

3/13/2018

LIBRARY DEPARTMENT

<u>Revenues</u>						
<u>BUDGET</u>	<u>ACCOUNT</u>	<u>ACCOUNT</u>	<u>2018</u>	<u>2018</u>	<u>2019</u>	
<u>UNIT</u>	<u>ACCOUNT</u>	<u>TITLE</u>	<u>BUDGET</u>	<u>YTD</u>	<u>Budget</u>	<u>VARIANCE</u>
50005	44515	NON-RESIDENT CARDS	2,300	956	1,500	-34.78%
50005	44520	NON-RESIDENT CARDS-SHARON	10,560	10,560	10,560	0.00%
50005	44530	BOOK SALES	800	800	800	0.00%
50005	45300	INTEREST AND DIVIDENDS	15	92	15	0.00%
50305	45405	RENTAL OF BUILDINGS	8,000	2,690	1,000	-87.50%
50005	45715	PRIVATE CONTRIBUTIONS	250	346	250	0.00%
50005	45720	GRIMSHAW TRUST FUND	1,500	-	1,500	0.00%
50005	45725	WONDERS TRUST FUND	5,300	-	5,300	0.00%
50005	45800	OTHER MISC. REVENUE	11,300	1,115	16,800	48.67%
50001	49153	TRANSFER FR LIBRARY TRUST	200,000		200,000	0.00%
50005	49154	TRANSFER FR TRUST FUNDS	19,000	13,795	234,000	1131.58%
TOTALS			\$ 259,025	\$ 30,355	\$ 471,725	82.12%
Revenues to Town to Offset Tax Rate			\$ 59,025.00		\$ 50,725.00	

LIBRARY**Expenditures**

BUDGET UNIT	BUDGET UNIT ACCOUNT	BUDGET UNIT TITLE	ACCOUNT TITLE	2018 BUDGET	2018 YTD	2019 Budget	VARIANCE
50001	61100	LIBRARY ADMIN	SALARIES	340,629	152,038	355,789	4.45%
			SALARIES Total	340,629	152,038	355,789	4.45%
50001	61199	LIBRARY ADMIN	CAFETERIA PLAN	3,591	322	3,591	0.00%
			CAFETERIA PLAN Tot	3,591	322	3,591	0.00%
50001	62100	LIBRARY ADMIN	HEALTH INSURANCE	78,694	35,500	79,481	1.00%
			HEALTH INSURANCE	78,694	35,500	79,481	1.00%
50001	62150	LIBRARY ADMIN	DENTAL INSURANCE	4,006	2,000	4,050	1.10%
			DENTAL INSURANCE	4,006	2,000	4,050	1.10%
50001	62200	LIBRARY ADMIN	LIFE INSURANCE	687	350	688	0.15%
			LIFE INSURANCE Tot	687	350	688	0.15%
50001	62250	LIBRARY ADMIN	DISABILITY INSURANCE	1,973	800	2,000	1.37%
			DISABILITY INSURANCE	1,973	800	2,000	1.37%
50001	62300	LIBRARY ADMIN	PAYROLL TAXES	29,374	9,174	27,218	-7.34%
			PAYROLL TAXES Tot	29,374	9,174	27,218	-7.34%
50001	62375	LIBRARY ADMIN	WORKERS COMPENSATION	632	206	706	11.68%
			WORKERS COMPENSATION	632	206	706	11.68%
50001	62500	LIBRARY ADMIN	RETIREMENT	28,304	12,955	29,083	2.75%
			RETIREMENT Total	28,304	12,955	29,083	2.75%
50001	63150	LIBRARY ADMIN	FINANCIAL CHARGES	25	-	25	0.00%
			FINANCIAL CHARGES	25	-	25	0.00%
50005	63250	LIBRARY OPER/	COMPUTER SERVICE	8,000	2,879	8,000	0.00%
			COMPUTER SERVICE	8,000	2,879	8,000	0.00%
50001	63350	LIBRARY ADMIN	LEGAL COST	2,000	-	2,000	0.00%
			LEGAL COST Total	2,000	-	2,000	0.00%
50001	63600	LIBRARY ADMIN	TELEPHONE	3,300	460	3,900	18.18%
50010	63600	LIBRARY-KEYES	TELEPHONE	100	-	-	-100.00%
			TELEPHONE Total	3,400	460	3,900	14.71%
50005	63900	LIBRARY OPER/	OTHER PROFESSIONAL	2,300	423	1,000	-56.52%
			OTHER PROFESSIONAL	2,300	423	1,000	-56.52%
50010	64100	LIBRARY-KEYES	ELECTRICITY	720	213	720	0.00%
50305	64100	LIBRARY-BUILD	ELECTRICITY	13,000	4,388	13,000	0.00%
			ELECTRICITY Total	13,720	4,601	13,720	0.00%
50010	64200	LIBRARY-KEYES	HEATING FUEL	3,000	394	3,000	0.00%
50305	64200	LIBRARY-BUILD	HEATING FUEL	17,000	1,564	17,000	0.00%
			HEATING FUEL Total	20,000	1,958	20,000	0.00%
50010	64250	LIBRARY-KEYES	WATER & SEWER	850	198	850	0.00%
50305	64250	LIBRARY-BUILD	WATER & SEWER	2,500	886	2,500	0.00%

