

Genesee Library 9/17/2025 Meeting

Meeting Opened: At 5:39 pm

Present for Library: People Present: Raeanne Smith, Teresa Hopkins, Kimberly Miller, Tara Ratzel, Robbert Otto, Heather Burdick, Sarah Burdick

Present for Public: None

Public Speaking: None

Appointments or Elections: None

Secretaries Report: Accepted from the July 30th meeting minutes motion made by Tara Ratzel/2nd by Kimberly Miller: all I's passed and carried.

Treasurer's Report: Financial Reports for 7/25/2025-9/25/2025 minutes motion made by Sarah Burdick/2nd by Robbert Otto: all I's passed and carried.

Old Business: Board Reappointment

Directors Report: Overview of summer: 109 Programs with 1,894 in attendance. Plans for fall and winter programming is complete. The playground grant has been submitted: notice should be given in November. End of grant reporting is starting and some new grants for 2026 are should open soon. Final draft of the Bylaw & Police manual is being finished.

New Business:

- Robbert Otto will look into moving the sign for better coverage since the bus stop has been installed.

Bookshelves: We understand that the oldest bookshelves are not accessible to all patrons and are unsafe. Quote provided by Papa's Woodshop will be accepted in the amount of \$5,200.00 to purchased new shelves. This will override the budget by \$4,200.00 motion made by Tara Ratzel/2nd by Robbert Otto: all I's passed and carried. Raeanne will look for grants to help cover this expense.

- Community Picnic
 - Food: 32 burgers, 36 sausages, 48 hot dogs
 - Raffle Items: 150 items
 - Sales: Started Wednesday for tickets
 - 50/50 was \$121.00
 - BD Concessions \$19.50
 - Donations \$155.00
 - Tickets and Food \$3,251.00
 - Total \$3,547.00
- CPA: Multiple resumes were submitted, and Heather Todd has been accepted as the new cpa. Raeanne will notify all other candidates. Steven and Raeanne will set up a meeting to speak with Heather Todd motion made by Teresa Hopkins/2nd by Robbert Otto: all I's passed and carried.

- Employee Evaluations: Have been completed and will be in employees' files.
- Tax Levy: \$7,324.00 increase will be asked for in May 2026 school budget vote motion made by Teresa Hopkins/2nd by Sarah Burdick: all I's passed and carried.
- Policy for Director Cellphone stipend: Reviewed will be voted on in November.
- Employee Raises for 2026: Library Director \$22.00/hr, Librarian \$16.32/hr, Substitute Librarian \$16.00/hr, Summer Staff \$16.00/hr. No additional PTO or benefits were given. Motion made by Kimberly Miller/2nd by Sarah Burdick: all I's passed and carried.
- Budget for 2026: New items to budget listed below. 2026 budget listed at the end of this report.
 - Director Cellphone stipend: \$204.00
 - Landscaper: \$800.00
 - Communication Services with STLS: \$200.00
 - Seasonal Supplies: \$500.00
 - Library Passes: \$500.00
 - Deficit of \$1,934.00 will be covered with savings in the money market account.
- Motion made by Robbert Otto/2nd by Kimberly Miller: all I's passed and carried.

Committee Reports: None to be had.

Adjournment: Meeting closed 7:57 PM

Next Meeting November 19,2025 at 5:30 PM

Budget for 2026

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	2026	2025
Bolivar-Richburg School -	\$58,451.00	\$50,827.00
Town of Genesee-	\$6,000.00	\$6,000.00
Library System-	\$1,434.00	\$1,434.00
Interest Earned-	\$10.00	\$10.00
Raffles/ fund raisers-	\$2,000.00	\$1,800.00
Donations-	\$500.00	\$500.00
Fines/Copies -	\$40.00	\$40.00
Grants-	\$3,000.00	\$3,000.00
Total-	\$71,435.00	\$63,611.00

