

Minutes of the Amherst Town Library Trustee Meeting  
February 9, 2016

The meeting was called to order at 6:15 PM by Nancy Baker. Also attending were Kathy Brundage, Robin Julian, Bill Cassidy, Ted Krantz, Kimberly Ayers, Nancy Head, Alternates Rande Neukam, Steve Mantius, and Library Director Amy Lapointe.

Guests: Liz Larson, Gretchen Pyles

The minutes of the January meeting were unanimously approved.

**LIBRARY DIRECTOR'S REPORT:**

**Statistics:** Trends are more of what we have been seeing. AudioVisual /digital is down primarily DVD circulation is down. eBooks are up, but still a small percentage of the overall digital. Door count is up. New patrons is up 11%

**Programming:**

Adult programs

- Tues. Feb. 9- Popularity of Sherlock Holmes
- Thurs. Feb. 18 - George Washington's Runaway Slave
- Fri. Feb. 19- Afternoon concert café
- Sun. Feb. 21- An Afternoon of Harp and Flute
- Wed. March 9 - Mill Girls of New England
- Sun. March 13 - Irish Balladeer
- Mon. March 14- The Wonder of Pi

Children's programs

- German with Miss Elizabeth
- Ongoing: story times, book groups, come and build, Minecraft club
- School vacation week: movie, island dance party, story time from space station
- Thurs. March 10 – author visit with Paul Durham (middle school adventure trilogy)

**Community:**

SHS Wellness Event: The library had a booth staffed by Sarah L. and Amy. It was an opportunity to sign people up for library cards and to reminded people about some of the services at the library.

**Staff Training:**

- Have increased usage of the web based scheduling/calendar and online intra-staff memos
- Webinars: state ILL, Novelist (DB), Explora (DB), Capira app
- Fred Prior management workshop – Sarah L.
- Panel discussion on serving patrons with developmental disabilities, put on by GMILCS (facilitated by LifeShare) – Sarah L.

**Friends:**

- Trivia Night – March 19

Voted to fund café area

**TREASURER’S REPORT:**

Library has \$274K at its disposal as of 12/31/15.

Income and expenses are on budget.

Michelle Donohue worked with Lisa Ambrosio and the auditor on a standardized method to calculate revenues. Income is recognized when Town Hall deposits the funds into the sub-account, not when Amy deposits them into the bank account. To reflect the appropriate methodology adjustments to the past income reports have been made.

Bill reviewed the

- July through December Income reports
- June Treasurer’s report

Bill moved that we accept the revised the expenditure reports for June 15 to December 15. Robin seconded and the motion was unanimously approved.

SEE APPENDIX I

**Gifts:**

Jerry Chandler made a gift of \$100. Nancy H. moved that we accept this gift, Ted seconded and the motion was unanimously approved.

**TRUSTEE REPORTS:**

- **Building and Grounds:** Ted will speak to DPW about the dates in the maintenance punch list. SEE APPENDIX II

**OLD BUSINESS:**

2016-2017 Budget – all went well at the Deliberative Session

Archives Room renaming suggestions from the staff:

Atherton Room

The Village Room

Granite Room

Towne Room

Parker Room

Rosalie Norris Room

Horace Greeley Room

*Keep Archives Room name*

*Hold a contest for patrons to name room*

Bill suggested we add James Day to the list as he donated \$100K for the benefit of the library in an account which is managed by the Trustees of the Trust Fund.

It was agreed that Amy should go forward with the contest idea in order to raise awareness among patrons.

Subcommittees will report at the next meeting.

**NEW BUSINESS:**

FOL Student Art Show - Trustees will sponsor an award again this year

Trivia Team for 3/19 FOL fundraiser was decided on.

Nancy B. will ask the Board of Selectmen to approve the appointment of Rande Neukam as Alternate for 2016-2017

Additional people who could be potential alternates should be invited to the upcoming meetings. Amy read of a list of people suggested by the library staff.

The Meeting was adjourned at 7:30 pm.

Respectfully submitted,

Kimberly Ayers, Secretary

**Next scheduled meeting: Monday, March 21, 2016**

**DATES TO REMEMBER:**

Tuesday, March 8, 2016 – town voting

Trivia Night: Saturday March 19, 2016

*The February 9<sup>th</sup>, 2016 meeting minutes were unanimously approved on March 21, 2016.*

