

Pillsbury Free Library
Monthly Trustees Meeting Agenda

Tuesday, December 20, 2011

7:00 p.m. in the Frank Maria Room

Everett Hunt, Chairperson, presiding

1. Minutes from November 15, 2011 meeting (Nan Cogswell)
2. Treasurer's Report and finance committee report (Tina Schirmer)
(includes acceptance of gifts, if any)
Report of presentation at Town budget committee on Nov 17 (see also Town minutes)
and status of 2012 budget
3. Library Director's Report – see written report of statistics, meetings and activities, online
genealogy resource statistics, etc.
4. Committee Reports
 - a. Building and Grounds (Nan Cogswell for Lynn Perkins)
Minutes from November 17 meeting with Tom Baye (ceiling insulation)
Report on updated Ceiling insulation quotes and water system maintenance.
 - b. Technology Committee (Linda Hedrick)
Minutes of December 13 meeting (2012 ebook and online resources budget)
 - c. Correspondences (Linda Hedrick)
 - d. Personnel Committee (Everett Hunt and Joan Warren)
Non-public session (by vote) if needed, to discuss 2012 personnel wages and
benefits and Library director's goals.
Return to Public Session (by vote), and description of decisions made, if any.
5. Old Business
Status of search for new trustee(s) 2012-2014 (January filing for March election)
6. New Business
7. Next Meeting (January 17, 2012): Count of anticipated attendance
8. Adjourn

Pillsbury Free Library Board of Trustees
Tuesday, November 15th, 2011 DRAFT Meeting Minutes

Present: Trustees Joan Warren, Tina Schirmer, Lynn Perkins, Everett Hunt, Linda Hedrick, Jeanne Hand, Nan Cogswell and Library Director Nancy Ladd.

1. Chairperson Opens the Meeting. Everett Hunt opened the meeting at 7:00 p.m.
2. Minutes from the October Trustees Meeting. Lynn asked that a change be made to the October minutes. Under the *Building & Grounds report*, regarding the vote for the Window Masters proposal of replacing the six windows, it was a 4 to 1 vote to approve this recommendation. A motion to approve the amended minutes was made by Lynn, seconded by Tina, and the Board accepted it.
3. Election of new Assistant Chair. Everett brought up the subject that we need an “assistant chairperson” for the Board since Larry Sullivan has resigned from the Board. Joan volunteered to be the new “assistant chairperson”, to cover for Everett in case he is unavailable to run the Trustees’ meetings, until March of 2012. The Board agreed, and approved her unanimously.
4. Treasurer’s Report. Tina presented the library’s financial reports. It was noted that no financial gifts were given, and no capital expenses for October. She did mention that we are on schedule for income and total expenses right now. Jeanne mentioned that we should be saving some money for next year. There was discussion about whether whatever doesn’t get spent should go back into the Town’s fund, and Tina mentioned that we have never given any money back. Joan brought up the warrant article that was used to authorize spending of other library Funds last year, and asked if we still have to make the same request this year. She agreed to work with Nancy on this warrant article to see if we have to keep doing this in the future. Lynn suggested that we talk about it at our annual meeting, in March of 2012. Everett mentioned that it’s up to the Trustees to decide how we spend the money for the library. It was decided that we table this discussion for now, but that Joan and Nancy will work on this.

Tina presented a copy of the *2012 draft budget* and asked that we all review it so that we can vote on it at next month’s Trustee meeting. Then a general discussion was started by Jeanne as to certain items. Jeanne asked why we have Ancestry.com available at the library as well as Heritage Quest as it is inexpensive to subscribe to it at home (\$19 a month) and that at the library it is about \$250 a year. People mentioned that a lot of folks in town do not have computers, and would rather come here for that information. Jeanne wanted to go over the items, online resources, that are costing the library about \$2,000 a year. Nancy will look into statistics of usage for genealogy resources and get back to the Board. It was suggested that the different “committee heads” will investigate to see if the budget matches what their 2012 needs are. Linda talked about purchasing one or two “Kindles” for the library, and one would be used as a loan out. Two kindles, plus a cover each, would cost around

\$200. Also, mp3 players for 2 audio books, to be used for a loan item as well. Jeanne asked Nancy to come up with a handout for the Town Budget Committee describing the possible ILS upgrade for the new card catalogue. We don't have final answers from the New Hampshire State Library because of the cutbacks of staff and no one to help us there. She will keep trying. Tina also talked about presenting at the Budget Committee – showing what we have spent over the past two years, for instance.