LIBRARY**Expenditures**

BUDGET	BUDGET UNIT	ACCOUNT	2018	2018	2019	VARIANCE
UNIT	ACCOUNT	TITLE	BUDGET	YTD	Budget	
		WATER & SEWER Tot	3,350	1,085	3,350	0.00%
50010	64300	LIBRARY-KEYES REPAIR & MAINT SER	11,500	12,277	500	-95.65%
50305	64300	LIBRARY-BUILD REPAIR & MAINT SER	4,000	3,580	4,000	0.00%
		REPAIR & MAINT SER	15,500	15,857	4,500	-70.97%
50005	64315	LIBRARY OPER/EQUIP REPAIR/MAINT	500	-	500	0.00%
50305	64315	LIBRARY-BUILD EQUIP REPAIR/MAINT	4,000	251	4,000	0.00%
		EQUIP REPAIR/MAINT	4,000	251	4,000	0.00%
50305	64600	LIBRARY-BUILD SANITATION/RECYCLI	400	72	400	0.00%
		SANITATION/RECYCL	400	72	400	0.00%
50001	65200	LIBRARY ADMIN DUES & PUBLICATION	1,000	15	750	-25.00%
		DUES & PUBLICATION	1,000	15	750	-25.00%
50001	65350	LIBRARY ADMIN ADVERTISING	1,500	212	1,500	0.00%
		ADVERTISING Total	1,500	212	1,500	0.00%
50001	65900	LIBRARY ADMIN OUTSIDE SERVICES	5,400	1,113	4,400	-18.52%
50305	65900	LIBRARY-BUILD OUTSIDE SERVICES	12,600	5,850	12,600	0.00%
		OUTSIDE SERVICES T	18,000	6,963	17,000	-5.56%
50001	66100	LIBRARY ADMIN GENERAL SUPPLIES	1,000	168	1,000	0.00%
50005	66100	LIBRARY OPER/GENERAL SUPPLIES	1,000	12,253	1,000	0.00%
50305	66100	LIBRARY-BUILD GENERAL SUPPLIES	1,000	869	1,000	0.00%
		GENERAL SUPPLIES	3,000	13,289	3,000	0.00%
50005	66150	LIBRARY OPER/POSTAGE	1,000	201	750	-25.00%
		POSTAGE Total	1,000	201	750	-25.00%
50005	66200	LIBRARY OPER/OFFICE SUPPLIES	7,500	2,667	7,000	-6.67%
		OFFICE SUPPLIES To	7,500	2,667	7,000	-6.67%
50005	66700	LIBRARY OPER/BOOKS & PERIODICAL	5,000	5,079	5,000	0.00%
		BOOKS & PERIODICA	5,000	5,079	5,000	0.00%
50005	66705	LIBRARY OPER/BOOKS-(ADULTS)	15,000	6,456	15,000	0.00%
		BOOKS-(ADULTS) Tot	15,000	6,456	15,000	0.00%
50005	66710	LIBRARY OPER/BOOKS-(CHILDREN)	12,500	2,349	12,500	0.00%
		BOOKS-(CHILDREN) 1	12,500	2,349	12,500	0.00%
50005	66715	LIBRARY OPER/REFERENCE	12,000	5,147	12,000	0.00%
		REFERENCE Total	12,000	5,147	12,000	0.00%
50005	66720	LIBRARY OPER/BINDERY	300	-	-	-100.00%
		BINDERY Total	300	-	-	-100.00%
50005	66730	LIBRARY OPER/AUDIO VISUAL-ADULT	6,000	2,677	6,000	0.00%
		AUDIO VISUAL-ADULT	6,000	2,677	6,000	0.00%
50005	66735	LIBRARY OPER/AUDIO VISUAL-CHILDI	2,000	302	2,000	0.00%

