



TOWN OF PORTSMOUTH

2200 East Main Road, Portsmouth, RI 02871
www.portsmouthri.com

CIVIC SUPPORT
REQUEST FORM FY 20₂₁

Applicant Information

Name of Organization: Portsmouth Free Public Library Association

Address: 2658 East Main Road

Phone: 401-683-9457

City: Portsmouth

State: RI

Zip: 02871

Primary Contact: Michael W. Mello

Email: mikewmello@aol.com

Title: President, Board of Trustees

Secondary Contact: Carolyn B. Magnus

Email: porlibadult@gmail.com

Title: Library Director

Funding Request

Amount requested for FY 20₂₁: \$ 532,753

Amount granted in previous year: \$ 524,880

Time period over which funds will be used

From: 7/01/2020

To: 6/30/2021

Explain any increases in your request over last year: The 1 1/2% increase is due to inflation, minor salary increases and the rising cost of utilities.

Organization Information (attach additional pages if needed)

Organization description: Portsmouth's Public Library since 1897.

Indicate the purpose of the appropriation: (Please be specific with respect to how the funds will be used.)

The grant will be used to cover operating expenses of \$718,541.

Identify the population of Portsmouth that is served by your organization: (Please also be specific with respect to the number of Portsmouth residents supported by your organization.)

All residents of Portsmouth.

Signature of Applicant

Date: 1/10/2020

Applicant's Signature: *Michael W. Mello*

Additional Information (Please attach)				
	Provided:	Yes	No	
1) Proof of agency 501c(3) status, or other:		X		
2) Agency's current and proposed annual budget:		X		
3) Latest year end audited financial statement (or equivalent document):		X		

CIVIC SUPPORT – APPLICATION REQUIREMENTS

PURPOSE	To fund projects or programs of non-profit civic organizations, which primarily benefit residents of the Town of Portsmouth.
ELIGIBLE ORGANIZATION	Only 501c(3) tax-exempt organizations are eligible for funding. To be eligible, organizations or projects must primarily serve the residents of the Town of Portsmouth, Aquidneck Island, or Newport County. Organizations that do not have a 501c(3) status must provide documentation that identifies the status they operate under.
APPLICATION	Each request for funding must be submitted on the Town of Portsmouth's Civic Support Request Form. Applications must be signed by an authorized officer of the organization and received by the Finance Director no later than Jan 17, 2020.
INELIGIBLE ACTIVITIES	The following activities will not be funded with civic appropriations: 1. Programs or services that serve primarily non-Portsmouth residents 2. Political activities 3. Marketing and/or fundraising
AGREEMENT & REPORTING	All recipients of civic support funding may be required and agree to provide project status report(s) to the Finance Director at intervals specified in advance by the Town Council.
RETURN TO	Town of Portsmouth Attn: Finance Director 2200 East Main Road Portsmouth, RI 02871

BOS:EO:76-1007

Address any reply to:

Department of the Treasury
P.O. Box 9081
JFK Post Office
Boston, Mass. 02203
District Director

Internal Revenue Service

Date:

In reply refer to:

May 28, 1976

HP:EO D. Pickering II

Tel: (617)223-4241



▷ Portsmouth Free Public Library Assoc.
2658 East Main Road
Portsmouth, R.I. 02871

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) & 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

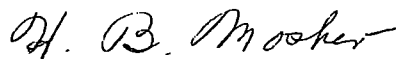
If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,



