

**Librarian's Notes**  
**January 2026**

**Personnel:** Everyone had a great holiday!

**Buildings and Grounds:** Tom Appelbe has looked at the roof on the parking lot side of the building. There are repairs that will be needed.

**Fundraising:**

Books \$166, Copies \$440, Donations \$990, fundraising \$742, memorials \$25, Fax \$25

**Old Business:**

We have received confirmation from the Town of Chautauqua that we will be getting \$53,000 this year.

Pat, Laura and I met with the school regarding student board members on January 7. Pat and I are meeting with some students on January 26.

**New Business:**

We balanced the budget!

The next book sale is planned for February 14 – 21.

Just a reminder that trustees need 2 hours of training during the year and Sexual Harassment Training.

I am working on the annual report.

We need to vote on committees.

We will be hosting a money management class on February 12 with the Alzheimer's Association.

Our website has been moved over to a new format and I am working on updating it to include all necessary documents.

I will be working on the Annual Report when the software opens.

**Here are the circulation statistics for December**

	Patrons	Computer users	Materials circulated
December	970	89	1624
2025	12,622	1421	22,449

# **Mayville Library Board of Directors Meeting**

## **December 15, 2025**

### **MEETING ATTENDANCE**

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

### **APPROVAL OF LAST MEETING'S MINUTES,**

The Meeting was called to order by Laura at 7:02 pm. Sue made a motion to approve the November minutes and Lori seconded. Approved by the Board.

### **TREASURER'S REPORT / FINANCE**

Melissa reported the budget is on target; anticipates will balance by years' end. Dena suggested looking into moving the M & T Savings to a higher yield fund. Need to research the terms of this account as well as the Edward Jones account as to designated usages. Marsha made a motion to receive the report, Laura seconded.

Dena will leave the treasurer position after the first of the year, we are grateful for her service!

### **PERSONNEL**

The Board went into Executive session to discuss salary and end of year bonuses. There is currently no policy or procedure for raises and bonuses. Sue will collaborate with a colleague with experience in HR and develop a more formal policy and procedure for Cost of Living wages. Sue made a motion to give 2025 Christmas bonuses and to adopt a 3% COLA for wages in 2026, Lori seconded. Action approved by the Board. Next years' budget development will reflect those payroll increases.

Melissa is due for her annual evaluation with the Personnel Committee, it is scheduled to follow the Board Meeting

### **BUILDING AND GROUNDS**

Soffit and roof still not repaired. Due to significant snow load on the roof and difficulty finding a contractor. Mice control in process. Book storage will be transferred to plastic totes in the future. Despite the depth of snow to date, snow plowing is going well.

### **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 made \$ 707. The Book Sale made \$ 650. Discussed limiting fundraising activities in 2026 to higher monetary volume events.

## **DIRECTOR'S REPORT**

*(See Director notes December 2025)*

The "Hooked on Books" event was held December 13<sup>th</sup>. One hundred ninety six attended, most were students.

Discussed a new candidate "Letter of Interest" for an expiring position on the Board of Trustee for 2026. Melissa read Lauren Abbott's letter to the Board. Ms. Abbott has an interest and experience in children's literature. Pat made a motion to extend an invitation to Ms. Abbott, Laura seconded.

## **COMMITTEES**

Nothing to report

## **OLD BUSINESS**

The Revised Child Safety Policy was reviewed; a motion to accept was made by Sue and seconded by Laura. Approved by the Board.

The Board re-visited creating a Junior Trustee position for the Library Board. Melissa prefers creating a single position for now, perhaps a HS junior. The Board reviewed "Potential Roles for a Student/Youth Trustee" The Job Description defines the roles and responsibilities. A motion was made by Lori to accept the Policy seconded by Dena. An addendum will be added to the By-Laws defining this new Junior Board position. A meeting has been set up for Wednesday, January 7th at 2 pm with school principal Rachel Curtin at Chautauqua Lake Central School to determine student 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 "Power of Small: How Rural Libraries Help Communities Thrive" was presented by Allie Stevens.

The Library will be closed December 24, 25, 31 and January 1st..

## **ADJOURNMENT**

Patsy made a motion for adjournment at 8:01 pm, Dena seconded.

NEXT MEETING: Due to the MLK holiday, the next meeting will be held on Monday, January 26th at 7:00 P.M.

