

Librarian's Notes
September 2025

Personnel: All is good! Had a staff meeting on September 11.

Buildings and Grounds: Nick Bennett stopped in to check on the roof. I have reached out to him regarding quote and timeline. Several people have helped with the gardening this summer 😊. The front room carpets have been cleaned and look great.

Fundraising:

Copies \$925.50, Books \$3035.70, Fax \$50, Memorials \$100, Donations \$6424.52, Fundraising (candy bars - \$150, Giving Tree - \$1670, yard sale - \$540, Dinner/Trivia \$1667), Book Plan \$917.75, System grant \$1626.10, Summer Reading grant \$450, Computer Grant \$908, Give Big CHQ \$1183.84

Old Business:

We raised \$2059 for the Giving Tree fundraiser and \$380 for the camera auction!

New Business:

The summer was a huge success! Our summer reading programs were well attended – 142total participants for 12 sessions. The kids read for a total of 966 hours! They enjoyed all of the crafts, activities and incentives. We ended the program with an ice cream party!

Story hour began on September 8. Homeschool Group and Wee Wiggles started on September 10.

We are partnering with CLCS for the Hooked-on-Books program this year. The first library incentive nights will be held on October 23.

Elizabeth and I would like to clarify PTO hours for 20+ years.

The photography exhibition has been up since July – reception went well!

I would like to hold another book sale and auction in November.

We need to update more policies. I would like to do the following:

Child Safety Policy and Code of Ethics – October

Collection Development Policy and Freedom to Read – November

Active Shooter/Fire/Emergency and Personnel – December

Here are the circulation statistics for June, July and August

	Patrons	Computer users	Materials circulated
June	1200	131	2105
July	1374	150	2430
August	1089	134	2159

Respectfully,
Melissa

Mayville Library Board of Directors Meeting

June 16, 2025

MEETING ATTENDANCE

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

APPROVAL OF LAST MEETING'S MINUTES,

Meeting was called to order by Randy at 7:00 pm. Laura made a motion to approve the May minutes and Sue seconded. Approved by the board.

TREASURER'S REPORT / FINANCE

Melissa reported the budget is on target at 41%. *See New Business* regarding 2026 Budget. Laura made a motion to receive the report, Sue seconded.

PERSONNEL

Newly hired library clerk, Kim Maras continues with her orientation; working well with Library patrons and staff.

BUILDING AND GROUNDS

Ron and Mary Gibb have volunteered to take care of the side lawn and garden that borders their property. Robert and Monty are mowing the parking lot grass edge bordering on their lawn. A mulching event was conducted June 8th with 5 volunteers weeding and mulching beds. Soffit repair and roof inspection by Rick Walczak is pending.

GRANTS PLANNING

The NYS Construction Grant award for furnace replacement is still pending. The front computer is very slow, looking for a grant. Pat will check with CRCF.

TECHNOLOGY

See above grant note regarding new computer need.

FUNDRAISING

Trivia Night fundraiser event made around \$1000-1100 (awaiting bill from VFW). Fifty-three people attended. The "Give Big CHC" fundraiser was held June 12th; donations were \$1203. To date the Envelope Challenge has made \$454. Ideas for greater visibility discussed.

DIRECTOR'S REPORT

(see Librarian notes June 2025)

The Library recently received \$42,500 from the Village of Mayville as well as \$917.75 from the "Book Plan" (county funded).

Excess books from the last book sale were shipped to ThriftBooks; the Library has received \$504 (year to date).

The family of former library employee/volunteer, Irene Marshall is conducting a household sale on June 29th from 12-3 , proceeds to be donated the to the Library.

The "Hooked on Books" incentive (ice cream party) took place on May 30 and June 4th. 240 students/teachers participated. The event was a great success.

Kent Mathewson of the Chautauqua County Historical Society has requested that the Library display and sell two books of local historical significance by the late Peter Flagg. The Library would receive 40% of the proceeds. Suggestions were made for creating a display in the Library of other local history books to complement the Flagg book sale.

A Boy Scout has contacted the Library about doing an Eagle Scout project. Ideas include constructing a garden bench and wren houses, installing a rain barrel and distributing the remainder of the mulch pile to various beds. Plans are evolving.

The Summer Reading Program begins July 7th on Monday's and Tuesday's. This year's theme is "Color Our World". The Summer Reading Grant in the amount of \$450 has been received from the Chautauqua Cattaraugus Library System & Chautauqua Regional Community Foundation. The funds will be used for prizes, art supplies and incentives.