## APPENDIX I

### Revised Treasurer's Reports - June 15 and January 16

AMHERST TOWN LIBRARY TREASURER'S REPORT			
Month ending: 6/30/2015			
<u>Bank accounts</u>			
Concentration Account ending balance	<b>Total</b>	<b>\$69,154.14</b>	
<u>Vanguard Prime Money Market</u> <small>**money formerly in Bacon, Weatherbee, Krantz, Norris, Warner, Boutelle, Allen, Boardman CDs</small>			
REITXAD (V65LX)		\$29,219.32	
High Dividend Yield Index fund (VHDYX)		\$25,371.49	
MidCap Index fund (VIMAX)		\$28,256.01	
Prime Money Market Fund**		\$0.00	\$15,809.49
	<b>Total</b>	<b>\$82,846.82</b>	<small>(up from orig investment of \$73809.27)</small>
<small>**added \$15,809.27 from closed Boardman CD</small>			
<u>Massachusetts Investment Trust</u>			
Sam & Alys Warren Trust Fund		<b>\$2,224.43</b>	
	<b>Grand Total</b>	<b>\$154,225.39</b>	
<u>Funds managed by the Town</u>			
Trustees of the Trust Fund, various funds		\$224,946.35	<small>as of 12/31/14</small>
Building Capital Reserve Fund balance		\$44,127.00	
Building fund to cover renovation		\$9,582.14	
	<b>Total</b>	<b>\$278,655.49</b>	
<u>Building Capital Reserve Fund detail:</u>			
	\$169,127.00	starting balance	
	\$125,000.00	withdrawn from CA to cover renovation	
	<b>\$44,127.00</b>	<b>amount still in CA fund</b>	
	\$125,000.00	renovation account starting balance	
	\$20,000.00	carpet deposit	
	\$14,635.00	painting	
	\$170.00	alarm company cost to move display case	
	\$3,750.00	additional electrical outlets	
	\$2,734.00	archives room furniture	
	\$9,096.78	LighTec deposit	
	\$994.00	rent-a-crate	
	\$718.00	rent-a-crate	
	\$27,621.00	Tucker Library Interiors	
	\$799.95	bench	
	\$428.13	LighTec balance	
	\$20,308.00	Goedecke balance	
	\$3,765.50	JR Langley deposit	
	\$3,425.50	JR Langley balance (minus Dir. Office)	
	\$340.00	JR Langley - <b>still owed</b>	
	\$1,658.60	Goedecke- level subfloor	
	\$4,973.40	Creative Office Pavilion	
	<b>\$9,582.14</b>	<b>remaining balance</b>	

**AMHERST TOWN LIBRARY TREASURER'S REPORT**

Month ending: 1/31/2016

Bank accounts

Concentration Account ending balance	<b>Total</b>	<b>\$66,049.45</b> ** 12/31/15 balance
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Vanguard Prime Money Market

*\*\*money formerly in Bacon, Weatherbee, Krantz, Norris, Warner, Boutelle, Allen, Boardman CDs*

REITIXAD (V65LX)	\$31,908.00
High Dividend Yield Index fund (VHDYX)	\$25,599.42
MidCap Index fund (VIMAX)	\$27,051.28

value as of 12/31/15 **Total** **\$84,556.70** (up from orig investment of \$73809.27)

*\*\*added \$15,800.27 from closed Boardman CD*

Massachusetts Investment Trust

Sam & Alys Warren Trust Fund	value as of 12/31/15	<b>\$2,164.28</b>
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**Grand Total** **\$152,770.43**

Funds managed by the Town

Trustees of the Trust Fund, various funds	\$224,946.35	<i>as of 12/31/14</i>
Building Capital Reserve Fund balance	\$49,075.14	

