

Lisle Free Library
8998 NYS Rte. 79 PO Box 305
Lisle, NY 13797

Kimberly Barker, President
Richard Cicciarelli, Vice President

Trustees: Kimberly Chidester
James Dunham
Katharine Kittredge
Gary McCall
William Priscott

December 3, 2022 – Budget Meeting - 5:30 PM – Hybrid (Live & ZOOM) Meeting

Present: Trustees: Kim Barker (via Zoom), Rick Cicciarelli, Jim Dunham, Gary McCall, William Priscott (via Zoom), Katharine Kittredge

Absent: Cher Douglas, Kim Chidester

Treasurer: Amy Beck

Community Attendees: none

Discussion

Current Financial Concerns

In 2021 we ran over budget and had to make up deficit by using previous years' surplus. Reasons for this:

1. Trustees used the 2020 budget as a base line for 2021, not taking into account the lower staffing expenses caused by the library's closure in compliance with covid restrictions.
2. Some of the money we rely on was not paid this year. Specifically we have not received payments from the Corcoran Trust and the Endowment (\$6,000). It is unclear why these payments did not arrive; it may be due to staffing issues at the bank.

As a result of these factors, we need to cut \$7,000 in order to stay within budget in 2022.

Item 1 Payroll One way to reduce payroll expense would be to be aware of the hours that staff are present and make sure that we only pay for one person to be in the library at a time. So, when Director is present, may not have other staff present. Kim B. raised the concern that it may be difficult for us to hire staff at our current rate (minimum wage). With current budget concerns it seems that we are unlikely to be able to offer any increase in staff or director's wages. It was proposed that we might keep our winter hours year round to help reduce costs.

Item 2 Insurance. Jim D. suggests that we should be able to find insurance that would cost less. He offered to discuss this with various insurance agents.

Item 4 Maintenance. (cleaning, yard work and snow removal) This was considered as another area in which we could save money. It was proposed that the staff could do light cleaning as part of their

duties. Discussed whether we should retain cleaning for once-a-month serious cleaning. An alternative proposal was to no longer pay a cleaner and rely on staff to clean.

Item 5 Phone Bill. A number of trustees felt that the phone bill was too high. Rick C. offered to look into getting a different plan or finding another way to reduce our rate.

Item 6 Technology. Discussion of what technology is needed in coming year. Rick C. pointed out that this budget line has traditionally been used as a repository for funds that were ultimately used for emergency purposes. Kim proposes moving money previously allocated to cleaning to the technology fund.

Item 7 Lending Media. We will not be able to purchase lending media at our previous rate in 2022.

Item 8 Director's salary. Proposed that if the missing endowment/trust money can be located and secured, first priority should be to raise the Director's salary.

Proposal: Leave Budget as presented but remove cleaning fees, try to keep staffing costs to a minimum. Reconsider plan once endowment/trust money is received.

Rick C. made a motion to adopt the proposal; seconded by Gary M.; all in favor.

Katharine Kittredge, Trustee

Approved by the Board on 3/7/2022