DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING AGENDA
920 Waukegan Road, Deerfield, IL, Meeting Room
Wednesday, September 22, 2021, 5:30 PM

1. ROLL CALL & CALL TO ORDER

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

3. APPROVAL OF MINUTES
   A. August 18, 2021 Finance Committee Meeting (ACTION)

4. NEW BUSINESS
   A. Discussion & Recommendation of FY 2022 Budget Draft (ACTION)

5. ADJOURNMENT

MISSION STATEMENT: To provide our community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment.

Upcoming Regular Meetings: October 20, November 17 6:30 p.m.

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING MINUTES
August 18, 2021

1. ROLL CALL & CALL TO ORDER

Treasurer Seth Schriftman called the meeting to order at 5:31 p.m., in the meeting room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch – President, Seth Schriftman – Treasurer, Luisa Ellenbogen – Secretary, Howard Handler and Kyle Stone.

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE

None.

3. APPROVAL OF MINUTES

A. October 1, 2020 Finance Committee Meeting (ACTION)

MOTION: Mr. Ken Abosch made a motion to approve the October 1, 2020 Finance Committee Meeting Minutes seconded by Ms. Luisa Ellenbogen.

Vote: 5 Yes – Ken Abosch, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone. The motion was approved.

4. NEW BUSINESS

A. Discussion of FY 2022 Budget Draft

Mr. Schriftman introduced the first draft FY 2022 Budget. Mr. Schriftman indicated that the staff is proposing a 0% levy increase. Mr. Schriftman thanked library staff for their hard work. Mr. Schriftman suggested each Board Member ask individual questions to staff. Board Members requested staff to review the Personnel Budget for the next Board Meeting.

5. ADJOURNMENT

At 6:14 p.m., Mr. Howard Handler moved to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 5 Yes – Ken Abosch, Seth Schriftman, Luisa Ellenbogen, Howard Handler, Kyle Stone. The motion was approved.

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Luisa Ellenbogen, Secretary

To: **Finance Committee**
Re: **FY 2022 Budget Draft #2**
Date: **September 22, 2021**

As reported at last month's Finance Committee meeting, we are proposing a 0% tax levy increase. Managers seriously evaluated and considered how we spend library funds. It has been a challenging process to determine where we are able to cut while still maintaining the quality of library services and programs we currently offer to the Deerfield community.

Operating Revenues
We have kept our Property Taxes line item the same as last year. We are proposing a 0% increase in our tax levy this year. In addition, we will plan to make a transfer from our Reserve Fund to make up any shortfalls.

We decreased the Fees, Fines & Penalties line item by $5,000. The Library has been Fines Free since December 1, 2020.

We have decreased the interest income rate based on current market projections.

Operating Expenses
We budgeted a 3% salary increase to accommodate for any merit increases. Our health insurance rates dropped slightly.

We also budgeted an increase in our Building Maintenance & Repairs.

We have increased our library materials eresources line item. These additional resources have been very popular during the pandemic. In addition, we plan to begin digitizing the Deerfield Reviews.

We increased our Library of Things materials line item. We know that this new collection is very popular and continues to grow.

We have increased our Adult and Youth programming line items. The Deerfield community loves our programs and as we explore offering programs in a variety of ways: in person, online and a hybrid, we recognize that there may be additional costs associated with that. In addition, our patrons have loved the addition of our Grab & Go Kits.

We have updated the name to "Total Library Technology" to accurately reflect the description of this line item. Automation was an outdated term in the manager's opinion.

Based on feedback from our first Finance Committee meeting, we kept the budget the same as this year for the General Operating Supplies line item.

We increased our Training & Education and Training Travel budget amounts to reflect FY 2019 similar numbers as we plan to start back up with offering advanced training opportunities.

We look forward to the FY2022 Budget discussion at the Finance Committee meeting.

