

1/10/23

Call to order 5:05pm CT

Attendees:

Renee Grassi

William Hayes

Kathy Meierhoff

Katie Horner

Bonnie Shaul

Matthew Zaute

First order of business:

Review 2023/24 budget. Any line item that involved discussion is captured below:

Revenue

- 5% levy approved; expected revenue 2023 \$1,084,351
- determined to rename Fines to Forfeitures (more reflective of source)
- Verified approval of increase in passport fees from ~15k to \$18k for 2023
- Need to follow-up on Miscellaneous Income 38900: will likely need to lower from 17k to 3k
  - also likely an offsetting decrease in expenses (librarian/staff salaries: 40025, 40030) as the additional income in 38900 for 2022 was to offset salary expense incurred for Melissa (capital program)

Expenses

- will revisit salary allocations based on upcoming review of job descriptions and mark to market assessments
  - net of decrease in medical, expect overall Personnel expenses to increase ~in-line with levy increase
- Building maintenance: increased to 40k (~22%); determined to explore bidding out projects (eg lighting, plumbing) as needs arise
- Determined to increase Grounds Maintenance budget from 6500 to 8k
- Copier: will hold budget line at 4k; will consider rental/contract options and/or increasing fees to offset expenses
- Databases: monitor and review usage regularly; sunset/add; EBSCO leveraged for database discovery
- Other Professional Services (10k); may include zoom licenses in this line item
- Professional Development: increase from 3.5k to 4k; investment in staff director
- Utilities: village is imposing impervious surface requirements for all homeowners and is including library; determined to discuss further with Village and await outcomes of public hearings; budgeted 2k per recommendation within total budget amount of 12k; increase of 2k from last budget owing to Village requirement
- Postage: will explore adding line item or break-out for passport postage, separate and distinct from operational postage

- Newsletter: increased budget from 10k to 12.5k; has become a program catalog in addition to newsletter, thereby supporting other initiatives; will revisit labor and opportunity costs associated with newsletter
- B&G supplies: increased \$250 to align with recent cost experience/expectations
- Hospitality: increased from \$500 to 1k; potential for further community engagement, school employee input, staff recognition
- Outreach: increased from 5.5k to 6.5k; determined to further define the methods and goals of the outreach initiatives
- Collections: ebooks increased ~10%/2k; reflects increase usage (20% of circulation)
- Public&Staff PC/Software: increased ~5k to 15,550; dated (2016) MS suite on public computers
- Library Automation Software 45610: last year of contract; will explore consortiums as alternative to renewal in 2023/2024; increased to 23k based on experience
- Misc Expenses: increased from 1k to 2k
- Library Furnishings 50100; interior furnishings; increased from 5k to 6.5k
- Contingency 70000: zero out budget amount; add to Misc Exp (46100) and net increase vs other accounts which were increased (eg ILS software)

Motion to adjourn: Kathy M 8:31

Second: Bill H