

Librarian's Notes
April 2026

Personnel: All is well!

Buildings and Grounds: Tom Appelbe is working on coordinating repairs for the roof. There is a gardening clean-up scheduled for May 30 from 1-4 pm.

Fundraising:

Books \$166.68, Copies \$405.50, Donations \$430, Fax \$30, Misc. 66 cents, System Grant \$152.90, Library Giving Day \$620.44

Old Business:

- Pat and I met with the students from CLCS – they will be in touch with me regarding another meeting.
- We need to approve the circulation policy.
- Staff has completed Sexual Harassment Training.
- We raised \$620.44 for Library Giving Day!
- I have two quotes for a copier replacement.
- The annual report has been submitted.
- The computer for the office has been ordered.
- I am working on the grant for the Mayville-Westfield Rotary.
- The Tree Workshops are going well.

New Business:

Feedmore of Western NY would like to bring a produce truck every other Wednesday from 12:30 – 1:30 pm

We are hosting a Landscaping Mistakes class on April 30 at 5:30 pm.

The next Hooked on Books incentive is scheduled for May 26 and May 28 – it is the ice cream party (and the final incentive of the school year).

Here are the circulation statistics for March

	Patrons	Computer users	Materials circulated
March	1067	117	1992

Profit & Loss Budget vs. Actual

04/15/26

January through March 2026

Accrual Basis

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Income				
Book Sale Income	1,766.49	6,000.00	-4,233.51	29.4%
Copies	641.50	2,500.00	-1,858.50	25.7%
Donations	7,088.00	5,000.00	2,088.00	141.8%
Fax	35.00	300.00	-265.00	11.7%
Interest Income	4.57	25.00	-20.43	18.3%
Library System Grants	0.00	1,700.00	-1,700.00	0.0%
Memorials	55.00			
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	59.95			
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%
Total Income	62,700.51	119,725.00	-57,024.49	52.4%
Gross Profit	62,700.51	119,725.00	-57,024.49	52.4%
Expense				
Accounting	0.00	100.00	-100.00	0.0%
Advertising	0.00	125.00	-125.00	0.0%
Audio & Video Tapes	95.77			
Books				
2 · electronic books	600.00			
Books - Other	1,344.50	8,800.00	-7,455.50	15.3%
Total Books	1,944.50	8,800.00	-6,855.50	22.1%
Building Repair & Maintenance	0.00	1,100.00	-1,100.00	0.0%
Copier	429.64	1,225.00	-795.36	35.1%
Grounds	1,040.00	3,000.00	-1,960.00	34.7%
Insurance General	0.00	5,100.00	-5,100.00	0.0%
Miscellaneous Expense	128.60	1,000.00	-871.40	12.9%
Office Expense	203.72	1,000.00	-796.28	20.4%
Periodicals	299.00	500.00	-201.00	59.8%
Postage and Delivery	15.60	100.00	-84.40	15.6%
Programs	509.24	2,000.00	-1,490.76	25.5%
Service Charge	25.00			
Technology Maintenance	0.00	1,465.00	-1,465.00	0.0%
Telephone	44.25	300.00	-255.75	14.8%
Transfer	10,000.00			
Utilities	1,936.23	4,500.00	-2,563.77	43.0%
Wages & Salaries	20,448.11	89,500.00	-69,051.89	22.8%
Wages Employer Medicare	296.47	1,400.00	-1,103.53	21.2%
Wages Employer Social Security	1,267.79	5,200.00	-3,932.21	24.4%
13 · facsimile	27.76	240.00	-212.24	11.6%
15 · Internet	0.00	600.00	-600.00	0.0%
16 · Sales Tax	403.18	400.00	3.18	100.8%
24 · Cleaning	37.04	300.00	-262.96	12.3%
Total Expense	39,151.90	127,955.00	-88,803.10	30.6%
Net Income	23,548.61	-8,230.00	31,778.61	-286.1%

Profit & Loss

March 2026

04/15/26

Accrual Basis

	Mar 26
Income	
Book Sale Income	697.02
Copies	159.00
Donations	1,255.00
Fax	20.00
Interest Income	1.57
Memorials	55.00
Reimbursement	14.99
	<hr/>
Total Income	2,202.58
	<hr/>
Gross Profit	2,202.58
Expense	
Audio & Video Tapes	17.95
Books	
2 · electronic books	200.00
Books - Other	534.44
	<hr/>
Total Books	734.44
Copier	288.15
Grounds	160.00
Miscellaneous Expense	39.88
Office Expense	104.45
Postage and Delivery	15.60
Programs	386.63
Telephone	14.75
Transfer	10,000.00
Utilities	836.71
Wages & Salaries	7,142.41
Wages Employer Medicare	103.56
Wages Employer Social Security	442.83
13 · facsimile	9.23
16 · Sales Tax	403.18
24 · Cleaning	37.04
	<hr/>
Total Expense	20,736.81
	<hr/>
Net Income	<u><u>-18,534.23</u></u>