**Total** **\$274,021.49**

## Revised Expenditure Reports - June 15 to December 15

Amherst Town Library YTD Expenditure/Income Report FY16										
Date: July 2015										
	Budget		YTD Expenditure			YTD Total	Budget Target %	Actual % Expended	FY15 Income	
	Town	Library	Total	Town Funds	Lib. Funds					
							8.33%			
PERSONNEL										1. Copy Machine
Salaries & Wages	\$498,594.00		\$498,594.00	\$ 25,367.67		\$ 25,367.67		5.09%		2. Fines
Benefits	\$153,352.00		\$153,352.00	\$ 11,540.20		\$ 11,540.20		7.53%		3. Gifts & Interest
Custodian	\$12,500.00		\$12,500.00	\$ -		\$ -		0.00%		TOTAL
Tech. Consult./IT Wages	\$2,951.00		\$2,951.00	\$ -		\$ -		0.00%		\$0.00
MATERIALS										<b>Projected Income</b>
Books	\$57,080.00	\$ 8,000.00	\$65,080.00	\$ 2,373.19		\$ 2,373.19		3.65%		1. Copy Machine
Audiovisuals	\$13,905.00	\$ 6,615.00	\$20,520.00	\$ 951.42		\$ 951.42		4.64%		2. Fines
Periodicals	\$4,500.00		\$4,500.00	\$ 161.88		\$ 161.88		3.60%		3. Gifts etc
Electronic Information	\$16,420.00	\$ 2,000.00	\$18,420.00	\$ 99.00		\$ 99.00		0.54%		TOTAL
STAFF DEVELOP.										\$30,000.00
Dues	\$800.00		\$800.00	\$ -		\$ -		0.00%		<b>Income Current Month</b>
Travel	\$2,700.00	\$ 500.00	\$3,200.00	\$ 55.20		\$ 55.20		1.73%		1. Copy Machine
Education/Conferences	\$2,345.00	\$ 500.00	\$2,845.00	\$ 85.39		\$ 85.39		3.00%		2. Fines
OPERATIONS										3. Gifts & Interest
Supplies	\$5,806.00	\$ 1,000.00	\$6,806.00	\$ 869.35		\$ 869.35		12.77%		TOTAL
Heat	\$10,636.56		\$10,636.56	\$ -		\$ -		0.00%		\$202.60
Postage	\$400.00	\$ 2,000.00	\$2,400.00	\$ 34.31		\$ 34.31		1.43%		copy
Building & Grounds	\$1,120.00		\$1,120.00	\$ 178.26		\$ 178.26		15.92%		fine
Telephone	\$2,020.00		\$2,020.00	\$ 123.14		\$ 123.14		6.10%		\$1,030.79
Automated Lib. System	\$32,960.00		\$32,960.00	\$ 29,336.00		\$ 29,336.00		89.00%		gifts
Comp. Supplies/Software	\$12,300.00	\$ 2,000.00	\$14,300.00	\$ 703.82		\$ 703.82		4.92%		TOTAL
Service	\$0.00	\$ 4,500.00	\$4,500.00	\$ -	\$ 423.83	\$ 423.83		9.42%		\$1,341.19
Bindery	\$100.00		\$100.00	\$ -		\$ -		0.00%		
Coop. Services	\$50.00		\$50.00	\$ -		\$ -		0.00%		
Programs/Meetings	\$10,197.00	\$ 4,100.00	\$14,297.00	\$ 1,964.38		\$ 1,964.38		13.74%		
Microfilm	\$100.00		\$100.00	\$ -		\$ -		0.00%		
OPERATING TOTAL	\$840,836.56	\$ 31,215.00	\$872,051.56	\$ 73,843.21	\$ 423.83	\$ 74,267.04		8.52%		
New Equip./Capital Expend	\$4,250.00	\$ 2,000.00	\$6,250.00	\$ -	\$ 628.64	\$ 628.64		10.06%		
GRAND TOTAL	\$845,086.56	\$ 33,215.00	\$878,301.56	\$ 73,843.21	\$ 1,052.47	\$ 74,895.68		8.53%		
				8.74%	3.17%	8.53%				

Amherst Town Library YTD Expenditure/Income Report FY16										
Date: August 2015										
	Budget		YTD Expenditure			YTD Total	Budget Target %	Actual % Expended	FY15 Income	
	Town	Library	Total	Town Funds	Lib. Funds					
							16.67%			
PERSONNEL										1. Copy Machine
Salaries & Wages	\$498,594.00		\$498,594.00	\$ 85,708.35		\$ 85,708.35		17.19%		\$2,060.78
Benefits	\$153,352.00		\$153,352.00	\$ 29,697.75		\$ 29,697.75		19.37%		2. Fines
Custodian	\$12,500.00		\$12,500.00	\$ 1,260.00		\$ 1,260.00		10.08%		\$15,651.08
Tech. Consult./IT Wages	\$2,951.00		\$2,951.00	\$ 125.00		\$ 125.00		4.24%		3. Gifts & Interest
MATERIALS										\$99,429.98
Books	\$57,080.00	\$ 8,000.00	\$65,080.00	\$ 6,456.90		\$ 6,456.90		9.92%		4. Replacement Cards
Audiovisuals	\$13,905.00	\$ 6,615.00	\$20,520.00	\$ 2,546.79		\$ 2,546.79		12.41%		\$260.00
Periodicals	\$4,500.00		\$4,500.00	\$ 208.13		\$ 208.13		4.63%		5. Non-Resident Cards
Electronic Information	\$16,420.00	\$ 2,000.00	\$18,420.00	\$ 3,934.00		\$ 3,934.00		21.36%		\$1,100.41
STAFF DEVELOP.										7. ILL Fees
Dues	\$800.00		\$800.00	\$ -		\$ -		0.00%		\$55.00
Travel	\$2,700.00	\$ 500.00	\$3,200.00	\$ 55.20		\$ 55.20		1.73%		8. Coffee Service
Education/Conferences	\$2,345.00	\$ 500.00	\$2,845.00	\$ 205.39		\$ 205.39		7.22%		\$293.35
OPERATIONS										TOTAL
Supplies	\$5,806.00	\$ 1,000.00	\$6,806.00	\$ 1,664.81		\$ 1,664.81		24.46%		\$118,850.60
Heat	\$10,636.56		\$10,636.56	\$ -		\$ -		0.00%		<b>Projected Income</b>
Postage	\$400.00	\$ 2,000.00	\$2,400.00	\$ 34.31		\$ 34.31		1.43%		1. Copy Machine
Building & Grounds	\$1,120.00		\$1,120.00	\$ 178.26		\$ 178.26		15.92%		2. Fines
Telephone	\$2,020.00		\$2,020.00	\$ 262.10		\$ 262.10		12.98%		3. Gifts
Automated Lib. System	\$32,960.00		\$32,960.00	\$ 29,336.00		\$ 29,336.00		89.00%		TOTAL
Comp. Supplies/Software	\$12,300.00	\$ 2,000.00	\$14,300.00	\$ 874.43		\$ 874.43		6.11%		\$2,136.53
Service	\$0.00	\$ 4,500.00	\$4,500.00	\$ -	\$ 1,616.95	\$ 1,616.95		35.93%		\$19.25
Bindery	\$100.00		\$100.00	\$ -		\$ -		0.00%		1. Copy Machine
Coop. Services	\$50.00		\$50.00	\$ -		\$ -		0.00%		2. Fines
Programs/Meetings	\$10,197.00	\$ 4,100.00	\$14,297.00	\$ 2,210.46	\$ 2,987.42	\$ 5,197.88		36.36%		\$17,400.00
Microfilm	\$100.00		\$100.00	\$ -		\$ -		0.00%		3. Gifts etc
OPERATING TOTAL	\$840,836.56	\$ 31,215.00	\$872,051.56	\$ 164,757.88	\$ 4,604.37	\$ 169,362.25		19.42%		\$10,500.00
New Equip./Capital Expend	\$4,250.00	\$ 2,000.00	\$6,250.00	\$ -	\$ 628.64	\$ 628.64		10.06%		\$17,400.00
GRAND TOTAL	\$845,086.56	\$ 33,215.00	\$878,301.56	\$ 164,757.88	\$ 5,233.01	\$ 169,990.89		19.35%		\$30,000.00
				19.50%	15.75%	19.35%				

