

**Yorkville Public Library**  
Michele Pfister Meeting Room  
Finance Committee Meeting  
Monday, March 11, 2019 - 6:00pm  
902 Game Farm Road

The meeting was called to order at 6:00pm by Darren Crawford and roll was called.

**Roll Call:** Darren Crawford-present, Jason Hedman-present, Krista Danis-present, Theron Garcia-present  
Absent: Susan Chacon

**Others Present:**

Library Director Elisa Topper, City Finance Director Rob Fredrickson, Wamecca Rodriguez, Russ Walter

**Recognition of Visitors:** Mr. Crawford recognized staff and guests present.

**Public Comment:** None

**New Business:**

**Review Library Budget**

Mr. Fredrickson gave an overview of the budget and said there would be a healthy fund balance with deficits in some of the categories. He briefly reviewed some of the specific revenues/expenses.

Ms. Topper asked how the minimum wage increase will affect the budget. Mr. Fredrickson said there is some cushion in the budget now and he allowed for 3% COLA going forward. Mr. Hedman asked if there is a distinction between salaries for the part-time vs. full-time as the minimum wage increases, so that part-time salaries do not exceed full-time salaries. He said eventually restructuring of titles/salary reclassification needs to be a goal of the Finance Committee.

**Line Items Discussed:**

Conferences: Ms. Topper asked for an increase from \$500 to \$2000 since she will be sending managers to conferences and in 2020 she would like to attend PLA.

Travel & Lodging: increase to \$2,000 from \$600.

Postage: \$350 worth of stamps purchased prior to recent increase. Budget increase from \$500 to \$750.

Library Operating Supplies: includes processing fees for books (covers, tape, etc.) and also includes mulch. Increase budget to \$3,000.

Extra money has been set aside for the various contracts negotiated and upcoming inspections.

Investment earnings: Mr. Fredrickson said most of the earnings is from refunding bonds.

DVD Income: will be removed from the budget since fees are no longer collected.

Gifts and Memorials: not shown on the budget since they are reflected in the monthly financial reports.

Book purchases: books are purchased with development money, but the budgeted amount will stay the same.

Programs: Friends of the Library sponsor most of the programs and Ms. Topper seeks out no-cost programs when possible. Friends also pay for prizes and food. Youth Empowerment training will be offered for teens with the Friends and Library splitting the cost. Program fees of \$1,000 will be removed from the budget since fees are no longer charged. Ms. Rodriguez said the teen programs should provide food. It was noted that there is no funding for adult programs. Ms. Topper said the mini golf may not be held next year, thereby decreasing funding. It was recommended to allocate \$2,000 in the budget.

Rental Income: \$2,000 to be budgeted. This is rental of the Michelle Pfister Meeting Room.

State Grants: have increased.

Computer Equipment & Software: It was decided that someone should be hired to teach the adult computer classes. Ms. Topper said she could use the future Google grant.

Ms. Topper noted CPR training March 15th.

Custodial supplies: increased to \$3,000.

Outside Repair & Maintenance: Ms. Topper said the city is looking at snow removal for sidewalks in the downtown and would include the library.

Publishing & Advertising: this category is for ads in newspaper and for giveaways. Director is working on laminated card with library information, to be placed in locations around town. Committee asked if staff could produce something in-house and would like to see examples from other libraries. Giveaways include possible printed bags, pens, wristbands. Budgeting \$2,000 for this category.

Summary:

Mr. Fredrickson will incorporate the changes into the budget and forward for City Council approval.

Adjournment:

There was no further business and the meeting adjourned at 6:59pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker