

**Librarian's Notes
November 2025**

Personnel: All good – we had a staff meeting on November 13. How often would you like staff meeting to happen? Staff evaluations are done. The Christmas party is on December 10 at 5 pm – board members are welcome! I will need to submit pay rates to the payroll company by the end of next month.

Buildings and Grounds: I plan to do a final leaf raking soon. Rick W has looked at the roof.

Fundraising:

Copies \$240, Books \$255.36, Fax \$15, Memorials \$72, Donations \$80
Fundraising (candy bars - \$65), Book plan \$917.75

Old Business:

The Hooked on Books incentive was great – 22 kids participated at the library and 40 participated after school. The next incentive is December 13.

We handed out 210 books for Halloween!

We are closed for Thanksgiving and the day after Thanksgiving.

The vacant board member position will be posted on November 18.

New Business:

I have firmed up plans with the Eagle Scout for his project in the spring.

Here are the circulation statistics for October

	Patrons	Computer users	Materials circulated
October	1083	117	1899

Respectfully,
Melissa

Profit & Loss

October 2025

11/12/25

Accrual Basis

	Oct 25
Income	
Book Sale Income	260.36
Copies	240.00
Donations	330.00
Fax	15.00
Interest Income	1.58
Memorials	45.00
Reimbursement	82.87
02 · Fundraising income	60.00
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Total Income	1,034.81
Gross Profit	1,034.81
Expense	
Books	
2 · electronic books	200.00
Books - Other	557.90
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Total Books	757.90
Copier	204.37
Miscellaneous Expense	5.40
Office Expense	92.41
Postage and Delivery	31.20
Programs	173.81
Telephone	16.81
Utilities	210.88
Wages & Salaries	10,370.03
Wages Employer Medicare	150.35
Wages Employer Social Security	642.94
01 · Fundraising expense	40.46
13 · facsimile	9.45
15 · Internet	120.00
24 · Cleaning	43.06
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Total Expense	12,869.07
Net Income	<hr/> <hr/> -11,834.26

Profit & Loss Budget vs. Actual

January through October 2025

11/12/25

Accrual Basis

	Jan - Oct 25	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	5,441.83	6,000.00	-558.17	90.7%
Copies	3,165.50	2,500.00	665.50	126.6%
Donations	9,451.88	5,000.00	4,451.88	189.0%
Fax	235.00	300.00	-65.00	78.3%
Fines	2.48			
Interest Income	15.42	25.00	-9.58	61.7%
Library System Grants	2,225.40	1,700.00	525.40	130.9%
Memorials	255.00			
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	603.23			
02 · Fundraising income	6,817.84	10,860.00	-4,042.16	62.8%
12 · Book Plan	2,753.25	3,700.00	-946.75	74.4%
Total Income	127,374.83	125,585.00	1,789.83	101.4%
Gross Profit	127,374.83	125,585.00	1,789.83	101.4%
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	2,000.00			
Books - Other	5,189.92	8,000.00	-2,810.08	64.9%
Total Books	7,189.92	8,000.00	-810.08	89.9%
Building Repair & Maintenance	780.41	1,000.00	-219.59	78.0%
Copier	1,826.74	1,200.00	626.74	152.2%
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	303.73	1,000.00	-696.27	30.4%
Office Expense	661.61	1,000.00	-338.39	66.2%
Periodicals	383.97	500.00	-116.03	76.8%
Postage and Delivery	97.23	100.00	-2.77	97.2%
Programs	1,799.58	1,500.00	299.58	120.0%
Technology Maintenance	3,676.55			
Technology Supplies	916.92			
Telephone	243.83	480.00	-236.17	50.8%
Utilities	3,825.87	4,200.00	-374.13	91.1%
Wages & Salaries	74,996.20	89,500.00	-14,503.80	83.8%
Wages Employer Medicare	1,087.44	1,400.00	-312.56	77.7%
Wages Employer Social Security	4,649.89	5,200.00	-550.11	89.4%
01 · Fundraising expense	868.27			
13 · facsimile	170.05	480.00	-309.95	35.4%
15 · Internet	360.00	600.00	-240.00	60.0%
16 · Sales Tax	354.46	400.00	-45.54	88.6%
24 · Cleaning	252.24			
5 · Furniture	79.00			
Total Expense	112,213.53	125,585.00	-13,371.47	89.4%
Net Income	15,161.30	0.00	15,161.30	100.0%

	October	September	Difference
ASSETS			
Current Assets			
M&T Checking	\$ 106,291.60	\$ 118,127.44	\$ (11,835.84)
M&T Savings	\$ 18,518.06	\$ 18,516.48	\$ 1.58
Operating Fund	\$ 124,809.66	\$ 136,643.92	\$ (11,834.26)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 230,978.86	\$ 229,786.39	\$ 1,192.47
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	\$ 230,978.86	\$ 229,786.39	\$ 1,192.47
Operating Fund - Beg. Balance	\$ 124,809.66	\$ 136,643.92	\$ (11,834.26)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 356,288.52	\$ 366,930.31	\$ (10,641.79)

Mayville Library Board of Directors Meeting

October 20, 2025

MEETING ATTENDANCE

PRESENT: Sue Davis-Gillis, Patsy Dimon, Kim Weborg-Benson, Dena Ward, Marsha Pritz and Melissa Bartok (director).

ABSENT: Randy Henderson, Laura Marsala, Lori Newman and Pat Appelbe

APPROVAL OF LAST MEETING'S MINUTES,

Meeting was called to order by Melissa at 7:02 pm. Sue made a motion to approve the September minutes and Patsy 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. Marsha made a motion to receive the report, Kim seconded.

PERSONNEL

Everyone is doing well. Melissa will have staff evaluations done by the end of the month. Her evaluation is due by the end of December. She will finish it and meet with the Personnel Committee.

BUILDING AND GROUNDS

Waiting to hear from EB Builders regarding the roof repairs. K-Kare is willing to do the plowing again this year – approved by the board. We will be doing some fall clean-up in the gardens soon.

GRANTS PLANNING

Nothing to report.

TECHNOLOGY

Nothing to report.

FUNDRAISING

The next book sale will be held from November 22 -29. The silent auction will run from November 8 – 29. We are currently accepting donations for the auction.

DIRECTOR'S REPORT

See attached report.

OLD BUSINESS

The funding request has been submitted to the Village of Mayville. Pat and Melissa spoke at the Village board meeting on October 14.

Melissa passed out copies of the current Child Safety Policy and the Prendergast Library policy for review for the next meeting.

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

NEW BUSINESS

Board members that are interested in an hour of Trustee Training can come at 6 pm before the November meeting and watch a webinar.

We will be handing out books and treats from 5 pm – 7 pm on Halloween.

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

Sue asked about whether we received any challenges for the books on our shelves. Melissa explained that there is a Challenge Form that gets filled out by the patron and then it is presented to the board.

ADJOURNMENT

Marsha made a motion for adjournment at 7:35 pm- approved.

NEXT MEETING: the next meeting will be held on Monday, November 17, 2025 at 7:00 P.M.

*Respectfully submitted,
Melissa Bartok - Director*