LIBRARY

Expenditures

BUDGET UNIT	BUDGET UNIT ACCOUNT	BUDGET UNIT TITLE	ACCOUNT TITLE	2018 BUDGET	2018 YTD	2019 Budget	VARIANCE
			AUDIO VISUAL-CHILD	2,000	302	2,000	0.00%
50001	68050	LIBRARY ADMIN	MILEAGE	1,500	78	1,500	0.00%
			MILEAGE Total	1,500	78	1,500	0.00%
50001	68100	LIBRARY ADMIN	STAFF DEVELOPMEN	4,000	798	3,000	-25.00%
			STAFF DEVELOPMEN	4,000	798	3,000	-25.00%
50005	68170	LIBRARY OPER/	ADULT PROGRAMMIN	3,000	1,071	3,000	0.00%
			ADULT PROGRAMMIN	3,000	1,071	3,000	0.00%
50005	68175	LIBRARY OPER/	CHILDREN PROGRAM	2,000	829	2,000	0.00%
			CHILDREN PROGRAM	2,000	829	2,000	0.00%
OPERATING EXPENDI				656,385	289,065	655,501	-0.13%
50020	67200	LIBRARY-FIXED	BUILDINGS	200,000	5,000	200,000	0.00%
			BUILDINGS Total	200,000	5,000	200,000	0.00%
DEPARTMENT Total				856,385	294,065	855,501	-0.10%

	2018	2019	
Library	July-June	July-June	
	AMOUNT	AMOUNT	COMMENTS
Salaries- 61100			
Salaries	340,629	355,789	Increase due to additional position. An IT specialist is proposed for 10 hours of time a week to assist the library with managing our technology, running technology classes, providing patron assistance, website maintenance, staff training, and researching innovative technologies to provide to residents and improve library functions. This position is being funded in partnership with the IT and Finance departments.
Cafeteria Plan	3,591	3,591	
Health Insurance	78,694	79,481	
Dental Insurance	4,006	4,050	
Life insurance	687	688	
Disability Insurance	1,973	2,000	
Payroll Taxes	29,374	27,218	
Worker's Compensation	632	706	
Retirement	28,304	29,083	
TOTAL	487,890	502,606	
Financial Charges and Fees			
Finance charges	25.00	25	
TOTAL	25.00	25.00	
Computer Services - 63250			
Technology improvements and updates to equipment.	4500.00	4500.00	The library supplies seven public computers (4 PCs, 3 chromebases). Computers are used for internet access, job searching, homework, gaming, digital picture uploads, social media, email, and access to forms and applications for medical, legal, financial, and housing purposes. Library staff provide instruction as needed and also make appointments. A copy machine and printer are available, with direct scan to email capability. The library building and parking lot have 24 hour wifi access. We also have four laptops that are used for computer instruction classes and circulating chromebooks and iPads. The iPads and chromebooks are almost at end of life. We are currently drafting a technology plan to ensure we have funding and planning around the lifespan of our technology.
Website hosting fee	500.00	500.00	The library maintains its own website at PeterboroughTownLibrary.org. The website was designed in 2016. All content is created and updated by the library director. The site had 15,020 unique users in 2017--a 50% increase. We had 43,378 page views. Our website provides 24/7 access to our digital resources.
Bywater Solutions: Fee for hosting Koha, an Integrated Library System	3000.00	3000.00	This is an open source integrated library system--which means the system is FREE and continuously improved by the Koha community. The library migrated to an open source system in 2015, saving the town \$5,000 in annual fees and allowing us to shift funding to our pressing need to upgrade our public computers and website, without increasing this line item.
<i>This Total needs to match next line total</i>	8000.00	8000.00	
TOTAL	8000.00	8000.00	