5. Library Director's Report. Nancy presented her written monthly report. She mentioned that there was an increase from September to October of Ebooks usage, as well as DVD, teen and children's material. Nancy also brought up the fact that Christmas and New Year's holidays fall on a Sunday and that usually the library is open on Mondays. We decided that these two Mondays should be considered a holiday for the library as is usually the case for most businesses around the country, so the Trustees agreed to close the library on these two days. Paul Knudsen of Sutton donated to the library 7 CD's of recording of music played by and/or composed by him. Lynn made a motion to accept the report and minutes, seconded by Tina, and the Board accepted it.
5. Committee Reports. The various committees of the Trustees gave reports.

Building & Grounds: Lynn presented the Committee report. We met on October 27th primarily to discuss the dome insulation project. Since the bid for this work was considerably less than the bid in the CIP submitted to the Planning Board in September, the committee decided to stop the progress of the CIP request. On October 31st we notified the Planning Board secretary that we would be withdrawing our bid. Joan made a motion to withdraw our bid, Tina seconded and the Board voted to accept the committee decision.

After much discussion of the six-window restoration project, the committee had decided that the Board vote on October 18th to approve the Window Master's proposal should be rescinded to allow time for consideration of historical preservation concerns and to recommend this to the Board at the November meeting. Window Masters was notified on November 7th that the library would not be moving forward at this time with their proposal. The library may need the expertise and guidance from the Warner Historical Society, as well as the state level regarding this matter.

Nan made a motion to rescind the October 18th vote, Everett seconded it, and the Board accepted it.

Also, Larry said that a "Fresco" might be hiding under the paint that covers the dome ceiling, so that will have to be looked into. Lynn volunteered to remove the storm sashes covering the six storm windows, and replaced the new pile weather stripping which should help with air penetration. He noted that the glass in the four south sides of the library windows appear to be double strength glass, and do not have the

characteristics of the old glass in the two windows on the north side of the building. All of Lynn's work has been very much appreciated by the Board.

Policy: The Online Social Software Policy was discussed at the meeting. We agreed to change the title to "Social Media Policy" rather than Software as that it covers everything. Joan made a motion to accept this new policy, seconded by Jeanne, and the Board accepted it. Everett agreed to join the Policy Committee, with Lynn.

Technology: No report, but Linda did have a brief meeting with Nancy. They are proposing upgrading Microsoft Office (5 licenses) for the staff computers in the Children's area, Nancy's office and outside her office, as well as the circulation and inter-library loan computers. We will also be making a "printer center", with a computer attached for that purpose and a scanner only.

Correspondence: Linda did send out thank-you notes to the 8-9 people that donated time to the "book and bake sale" during the time of the Festival.

Personnel: No report, and Joan has agreed to become a new member on the committee with Everett. Everett distributed the Trustee evaluation summary of the library director, and Nancy spoke about the evaluations of the staff and the high ratings that they received.

6. Old Business. Everett mentioned that we still are looking for new trustees' recommendations, and that if we know of anyone, please mention them to him as we need to replace Laura and Larry. Joan mentioned sending a letter to the Warner Historical Society to see if there was an interest there for a member to become a Trustee, as well as sending out letters to other organizations in Warner. Nancy will write a letter and Everett will sign as chairperson.
7. New Business. Nancy Ladd mentioned that we should do something for Larry, to acknowledge his years as a library Trustee, his numerous hours of volunteer work, as well as writing the history of the Pillsbury Free Library.
8. Next meeting. The next meeting of the Trustees will be on December 20th at 7:00 p.m. in the Maria Room. All Trustees, except Lynn, expect to attend the meeting.
9. Adjourn. Everett made a motion to adjourn, Nan seconded and we adjourned at 9:25 p.m.

Respectfully submitted by Nan Cogswell, Recording Secretary.