Amherst Town Library YTD Expenditure/Income Report FY16											
Date: September 2015											
Budget	YTD Expenditure			YTD	Budget	Actual %	FY15 Income				
	Town	Library	Total				Town Funds	Lib. Funds	Total	Target %	Expended
							25.00%			1. Copy Machine	\$2,060.78
										2. Fines	\$15,651.08
										3. Gifts & Interest	\$99,429.98
PERSONNEL										4. Replacement Cards	\$260.00
Salaries & Wages	\$498,594.00		\$498,594.00	\$ 125,197.27		\$ 125,197.27	25.11%			5. Non-Resident Cards	\$1,100.41
Benefits	\$153,352.00		\$153,352.00	\$ 43,236.44		\$ 43,236.44	28.19%			7. ILL Fees	\$55.00
Custodian	\$12,500.00		\$12,500.00	\$ 2,210.00		\$ 2,210.00	17.68%			8. Coffee Service	\$293.35
Tech. Consult./IT Wages	\$2,951.00		\$2,951.00	\$ 325.00		\$ 325.00	11.01%			TOTAL	\$ 118,850.60
MATERIALS											
Books	\$57,080.00	\$ 8,000.00	\$65,080.00	\$ 9,275.36		\$ 9,275.36	14.25%				
Audiovisuals	\$13,905.00	\$ 6,615.00	\$20,520.00	\$ 3,305.48		\$ 3,305.48	16.11%			Projected income	
Periodicals	\$4,500.00		\$4,500.00	\$ 577.96		\$ 577.96	12.84%			1. Copy Machine	\$2,100.00
Electronic Information	\$16,420.00	\$ 2,000.00	\$18,420.00	\$ 3,934.00		\$ 3,934.00	21.36%			2. Fines	\$17,400.00
STAFF DEVELOP.										3. Gifts etc	\$10,500.00
Dues	\$800.00		\$800.00	\$ -		\$ -	0.00%			TOTAL	\$30,000.00
Travel	\$2,700.00	\$ 500.00	\$3,200.00	\$ 55.20		\$ 55.20	1.73%				
Education/Conferences	\$2,345.00	\$ 500.00	\$2,845.00	\$ 1,314.89		\$ 1,314.89	46.22%			Income Current Month	
OPERATIONS										1. Copy Machine	\$140.40
Supplies	\$5,806.00	\$ 1,000.00	\$6,806.00	\$ 2,245.10		\$ 2,245.10	32.99%			2. Fines	\$1,420.60
Heat	\$10,636.56		\$10,636.56	\$ -		\$ -	0.00%			3. Gifts	\$26.06
Postage	\$400.00	\$ 2,000.00	\$2,400.00	\$ 34.31		\$ 34.31	1.43%			TOTAL	\$1,587.00
Building & Grounds	\$1,120.00		\$1,120.00	\$ 178.26		\$ 178.26	15.92%				
Telephone	\$2,020.00		\$2,020.00	\$ 336.69		\$ 336.69	16.67%			Income YTD	
Automated Lib. System	\$32,960.00		\$32,960.00	\$ 30,129.99		\$ 30,129.99	91.41%			1. Copy	\$545.75
Comp. Supplies/Software	\$12,300.00	\$ 2,000.00	\$14,300.00	\$ 889.43		\$ 889.43	6.22%			2. Fines	\$4,587.92
Service	\$0.00	\$ 4,500.00	\$4,500.00	\$ -	\$ 1,616.95	\$ 1,616.95	35.93%			3. Gifts	\$153.11
Bindery	\$100.00		\$100.00	\$ 86.89		\$ 86.89	86.89%			TOTAL	\$5,280.78
Coop. Services	\$50.00		\$50.00	\$ -		\$ -	0.00%				
Programs/Meetings	\$10,197.00	\$ 4,100.00	\$14,297.00	\$ 3,885.46	\$ 2,987.42	\$ 6,872.88	48.07%				
Microfilm	\$100.00		\$100.00	\$ -		\$ -	0.00%				
OPERATING TOTAL	\$840,836.56	\$ 31,215.00	\$872,051.56	\$ 227,217.73	\$ 4,604.37	\$231,822.10	26.58%				
New Equip./Capital Expend	\$4,250.00	\$ 2,000.00	\$6,250.00	\$ 299.99	\$ 628.64	\$ 928.63	14.86%				
GRAND TOTAL	\$845,086.56	\$ 33,215.00	\$878,301.56	\$ 227,517.72	\$ 5,233.01	\$232,750.73	26.50%				
				26.92%	15.75%	26.50%					

