

## Genesee Library 9/18/2024 Meeting

**Meeting Opened:** At 5:30 pm

**Present for Library:** People Present: Virginia Cox, Raeanne Smith, Teresa Hopkins, Aprille Little, Kimberly Miller, Robbie Fletcher

**Present for Public:** None

**Public Speaking:** None

**Appointments or Elections:** Resignation of Tricia Grover was accepted by Teresa Hopkins, 2<sup>nd</sup> by Aprille Little. Tricia Grover will be removed from all bank accounts. Position of President will now be filled by Aprille Little and Aprille Little will be added to all three of the library bank accounts: motion made by Teresa Hopkins/ 2<sup>nd</sup> by Kimberly Miller

**Secretaries Report:** Accepted from the August 14 meeting minutes motion made by Robbie Fletcher/2<sup>nd</sup> by Teresa Hopkins: all I's passed and carried.

**Treasurer's' Report:**

Motion for Financial Reports on all accounts for August 21-Sept 17,2024 motion made by Robbie Fletcher/2<sup>nd</sup> by Kimberly Miller: all I's passed and carried.

### **Old Business:**

- Community Picnic: There are over 105 items or gift cards
- Retirement: A discussion was held to talk about retirement as an added benefit for the long-term employees. A motion was made by Tara Ratzel to approve a retirement plan for long term employees. The library will contribute 2% to the accounts for the employees. This will be budgeted for in the coming months and become active in January of 2025.
- NYLA conference: Raeanne has been awarded a scholarship through STLS to Attend NYLA in Syracuse New York November 6-9.

### **New Business:**

- Retirement policy: Policy is listed below. Retirement policy was approved with revisions: Motion made by Kimberly Miller/2<sup>nd</sup> by Robbie Fletcher: all I's passed and carried
- Tax Levy Amount: Amount to override for 2025 is 7%. This is an increase of \$3,325.00 if passed in May. The new total would become \$50,827.00 if passed.
- Employee Evaluations: Raeanne will be given a rate of \$17.75, Julie will be given a rate of \$16.60, Heather will be given regular hours not to exceed 10 hours a month at a rate of \$16.00 to take effect January 2025 motion made by Robbie Fletcher/ 2<sup>nd</sup> Virginia Cox
- Budget: Budget proposal listed below is approved with revisions: motion made by Robbie Fletcher/ 2<sup>nd</sup> by Virginia Cox
- GRVV progress report: Reimbursement paperwork is still being worked on.

- Fall Programs: Programs are being planned for October & November. The holidays are still being worked on.

**Directors Report:**

- Community Picnic final report: Another great year. We profited \$2,046.44 from food and raffles. Profited \$83.00 on the 50/50. Our total profit was \$2,146.44.
- The Town of Genesee is currently working on installing the bus drop off and pick up point. 9/16 They poured the concrete.
- Wyoming County Arts Council funding has arrived.
- Water filtration grant is being worked on.

**Committee Reports:** None to be had.

**Adjournment:** Meeting closed 7:23 PM

Next Meeting November 20,2024 at 5:30 PM

# Budget for 2025

What We Need to Do: Meet Community Needs.

Keep Expenditures Low While Providing Great Services.

Maximize Tax Dollars because not every taxpayer is a Library patron.

How We Can Do This: Create A Great Budget, let it work for us.

Share the responsibility of the library

Fundraising to offset income expenses.

Create programs that work for our community.

Stay on top of technology.

Make advancements throughout the year.

Attend and Participate in Workshops to further our education. (STLS, Local Libraries)

Stay in the loop about grant proposals

A budget is a trust contract between the Board of Trustees and the Director as a way for all of us to work together without overspending or underspending in one specific area for the best benefit of the library.

## Projected Revenue 2025

Bolivar-Richburg School (7%)-	\$50,827.00	\$47,502.00
Town of Genesee-	\$6,000.00	
Library System-	\$1,434.00	
Interest Earned-	\$10.00	
Raffles/ fund raisers-	\$1,800.00	
Donations-	\$500.00	
Fines/Copies -	\$40.00	
Grants-	\$3,000.00	
<b>Total-</b>	<b>\$63,611.00</b>	<b>\$60,256.00</b>

