

# ***PERRY PUBLIC LIBRARY***

*70 N. Main Street*

*Perry, New York 14530*

PHONE (585) 237-2243 FAX (585) 237-2008

Jessica N. DeMarte, Director

*Make It Part of Your Day*

WEBSITE [perry.owwl.org](http://perry.owwl.org)

E-MAIL: [jdemarte@owwl.org](mailto:jdemarte@owwl.org)



## Budget & Building 2/21/2024

Attending: Barb Glenn, David Shearing, Lorie Ames, Jessica DeMarte (Director), Angel Lowery (Treasurer).

The meeting was called to order at 6:30 pm.

A discussion was held on implementing steps in the claims audit & cash flow procedures.

- Adding either a cash register or some type of tracking software for the computer with a cash drawer where reports could be run. Director DeMarte will explore options and report back to the committee.
- Any checks that come into the library should be photocopied and kept with the deposit slips, stamped as received with date
- Add another person to the claims audit procedure, to either review/approve vouchers or to reconcile the bank accounts.

These steps will be implemented, then an Electronic Transfer/Online Banking Policy will be created, as well as a Claims Audit Policy.

The committee reviewed the Q1 changes to the 2024 budget. The committee opted to wait to change the interest income line until after Q2, when the 2 CDs capitalize. **Barb made a motion to add the \$6227 received from RRLC for the Perry Herald Digitization Grant to the revenue line, to create an Equipment-Other Funds line for \$----- and to add \$----- to the current Clerical Budget line, Lorie was the second.**

The committee reviewed the boiler replacement quotes and held a discussion regarding its impact on the 2025 budget ask. **A recommendation was made by the committee for the full Board to review the 2025 budget draft, with an increase of 19.2%, due to staffing safety concerns & upcoming boiler replacement.**

Director DeMarte will look into possible rebate opportunities for the doors installed in 2023 and for the boiler replacement project through RG&E and NYSERDA.

The meeting was adjourned at 8:08 pm.

Respectfully submitted,  
Jessica DeMarte.