Amherst Town Library YTD Expenditure/Income Report FY16											
Date: October 2015											
Budget	YTD Expenditure			YTD	Budget	Actual %	FY15 Income				
	Town	Library	Total				Town Funds	Lib. Funds	Total	Target %	Expended
							33.00%			1. Copy Machine	\$2,060.78
										2. Fines	\$15,651.08
										3. Gifts & Interest	\$99,429.98
PERSONNEL										4. Replacement Cards	\$260.00
Salaries & Wages	\$498,594.00		\$498,594.00	\$ 164,375.94		\$ 164,375.94	32.97%			5. Non-Resident Cards	\$1,100.41
Benefits	\$153,352.00		\$153,352.00	\$ 55,261.26		\$ 55,261.26	36.04%			7. ILL Fees	\$55.00
Custodian	\$12,500.00		\$12,500.00	\$ 4,859.50		\$ 4,859.50	38.88%			8. Coffee Service	\$293.35
Tech. Consult./IT Wages	\$2,951.00		\$2,951.00	\$ 1,075.00		\$ 1,075.00	36.43%			TOTAL	\$ 118,850.60
MATERIALS											
Books	\$57,080.00	\$ 8,000.00	\$65,080.00	\$ 19,381.84		\$ 19,381.84	29.78%			Projected income	
Audiovisuals	\$13,905.00	\$ 6,615.00	\$20,520.00	\$ 5,540.07		\$ 5,540.07	27.00%			1. Copy Machine	\$2,100.00
Periodicals	\$4,500.00		\$4,500.00	\$ 1,332.44		\$ 1,332.44	29.61%			2. Fines	\$17,400.00
Electronic Information	\$16,420.00	\$ 2,000.00	\$18,420.00	\$ 8,694.00		\$ 8,694.00	47.20%			3. Gifts etc	\$10,500.00
STAFF DEVELOP.										TOTAL	\$30,000.00
Dues	\$800.00		\$800.00	\$ -		\$ -	0.00%				
Travel	\$2,700.00	\$ 500.00	\$3,200.00	\$ 463.36		\$ 463.36	14.48%			Income Current Month	
Education/Conferences	\$2,345.00	\$ 500.00	\$2,845.00	\$ 1,684.89		\$ 1,684.89	59.22%			1. Copy Machine	\$100.00
OPERATIONS										2. Fines	\$1,448.92
Supplies	\$5,806.00	\$ 1,000.00	\$6,806.00	\$ 2,647.41	\$ 88.42	\$ 2,735.83	40.20%			3. Gifts	\$16.57
Heat	\$10,636.56		\$10,636.56	\$ -		\$ -	0.00%			TOTAL	\$1,565.49
Postage	\$400.00	\$ 2,000.00	\$2,400.00	\$ 910.34	\$ 3.07	\$ 913.41	38.06%				
Building & Grounds	\$1,120.00		\$1,120.00	\$ 352.73		\$ 352.73	31.49%			Income YTD	
Telephone	\$2,020.00		\$2,020.00	\$ 364.79		\$ 364.79	18.06%			1. Copy	\$645.75
Automated Lib. System	\$32,960.00		\$32,960.00	\$ 30,896.93		\$ 30,896.93	93.74%			2. Fines	\$6,036.84
Comp. Supplies/Software	\$12,300.00	\$ 2,000.00	\$14,300.00	\$ 1,939.11		\$ 1,939.11	13.56%			3. Gifts	\$169.68
Service	\$0.00	\$ 4,500.00	\$4,500.00	\$ -	\$ 2,065.23	\$ 2,065.23	45.89%			TOTAL	\$8,852.27
Bindery	\$100.00		\$100.00	\$ 86.89		\$ 86.89	86.89%				
Coop. Services	\$50.00		\$50.00	\$ -		\$ -	0.00%				
Programs/Meetings	\$10,197.00	\$ 4,100.00	\$14,297.00	\$ 4,864.72	\$ 3,780.64	\$ 8,645.36	60.47%				
Microfilm	\$100.00		\$100.00	\$ -		\$ -	0.00%				
OPERATING TOTAL	\$840,836.56	\$ 31,215.00	\$872,051.56	\$ 304,731.22	\$ 5,937.36	\$310,668.58	35.63%				
New Equip./Capital Expend	\$4,250.00	\$ 2,000.00	\$6,250.00	\$ 299.99	\$ 628.64	\$ 928.63	14.86%				
GRAND TOTAL	\$845,086.56	\$ 33,215.00	\$878,301.56	\$ 305,031.21	\$ 6,566.00	\$311,597.21	35.48%				
				36.09%	19.77%	35.48%					