12/15/11

PILLSBURY FREE LIBRARY
Balance Sheet Monthly YTD Report
As of November 30, 2011

| | <u>Dec 31, 10</u> | <u>Jan 31, 11</u> | <u>Feb 28, 11</u> | <u>Mar 31, 11</u> | <u>Apr 30, 11</u> | <u>May 31, 11</u> | <u>Jun 30, 11</u> | <u>Jul 31, 11</u> | <u>Aug 31, 11</u> | <u>Sep 30, 11</u> | <u>Oct 31, 11</u> | <u>Nov 30, 11</u> |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ASSETS | | | | | | | | | | | | |
| Current Assets | | | | | | | | | | | | |
| Checking/Savings | | | | | | | | | | | | |
| Copier/Printer Fund | 972.56 | 890.45 | 930.48 | 1,020.19 | 1,123.73 | 1,105.19 | 1,202.95 | 1,051.04 | 953.57 | 1,008.41 | 1,148.46 | 1,131.35 |
| Donations Fund (non-lapsing) | 16,398.02 | 16,407.11 | 16,559.00 | 16,626.42 | 15,812.41 | 16,654.55 | 16,891.62 | 16,181.31 | 15,752.83 | 15,762.77 | 18,169.73 | 18,334.97 |
| Fines and Fees | 3,459.39 | 3,473.28 | 3,473.68 | 3,485.12 | 3,481.55 | 3,637.95 | 3,644.39 | 3,674.86 | 3,721.32 | 3,682.78 | 3,704.26 | 3,763.72 |
| Town Apprpr. Operating Fund | 7,577.17 | 4,813.64 | 5,799.97 | 9,984.49 | 8,966.68 | 9,036.05 | 6,420.16 | 2,641.64 | 8,383.83 | 9,035.79 | 5,369.21 | 6,862.12 |
| Town Appr CD 9mo was MC now LSB | 22,402.39 | 22,422.27 | 22,442.17 | 22,460.16 | 22,480.10 | 22,492.99 | 22,492.99 | 22,492.99 | 22,492.99 | 22,492.99 | 22,492.99 | 22,492.99 |
| Cogswell, Lloyd & Annie Fund LS | 25,106.17 | 25,106.17 | 25,106.17 | 25,106.17 | 25,106.17 | 25,106.17 | 25,106.17 | 25,106.17 | 25,223.07 | 25,223.07 | 25,223.07 | 25,223.07 |
| Cogswell, Richard & Mary - Jumb | 100,184.92 | 100,376.37 | 100,568.18 | 100,741.76 | 100,934.27 | 101,120.93 | 101,314.17 | 101,501.53 | 101,695.50 | 101,889.84 | 102,078.27 | 102,273.34 |
| Cogswell, Richard & Mary - 5yr | 9,977.51 | 9,996.58 | 10,015.68 | 10,032.97 | 10,052.14 | 10,070.73 | 10,089.97 | 10,108.63 | 10,127.95 | 10,147.30 | 10,166.07 | 10,185.50 |
| Cogswell, Richard & Mary, MM-SR | 4,904.78 | 4,905.49 | 4,906.13 | 4,906.84 | 4,907.52 | 4,908.23 | 4,908.92 | 4,909.56 | 4,910.18 | 4,911.41 | 4,911.90 | 4,911.90 |
| E. Cutting Fund | 2,306.27 | 2,306.56 | 2,306.83 | 2,307.12 | 1,782.40 | 1,782.63 | 1,782.85 | 1,783.08 | 1,783.30 | 1,783.52 | 1,783.75 | 1,783.97 |
