

**Librarian's Notes
December 2025**

Personnel: We had a great Christmas party on December 10 😊. We need to discuss pay rates for 2026 so that they can be submitted to the payroll company.

Buildings and Grounds: K-Kare has been doing a great job with the plowing. The gardens were cleaned up thanks to Laura and Elizabeth Lasser.

Fundraising:

Copies \$123.50, Books \$650, Fax \$15, Donations \$890, Fundraising \$20

Old Business:

We raised \$707 from the Silent Auction and \$650 from the book sale.

We will be closed on December 24, 25, 31 and January 1.

Assemblyman Andrew Molitor visited on November 20 and is a big library advocate.

Please see the attached Child Safety Policy for approval.

New Business:

We have not received any letters for the board position yet.

We have a meeting scheduled for January 7 with CLCS regarding the student board member position.

Here are the circulation statistics for November

| | Patrons | Computer users | Materials circulated |
|----------|---------|----------------|----------------------|
| November | 884 | 89 | 1555 |

Respectfully,
Melissa

Profit & Loss

January through November 2025

12/10/25

Accrual Basis

| | Jan - Nov 25 |
|--------------------------------|--------------|
| Income | |
| Book Sale Income | 5,571.83 |
| Copies | 3,405.50 |
| Donations | 9,531.88 |
| Fax | 250.00 |
| Fines | 2.48 |
| Interest Income | 16.94 |
| Library System Grants | 2,225.40 |
| Memorials | 327.00 |
| Other Grants | 908.00 |
| Public Funds - Town | 53,000.00 |
| Public Funds - Village | 42,500.00 |
| Reimbursement | 603.23 |
| 02 · Fundraising income | 6,882.84 |
| 12 · Book Plan | 3,671.00 |
| | <hr/> |
| Total Income | 128,896.10 |
| | <hr/> |
| Gross Profit | 128,896.10 |
| Expense | |
| Accounting | 175.00 |
| Audio & Video Tapes | 466.44 |
| Books | |
| 2 · electronic books | 2,200.00 |
| Books - Other | 5,493.38 |
| | <hr/> |
| Total Books | 7,693.38 |
| Building Repair & Maintenance | 885.46 |
| Copier | 2,021.26 |
| Grounds | 1,662.48 |
| Insurance General | 5,385.70 |
| Miscellaneous Expense | 534.96 |
| Office Expense | 681.01 |
| Periodicals | 383.97 |
| Postage and Delivery | 97.23 |
| Programs | 1,979.11 |
| Technology Maintenance | 3,676.55 |
| Technology Supplies | 916.92 |
| Telephone | 254.39 |
| Utilities | 4,064.09 |
| Wages & Salaries | 81,985.45 |
| Wages Employer Medicare | 1,188.78 |
| Wages Employer Social Security | 5,083.21 |
| 01 · Fundraising expense | 868.27 |
| 13 · facsimile | 179.40 |
| 15 · Internet | 360.00 |
| 16 · Sales Tax | 354.46 |
| 24 · Cleaning | 255.09 |
| 5 · Furniture | 79.00 |
| | <hr/> |
| Total Expense | 121,231.61 |
| | <hr/> |
| Net Income | 7,664.49 |
| | <hr/> <hr/> |

