

Librarian's Notes
May 2025

Personnel: We have hired an additional staff member – Kimberly Maras.

Buildings and Grounds: The mower is here. The mulching party will be the week of May 19. Elizabeth Lasser has installed the drip system. The windows were washed.

Fundraising:

Books \$149.03 Copies \$300, Donations \$165, fundraising \$30 (candy), fax \$15

Old Business:

We have started the Envelope Challenge.

I am working on the Dinner/Trivia Night and Give Big CHQ.

New Business:

The last Hooked on Books incentive (ice cream party) will take place on May 30 and June 4.

Children's programs will end on May 28 and resume on July 7.

The summer book sale will be held from June 27 – July 5.

We will be closed on June 19 for Juneteenth.

We will need to discuss/approve the budget next month.

Here are the circulation statistics for April:

	Patrons	Computer users	Materials circulated
April	972	106	1943

Mayville Library Board of Directors Meeting

April 21, 2025

MEETING ATTENDANCE

PRESENT: Pat Appelbe, Susan Davis-Gillis (Zoom), Patsy Dimon, Laura Marsala, Lori Newman, Marsha Pritz, Kim Weborg-Benson, Dena Ward and Melissa Bartok (director)
ABSENT: Randy Henderson

APPROVAL OF LAST MEETING'S MINUTES,

Meeting was called to order by Laura Marsala at 7 pm. Marsha made a motion to approve March minutes and Lori seconded. Approved by the board.

TREASURER'S REPORT / FINANCE

Melissa reported the budget is on target at 25.9% for the first quarter. Kim made a motion to receive; Marsha seconded.

PERSONNEL

Melissa has requested hiring new staff person as Leann plans to cut her hours; there may be also be a need in the future to have better flexibility with current staffing. The starting hourly pay would be \$15.50-16.00/hour; a job description will be provided to the Board. The Director plans to advertise within the Chautauqua Cattaraugus Library System, Facebook, Library newsletter, word of mouth etc. Melissa will be called to court in the near future to testify for the incident that occurred at the Library 3 years ago.

BUILDING AND GROUNDS

Melissa continues to work on getting quotes for window washing and pressure washing siding. Though has moved on to a new job, Rick Walchek will come and repair soffit and inspect the roof as his time and schedule permit. Quotes for replacing the picture window are still pending. Due to difficulty in contracting a landscaper for lawn maintenance, Melissa and Leann plan to mow the Library lawn after hours this summer and will buy a mower. Plans discussed for having a garden maintenance "party" this spring with ideas floated for assembling a one day volunteer grounds' group for raking, installing new irrigation system and mulching of gardens. Elizabeth Lasser will donate a yard of mulch. Melissa will get some quotes for additional mulch.

GRANTS PLANNING

The NYS Construction Grant award for furnace replacement is still pending. Melissa reports no known ramification to date for the Chautauqua Cattaraugus Library System following the Federal Library and Museum budget cuts.

TECHNOLOGY NOTHING TO REPORT

FUNDRAISING

Trivia Night, Envelope Challenge (see Old Business). The Birdhouse Contest made \$250.

Library celebrating 120 year anniversary next year; discussed planning for future events to honor the Library's birthday in 2026.

Sue set-up a birthday gift request donation for the Mayville Library on Facebook. This could be an avenue for other Facebook user's to make donations.

Garden Tour is tentatively slated for August if enough gardens are identified to participate.

Melissa will try to elicit interest. As an alternative, Laura suggested possibly having a progressive dessert fundraising event.

DIRECTOR'S REPORT

The Library was approached by a Lakewood group about hosting a photography art show.

Discussion ensued about having the art show in the Tourgee Room in conjunction with an opening night auction of the donated photography equipment. Melissa will explore details.

Sorena Gilkerson from Inspire Good WNY, offered to host a "Paint and Plant" fundraiser activity at her shop with proceeds for the Library; all in agreement.

COMMITTEES

Nothing to report

OLD BUSINESS

Tree Committee conducted a well-attended four part adult educational program. An Arbor Day celebration will be held Friday April 25th at noon on the Village Green.

Trivia Night fundraising event will be held Thursday, June 12th at the VFW. Gluten free and vegetarian options will be added to the menu. In addition to the Trivia game, a fifty-fifty raffle will be offered. The "Give Big CHQ" event is same night.

The "Envelope Challenge" fundraiser will begin May 1 and run through August 31st.

Continued discussion on forming a Junior Library Board to include CLCS High Schoolers as well as students in the homeschoolers group.

Vita Tax helped several patrons with tax prep; less volunteers were available this year.

NEW BUSINESS

Plans for the six week Summer Reading Program are under-way. It will begin July 7 and conducted on Monday's at 4 pm or Tuesday's at 11:30 am.