H. B. MOSHER
District Director

Portsmouth Library Budget Proposed 2020 - 2021

	2017-2018 Actual	2018-2019 Actual	2019-2020 Budgeted	2020-2021 Proposed
PERSONNEL				
Director	63,044.80	65,119.60	66,418.00	67,746.00
Reference/YA Librarian	47,283.60	48,958.00	49,925.00	50,924.00
Children's Librarian	47,283.60	48,958.00	49,925.00	50,924.00
Staff (2 F/T, 11 P/T)	225,365.61	231,256.11	238,482.00	231,043.00
P/T Custodian	14,965.60	15,495.84	15,688.00	7,200.00
Cleaning Contract	-	-	-	13,296.00
Merit Increase	4,295.00	0.00	0.00	0.00
Staff Development	387.50	0.00	0.00	500.00
FICA (7.65%)	34,065.24	34,722.17	33,982.00	32,700.00
Blue Cross (5)	43,339.32	42,613.14	44,000.00	29,400.00
Blue Cross Dental (5)	1,933.44	1,946.76	2,500.00	1,200.00
Life Insurance (5)	1,639.44	1,639.44	1,700.00	1,400.00
Longevity	4,492.86	4,615.56	4,800.00	3,800.00
Education Increment	9,230.53	9,249.76	9,250.00	9,000.00
Bonus (3)	7,550.00	7,550.00	7,550.00	7,550.00
Work. Compensation	2,968.00	3,053.00	3,000.00	3,500.00
Unemployment	0.00	0.00	0.00	-
Temp Help	270.00	222.00	500.00	2,000.00
Sunday Staff	6,470.00	6,512.00	7,000.00	7,000.00
Total Personnel	514,584.54	521,911.38	534,720.00	519,183.00
LIBRARY MATERIALS				
Books (Fund Raising)	5,000.00	4,856.17	4,500.00	5,000.00
Books (State of RI)	25,151.74	24,188.46	25,000.00	25,000.00
Newspapers	4,057.97	4,191.61	4,000.00	4,300.00
Magazines	2,794.75	2,808.78	2,800.00	2,800.00
Non-Print Materials	2,227.69	2,514.35	2,500.00	3,500.00
Preservation	0.00	0.00	200.00	200.00
Electronic Resources	1,935.86	1,919.07	2,000.00	2,500.00
Total Materials	41,168.01	40,478.44	41,000.00	43,300.00
SPECIAL PROJECTS				
Young Adult Programs	509.41	802.70	500.00	1,000.00
Children's Programs	996.78	1,243.78	1,000.00	1,648.00
Association Expense	234.49	500.00	300.00	500.00
Computer Replacement	0.00	0.00	0.00	5000.00
Total Projects	1,740.68	2,546.48	1,800.00	8,148.00

Portsmouth Library Budget Proposed 2020 - 2021

	2017-2018 Actual	2018-2019 Actual	2019-2020 Budgeted	2020-21 Proposed
LIBRARY OPERATIONS				
Ocean State Libraries	31,699.84	\$31,953.20	34,525.00	33,576.00
Memberships	424.00	440.00	400.00	500.00
Postage	975.29	1,012.82	1,000.00	1,100.00
Library Supplies	8,169.01	6,988.87	8,000.00	8,000.00
Travel	901.40	1,092.91	1,000.00	1,000.00
Payroll Services	2,446.80	2,846.11	2,500.00	2,800.00
Photocopier Expenses	2,391.36	2,339.81	2,500.00	4,284.00
Equipment	0.00	74.99	0.00	0.00
Equip. Maintenance	1,167.04	736.86	1,100.00	500.00
Total Operations	48,174.74	\$47,485.57	51,025.00	51,760.00
BUILDING OPERATIONS				
Elevator	595.00	725.00	700.00	800.00
Security Alarm	336.00	336.00	350.00	350.00
Fire Ext. & Inspec.	1,248.90	683.00	850.00	850.00
Sprinkler Inspec.	565.00	875.00	600.00	900.00
Fuel (Natural Gas)	10,377.12	11,562.32	11,000.00	13,000.00
Electricity	24,101.61	23,902.02	25,000.00	25,000.00
Telephone	1,149.23	1,154.28	1,200.00	1,300.00
Care of Grounds	6,831.22	8,954.45	6,500.00	7,500.00
Snow Removal	4,420.00	2,235.00	3,000.00	4,500.00
Trash Removal	4,324.20	4,831.46	4,000.00	4,500.00
HVAC Contract	2,675.70	2,300.00	3,000.00	3,000.00
Building Repairs	9,245.47	18,238.77	10,000.00	20,000.00
Septic System	1,351.68	265.00	300.00	500.00
Custodial Supplies	3,308.86	3,247.43	3,200.00	3,500.00
Water	875.54	802.51	900.00	950.00
Insurance	7,677.00	8,445.00	8,000.00	9,500.00
Total Building Operations	79,082.53	88,557.24	78,600.00	96,150.00
Non Budgeted Expense	1204.44	142.96		
GRAND TOTAL	685,954.94	701,122.07	707,145.00	718,541.00