Profit & Loss Budget vs. Actual

January through November 2025

12/11/25

Accrual Basis

| | Jan - Nov 25 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|-------------------|-------------------|------------------|---------------|
| Income | | | | |
| Book Sale Income | 5,571.83 | 6,000.00 | -428.17 | 92.9% |
| Copies | 3,405.50 | 2,500.00 | 905.50 | 136.2% |
| Donations | 9,531.88 | 5,000.00 | 4,531.88 | 190.6% |
| Fax | 250.00 | 300.00 | -50.00 | 83.3% |
| Fines | 2.48 | | | |
| Interest Income | 16.94 | 25.00 | -8.06 | 67.8% |
| Library System Grants | 2,225.40 | 1,700.00 | 525.40 | 130.9% |
| Memorials | 327.00 | | | |
| 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 | 6,882.84 | 10,860.00 | -3,977.16 | 63.4% |
| 12 - Book Plan | 3,671.00 | 3,700.00 | -29.00 | 99.2% |
| Total Income | 128,896.10 | 125,585.00 | 3,311.10 | 102.6% |
| Gross Profit | 128,896.10 | 125,585.00 | 3,311.10 | 102.6% |
| 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 | 2,200.00 | | | |
| Books - Other | 5,493.38 | 8,000.00 | -2,506.62 | 68.7% |
| Total Books | 7,693.38 | 8,000.00 | -306.62 | 96.2% |
| Building Repair & Maintenance | 885.46 | 1,000.00 | -114.54 | 88.5% |
| Copier | 2,021.26 | 1,200.00 | 821.26 | 168.4% |
| 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 | 534.96 | 1,000.00 | -465.04 | 53.5% |
| Office Expense | 681.01 | 1,000.00 | -318.99 | 68.1% |
| Periodicals | 383.97 | 500.00 | -116.03 | 76.8% |
| Postage and Delivery | 97.23 | 100.00 | -2.77 | 97.2% |
| Programs | 1,979.11 | 1,500.00 | 479.11 | 131.9% |
| Technology Maintenance | 3,676.55 | | | |
| Technology Supplies | 916.92 | | | |
| Telephone | 254.39 | 480.00 | -225.61 | 53.0% |
| Utilities | 4,064.09 | 4,200.00 | -135.91 | 96.8% |
| Wages & Salaries | 81,985.45 | 89,500.00 | -7,514.55 | 91.6% |
| Wages Employer Medicare | 1,188.78 | 1,400.00 | -211.22 | 84.9% |
| Wages Employer Social Security | 5,083.21 | 5,200.00 | -116.79 | 97.8% |
| 01 - Fundraising expense | 868.27 | | | |
| 13 - facsimile | 179.40 | 480.00 | -300.60 | 37.4% |
| 15 - Internet | 360.00 | 600.00 | -240.00 | 60.0% |
| 16 - Sales Tax | 354.46 | 400.00 | -45.54 | 88.6% |
| 24 - Cleaning | 255.09 | | | |
| 5 - Furniture | 79.00 | | | |
| Total Expense | 121,231.61 | 125,585.00 | -4,353.39 | 96.5% |
| Net Income | 7,664.49 | 0.00 | 7,664.49 | 100.0% |

| | November | October | Difference |
|-------------------------------|-----------------|-----------------|---------------|
| ASSETS | | | |
| Current Assets | | | |
| M&T Checking | \$ 98,793.27 | \$ 106,291.60 | \$ (7,498.33) |
| M&T Savings | \$ 18,519.58 | \$ 18,518.06 | \$ 1.52 |
| Operating Fund | \$ 117,312.85 | \$ 124,809.66 | \$ (7,496.81) |
| M&T Checking Non-Profit | \$ 500.00 | \$ 500.00 | \$ - |
| Edward Jones Investments | \$ 234,144.00 | \$ 230,978.86 | \$ 3,165.14 |
| 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 | \$ 234,144.00 | \$ 230,978.86 | \$ 3,165.14 |
| Operating Fund - Beg. Balance | \$ 117,312.85 | \$ 124,809.66 | \$ (7,496.81) |
| M&T Checking Non-Profit | \$ 500.00 | \$ 500.00 | \$ - |
| Total assets | \$ 351,956.85 | \$ 356,288.52 | \$ (4,331.67) |

Child Safety Policy

The Mayville Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents/guardians/caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm.

- Parents, guardians or caregivers are responsible for the care, safety and behavior of children of any age while the child is using the library or on library property.
- Children ages 10-17 must have a signed internet permission slip on file in order to using the internet.
- Children under the age of 10 must be directly supervised by the parent/guardian when using the Internet.
- All children must have the telephone number of someone who can assist them in an emergency.
- The Library is not responsible if children leave Library property unattended or are asked to leave due to a violation of our Rules of Conduct Policy.

