

**Librarian's Notes**  
**June 2025**

**Personnel:** Kim is acclimating well – we are getting ready for a busy summer.

**Buildings and Grounds:** Mowing is going well. We had a mulch party on 6/8 – thanks Sue and Pat.

**Fundraising:**

Books \$95 , Copies \$341, Donations \$150, fundraising \$75 (candy), fax \$30, Memorials \$110  
We have received the Village funding and Book Plan money.

**Old Business:**

The Envelope Challenge has netted \$454 so far.

We earned \$1203 for Give Big CHQ!

The Hooked on Books ice cream party was a huge success – we had 240 children and teachers attend!

We need to approve a preliminary 2026 budget.

**New Business:**

I am busy getting ready for the summer reading program and book sale.

Here are the circulation statistics for May:

	Patrons	Computer users	Materials circulated
May	1132	107	1776

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Profit & Loss  
May 2025

	<u>May 25</u>
Income	
Interest Income	1.58
Reimbursement	34.85
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Total Income	36.43
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Gross Profit	36.43
Expense	
Books	
2 · electronic books	200.00
Books - Other	256.94
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Total Books	456.94
Building Repair & Maintenance	150.00
Copier	157.99
Grounds	297.48
Insurance General	593.02
Office Expense	11.09
Periodicals	35.00
Programs	198.92
Telephone	16.81
Utilities	151.75
Wages & Salaries	10,753.31
Wages Employer Medicare	157.34
Wages Employer Social Security	672.82
01 · Fundraising expense	11.99
24 · Cleaning	10.22
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Total Expense	13,674.68
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Net Income	<u><u>-13,638.25</u></u>

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**Profit & Loss Budget vs. Actual**  
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Book Sale Income	1,825.27	6,000.00	-4,174.73	30.4%
Copies	1,603.00	2,500.00	-897.00	64.1%
Donations	1,090.00	5,000.00	-3,910.00	21.8%
Fax	150.00	300.00	-150.00	50.0%
Fines	2.48			
Interest Income	7.66	25.00	-17.34	30.6%
Library System Grants	149.30	1,700.00	-1,550.70	8.8%
Memorials	110.00			
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	349.59			
02 · Fundraising income	698.00	10,860.00	-10,162.00	6.4%
12 · Book Plan	1,835.50	3,700.00	-1,864.50	49.6%
<b>Total Income</b>	<b>60,820.80</b>	<b>125,585.00</b>	<b>-64,764.20</b>	<b>48.4%</b>
<b>Gross Profit</b>	<b>60,820.80</b>	<b>125,585.00</b>	<b>-64,764.20</b>	<b>48.4%</b>
<b>Expense</b>				
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	1,200.00			
Books - Other	2,702.15	8,000.00	-5,297.85	33.8%
<b>Total Books</b>	<b>3,902.15</b>	<b>8,000.00</b>	<b>-4,097.85</b>	<b>48.8%</b>
Building Repair & Maintenance	460.41	1,000.00	-539.59	46.0%
Copier	845.22	1,200.00	-354.78	70.4%
Grounds	1,477.48	3,000.00	-1,522.52	49.2%
Insurance General	593.02	5,100.00	-4,506.98	11.6%
Miscellaneous Expense	239.64	1,000.00	-760.36	24.0%
Office Expense	313.09	1,000.00	-686.91	31.3%
Periodicals	321.00	500.00	-179.00	64.2%
Postage and Delivery	4.63	100.00	-95.37	4.6%
Programs	968.20	1,500.00	-531.80	64.5%
Technology Maintenance	3,616.83			
Telephone	176.59	480.00	-303.41	36.8%
Utilities	2,769.79	4,200.00	-1,430.21	65.9%
Wages & Salaries	37,484.66	89,500.00	-52,015.34	41.9%
Wages Employer Medicare	543.54	1,400.00	-856.46	38.8%
Wages Employer Social Security	2,324.14	5,200.00	-2,875.86	44.7%
01 · Fundraising expense	384.05			
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	102.40			
5 · Furniture	79.00			
<b>Total Expense</b>	<b>57,404.66</b>	<b>125,585.00</b>	<b>-68,180.34</b>	<b>45.7%</b>
<b>Net Income</b>	<b>3,416.14</b>	<b>0.00</b>	<b>3,416.14</b>	<b>100.0%</b>