Portsmouth Library Income 2020 - 2021

	2017-2018 Actual	2018-2019 Actual	2019-2020 Budgeted	2020-2021 Requested
INCOME				
Endowment Income	11,003.42	11,218.72	11,000.00	11,500.00
Endowment Reduction	12,374.84	20,005.56	12,409.00	16,721.00
Program Room Rental	1,146.00	1,675.00	1,000.00	2,000.00
Member Dues	6,000.00	6,000.00	6,000.00	6,000.00
Fines	8,352.97	5,832.94	9,000.00	6,000.00
Fund Raising	20,000.00	20,000.00	20,000.00	20,000.00
Town of Portsmouth	504,900.00	514,589.00	524,880.00	532,753.00
RI Grant In Aid	113,853.00	114,736.00	114,736.00	116,067.00
Photocopier Income	1,149.80	1,208.80	1,500.00	1,500.00
Other	7,174.91	5,856.05	6,500.00	6,000.00
Total Income	685,954.94	701,122.07	707,025.00	718,541.00

Portsmouth Free Public Library

Salary Schedule for 2020 - 2021

Pay Scale (Note Two Percent Cost of Living Increase Only To Base Pay)

Library Director	67,746	
Reference/YA Librarian	50,924	
Children's Librarian	50,924	
Administrative Assistant	39,667	
P-1 Part-Time Library Professional (50.5 Hours)	31,722	24.64
A1 Technical Services Library Assistant (70 Hours*)	35,581	19.55
C1 Part-Time Library Assist.(60.5 Hours*)	24,382	15.50
C2 (A) Five Part-Time Library Assistants (Less Than 50 Hours Per Payroll Period*) (2 staff)		13.68
C2 (B) Five Part-Time Library Assistants (Less Than 50 Hours Per Payroll Period*)		13.44
C3 Part-Time Reference Assistant (29.5Hours*)	10,493	13.44
D1 Custodial (18 Hours Per Payroll Period*)	7,200	15.00

Night and Saturday Differential \$.60 Per Hour

Increments for Staff

	Full Time 40 + Hours *	Part Time Less Than 40 Hours
<u>Education</u>		
Associate Degree or Equivalent (60 credit hours)	500	(250)
Bachelor's Degree	1,000	(500)
Master's Degree	1,500	(750)

Longevity

Years of Service		
5	300	(150)
10	400	(200)
15	600	(300)
20	700	(350)
25	900	(450)
30	1,000	(500)

