

**Yorkville Public Library**  
Library Board Room  
Finance Committee Meeting  
Wednesday, February 7, 2024 - 6:00pm  
902 Game Farm Road

The meeting was called to order at 6:00pm by Chairwoman Jackie Milschewski.

**Roll Call:** Jackie Milschewski-yes, Jason Hedman-yes, Bret Reifsteck-yes, Tara Schumacher-yes

Absent: Rosie Millen

**Others Present:** Shelley Augustine-Library Director, Theron Garcia-Library Board President, Rob Fredrickson-City Finance Director

**Recognition of Visitors:** Rob Fredrickson was recognized.

**Public Comment:** None

**New Business:**

**FY25 Budget Planning**

Ms. Augustine and Mr. Fredrickson presented the line items and budgeted amounts.

**Page 2 of Proposed FY2025 Budget:**

**Property Taxes:** Director Augustine pointed out the proposed property taxes will increase from last year. The increase is due to a high CPI as well as robust new home construction, said Mr. Fredrickson. He assumes property tax growth of 5% in 2026 and debt service will also begin to fall away since the bonds will mature.

**Subscription Cards:** Will increase to \$10,000, up from last year's figure of \$3,500. The lower amount was due to conversations of possibly free cards for kids outside of city limits.

**Transfer from General Fund:** Ms. Augustine asked for an explanation of transfer from the general fund. It is a reimbursement of unemployment and liability insurance.

**Expenses:** Full-time and part-time salaries reflect 5% increase to help with wage compression. Director noted this still falls short of other libraries in the area—Yorkville is paying minimum wage while others have increased starting wages.

**Benefits:** Staying same, group health increase about 8%, more info to come in March. Life insurance is flat for '25.

Page 3 of Proposed Budget:

Administrative Chargeback: The portion the library pays for Marketing person.

Training & Conferences: Reduced since there is no PLA conference (they are every other year).

Travel & Lodging: Increased by \$500 to send full time staff to training and conferences. This is mileage reimbursement.

Publishing & Advertising: Decreased by \$500 from current year.

Telecommunications: Increased by \$500.

Postage & Shipping: Will remain at \$1,500.

Building & Ground Chargeback: For Ted Milschewski's services.

Dues & Subscriptions: Increased to \$20,000 (up \$2,000) reflective of increases in services

Professional Services: Includes \$50,000 for possible consultants for chiller replacement. Also includes other half of strategic planning consultant and IT services, inspections, elevator maintenance.

Legal Services: Remains same.

Automation: Membership fees for PrairieCat, fees up 5% this year. Also covers mobile app, self checks, membership to e-platform--Boundless.

Utilities: Up slightly by \$1,000.

Office Cleaning: \$25,400 annual cost.

Outside Repair & Maintenance: Includes preventative maintenance twice a year for chiller & boiler, quarterly service & maintenance for elevators, annual cleaning of windows/carpets/gutters, added fall/spring landscape cleanup to move away from having volunteers be responsible for this task. Three trees also need to be removed. Money allocated for possible repairs to elevators, plumbing and HVAC. Current HVAC costs are \$45,000. Mr. Reifsteck noted a huge difference between FY22 and FY23. In 2023 there were substantial expenses for HVAC, burst water pipes and other. Maintenance had not routinely been done until 2 years ago. Ms. Milschewski added that there had been discussion about putting less in contingency and shifting funds to areas of need.

Paying Agent Fees: This is last year for these fees for bonds.

Office Supplies: Amount was reduced based on spending so far, increased operating supplies.

Custodial Supplies: Stays same.

Computer Equipment & Software: Increasing a small amount. Will be replacing 10 computers each year, particularly some of the public computers.

Programming: Remains same.

Library Recognition: Increased to \$600, for Sunshine Committee/activities & food for staff.

Audio Books/DVD's/CD's: Remains same.

Books: Increase by \$10,000 as capital expenses are reduced and moved into the budget.

Page 4 of Budget Report:

Property Taxes: Mr. Fredrickson noted an error on the property taxes which will reduce the amount from \$1.2 million to \$1 million and he will send revised documents. He said that will leave a \$30,000 deficit, however, there is a fund balance of \$840,000. He noted there will be significant surpluses in the coming years with no financial issues on the operating side.

Page 6: Capital Budget/Fund 84:

Development Fees: Estimated at \$165,000--over what had been budgeted, will help pay for capital expenses.

E-book Subscriptions: In subscription line item now.

Computer & Software Equipment: Reduced to \$29,000 from \$46,000. Ten new computers and 6 new security cameras to be purchased.

Books: Last year \$30,000, this year \$20,000, will continue to decrease until zero, then it will be in general fund.

Building Improvements: \$500,000 total for chiller replacement and to finish lighting upgrade (estimate of \$450,000 for chiller and \$50,000 for lights).

Summary: Mr. Fredrickson commented on a few items. He said even with a deficit in the Capital Fund next year, it could be mitigated by development fees. He said the library is in good financial condition and he noted the reserve has been built up too.

Treasurer Milschewski will make a report to the Board of Trustees at their next meeting.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 6:27pm.

Minutes respectfully submitted by Marlys Young, Minute Taker