The Book Sale is scheduled for June 27th –July 5th. Excess books will be sold to ThriftBooks.

COMMITTEES

Nothing to report

OLD BUSINESS

NEW BUSINESS

The Budget for 2026 was reviewed by the Board. Randy, Melissa and Pat will attend the Town of Chautauqua Board Meeting to do a short presentation on Library services as well as to request an increase in funding from the Town. Pat will call to get on the agenda for July 9th.

In September, the Homeschoolers group will be meeting 2x/week. Currently there are 37 children participating. Discussed having parents be responsible for bringing treats.

The Library is closed Thursday, June 19th for the Juneteenth federal holiday.

ADJOURNMENT

Marsha made a motion for adjournment at 8:05 pm, Patsy seconded. Board approved.

NEXT MEETING: the next meeting will be held on Monday, September 22, 2025 at 7:00 P.M.

*Respectfully submitted,
Pat Appelbe, board secretary*

Addendum: On 6/17/2026 an updated balanced Budget document was sent to all Board members see attached.

Profit & Loss

June 2025

09/11/25
Accrual Basis

	Jun 25
Income	
Book Sale Income	1,265.51
Copies	341.00
Donations	150.00
Fax	30.00
Interest Income	1.52
Library System Grants	450.00
Memorials	110.00
Public Funds - Village	42,500.00
Reimbursement	55.98
02 · Fundraising income	2,793.14
12 · Book Plan	917.75
Total Income	<u>48,614.90</u>
Gross Profit	48,614.90
Expense	
Audio & Video Tapes	16.30
Books	
2 · electronic books	200.00
Books - Other	815.33
Total Books	<u>1,015.33</u>
Copier	162.17
Office Expense	73.50
Programs	318.86
Telephone	16.81
Utilities	602.00
Wages & Salaries	6,671.70
Wages Employer Medicare	95.31
Wages Employer Social Security	407.57
01 · Fundraising expense	365.73
24 · Cleaning	49.64
Total Expense	<u>9,794.92</u>
Net Income	<u><u>38,819.98</u></u>

Profit & Loss

July 2025

09/11/25
Accrual Basis

	Jul 25
Income	
Book Sale Income	1,695.43
Copies	650.50
Donations	5,974.52
Fax	50.00
Interest Income	1.57
Memorials	100.00
Other Grants	908.00
Reimbursement	16.30
02 · Fundraising income	1,673.00
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Total Income	11,069.32
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Gross Profit	11,069.32
Expense	
Audio & Video Tapes	55.76
Books	
2 · electronic books	200.00
Books - Other	643.34
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Total Books	843.34
Copier	149.53
Grounds	185.00
Insurance General	4,492.68
Miscellaneous Expense	16.97
Office Expense	38.39
Postage and Delivery	14.60
Programs	140.57
Technology Maintenance	59.72
Technology Supplies	7.92
Telephone	16.81
Utilities	185.15
Wages & Salaries	6,774.25
Wages Employer Medicare	98.23
Wages Employer Social Security	420.03
01 · Fundraising expense	15.60
13 · facsimile	17.32
15 · Internet	120.00
24 · Cleaning	8.10
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Total Expense	13,659.97
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Net Income	-2,590.65
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Profit & Loss

August 2025

09/11/25

Accrual Basis

	Aug 25
Income	
Book Sale Income	169.76
Copies	275.00
Donations	450.00
Interest Income	1.57
Library System Grants	1,626.10
Reimbursement	36.94
02 · Fundraising income	819.70
12 · Book Plan	917.75
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Total Income	4,296.82
Gross Profit	4,296.82
Expense	
Audio & Video Tapes	83.44
Books	
2 · electronic books	200.00
Books - Other	243.99
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Total Books	443.99
Building Repair & Maintenance	320.00
Copier	224.41
Miscellaneous Expense	31.78
Office Expense	81.99
Periodicals	62.97
Postage and Delivery	15.60
Programs	94.66
Technology Supplies	909.00
Telephone	16.81
Utilities	279.40
Wages & Salaries	6,832.50
Wages Employer Medicare	99.07
Wages Employer Social Security	423.61
01 · Fundraising expense	52.76
13 · facsimile	11.91
24 · Cleaning	49.04
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Total Expense	10,032.94
Net Income	<hr/> <hr/> -5,736.12