*Respectfully submitted,  
Pat Appelbe, board secretary*

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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	6,389.51	6,000.00	389.51	106.5%
Copies	3,754.00	2,500.00	1,254.00	150.2%
Donations	11,151.88	5,000.00	6,151.88	223.0%
Fax	290.00	300.00	-10.00	96.7%
Fines	2.48			
Interest Income	18.51	25.00	-6.49	74.0%
Library System Grants	2,225.40	1,700.00	525.40	130.9%
Memorials	352.00			
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	7,594.84	10,860.00	-3,265.16	69.9%
12 · Book Plan	3,671.00	3,700.00	-29.00	99.2%
<b>Total Income</b>	<b>132,460.85</b>	<b>125,585.00</b>	<b>6,875.85</b>	<b>105.5%</b>
<b>Gross Profit</b>	<b>132,460.85</b>	<b>125,585.00</b>	<b>6,875.85</b>	<b>105.5%</b>
<b>Expense</b>				
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	2,400.00			
Books - Other	5,582.34	8,000.00	-2,417.66	69.8%
<b>Total Books</b>	<b>7,982.34</b>	<b>8,000.00</b>	<b>-17.66</b>	<b>99.8%</b>
Building Repair & Maintenance	910.60	1,000.00	-89.40	91.1%
Copier	2,154.95	1,200.00	954.95	179.6%
Grounds	1,867.59	3,000.00	-1,132.41	62.3%
Insurance General	5,385.70	5,100.00	285.70	105.6%
Miscellaneous Expense	538.96	1,000.00	-461.04	53.9%
Office Expense	719.66	1,000.00	-280.34	72.0%
Periodicals	383.97	500.00	-116.03	76.8%
Postage and Delivery	97.23	100.00	-2.77	97.2%
Programs	2,118.96	1,500.00	618.96	141.3%
Technology Maintenance	3,676.55			
Technology Supplies	916.92			
Telephone	269.14	480.00	-210.86	56.1%
Utilities	4,495.18	4,200.00	295.18	107.0%
Wages & Salaries	90,456.83	89,500.00	956.83	101.1%
Wages Employer Medicare	1,311.62	1,400.00	-88.38	93.7%
Wages Employer Social Security	5,608.39	5,200.00	408.39	107.9%
01 · Fundraising expense	868.27			
13 · facsimile	188.70	480.00	-291.30	39.3%
15 · Internet	480.00	600.00	-120.00	80.0%
16 · Sales Tax	354.46	400.00	-45.54	88.6%
24 · Cleaning	321.86			
5 · Furniture	79.00			
<b>Total Expense</b>	<b>131,828.32</b>	<b>125,585.00</b>	<b>6,243.32</b>	<b>105.0%</b>
<b>Net Income</b>	<b>632.53</b>	<b>0.00</b>	<b>632.53</b>	<b>100.0%</b>

## Profit &amp; Loss

December 2025

01/13/26

Accrual Basis

	<u>Dec 25</u>
Income	
Book Sale Income	817.68
Copies	348.50
Donations	1,620.00
Fax	40.00
Interest Income	1.57
Memorials	25.00
02 · Fundraising income	712.00
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Total Income	3,564.75
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Gross Profit	3,564.75
Expense	
Books	
2 · electronic books	200.00
Books - Other	88.96
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Total Books	288.96
Building Repair & Maintenance	25.14
Copier	133.69
Grounds	205.11
Miscellaneous Expense	4.00
Office Expense	38.65
Programs	139.85
Telephone	14.75
Utilities	431.09
Wages & Salaries	8,471.38
Wages Employer Medicare	122.84
Wages Employer Social Security	525.18
13 · facsimile	9.30
15 · Internet	120.00
24 · Cleaning	66.77
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Total Expense	10,596.71
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Net Income	<u><u>-7,031.96</u></u>

	December	November	Difference
<b>ASSETS</b>			
<b>Current Assets</b>			
M&T Checking	\$ 91,759.74	\$ 98,793.27	\$ (7,033.53)
M&T Savings	\$ 18,521.15	\$ 18,519.58	\$ 1.57
Operating Fund	\$ 110,280.89	\$ 117,312.85	\$ (7,031.96)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 234,850.47	\$ 234,144.00	\$ 706.47
Land and Buildings	\$ 1,200,000.00	\$ 1,200,000.00	\$ -
Equipment and Furnishings	\$ 600,000.00	\$ 600,000.00	\$ -
<b>Total assets</b>	<b>\$ 1,800,000.00</b>	<b>\$ 1,800,000.00</b>	<b>\$ -</b>
<b>Current Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Edward Jones	\$ 234,850.47	\$ 234,144.00	\$ 706.47
Operating Fund - Beg. Balance	\$ 110,280.89	\$ 117,312.85	\$ (7,031.96)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
<b>Total assets</b>	<b>\$ 345,631.36</b>	<b>\$ 351,956.85</b>	<b>\$ (6,325.49)</b>