

Account #	Account Title	2022 Requested	2021 Approved	2022 vs 2021 \$	2022 vs 2021 %	2020 Approved	2019 Approved	2018 Approved
LIBRARY								
4550	110 Library - Wages	175,095	158,789	16,306	10.3%	158,209	156,179	146,315
4550	211 Library - Benefit Insurance	20,000	17,878	2,122	11.9%	16,671	16,253	19,309
4550	220 Library - Fica	13,395	12,147	1,248	10.3%	12,446	11,948	11,329
4550	230 Library - Retirement	10,000	9,333	667	7.1%	8,387	8,614	8,285
4550	Library - Longevity	0	2,375	(2,375)	-100.0%	0		
4550	523 Library - Workers Comp/Unemp Ins	876	876	0	0.0%	876	876	876
	Library Acquisition - Audio	1,500	1,200	300	25.0%	1,750	2,000	2,000
	Library - Covid related supplies/expenses	500	0	500	100.0%		0	0
	Library Acquisition - Books	16,000	14,000	2,000	14.3%	17,250	18,000	18,000
	Library Acquisition - Periodicals	1,000	400	600	150.0%	1,400	1,650	1,650
	Library Acquisition - Video	750	750	0	0.0%	750	1,000	1,000
	Library Bldg Maint Supplies	4,445	4,500	(55)	-1.2%	4,500	4,300	4,300
	Library General Maint - Cleaning	12,065	19,500	(7,435)	-38.1%	9,000	9,000	9,000
	Library General Maint - Bldg Repairs	3,900	3,900	0	0.0%	3,900	3,900	3,900
	Library Utilities (heating, elect, water, sewer phone)	11,897	10,999	898	8.2%	14,000	14,000	12,000
	Library Programs	4,289	4,257	32	0.8%	5,940	6,210	5,976
	Library Membership, Mileage	150	150	0	0.0%	150	800	500
	Library Staff Development	100	100	0	0.0%	100	500	500
	Library Tech Maintenance	500	500	0	0.0%	500	500	500
	Library Equipment		0	0	0.0%	2,500	1,000	1,000
	Selectmen Reduction		(14,000)	14,000	-100.0%	0	0	0
	Library Facility Improvement (Paint NH Room/Vestibule)			0	0.0%	0	0	0
	Library Facility Improvement (E Room Window Replace)			0	0.0%	0	0	0
	Building/Renovation Project: Outreach			0	0.0%	0	1,000	0
	Building/Renovation Project: Design Work			0	0.0%	0	0	0
	Building/Renovation Project: Project Planning			0	0.0%	0	0	0
	Library Revenue	(30,000)	(30,000)	0	-0.0%	(30,000)	(30,000)	(30,000)
4550	956 Library - Appropriation	246,462	217,654	28,808	13.2%	228,329	227,730	216,440
	Library Budget Total	246,462	217,654	28,808	13.2%	228,329	227,730	216,440

