

LIBRARY BOARD MEETING
 TUESDAY August 08, 2023, 6:30 pm
 LOCATION: LIBRARY PROGRAM ROOM

STREAM VIA ZOOM



<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNIejJ3V2llankrQT09>

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	
Sarah Leinweber, Vice President, 2017-2026	
Jay Balachandran, Village Board Representative, 2022-2024	
Sandy Saltzstein, School District Representative, 2021-2024	
Erin Jelenchick, Member, 2020-2024	
Ellie Gettinger, Member, 2019-2025	
Claire Flannery, Member, 2020-2026	
Staff	
Nyama Reed, Library Director	

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER				
1. Statement of Public Notice	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of July 25, 2023 meeting	Motion			
4. Finance Report Through July 31, 2023	Motion			
5. 2024 Library Budget – Updated Draft	Motion			
ADJOURNMENT				

IMPORTANT DATES – BOARD MEETINGS

- August 7 & 28, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- August 14, Monday, 6:00pm – WFBPL Foundation Board of Directors, @Library
 - Director Reed out of town
- August 16, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- September 11, Monday, 6:00pm – WFBPL Foundation Board of Directors, @Library
- September 18, Monday, 6:00 pm - Village of WFB Board of Trustees, @Village Hall
- September 20, Wednesday, 6:00 pm - Friends of the Library Board of Directors, @Library
- September 26, Tuesday, 6:30 pm - Library Board of Trustees, @Library

CONFERENCES AND VACATIONS

- August 14-27, Nyama Vacation (Alaska = spotty connection)

LIBRARY BOARD MEETING
 Minutes of July 25, 2023
 Pending at August 8, 2023 Mtg
 Location: Library Program Room and Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2018-2024	Absent
Sarah Leinweber, Vice President, 2017-2026	In-person
Jay Balachandran, Village Board Representative, 2022-2024	Absent
Sandy Saltzstein, School District Representative, 2021-2024	In-person
Erin Jelenchick, Member, 2020-2024	Zoom
Ellie Gettinger, Member, 2019-2025	In-person
Claire Flannery, Member, 2020-2026	Online
Staff	
Nyama Reed, Library Director	In-person

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:34pm				
1. Statement of Public Notice - Yes	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of June 27, 2023 meeting Motion to approve minutes as presented.	Motion	Gettinger	Saltzstein	Unanimous
4. Finance Report Through June 30, 2023 Motion to approve finance report as presented.	Motion	Saltzstein	Gettinger	Unanimous
5. Fines Analysis Discussion of current status of fines for WFBPL residents. Ongoing downward trend, slightly accelerated by pandemic. Levelling off between \$20,000-\$25,000 in recent years. Potential pledge item for future of "pay off all youth fines." Per memo: 0-17 year olds - Non-active cards total \$1,271.23, Active cards total \$2.668.60. Total = \$3,939.83. Next steps are to continue analyzing developing trends as they impact budget revenue and library usage. No motion at this time.	Motion			
6. 2024 Library Budget - Draft Direction given to Director Reed to revise draft to include reflect increased costs in technology and bathroom supplies. No motion at this time.	Motion			
TOPICS REQUIRING DISCUSSION ONLY				
8. Informational Items Discussion of department reports and statistics as presented in packet.	Discuss			
ADJOURNMENT 7:45pm		Saltzstein	Gettinger	Unanimous

