

## 2019 Budget Notes

The 2019 budget request as approved by the Library Board of Trustees is \$680,356.00. This is an increase of 1.01% from 2018, or \$6,785.00.

All Library personnel were plotted on the new pay matrix as of July 1, 2018 and with the 2019 Library budget any step increases will be based on performance. There is no money budgeted for merit and no COLA has been budgeted for 2019.

In addition, some budget lines were either reduced or increased based on actual spending history. Please see explanation of changes to full time and part time staff hours in lines 41100 and 41150.

### 2019 Library Operations Account Range 55010000-

#### 41100 Regular Wages-Full Time

Wages for 5 full time employees: 3 salaried (including Library Director) and 2 hourly. One-part time position increased to full time, effective 7/1/2019. No merit and no COLA have been budgeted for 2019.

#### 41150 Regular Wages-Part Time

Wages for 10-part time employees, January 1-June 30; 9-part time employees beginning July 1, 2019. No merit and no COLA have been budgeted for 2019.

#### 41500 Merit Pay

Merit is not included as part of the Library budget; 2019 increases will be performance-based.

#### 41700 Longevity Pay

Annual payment to employees of more than 8 years. Amount increases every 2 years on a town-wide scale. Library has 3-full time staff members and 1-part time staff member eligible in 2019.

#### All these budget amounts are formulated by the Finance Department:

42200 FICA

42250 Medicare

42300 Retirement

#### 44100 Professional Dues

Membership dues for staff and trustees:

American Library Association & PLA section

Hillstown Cooperative

New England Library Association

New Hampshire Library Association

NH Library Trustees Association (individual memberships)

Goffstown Historical Society

#### **44200 Tuition Reimbursement**

At this time there is no request for tuition reimbursement.

#### **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. Also includes Paralibrarian classes and certification for non-professional Library staff.

#### **44800 Travel Expenses**

Travel to workshops and conferences, including any national conferences approved by the LBT; professional library meetings, home delivery & delivery to residents at local nursing homes.

#### **45030 Consulting Services**

Includes legal consulting.

#### **45350 Minutetaker**

\$1,250 meeting minute taker for Library Board of Trustees' meetings

#### **47110 Office Supplies**

Office supplies, such as copy and construction paper, printer toner, labels, tape, glue, markers, pencils, name tags, folders, etc. 2019 amount adjusted based on actuals.

#### **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, receipt printer supplies, direct access fee to OCLC (cataloging function), DVD and CD cleaning supplies, etc. 2019 amount adjusted based on actuals.

#### **47340 Postage**

Cost for postage of letters and packages.

#### **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.** 2019 amount adjusted based on actuals.

#### **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  
Cloud Library & hoopla digital content (partial)

**48440 Furniture & Fixtures**

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

**48450 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).

**49400 Advertising**

Includes legal notices as required for employment, donations and bequests.

**50230 Cellular Telephone**

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

**50240 Heating Oil**

Town-wide formula, based on last heating season plus contract:  
Avg. of 1,100 gallons used X \$2.4995 contracted cost = \$2,749.45 & rounded up to \$3,000 by Library Board of Trustees based on experience & history.

**50270 Electricity**

2019 estimated amount based on average \$900 per month. (Note: we did not budget any increase for 2018 and will overspend this line.)

**50290 Water**

Per Village Precinct vote on August 14, 2018 increase of \$5 per quarter/\$20 per year.

**50295 Sewer**

Actual sewer costs.

**50310 Telecommunications**

FirstLight telephone \$2,196, Comcast copper and static IP \$685.20 /year; FirstLight Fiber ISP \$4,500 (\$375/month); DreamHost \$120; wireless hot spot, \$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 \$8,000-\$10,000 per year for regular maintenance and inspections; remainder for unanticipated repair, improvements & maintenance, interior and exterior. **As of 2018, this line also contains funds to pay the 5X weekly cleaning service, transferred from the part time wage line.**

### **53470 Facility-Maintenance Supplies**

Paper products, trash bags, maintenance and cleaning supplies for the Library building, etc.

### **67100 Programs**

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

### **69100 GMILCS**

Dues based on July 2018 payment, formula, including usage, circulation. Includes 3X per week courier delivery, \$2,872. No change has been made to reflect merger between NEC & NHIA, both GMILCS members. At the time of budget development, no firm information was available for adjustment to budget request, if needed.

### **69200 Electronic Subscriptions & Contracts**

Electronic resources:

- Cassie (Network and print management; **revenue to the Town of Goffstown**)
- OverDrive Subscription (NH State Library) – eBook, eAudio, eMagazine content
- CloudLibrary - eBook and eAudio content
- hoopla - movies, TV shows, music albums, e-books, e-audiobooks, and comics
- NewsBank Subscription - Goffstown News, Union Leader, Concord Monitor
- Constant Contact (monthly email newsletters & communications)
- Ancestry - genealogy database (NH State Library)
- HeritageQuest - genealogy database (NH State Library)
- Mango Languages (NH State Library) - language learning system
- RBdigital - eMagazines (Recorded Books)
- Plymouth Rocket (EventKeeper calendar; TixKeeper museum reservations)
- An online summer reading program replacement
- Universal Class - an online learning product

Signifies budget numbers formulated with the Town Finance Department.

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