Amherst Town Library YTD Expenditure/Income Report FY16									
Date: November 2015									
	Budget		YTD Expenditure			YTD	Budget	Actual %	FY15 Income
	Town	Library	Total	Town Funds	Lib. Funds				
							41.67%		1. Copy Machine \$2,060.78
									2. Fines \$15,651.08
PERSONNEL									3. Gifts & Interest \$99,429.98
Salaries & Wages	\$498,594.00		\$498,594.00	\$205,172.18		\$205,172.18	41.15%		4. Replacement Cards \$260.00
Benefits	\$153,352.00		\$153,352.00	\$67,410.73		\$67,410.73	43.96%		5. Non-Resident Cards \$1,100.41
Custodian	\$12,500.00		\$12,500.00	\$5,809.50		\$5,809.50	46.48%		7. ILL Fees \$55.00
Tech. Consult./IT Wages	\$2,951.00		\$2,951.00	\$1,300.00		\$1,300.00	44.05%		8. Coffee Service \$293.35
MATERIALS									TOTAL \$118,850.60
Books	\$57,080.00	\$8,000.00	\$65,080.00	\$24,445.67		\$24,445.67	37.56%		
Audiovisuals	\$13,905.00	\$6,615.00	\$20,520.00	\$6,660.04		\$6,660.04	32.46%		Projected Income
Periodicals	\$4,500.00		\$4,500.00	\$1,332.44		\$1,332.44	29.61%		1. Copy Machine \$2,100.00
Electronic Information	\$16,420.00	\$2,000.00	\$18,420.00	\$11,059.00		\$11,059.00	60.04%		2. Fines \$17,400.00
STAFF DEVELOP.									3. Gifts etc \$10,500.00
Dues	\$800.00		\$800.00	\$-		\$-	0.00%		TOTAL \$30,000.00
Travel	\$2,700.00	\$500.00	\$3,200.00	\$507.75		\$507.75	15.87%		
Education/Conferences	\$2,345.00	\$500.00	\$2,845.00	\$1,814.89		\$1,814.89	63.79%		Income Current Month
OPERATIONS									1. Copy Machine \$57.00
Supplies	\$5,806.00	\$1,000.00	\$6,806.00	\$3,036.35	\$88.42	\$3,124.77	45.91%		2. Fines \$972.00
Heat	\$10,636.56		\$10,636.56	\$562.00		\$562.00	5.28%		3. Gifts \$125.88
Postage	\$400.00	\$2,000.00	\$2,400.00	\$910.34	\$3.07	\$913.41	38.06%		TOTAL \$1,154.88
Building & Grounds	\$1,120.00		\$1,120.00	\$352.73		\$352.73	31.49%		
Telephone	\$2,020.00		\$2,020.00	\$411.01		\$411.01	20.35%		Income YTD
Automated Lib. System	\$32,960.00		\$32,960.00	\$30,985.35		\$30,985.35	94.01%		1. Copy \$702.75 33%
Comp. Supplies/Software	\$12,300.00	\$2,000.00	\$14,300.00	\$2,077.87		\$2,077.87	14.53%		2. Fines \$7,008.84 40%
Service	\$0.00	\$4,500.00	\$4,500.00	\$-	\$2,065.23	\$2,065.23	45.89%		3. Gifts \$295.56 3%
Bindery	\$100.00		\$100.00	\$86.89		\$86.89	86.89%		TOTAL \$8,007.15 27%
Coop. Services	\$50.00		\$50.00	\$-		\$-	0.00%		
Programs/Meetings	\$10,197.00	\$4,100.00	\$14,297.00	\$5,540.91	\$3,780.64	\$9,321.55	65.20%		
Microfilm	\$100.00		\$100.00	\$-		\$-	0.00%		
OPERATING TOTAL	\$840,836.56	\$31,215.00	\$872,051.56	\$369,475.65	\$5,937.36	\$375,413.01	43.05%		
New Equip./Capital Expens	\$4,250.00	\$2,000.00	\$6,250.00	\$3,778.98	\$628.64	\$4,407.62	70.52%		
GRAND TOTAL	\$845,086.56	\$33,215.00	\$878,301.56	\$373,254.63	\$6,566.00	\$379,820.63	43.24%		
				44.17%	19.77%	43.24%			