Due to the increasing numbers of students in the Library's homeschoolers' group, Melissa would like to expand to Wednesday and Friday mornings. There are currently 35 children ages 3-16.

ADJOURNMENT

Marsha made a motion for adjournment at 8:15 pm, Patty seconded. Board approved.

NEXT MEETING: the next meeting will be held on MONDAY, May 19, 2025 at 7:00 P.M.

*Respectfully submitted,
Pat Appelbe, board secretary*

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Profit & Loss
April 2025

	Apr 25
Income	
Book Sale Income	279.03
Copies	525.00
Donations	435.00
Fax	50.00
Interest Income	1.52
Reimbursement	32.00
02 · Fundraising income	483.00
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Total Income	1,805.55
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Gross Profit	1,805.55
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Expense	
Audio & Video Tapes	59.59
Books	
2 · electronic books	200.00
Books - Other	357.68
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Total Books	557.68
Copier	220.45
Miscellaneous Expense	218.36
Office Expense	51.48
Programs	133.63
Telephone	22.99
Utilities	414.73
Wages & Salaries	6,964.38
Wages Employer Medicare	100.98
Wages Employer Social Security	431.81
01 · Fundraising expense	109.42
15 · Internet	120.00
24 · Cleaning	32.96
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Total Expense	9,438.46
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Net Income	-7,632.91
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Profit & Loss Budget vs. Actual
January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	1,730.27	6,000.00	-4,269.73	28.8%
Copies	1,262.00	2,500.00	-1,238.00	50.5%
Donations	940.00	5,000.00	-4,060.00	18.8%
Fax	120.00	300.00	-180.00	40.0%
Fines	2.48			
Interest Income	6.08	25.00	-18.92	24.3%
Library System Grants	149.30	1,700.00	-1,550.70	8.8%
Public Funds - Town	53,000.00	53,000.00	0.00	100.0%
Public Funds - Village	0.00	42,500.00	-42,500.00	0.0%
Reimbursement	314.74			
02 · Fundraising income	623.00	10,860.00	-10,237.00	5.7%
12 · Book Plan	917.75	3,700.00	-2,782.25	24.8%
Total Income	59,065.62	125,585.00	-66,519.38	47.0%
Gross Profit	59,065.62	125,585.00	-66,519.38	47.0%
Expense				
Accounting	0.00	100.00	-100.00	0.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	204.38	700.00	-495.62	29.2%
Books				
2 · electronic books	800.00			
Books - Other	1,959.85	8,000.00	-6,040.15	24.5%
Total Books	2,759.85	8,000.00	-5,240.15	34.5%
Building Repair & Maintenance	310.41	1,000.00	-689.59	31.0%
Copier	540.06	1,200.00	-659.94	45.0%
Grounds	1,180.00	3,000.00	-1,820.00	39.3%
Insurance General	0.00	5,100.00	-5,100.00	0.0%
Miscellaneous Expense	239.64	1,000.00	-760.36	24.0%
Office Expense	228.50	1,000.00	-771.50	22.9%
Periodicals	286.00	500.00	-214.00	57.2%
Postage and Delivery	4.63	100.00	-95.37	4.6%
Programs	684.05	1,500.00	-815.95	45.6%
Technology Maintenance	3,616.83			
Telephone	142.97	480.00	-337.03	29.8%
Utilities	2,016.04	4,200.00	-2,183.96	48.0%
Wages & Salaries				
Wages & Salaries	26,633.15	89,500.00	-62,866.85	29.8%
Wages Employer Medicare	386.20	1,400.00	-1,013.80	27.6%
Wages Employer Social Security	1,651.32	5,200.00	-3,548.68	31.8%
01 · Fundraising expense	340.52			
13 · facsimile	119.98	480.00	-360.02	25.0%
15 · Internet	120.00	600.00	-480.00	20.0%
16 · Sales Tax	354.46	400.00	-45.54	88.6%
24 · Cleaning	92.18			
5 · Furniture	79.00			
Total Expense	41,990.17	125,585.00	-83,594.83	33.4%
Net Income	17,075.45	0.00	17,075.45	100.0%

	April		March		Difference
ASSETS					
Current Assets					
M&T Checking	\$ 108,215.09	\$	115,849.52	\$	(7,634.43)
M&T Savings	\$ 18,508.72	\$	18,507.20	\$	1.52
Operating Fund	\$ 126,723.81	\$	134,356.72	\$	(7,632.91)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Edward Jones Investments	\$ 210,766.19	\$	212,685.29	\$	(1,919.10)
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	\$ 210,766.19	\$	212,685.29	\$	(1,919.10)
Operating Fund - Beg. Balance	\$ 126,723.81	\$	134,356.72	\$	(7,632.91)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Total assets	\$ 337,990.00	\$	347,542.01	\$	(9,552.01)