

**Librarian's Notes**  
**March 2026**

**Personnel:** We are doing a retirement luncheon for Diane on Sunday, April 19 at the White Inn.

**Buildings and Grounds:** Tom Appelbe is working on coordinating repairs for the roof.

**Fundraising:**

Books \$630, Copies \$159, Donations \$1255, Fax \$20, Memorials \$55

**Old Business:**

Pat and I are meeting with the CLSC students on March 16.

We need to approve the circulation policy.

We had 43 kids for the Hooked on Books event. The next event is the ice cream party in May/June.

Staff will be completing Sexual Harassment Training.

**New Business:**

The copier needed to be fixed again. The technician suggested that we look into a new copier as ours has surpassed it's "shelf-life".

We are advertising the Library Giving Day on April 1. The Paypal QR code is all set up.

I have begun working on the Summer Reading Program and am thinking of adding a tween/teen program.

I have received a quote from the system for a new computer. Cost are up due to tariffs, etc. See attached.

I am meeting with members of the Mayville-Westfield Rotary on Saturday, March 14 to discuss potential grants.

**Here are the circulation statistics for February:**

	Patrons	Computer users	Materials circulated
February	1090	87	1582

12:04 PM

03/10/26

Accrual Basis

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Profit & Loss

February 2026

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	Feb 26
Income	
Book Sale Income	994.47
Copies	267.50
Donations	5,573.00
Fax	15.00
Interest Income	1.42
Public Funds - Town	53,000.00
Reimbursement	25.00
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Total Income	59,876.39
Gross Profit	59,876.39
Expense	
Audio & Video Tapes	37.91
Books	
2 · electronic books	200.00
Books - Other	444.77
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Total Books	644.77
Copier	15.00
Grounds	440.00
Office Expense	59.20
Service Charge	25.00
Telephone	14.75
Utilities	822.64
Wages & Salaries	7,157.37
Wages Employer Medicare	103.77
Wages Employer Social Security	443.75
13 · facsimile	9.28
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Total Expense	9,773.44
Net Income	<hr/> <hr/> <b>50,102.95</b>

**QDATA1\_20120326**  
**Profit & Loss Budget vs. Actual**  
**January through February 2026**

	Jan - Feb 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Book Sale Income	1,069.47	6,000.00	-4,930.53	17.8%
Copies	482.50	2,500.00	-2,017.50	19.3%
Donations	5,833.00	5,000.00	833.00	116.7%
Fax	15.00	300.00	-285.00	5.0%
Interest Income	3.00	25.00	-22.00	12.0%
Library System Grants	0.00	1,700.00	-1,700.00	0.0%
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	44.96			
02 - Fundraising income	50.00	5,000.00	-4,950.00	1.0%
12 - Book Plan	0.00	3,700.00	-3,700.00	0.0%
<b>Total Income</b>	<b>60,497.93</b>	<b>119,725.00</b>	<b>-59,227.07</b>	<b>50.5%</b>
<b>Gross Profit</b>	<b>60,497.93</b>	<b>119,725.00</b>	<b>-59,227.07</b>	<b>50.5%</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	77.82			
<b>Books</b>				
2 - electronic books	400.00			
Books - Other	810.06	8,800.00	-7,989.94	9.2%
<b>Total Books</b>	<b>1,210.06</b>	<b>8,800.00</b>	<b>-7,589.94</b>	<b>13.8%</b>
Building Repair & Maintenance	0.00	1,100.00	-1,100.00	0.0%
Copier	141.49	1,225.00	-1,083.51	11.6%
Grounds	880.00	3,000.00	-2,120.00	29.3%
Insurance General	0.00	5,100.00	-5,100.00	0.0%
Miscellaneous Expense	88.72	1,000.00	-911.28	8.9%
Office Expense	99.27	1,000.00	-900.73	9.9%
Periodicals	299.00	500.00	-201.00	59.8%
Postage and Delivery	0.00	100.00	-100.00	0.0%
Programs	122.61	2,000.00	-1,877.39	6.1%
Service Charge	25.00			
Technology Maintenance	0.00	1,465.00	-1,465.00	0.0%
Telephone	29.50	300.00	-270.50	9.8%
Utilities	1,099.52	4,500.00	-3,400.48	24.4%
<b>Wages &amp; Salaries</b>	<b>13,305.70</b>	<b>89,500.00</b>	<b>-76,194.30</b>	<b>14.9%</b>
Wages Employer Medicare	192.91	1,400.00	-1,207.09	13.8%
Wages Employer Social Security	824.96	5,200.00	-4,375.04	15.9%
13 - facsimile	18.53	240.00	-221.47	7.7%
15 - Internet	0.00	600.00	-600.00	0.0%
16 - Sales Tax	0.00	400.00	-400.00	0.0%
24 - Cleaning	0.00	300.00	-300.00	0.0%
<b>Total Expense</b>	<b>18,415.09</b>	<b>127,955.00</b>	<b>-109,539.91</b>	<b>14.4%</b>
<b>Net Income</b>	<b>42,082.84</b>	<b>-8,230.00</b>	<b>50,312.84</b>	<b>-511.3%</b>