ACCOUNT NUMBER	ACCOUNT TITLE	2022 REQUESTED +27% ON SELECT LINE ITEMS	2021 FINAL	2021 REQUESTED	2022 VS 2021 \$	2022 VS 2021 %	2020 FINAL
LIBRARY							
Expenses Managed By Town							
4550-110	Library - Wages (Includes Longevity Merit, 5.9%COLA)	\$ 175,095.95	\$ 153,756.00	\$ 158,789.00	\$ 21,339.95	14%	\$ 158,209.00
4550-211	Library - Benefit Insurance -AMOUNT OUTSTANDING	\$ 20,000.00	\$ 17,878.00	\$ 17,878.00	\$ 2,122.00	12%	\$ 16,671.00
4550-220	Library - FICA	\$ 13,394.84	\$ 11,944.02	\$ 12,147.00	\$ 1,450.82	12%	\$ 12,446.00
4550-230	Library - Retirement -AMOUNT OUTSTANDING	\$ 10,000.00	\$ 9,333.14	\$ 9,333.00	\$ 666.86	7%	\$ 8,387.00
4550-523	Library - Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ 876.00	\$ -	0%	\$ 876.00
Additional Personnel							
6-2020	Library Membership, Mileage	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 800.00
6-2030	Library Staff Development	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 500.00
Collection Development							
6-3010	Library Acquisitions - Audio Books	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00	\$ -	0%	\$ 1,750.00
6-3007	Library Acquisitions - Downloadable	\$ -	\$ -	\$ -	\$ -		\$ -
6-3000	Library Acquisitions - Books	\$ 16,000.00	\$ 16,000.00	\$ 14,000.00	\$ -	0%	\$ 17,250.00
6-3020	Library Acquisitions - Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ -	0%	\$ 1,400.00
6-3030	Library Acquisitions - Video Appropriation	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0%	\$ 750.00
6-3035	Library Acquisitions - Video Fine Revenue	\$ -	\$ -	\$ 224.00	\$ -	0%	
Facility Maintenance							
6-4000	Library General Maintenance - Janitorial	\$ 12,065.00	\$ 9,500.00	\$ 19,500.00	\$ 2,565.00	27%	\$ 9,000.00
6-4010	Library General Maintenance - Repairs	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ -	0%	\$ 3,900.00
6-4020	Library Contracted Services - Building Safety & Utilities	\$ 11,897.60	\$ 11,000.00		\$ 897.60	8%	
	Security Monitoring	\$ 408.00			\$ -		
	Annual Lifts Inspection	\$ 500.00			\$ -		
	Annual Fire Extinguisher Inspection	\$ 35.00			\$ -		
	Annual Fire/Safety System Inspection	\$ 350.00			\$ -		
6-4020	PO BOX Rental	\$ 76.00			\$ -		
	Heating	\$ 4,302.00	\$ 3,418.20	\$ 3,418.20	\$ -		
	Electric	\$ 3,009.00			\$ -		
	Water	\$ 227.60			\$ -		
	Sewer	\$ 480.00			\$ -		
	Phone	\$ 1,094.00			\$ -		
	Internet	\$ 1,416.00			\$ -		
6-4030	Library Building Maintenance - Supplies	\$ 4,445.00	\$ 3,375.00	\$ 4,500.00	\$ 1,070.00	32%	\$ 4,500.00
6-4035	COVID Related Supplies/Expenses	\$ 500.00	\$ 1,000.00		\$ (500.00)	-50%	
Technology Equipment & Maintenance							
6-5010	Library Technical Maintenance	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00
6-5020	Library Technical Equipment/Software		\$ -	\$ -	\$ -		\$ 2,500.00
Programs, Speakers, Supplies							
6-6000	Library Contract Services - Technology				\$ -		
	Library Circulation System	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	0%	\$ 1,950.00
	Annual Payment to NH Downloadable	\$ 1,939.00	\$ 1,956.00	\$ 1,956.00	\$ (17.00)	-1%	\$ 1,890.00
	Annual Website Fees	\$ 250.00		\$ -	\$ 250.00		\$ 100.00
	ZOOM Platform	\$ 149.90			\$ 149.90		
6-6010	Library Programs - Speakers & Supplies	\$ -	\$ -	\$ 350.00	\$ -		\$ 2,000.00
	TOTAL OPERATION BUDGET	\$ 276,462.93	\$ 247,917.00		\$ 28,545.93	12%	
	PROJECTED REVENUE	\$ 30,000.00	\$ 30,819.00		\$ (819.00)	-3%	
	APPROPRIATION REQUEST	\$ 246,462.93	\$ 217,098.00		\$ 29,364.93	14%	
	Amounts for: BENEFIT/RETIREMENT/COLA unknown at deadline for submission						
	Estimated these amounts at this time						