| E. Cutting Fund CD SRB 12 Month | 37,774.05 | 37,806.45 | 37,835.74 | 37,868.20 | 37,868.20 | 37,899.64 | 37,932.15 | 37,963.64 | 37,996.21 | 38,017.18 | 38,037.49 | 38,058.49 |
| F Maria Fund 12/2010 CD | 7,000.00 | 7,004.58 | 7,009.16 | 7,013.30 | 7,017.89 | 7,022.33 | 7,026.92 | 7,031.37 | 7,035.97 | 7,040.57 | 7,045.03 | 7,049.64 |
| M. Martin Childr. Fund | 1,009.44 | 1,009.59 | 1,009.72 | 1,009.87 | 1,010.01 | 1,010.15 | 1,010.29 | 1,010.43 | 1,010.56 | 1,010.68 | 1,010.81 | 1,010.91 |
| M. Martin Childr. Fund CD | 5,037.39 | 5,037.39 | 5,037.39 | 5,037.39 | 5,037.39 | 5,046.71 | 5,056.35 | 5,065.70 | 5,075.38 | 5,085.08 | 5,094.48 | 5,104.22 |
| Total Checking/Savings | <u>244,110.06</u> | <u>241,555.93</u> | <u>243,000.30</u> | <u>247,600.00</u> | <u>245,580.46</u> | <u>246,894.25</u> | <u>244,879.90</u> | <u>240,521.95</u> | <u>246,162.66</u> | <u>247,091.39</u> | <u>246,235.52</u> | <u>248,186.19</u> |
| Total Current Assets | <u>244,110.06</u> | <u>241,555.93</u> | <u>243,000.30</u> | <u>247,600.00</u> | <u>245,580.46</u> | <u>246,894.25</u> | <u>244,879.90</u> | <u>240,521.95</u> | <u>246,162.66</u> | <u>247,091.39</u> | <u>246,235.52</u> | <u>248,186.19</u> |
| TOTAL ASSETS | <u>244,110.06</u> | <u>241,555.93</u> | <u>243,000.30</u> | <u>247,600.00</u> | <u>245,580.46</u> | <u>246,894.25</u> | <u>244,879.90</u> | <u>240,521.95</u> | <u>246,162.66</u> | <u>247,091.39</u> | <u>246,235.52</u> | <u>248,186.19</u> |
| LIABILITIES & EQUITY | | | | | | | | | | | | |
| Equity | | | | | | | | | | | | |
| Fund Balance | 298,921.76 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 | 244,110.06 |
| Net Income | -54,811.70 | -2,554.13 | -1,109.76 | 3,489.94 | 1,470.40 | 2,784.19 | 769.84 | -3,588.11 | 2,052.60 | 2,981.33 | 2,125.46 | 4,076.13 |
| Total Equity | <u>244,110.06</u> | <u>241,555.93</u> | <u>243,000.30</u> | <u>247,600.00</u> | <u>245,580.46</u> | <u>246,894.25</u> | <u>244,879.90</u> | <u>240,521.95</u> | <u>246,162.66</u> | <u>247,091.39</u> | <u>246,235.52</u> | <u>248,186.19</u> |
| TOTAL LIABILITIES & EQUITY | <u>244,110.06</u> | <u>241,555.93</u> | <u>243,000.30</u> | <u>247,600.00</u> | <u>245,580.46</u> | <u>246,894.25</u> | <u>244,879.90</u> | <u>240,521.95</u> | <u>246,162.66</u> | <u>247,091.39</u> | <u>246,235.52</u> | <u>248,186.19</u> |