*Hours For Two Week Payroll Period

Portsmouth Free Public Library

Salaries Budgeted for 2020-2021

<u>Position</u>	<u>Salary</u>	<u>Education</u>	<u>Longevity</u>	<u>Merit</u>	<u>Total</u>
Director					
Carolyn Magnus (10/98)	67,746	1,500	700		69,946
Reference/YA Librarian					
Susan Rousseau (7/07)	50,924	1,500	400		52,824
Children's Librarian					
Nicole Carrubba (7/06)	50,924	1,500	400		52,824
Administrative Assistant					
Lisa Steeley (4/04)	39,667	1,500	600		41,767
P1 - Part-Time Library Professional					
C. LeComte (50.5) 29 Hours*	31,722	750	0		32,472
A1 - Technical Services Library Assistant					
K. Hoftun (7/01) 70 Hours*	35,581	500	700		36,781
C1 - Part-Time Library Assistants					
N. Madden (9/87) 60.5 Hours*	24,382	500	500		25,382
C2(A) - Part-Time Library Assistants					
K. M. Barek (09/05) 44.5 Hours*	15,828	0	300		16,128
C. Merrill (09/07) 45.5 Hours*	16,183	750	200		17,133
C2 (B) Part-Time Library Assistants					
J. Armijo (10/16) 42.5 Hours*	14,851	500	0		15,351
A. Kestler-Scanlon (9/18) 42.5 Hours*	14,851	0	0		14,851
T. Kent (9/19) 20 Hours*	6,989	0	0		6,989
B. Warner (9/19) 19.5 Hours*	6,814	0	0		6,814
M. Sullivan (1/20) 16.00 Hours*	5,591	0	0		5,591
OPEN 16.00 Hours*	5,591	0	0		5,591
C3 - Part- Time Reference Assistant					
J. Hanks (9/18) 29.5 Hours*	10,493				10,493
D1 - Part-Time Custodian					
OPEN 18 Hours*	7,020	0	0		7,020
Night & Saturday Differential					
	2,500				2,500
Total	407,657	9,000	3,800	0	420,457

*Hours For Two Week Payroll Period

Portsmouth Free Public Library

Estimated Cost to Open Sundays
July 1, 2020- June 30, 2021
(30 Sundays)

Staffing: (32 days)

Professional -

Librarian(1)
\$26.00 per hour
x 4 hours
\$104.00 per day x 30 days = \$3,120.00 per year

Non-Professional -

Library Assistants(2)
\$14.00 per hour
x 2 people
\$28.00 per hour
x 4 hours
\$ 112.00 per day x 30 days = \$3,360.00 per year

Senior Library Assistant(1)
\$15.00 per hour
x 4 hours
\$ 60.00 per day x 30 days= \$1,800.00 per year

Estimated Staff Cost: \$8,000 per year

(Inclement Weather Closings Reduce Cost to \$7,000)

**PORTSMOUTH FREE PUBLIC LIBRARY ASSOCIATION
BALANCE SHEET
FOR YEARS ENDED JUNE 30, 2019 AND 2018**

	2019	2018
CASH		
Operating Checking	\$ -	\$ -
Petty Cash	100.00	100.00
Fund Account Checking	136,780.23	140,982.04
Cash and Cash Equivalents	1,334.36	1,225.05
	\$ 138,214.59	\$ 142,307.09
 INVESTMENT ACCOUNT		
Investments (Note 1)	343,215.00	320,102.33
 TOTAL ASSETS	 \$ 481,429.59	 \$ 462,409.42
 TOTAL FUND BALANCES	 \$ 481,429.59	 \$ 462,409.42

Note all investments are stated at Market Value as of June 30th 2019, 2018

**PORTSMOUTH FREE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF INCOME AND EXPENSES - GENERAL FUND
YEAR ENDED June 30, 2019**

<u>INCOME</u>	<u>ACTUAL</u>	<u>BUDGET</u>
Interest and Dividend Income:		
Endowment Reduction	20,005.56	18,320.00
Fines	5,832.94	9,000.00
Fund Raising	20,000.00	20,000.00
Endowment Income	11,218.72	11,000.00
Member Dues	6,000.00	6,000.00
Other	5,856.05	6,000.00
Photocopier	1,208.80	1,500.00
Program Room Rental	1,675.00	700.00
RI Grant in Aid	114,736.00	114,736.00
Town of Portsmouth	514,589.00	514,589.00
	<u>701,122.07</u>	<u>701,845.00</u>

EXPENSES

Personnel	521,911.38	533,797.00
Library Materials	40,478.44	40,800.00
Special Projects	2,546.48	2,250.00
Library Operations	47,485.57	48,603.00
Building Operations	88,557.24	76,395.00
Non-Budget Item	142.96	
	<u>701,122.07</u>	<u>701,845.00</u>

