

**Deerfield Public Library  
Finance Committee Meeting  
February 8, 2011**

- 1) Call to order  
The meeting was called to order at 5:37 p.m.  
Present: Board: Sunday Mueller-Committee Chair, Ken Abosch, Jeff Rivlin  
Staff: Mary Pergander – Library Director, Carol Dolin – Business Manager
- 2) Opportunity for the public to address the Board.  
No comments
- 3) Consent agenda  
None
- 4) Treasurer's report  
None
- 5) Old Business
  - a) Discussion of the municipal bond market  
Mr. Rivlin asked if the application for Energy Bonds had been submitted. Ms. Pergander stated that we were not far enough along in the design process to have the efficiency gains numbers required in the application. Mr. Rivlin reported on the rates for municipal bonds, stating there has not been much issuance since the last meeting. Rates have moved up slightly, but there are some concerns about the potential for inflation as the economy improves. Ms. Mueller will call Steve Larson at Ehlers and Associates and prepare comments for the Treasurer's Report to the Board for the February Regular Board Meeting.
- 6) New Business
  - a) Proposed Operating Budget for FY 2012  
Committee members reviewed the proposed operating budget, which reflects the appropriations budget approved in September and levy passed in December. Management recommends the following changes to budget lines within the Appropriations Budget. The recommendations, if approved, achieve a balanced Operating Budget.
    - Modest increases in revenues for color copying and printing and hot beverage sales.
    - Modest increase in personnel expenses for FICA, health and miscellaneous benefits, and pension.
    - Move copier and printer costs to automation to keep equipment maintenance and repair. This should alleviate the overruns in the building equipment budget line.
    - Reduce the increase in automation and rename individual budget lines within automation to better reflect how funds are being spent. Ms. Dolin and Ms. Wolf recommend these changes after analyzing the contracts and projects in progress in response to the Board's request for clarification regarding the automation budget.
    - Increase library materials for online services. Management was previously asked to reduce library materials budgets by \$11,774 to balance the appropriations budget at the time it was approved. This was accomplished. In addition, the

reapportioning of other line items has made possible a Management recommendation for an increase for online services, due to the loss of NSLS contract negotiation and dramatically increasing use of MyMediaMall and other electronic resources.

- Reduce overall costs for office expenses
  - Reduce postage and professional services
  - Increase insurance for new appraisal and cyber insurance
  - Increase supplies for RFID tags

Committee members asked the following questions:

- Will any service or maintenance contracts expire during the coming year and need to be renewed?  
No major contracts are set to expire. Most will have to be renegotiated in one and a half to three years.
- Is the contingency reserve funding in the building line adequate?  
While it is difficult to predict and these funds are to be used for unexpected, major repairs only, Ms. Pergander believes \$30,000 should still be adequate in this line.
- Is \$35,000 a reasonable estimate in the professional services budget? It is currently running significantly over budget at nearly twice that amount.  
When making this estimate, we referred to the year before the consulting related to the building project began. Our normal professional services should not exceed this budget.
- What about attorney fees? If the attorney consults on the project will those costs fall in this line? What about a labor attorney?  
If costs are itemized on the attorney's invoices, as they are now, then they will be allocated to the project or regular consulting as appropriate. There may be expenses related to staff issues. These costs are unpredictable, but should be covered in professional services and insurance.

Ms. Mueller made a motion that the Finance Committee recommend to the Board to approve the FY 2012 Operating Budget as proposed. Mr. Rivlin seconded. The motion passed.

- b) Mr. Abosch and Mr. Rivlin have been approached by two or three attorneys that have offered pro-bono advising related to the construction project. They will forward this information to Ms. Pergander.

7) Executive Session  
None.

8) Adjournment  
The meeting adjourned at 6:35 p.m.