Amherst Town Library YTD Expenditure/Income Report FY16									
Date: December 2015									
	Budget		YTD Expenditure			YTD	Budget	Actual %	FY15 Income
	Town	Library	Total	Town Funds	Lib. Funds				
							50.00%		1. Copy Machine \$2,060.78
									2. Fines \$15,651.08
PERSONNEL									3. Gifts & Interest \$99,429.98
Salaries & Wages	\$498,594.00		\$498,594.00	\$244,521.55		\$244,521.55	49.04%		4. Replacement Cards \$260.00
Benefits	\$153,352.00		\$153,352.00	\$81,869.89		\$81,869.89	53.39%		5. Non-Resident Cards \$1,100.41
Custodian	\$12,500.00		\$12,500.00	\$5,809.50		\$5,809.50	46.48%		7. ILL Fees \$55.00
Tech. Consult./IT Wages	\$2,951.00		\$2,951.00	\$1,500.00		\$1,500.00	50.83%		8. Coffee Service \$293.35
MATERIALS									TOTAL \$118,850.60
Books	\$57,080.00	\$8,000.00	\$65,080.00	\$28,459.04		\$28,459.04	43.73%		
Audiovisuals	\$13,905.00	\$6,615.00	\$20,520.00	\$7,657.03		\$7,657.03	37.31%		Projected Income
Periodicals	\$4,500.00		\$4,500.00	\$2,309.79		\$2,309.79	51.33%		1. Copy Machine \$2,100.00
Electronic Information	\$16,420.00	\$2,000.00	\$18,420.00	\$10,063.00		\$10,063.00	54.63%		2. Fines \$17,400.00
STAFF DEVELOP.									3. Gifts etc \$10,500.00
Dues	\$800.00		\$800.00	\$260.00		\$260.00	32.50%		TOTAL \$30,000.00
Travel	\$2,700.00	\$500.00	\$3,200.00	\$628.10		\$628.10	19.63%		
Education/Conferences	\$2,345.00	\$500.00	\$2,845.00	\$1,689.89		\$1,689.89	59.40%		Income Current Month
OPERATIONS									1. Copy Machine \$148.00
Supplies	\$5,806.00	\$1,000.00	\$6,806.00	\$3,212.19	\$188.67	\$3,400.86	49.97%		2. Fines \$1,063.27
Heat	\$10,636.56		\$10,636.56	\$1,521.91		\$1,521.91	14.31%		3. Gifts \$90.49
Postage	\$400.00	\$2,000.00	\$2,400.00	\$910.34	\$3.07	\$913.41	38.06%		TOTAL \$1,301.76
Building & Grounds	\$1,120.00		\$1,120.00	\$352.73		\$352.73	31.49%		
Telephone	\$2,020.00		\$2,020.00	\$474.48		\$474.48	23.49%		Income YTD
Automated Lib. System	\$32,960.00		\$32,960.00	\$31,017.17		\$31,017.17	94.11%		1. Copy \$850.75 41%
Comp. Supplies/Software	\$12,300.00	\$2,000.00	\$14,300.00	\$3,065.96		\$3,065.96	21.44%		2. Fines \$8,072.11 46%
Service	\$0.00	\$4,500.00	\$4,500.00	\$-	\$2,837.04	\$2,837.04	63.05%		3. Gifts \$386.05 4%
Bindery	\$100.00		\$100.00	\$86.89		\$86.89	86.89%		TOTAL \$9,308.01 31%
Coop. Services	\$50.00		\$50.00	\$-		\$-	0.00%		
Programs/Meetings	\$10,197.00	\$4,100.00	\$14,297.00	\$7,165.91	\$4,175.46	\$11,341.37	79.33%		
Microfilm	\$100.00		\$100.00	\$-		\$-	0.00%		
OPERATING TOTAL	\$840,836.56	\$31,215.00	\$872,051.56	\$432,575.37	\$7,204.24	\$439,779.61	50.43%		
New Equip./Capital Expens	\$4,250.00	\$2,000.00	\$6,250.00	\$4,778.98	\$628.64	\$5,407.62	86.52%		
GRAND TOTAL	\$845,086.56	\$33,215.00	\$878,301.56	\$437,354.35	\$7,832.88	\$445,187.23	50.69%		
				51.75%	23.58%	50.69%			



