

**Goffstown Public Library
2017 Budget Presentation
September 19, 2016**

The 2017 budget request from the Library Board of Trustees is \$754,307, a difference of \$19,267 or 2.62% over the 2016 budget.

**2017 Library Operations
Account Range 55010000-**

41100 Regular Wages-FT

Wages for 5 full time employees: 3 salaried (including Library Director) and 2 hourly
Includes 2% COLA for all employees and adjustment to one full time position to get in line with market (based on 2016 wage study) as well as completion of MLS.

41150 Regular Wages-PT

Wages for 10 part time employees
Includes 2% COLA for all employees and 1 part-time position adjustment to correct years of frozen wages.

41500 Merit Pay

\$3,000 to be awarded to Library staff members as per the policy and approved by the Library Board of Trustees. Amount of award based on annual performance reviews & vote of LBT.

41700 Longevity Pay

Annual payment to employees of more than 8 years. Amount increases every 2 years on a town-wide scale. Library has 4 full time staff members and 1 part time staff eligible.

All these budget amounts are formulated by the Finance Department:

42200 FICA

42250 Medicare

42300 Retirement

42600 Unemployment Comp.

42700 Workers Comp.

43110 Benefits (November)

Reminder: these numbers may change during the budget process; current numbers reflect estimates for staff in place at the time of budget development.

44100 Professional Dues

Membership dues for staff and trustees:
American Library Association & section
Hillstown Cooperative
New England Library Association
New Hampshire Library Association
NH Library Trustees Association
Goffstown Historical Society

44200 Tuition Reimbursement

At this time there is no employee eligible for tuition reimbursement; however, there may be a request for 2018.

44300 Employee Development

Conferences & workshops for library staff and members of the Library Board of Trustees; goal is for all staff to partake of staff development in addition to our annual, all day training. CHILIS (Children's librarians section of the NH Library Association) spring conference, NH Library Trustees Association conference, virtual conferences & workshops, one-day training for the staff, READS (Reference & Adult Services Section of the NH Library Association) conference and workshops, NELA (New England Library Association) annual conference and section conferences, Public Library Association conference in even years. Paralibrarian classes and certification for non-professional Library staff.

44800 Travel Expenses

Travel to workshops and conferences, including bi-annual national conference; professional library meetings, home delivery.

45030 Consulting Services

Includes legal consulting.

45350 Minutetakers

\$1,000 bookkeeping payment to the town from private funds held by the Library Board of Trustees; \$1,250 meeting minute taker

47370 Photocopier Contracts

\$840 annual maintenance service with supplies (toners, all parts, not paper) up to 2,000 copies per month; excess of 2,000 copies is additional .01 cent per black and white copy, .09 cents per color copy. **Revenue from photocopier to the Town of Goffstown.**

47110 Office Supplies

Office supplies, such as copy and construction paper, printer ink, labels, tape, glue, markers, pencils, name tags, folders, etc.

47120 Operating Supplies

Supplies specific to library services and business, such as albums for audio, DVD, security cases for CD's, book covers, spine labels, special tape and mending supplies, AccuCut dies, receipt printer supplies, direct access fee to OCLC (cataloging function), DVD and CD cleaning supplies, etc.

47340 Postage

Cost for postage of letters and packages.

47400 Books & Publications

Development of the library collection:

- Serials—magazines, newspapers

- Reference, local history, genealogy (non-circulating collections)

- Audio collections

- Large Print materials

- Adult Books

Child/ Juvenile/ Teen
DVD & music collections
3M & hoopla eContent

48440 Furniture & Fixtures

Replacement chairs, stools, desks, etc. for staff and public.

48460 Computers & Comm.

Annual rotation of 5 PCs (\$850 each); \$100/month vendor maintenance of computers, network, printers as needed; software upgrades as needed \$800; connection to eCommerce \$800; monitor replacement as needed \$300, \$180 for video editing software (subscription). Budget developed with Town IT Department

49400 Advertising

Legal notices as required for employment notices, donations and bequests

50230 Cellular Telephone

Annual reimbursement to Library Director for cell phone use during library business hours

50240 Heating Oil

Town-wide formula, based on last heating season plus contract:
Avg. of 1,084 gallons used X \$1.845 contracted cost = \$1,999.98 & rounded up to \$2,000
Library Board of Trustees increased to \$3,000 based on experience & history.

50270 Electricity

Town-wide formula, 7/14-6/15, plus 5% for expected increase (2016 number; no update for 2017)

50290 Water

Increase based on GVWS, indicating at least a \$50 increase for 2017, email of July 13, 2016.

50295 Sewer

Actual sewer costs based on history and confirmation from department

50310 Telecommunications

Telephone, including static IP \$4,670.40 /year (\$329.20 + \$60/mo.); FirstLight Fiber \$4,500 (\$375/month); DreamHost \$120; wireless hot spot for summer 2017, \$120; \$400 maintenance annually.

53460 Facility-Maintenance

All maintenance of the Library building. Includes regular, annual planned maintenance and inspections (library grounds, elevator, furnaces, fire panel and alarms carpet and furniture cleaning, exterior doors, electrical and plumbing); unanticipated repair (past history: replacement condenser units, vital chimney repair, granite step repair, parking lot light) and maintenance based on maintenance schedule (lighting, roof, stone wall, exterior painting touch-up, etc.). Approximately \$10,315 per year for anticipated regular maintenance and inspections; \$4,685 for unanticipated repair & maintenance, interior and exterior.

53470 Facility-Maintenance Supplies

Maintenance supplies; based on history.

55210 Property Insurance

Annual premium + \$1,000 deductible

67100 Programs

Programming, classes and special events for all ages; included outreach in the community and with the Parks & Recreation Department and Bartlett Elementary School. Includes annual summer reading program.

69100 GMILCS

Dues based on formula, including usage, circulation. Includes courier delivery, \$2,600.

69200 Electronic Subscriptions & Contracts

Electronic resources:

Cassie (Network and print management; **revenue to the Town of Goffstown**)

OverDrive Subscription (NH State Library)

3M eAudio & hoopla

NewsBank Subscription (Goffstown News, Union Leader, Concord Monitor)

Constant Contact (email newsletters)

Ancestry (genealogy database; NH State Library)

HeritageQuest (genealogy database; NH State Library)

Mango Languages

InstantFlix (Recorded Books)

Plymouth Rocket (EventKeeper calendar; TixKeeper reservations)

Great Reading Adventure-online summer reading program

Signifies budget numbers formulated with the Town Finance Department.

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September 16, 2016