PILLSBURY FREE LIBRARY
Profit and Loss Monthly and YTD (condensed)
 January through November 2011

| | Jan 11 | Feb 11 | Mar 11 | Apr 11 | May 11 | Jun 11 | Jul 11 | Aug 11 | Sep 11 | Oct 11 | Nov 11 | TOTAL |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|-------------------|
| Ordinary Income/Expense | | | | | | | | | | | | |
| Income | | | | | | | | | | | | |
| Copy/printer income | 0.00 | 40.00 | 137.76 | 103.50 | 30.00 | 206.68 | 0.00 | 190.45 | 54.80 | 140.00 | 185.18 | 1,088.37 |
| Donations-Rec'd | 7.00 | 150.00 | 24.00 | 123.00 | 1,194.60 | 10.00 | 96.66 | 57.00 | 8.00 | 2,389.75 | 163.00 | 4,223.01 |
| Equipment Sold | 0.00 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 75.00 |
| Fines&Fees | 57.45 | 0.00 | 11.00 | 40.00 | 155.95 | 93.99 | 30.00 | 46.00 | 5.00 | 80.00 | 59.00 | 578.39 |
| Government -Local Taxes | 0.00 | 15,888.88 | 31,405.74 | 14,772.81 | 15,516.86 | 0.00 | 15,516.86 | 31,033.72 | 15,516.86 | 0.00 | 31,033.72 | 170,685.45 |
| Grants Rec./Ecumb | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 225.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 475.00 |
| Interest Income | 271.49 | 268.36 | 249.58 | 240.15 | 267.34 | 263.16 | 255.21 | 380.77 | 253.28 | 245.30 | 253.32 | 2,947.96 |
| Misc. Credits | 17.00 | 0.00 | 42.20 | 0.00 | 0.00 | 150.10 | 89.25 | 0.00 | 26.75 | 17.00 | 111.97 | 454.27 |
| Trusts-Town & Redington | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 190.94 | 0.00 | 0.00 | 0.00 | 0.00 | 190.94 |
| Total Income | 352.94 | 16,347.24 | 31,870.28 | 15,279.46 | 17,489.75 | 948.93 | 16,178.92 | 31,707.94 | 15,864.69 | 2,872.05 | 31,806.19 | 180,718.39 |
| Expense | | | | | | | | | | | | |
| Capital Expense | 0.00 | 568.00 | 0.00 | 0.00 | 505.60 | 0.00 | 625.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,698.60 |
| Collections | 804.15 | 781.64 | 1,314.00 | 2,964.96 | 1,467.84 | 1,325.62 | 1,628.72 | 1,353.40 | 1,576.96 | 1,015.99 | 1,339.93 | 15,573.21 |
| Copier/printer Expenses | 82.15 | 0.00 | 48.10 | 0.00 | 48.60 | 249.16 | 151.97 | 287.96 | 0.00 | 0.00 | 191.06 | 1,059.00 |
| Donation spent | 50.00 | 50.00 | 0.00 | 932.99 | 514.99 | 0.00 | 1,000.00 | 487.50 | 120.90 | 317.20 | 0.00 | 3,473.58 |
| Grants Expended | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 | 225.00 | 0.00 | 0.00 | 0.00 | 0.00 | 475.00 |
| Facilities Operation | 1,424.64 | 3,073.53 | 3,620.06 | 1,516.10 | 1,894.25 | 1,092.26 | 1,387.67 | 2,119.53 | 2,596.63 | 2,125.00 | 1,582.67 | 22,432.34 |
| Misc Operating Exp | 485.86 | 377.12 | 187.03 | 295.68 | 387.59 | 188.00 | 174.77 | 248.86 | 211.99 | 144.00 | 433.94 | 3,134.84 |
| Personnel expen | 0.00 | 9,938.78 | 21,877.55 | 10,969.82 | 10,825.44 | 0.00 | 15,037.36 | 21,475.20 | 10,077.07 | 0.00 | 26,268.84 | 126,470.06 |
| Programs and PR | 50.27 | 113.80 | 168.55 | 374.45 | 171.15 | 108.24 | 306.38 | 94.78 | 352.41 | 95.98 | 39.08 | 1,875.09 |
| Temporary Expenses | 0.00 | 0.00 | 30.25 | 0.00 | 110.50 | 0.00 | 0.00 | 0.00 | 0.00 | 29.75 | 0.00 | 170.50 |
| Trustees exp | 10.00 | 0.00 | 25.04 | 245.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 280.04 |
| Total Expense | 2,907.07 | 14,902.87 | 27,270.58 | 17,299.00 | 16,175.96 | 2,963.28 | 20,536.87 | 26,067.23 | 14,935.96 | 3,727.92 | 29,855.52 | 176,642.26 |
| Net Ordinary Income | -2,554.13 | 1,444.37 | 4,599.70 | -2,019.54 | 1,313.79 | -2,014.35 | -4,357.95 | 5,640.71 | 928.73 | -855.87 | 1,950.67 | 4,076.13 |
| Net Income | -2,554.13 | 1,444.37 | 4,599.70 | -2,019.54 | 1,313.79 | -2,014.35 | -4,357.95 | 5,640.71 | 928.73 | -855.87 | 1,950.67 | 4,076.13 |