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT	NOTES
Taxes			YTD: 58%	Above Target: 69%+	On Target: 48-68%	Under Target: 47-%	
13-00000-41100	PROPERTY TAXES	716,744	901,360	-	901,360	0%	
Taxes		716,744	901,360	-	901,360	0%	Ok
Intergovernmental Revenue							
13-00000-43793	Library MCFLS RB Payment	31,181	13,733	13,869	(136)	101%	
Intergovernmental Revenue		31,181	13,733	13,869	(136)	101%	
	Set Revenue	747,925	915,093	13,869	901,224	2%	Ok
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	22,400	23,000	13,192	9,808	57%	
13-00000-45210	Library Replacement Cards	138	150	44	106	29%	
13-00000-45224	LIBRARY DAMAGE RECOVERY	62	-	(9)	9	n/a	
Fines, Fees, Penalties		22,600	23,150	13,227	9,923	57%	Estimate \$25k
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	2,051	1,500	3,050	(1,550)	203%	Estimate \$4500
13-00000-46713	LIBRARY COPY AND FAX FEES	3,325	2,500	2,982	(482)	119%	Estimate \$4500
13-00000-46714	LIBRARY DVD RENTALS	352	-	-	-	n/a	
13-00000-46715	MISCELLANEOUS REVENUE	2,401	-	260	(260)	n/a	
Public Charges for Services		8,129	4,000	6,292	(2,292)	157%	Estimate \$9k
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,140	2,000	1,091	909	55%	Estimate \$2k
13-00000-48901	MISC REV	1,637	-	-	-		
Miscellaneous Revenue		4,777	2,000	1,091	909	55%	Ok
Unclassified							
13-00000-48504	Restricted Donation - Kitchenette	-	-	3,000	(3,000)	n/a	Women's Club Donation
Unclassified		-	-	3,000	(3,000)	n/a	
	Variable Revenue	35,506	29,150	23,610	5,540	81%	
TOTAL REVENUES		783,431	944,243	37,479	906,764	4%	Ok

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93000 - LIBRARY SALARIES			YTD: 58%	Above Target: 69%+	On Target: 48-68%	Under Target: 47%	
13-93000-50100	Salaries	473,229	574,171	328,967	245,204	57%	
13-93000-50150	FICA Tax	35,844	43,924	24,687	19,237	56%	
13-93000-50160	Health/Dental Insurance Premium	44,875	59,585	34,758	24,827	58%	
13-93000-50161	Health Insurance Deductible (Direct Pay)	930	1,800	170	1,630	9%	
13-93000-50170	Retirement Contribution - ER portion	23,191	28,871	16,887	11,984	58%	
13-93000-50180	Group Life Insurance Premium	1,075	1,272	736	536	58%	
13-93000-50181	Disability Insurance Premium	-	1,272	-	1,272	0%	
Total Dept 93000 - LIBRARY SALARIES		579,144	710,895	406,205	304,690	57%	Ok
13-93200-50190	Training/Meetings/Travel	3,891	4,500	4,582	(82)	102%	Overage Offset By Grants
13-93200-50191	Membership Dues	568	1,000	1,145	(145)	114%	Membership Rates Increased
13-93200-50194	Personnel Related Expenses	761	700	10	690	1%	Ok
13-93200-50200	Professional/consulting serv	7,500	-	-	-	n/a	
13-93200-50250	Utilities	44,536	43,000	24,084	18,916	56%	Jan-Jun Charges, Estimate \$51k
13-93200-50251	Telephone/Internet	5,230	4,500	2,858	1,642	64%	Jan-Jun Charges, Est \$5,700
13-93200-50300	Office Supplies	2,215	2,000	391	1,609	20%	Recode
13-93200-50301	Printing/Publishing/Copies	-	500	265	235	53%	Ok
13-93200-50302	Postage	11	25	5	20	20%	Ok
13-93200-50303	Covid Supplies	303	500	50	450	10%	Working through back stock
13-93200-50360	Gardens)	12,685	10,000	5,053	4,947	51%	Ok
13-93200-50760	Sales Tax	194	200	132	68	66%	
Total Dept 93200 - LIBRARY ADM EXP		77,894	66,925	38,575	28,350	58%	Ok
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	17,121	18,500	5,393	13,107	29%	Submitted 2023 Order Last Month
13-93300-50311	Copier Maintenance/Repair	2,651	3,200	1,608	1,592	50%	
13-93300-50312	Material Processing/Repairs	3,382	3,000	2,336	664	78%	Stocked up
13-93300-50350	Maintenance Service & Supplies (i.e. Cleaners)	32,063	34,050	14,500	19,550	43%	Jan-May Charges
13-93300-50351	Custodial Supplies	2,230	2,200	2,756	(556)	125%	Increased usage, Estimate \$5k
13-93300-50400	MCFLS Supplies	1,071	1,000	420	580	42%	
Total Dept 93300 - LIBRARY EQUIPMENT		58,519	61,950	27,012	34,938	44%	OK