Profit & Loss Budget vs. Actual

January through August 2025

09/11/25

Accrual Basis

	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	4,860.97	6,000.00	-1,139.03	81.0%
Copies	2,528.50	2,500.00	28.50	101.1%
Donations	7,514.52	5,000.00	2,514.52	150.3%
Fax	200.00	300.00	-100.00	66.7%
Fines	2.48			
Interest Income	12.32	25.00	-12.68	49.3%
Library System Grants	2,225.40	1,700.00	525.40	130.9%
Memorials	210.00			
Other Grants	908.00			
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	458.81			
02 · Fundraising income	5,908.84	10,860.00	-4,951.16	54.4%
12 · Book Plan	2,753.25	3,700.00	-946.75	74.4%
Total Income	123,083.09	125,585.00	-2,501.91	98.0%
Gross Profit	123,083.09	125,585.00	-2,501.91	98.0%
Expense				
Accounting	0.00	100.00	-100.00	0.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	359.88	700.00	-340.12	51.4%
Books				
2 · electronic books	1,600.00			
Books - Other	3,919.45	8,000.00	-4,080.55	49.0%
Total Books	5,519.45	8,000.00	-2,480.55	69.0%
Building Repair & Maintenance	780.41	1,000.00	-219.59	78.0%
Copier	1,234.16	1,200.00	34.16	102.8%
Grounds	1,662.48	3,000.00	-1,337.52	55.4%
Insurance General	5,085.70	5,100.00	-14.30	99.7%
Miscellaneous Expense	288.39	1,000.00	-711.61	28.8%
Office Expense	433.47	1,000.00	-566.53	43.3%
Periodicals	383.97	500.00	-116.03	76.8%
Postage and Delivery	34.83	100.00	-65.17	34.8%
Programs	1,437.06	1,500.00	-62.94	95.8%
Technology Maintenance	3,676.55			
Technology Supplies	916.92			
Telephone	210.21	480.00	-269.79	43.8%
Utilities	3,234.34	4,200.00	-965.66	77.0%
Wages & Salaries	57,664.91	89,500.00	-31,835.09	64.4%
Wages Employer Medicare	836.15	1,400.00	-563.85	59.7%
Wages Employer Social Security	3,575.35	5,200.00	-1,624.65	68.8%
01 · Fundraising expense	786.60			
13 · facsimile	149.21	480.00	-330.79	31.1%
15 · Internet	240.00	600.00	-360.00	40.0%
16 · Sales Tax	354.46	400.00	-45.54	88.6%
24 · Cleaning	209.18			
5 · Furniture	79.00			
Total Expense	89,152.68	125,585.00	-36,432.32	71.0%
Net Income	33,930.41	0.00	33,930.41	100.0%

	June		May		Difference
ASSETS					
Current Assets					
M&T Checking	\$ 133,393.72	\$	94,575.26	\$	38,818.46
M&T Savings	\$ 18,511.82	\$	18,510.30	\$	1.52
Operating Fund	\$ 151,905.54	\$	113,085.56	\$	38,819.98
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Edward Jones Investments	\$ 222,615.33	\$	217,565.35	\$	5,049.98
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	\$ 222,615.33	\$	217,565.35	\$	5,049.98
Operating Fund - Beg. Balance	\$ 151,905.54	\$	113,085.56	\$	38,819.98
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Total assets	\$ 375,020.87	\$	331,150.91	\$	43,869.96

	July	June	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 130,801.50	\$ 133,393.72	\$ (2,592.22)
M&T Savings	\$ 18,513.39	\$ 18,511.82	\$ 1.57
Operating Fund	\$ 149,314.89	\$ 151,905.54	\$ (2,590.65)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 225,848.74	\$ 222,615.33	\$ 3,233.41
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	\$ 225,848.74	\$ 222,615.33	\$ 3,233.41
Operating Fund - Beg. Balance	\$ 149,314.89	\$ 151,905.54	\$ (2,590.65)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 375,663.63	\$ 375,020.87	\$ 642.76

	August	July	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 125,063.81	\$ 130,801.50	\$ (5,737.69)
M&T Savings	\$ 18,514.96	\$ 18,513.39	\$ 1.57
Operating Fund	\$ 143,578.77	\$ 149,314.89	\$ (5,736.12)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 228,147.75	\$ 225,848.74	\$ 2,299.01
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	\$ 228,147.75	\$ 225,848.74	\$ 2,299.01
Operating Fund - Beg. Balance	\$ 143,578.77	\$ 149,314.89	\$ (5,736.12)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	
Total assets	\$ 372,226.52	\$ 375,663.63	\$ (3,437.11)