

Department:	LIBRARY										
Department Responsibilities:	The Library is managed by an elected Board of Trustees and consists of 3 full-time staff, 8 part-time staff, and the Board's minute taker. It provides a wide range of educational, cultural, and recreational services to Town residents. These include: loans of materials and information resources in a wide variety of physical and digital formats; provision of information, readers' advisory, and research assistance; public programs for residents of all ages; access to the internet, software and printing services via public computers and a high speed network, including wifi; spaces for private study and group meetings; fax, photocopying, notary, and passport application services; and partnerships with local organizations and individuals in support of community goals.										
									2024	2024	2024
Account	Account	2020	2021	2022	2023	2023	2024	BOS	BUDCOM	BUDCOM	
Number	Name	Actual	Actual	Actual	Budget	YTD ACTUAL	Request	Approved	Adjustments	Approved	Description:
01-4550-10-110	LI Salaries	\$ 294,133	\$ 283,407	\$ 291,843	\$ 303,850	\$ 239,838	\$ 316,612				Salary/wages, vacation coverage, merit increases, and longevity bonuses for 5.85 FTE's: Director (full-time, contractual), Assistant Director/Head of Youth Services (full-time), Technical Services Librarian (full-time), 8 part-time staff (including 3 student aides), the Board's minute-taker, & 1 substitute
01-4550-10-210	HR LI Health/ Life/ Disability	\$ 54,085	\$ 71,227	\$ 71,352	\$ 86,278	\$ 69,129	\$ 105,723				Eligible staff include 3 full-time positions and 1 part-time position. 15.6%/4.7% increases in HealthTrust medical/dental premiums, 7%/56% increase in medical & dental censuses.
01-4550-10-220	HR LI Social Security/Medicare	\$ 20,846	\$ 19,727	\$ 20,260	\$ 23,245	\$ 16,655	\$ 24,221				Mandatory employer contributions
01-4550-10-230	HR LI Retirement	\$ 20,050	\$ 21,926	\$ 26,013	\$ 25,517	\$ 21,261	\$ 27,190				Mandatory employer contributions for 3 full-time staff
01-4550-10-250	HR LI Workers Comp/ Unemp.	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000				
01-4550-10-500	LI Continuing Education	\$ 274	\$ 409	\$ 185	\$ 2,000	\$ 806	\$ 1,750				Professional development meetings, seminars, workshops, & webinars for staff and Trustees
01-4550-10-560	LI Professional Dues	\$ 290	\$ 470	\$ 635	\$ 750	\$ 420	\$ 750				Memberships in NH Library Trustee Association, Merri-Hill-Rock Coop (regional cooperative), & local, regional, and national library associations
01-4550-20-342	LI Technical Services	\$ 7,205	\$ 9,390	\$ 4,490	\$ 6,000	\$ 4,036	\$ 6,000				IT infrastructure repairs & upgrades, including license fees & tech support (PCs, software, wired & wireless networks, printers, etc.); Comcast internet fees; library website content management system
01-4550-20-345	LI Online Resources	\$ 20,645	\$ 12,903	\$ 16,684	\$ 8,000	\$ 14,410	\$ 9,200				Library management system, including the public-facing catalog; downloadable ebooks, audiobooks, movies & music; web-based reference databases; catalog enrichment; online museum pass & meeting room reservation services.
01-4550-20-610	LI Supplies	\$ 13,810	\$ 10,879	\$ 9,280	\$ 11,500	\$ 10,648	\$ 11,500				Supplies necessary for the operation and maintenance of the library
01-4550-20-625	LI Postage	\$ 341	\$ 1,990	\$ 767	\$ 500	\$ 919	\$ 500				Stamps, pre-stamped envelopes, & other mailings
01-4550-20-670	LI Materials	\$ 30,676	\$ 25,837	\$ 24,378	\$ 35,000	\$ 28,086	\$ 35,000				Books, audiobooks, music CD's, DVD's, video games, magazines, & newspapers
01-4550-20-810	LI Public Activities/ Programs	\$ 14,765	\$ 17,453	\$ 19,555	\$ 10,500	\$ 15,167	\$ 11,000				Fees for performers/presenters, supplies for children's & adult programs, museum passes, marketing expenses (email newsletter service, printing, advertisements)
01-4550-30-341	LI Telephone	\$ 1,054	\$ 1,093	\$ 1,093	\$ 1,100	\$ 850	\$ 1,130				Three telephone lines via Comcast VOIP
01-4550-30-410	BD LI Electricity	\$ 13,718	\$ 16,596	\$ 16,455	\$ 26,825	\$ 21,192	\$ 24,000				Electricity - fixed rate price thru Nov 2023
01-4550-30-411	BD LI Gas	\$ 8,164	\$ 8,104	\$ 11,615	\$ 15,600	\$ 10,029	\$ 10,300				Natural gas - fixed rate price thru Dec 2023
01-4550-30-430	BD LI Janitor	\$ 29,516	\$ 30,195	\$ 31,299	\$ 32,238	\$ 32,238	\$ 34,170				Services provided through the Town's maintenance department (27.5 hrs/week). Compensation per Town CBA.
01-4550-30-430	BD LI Repairs/Maintenance	\$ 19,090	\$ 37,442	\$ 27,410	\$ 22,000	\$ 19,940	\$ 23,000				Contractual preventive maintenance agreements for HVAC, fire suppression, irrigation, intrusion & fire alarm system monitoring. Also includes routine maintenance & repairs.
01-4550-30-650	HW LI Landscaping	\$ 9,675	\$ 7,577	\$ 8,757	\$ 8,532	\$ 9,327	\$ 9,050				Mowing, fertilizing, trimming, and spring/fall clean-ups. Tree and plant maintenance.
01-4550-40-235	FA LI Bookkeeping	\$ 5,100	\$ 5,280	\$ 5,400	\$ 5,520	\$ 4,600	\$ 6,000				Contracted bookkeeping services and accounting software upgrades
01-4550-40-320	LG LI Legal Fees	\$ 10	\$ 27	\$ 139	\$ 500	\$ 43	\$ 500				Legal fees, notices, background checks, & advertisements
01-4550-40-480	IN LI Building Insurance	\$ 16,858	\$ 16,858	\$ 10,272	\$ 10,119	\$ 10,119	\$ 10,929				Property, casualty, & general liability insurance - waiting for 2024 figures
01-4550-40-490	IN LI Liability	\$ -	\$ -	\$ 1,000	\$ 1,000		\$ 1,000				Insurance deductibles and Earned Time liability
01-4550-40-690	FA LI Bank Fees	\$ 419	\$ 378	\$ 441	\$ -	\$ 392	\$ -				Direct deposit fees, service charges
	Library Totals	\$ 580,724	\$ 599,168	\$ 599,323	\$ 637,574	\$ 530,105	\$ 670,525				