

Berkeley Public Library
Finance Committee Meeting Minutes
January 24, 2024 5:45pm

1. Call to Order, Roll Call, and Declaration of Quorum

The meeting of the Finance Committee was called to order by Chairperson Conlin at 5:53pm. Present: Trustees Conlin, Hawn, and Villafana; Director Cox and Assistant Director La Barbera. A quorum for the committee was present.

2. Review and Discussion – Draft FY2025 Library Budget

Chairperson Conlin led a review of the draft Library Budget for fiscal year 2025. Discussion during this review included:

- Estimated Revenue includes a significant increase to \$45000-Interest Income due in part to better rates.*
- #104- Health Insurance has been reduced as only one staff member is currently receiving this benefit.*
- #200s – Materials were generally increased to bring the Library's operating budget to the point where it meets recommendations included in the 'Serving Our Public' standards.*
- #205 – eBooks increased to include the annual subscription cost of 'Comics Plus' (previously included in #207 – Databases).*
- #210 – Miscellaneous Nonprint was increased primarily to include annual costs associated with circulating hotspots as well as improvements to the 'Parents' and 'Super Useful Stuff' collections.*
- #305 – E-Rate Projects was introduced as an added budget line to capture costs associated with participation in that program. Director Cox shared that he was not currently aware of significant e-rate projects coming for FY2025 aside from continued month-to-month fiber internet service.*
- #400s – Programming was marginally increased to facilitate centennial-year events.*
- #602 – The line has been modified to 'OCLC & ILL' to allow administration to properly assign expenses related to reciprocal borrowers and occasional lost OCLC shipments.*
- #1002 – Capital Projects is to be maintained at FY2024 levels to allow for projects initiated if the state appropriation is received. The committee also discussed the possibility of needing to use a portion of these funds to address aging HVAC equipment as needed.*

The committee was in agreement to present the draft budget as presented to the Board as a whole.

3. Adjournment

The motion to adjourn the committee meeting was made by Chairperson Conlin and seconded by Trustee Villafana at 6:16pm.