	May	April	Difference
<b>ASSETS</b>			
Current Assets			
M&T Checking	\$ 94,575.26	\$ 108,215.09	\$ (13,639.83)
M&T Savings	\$ 18,510.30	\$ 18,508.72	\$ 1.58
Operating Fund	\$ 113,085.56	\$ 126,723.81	\$ (13,638.25)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 217,565.35	\$ 210,766.19	\$ 6,799.16
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	\$ 217,565.35	\$ 210,766.19	\$ 6,799.16
Operating Fund - Beg. Balance	\$ 113,085.56	\$ 126,723.81	\$ (13,638.25)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 331,150.91	\$ 337,990.00	\$ (6,839.09)

## Mayville Library Board of Directors Meeting May 19, 2025

### MEETING ATTENDANCE

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

### APPROVAL OF LAST MEETING'S MINUTES,

Meeting was called to order by Randy at 7:01 pm. Kim made a motion to approve the April minutes and Dena seconded. Approved by the board.

### TREASURER'S REPORT / FINANCE

Melissa reported the budget is on target at 33%. Income is in good shape. Will be working on next years' budget, preliminary requests to the Town and Village discussed. Kim made a motion to receive the report, Patsy seconded.

### PERSONNEL

Nine applications for clerk position were received. After review of the applications, Melissa and committee members Susan Davis-Gillis and Laura Marsala interviewed three applicants. Kim Maras was selected with a starting pay at \$16/hr. She started today and will work part-time with Melissa for orientation.

Melissa testified in court earlier this month regarding the stabbing incident at the Library in August 2022. The jury found the defendant guilty of attempted murder and assault. Sentencing date is pending.

### BUILDING AND GROUNDS

Mulch arrives this week, Melissa will then set a date for group gardening event.

The drip irrigation system has been installed by Elizabeth Lasser.

An electric lawn mower has been purchased.

Windows have been washed at a cost of \$150.

Carpet cleaning estimate for the Tourgee Meeting Room is \$320. The cost for the main library areas with the brown carpeting is \$720. The cleaning will occur on two separate occasions with the Tourgee room to be first.

Melissa plans to reach out to a building contractor for estimates for the window replacement project.

Soffit repair and roof inspection by Rick Walchek is pending.

### GRANTS PLANNING

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

### TECHNOLOGY

Nothing to report

### FUNDRAISING

Trivia Night fundraiser event is scheduled for June 12 at 6 pm at the VFW in Mayville. The dinner buffet will include: beef on wick, salad, vegetarian lasagna and dessert. This event coincides with the "Give Big CHQ" fundraiser.

Envelope Challenge is going slowly \$215 to date. Ideas for greater visibility discussed.

In lieu of the Garden Tour, the board agreed to promote more aggressively the Envelope Challenge and Trivia Night fundraisers.

### DIRECTOR'S REPORT

The Hooked on Books incentive (ice cream party) will take place on May 30 and June 4<sup>th</sup>.

The Reading Challenge events have been a collaboration between the school and library.

The children's programs at the Library will conclude May 28 and resume on July with the Summer Reading Program.

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

### COMMITTEES

Nothing to report

### OLD BUSINESS

Will review budget requests for 2026 next month.

### NEW BUSINESS

Sue suggested investigating the installation of acoustic tiles/panels to moderate the volume in the meeting room. Noise cancelling head phones were also discussed.

The Library is closed Thursday, June 19<sup>th</sup> for the Juneteenth federal holiday.

### ADJOURNMENT

Marsha made a motion for adjournment at 7:45 pm, Patsy seconded. Board approved.

**NEXT MEETING:** the next meeting will be held on Monday, June 16<sup>th</sup>, 2025 at 7:00 P.M.

*Respectfully submitted,  
Pat Appelbe, board secretary*