2026 Expenses:**Payroll-**

Director Salary-\$22.00x 22.5 x 50 =	\$24,750.00	\$18,460.00
Director PTO \$22.00x40hr=	\$880.00	
Director Phone Stipend \$17.00 x 12	\$204.00	
Librarian 1 Employee-\$16.32x 11 x 51 =	\$9,155.52	\$8,320.00
Librarian PTO \$16.16 x 14=	\$228.48	
Summer Employee-\$16.00 x 10 x 6 =	\$960.00	\$930.00
Substitute \$16.00x 54=	\$864.00	
Total Cost of Salaries-	\$37,042.00	\$28,598.50
Benefit cost 3%	\$1,111.26	\$571.97
Social Security/Medicare x8%	\$2,963.36	\$2,287.88
Total Cost-	\$41,116.62	\$31,458.35
Estimating-	\$42,300.00	\$32,000.00

Utilities-

National Fuel: Heat-	\$2,500.00	\$2,500.00
Spectrum: Telephone/Internet-	\$1,500.00	\$1,320.00
RG&E: Electric-	\$1,500.00	\$1,500.00
Garbage service-	\$400.00	\$400.00
Total-	\$5,900.00	\$5,720.00

Insurance-

Maintenance Cost	\$1,000.00	\$1,000.00
Workmen's Comp/Disability-	\$1,000.00	\$600.00
Complete Payroll	\$2,000.00	\$2,000.00
CPA-	\$2,000.00	\$1,000.00
Building Insurance-	\$600.00	\$600.00
Ganoung fire protection	\$100.00	\$50.00
Snow Removal	\$2,100.00	\$2,100.00
Landscaper	\$800.00	
Total-	\$9,600.00	\$7,350.00

STLS/Training

Cost Share-	\$2,819.00	\$2,700.00
Digital Library Services	\$350.00	\$150.00
Staff Training/Mileage-	\$400.00	\$400.00
Communication Services	\$200.00	
Total-	\$3,769.00	\$3,250.00

Main Account Total-	\$61,569.00	\$53,820.00
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Collection Development

Books-	\$3,200.00	\$3,200.00
Video-	\$1,000.00	\$1,000.00
Total-	\$4,200.00	\$4,200.00

Advertising-

Social media/ other sources-	\$300.00	\$150.00
Seasonal Supplies	\$500.00	
Total-	\$800.00	\$150.00

Programs

Child/Adult Programing/Supplies-	\$2,000.00	\$700.00
Summer Enrichment Program/Supplies-	\$2,000.00	\$1,700.00
Encouragement rewards	\$400.00	\$400.00
Library Passes	\$500.00	
Total-	\$4,900.00	\$2,800.00

Other Expenses-

Technology-	\$1,000.00	\$600.00
Subscriptions	\$200.00	\$200.00
Office/Building Supplies-	\$1,000.00	\$1,000.00
Total-	\$2,200.00	\$1,800.00

Books and Supplies Account total-	\$12,100.00	\$8,950.00
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Main Account Total-	\$61,569.00	\$47,320.00
Book and Supplies Total-	\$12,100.00	\$8,950.00
Grand total Both accounts-	\$73,669.00	\$56,270.00

Revenue \$71,435.00- Expenses \$73,369.00 =-\$1,934.00 déficits.

The déficit will be covered with savings, in the money market account

Proposed Fundraising for 2026:

Community Picnic; 50/50 raffle split;

Programs 2026:

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

Library hours-**Fall**

Monday	12-5	5 hours
Tuesday	12-5	5 hours
Wednesday	12-7	7 hours
Thursday	2-7	5 hours

Summer

12-5	5 hours
12-5	5 hours
12-7	5 hours
12-5	5 hours

24 hours

1 year plan: Shed for storage/tables and chairs

3-year plan: Playground, Landscaping

5-year plan:

*Approved by the Genesee Library Board of trustees: September 17, 2025

Grant Ideas for the 2026 year: Shed Bookshelves Library t-shirts

Dvd bookshelves large print books Easy/Juv books Art Programs

Currently we receive.

\$50,827.00

From the Bolivar-Richburg Central School District Taxpayers.

Tax Levy Increase of 15% an increase of \$7,624.00

New total if approved \$58,451.00

Per \$100,000 Assessed home median tax is bill is \$76.86

15%= \$11.53