

Yorkville Public Library
Library Board Room
Finance Committee Meeting
Wednesday, January 22, 2025 - 6:00pm
902 Game Farm Road

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

Roll Call:

Jackie Milschewski-yes, Jason Hedman-yes, Sharon Mix-yes, Tara Schumacher (6:01pm)

Absent: Wendy Gatz

Others Present: Shelley Augustine-Library Director

Recognition of Visitors: None

Public Comment: None

New Business:

FY26 Budget Planning

The committee reviewed the 2026 preliminary budget which included additional proposals sent to Finance Director Rob Fredrickson. Those included a 5% COLA increase for staff, a full-time person with a \$46,000 salary + benefits and 2 new part-time clerk positions at 20 hours per week. Each clerk would be paid about \$16,400. These are included in the expenditures in the operating budget.

Mr. Hedman asked how the 5% COLA was determined. Ms. Augustine said she looked at the CPI for 2024 and hiring is still done at minimum wage and she is still trying to reach the competitive rate. He also asked about the impact of a 5% vs. 3% increase. Ms. Augustine said the requested full-time position for a Marketing Outreach person could be scaled back if necessary. This position is included in the Strategic Plan. The former outreach person was paid \$15,800 as a part-time position.

Director Augustine reviewed the line items of the budget with the committee as follows:

OPERATIONS FUND

Debt Service: now completed

Training & Conference: Increase to \$3,000 since one goal is to have more department head development.

Travel & Lodging: Increase to \$500 as a result of more training and conferences.

Automation: Currently at \$26,000 (PrairieCat cost), there is a conference next week, Director will find out if there is increase.

Office Cleaning: Increase to \$27,000 based on contract.

Outside Repair & Maintenance: Remains same.

Buildings & Ground Chargeback: Increase from \$8,000 to \$11,000 due to COLA and increased hours for maintenance person.

Professional Services: Keep the amount shown, provides buffer if space planning consultant hired.

Paying Agent Fees: Removed since bonds have been paid.

Books: Line item being gradually removed from Capital Spending.

CAPITAL FUND REVENUES:

Development Fees: Shows \$50,000 in development fees, estimated to finish year at \$90,000.

CAPITAL FUND EXPENDITURES

Computer Equipment & Software: Estimated expenses of \$42,000 vs. 29,000, includes 10 computers, 4 switches, but no need to upgrade access points.

Security Cameras: Decided not all cameras needed, will remove some and lower budget figure to \$29,000/\$30,000.

Books: Expenses will go into General Fund next year.

Building Improvements: Budget shows \$115,000, proposed amount of \$85,000. Director had a meeting with city today and the lighting upgrades likely won't happen this year. \$55,000 is estimate for the final phase of lighting. HVAC needs to be replaced in the Michelle Pfister Meeting Room--it is recommended the two units and condensers from 1990 be replaced. Facilities Manager got quote of \$30,000, and will get another, will have to go to bid. The lighting upgrade and HVAC replacements total \$85,000 Ms. Augustine suggests for the budget.

IT: Suggestion to think about outsourcing IT needs.

Other Discussion--Staffing Hours:

The committee discussed increasing library hours in the evening or weekend. Ms. Augustine said staffing would be easier in the evening and that 4 people would be needed at night. She will ask night employees to track the number of people coming to the library in the evening. She added that some libraries are not open on Sundays. It was also noted that closing at 7pm limits some library programming and that programs have been increased by 46% over the previous year.

State standards also show that the library is below the recommended number of employees which is 13.75 opposed to the current level of 10.8. The budget impact with either 3% or 5% would need to be considered as well. This will be discussed with the Finance Director. Ms. Milschewski said she would prefer a salary increase in an effort to retain employees. It was also noted that a special census will possibly be done and the city may become home-rule. This could have an impact on the library and also increase the per capita funds. The committee will address this with the Finance Director.

Space planning and increased staffing are 2 of the Strategic Plan goals. Space planning will be part of next year's budget.

Mr. Hedman asked about staff turnover compared to other libraries and Ms. Mix asked about the comparison of part-time salaries. Ms. Augustine will research this. She would also like to create pay scales and pay grades and include in job descriptions. Mr. Hedman noted there is a new law that now requires that information be included in job descriptions.

At this time, only COLA increases are given and no merit-based. If merit raises are given, evaluations must be done—which they currently are. Ms. Schumacher said that the Library Director's salary is an important part of budgeting and that the Personnel Committee should be part of this as well, since they need to know what funds are available when determining the Director's increases.

Next Steps: Ms. Augustine will meet with Finance Director Fredrickson after the mini golf event to review the budget and then invite him to the next committee meeting. This committee will meet again on February 10th at 6pm, just prior to the Board meeting. The budget must be approved by the April Board meeting.

Executive Session: None

Adjournment:

There was no further business and the meeting adjourned at 6:43pm on a motion by Ms. Milschewski and second by Ms. Schumacher.

Minutes respectfully submitted by Marlys Young, Minute Taker