

**Librarian's Notes**  
**May 2026**

**Personnel:** All is well! Our next staff meeting will be in June 16.

**Buildings and Grounds:** Pat, Patsy, Laura and Sue did a great job tidying the gardens on May 9. The mulching/clean-up event will be held on Saturday, May 30 from 1 – 4 pm. I will be showing Lindsey how the lawnmower works and she will be taking over the mowing.

**Fundraising:**

Books \$120, Copies \$305, Donations \$680, Memorials \$65, Furnace Grant \$6561

**Old Business:**

The new copier has been installed.

The book grant from the Mayville-Westfield Rotary has been submitted.

The annual report has been submitted to the state.

The FeedMore produce truck will be coming on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Saturdays from 10:30 – 11:30 am.

Part of the furnace grant money has been received and the furnaces have been ordered.

All signers have been updated at M&T.

**New Business:**

I am currently working on the Summer Reading programs.

Children's programs will end on May 29.

The 990s have been submitted.

We will need to discuss the 2027 budget next month.

We will be closed on May 25 and June 19.

**Here are the circulation statistics for April**

	Patrons	Computer users	Materials circulated
April	847	113	1682

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**Profit & Loss**  
April 2026

	<u>Apr 26</u>
<b>Income</b>	
Book Sale Income	166.68
Copies	405.50
Donations	430.00
Fax	30.00
Interest Income	1.52
Library System Grants	152.90
Other Grants	6,561.00
Reimbursement	2.95
02 - Fundraising income	620.44
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<b>Total Income</b>	8,370.99
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<b>Gross Profit</b>	8,370.99
<b>Expense</b>	
<b>Books</b>	
2 - electronic books	200.00
Books - Other	193.72
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<b>Total Books</b>	393.72
Copier	155.24
Miscellaneous Expense	14.42
Office Expense	71.47
Programs	171.37
Technology Supplies	1,141.55
Telephone	14.75
Transfer	10,000.00
Utilities	467.60
Wages & Salaries	10,703.60
Wages Employer Medicare	155.19
Wages Employer Social Security	663.62
13 - facsimile	9.35
15 - Internet	120.00
24 - Cleaning	26.96
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<b>Total Expense</b>	24,108.84
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<b>Net Income</b>	<b>-15,737.85</b>
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	April	March	Difference
<b>ASSETS</b>			
<b>Current Assets</b>			
M&T Checking	\$ 99,564.41	\$ 115,303.78	\$ (15,739.37)
M&T Savings	\$ 18,527.24	\$ 18,525.72	\$ 1.52
M&T CD	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
Operating Fund	\$ 138,091.65	\$ 143,829.50	\$ (5,737.85)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Edward Jones Investments	\$ 243,066.35	\$ 230,846.07	\$ 12,220.28
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	\$ 243,066.35	\$ 230,846.07	\$ 12,220.28
Operating Fund - Beg. Balance	\$ 138,091.65	\$ 143,829.50	\$ (5,737.85)
M&T Checking Non-Profit	\$ 500.00	\$ 500.00	\$ -
Total assets	\$ 381,658.00	\$ 375,175.57	\$ 6,482.43

