

Myers Memorial Library Board of Trustees

Agenda

May 19, 2026 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. CCLS Report
7. Unfinished Business
8. New Business
 - Book sale June 13th
 - New Hire

Next meeting: July 21, 6:30pm

MYERS MEMORIAL LIBRARY

TRUSTEES MEETING

Tuesday, March 17, 2026

Present: Mel Feather, Roxy Gray, Toni Stone, Kyle Sipple, Jim Hale, Rhonda Haick
Jason Bussman, Larry Gauger, Lauren Hiller (via Zoom), Janielle Grey,
Bob Piede.

Absent: Sue Richards.

The meeting was called to order by Mel Feather, Board Secretary at 6:32PM.

The minutes from the January 2026 meeting were reviewed by the Board. Two corrections were made, namely Paul Bell's letter of resignation was received "with regret." And, at the annual meeting, "Rhonda Haick requested to also have the Augusto dividends be drawn mid month in January."

Toni Stone motioned the minutes be approved with corrections. Seconded by Kyle Sipple. Carried.

Treasurer's Report: (Please see attached.)

Vanguard Money Market totals \$83,151,52, which is not included in investments.

The budget shows an increase of \$485.82 from interest on money market.

Investments have risen 3.39% from 2025 year end.

Jim Hale recommended the treasurer present the report, beginning in May.

A motion to pay customary bills was made by Jim Hale and seconded by Jason Bussman.
Carried.

Director's Report: (See attached)

Circulation is at its highest level in 10 years!

Ages 12-18 Teen Night was introduced in February and was successful with 14 attendees.

Lauren plans on scheduling more teen activities in the future.

Building/Grounds:

Regarding JMI issues and payment, Pat Fuller reviewed Paul's spreadsheet showing past payment. Pat believes the copper tubing has flaws. Paul expressed the need for us to receive a reimbursement and Pat agreed.

CCLS Report: Jason Bussman

Last meeting was in February. The system is making more money due to grants and technology but also more money is being spent.

A contest will be upcoming for redesigning library cards. Prizes will be rewarded for individuals with the best artwork.

Unfinished Business:

Paul Bell has given Kyle all of his past records. These include Building projects, staff by-laws, appeal letters, fire safety reports, etc. Kyle will review these at his convenience.

NEW BUSINESS:

The Gazette will publish highlights of area libraries. Our article will appear in October.

Lauren will obtain an invoice for \$480 yearly payment. The Board agreed to commit for this year, then re-visit the subject next year. Lauren will clarify if we owe full amount since over 2 months have already passed without us having any advertising.

Lauren revised the Library Assistant job description. Jason Bussman motioned “to date and adopt the revised description.” Janelle Grey seconded. Carried.

Lauren recommended Lydia Sadowski be appointed as a Library Coordinator as she has become Lauren’s “right hand person” since the director transition. No pay increase will occur.

A Library Coordinator job description was written should this role be filled when Lydia leaves for graduate school in August.

Jason suggest there be a cap on weekly hours for both the assistant and the coordinator. Lydia has been utilized for 20-23 hours weekly during transition. However, currently these positions are 12-15 hours weekly.

Jason motioned to “approve the Library Coordinator position.” Kyle Sipple seconded. Carried.

Motion for adjournment made by Jason and seconded by Janelle Grey.

Respectfully Submitted,

Roxy Gray

Board Secretary

TREASURER'S REPORT

Myers Library
Statement as of 4/30/26

How are we doing on our budget: See attached

Lake Shore Checking – operating:		
2/28/2026	15,566.68	
Deposits	6,581.48	
MM Transfers	27,000.00	
<u>Withdrawals</u>	<u>16,269.83</u>	
Balance on 4/30/26	\$32,878.33	29,491.63 as of 5/14

Lake Shore Saving Accounts: As of 4/30/26	
Capital Savings acct	1,657.27
Capital Grant Checking 08	500.00
Designated Program acct	5,272.48
Petty Cash	<u>136.92</u>
Lake Shore Savings Total	\$7,566.67

Vanguard Money Market: \$65,624.78

Investments: As of 4/30/26		
Park Ave Securities:	25,633.24	
American Funds:	342,768.62	*For breakdown see Investment Report
<u>UBS</u>	<u>196,724.07</u>	
Total Investments	\$566,125.93	(2.99% Increase since Last Meeting & 6.47% Increase since 12/31/25)

2/28/2026	\$550,198.13
12/31/2025	\$549,425.84
10/31/2025	\$544,935.43
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

Total Assets:	
Checking Account	\$32,878.33
Lake Shore Accounts	\$7,566.67
Vanguard Money Market	\$65,624.78
<u>Investments</u>	<u>\$565,125.93</u>
Total Assets	\$671,195.71