**PORTSMOUTH FREE PUBLIC LIBRARY ASSOCIATION
 DETAILED STATEMENT OF EXPENSES - GENERAL FUND
 YEAR ENDED June 30, 2019**

<u>PERSONNEL EXPENSE</u>	<u>ACTUAL</u>	<u>BUDGET</u>
Salary - Director	65,119.60	65,116.00
Salary - Children's Librarian	48,958.00	48,946.00
Salary - Public Service Librarian	48,958.00	48,946.00
Salary - Staff	231,256.11	240,127.00
Salary - Custodian	15,495.84	15,267.00
Staff Development	-	-
Merit Increase	-	-
FICA	34,722.17	33,695.00
Blue Cross	42,613.14	44,000.00
Delta Dental	1,946.76	2,500.00
Life Insurance	1,639.44	1,700.00
Bonus	7,550.00	7,550.00
Education	9,249.76	9,250.00
Longevity	4,615.56	4,800.00
Temp. Help	222.00	1,000.00
Sunday Staff	6,512.00	8,000.00
Worker's Compensation	3,053.00	2,900.00
	<u>521,911.38</u>	<u>533,797.00</u>

LIBRARY MATERIALS

Books (Fund Raising)	4,856.17	4,500.00
Books (State of RI)	24,188.46	25,000.00
Electronic Resources	1,919.07	2,000.00
Magazines	2,808.78	3,200.00
Newspapers	4,191.61	3,600.00
Non-Print Material	2,514.35	2,500.00
Preservation	-	-
	<u>40,478.44</u>	<u>40,800.00</u>

SPECIAL PROJECTS

Association Expense	802.70	500.00
Adult/Young Adult Programs	500.00	500.00
Children's Programs	1,243.78	1,250.00
	<u>2,546.48</u>	<u>2,250.00</u>

**PORTSMOUTH FREE PUBLIC LIBRARY ASSOCIATION
 DETAILED STATEMENT OF EXPENSES - GENERAL FUND
 YEAR ENDED June 30, 2019**

	<u>ACTUAL</u>	<u>BUDGET</u>
 <u>LIBRARY OPERATIONS</u>		
Ocean State Libraries- OSL	31,953.20	31,953.00
Equipment	74.99	-
Equipment Maintenance	736.86	800.00
Library Supplies	6,988.87	8,000.00
Membership Dues	440.00	350.00
Payroll Service	2,846.11	2,500.00
Photocopier Expense	2,339.81	2,500.00
Postage	1,012.82	1,300.00
Travel	1,092.91	1,000.00
	47,485.57	48,403.00
 <u>BUILDING OPERATIONS</u>		
Building Repairs	18,238.77	10,368.00
Burglar Alarm	336.00	350.00
Care of Grounds	8,954.45	6,500.00
Custodial Supplies	3,247.43	3,200.00
Electricity	23,902.02	25,000.00
Elevator Contract	725.00	1,000.00
Fire Alarm & Extq. Inspection	683.00	750.00
Fuel	11,562.32	9,000.00
HVAC Contract	2,300.00	3,000.00
Insurance	8,445.00	7,677.00
Septic System	265.00	250.00
Snow Removal	2,235.00	2,500.00
Sprinkler Inspection	875.00	600.00
Telephone	1,154.28	1,300.00
Trash Removal	4,831.46	4,000.00
Water	802.51	900.00
	88,557.24	76,395.00