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

	Jan - Apr 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Book Sale Income	1,933.17	6,000.00	-4,066.83	32.2%
Copies	1,047.00	2,500.00	-1,453.00	41.9%
Donations	7,518.00	10,000.00	-2,482.00	75.2%
Fax	65.00	300.00	-235.00	21.7%
Interest Income	6.09	25.00	-18.91	24.4%
Library System Grants	152.90	1,700.00	-1,547.10	9.0%
Memorials	55.00			
Other Grants	6,561.00			
Public Funds - Town	53,000.00	53,000.00	0.00	100.0%
Public Funds - Village	0.00	45,000.00	-45,000.00	0.0%
Reimbursement	62.90			
02 · Fundraising income	670.44	5,000.00	-4,329.56	13.4%
12 · Book Plan	0.00	3,700.00	-3,700.00	0.0%
<b>Total Income</b>	<b>71,071.50</b>	<b>127,225.00</b>	<b>-56,153.50</b>	<b>55.9%</b>
<b>Gross Profit</b>	<b>71,071.50</b>	<b>127,225.00</b>	<b>-56,153.50</b>	<b>55.9%</b>
<b>Expense</b>				
Accounting	0.00	100.00	-100.00	0.0%
Advertising	0.00	0.00	0.00	0.0%
Audio & Video Tapes	95.77	500.00	-404.23	19.2%
Books				
2 · electronic books	800.00			
Books - Other	1,538.22	7,700.00	-6,161.78	20.0%
<b>Total Books</b>	<b>2,338.22</b>	<b>7,700.00</b>	<b>-5,361.78</b>	<b>30.4%</b>
Building Repair & Maintenance	0.00	1,100.00	-1,100.00	0.0%
Copier	584.88	2,200.00	-1,615.12	26.6%
Grounds	1,040.00	1,500.00	-460.00	69.3%
Insurance General	0.00	5,100.00	-5,100.00	0.0%
Miscellaneous Expense	143.02	500.00	-356.98	28.6%
Office Expense	275.19	700.00	-424.81	39.3%
Periodicals	299.00	500.00	-201.00	59.8%
Postage and Delivery	15.60	100.00	-84.40	15.6%
Programs	680.61	2,000.00	-1,319.39	34.0%
Service Charge	25.00			
Technology Maintenance	0.00	1,465.00	-1,465.00	0.0%
Technology Supplies	1,141.55			
Telephone	59.00	120.00	-61.00	49.2%
Transfer	20,000.00			
Utilities	2,403.83	4,500.00	-2,096.17	53.4%
Wages & Salaries	31,151.71	90,880.00	-59,728.29	34.3%
Wages Employer Medicare	451.66	1,300.00	-848.34	34.7%
Wages Employer Social Security	1,931.41	5,600.00	-3,668.59	34.5%
13 · facsimile	37.11	180.00	-142.89	20.6%
15 · Internet	120.00	480.00	-360.00	25.0%
16 · Sales Tax	403.18	400.00	3.18	100.8%
24 · Cleaning	64.00	300.00	-236.00	21.3%
<b>Total Expense</b>	<b>63,260.74</b>	<b>127,225.00</b>	<b>-63,964.26</b>	<b>49.7%</b>
<b>Net Income</b>	<b>7,810.76</b>	<b>0.00</b>	<b>7,810.76</b>	<b>100.0%</b>

## Mayville Library Board of Directors Meeting

April 20, 2026

### Meeting Attendance

Present: Pat Appelbe, Patsy Dimon, Susan Davis-Gillis, Kim Weborg-Benson, Lauren Abbott  
Melissa Bartok, Laura Marsala (Phone)

Absent: Randy Henderson, Lori Newman and Marsha Pritz

The meeting was called to order at 6:24 by Pat Appelbe after Committee Meetings.

A small correction needs to be made to the March Minutes on second to last sentence from Grants/Planning committee report. Motion to approve March Minutes by Pat; Seconded by Kim  
- Approved

### TREASURER'S REPORT

Melissa presented the Treasurer's Report. The budget is currently in line through March. On the balance sheet, the investments at Edward Jones are reflecting the current market volatility. We opened another \$10,000 CD for the month of April. Our utility prices are up; village electric rates had temporarily gone up, but we understand they will be reverting. Library Giving Day was very successful - \$620.44; people loved looking at Kim's jokes.

We did get the check for the furnace grant. Melissa will call Klinginsmith regarding the quote originally received.

Melissa spoke to the endowment with the Chautauqua Regional Community Foundation. The balance is ~\$18,000. The distribution, about \$800, can be used every year at the beginning of the year. Melissa will send Sue contact info for Tina Downey at the foundation so she can look into details.

### COMMITTEE REPORTS

#### **Building and Grounds:**

Laura, Pat and Patsy trimmed plants and cleaned up the parking lot beds. Sue donated peonies and Laura planted them. Garden Clean-Up Day is May 30<sup>th</sup>. Melissa approved the flyer and Laura will pass that along to master gardeners. Patsy suggested getting homeschooler parents to come and help with this as it would be a good learning experience for the kids. Pat will get quotes for mulch from a business in Westfield and Misty Ridge for getting natural mulch. She will see if Tom can pick up and deliver mulch with a dump trailer.

The Grounds Committee will meet on May 9<sup>th</sup> to do some more garden clean-out. Anyone else is welcome to join. Laura also suggested potting up the extra greenery and putting it up for sale. Laura will put down landscaping fabric to suppress bishop's weed along the edge of the building. The Redbud may need to be re-staked. Laura will check it out.

Dominic Liberatore (the arborist who presented the pruning workshop on Saturday) said that the rock wall by the front maple tree needs to be removed. Laura ordered a rain barrel for the library. One of the Boy Scouts who is working on his Eagle Project is doing a rain barrel and wren houses. Melissa will check to see if he can use the purchased barrel.