PILLSBURY FREE LIBRARY
Budget vs. Actual YTD
 January through November 2011

10:04 PM

12/15/11

Accrual Basis

| | <u>Jan - Nov 11</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--------------------------------|---------------------|-------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Copy/printer income | 1,088.37 | 800.00 | 288.37 | 136.0% |
| Donations-Rec'd | 4,223.01 | 2,875.00 | 1,348.01 | 146.9% |
| Equipment Sold | 75.00 | | | |
| Fines&Fees | 578.39 | 650.00 | -71.61 | 89.0% |
| Government -Local Taxes | 170,685.45 | 186,202.00 | -15,516.55 | 91.7% |
| Grants Rec./Ecumb | 475.00 | 1,500.00 | -1,025.00 | 31.7% |
| Interest Income | 2,947.96 | 3,400.00 | -452.04 | 86.7% |
| Misc. Credits | 454.27 | | | |
| Trusts-Town & Redington | 190.94 | 813.00 | -622.06 | 23.5% |
| Total Income | 180,718.39 | 196,240.00 | -15,521.61 | 92.1% |
| Expense | | | | |
| Capital Expense | 1,698.60 | 9,025.00 | -7,326.40 | 18.8% |
| Collections | 15,573.21 | 19,695.00 | -4,121.79 | 79.1% |
| Copier/printer Expenses | 1,059.00 | 800.00 | 259.00 | 132.4% |
| Donation spent | 3,473.58 | 2,000.00 | 1,473.58 | 173.7% |
| Grants Expended | 475.00 | 1,500.00 | -1,025.00 | 31.7% |
| Facilities Operation | 22,432.34 | 28,994.50 | -6,562.16 | 77.4% |
| Misc Operating Exp | 3,134.84 | 5,765.00 | -2,630.16 | 54.4% |
| Personnel expen | 126,470.06 | 139,059.00 | -12,588.94 | 90.9% |
| Programs and PR | 1,875.09 | 2,750.00 | -874.91 | 68.2% |
| Temporary Expenses | 170.50 | | | |
| Trustees exp | 280.04 | 800.00 | -519.96 | 35.0% |
| Total Expense | 176,642.26 | 210,388.50 | -33,746.24 | 84.0% |
| Net Ordinary Income | 4,076.13 | -14,148.50 | 18,224.63 | -28.8% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Government-Local CIP | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Expense | | | | |
| Open Source ILS /catalog CIP | 0.00 | 0.00 | 0.00 | 0.0% |
| CIP Ceiling Insulation/Windows | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Income | 4,076.13 | -14,148.50 | 18,224.63 | -28.8% |



Warner Budget Committee

EXCERPT FROM

Meeting Minutes

Thursday, November 17, 2011

UNAPPROVED

The meeting opened at 7:03 p.m.

In attendance: Mike Cutting - Chairman, Jeanne Hand, Kimberley Edelmann, Alfred Hanson, Selectmen's Representative David Karrick, Jr.

Absent: Marc Violette, Martha Bodnarik, Ray Martin

Others present: Laura Buono – Town Administrator, David Hartman – Selectman, Martha Mical, Nancy Ladd – Librarian, Tina Schirmer – Library Treasurer

5. Pillsbury Free Library

Tina Schirmer, Treasurer for the Pillsbury Free Library presented an income/expense overview from 2009 through the projected 2012 budget. In 2010-2011 the library experienced a \$4,465 decrease from the Town due to the decrease in the overall property valuation of the Town.

