

Librarian's Notes
February 2026

Personnel: Diane will be retiring – her last day is March 26.

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. Tom also raked some snow off of the roof for us.

Fundraising:

Books \$950, Copies \$267.50, Donations \$5573, Fax \$15
We received \$53,000 from the Town of Chautauqua.

Old Business:

Pat and I are still waiting to have the meeting with the CLSC students rescheduled.

The Annual Report software has not been released yet – working on figures for when it opens.

The Book Sale is going very well – we have raised around \$1250.

All signers have been updated at M&T.

New Business:

We need to approve the circulation policy.

There are tree care classes scheduled on Saturdays in April – thanks Laura!

VITA Tax will be here on March 17, 20, 24 and 27 – patrons just need to call 211.

Here are the circulation statistics for January

| | Patrons | Computer users | Materials circulated |
|---------|---------|----------------|----------------------|
| January | 880 | 104 | 1865 |

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Profit & Loss Budget vs. Actual
January 2026

| | Jan 26 | Budget | \$ Over Budget |
|--------------------------------|------------------|-------------------|--------------------|
| Income | | | |
| Book Sale Income | 75.00 | 6,000.00 | -5,925.00 |
| Copies | 215.00 | 2,500.00 | -2,285.00 |
| Donations | 260.00 | 5,000.00 | -4,740.00 |
| Fax | 0.00 | 300.00 | -300.00 |
| Interest Income | 1.58 | 25.00 | -23.42 |
| Library System Grants | 0.00 | 1,700.00 | -1,700.00 |
| Public Funds - Town | 0.00 | 53,000.00 | -53,000.00 |
| Public Funds - Village | 0.00 | 42,500.00 | -42,500.00 |
| Reimbursement | 19.96 | | |
| 02 · Fundraising income | 50.00 | 5,000.00 | -4,950.00 |
| 12 · Book Plan | 0.00 | 3,700.00 | -3,700.00 |
| Total Income | 621.54 | 119,725.00 | -119,103.46 |
| Gross Profit | 621.54 | 119,725.00 | -119,103.46 |
| Expense | | | |
| Accounting | 0.00 | 100.00 | -100.00 |
| Advertising | 0.00 | 125.00 | -125.00 |
| Audio & Video Tapes | 39.91 | | |
| Books | | | |
| 2 · electronic books | 200.00 | | |
| Books - Other | 365.29 | 8,800.00 | -8,434.71 |
| Total Books | 565.29 | 8,800.00 | -8,234.71 |
| Building Repair & Maintenance | 0.00 | 1,100.00 | -1,100.00 |
| Copier | 126.49 | 1,225.00 | -1,098.51 |
| Grounds | 440.00 | 3,000.00 | -2,560.00 |
| Insurance General | 0.00 | 5,100.00 | -5,100.00 |
| Miscellaneous Expense | 88.72 | 1,000.00 | -911.28 |
| Office Expense | 40.07 | 1,000.00 | -959.93 |
| Periodicals | 299.00 | 500.00 | -201.00 |
| Postage and Delivery | 0.00 | 100.00 | -100.00 |
| Programs | 122.61 | 2,000.00 | -1,877.39 |
| Technology Maintenance | 0.00 | 1,465.00 | -1,465.00 |
| Telephone | 14.75 | 300.00 | -285.25 |
| Utilities | 276.88 | 4,500.00 | -4,223.12 |
| Wages & Salaries | 6,148.33 | 89,500.00 | -83,351.67 |
| Wages Employer Medicare | 89.14 | 1,400.00 | -1,310.86 |
| Wages Employer Social Security | 381.21 | 5,200.00 | -4,818.79 |
| 13 · facsimile | 9.25 | 240.00 | -230.75 |
| 15 · Internet | 0.00 | 600.00 | -600.00 |
| 16 · Sales Tax | 0.00 | 400.00 | -400.00 |
| 24 · Cleaning | 0.00 | 300.00 | -300.00 |
| Total Expense | 8,641.65 | 127,955.00 | -119,313.35 |
| Net Income | -8,020.11 | -8,230.00 | 209.89 |

12:22 PM

02/17/26

Accrual Basis

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Profit & Loss

January 2026

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| | January | December | Difference |
|-------------------------------|-----------------|-----------------|---------------|
| ASSETS | | | |
| Current Assets | | | |
| M&T Checking | \$ 83,738.05 | \$ 91,759.74 | \$ (8,021.69) |
| M&T Savings | \$ 18,522.73 | \$ 18,521.15 | \$ 1.58 |
| Operating Fund | \$ 102,260.78 | \$ 110,280.89 | \$ (8,020.11) |
| | | | |
| M&T Checking Non-Profit | \$ 500.00 | \$ 500.00 | \$ - |
| | | | |
| Edward Jones Investments | \$ 240,706.15 | \$ 234,850.47 | \$ 5,855.68 |
| | | | |
| 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 | \$ 240,706.15 | \$ 234,850.47 | \$ 5,855.68 |
| Operating Fund - Beg. Balance | \$ 102,260.78 | \$ 110,280.89 | \$ (8,020.11) |
| M&T Checking Non-Profit | \$ 500.00 | \$ 500.00 | \$ - |
| | | | |
| Total assets | \$ 343,466.93 | \$ 345,631.36 | \$ (2,164.43) |

Mayville Library Board of Directors Meeting

January 26, 2026

MEETING ATTENDANCE

PRESENT: Lauren Abbott, Pat Appelbe, Susan Davis-Gillis, Patsy Dimon, Laura Marsala, Lori Newman, Marsha Pritz, Kim Weborg-Benson, and Melissa Bartok (Director).