Amherst Town Library YTD Expenditure/Income Report FY16									
Date: January 2016									
	Budget		YTD Expenditure			Budget	Actual %	FY15 Income	
	Town	Library	Total	Town Funds	Lib. Funds			Total	Target %
						58.33%			1. Copy Machine \$2,060.78
PERSONNEL									2. Fines \$15,651.08
Salaries & Wages	\$498,594.00		\$498,594.00	\$ 284,432.90			57.05%		3. Gifts & Interest \$99,429.98
Benefits	\$153,352.00		\$153,352.00	\$ 93,951.93			61.27%		4. Replacement Cards \$260.00
Custodian	\$12,500.00		\$12,500.00	\$ 6,759.50			54.08%		5.Non-Resident Cards \$1,100.41
Tech. Consult./IT Wages	\$2,951.00		\$2,951.00	\$ 1,500.00			50.83%		7.JLL Fees \$55.00
MATERIALS									8.Coffee Service \$293.35
Books	\$57,080.00	\$ 8,000.00	\$65,080.00	\$ 29,962.29			46.04%		TOTAL \$ 118,850.60
Audiovisuals	\$13,905.00	\$ 6,615.00	\$20,520.00	\$ 8,559.79			41.71%		Projected Income
Periodicals	\$4,500.00		\$4,500.00	\$ 2,309.79			51.33%		1. Copy Machine \$2,100.00
Electronic Information	\$16,420.00	\$ 2,000.00	\$18,420.00	\$ 10,063.00			54.63%		2. Fines \$17,400.00
STAFF DEVELOP.									3. Gifts etc \$10,500.00
Dues	\$800.00		\$800.00	\$ 260.00			32.50%		TOTAL \$30,000.00
Travel	\$2,700.00	\$ 500.00	\$3,200.00	\$ 628.10			19.63%		
Education/Conferences	\$2,345.00	\$ 500.00	\$2,845.00	\$ 1,689.89			59.40%		Income Current Month
OPERATIONS									1. Copy Machine \$23.00
Supplies	\$5,806.00	\$ 1,000.00	\$6,806.00	\$ 3,428.37	\$ 188.67		53.14%		2. Fines \$1,442.54
Heat	\$10,636.56		\$10,636.56	\$ 1,521.91			14.31%		3. Gifts \$643.72
Postage	\$400.00	\$ 2,000.00	\$2,400.00	\$ 910.34	\$ 3.07		38.06%		TOTAL \$2,109.20
Building & Grounds	\$1,120.00		\$1,120.00	\$ 531.52			47.46%		
Telephone	\$2,020.00		\$2,020.00	\$ 502.63			24.88%		Income YTD
Automated Lib. System	\$32,960.00		\$32,960.00	\$ 31,400.89			95.27%		1. Copy \$873.75 42%
Comp. Supplies/Software	\$12,300.00	\$ 2,000.00	\$14,300.00	\$ 4,359.96			30.49%		2. Fines \$9,514.65 55%
Service	\$0.00	\$ 4,500.00	\$4,500.00		\$ 2,837.04		63.05%		3. Gifts \$1,029.77 10%
Bindery	\$100.00		\$100.00	\$ 86.89			86.89%		TOTAL \$11,418.17 38%
Coop. Services	\$50.00		\$50.00	\$ -			0.00%		
Programs/Meetings	\$10,197.00	\$ 4,100.00	\$14,297.00	\$ 8,085.99	\$ 4,175.46		85.76%		
Microfilm	\$100.00		\$100.00	\$ -			0.00%		
OPERATING TOTAL	\$840,836.56	\$ 31,215.00	\$872,051.56	\$ 490,945.69	\$ 7,204.24		57.12%		
New Equip./Capital Expense	\$4,250.00	\$ 2,000.00	\$6,250.00	\$ 4,778.98	\$ 628.64		86.52%		
GRAND TOTAL	\$845,086.56	\$ 33,215.00	\$878,301.56	\$ 495,724.67	\$ 7,832.88		57.33%		
				58.66%	23.58%		57.33%		

## APPENDIX II

Task	Frequency	Performed By	January	February	March	April	May	June	July	August	September	October	November	December
<b>Building Exterior</b>														
remove ivy from bricks	as needed	DPW												
trim trees touching roof	as needed	DPW												
turn irrigation on/ off	2x/ year	Tom Grella/ Marti Warren				x						x		
repair/ replace roof		contracted by DPW												
paint trim		DPW/ County workers												
<b>Cleaning</b>														
vacuum, clean bathrooms, empty trash	daily	Cleaning Connection												
dust shelves	ongoing	cadre of volunteers												
clean carpets	2x year	Cleaning Connection												
wash windows	annual	Great Panes						x						
wash walls/ baseboard	annual	Cleaning Connection												
clean tile floors	annual	Cleaning Connection												
staff kitchen	monthly	staff rotation												
vacuum air returns/ heating ducts	annual	Cleaning Connection										x		
clean light fixtures	annual	Cleaning Connection												
treat granite countertops	every 2 year	Cleaning Connection												
<b>Safety</b>														
test alarm system/ panic buttons		American Security/ FD												
test emergency lights		FD												
fire extinguisher inspection		contracted by DPW/ FD												
elevator inspection		Stanley Elevator - contracted by DPW												
HVAC inspection		contracted by DPW												
<b>Interior Maintenance</b>														
<b>Painting</b>														
Main floor/ mezzanine/ stairways	every 10 years?													
staff areas	every 15 years?													
childrens room/ hallway	every 10 years?													
meeting room	every 5 years													
bathrooms	every 5 years													
<b>To be done now</b>														
back door/ lock - replace??														
paint children's room bathroom?? (not sure who requested this)														
sand/ stain old Archives Room table (staff balcony)														