

**Librarian's Notes
September 2025**

Personnel: Everyone is doing great! Staff evaluations will be done by the end of this month. My evaluation needs to be completed next month.

Buildings and Grounds: We will need to have some fall clean-up in the gardens. Still waiting to hear from EB Builders on the roof.

Fundraising:

Copies \$427, Books \$354.13, Fax \$15, Memorials \$45, Donations \$1461.57
Fundraising (candy bars - \$90)

Old Business:

The first Hooked on Books incentive will be on Thursday, October 23.

Board members need 2 hours of Trustee Training by December 31.

All programs are going well!

The 2026 funding request has been submitted to the village.

New Business:

We will be handing out books and treats for Halloween.

We will have one board position open in January 2026.

Pat and Melissa spoke at the Village Board Meeting on October 14.

We will be closed on Veteran's Day, Thanksgiving and the day after Thanksgiving.

Here are the circulation statistics for September

	Patrons	Computer users	Materials circulated
September	982	136	1874

Respectfully,
Melissa

5:12 PM

10/16/25

Accrual Basis

QDATA1_20120326

Profit & Loss

September 2025

	<u>Sep 25</u>
Income	
Book Sale Income	320.50
Copies	397.00
Donations	1,607.36
Fax	20.00
Interest Income	1.52
Reimbursement	61.55
02 · Fundraising income	849.00
	<hr/>
Total Income	3,256.93
Gross Profit	3,256.93
Expense	
Accounting	175.00
Audio & Video Tapes	106.56
Books	
2 · electronic books	200.00
Books - Other	712.57
	<hr/>
Total Books	912.57
Copier	388.21
Insurance General	300.00
Miscellaneous Expense	9.94
Office Expense	135.73
Postage and Delivery	31.20
Programs	188.71
Telephone	16.81
Utilities	380.65
Wages & Salaries	6,961.26
Wages Employer Medicare	100.94
Wages Employer Social Security	431.60
01 · Fundraising expense	41.21
13 · facsimile	11.39
	<hr/>
Total Expense	10,191.78
Net Income	<hr/> -6,934.85 <hr/>

QDATA1_20120326
Profit & Loss Budget vs. Actual
January through September 2025

	Jan - Sep 25	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	5,181.47	6,000.00	-818.53	86.4%
Copies	2,925.50	2,500.00	425.50	117.0%
Donations	9,121.88	5,000.00	4,121.88	182.4%
Fax	220.00	300.00	-80.00	73.3%
Fines	2.48			
Interest Income	13.84	25.00	-11.16	55.4%
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	520.36			
02 · Fundraising income	6,757.84	10,860.00	-4,102.16	62.2%
12 · Book Plan	2,753.25	3,700.00	-946.75	74.4%
Total Income	126,340.02	125,585.00	755.02	100.6%
Gross Profit	126,340.02	125,585.00	755.02	100.6%
Expense				
Accounting	175.00	100.00	75.00	175.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	466.44	700.00	-233.56	66.6%
Books				
2 · electronic books	1,800.00			
Books - Other	4,632.02	8,000.00	-3,367.98	57.9%
Total Books	6,432.02	8,000.00	-1,567.98	80.4%
Building Repair & Maintenance	780.41	1,000.00	-219.59	78.0%
Copier	1,622.37	1,200.00	422.37	135.2%
Grounds	1,662.48	3,000.00	-1,337.52	55.4%
Insurance General	5,385.70	5,100.00	285.70	105.6%
Miscellaneous Expense	298.33	1,000.00	-701.67	29.8%
Office Expense	569.20	1,000.00	-430.80	56.9%
Periodicals	383.97	500.00	-116.03	76.8%
Postage and Delivery	66.03	100.00	-33.97	66.0%
Programs	1,625.77	1,500.00	125.77	108.4%
Technology Maintenance	3,676.55			
Technology Supplies	916.92			
Telephone	227.02	480.00	-252.98	47.3%
Utilities	3,614.99	4,200.00	-585.01	86.1%
Wages & Salaries	64,626.17	89,500.00	-24,873.83	72.2%
Wages Employer Medicare	937.09	1,400.00	-462.91	66.9%
Wages Employer Social Security	4,006.95	5,200.00	-1,193.05	77.1%
01 · Fundraising expense	827.81			
13 · facsimile	160.60	480.00	-319.40	33.5%
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	99,344.46	125,585.00	-26,240.54	79.1%
Net Income	26,995.56	0.00	26,995.56	100.0%