Checking Withdrawals (Mar-April)	
#1 Payrolls	\$11,038.26
#2 Collection Exp. (Books..)	\$1,627.01
#3 Utilities	\$1,100.22
#4 Augusto	\$776.54
#5 Programs	\$569.15
#6 Custodian	\$450.00
#7 Bookkeeping	\$357.58
#9 Supplies	\$178.07
#9 To Petty Cash	\$133.00
#10 Advertising	\$40.00
Total	\$16,269.83

Respectfully submitted by: Rhonda Haick, Bookkeeper
Date: 5/14/26

MYERS MEMORIAL LIBRARY						
INVESTMENT PORTFOLIO						
4/30/2026						
FUND	CURRENT BALANCE \$	PREVIOUS QUARTER \$	QUARTER DIFFERENCE \$	NOTES	(2024) 1 YEAR AGO END \$	(2023) 2 YEARS AGO END \$
Park Ave. Securities:						
Franklin Income Fund	8,210.36	8,233.06	-22.70		16,864.23	25,559.45
American Funds (Augusto Endowment)	17,422.88	17,625.89	-203.01		15,679.40	15,106.20
Augusto Earnings -Dryfus Deposit	1,504.86	1,389.36	115.50		1,380.38	1,174.89
Vanguard Money Market	65,624.78	83,151.52				
American Funds:						
American Balanced	124,554.61	117,664.69	6,889.92		110,875.52	96,455.86
Income Fund of America	112,500.41	106,104.64	6,395.77		101,745.42	91,797.02
Washington Mutual	105,713.60	101,858.93	3,854.67		98,478.80	88,246.84
UBS:						
	196,724.07	197,321.56	-597.49		187,150.82	197,421.98
TOTALS	566,630.79	550,198.13	16,432.66	2.99	532,174.57	515,762.24
				Overall Per Cent Increase		
			Change from 2025 Year End (%)			6.47
** 2.) The Vanguard MM is listed here only because it is included in the Park Ave Securites statements.						
The amounts are not included in the totals as it is more of an operating account.						
5/14/26 R. Haick Bookkeeper						

Income:	Actual	Original Budget	Rollovers/New Additions	Difference	In Income Red()is Bad
					Not in () is Good!
Donations:					
Appeal	0.00	0.00		0.00	
Campbell Trust	1,198.00	1,000.00		198.00	\$1,198 Expected
Cummins	20.40	100.00		(79.60)	
Diane Crandall Myers Memorial Library Fund	615.00	400.00		215.00	\$615 Expected
FCS	3,250.00	0.00		3250.00	
CHQ (Give Gab)	0.00	450.00		(450.00)	
Memorials	0.00	500.00		(500.00)	
Misc. -	640.50	1,000.00		(359.50)	
Town of Carroll	0.00	0.00		0.00	
Warn Fund	466.00	400.00		66.00	\$466 Expected
Fundraising					
June Sales	0.00	1,500.00		(1500.00)	
Misc. Fundraising	20.00	500.00		(480.00)	
General Income					
259 Funding		100,000.00			
Association Dues	11.00	10.00		1.00	
Book Sales	220.00	100.00		120.00	
CCLS Materials Plan	0.00	3,300.00		(3300.00)	
CCLS State Aid & Cash Grant	0.00	250.00		(250.00)	
Copier	352.00	550.00		(198.00)	
Fines/ILL	51.91	0.00		51.91	
Interest	3.72	5.00		(1.28)	
Interest on MM	958.78				
LLSA	152.90	1,493.00		(1340.10)	
Miscellaneous		25.00		(25.00)	
Grants:					
Designated:					
Augusto	622.28				
CRCF Printer Grant	0.00				
CCLS Summer Reading Grant	0.00				
Misc.Designated	67.72				
Total Received Income	8,650.21	111,583.00		(102932.79)	
MM 259 Draws	34,484.27				
Investment Draws	0.00			0.00	
Total Income	43,134.48	111,583.00		(68448.52)	

