

BUDGET DECISIONS FOR TRUSTEES

1. PERSONNEL

Current – T,W,TR,F, Sat 10-3 and TR 5-7 for a total of 27 hours. We can **EXPAND** service hours to T,W,TR,F 10-5 through a redistribution of staff efforts. **TR 5-7 and Saturday reduce to 9-12**. This budget builds in the **1.5% increase for payroll** as discussed during budget planning sessions. It also includes the addition of **Longevity Pay**. I added \$1800 to the personnel line to pay the **bookkeeper**. This was previously done by a library staff member during working hours.

2. LINE ITEM ADJUSTMENTS

- a) **6-2020 MEMBERSHIP & MILEAGE:** We routinely pay \$150/YR for Trustees to belong to NHLTA. What benefit do you get that couldn't be bypassed for the year? OR only sign-up new members?
- b) **6-2030 STAFF DEVELOPMENT:** We will be losing two staff members to graduation and departure to college. New hirers are required to complete criminal background check form. The cost of that process is \$25.00.
- c) **6-3000 ACQUISITIONS – BOOKS:** All department book orders have been decreased monthly.
- d) **6-3010 ACQUISITIONS – AUDIO BOOKS:** Audio book orders have been decreased monthly.
- e) **6-3020 ACQUISITIONS – PERIODICALS:** Only five magazines have been renewed through December 2021. Magazines are selected and ordered during the late summer. The \$400 in this line only covers Concord Monitor and those five magazines.
- f) **6-3030 ACQUISITIONS – DVD APPROPRIATION FUND:** This amount was reduced
- g) **6-3035 ACQUISITIONS –DVD FINE REVENUE:** Only \$224 in fine money was collected prior to the COVID closure in March 2020. No additional fine money has been collected.
- h) **6-4000 LIBRARY GENERAL MAINTENANCE – JANITORIAL:** When the budget was developed last October there was still a high level of cleaning being done in the building. The amount of \$19,000 was extrapolated based on continued PANDEMIC Cleaning frequency and thoroughness. The science does not support the need for this additional cleaning so I propose we return this line to the PRE-PANDEMIC level of \$9,500. With the nature of business Jan-Mar, we have only expended approximately \$1200.00 for janitorial service.
- i) **6-4030 LIBRARY BUILDING MAINTENANCE SUPPLIES:** As our acquisition budgets have decreased by an average of 42% so too can this line which basically covers materials for processing and protecting the collection.
- j) **6-4035 COVID RELATED EXPENSES:** Since we have been closed since December, our PPE supply is considerable and barring any catastrophic decline in the state of health, the library is well positioned to provide all staff (and any patron) with their PPE needs.
- k) **6-5010 TECHNOLOGY MANAGEMENT EXPENSES:** Everything is in good working order. Maintaining this just in case something needs to be replaced or there is an unexpected need for expertise beyond staff capabilities.
- l) **6-6000 LIBRARY PROGRAMS – CONTRACTED SERVICES:** Annual fees for our ILS and enrollment in NHDB. Cannot be changed.
- m) **6-6010 LIBRARY PROGRAMS – SPEAKERS & SUPPLIES:** Eliminated. Friends have offered to help.

WITH ALL THESE CHANGES, WE ARE \$428 OVER BUDGET