## 2025 Expenses:

### Payroll-

			2024
Director Salary-	$\$17.75 \times 20 \times 52 =$	\$18,460.00	\$17,940.00
Librarian 1 Employee-	$\$16.60 \times 14 \times 52 =$	\$12,084.80	\$11,830.00
Librarian 2 Employee-	$\$16.00 \times 10 \times 12 =$	\$1,920.00	
Summer Employee-	$\$15.50 \times 10 \times 6 =$	\$930	\$450.00
Director Vacation Time-	$\$16.60 \times 40 =$	\$664.00	\$650.00
Librarian Vacation Time-	$\$17.75 \times 14 =$	\$248.50	\$241.50
Total Cost of Salaries-		\$34,307.30	\$31,111.50
Benefit cost 2%		\$686.15	
Social Security/Medicare x8%		\$2,799.48	\$2,490.00
<b>Total Cost-</b>		<b>\$37,792.93</b>	<b>\$33,601.50</b>
<b>Estimating-</b>		<b>\$38,000.00</b>	<b>\$33,700.00</b>

### Utilities-

National Fuel: Heat-	\$2,500.00
Spectrum: Telephone/Internet-	\$1,320.00
RG&E: Electric-	\$1,000.00
Garbage service-	\$400.00
<b>Total-</b>	<b>\$5,320.00</b>

### Insurance-

Maintenance Cost	\$1,000.00
Workmen's Comp/Disability-	\$600.00
CPA-	\$600.00
Building Insurance-	\$600.00
Employment Posters	\$0.00
Ganoung fire protection	\$50.00
Snow Removal	\$2,100.00
<b>Total-</b>	<b>\$4,950.00</b>

### STLS/Training

Cost Share-	\$2,700.00
Digital Library Services	\$150.00
Staff Training/Mileage-	\$400.00
<b>Total-</b>	<b>\$3,250.00</b>

**Main Account Total-** **\$51,520.00** **\$48,450.00**

## Collection Development

Books-	\$3,200.00
Video-	\$1,000.00
<b>Total-</b>	<b>\$4,200.00</b>

## Advertising-

Social media/ other sources-	\$150.00
<b>Total-</b>	<b>\$150.00</b>

## Programs

Child/Adult Programing/Supplies-	\$700.00
Summer Enrichment Program/Supplies-	\$1,700.00
Encouragement rewards	\$400.00
<b>Total-</b>	<b>\$2,800.00</b>

## Other Expenses-

Technology-	\$600.00
Subscriptions	\$200.00
Office/Building Supplies-	\$1,000.00
<b>Total-</b>	<b>\$1,800.00</b>

<b>Books and Supplies Account total-</b>	<b>\$8,950.00</b>	<b>\$9,150.00</b>
<b>Main Account Total-</b>	<b>\$51,520.00</b>	<b>\$48,450.00</b>
<b>Book and Supplies Total-</b>	<b>\$8,950.00</b>	<b>\$9,150.00</b>
<b>Grand total Both accounts-</b>	<b>\$60,470.00</b>	<b>\$57,100.00</b>

Revenue \$63,611.00- Expenses \$ 60,470.00= \$3,141.00

NOTE: Revenue \$60,256.00- Expenses \$60,470.00 = -\$214.00

**Proposed Fundraising for 2025:**

Community Picnic; 50/50 raffle split;

**Programs 2025:**

Digital Help class; Summer Reading full day program; Cooking Classes;  
Community Picnic, Senior Craft classes

**Library hours-**

**Monday 12-5 5 hours**

**Tuesday 12-5 5 hours**

**Wednesday 12-7 7 hours**

**Thursday 12-5 7 hours**

**24 hours**

**1 year plan:**

**3-year plan:**

**5-year plan:**

\*Approved by the Genesee Library Board of trustees: September 18,2024

**Grant Ideas for the 2025 year:** Library t-shirts Soap Dispensers

Dvd bookshelves large print books Easy/Juv books

Currently we receive.

**\$47,502.00**

From the Bolivar-Richburg Central School District Taxpayers.

Percent	5%	<b>7%</b>	10%	15%
% Amount	\$2,375.00	\$3,325.00	\$4,750.00	\$7,125.00
<b>New Total</b>	<b>\$49,877.00</b>	<b>\$50,827.00</b>	<b>\$52,252.00</b>	<b>\$54,627.00</b>

## **IRA contributions Policy**

The Genesee Library benefit pension plan is a contributory plan that provides matching retirement to all eligible employees. Employees who have worked 1 year of service are 21 years of age or older and work a minimum of 10 hours weekly. Under this benefit the library contributes on behalf of each employee at a rate that is set by the Board of Trustees. Additionally, the employee may designate a percentage of their wages for deposit into the retirement account. As employee is eligible to retain the amount contributed by the employer after one year of employment.

**Adopted by the Genesee Library Board September 18,2024**