	Account Number	Description	FY 2022	Proposed FY 2022 - FY 2021	% Change FY 2021 - Proposed FY 2022
Operating Revenue					
	41100	Property Tax	4,387,720.00	0.00	0.00%
	41200	Replacement Tax	25,000.00	0.00	0.00%
	42100	Material Fees	10,000.00	-5,000.00	-33.33%
	42200	Non-Resident Fees	5,000.00	0.00	0.00%
	42300	Printing/Copying Fees	4,000.00	-2,000.00	-33.33%
	44150	Per Capita Grant	20,000.00	10,000.00	100.00%
	44009	Other Operating Grants	0.00	0.00	
	45500	Friends Contributions	5,000.00	0.00	0.00%
	45100	General Donations	500.00	0.00	0.00%
	43100	Interest	5,000.00	-18,000.00	-78.26%
	49009	Miscellaneous	500.00	0.00	0.00%
	49065	Sale of Surplus Materials	500.00	0.00	0.00%
		Transfer from Reserve	145,000.00	145,000.00	
		Total Operating Revenue	**4,608,220.00**	**130,000.00**	**2.90%**
Operating Expenses					
	51100	Salaries	2,359,500.00	90,722.00	4.00%
	51200	FICA	180,570.00	7,940.00	4.60%
	51300	Health/Misc Benefits	353,400.00	15,400.00	4.56%
	51400	Pension Contribution	226,000.00	938.00	0.42%
	51500	Other Benefits	9,000.00	0.00	0.00%
	51600	Staff Enrichment	4,000.00	0.00	0.00%
		Total Personnel	**3,132,470.00**	**115,000.00**	**3.81%**
	52100	Interior Facility Maintenance	60,000.00	5,000.00	9.09%
	52300	Exterior Building Maintenance	20,000.00	5,000.00	33.33%
	52200	Facility Equipment Maintenance	60,000.00	5,000.00	9.09%
		Total Repairs & Maintenance	**140,000.00**	**15,000.00**	**12.00%**
	52410	Water	3,000.00	0.00	0.00%
	52430	Telephone - Voice	15,000.00	0.00	0.00%
	52440	Data Lines	28,000.00	0.00	0.00%
		Total Utilities	**46,000.00**	**0.00**	**0.00%**
	52500	Minor Furnishings & Equipment (<25,000)	20,000.00	0.00	0.00%
		Total Minor Furnishings & Equipment	**20,000.00**	**0.00**	**0.00%**
	53100	Periodicals	16,500.00	-1,000.00	-5.71%
	53221	Books - Adult Non-Fiction	40,000.00	0.00	0.00%
	53222	Books - Adult Fiction	60,000.00	0.00	0.00%
	53241	Books - Youth & Teens	70,000.00	0.00	0.00%
	53320	Audio Visual - Adult	65,000.00	-5,000.00	-7.14%
	53340	Audio Visual - Youth	15,000.00	-5,000.00	-25.00%
	53500	E-Resources	295,000.00	5,000.00	1.72%
	53550	Literacy Support - Youth	4,000.00	2,000.00	100.00%
	53600	Library Of Things	10,000.00	4,000.00	66.67%
		Total Library Materials	**575,500.00**	**0.00**	**0.00%**
	54100	Admin Programs	4,000.00	0.00	0.00%
	54150	Outreach Programs	1,500.00	0.00	0.00%
	54210	Adult Programs	25,000.00	2,000.00	8.70%

	Account Number	Description	FY 2022	Proposed FY 2022 - FY 2021	% Change FY 2021 - Proposed FY 2022
	54400	Youth Programs	28,000.00	5,000.00	21.74%
		Total Library Programs	**58,500.00**	**7,000.00**	**13.59%**
	55350	Software & Licenses	190,000.00	0.00	0.00%
	55360	IT Support	110,000.00	20,000.00	22.22%
	56440	IT Equipment	75,000.00	-25,000.00	-25.00%
		Total Library Technology	**375,000.00**	**-5,000.00**	**-1.32%**
	56009	Other Office Support	10,000.00	0.00	0.00%
	56100	Insurance	50,000.00	5,000.00	11.11%
	56200	Postage	8,250.00	0.00	0.00%
	56300	Professional Printing Services	16,000.00	1,000.00	6.67%
	56550	Cataloging Service	22,000.00	-5,000.00	-18.52%
	56500	Professional Admin Services	21,000.00	-4,000.00	-16.00%
	56555	Professional Outreach Services	5,500.00	0.00	0.00%
	56700	Travel for Library Services	1,000.00	0.00	0.00%
		Total Professional and Operating Services	**133,750.00**	**-3,000.00**	**-2.19%**
	56410	General Office/Operating Supplies	15,000.00	0.00	0.00%
	56420	Processing Supplies	23,000.00	-4,000.00	-14.81%
		Total Supplies	**38,000.00**	**-4,000.00**	**-9.52%**
	56600	Dues & Memberships	8,000.00	0.00	0.00%
	57100	Training & Education	25,000.00	5,000.00	25.00%
	57200	Training Travel	6,000.00	0.00	0.00%
		Total Professional Dev't	**39,000.00**	**5,000.00**	**14.71%**
	61100	Facility Improvements	50,000.00	0.00	0.00%
	61200	Capital Equipment	0.00	0.00	
		Total Capital Outlay	**50,000.00**	**0.00**	
		Total Operating Expenses	**4,608,220.00**	**130,000.00**	**2.90%**
Non Operating Activity					
	43200	Interest - Reserve	5,000.00	-15,000.00	-75.00%
	42901	Impact Fees		0.00	
	62000	Special Capital Projects		0.00	
		Total Revenue & Other Sources	**5,000.00**	**-15,000.00**	**-75.00%**
	60-4110	Debt Service 2021 Taxes Received	686,500.00	318,870.00	86.74%
	60-4310	Debt Service 2021 Investment Income	0.00	0.00	
		Total Revenue & Other Sources	**686,500.00**	**318,870.00**	**86.74%**
	60-7010	Debt Service 2021 Interest (Payments)		-87,630.00	-100.00%
	60-7020	Debt Service 2021 Principal (Payments)	686,500.00	406,500.00	145.18%
		Total Expenses & Other Uses	**686,500.00**	**318,870.00**	**86.74%**