Telephone-63600			
Library Administration	3300.00	3900.00	The library was the pilot for a new VoIP system in 2017. We are using RingCentral. The Library Director also has an iPhone issued.
Library-Keyes-Sage House	100.00	0.00	The Friends of the Library will be asked to fund their phone going forward.
TOTAL	3400.00	3900.00	
Legal Cost-63350			
Legal Cost	2000.00	2000.00	The library is not covered by the Town Attorney.
TOTAL	2000.00	2000.00	
Other Professional Services-63900			
Other Professional Services	2300.00	1000.00	This includes special services such as framery, graphic designer, and misc. services. We trimmed this line item by \$1,300 to do our best to keep our budget flat and find any savings possible.
TOTAL	2300.00	1000.00	
Electricity-64100			
Library-Keyes-Sage House	720.00	720.00	The library project timeline calls for a move to a temporary library in the summer of 2018. Therefore, we will not need to budget a large amount for the electricity to the main library. I am leaving a small amount to cover any costs due to unforeseen circumstances.
Library-Buildings/Grounds	13000.00	2000.00	
	13720.00	2720.00	
Heating Fuel-64200			
Library-Keyes-Sage House	3000.00	1500.00	The library project timeline calls for a move to a temporary library in the summer of 2018. We do not anticipate any heating costs during construction. I am leaving a small amount to cover any costs due to unforeseen circumstances.
Library-Buildings/Grounds	17000.00	2000.00	
TOTAL	20000.00	3500.00	
Water and Sewer-64250			
Library-Keyes-Sage House	850.00	850.00	The library project timeline calls for a move to a temporary library in the summer of 2018. We do not anticipate the same water utility costs during construction.
Library-Buildings/Grounds	2500.00	850.00	
TOTAL	3350.00	1700.00	
Repair and Maintenance Services-64300			
Library-Keyes-Sage House	11500.00	500.00	The roof replacement was completed on this building in 2017. We carry a small amount to cover minor building costs.

Library-Buildings/Grounds	4000.00	4000.00	The temporary location will need some superficial improvements to ready it for the public. These costs may include carpet, painting, shelving installation, and minor upgrades to the spaces.
TOTAL	15500.00	4500.00	