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDGT	NOTES
Dept 93400 - LIBR PROG/SERVICES			YTD: 58%	Above Target: 69%+	On Target: 48-68%	Under Target: 47%	
13-93400-50401	MCFLS Membership	20,915	23,223	21,423	1,800	92%	OK: Pay full year in Q1
13-93400-50402	Programs - Adult	473	500	563	(63)	113%	
13-93400-50403	Programs - Children	126	500	157	343	31%	
13-93400-50415	Programs - Young Adults	-	250	-	250	0%	
Total Dept 93400 - LIBR PROG/SERVICES		21,515	24,473	22,143	2,330	90%	Ok
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	70,560	80,000	66,887	13,113	84%	
13-93500-50413	Adult DVD's	457	-	169	(169)	n/a	
	Fund 22	27,662	25,000	-	25,000	0%	OK: Magazines and Databases paid for whole year in Q1
Total Dept 93500 - LIBRARY COLLECTIONS		98,679	105,000	67,056	37,944	64%	
TOTAL EXPENDITURES		808,088	944,243	560,991	383,252	59%	Ok
		71,017					
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		783,431	944,243	37,479	906,764	4%	Ok
TOTAL EXPENDITURES		808,088	944,243	560,991	383,252	59%	Ok
NET OF REVENUES & EXPENDITURES		(24,657)					
BEG. FUND BALANCE		71,950					
END FUND BALANCE		47,293					
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL	YTD BALANCE 07/31/2023			
22-00000-11100	Donations	-	-	7,000			Women's Club Donation
22-00000-48110	Investment Income	4,154	-	6,220			
TOTAL REVENUES		4,154	-	13,220			
93500 - LIBRARY COLLECTIONS		27,662	25,000	-			
93900 - LIBRARY EXPANSION PROJECT		32,500	-	-			
TOTAL EXPENDITURES		60,162	25,000	-			
NET OF REVENUES & EXPENDITURES		(56,009)	(25,000)	13,220			
BEG. FUND BALANCE		132,865	76,857	-			
END FUND BALANCE		76,857		90,077			
GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022		YTD BALANCE 07/31/2023			
01-55500-50350-10	Maitenance Services (Contracts)	13,115		15,983			
01-55500-50360-10	Building Maintenance (Repairs)	40,286		16,763			