ACCOUNT NUMBER	ACCOUNT TITLE	ACCOUNT DESCRIPTION
LIBRARY		
Expenses Managed By Town		
4550-110	Library - Wages	
4550-211	Library - Benefit Insurance	
4550-220	Library - FICA	
4550-230	Library - Retirement	
4550-523	Library - Workers Comp/Unemp Ins	
6-1010	Library -Utilities: Heating Oil (negotiated contract)	
Expenses Managed By Library		
Additional Personnel		
6-2020	Library Membership, Mileage	We routinely pay \$150/YR for Trustees to belong to NHLTA.
6-2030	Library Staff Development	New hirers are required to complete criminal background check form. This figure does not provide for any continuing education opportunities fo staff.
Collection Development		
6-3000	Library Acquisitions - Books	All department book orders have been decreased monthly
6-3007	Library Acquisitions - Downloadable	Occasionally purchase high demand content for exclusive use by patrons
6-3010	Library Acquisitions - Audio Books	Audio book orders have been decreased monthly.
6-3020	Library 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.
6-3030	Library Acquisitions - Video Appropriation	
6-3035	Library Acquisitions - Video Fine Revenue	Only \$224 in fine money was collected prior to the COVID closure in March 2020. No additional fine money has been collected.
Facility Maintenance		
6-4000	Library General Maintenance - Janitorial	Cleaning the library
6-4010	Library General Maintenance - Repairs	Incidental expenses such as annual HVAC service, electrician, plumber, unanticipated facility equipment failure
6-4020	Library Contracted Services - Building Safety & Utilities	
	Fire System/Safety Monitoring	Service provided by Monadnock Security
	Annual Lift Inspections	Required by NH State Dept of Labor. Only vendor able to inspect. Different load tests are mandated in offsetting years
	Annual Fire Extinguisher Inspection	Required by State. Some years the extinguishers need to be replaced or recharged
	Annual Fire/Safety System Inspection	Smoke and fire detector system inspected annually as required
	Annual Lift/Boiler Certificates of Operation	NH Dept of Labor requires the reporting of inspection results and the posting of certificates of operation
	Heating	Part of town bulk buying to benefit from volume discounts 1800 gal @\$2.39/gal
	Electric	Realized a significant decrease with the 2019 light upgrade project ave bill approximately \$197/month
	Water	Town rate/minimum use
	Sewer	Town rate
	Phone	We are required to have two phone lines, one for business and the other for fire security system
	Internet	Renegotiated rate for high speed internet required to allow staff and patrons to use the same line
	USPS Box Rental	Annual fee for small box rental
6-4030	Library Building Maintenance - Supplies	Misc. supplies required to operate facility. Paper, printer cartridges, labels, etc.
Technology Equipment & Maintenance		
6-5010	Library Technical Maintenance	Consultant to assist with technical issues that staff cannot solve
6-5020	Library Technical Equipment/Software	Computers for staff and patrons, printers, licensing for software
Programs, Speakers, Supplies		
6-6000	Library Contract Services - Technology	
	Library Circulation System	Annual fee for Circulation/Catalog Software
	Annual Payment to NH Downloadable	Annual fee for patrons to access downloadable content
	Annual Website Fees	Misc. licensing and enhancements
6-6010	Library Programs - Speakers & Supplies	Supplies to support library programs for patrons (Take and Make Bags, Storywalk)

TUCKER FREE LIBRARY

FY2021 Highlights & Challenges

As with every year, trust fund money is allocated based on trust intent mechanisms

Based on a detailed analysis of the past 5 years of user data, an increase of library hours to meet community needs. This translates to 9 additional weekend and evening hours above the current level, aimed at highest traffic times.

At the time of submission, the trustees have yet to receive direction on the cost of benefits, retirement, and COLA. This submission reflects estimates on those line items.

FY2022 Goals & Initiatives

**ADDING 4 ADDITIONAL HOURS TO EXISTING EVENING SERVICE
TUESDAY, WEDNESDAY, THURSDAY OPEN UNTIL 7PM
ADDING 7 ADDITIONAL HOURS TO EXISTING WEEKEND SERVICE
FRIDAY, SATURDAY, SUNDAY 12-5**

Significant Budget Changes

**RESTORING THE BUDGET TO ALLOW FOR ADDITION OF EVENING AND
WEEKEND HOURS**