Equipment Repair and Maintenance-64315			
Library-Kyes-Sage House	500.00	500.00	This line item is for light bulbs, equipment repair, and other building supplies.
Library-Buildings/Grounds	4000.00	4000.00	The temporary location will have similar need for light bulbs, equipment repair, and expenses to create an IT network for public and staff.
TOTAL	4500.00	4500.00	
Sanitation/ Recycling Services-64600			
Library-Building and Grounds	400.00	400.00	
TOTAL	400.00	400.00	
Dues and Publications-65200			
NH Library Association and sections (4-6 staff persons)	1000.00	400.00	
	0.00	0.00	
Misc publications and professional literature	0.00	350.00	
<i>This Total needs to match next line total</i>	<i>1,000.00</i>	<i>750.00</i>	
TOTAL	1000.00	750.00	
Advertising-65350			
library administration	1750.00	1500.00	We create and send a monthly newsletter to over 2,500 subscribers using Mailchimp. We also advertise our programs via Facebook ads and the local papers. We trimmed this line item by \$250 to do our best to keep our budget flat.
TOTAL	1750.00	1500.00	
Contracted Services-65900			
Custodian	12600.00	12600.00	
Admin/Bldg contracts	5400.00	4400.00	We moved funding to this line item from our materials budget in 2016 so we could work with graphic designers and employ paid interns. In 2017 we had a designer create our strategic plan brochure. We also worked with an intern working on her MLS who assisted with the digitization project of the historical Peterborough Transcript and Monadnock Ledger. We now have up to 1945 digitized and available online. We trimmed this line item by \$1,000 to do our best to keep our budget flat.
TOTAL	18000.00	17000.00	
General Supplies-66100			
Administration	1000.00	1000.00	Supplies include book display units, banners, sign display holders, magnets, makerspace materials or equipment, library wreaths etc.
Operations	1000.00	1000.00	
Buildings & Grounds	1000.00	1000.00	
<i>This Total needs to match next line total</i>			
TOTAL	3000.00	3000.00	

Postage-66150			
Office Postage	1000.00	750.00	The library has reduced it's postage budget by 43% since 2015 by using emails for our overdue process.
TOTAL	1000.00	750.00	
Office Supplies-66200			
Admin	7500.00	7000.00	This includes book processing supplies, such as mylar jackets and labels, as well as regular office supplies for our department.
TOTAL	7500.00	7000.00	
Books and Periodicals-66700			
Special purchases	1500.00	1500.00	The library has special collection development focuses each year. For example, in 2015 we created an agrigulture collection for our farmers. This year we are focusing on growing a manga and graphic novel colleciton for teens.
Print Subscriptions	2000.00	2000.00	The library has over 70 magazines available to the public. We carry 5 newspapers.
Online subscriptions	1500.00	1500.00	The library also has a digital magazine platform available to tablets and smartphones.
<i>This Total needs to match next line total</i>			
TOTAL	5000.00	5000.00	
Books-Adult-66705			
	15000.00	15000.00	Our collection includes regular fiction, nonfiction, large print, audiobooks, DVDs, and book group bags. Our circulation in 2016 was 71,889 items. We had the 43rd highest circulation in the state out of 247 libraries in NH. All but 3 of the libraries ahead of us had larger populations, in many cases twice our population!
TOTAL	15000.00	15000.00	
Books-Children-66710			
	12500.00	12500.00	Our children's books include baby board books, picture books, early literacy materials, early readers and chapter books, juvenile fiction and nonfiction, young adult books, audiobooks for all youth, and DVDs. We also provide easy reader kits to families working towards our 1,000 Books before Kindergarden goal.
TOTAL	12500.00	12500.00	
Reference-66715			
	12000.00	12000.00	The reference collection is mostly online and includes subscriptions to Ancestry, Learning Express (a career and school prep site), Transparent Languages, CultureGrams (country books online). We also update our children's World Book Encycolpedia every year and keep a Ready Reference collection for adults and families.
TOTAL	12000.00	12000.00	
Bindery-66720			
	300.00	0.00	