Roof: Tom has met with three roofers of six contacted. We have received one estimate and are waiting on two others. An insurance claim has been submitted to see if we qualify for ice and snow damage. An estimator came out this afternoon to assess the roof. The roof warranty was only for 10 years and has expired.

The pitch of the roofline is poor and down the road we may want to consider having some architecture plan ready to pull out for a construction grant if the opportunity presents itself. Lauren will keep an eye out for applicable NYS Library grants.

Melissa, Pat, and Sue have an appointment with the insurance agency to talk about what volunteers are allowed to do as well as director's and officer's insurance coverage for officers.

#### **Grants/Planning Committee:**

Lauren is working on the grants calendar spreadsheet.

Melissa is working on the book grant through the Westfield-Mayville Rotary Club and will have it ready to submit by the end of the week.

#### **Technology Committee:**

The computer has been ordered and should be here shortly. We received two quotes for a new copier (from Usherwood and UBEO). Randy has suggested going with Usherwood. There was discussion as to whether or not to buy or lease the copier. Kim made a motion that we buy a Canon copier from Usherwood and Patsy seconded.

### **Finance/Fundraising Committee:**

Discussion was had regarding the proposed changes to the by-laws and the Financial Transaction and Oversight Procedures that were presented at last month's meeting (see attached documents). Sue made a motion that we accept the revised by-law language as proposed and Laura seconded. Approved

The Financial Transaction and Oversight Procedure was discussed. Kim made a motion to accept this procedure with minor changes (wording changed from "associate director" to "assistant director" and the last bullet point under Transaction Entry will be deposits). Patsy seconded – Approved

Melissa will be added as a signer at M&T and will receive a debit card in her name. Sue and Melissa will meet at the end of each month to go over all accounts and transactions.

The last time that there was an audit done was 2013. We will retain someone to perform the audit, pro bono if we are able. We should determine a new cadence for audits.

Garden tour: We discussed potential gardens to be involved. Melissa has a template of what needs to be done. Laura volunteered her garden and will ask Dominic and Jim Cricks. Melissa will contact Marty Merkley, Jean Lobaugh and Ron and Mary Gibbs. A Facebook post was suggested. August 5<sup>th</sup> was set as a tentative date. It was suggested that the Board help with refreshments. We will send out a Save the Date a couple of months before. We will continue arrangements at the next meeting after we have a firmer list of involved gardens.

The only other fundraiser we're going to do this summer is the book sale. Fall/Winter fundraisers may include a Christmas gift basket auction.

### **Personnel Committee:**

We had a lovely retirement luncheon for Diane. Elizabeth is considering possibly stepping down from the assistant director position, potentially January 2027 or January 2028 – and plans to cut back on some hours next year (number yet to be determined). She will remain on staff as a clerk. She would like to know what her hourly rate would be as a clerk to inform her decision (factoring in the position and her years at the library). Sue will factor procedure for if someone moves into a lower-paying position into the employee policy she's working on. We discussed the possibility of adding additional responsibilities to the job position of assistant director in the future, such as programming. Melissa will ask if the library system has job descriptions for assistant directors.

## **DIRECTOR'S REPORT:**

- The CLCS students will be in touch regarding setting up a time to talk further regarding the junior trustee position. Lauren will also try to be present for the next discussion.
- Tree workshops are going really well.
- Next Hooked on Books incentive will be an ice cream party in May.
- Pat Cook approached Melissa about the library sponsoring Music in the Park – the Chamber pays for this. The Board declined this request.
- Easiest annual report ever done! Melissa will now write the community report.
- We need to have a policy for virtual attendance – what do we do when business needs to get done and there are too many absentees. The possibility of having a board with more than nine members was floated.
- FeedMore of Western New York wants to bring a food truck in Wednesdays from 12:30-1:30. It was unanimously approved.
- Allison Hurley who does landscaping is hosting a class on April 30 at 5:30 pm called Landscaping Mistakes.

## **POLICIES**

- The updated Circulation Policy was presented. Sue made a motion to accept the policy and Patsy seconded. Approved
- Melissa is going to get the notes from the system about the Active Shooter policy.

Meeting adjourned at 7:42 pm. The next meeting will be held on Monday, May 18<sup>th</sup> at 7:00 pm. Committees will meet at 6:30 pm.

Respectfully Submitted,

Lauren Abbott