PORTSMOUTH FREE PUBLIC LIBRARY
SCHEDULE OF INVESTMENTS IN SECURITIES
June 30, 2019

<u>SHARES</u>	<u>STOCK</u>	<u>BOOK VALUE</u>	<u>MARKET VALUE</u>
21	Adient PLC Com		509.67
444	Bank of America Corp.	14,498.14	12,876.00
500	Bristol Myers Squibb	10,888.06	22,675.00
1000	Cisco Sys. Inc.	33,539.75	54,730.00
750	Comcast Corp. New CL A	12,570.32	31,710.00
800	Exxon Mobil Corp.	2,853.63	61,304.00
15	Frontier Communications Corp Con	0.00	26.25
1,000	General Electric Co.	28,645.17	10,500.00
214	Johnson Controls International PLC		8,840.34
200	Procter & Gamble Co.	10,957.74	21,930.00
400	Rayonier Inc. Com .	13,616.56	12,120.00
500	Southern Co.	15,819.22	27,640.00
225	TE Connectivity LTD com CHF	12,359.96	21,550.50
988	Verizon Communications	22,864.26	56,444.44
5	WABTEC Corp Com		358.80
		178,612.81	343,215.00

PORTSMOUTH FREE PUBLIC LIBRARY ASSOCIATION
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2019

	Balance June 30, 2018	Realized Endowment Income	Unrealized Gain/Loss Investments	Increases	Decreases	Balance June 30, 2019
General Fund	177,778.98	11,173.60	25,892.43	689,948.47	701,122.07	203,671.41
Conditional Bequests						
Allen, Helen C.	5,000.00					5,000.00
Borden Fund	50,000.00					50,000.00
Unconditional Bequests						
Buela Fund	66,019.92				11,945.00	54,074.92
Fundraisers, Misc. Donations & Fees						
Misc. Fundraisers-Book Sales, Tasting	123,168.92			24,514.78	5,836.78	141,846.92
Annual Fundraiser (Townwide)	1,874.34			27,795.18	48,743.97	(19,074.45)
Clements Marketplace Fund	15,136.82			3,880.99	3,247.95	15,769.86
United Way	384.76			388.85	380.77	392.84
Children's Donations	1,957.45			431.13	496.81	1,891.77
Miscellaneous Donations	13,107.42			4,375.05	2,178.04	15,304.43
Grants						
Bazasky Charitable Trust	2,000.00			2,000.00		4,000.00
Misc. Grants & Funds	2,980.81			5,950.00	4,091.31	4,839.50
National Grid Rebate	3,000.00			0.00	0.00	3,000.00
Champlin Foundation - Carpeting/doors	0.00			34,805.00	34,805.00	0.00
Aletta Morris McBean - Lighting	0.00			51,000.00	50,287.61	712.39
	462,409.42	11,173.60	25,892.43	845,089.45	863,135.31	481,429.59
						481,429.59

**TREASURER'S REPORT
2019-2020**

	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Adj.	YTD	% Budget
EXPENDITURES																
Building Oper	10,000.00	206.00	317.65	130.50	500.00	1,081.68									2,235.83	22.36%
Building Repairs	350.00	138.00		30.00			50.00								218.00	62.29%
Security Alarm	6,500.00	249.39	83.13	2,150.00	2,066.46		1,983.33								6,532.31	100.50%
Care of Grounds	3,200.00	131.83		393.05	144.85	69.78	313.19								1,052.70	32.90%
Custodial Supplies	25,000.00	1,475.02	1,918.12	1,960.88	1,640.44	1,572.52	1,529.98								10,096.96	40.39%
Electricity	700.00														0.00	0.00%
Elevator Contract	850.00			120.00			120.00								240.00	28.24%
Fire Alarm & Exdg Insp	11,000.00	328.72	312.05	347.97	334.27	596.99	1,232.31								3,152.31	28.66%
Fuel	3,000.00					1,150.00									1,150.00	38.33%
HVAC Contract	8,000.00	4,623.50													9,247.00	115.59%
Insurance	300.00	435.03													435.03	145.01%
Septic System	3,000.00						865.00								865.00	28.83%
Snow Removal	600.00	90.00													90.00	15.00%
Sprinkler Inspec	1,200.00	97.91	97.15	97.43	97.96	97.72	102.20								590.37	49.20%
Telephone	4,000.00	330.00	210.00	210.00	210.00	210.00	210.00								1,380.00	34.50%
Trash Removal	900.00		200.88	192.20											393.08	43.66%
Water		7,670.37	8,197.51	5,602.03	5,023.98	4,778.69	6,406.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,678.59	47.94%
Total Build. Op.	78,600.00															
Library Matl																
Books															0.00	
Books(Fund Rais)	4,500.00	1,165.80	2,481.04	853.16											4,500.00	100.00%
Books (State of NJ)	25,000.00			2,019.00	2,856.59	3,576.91	2,448.66								10,901.16	43.60%
Magazines	2,800.00	168.00			2,664.85										2,832.85	101.17%
Newspapers	4,000.00	1,074.60	539.88	478.20			354.96								2,447.64	61.19%
Non-Print Material	2,500.00		162.92	267.45	74.50	51.41	477.58								1,033.86	41.35%
Electronic Resource	2,000.00		1,369.68		480.00	79.00									1,928.68	96.43%
Preservation	200.00														0.00	
Total Lib. Matl.	41,000.00	2,408.40	4,553.52	3,139.61	3,889.29	6,372.17	3,281.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,644.19	57.67%

