

ELIZABETH B. PERT LIBRARY

Date: November 13, 2025 @ 6 P.M. BUDGET MEETING

Present: Bobbi B., Kylie R., Nancy D., Ella P., Amanda Z. and Cathy B. Tom P. @ 6:30 P.M.

Nancy D. passed out budget sheet with categories and sub categories and said we need to go down through each item to understand and make adjustments we all agree on. We have \$3650.00 to redistribute. We were looking at the budget form 2026 and had agreed total amount for total would stay the same as 2025 and then do plan a 2% increase for 2027 budget.

Bobbi B. stated that any extra from 2025 budget will go into savings. Nancy D. agreed but this year right now we have \$67,216.62 but this will be less by end of this year.

Amanda Z. brought up that we had some money received for lost or damaged books and should that go back in Collection for new book purchases. It was decided it needed to show in budget as revenue somehow. Nancy D. said we could add another sub category under revenue. Nancy asks if we felt Fundraising and Donations under Revenue was too high for 2026 Budget. We agreed it would be better to lower Fundraising to \$2500 for 2026 & 2027 because we can always go over the amount.

Under Staffing all monies will stay the same for 2026. We are paying 45 hours a week for both staff members at \$25 per hour. In the 2027 Budget there will be a 2% increase for staff salary. It was decided to add monies for Training and Travel. A lot of the training at this point have been free, but there has been mileage involved for to go to trainings. This year the mileage paid for other libraries has been 70 cents per mile. It was decided to put \$250 into training and \$750 into travel. CPR Training was mentioned as a good example of training that may be needed. Bobbi B. said to talk to VLH Fire Dept. they do this training and may allow us to join their people for training for free or minimal cost.

Bookkeeping – wait on doing anything because of so many changes. We will stay with Paychex. Nancy D. will check to see if board member has access to Quickbooks or if only present bookkeeper. Our contract with bookkeeper states we will get all our information if we discontinue using her. Nancy D. asked her replacement as Treasurer as of Dec 31st if she would be willing to go with Nancy D. to talk with present bookkeeper. Amy GB. feels she is comfortable with Paychex and Quickbooks which would save us a lot. Audits were discussed both internal and external. As a library we should do an internal audit every year and an external audit every 5 years. Library board could do internal audit annually, but we will need to pay to have our taxes done and the external audit. The Board decided to table this for now.

Amanda Z. received a copy of the resolution from the Watkins Glen Library which was signed and accepted by all. Brian H. will be at our next board meeting on Nov. 20th, so we can ask him about our charter.

Nancy D. will do up the completed budget for 2026 by the next board meeting with all changes.

Amy GB. suggested checking out Stearns & Cleek to do our taxes. They are out of Ithaca. She will check with them to get a jump on tax season for our 2025 taxes.

Adjourned at 7:00 P.M.