80	88,246.84
<b>UBS:</b>	192,392.85	195,072.78	-2,679.93		187,150.82	197,421.98
<b>TOTALS</b>	<b>544,935.43</b>	<b>554,626.53</b>	<b>-9,691.10</b>	<b>-1.75</b>	<b>532,174.57</b>	<b>515,762.24</b>
				<b>Overall Per Cent Decrease</b>		
				<b>Change from 2024 Year End (%)</b>		<b>2.40</b>
R. Haick						
Bookkeeper						
11/12/2025						

Income:	Actual	Original Budget	Rollovers/New Additions	Difference	In Income Red is Bad
					Black is Good!
<b>Donations:</b>					
Appeal	585.00	7,500.00		(6,915.00)	
Campbell Trust	1,146.00	1,000.00		146.00	\$1,146 Expected
Cummins	130.00	100.00		30.00	
Diane Crandall Myers Memorial Library Fund	574.00	400.00		174.00	\$574 Expected
FCS	6,500.00	6,500.00		0.00	
CHQ (Give Gab)	962.20	450.00		512.20	
Memorials	410.00	500.00		(90.00)	
Misc. -	2,516.00	1,000.00		1,516.00	Estate-500,Cable-500,Church-300,Lions-600
Town of Carroll	30,000.00	30,000.00		0.00	
Warn Fund	446.00	400.00		46.00	\$446 Expected
<b>Fundraising</b>					
June Sales	1,622.00	1,000.00		622.00	HOT Dogs \$959!!!
Misc. Fundraising	437.00	300.00		137.00	
<b>General Income</b>					
Association Dues	10.00	10.00		0.00	
Book Sales	297.00	100.00		197.00	
CCLS Materials Plan	2,601.00	3,300.00		(699.00)	
CCLS State Aid & Cash Grant	250.00	250.00		0.00	
Copier	963.50	550.00		413.50	
Fines/ILL	297.67	200.00		97.67	
Interest	8.79	5.00		3.79	
LLSA	1,525.40	1,000.00		525.40	
Miscellaneous		25.00		(25.00)	
<b>Grants:</b>					
<b>Designated:</b>					
Augusto	618.69				
CRCF Printer Grant	3,125.00				
CCLS Summer Reading Grant	500.00				
Misc. Designated	410.00				Frewsburg Bicentennial Ad
<b>Total Received Income</b>	55,935.25	54,590.00		1,345.25	
<b>Investment Draws</b>	13,705.00	18,696.00		(4,991.00)	
<b>Total Income</b>	69,640.25	73,286.00		(3,645.75)	