**TREASURER'S REPORT
2019-2020**

	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Adj.	YTD	% Budget
EXPENDITURES																
Library Oper	34,525.00	8,216.79			8,216.79										16,433.58	47.60%
OSL															0.00	0.00%
Equipment															225.68	20.52%
Equipment Maintenance	1,100.00	225.68													4,561.37	57.02%
Library Supplies	8,000.00	86.14	1,236.80	1,189.09	236.27	1,370.00	443.07	170.00							170.00	42.50%
Memberships	400.00														1,250.07	50.00%
Payroll Service	2,500.00	194.34	182.34	190.85	207.94	285.44	189.16								2,473.49	98.94%
Photocopier Expense	2,500.00	421.31	164.02	164.02	874.56	492.42	357.16								542.70	54.27%
Postage	1,000.00			53.85	200.00		288.85								161.23	16.12%
Travel	1,000.00				161.23											
Total Lib. Op.	51,025.00	9,144.26	1,583.16	1,597.81	9,896.79	2,147.86	1,448.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,818.12	50.60%
Personnel Exp																
FICA (ER)	33,982.00	2,699.60	2,531.71	2,682.61	2,892.39	4,019.85	2,683.88								17,520.04	51.56%
Education Incr.	9,250.00	711.52	711.52	769.22	769.22	1,153.83	769.22								4,884.53	52.81%
Longevity	4,800.00	353.86	353.86	353.86	353.86	530.79	353.86								2,300.09	47.92%
Bonus	7,500.00	1,887.50			1,887.50										3,775.00	50.00%
Blue Cross Medical	44,000.00	3,399.96	3,399.96	3,399.96	3,399.96	3,980.76	3,399.96								20,980.56	47.68%
Blue Cross Dental	2,500.00	142.32	142.32	142.32	142.32	164.79	142.32								876.39	35.05%
Life Insurance	1,700.00	136.62	136.62	136.62	136.62	136.62	136.62								819.72	48.22%
Workman's Comp.	3,000.00	1,530.00	1,530.00												3,060.00	102.00%
Children's Libr.	49,925.00	3,840.20	3,840.20	3,840.20	3,840.20	5,760.30	3,840.20								24,961.30	50.00%
Custodian(s)	15,568.00	1,197.60	1,197.60	1,197.60	1,197.60	598.80									5,389.20	34.62%
Director	66,418.00	5,108.60	5,108.60	5,108.60	5,108.60	7,662.90	4,858.60								32,955.90	49.62%
Reference/Young Adult	49,925.00	3,840.20	3,840.20	3,840.20	3,840.20	5,760.30	3,840.20								24,961.30	50.00%
Staff	238,483.00	17,142.89	16,835.56	18,421.25	18,869.31	28,186.70	19,558.11								119,013.82	49.90%
Sunday Staff	7,000.00			460.00	736.00	1,084.00	864.00								3,144.00	44.91%
Temp Help	1,830.00		444.00												444.00	24.26%
Merit Increase	0.00														0.00	
Staff Development	0.00														0.00	
Total Personnel	555,931.00	41,990.87	40,072.15	40,362.44	43,173.78	59,039.64	40,446.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265,085.85	48.46%
Special Proj.																
Association Expense	300.00				113.65										113.65	37.88%
Young Adult Programs	500.00	143.86													143.86	28.77%
Children's Programs	1,000.00				114.27		223.71								337.98	33.80%
Total Spec Proj	1,800.00	143.86	0.00	0.00	227.92	0.00	223.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	595.49	33.08%