	February		January		Difference
<b>ASSETS</b>					
<b>Current Assets</b>					
M&T Checking	\$ 133,839.58	\$	83,738.05	\$	50,101.53
M&T Savings	\$ 18,524.15	\$	18,522.73	\$	1.42
Operating Fund	\$ 152,363.73	\$	102,260.78	\$	50,102.95
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Edward Jones Investments	\$ 245,609.37	\$	240,706.15	\$	4,903.22
Land and Buildings	\$ 1,200,000.00	\$	1,200,000.00	\$	-
Equipment and Furnishings	\$ 600,000.00	\$	600,000.00	\$	-
<b>Total assets</b>	\$ 1,800,000.00	\$	1,800,000.00	\$	-
<b>Current Liabilities</b>	\$ -	\$	-	\$	-
<b>Total Liabilities</b>	\$ -	\$	-	\$	-
Edward Jones	\$ 245,609.37	\$	240,706.15	\$	4,903.22
Operating Fund - Beg. Balance	\$ 152,363.73	\$	102,260.78	\$	50,102.95
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
<b>Total assets</b>	\$ 398,473.10	\$	343,466.93	\$	55,006.17

# Mayville Library Board of Directors Meeting

## February 24, 2026

### MEETING ATTENDANCE

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

### APPROVAL OF LAST MEETING'S MINUTES,

The Meeting was called to order by Pat at 6:50 pm. The Minutes were reviewed; and a minor correction made. The new Finance and Fundraising Committee is comprised of trustees Sue Davis-Gillis (chair) Marsha and Kim. Randy made a motion to approve the changes seconded by Kim. The corrected January minutes were approved by the Board.

### TREASURER'S REPORT / FINANCE

Melissa reported on the budget to date and the detailed January income from the attached Quickbooks reports (and Director's report). This month's Book Sale netted \$1517.

M&T account has been updated with new officer access. Melissa and Elizabeth now have individual logins to the accounts. Sue is investigating laddering funds over time from the Savings account into interest generating funds. Randy made a motion to authorize the Treasurer to research and ladder monies from the Savings account into higher yield funds, Kim seconded. Action was unanimously approved by the Board. Melissa will contact our representative from Edward Jones to have him come speak at a board meeting. Kim made a motion to receive the Treasurer's report seconded by Randy; approved by the Board.

### COMMITTEES

The newly formed Committee's met prior to the Board of Director's meeting to get a tour of the library security system and function by Randy and Melissa. The committees then broke into the following groups and then reported their planning to the full board as follows:

#### 1. Finance and Fundraising

- Anticipate 5 fundraising events for 2026:
  - ◆ April-Library Giving Day
  - ◆ June- Give Big CHQ
  - ◆ July-Book Sale
  - ◆ August-Garden Tour
  - ◆ Fall-Auction
- Additional Social media will be considered to advertise events
- All Board members are encouraged to donate "time, talent or treasure" in addition to meetings to help support the Library fundraising

#### 2. Grants, Planning & Technology

- A grant's calendar will be organized for the Library to identify available funding sources by month-Lauren volunteered to develop.
- Strategic Plan to be reviewed to flush out objectives that the committee and Melissa could use to prioritize planning and grant research.

- Melissa will check with the System about funding for her aging pc and repair of the TV security monitor at the desk.
- Randy suggested installing a new generator for use in prolonged electric outages; group will be on the look-out for potential funding opportunities.

### 3. Building & Grounds

- Pat shared an inventory of Interior and Exterior assets and tasks to be used to identify maintenance needs, and for potential future projects with Patsy and the Grant's, Planning & Technology Committee.
- Roof repair was identified as a priority for Spring 2026. Tom Appelbe will get bids.

### PERSONNEL

Diane Paulus will be retiring on March 26, 2026 after 15 ½ years of service. The staff has organized a luncheon at the White Inn.

Sue continues to collaborate with an HR colleague to develop some personnel policies relating to raises and bonuses.

### OLD BUSINESS

#### Library Policy

- *Circulation Policy* was reviewed; additional suggestions made to clarify the policy. Melissa will make the changes and present to the board next month for approval.
- *Active Shooter, Fire & Emergency Policy* will be reviewed at next month's meeting. Melissa will email the policy to Trustees to read before next meeting.

The meeting with Chautauqua Lake Central School on Junior Trustee position for the Library Board has been delayed due to a snow day and student illness.

### NEW BUSINESS

The Library will host three tree care classes in April organized by Laura Marsala.

Vita Tax will be offering tax return assistance to the public on March 17, 20, 24 and 27th.

Sexual Harassment Training will be conducted via webinar at 6pm at the Library or by direct link for Trustees needing the yearly continuing education.

### ADJOURNMENT

Patsy made a motion for adjournment at 7:50 pm, Sue seconded.

NEXT MEETING: The next meeting will be held on Monday, March 16th at 7:00 P.M.

*Respectfully submitted,*  
*Pat Appelbe*  
*Melissa Bartok*