	September	August	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 118,127.44	\$ 125,063.81	\$ (6,936.37)
M&T Savings	\$ 18,516.48	\$ 18,514.96	\$ 1.52
Operating Fund	\$ 136,643.92	\$ 143,578.77	\$ (6,934.85)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 229,786.39	\$ 228,147.75	\$ 1,638.64
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	\$ 229,786.39	\$ 228,147.75	\$ 1,638.64
Operating Fund - Beg. Balance	\$ 136,643.92	\$ 143,578.77	\$ (6,934.85)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 366,930.31	\$ 372,226.52	\$ (5,296.21)

Mayville Library Board of Directors Meeting

September 15, 2025

MEETING ATTENDANCE

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

APPROVAL OF LAST MEETING'S MINUTES,

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

TREASURER'S REPORT / FINANCE

Melissa reviewed the Profit and Loss reports to date and reported the budget is on target . Dena conveyed she applied and received a new bank debit card for the Library. The previous debit card had been registered to a prior Library Board Treasurer. The Bank recommends a new card should be issued to the current treasurer serving in that role. Kim made a motion to receive the report, Lori seconded.

PERSONNEL

Newly hired library clerk, Kim Maras working well with Library patrons and staff. Elizabeth Schmitz plans to decrease working hours by 3 hrs/week beginning in January 2026. Melissa addressed PTO for Elizabeth and herself when they hit 20 year anniversary. Elizabeth will earn an additional 2.5 hrs and Melissa will earn 5 hrs.

BUILDING AND GROUNDS

Nick Bennett was on site to assess the soffit and roof repairs; awaiting timeline and quote. The glass in the Library window has been replaced.

GRANTS PLANNING

A new computer is in place at the front desk thanks to a \$908 grant from the Chautauqua Regional Community Foundation.

TECHNOLOGY

See above grant note

FUNDRAISING

The Envelope Challenge made \$2059. The VFW Trivia event raised \$1667. The camera auction netted \$380. Facebook Birthday gift donations for the Library were received from family/friends of two board members.

Concern about effects of constant fundraising on patrons discussed. An increase in funding for 2026 by the Town and Village would greatly help to alleviate and instead allow more time to be spent on programming.

See Librarian's Notes for additional Fundraising income detail.

DIRECTOR'S REPORT

Programming Notes:

- The Summer Reading Program, "Color Our World" was very successful . There were 142 participants for 12 sessions. The children read 996 total hours.
- Story Hour began September 8th
- Wee-Wigglers Reading program for babies/toddlers started on September 10th
- The Home-school Group will increase to 2x's/per week due to increased number of children. Each session will run 1 hour utilizing the same lesson plan each week. No snacks will be provided.
- Hooked on Books, a long standing partnership between CLCS and the Library will commence October 23rd.
- The 1x/mo Cornell Cooperative Extension Healthy Living Program for children and adults may be facing budget cuts. Scheduling plans are pending.

COMMITTEES

The Board discussed having a more active role in Committee work. Will define duties and responsibilities at the organizational meeting in January 2026

NEW BUSINESS

Three Library Policies need to be reviewed/ updated. Melissa has set a schedule for this fall; before next month's meeting *Child Safety Policy and Code of Ethics* will be emailed to members.

Many comments by the public about the Library's beautiful garden!! Special thank you to Laura and Elizabeth Lasser as well as other Library friends. A work session is planned to thin some of the plantings with divided plants offered to the public for a donation.

On July 9, 2025, Randy, Melissa and Pat attended the Town of Chautauqua Board Meeting for a short presentation on Library services. Will present to the Village Board on October 14th.

A Book Sale and Silent Auction will be conducted in November, books are now being accepted.

Discussed inviting a CLCS JR or SR High School student to become a participant on the Board for a period of one year. Will follow up with the HS principal Rachel Curtin.

Nearly 150 Chautauqua Institution program ticket were provided to Library patrons this summer. A thank you note will be sent by the secretary.

Acoustic tiles for the meeting room and noise cancelling headphones costs will be investigated.

ADJOURNMENT

Patsy made a motion for adjournment at 7:53 pm, Randy seconded. Board approved.

NEXT MEETING: the next meeting will be held on Monday, October 20, 2025 at 7:00 P.M.

*Respectfully submitted,
Pat Appelbe, board secretary*