2024 Library Budget - 2023 08AUG 08 Draft					
		2023	2024		2024
Account	Account Name	Budget	8/8/23 Draft		8/8/23 To Approve
Taxes					
41100	General Property Taxes	\$ 901,360	\$ 909,514	0.9%	TBD
Total Taxes		901,360	909,514		
Intergovernmental Revenue					
43792	Misc. Grants	-	-		-
43793	MCFLS Reciprocal Borrowing	13,733	57,179	316.4%	57,179
Total Intergovernmental Revenue		13,733	57,179		57,179
			Rebound based on 10/1/21-9/30/22 Circ.		
Fines, Fees, and Penalties					
45209	Library Fines	23,000	25,000	8.7%	25,000
45210	Library Replacement Cards	150	150	0.0%	150
45224	Library Recovery - Lost Property	-	-		-
Total Fines, Fees, and Penalties		23,150	25,150	8.6%	25,150
			Rebound based on current usage.		
Public Charges for Services					
46710	Library Laptop Rentals	-	-		-
46711	Library Circulation Fees	-	-		-
46712	Library Room Rental	1,500	4,000	166.7%	4,000
46713	Library Copier Revenue	2,500	4,000	60.0%	4,000
46714	Library DVD Rentals	-	-		-
46715	Miscellaneous Revenue	-	-		-
Total Public Charges for Services		4,000	8,000	100.0%	8,000
			Room rental increase due to Woman's Club; copier increase due to current usage.		
Miscellaneous Revenue					
48501	Library Donations/Contributions	2,000	2,000	0.0%	2,000
48901	Miscellaneous Revenue	-	-		-
48504	Restricted Donations/Contributions	-	-		-
49600	Applied Library Fund Balance	-	-		-
Total Miscellaneous Revenue		2,000	2,000	0.0%	2,000
Total Library Fund Revenue		944,243	1,001,843	6.1%	92,329
		2023	2024		2024
		Budget	8/8/23 Draft		8/8/23 To Approve
Library Salaries & Benefits					
			ESTIMATE		
93000-100	Library Salaries & Wages	574,171	591,396.13	3.0%	TBD
93000-150	FICA	43,924	45,242	3.0%	TBD
93000-160	Health/Dental Insurance Premium	59,585	64,948	9.0%	TBD
93000-161	Health Insurance Co-Pay	1,800	1,800	0.0%	TBD
93000-170	Retirement Contribution	28,871	30,219	4.7%	TBD
93000-180	Group Life Insurance Premium	1,272	1,300	2.2%	TBD
93000-181	Disability Insurance Premium	1,272	1,300	2.2%	TBD
Total Library Salaries & Benefits		710,895	736,205	3.6%	
Library Administration					
93200-190	Travel/Training/Meetings	4,500	4,500	0.0%	4,500
93200-191	Membership Dues	1,000	1,200	20.0%	1,200
93200-194	Personnel related expenses	700	700	0.0%	700
93200-200	Consulting Services	-	-		-
93200-220	Attorney	-	-		-
93200-250	Utilities	43,000	51,000	18.6%	51,000
93200-251	Telephone/Internet	4,500	5,700	26.7%	5,700
93200-300	Supplies	2,000	2,000	0.0%	2,000

		2023	2024		2024
		Budget	8/8/23 Draft		8/8/23 To Approve
93200-301	Advertising/Printing	500	500	0.0%	500
93200-302	Postage	25	25	0.0%	25
93200-303	Hygiene/Health Supplies	500	250	-50.0%	250
93200-360	Building Maintenance	10,000	12,000	20.0%	12,000
93200-428	Misc	-	-		-
93200-760	Sales tax	200	250	25.0%	250
Total Library Administration		66,925	78,125	16.7%	78,125
					Inflationary Costs
Library Equipment & Maintenance					
93300-240	Technology - Operating	18,500	25,000	35.1%	25,000
93300-311	Copier Maintenance	3,200	3,200	0.0%	3,200
93300-312	Material Processing/Repair	3,000	3,400	13.3%	3,400
93300-350	Custodial Services	34,050	34,050	0.0%	34,050
93300-351	Custodial Supplies	2,200	5,000	127.3%	5,000
93300-400	MCFLS Supplies	1,000	1,200	20.0%	1,200
Total Library Equipment & Maintenance		61,950	71,850	16.0%	71,850
					Inflationary Costs
Library Programs & Services					
93400-401	MCFLS Membership	23,223	24,413	5.1%	24,413
93400-402	Programs - Adult	500	500	0.0%	500
93400-403	Programs - Children	500	500	0.0%	500
93400-415	Programs - Young Adults	250	250	0.0%	250
Total Library Programs & Services		24,473	25,663	4.9%	25,663
					Inflationary costs and increased usage.
Library Collection					
93500-410	Library Collection Materials	80,000	90,000	12.5%	90,000
Total Library Collection		80,000	90,000		90,000
Shift some of collection cost to operating budget to prepare for sunset of Fund 22 in approximately 2026.					
Total Library Operations		944,243	1,001,843	6.1%	265,638
		944,243	1,001,843		265,638
Total Library Revenue - Expenditures					
Library Capital					
98000-430	Capital Projects	-	-		-
Total Library Capital		-	-		-