**TREASURER'S REPORT
2019-2020**

	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Adj.	YTD	% Budget
EXPENDITURES																
NON-BUDGET ITEMS																
Advertising															0.00	0.00
ILL for Patron															0.00	0.00
Refunds-Lost Books															0.00	0.00
Fines															0.00	0.00
Donation, Books															0.00	0.00
Life Insurance															0.00	0.00
Misc. Debits															0.00	0.00
Ret. Check Fees															0.00	0.00
Insurance Reimbursement		-1,097.76													-\$1,097.76	
Supplemental Insurance		91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	\$548.88	
Total Non-Budg.		-1,006.28	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	91.48	-548.88	
SUBTOTAL EXPENSE	708,356.00	60,351.48	54,497.82	50,793.37	62,303.24	72,429.84	51,897.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,273.36	49.73%
PLUS:																
Transfers - Expense																
TOTAL EXPENSE	708,356.00	60,351.48	54,497.82	50,793.37	62,303.24	72,429.84	51,897.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,273.36	
BAL. BUDGET \$	356,082.64															

**TREASURER'S REPORT
2019-2020**

	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Adj.	YTD	% Budget
SUMMARY																
EXPENDITURES																
Checking (less payr bx)		53,381.25	47,983.08	43,884.86	54,750.88	62,025.22	44,943.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	306,978.52	
FIT		2,625.30	2,399.66	2,541.95	2,848.58	3,883.93	2,604.09									
FICA		2,754.31	2,531.70	2,692.64	2,892.35	4,019.96	2,683.85									
SIT		1,207.93	1,214.82	1,292.25	1,401.00	1,931.48	1,287.11									
TDI		382.69	358.56	381.67	410.43	569.25	379.33									
Sub-Total Expend.		60,351.48	54,497.82	50,793.37	62,303.24	72,429.84	51,897.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,273.36	0.00
Plus: Transfers																
Total Expenditures -		60,351.48	54,497.82	50,793.37	62,303.24	72,429.84	51,897.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,273.36	0.00
RECEIPTS																
Receipts		132,430.44	1,273.87	70,795.37	132,599.89	967.32	60,854.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	398,861.14	0.00
Plus: Transfers																
Other																
Total Receipts -		132,430.44	1,273.87	70,795.37	132,599.89	967.32	60,854.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	398,861.14	0.00
SUMMARY																
Beg. Checkbk Bal.		0.00	72,078.96	18,855.01	38,797.01	109,093.66	37,631.14									0.00
+ or - Adjustments*																
Adj. Checkbk Bal.																0.00
Plus: Receipts		132,430.44	1,273.87	70,795.37	132,599.89	967.32	60,854.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	398,861.14	0.00
Sub-Total		132,430.44	73,352.83	89,590.38	171,396.90	110,060.98	98,465.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,273.36	0.00
Less: Disburse.		60,351.48	54,497.82	50,793.37	62,303.24	72,429.84	51,897.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,273.36	0.00
Bal. End Month -		72,078.96	18,855.01	38,797.01	109,093.66	37,631.14	46,587.78									
Rev. Adjustments*																