

Yorkville Public Library
Michele Pfister Meeting Room
Library Finance Committee Meeting
Monday, January 31, 2022 - 6:30pm
902 Game Farm Road

The meeting was called to order at 6:32pm by Darren Crawford and roll was called.

Roll Call: Darren Crawford-yes, Ryan Forristall-yes, Susan Chacon-yes (arr. 6:34pm)

Others Present:

Library Director Shelley Augustine, City Finance Director Rob Fredrickson, Theron Garcia (left 6:58pm)
Russ Walter

Recognition of Visitors: Mr. Crawford recognized staff and guests

Public Comment: None

New Business:

Budget Planning for FY23

Professional Services & Telecommunications

Ms. Augustine has been tracking items paid throughout the year and broke them down by categories. She found that \$40,000 had been budgeted for Professional Services and expenses to be paid next year will total \$42,600. She listed expenses not incurred prior to now and therefore, not shown in the budget.

Mr. Walter noted the phone system should be reflected under Telecommunications rather than Professional Services, so it will be transferred. She said Metronet is less expensive than Comcast, but the hotspots will need to be added to the budget (\$1,200) after the grant ends. The Verizon hotspot will be canceled for a savings of \$400. Metronet and Verizon are coded to Professional Services. After more discussion, it was decided to increase the Telecommunications budget to \$8,000.

Dues & Subscriptions

This year's budget was \$11,000 and includes Zoom, movies, magazines, newspapers, program sign-ups, databases and other services. It was discovered later in this meeting that E-book subscriptions should be purchased with development fees rather than through Dues & Subscriptions, therefore, this category will not be increased.

Automation

The current budget amount is \$20,000. The PrairieCat fee has increased from \$15,900 to \$18,000. Other items in this category are Express Lane, mobile apps for PrairieCat, OCLC yearly membership, Access 360 e-book subscription and others. Automation will be increased to \$21,000

Utilities

Nicor is the only utility and has increased by 24%, however, a 10% reduction is indicated starting next month. Mr. Crawford asked if any reduction has been noticed since the new Building Automation System (BAS) has automatically turned the thermostat down at night. No change has been apparent yet, however, it only began in November. Mr. Fredrickson will look at how the future bills are tracking.

Library Fines

Director Augustine said this library is one of only a few that still charges fines. She listed the libraries who no longer charge fines and noted that during the height of Covid, Yorkville did not charge. If items are lost or damaged, the fines must still be paid and the library card will be suspended until the item is returned. She asked the committee and Board to consider this goodwill gesture even though it generates revenue.

Fund Balance

Mr. Crawford noted the new subdivision coming to Yorkville and he asked if those future houses are calculated into the projected revenues. Mr. Fredrickson said those assumptions are not made during the budgeting process, though 100 new starts are anticipated from this development. Mr. Walter recalled past conversations regarding a levy increase and said a new marketing position is desired, however, there are no funds. Mr. Fredrickson said he has already budgeted that position for about \$44-\$50,000.

Wage Discussion

The committee discussed the wage increase to reach the minimum of \$15/hour for part-timers. Mr. Fredrickson said he included this in the budget. However, there was discussion if the part-time employees had already received a raise. Ms. Augustine said the 3% COLA had only been done for the 3 full-time employees. All the part-time people have not had a raise other than those making minimum, but several had not since 2020. Mr. Fredrickson will prepare a spreadsheet with scenarios for a 3% and 6% wage increases for 5 employees. There was a lengthy discussion regarding various salary questions and it was decided to defer the wage issues to the next Board meeting.

Computer Equipment & Software

Mr. Walter said a new server is needed along with updating the computer system. He said some components have failed and as of 2024, the software will not be supported by Microsoft. The capital account currently has reserve money that could be used, said Mr. Fredrickson. There was discussion regarding the purchase of 12 public computers on a staggered schedule. It was found that purchasing a \$50 solid state drive for each computer would help extend their life. It was decided to budget \$3,000 for solid state drives. This matter will be discussed further at the February 14th Physical Facilities committee meeting. Mr. Forristall commented it would be an emergency if the equipment failed. This budget item will be increased from \$15,000 to \$25,000.

DVD'S/Books

Mr. Crawford asked how much DVD rental is used. It is not used as much as streaming service, said Ms. Augustine. Regarding book purchases, she noted that 8-10% of revenue should go towards book purchases, however, Yorkville buys books from development fees. She said \$50,000 was spent on books last year from Fund 84.

Custodial Supplies

Mr. Crawford asked if there is any area for potential savings. Custodial supplies could be decreased since they are now purchased through Amazon or Quill at half the price.

Building Mechanicals Discussion

Mr. Forristall said the life expectancy of the chiller is about 15-20 years and some parts may take a long time to obtain. The library has 2 boilers and can operate on one if needed. The water heater has already been replaced. He noted that Ms. Augustine has compiled a helpful checklist of equipment replacement schedules. There is a Physical Facilities committee meeting scheduled for February 14th for further discussion of the mechanicals.

Summary:

Revisions will be made to the budget with the suggested changes from this meeting and Mr. Fredrickson will research the part-time salaries issue. The budget will move forward to the February 14th Board meeting for more discussion. The budget must be approved by the end of February at which time the city will release a draft including the library budget. Adjustments can still be made at that time.

Adjournment:

There was no further business and the meeting adjourned at 7:40pm.

Minutes respectfully submitted by Marlys Young, Minute Taker