The Meeting was called to order by at 6:02 pm by Laura.

Lori made a motion to approve the December minutes and Sue seconded. Approved by the board.

The Board welcomed the new trustee, Lauren Abbott.

NOMINATION OF OFFICERS

Melissa took nominations for board officers

Election of Officers:

President: Motion for Pat seconded by Laura

Vice President: Motion for Laura seconded by Sue

Secretary: Motion for Lori seconded Kim

Treasurer: Motion for Sue seconded by Marsha

TREASURER'S REPORT

Melissa reported the budget is balanced. Members suggests some adjustments. Melissa will make the changes and send out to board by e-mail.

Board needs to consider putting M&T money into a higher interest account.

The investment account can be used as determined by the Board.

A confirmation letter was received from the Town of Chautauqua. The Library will be receiving a generous award of \$53,000, the same amount as in 2025 and 2024. We have not heard from the Village of Mayville yet.

A discussion was held regarding the possibility of combining some of our different committees in an effort to have more active participation by the Board. The decision was made to combine into the following committees:

1. Grants/Planning/Technology—Members include Lori, Randy (Chair), and Lauren
2. Finance and Fundraising—Members include Marsha, Laura (Chair), and Kim
3. Building and Grounds—Members include Laura (Chair), Patsy, Pat
4. Personnel—Members include officers

Our Strategic Plan will guide decisions.

PERSONNEL

The raises and Christmas bonuses were appreciated.

A Performance Evaluation for the Library Director was conducted December 15, 2026 by the Personnel Committee. Accomplishments and Goals discussed.

BUILDING AND GROUNDS

During the last thaw, Tom Appelbe inspected the roof and reports the rubber on the roof perimeter edge has pulled up. In addition, the folded steel along the fascia has pulled away from the wood. The rain divertors need to be re-fastened. This damage is likely due to ice and debris build-up. A minor repair is also needed on the southwest corner of the building's wooden fascia. Mayshark Builders' were contacted and they estimated an \$8000 to repair once warm, dry weather returns. Mr. Appelbe can seek bids from other roofers in the spring. He recommends that the roof be power washed yearly in the fall especially at the edges and the front gutter cleaned.

GRANTS

Grant for furnace was approved.

TECHNOLOGY

All computers and devices are in good working order.

FUNDRAISING

A donate button has been added to the Library website to capture additional giving.

The Book Sale will be held on February 14-21. On the Saturday of the Winter Festival (Feb 14th) the library and Book Sale will stay open until 4PM, past the usual closing time of 1PM. We will offer cocoa to people who come in. Laura, Patsy and Sue offered to help with this in the afternoon.

DIRECTOR'S REPORT

The library website has moved to the new format.

VitaTax will be holding 4 sessions in March at the library.

The Alzheimer's Association is offering Money Management at library

“Inspire Good” community organization is doing crafts for kids during the Winter Festival weekend at the Carlson Center (Fri 2/13 5-8PM; Sat 2/14 10AM-8PM; Sun 2/15 11AM-5PM) if anyone wants to help. Lauren offered to help Friday 5-6PM.

Melissa was approached by a person asking to sell some of their handmade items in the library. Consensus was that we do not do that and don't want to start at this time.

OLD BUSINESS

Melissa and Pat have a follow-up meeting with Rachel Curtin at Chautauqua Lake Central School to meet two potential Student/Youth Trustee positions for the Library Board. Thoughts have been to have them help with technology and get their ideas on attracting teens to library. Lauren offered to work with youth board/board members as she has experience with this age group.

NEW BUSINESS

President's Day is February 16th which is a holiday for the library staff. We will change the Board meeting to the following Monday, February 23rd.

All trustees will need 2 hours of trustee training in 2026 PLUS Sexual Harassment training. Melissa offered to have some trainings set up for 6PM on nights of Board meetings. The first will be Sexual Harassment Training before our March meeting. She will also send a link to training for anyone who wants to do on their own.

Regarding closing procedures, board agreed that Melissa can make the decision to close and would just keep the board informed of any closures.

ADJOURNMENT

Patsy made a motion for adjournment at 7:25PM seconded by Marsha. Board approved.

NEXT MEETING: the next meeting will be held on Monday February 23, with committees meeting at 6:00PM and the full Board at 7:00 P.M.

Respectfully submitted,

Lori Newman, Board secretary