Inappropriate behavior:

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes, but is not limited to, not treating other patrons and library staff with courtesy and dignity; rough play and excessive running; inappropriate use or abuse of library property; and other behaviors as per the Library's Rules of Conduct Policy. The child and parent, guardian or caregiver, if present, will be informed that his/her behavior is inappropriate and will be asked to stop the activity.
- If inappropriate behavior continues, the child and/or parent, guardian or caregiver will be asked to leave the Library. If the child and/or parent, guardian or caregiver refuses to leave after being told to do so, the police will be called to escort them from the building.

At Library Closing Time:

- Children must be picked up before the closing time of the library.
- Unattended children will be asked to contact their parent, guardian or caregiver 30 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Chautauqua County Sheriff's Department. Two staff members will wait with the child until the Chautauqua County Sheriff's Department arrives. An incident report describing the situation will be filed the next day. After closing time, Library staff will leave a note on the Library door stating "Unattended child is in the custody of the Chautauqua County Sheriff's Department – phone number 716-753-4232" once the child is in the care of the Sheriff. The child's name will not be listed on the sign.

Mayville Library Board of Directors Meeting

November 17, 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. Sue made a motion to approve the October minutes and Kim seconded. Approved by the board.

TREASURER'S REPORT / FINANCE

Melissa reported the budget is on target; anticipates will balance by years end. Marcia made a motion to receive the report, Lori seconded.

PERSONNEL

Staff meeting conducted on November 13th. Regular meetings are generally scheduled every two months with all employees. Melissa reports very helpful to improve Library communication. The Library Christmas party will be held Wednesday, December 10th at 5 pm. Attendees should bring a dish to pass and a \$10 gift for the exchange game. Melissa is due for her annual evaluation; she will contact Personnel Committee members to set a date.

BUILDING AND GROUNDS

To date, unsuccessful in getting a contractor to do soffit and roof repair. Melissa has obtained the name of a new contractor and will follow up. Leaf raking and garden clean-up mostly completed. Eagle Scout project for spring 2026 will be a rain barrel and blue bird boxes.

GRANTS PLANNING

The NYS Construction Grant award for furnace replacement is still pending.

TECHNOLOGY

All computers and devices are in good working order.

FUNDRAISING

The Silent Auction is in process running from November 8-29. Bids are coming in. The Book Sale will be held November 22-29; hope to raise at least \$400 to make the end of year income for the budget.

The Board brainstormed new fundraising ideas such as "Question of the Week". A comical question or joke would be posted on the door or walls with a byline pointing to Library giving options. In addition, adding a DONATE button to the website (Pay Pal, QR code, cash, check) might capture additional giving.

A Donor appreciation event was discussed to recognize community members for their generous giving. Possible dates include Valentine's Day in February or during the National Volunteer Appreciation Day in April.

DIRECTOR'S REPORT

(See Director notes November 2025)

The next "Hooked on Books" incentive is scheduled for December 13th.
Currently there are 40-50 children participating in the 2x/wk. Homeschoolers group.
The vacant board member position will be posted on November 18th.

COMMITTEES

Nothing to report

OLD BUSINESS

The Child Safety Policy was reviewed, comments made. Melissa will tweak the content and present it at December's Board meeting for approval.

The Board re-visited creating a Student/Youth Trustee position for the Library Board. Sue described benefits to the Library by including a younger generation in Library planning and outreach opportunities. She will draft objectives/goals, a role description and outreach communication to better define the new position and share with board members for comments. Pat will contact Rachel Curtin at Chautauqua Lake Central School to determine interest with a possible start date of January 2026.

NEW BUSINESS

A one hour Trustee webinar training was held prior to the Board Meeting. The topic "Top Ten Things Every Library Friend or Trustee Should Know" was presented by Mary Beth Harrington of *501-C3 Empowering Non Profits, LLC*.

Andrew Mollitor, New York State Assembly 150th District will be attending an advocacy meeting of the CCLS member library community and WNYLRC (New York Library Research Council) at the Mayville Library on 11/20/2025 at 11:00 am.

The Library is closed Thanksgiving Day and the following Friday.

ADJOURNMENT

Laura made a motion for adjournment at 7:50 pm, Patsy seconded. Board approved.

NEXT MEETING: the next meeting will be held on Monday, December 15th at 7:00 P.M.

*Respectfully submitted,
Pat Appelbe, Board secretary*