

Winneconne Public Library Board of Trustees
Meeting Minutes
Monday August 29th, 2022
Special Budget Planning Meeting

Meeting called to order by Library Board President Jeff Jensen at 5:30pm

The meeting was held in person inside of the Village of Winneconne Municipal Center.

Roll Call

Members Present in person:

Jeff Jensen, Tom Snider, Gary Witzke, Mary Brefeld, and Colleen Kutchin

Absent: Stephanie Bongert, Dana Jerabek

Also Present in Person: Amanda O'Neal

Discuss Current Status of Budget

Amanda informed the board that with Kelly Arens departure from the library and with other staff having vacations and family emergencies, we will have a surplus in the wages line. This surplus will range from \$6,000-\$12,000 depending on the new hire and what the part time staff work through winter. This also means that we will have a small surplus in the benefits line as well.

We are still waiting on allocation numbers for gas, water etc. for each month per the Village.

The rest of the 2022 budget is on track and all in positive shape. With some of the surplus, Amanda has arranged a purchase and installation with Public Works Director James Fluette for a new refrigerator and sink for the library work room to provide better programming with full size appliances, replacing the one small bowl sink and the dorm room refrigerator.

Discuss and Vote to Approve Draft for the 2023 Budget for Submission to the Village Administrator and the Village Board

Although not approved by the County Board, Winnefox was made aware that the County Executive would be asking for the full ask for all Winnebago libraries. Therefore, Amanda used that number as the jumping point for the 2023 budget. DPI released the formula for 2023 that each library uses to keep their municipalities tax exempt from the library tax. Clairellyn of Winnefox calculated that for each library and that gave the Village contribution for the 2023 budget.

Amanda and Administrator David Porter had sat down a few days prior to this meeting to discuss allocations and budget lines together. Amanda suggested to David that instead of asking the Village Board for more than the bottom line needed to stay tax exempt for the library tax, that the library ask to roll over the remaining funds from the 2022 budget to complete the 2023 budget.

In the 2023 draft, Amanda asked for a 5% increase for all staff that would be applied to their year markers in the 2023.

Additional funds were added to the Book lines as well as office supplies to make up for the cost of inflation.

Amanda will submit the approved 2023 budget draft to the Village Board following the meeting and ask to have the rollover of funds added to the agenda for the next Village Board meeting.

The Next Library Board meeting is planned for Monday September 19th, at 5:30pm

Items for the Next Meeting:

Continue Budget Process 2023

The meeting was adjourned at 6:05pm by Library Board President Jeff Jensen.