	March		February		Difference
ASSETS					
Current Assets					
M&T Checking	\$ 115,303.78	\$	133,839.58	\$	(18,535.80)
M&T Savings	\$ 18,525.72	\$	18,524.15	\$	1.57
Operating Fund	\$ 133,829.50	\$	152,363.73	\$	(18,534.23)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Edward Jones Investments	\$ 230,846.07	\$	245,609.37	\$	(14,763.30)
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	\$ 230,846.07	\$	245,609.37	\$	(14,763.30)
Operating Fund - Beg. Balance	\$ 133,829.50	\$	152,363.73	\$	(18,534.23)
M&T Checking Non-Profit	\$ 500.00	\$	500.00	\$	-
Total assets	\$ 365,175.57	\$	398,473.10	\$	(33,297.53)

Mayville Library Board of Directors Meeting

March 16, 2026

MEETING ATTENDANCE

Present: Pat Appelbe, Susan Davis-Gillis (Zoom), Patsy Dimon, Laura Marsala, Randy Henderson, Lori Newman, Marsha Pritz, Melissa Bartok (Director)

The meeting was called to order at 7:07p.m. by Pat Appelbe

Motion to approve February Minutes by Randy; Second by Patsy

TREASURER'S REPORT: We are at 17% of budget. We had donations of \$1,000 last month. We opened our first \$10,000 CD that will come due in September. We will open another CD in April for \$10,000. We will continue to do this.

Randy moved to accept the Treasurer's Report; Lori second.

Sue reviewed a proposal to change financial operations. Sue will provide a written process. Proposal includes the following

--Melissa will be put on the checking account and approve bills (e.g. Amazon and bills, debit/checking account), i.e. the "day-to-day" financial operations.

--Sue, as Treasurer, will review finances (all accounts) once/month and give a report to the Board, i.e provide the oversight.

--Bylaws will be written regarding donations, governance, and control of Finances. Currently, they only refer to the checking account, and we have different kinds of accounts. Language for investments will be added for the trustees.

--Audits will be done on a regular basis.

We will mull this over and at the next meeting we can review and vote to adopt or not.

COMMITTEE REPORTS

Grants/Planning/Technology Committee: Mayville-Westfield Rotary offered a grant of \$1000 which we will use for books (a mix of books). We are still waiting for furnace money from NYS Construction Grant. The copy machine is not working well. Melissa will get quotes for both lease and purchase, from a couple of vendors. The cost of computers has doubled in price to \$1,200. One needs to be purchased soon for the office. The money offset from books grant can be used to purchase a computer. Move to approve by Patsy; second Laura

Finance/Fundraising Committee: PayPal has been set up. We will be using Facebook for messaging for Fundraising.

We want to be able to do it when the weather breaks. We are looking to have volunteers to assist with our outdoor projects (e.g. Master Gardeners). Laura made a poster to advertise this.

Personnel Committee: There is a retirement luncheon for Diane on Sunday, April 19 @ White Inn. Melissa is using a gift card to help pay for this. Can the library cover the balance, or should each pay their way? The board agrees that the library can cover balance. Motion to fund the balance made by Laura; second by Randy.

DIRECTOR'S REPORT: Sexual Harassment Training was offered tonight for some trustees. Active Shooter and Emergency Evacuation Policy will be tabled until the next meeting. We know we need to add a designated place for meet-up during an evacuation. Melissa will send out the Circulations Policy and we can review, discuss and approve at next meeting. Forty-three kids attended "Hooked on Books" this month. There will be an ice cream party in May/June.

OLD BUSINESS: Pat and Melissa met with Chautauqua Lake students regarding the Student Advisory Board/Student Trustee. The students will get back to us regarding their interest in doing this.

NEW BUSINESS: We are starting a summer Reading Program for tweens/teens this year to engage this age group. Melissa will be a special guest at a program for 3rd graders as an outreach opportunity for the library. We can investigate having a "Read In" for adults.

Meeting Adjourned at 8PM

The next meeting will be held on Monday, April 20th at 7PM.

Respectfully Submitted,

Lori Newman, Secretary