

## Genesee Library 11/20/2024 Meeting

**Meeting Opened:** At 5:29 pm

**Present for Library:** People Present: Tara Ratzel, Raeanne Smith, Aprille Little, Kimberly Miller, Heather Burdick, Steven Scribner

**Present for Public:** Dawson Little

**Public Speaking:** None

**Appointments or Elections:** Resignation of Virginia Cox was accepted by Kimberly Miller, 2<sup>nd</sup> by Tara Ratzel. Position of Vice-President will now be filled by Tara Ratzel: motion made by Kimberly Miller/ 2<sup>nd</sup> by Aprille Little

**Secretaries Report:** Accepted from the August 14 meeting minutes motion made by Tara Ratzel/2<sup>nd</sup> by Aprille Little: all I's passed and carried.

**Treasurer's' Report:**

Motion for Financial Reports on all accounts for September 17,2024- November 18,2024 motion made by Tara Ratzel/2<sup>nd</sup> by Kimberly Miller: all I's passed and carried.

**Old Business:**

- None to be had

**New Business:**

- The resignation of Julie Fletcher is accepted motion made by Kimberly Miller/2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.
- Motion to approve Heather Burdick at the new librarian motion made by Tara Ratzel/2<sup>nd</sup> by Kimberly Miller: all I's passed and carried.
- Steven Scribner brought forward his contract proposal for 2025 motion made by Kimberly Miller/2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.
- Going forward we will be working with Complete Payroll for payroll motion made by Kimberly Miller/2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.
- During talks about the employee benefit package (IRA) it is decided that instead of 2% the library agrees to the common practice of 3% this motion made by Kimberly Miller/2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.
- Budget: Budget approved at the 9/18/2024 meeting was amended and approved listed below: motion made by Kimberly Miller/2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.
- There will be no December meeting, and our next meeting will be January 15,2025 At 5:30 PM
- GRVV progress report: We are scheduled for the New York State Review on December 5,2024.
- Winter Programs: Programs are set.

- The library branding process is complete with a Mascot named Darwin and a logo design was approved motion made by Tara Ratzel/2nd by Aprille Little: all I's passed and carried.
- Water filtration: due to older equipment, the board of trustees will override the 2024 budget maintenance line to increase the budget for an additional \$1,166.00 motion made by Tara Ratzel/2<sup>nd</sup> by Kimberly Miller: all I's passed and carried.
- Heather Burdick presented on the adding a notary service to the library. This motion was approved for \$85.00 this motion made by Kimberly Miller/2<sup>nd</sup> by Tara Ratzel: all I's passed and carried.
- The reimbursement for Raeanne Expenses for meals/parking was approved for \$88.63.
- The library was registered for FLXGives and we believe we raised \$230.00 in 24 hours the final report is not available yet.

**Directors Report:**

- October, we have built 12 programs, November 4 programs, December 4 programs
- November 6-9<sup>th</sup> Raeanne attended NYLA. She attended A total of 15 classes and 3 events. She will be putting together a power point to share.
- Raeanne is also tracking the new boiler to see the usage.
- State Aid should be arriving after 11/29/2024.
- Raeanne has met with Miles Anthony and Teresa Hopkins to set up the IRA accounts.
- Raeanne met with the Town of Genesee on 11/19/2024 to give a progress report.

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

**Adjournment:** Meeting closed 6:38 PM  
Next Meeting January 15,2025 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-

Director Salary-	$\$17.75 \times 20 \times 52 =$	\$18,460.00	<b>2024</b>	\$17,940.00
Librarian 1 Employee-	$\$16.00 \times 10 \times 52 =$	\$8,320.00		\$11,830.00
Summer Employee-	$\$15.50 \times 10 \times 6 =$	\$930		\$450.00
Director Vacation Time-	$\$16.00 \times 40 =$	\$640.00		\$650.00
Librarian Vacation Time-	$\$17.75 \times 14 =$	\$248.50		\$241.50
Total Cost of Salaries-		\$28,598.50		\$31,111.50
Benefit cost 3%		\$571.97		
Social Security/Medicare x8%		\$2,287.88		\$2,490.00

### Total Cost-

**\$31,458.35**

**\$33,601.50**

### Estimating-

**\$32,000.00**

**\$33,700.00**

### 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
Complete Payroll	\$1,800.00
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>\$6,750.00</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-

**\$47,320.00**

**\$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>\$47,320.00</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>\$56,270.00</b>	<b>\$57,100.00</b>

Revenue \$63,611.00- Expenses \$ 56,270.00= \$7,341.00

NOTE: Revenue \$60,256.00- Expenses \$56,270.00 = 3,986.00

**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 amended on November 20/2024

**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>