TOTAL	300.00	0.00	
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<u>AV-Adults-66730</u>			
	6000.00	6000.00	DVDs are our highest circulating item. We also provide a streaming film service, InstaFlix, to card holders.
			This line item also covers our audiobooks order which has been increased due to patron demand. Many patrons want both physical audiobook CDs, as well as downloadable books.
TOTAL	6000.00	6000.00	
<u>AV-Children-66735</u>			
	2000.00	2000.00	This covers both children's DVDs and audiobooks. We created a YA audiobook collection this year in response to patron demand. We try to keep all the high school reading lists on audio.
TOTAL	2000.00	2000.00	
<u>Mileage-68050</u>			
	1500.00	1500.00	Mileage is reimbursed for staff conferences and professional development and any out-of-town travel conducted by the Library administration.
TOTAL	1500.00	1500.00	
<u>Staff Development-68100</u>			
NHLA Annual Conference	500.00	500.00	Staff development is a huge priority for PTL. Similar to educators, our staff need to stay informed and current on library practices, services, programs, and technology. We send staff to NH library association opportunities. Our staff without a Masters in Library Science are highly encouraged to participate in the Paralibrarian Certificate program offered through NH Library Association. This certificaion is difficult to obtain and shows a great deal of experience and training have been completed.
NELA Annual Conference	1500.00	1500.00	
PLA or other opportunities	2000.00	1000.00	
<i>This Total needs to match next line total</i>	<i>4000.00</i>	<i>3000.00</i>	
TOTAL	4000.00	3000.00	
<u>Adult Programming-68170</u>			
			We are able to do a lot with our relatively small programming budget. In 2017, we hosted 105 adult programs. These include artist receptions, book clubs, lectures, author visits, technology classes and more. Attendance at those programs was a total of 1,149 participants. This is an increase of 33% in attendance to youth programming compared to 2016!
Speaker Fees	2500.00	2500.00	
Refreshments and program supplies	500.00	500.00	
<i>This Total needs to match next line total</i>	<i>3000.00</i>	<i>3000.00</i>	
TOTAL	3000.00	3000.00	
<u>Children Programming-68175</u>			
			In addition to this funding, we rely on the Friends of the Library to provide nearly \$6,000 towards children programming. In 2017, we hosted 186 youth programs with 5,055 participants! This is an increase of 37% in attendance to youth programming compared to 2016!
Presenter fees	1500.00	1500.00	
Early Literacy program supplies	500.00	500.00	
<i>This Total needs to match next line total</i>	<i>2000.00</i>	<i>2000.00</i>	
TOTAL	2000.00	2000.00	

Rent			
			Without the addition of the Rent and Move expenses, the library expenditures budget would be down .13%.
12 months	0.00	90000.00	In 2017, we added 532 new members to the library. We had 64,089 visits to the library. Our services are well used and in many cases critical to support our community. It is very important we set up a temporary library to keep our services available. These include public spaces for all ages, public computers, wifi, meeting space, programming, our staff, and our collection. We are investigating every possible option for rental space within the Town. The space must have ample square footage for staff working space, the collection and storage of any items we cannot put in open stacks, and be fully accessible with plenty of parking.
	0.00	0.00	In 2016 we were the 27th most visited library out of 247 public libraries reporting! All but two of the 27 libraries ahead of us have a larger population.
TOTAL	0.00	90000.00	
MOVE			
12 months	0.00	25000.00	
	0.00	0.00	
TOTAL	0.00	25000.00	An RFP will be issued to find the best mover for the library at the most competitive price. I have met with a professional mover and have an initial quote. Much work will be completed to make the move as affordable as possible, such as discarding materials, furniture, and items we no longer need and will not use in the new library. Moving a library requires a specialized mover who has experience with library collections. In our case, we most likely will need to pull a collection of books that will be readily available to the public and place the remaining collection in deep storage. The order of the collection and fill rates need to be carefully calculated. The other major expense is the disassembly of the library shelving units and installation in the temporary space. This needs to be done with care to ensure it is done correctly, braced appropriately, and in compliance with code for the safety of patrons and town's liability. Our plan is to have a mover focus on the collection and library furniture only. Staff will work with the Buildings and Grounds department to manage the transport of the staff and administrative furniture and materials. We will also move our own technology. We need to budget for the storage of the historical clock and oil paintings. These items will be extremely expensive to store correctly. I am exploring possible residents with specialized collections and knowledge who may be able to assist with the storage of these items.
Fixed Assets-Buildings-67200			
Architectural Fees and Documents	200000.00	200000.00	The library trustees have budgeted another disbursement from the library trust funds to be used toward the architectural fees on the project. These funds are being used in accordance to the instruments of the donor. The Library Trustees have made every effort to use these funds strategically to assist the project and alleviate the tax payer of these expenses.
TOTAL	200000.00	200000.00	
Total Library Budget	856635.00	941850.78	