

# APPROVED W/ CORRECTIONS 2/13/23

**Yorkville Public Library**  
Michele Pfister Meeting Room  
Library Finance Committee Meeting  
Wednesday, January 4, 2023- 6:00pm  
902 Game Farm Road

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

**Roll Call:** Jackie Milschewski-yes, Darren Crawford-yes, Rosie Millen-yes, Bret Reifsteck-yes

**Others Present:**

Library Director Shelley Augustine, City Finance Director Rob Fredrickson, Facilities Manager Steve Raasch, Board Member Theron Garcia

**Recognition of Visitors:** Staff and guests were recognized.

**Public Comment:** None

**New Business:**

**Budget Planning for FY24**

The purpose of the meeting was to begin the budget process for FY24. The Committee reviewed the proposed budget and Ms. Augustine commented on some of the line items as follows:

**Subscriptions:** Currently, \$8,000 is budgeted for subscription cards. Since a Board decision is pending about the Cards for Kids program, it could reduce the revenue to \$3,500 if the program is adopted.

**Salaries & Wages:** A 5% COLA has been added into the budget for all employees, which matches the city's actions.

**Administrative Chargeback:** This is the library's portion for the Marketing position, which Ms. Augustine said should be increased.

**Building & Grounds Chargeback:**

The Library's portion of the Building and Grounds employee is \$6,428 annually and is based on 4-8 hours a week. Recently, he has been spending a couple days a week at the library, so it was recommended to increase this item. It was noted a new Facilities Manager will be hired for the city.

**Dues & Subscriptions:** This has remained about the same.

**Professional Services:** There is \$40,000 budgeted currently. Mr. Raasch included some additional items which must be done annually per code. Janitorial service at \$62,000 is also included in this category. HVAC and BAS will need upgrades and preventive maintenance is necessary. Ms.

Milschewski suggested implementing an alarm system to provide notifications when there are system failures in the library, to avoid situations like the recent burst pipes. The lighting system, its out-of-state control and the buyout of the company was also briefly discussed.

Parking Lot Sealcoating: Mr. Raasch suggested allocating money for this every 3 years, in the event the city is not able to sealcoat the parking lot.

Landscaping: The city does the landscaping along with volunteer cleanup in the spring and fall. The recommendation was to put \$3,000 in the budget.

Fire Sprinkler: This equipment must be tested each quarter now, said Mr. Raasch. He suggested a joint contract for the city and library.

Backflow Testing: This must be tested annually by law.

**Professional Services: *There is \$87,000 budgeted now and it should be increased to \$127,000. Ms. Augustine also detailed many of the current contracts for office-type services.***

Automation: It was recommended to increase this to \$23,000, up from \$20,000. PrairieCat has increased this year based on population, number of library cards, etc. and library collection.

Utilities: Mr. Raasch recommended \$22,000 for the budget since natural gas usage has been reduced due to repairs recently made. Gas is the only utility currently paid by the library. Mr. Crawford asked about the lack of insulation in the metal roof and Mr. Raasch is looking into that.

Outside Repair & Maintenance: HVAC costs so far have been \$45,000 and many items still need to be worked on including VAV's, actuators, surge protectors, etc. Mr. Raasch suggested a budget amount of \$103,750 due to fluctuating costs.

Elevator Repair /Plumbing/ Roof: Mr. Raasch suggested moving some maintenance items and contracts currently under Professional Services, into a new Building and Grounds line item. The committee agreed and Ms. Augustine and Mr. Fredrickson will discuss.

DVD's & Books: These items are currently purchased with development fees, but the Director said she would like to use these funds for capital improvements. In years past, there was no money for books, so development fees were used. Money is currently funded to the library through property taxes and development fees (from housing starts). Mr. Fredrickson noted the levy increased by \$100,000 this year. Ms. Augustine said \$45,000 to \$50,000 annually should be available for books and materials purchases. It was recommended to start moving some money (\$20,000) from the capital fund into the operating fund for book purchases.

Other Discussion:

The bonds will be paid in 2025 and Ms. Augustine asked if that levy can be continued. Sugar Grove is currently going to referendum for a similar situation. Mr. Fredrickson advised speaking with legal counsel.

It was noted custodial supplies are purchased by the library for the cleaning service.

ASHRAE Life Expectancy Chart: Mr. Raasch reviewed this industry standard sheet for equipment life expectancy, noting that some items are past due. He said funds should be earmarked for some of this equipment in the event of an emergency. The HVAC/chiller is the first item that should be replaced and there is a year lead time, said Mr. Raasch. He said engineering needs to be done before going out to

bid in late summer or fall. Mr. Crawford said engineering could be started now using some of the new housing starts money which should be about \$100,000. A 5-year replacement plan should be made for other equipment and Mr. Raasch also suggested a capital expenditures spreadsheet be compiled.

New LED lighting was suggested by Mr. Raasch and LED bulbs only need to be replaced about every 3 years. Bulbs are now being changed every week and energy costs would go down. The Committee recalled there had been a LED lighting replacement presentation from Verde a couple years ago, however, it was not done due to the out-of-state lighting control issue. The original company was bought and Mr. Raasch stated if there was a maintenance agreement, the library could now have control of the lights.

It was noted the solar evaluation project is on hold for the city at this time. Incentives are still available from ComEd for another 3-4 years.

Mr. Raasch stated money is available for safety grants through IPRF (Illinois Public Risk Fund) and he suggesting talking with Assistant City Administrator Erin Willrett who oversees the program. Funds are released in January for this.

All building maintenance should go through the city when the new Facilities Manager takes over, said Mr. Raasch. Ms. Milschewski concurred, saying the library is a city building and has had very little maintenance for many years.

Summary: Ms. Augustine and Mr. Fredrickson will meet and re-evaluate the budget and line items, a presentation will be made to the full Board and another Finance meeting will be scheduled.

**Adjournment:**

There was no further business and the meeting adjourned at 7:13pm.

Minutes respectfully submitted by Marlys Young, Minute Taker