Expenses	Actual	Original Budget	Additions	Difference	In Expenses Red is Good
<b>Appeal</b>		1,000.00		(1,000.00)	Black is Bad
<b>Building Maintenance:</b>					
Building Maint & Supplies	493.04	1,100.00		(606.96)	JMI Heat Repair 548.74
Elevator	1,443.00	1,300.00		143.00	
Custodian	2,100.00	2,700.00		(600.00)	
Heating & Air Maintenance	215.00	800.00		(585.00)	
Misc Bldg Repairs	548.74	300.00		248.74	
Trash/Lawn/Snow		1,820.00		(1,820.00)	
<b>Fundraising</b>	1,082.79	500.00		582.79	259 Brochure Mailing
<b>Insurances (Building)</b>		5,300.00		(5,300.00)	
<b>Misc:</b>					
Gifts/Honorariums:					
-Auditor		125.00		(125.00)	
Other (Ad)	76.00	100.00		(24.00)	
Outside Bookkeeping	1,121.71	1,500.00		(378.29)	
Workshops		60.00		(60.00)	
<b>Payroll</b>				0.00	
Salaries & Wages	48,249.34	56,300.00		(8,050.66)	
Social Security & Medicare	3,707.70	4,307.00		(599.30)	
Workers Comp Insurance	332.00	500.00		(168.00)	
Disability Insurance	552.04	552.00		0.04	
<b>Supplies:</b>					
Books/Periodicals	12,952.85	15,000.00		(2,047.15)	
Equipment/Software	304.88	500.00		(195.12)	
Computer Upgrade		5,000.00			
General (Cleaning, Paper Cups & towels/water/TP)	180.36	325.00		(144.64)	
ILL	4.00	10.00		(6.00)	
Library (Bookmarks, Labels)	529.34	300.00		229.34	Bookshelf dividers 303.40
Office	820.60	1,000.00		(179.40)	
Overdrive	1,000.00	1,000.00		0.00	
Postage	73.00	50.00		23.00	
PO Box	360.00	332.00		28.00	
Programs	2,625.77	3,000.00		(374.23)	
Videos	686.37	1,000.00		(313.63)	
<b>Utilities:</b>					
Electric	2,888.00	3,000.00		(112.00)	
Gas	1,478.98	2,300.00		(821.02)	
Taxes	191.68	180.00		11.68	
Telephone/Internet	1,241.75	2,400.00		(1,158.25)	
Water	180.00	240.00		(60.00)	
<b>Designated:</b>					
Designated Summer Reading	604.40				
Designated Program	1,454.29				
Designated Ad	500.00				Frewsburg Bicentennial Ad
Augusto	625.32				
<b>Total Expenses</b>	88,622.95	113,901.00		(25,278.05)	
<b>Income</b>	69,640.25	54,590.00		15,050.25	
<b>Expenses</b>	88,622.95	113,901.00		(25,278.05)	
<b>Projected Income or (Loss)</b>	-18,982.70	(59,311.00)		40,328.30	
Opening Balance in Checking	8,923.01				
In from Petty Cash	0.00				
Add Total Income or (Loss)	69,640.25	54,590.00		15,050.25	
Transfers in from Investments	43,474.00				
Transfers in from Amazon (Desig. Account)	1,654.13				
To Amazon Smile Account					
To Petty Cash	0.00				
Transfers out					
Paid out of petty cash	25.00				
<b>Total Income Available</b>	123,716.39	54,590.00			
Less Total Expenses	88,622.95	113,901.00		(25,278.05)	
<b>Ending Balance in Checking</b>	35,093.44			40,328.30	

## TREASURER'S REPORT

Myers Library  
Statement as of 10/31/25

How are we doing on our budget: See attached

**Lake Shore Checking – operating:**

8/31/2025	22,037.71	
Deposits	6,616.25	
Investment Deposits	24,182.00	
<u>Withdrawals</u>	<u>17,742.52</u>	
<b>Balance on 10/31/25</b>	<b>\$35,093.44</b>	Bal 27,236.94 on 11/12/25

**Lake Shore Saving Accounts: As of 10/31/25**

Capital Savings acct	1,656.87	
Capital Grant Checking 08	500.00	
Designated Program acct	5,272.48	
Petty Cash	<u>3.92</u>	
<b>Lake Shore Savings Total</b>	<b>\$7,433.27</b>	

**Investments: As of 10/31/25**

Park Ave Securities:	27,582.73	
American Funds:	324,959.85	*For breakdown see Investment Report
<u>UBS</u>	<u>192,392.85</u>	
<b>Total Investments</b>	<b>\$544,935.43</b>	(1.75% Decrease since Last Meeting & 2.40% Increase since 12/31/24)

8/31/2025	\$554,626.53
6/30/2025	\$555,233.08
4/30/2025	\$521,147.93
2/28/2025	\$545,104.56
12/31/2024	\$532,174.57
10/31/2024	\$548,081.13
8/31/2024	\$558,417.14
6/30/2024	\$537,375.54
4/30/2024	\$519,757.18

\*\*\*\*\* In 2025 We Withdrew  
 \$57,179 from Invest. Draws  
 \$0 from Cap. Accounts

**Total Assets:**

Checking Account	\$35,093.44	
Lake Shore Accounts	\$7,433.27	\$57,179 Total Additional Funds to make budget/ bills
<u>Investments</u>	<u>\$544,935.43</u>	
<b>Total Assets</b>	<b>\$587,462.14</b>	

**Checking Withdrawals (Sept-Oct)**

#1 Payrolls	\$11,991.83
#2 Books/Videos	\$2,613.44
#3 Utilities	\$1,304.81
#4 Programs	\$753.94
#5 Custodian	\$400.00
#6 Office Supplies	\$389.97
#7 Supplies	\$132.75
#8 Bookkeeping	\$120.78
#9 Building Repairs/maintenance	\$35.00
<b>Total</b>	<b>\$17,742.52</b>

Respectfully submitted by: Rhonda Haick, Bookkeeper  
Date: 11/12/25