

East Haddam Public Library System
Finance Committee Meeting
January 11, 2016
7 PM at EHFPL Branch

In attendance:

Dawn Barlow, John Bielot, Eileen Schwartz, Michael Gilroy, Laurie Prichard

Program committee would like to order 4 tote bags, 2 for each library. There are funds in the SRF for that purchase.

We reviewed the current expenses and income - we are on target as budgeted.

The committee began work on the 2016-2017 budget request template. The following line items need adjusting for the next budget year;

Repairs and maintenance – \$1500 is a low number considering this is to cover two buildings. We have spent 70% of the current amount budgeted for the year.

Supplies – the cost of cases for audio books and dvd's are very high – this expense alone eats up much of the budget – increasing this line item is necessary

Books and periodicals – the cost of books continues to rise – the average book costs \$30. We suggest an increase to offset the rising costs

Conferences – would like to expand opportunities for staff to attend conferences

Technology – this line will need to increase to reflect the increase from LION and to cover the cost of new printers.

Furniture - We need to get a full itemized list of the furniture needs for both branches to determine the furniture line in the budget. Also to note, there will most likely be some deferred spending because of the budget cuts related to the Harris Property grant.

Telephone - For potential savings Laurie will call Frontier to see about converting from traditional analog service to VOIP. We hope this will help us see some savings. EHFP branch is under contract with ATT for another year.

We discussed that we need to renew the search for grants that would offer aid in capital repairs. Last year's efforts by Laurie Prichard and Peter Simmons were not able to find any grants applicable to our situation or were no longer offered.

Budget draft is due to the town on February 5. Finance committee will meet on Feb 1 to finalize the draft.