Expenses	Actual	Original Budget	Additions	Difference	In Expenses in Red () is Good Not in () is Bad
Appeal		0.00		0.00	
Building Maintenance:					
Building Maint & Supplies	19.94	1,100.00		(1080.06)	
Elevator	0.00	1,500.00		(1500.00)	
Custodian	850.00	3,000.00		(2150.00)	
Heating & Air Maintenance	0.00	800.00		(800.00)	
Misc Bldg Repairs	0.00	500.00		(500.00)	
Trash/Lawn/Snow	620.20	1,820.00		(1199.80)	
Fundraising	0.00	500.00		(500.00)	
Insurances (Building)	0.00	5,500.00		(5500.00)	
Misc:					
Gifts/Honorariums:					
-Auditor		125.00		(125.00)	
Other (Advertising)	40.00	580.00		(540.00)	
Outside Bookkeeping	669.34	1,500.00		(830.66)	
Workshops		50.00		(50.00)	
Payroll				0.00	
Salaries & Wages	20,409.79	55,000.00		(34590.21)	
Social Security & Medicare	1,570.46	4,208.00		(2637.54)	
Workers Comp Insurance	76.00	550.00		(474.00)	
Disability Insurance	412.46	575.00		(162.54)	
Supplies:					
Books/Periodicals	4,612.69	15,000.00		(10387.31)	
Equipment/Software	0.00	750.00		(750.00)	
Computer Upgrade	0.00	5,000.00			
General (Cleaning, Paper Cups & towels/water/TP)	199.77	400.00		(200.23)	
ILL	0.00	10.00		(10.00)	
Library (Bookmarks, Labels)	66.20	400.00		(333.80)	
Office	165.99	1,500.00		(1334.01)	
Overdrive	0.00	1,800.00		(1800.00)	
Postage	17.50	100.00		(82.50)	
PO Box	0.00	375.00		(375.00)	
Programs	949.73	3,000.00		(2050.27)	
Videos	27.82	1,000.00		(972.18)	
Utilities:					
Electric	1,364.00	4,000.00		(2636.00)	
Gas	571.64	2,300.00		(1728.36)	
Taxes	165.24	200.00		(34.76)	
Telephone/Internet	189.70	2,400.00		(2210.30)	
Water	60.00	240.00		(180.00)	
Designated:					
Designated Summer Reading	0.00				
Designated Program	0.00				
Designated Ad	0.00				
Augusto	776.54				
Total Expenses	33,835.01	115,783.00		(81947.99)	
Income	43,134.48	111,583.00		(68448.52)	
Expenses	33,835.01	115,783.00		(81947.99)	
Projected Income or (Loss)	9,299.47	(4,200.00)		13499.47	
Opening Balance in Checking	24,670.64				
In from Petty Cash					
	0.00				
Add Total Income or (Loss)	43,134.48	111,583.00		(68448.52)	
Transfers in from Investments	0.00				
Transfers in from Amazon (Desig. Account)	0.00				
To Vanguard MM Account	(958.78)				
To Petty Cash	(133.00)				
Transfers out	0.00				
Paid out of petty cash	0.00				
Total Income Available	66,713.34	111,583.00			
Less Total Expenses	33,835.01	115,783.00		(81947.99)	
Ending Balance in Checking	32,878.33				

*Myers Memorial Library
March/April 2026
Director's report*

2026	ADULT					JUVENILE					E-books	Total
	Fiction	Non Fiction	Movies	Mag	Other	Fiction	Non Fiction	Movies	Mag	Other		
March	373	71	132	2	52	1029	157	45	0	126	170	2157
April	371	108	76	2	53	943	140	51	0	84	139	1967
Total	744	179	208	4	105	1972	297	96	0	210	309	4124

Other – audiobooks, puzzles, activity kits

Circulation

Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2026	2141	1709	2157	1967								
2025	1815	1763	2222	2050	1981	2086	2675	2436	1959	1689	1245	1289
2024	1873	1763	1967	2170	1817	1879	2410	2379	1784	2032	1694	1415
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

Year	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
2026	748	791	1024	991								
2025	852	878	1176	1095	1097	1221	1520	1445	961	1022	895	822
2024	818	853	879	1101	980	942	1446	1116	803	1162	971	762
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

Programs

Month	Program	Ages	Attendance
March	Mini Easter Basket Craft	All ages	9
April	Movie: Wall-E	All ages	7
April	Blackout Poetry	12-18	7
April	Recycled Bird Feeder Craft	All ages	8
April	Mrs. Burn's 10 th grade class	10 th graders	43
May	Mother's day craft	All ages	11
May	Teen Night	12-18	9
May	Medicare Presentation	Adults	0- We will try again in Aug.
May	Cardboard Oyster Program	All ages	11

Passive Programs

Month	Passive Program	Ages	Participation
March	Touch Museum	Kids	60
March	Beaded Shamrock Craft	Kids and teens	35
April	Grass Buddies: DIY planters for Earth Day	Kids and teens	20
April	Earth day clean up: Sensory bin	Kids and teens	51
April	Earth day Bingo	Kids and teens	37
May	Flower shop- paper flowers for Mother's day	Kids	30

Regular Monthly Program Attendance

Group	Jan	Feb	March	April
Story Time	112	125	151	180
Morning Gamers	20	23	20	21
Monthly Book Club	5	5	7	3
Romance Readers Book Club	Did not meet	Met offsite	5	Met Offsite
After Hours Book Club	8	7	3	8
Knitting Circle	11	9	12	11
Crochet Group	13	12	16	3

Up Coming Programs and Passive Programs

Month	Program	Ages
May	Flower Pot Decorating	All ages
May	Library Teen Committee	14-18
June	Teen Craft: Best Friend Keychains & Bracelets	12-18
June	UPK Visit	UPK
June	Kindergarten Field Trip	Kinder.
June	Mr. Nelson's Class	3 rd grade
June	Jurassic Jungle Chalk Contest	All ages
June	Puzzle Race	All ages