- Mike asked Tina if she feels the library will reach their anticipated revenues that amount to \$196,240 for 2011. Up to October 2011 there is \$164K in received revenue and Tina feels the library will reach their anticipated amount.
- The Librarian is a full-time position; the balance of the staff is part-time with several volunteer hours that add up to about 14 hours per week.
- Mike asked how large the libraries endowment fund is and how often they draw from that fund. Pillsbury Free Librarian, Nancy Ladd explained that some of the endowments come with restrictions. Tina said of the total amount of the endowment, \$125K may not be used and must remain intact.
- Mike asked what the expected capital expenses are for 2012. Nancy said there are two projects, one for insulating the ceiling in the old section of the library and the other is updating the software (integrated library system). Mike asked what the libraries plan is for these two capital expenses. If the Selectmen do not include the projects/project on their capital budget then a petition may be considered.
- Nancy talked about the book loaning van delivering system and how it may be in jeopardy of continued funding. If funding stops it would cost the library \$5,000 per year.
- Kimberley confirmed that the Budget Committee has no say in the library budget, this is all for informational purposes. Kimberley also asked if the libraries bottom line could be increased in the municipal budget. The Town Administrator said the Town cannot go below the libraries allotment of 1/15th of 1% of the Town's valuation, but the allotment could be increased. Nancy added that the library is actually a Town building when considering the capital expenses.
- Mike asked for discussion purposes why the current Building Maintenance for the Town has not been utilized at the library. The Town Administrator said this thought has not been discussed with the library, but on occasions the Building Technician has assisted the library.
- Nancy said the Trustees of the library by state law have the responsibility for spending the funding that is allocated for the operation of the library; the building itself and grounds was granted to the Town of Warner and is a Town building.
- Kimberley asked what happens to the money that is left over at the end of the year. Nancy said the money stays with the library.

PILLSBURY FREE LIBRARY
Budget vs. Actual 2 yr comparison 2011-2012
 without salary/benefits except Medical

10:32 PM

12/15/11

Accrual Basis

| | <u>Jan - Dec 11</u> | <u>Budget</u> | <u>Jan - Dec 12</u> | <u>Budget</u> |
|--------------------------------|---------------------|-------------------|---------------------|-------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Copy/printer income | 1,138.37 | 800.00 | 0.00 | 900.00 |
| Donations-Rec'd | 4,415.01 | 2,875.00 | 0.00 | 2,580.00 |
| Equipment Sold | 75.00 | | 0.00 | |
| Fines&Fees | 601.39 | 650.00 | 0.00 | 600.00 |
| Government -Local Taxes | 170,685.45 | 186,202.00 | 0.00 | 187,148.06 |
| Grants Rec./Ecumb | 475.00 | 1,500.00 | 0.00 | 500.00 |
| Interest Income | 2,947.96 | 3,400.00 | 0.00 | 2,800.00 |
| Trusts-Town & Redington | 190.94 | 813.00 | 0.00 | 800.00 |
| Misc. Credits | 454.27 | | 0.00 | |
| Total Income | 180,983.39 | 196,240.00 | 0.00 | 195,328.06 |
| Expense | | | | |
| Capital Expense | 1,698.60 | 9,025.00 | 0.00 | 18,648.00 |
| Copier/printer Expenses | 1,059.00 | 800.00 | 0.00 | 900.00 |
| Donation spent | 3,473.58 | 2,000.00 | 0.00 | 1,000.00 |
| Grants Expended | 475.00 | 1,500.00 | 0.00 | 500.00 |
| Collections | 17,366.72 | 19,695.00 | 0.00 | 19,705.00 |
| Facilities Operation | 23,136.29 | 28,994.50 | 0.00 | 29,580.20 |
| Misc Operating Exp | 3,292.92 | 5,765.00 | 0.00 | 6,330.00 |
| Personnel expen | 126,470.06 | 139,059.00 | 0.00 | 139,117.80 |
| Programs and PR | 2,011.98 | 2,750.00 | 0.00 | 2,875.00 |
| Trustees exp | 280.04 | 800.00 | 0.00 | 800.00 |
| Temporary Expenses | 170.50 | | 0.00 | |
| Total Expense | 179,434.69 | 210,388.50 | 0.00 | 219,456.00 |
| Net Ordinary Income | 1,548.70 | -14,148.50 | 0.00 | -24,127.94 |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Government-Local CIP | 0.00 | 0.00 | 0.00 | 10,000.00 |
| Total Other Income | 0.00 | 0.00 | 0.00 | 10,000.00 |
| Other Expense | | | | |
| Open Source ILS /catalog CIP | 0.00 | 0.00 | 0.00 | 10,000.00 |
| CIP Ceiling Insulation/Windows | 0.00 | 0.00 | 0.00 | |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 10,000.00 |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Net Income | 1,548.70 | -14,148.50 | 0.00 | -24,127.94 |