

**Wolfeboro Public Library
Board of Trustees Agenda
Agenda
April 27, 2020
2:00 pm
COVID-19 Meeting
Information**

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY. THE PUBLIC MAY OBSERVE WITHOUT PARTICIPATING IN THE MEETING REMOTELY BY JOINING THE VIRTUAL MEETING THROUGH CISCO WEBEX. CISCO WEBEX PROVIDES TWO (2) OPTIONS FOR ACCESSING THE VIRTUAL MEETING:

- 1. COMPUTER, TABLET OR SMARTPHONE: CLICK THE FOLLOWING LINK:**

<https://wolfeboropubliclibrary.my.webex.com/wolfeboropubliclibrary.my/j.php?MTID=m16da90f0338c062c7f84cabd7daf8639>

- 2. TELEPHONE (LANDLINE OR CELL)**

- a. CALL: 408-418-9388**

- b. ACCESS CODE: 793 797 624**

- c. MEETING PASSWORD: 42020**

VISIT THE LIBRARY WEBSITE AT: WOLFEBOROLIBRARY.ORG FOR MORE INFORMATION. THE BOARD OF TRUSTEES ENCOURAGES MEMBERS OF THE PUBLIC TO SUBMIT COMMENTS FOR THE MEETING IN WRITING BY EMAIL TO: LIBRARYDIRECTOR@WOLFEBOROPUBLICLIBRARY.ORG OR BY MAIL TO: WOLFEBORO PUBLIC LIBRARY, BOARD OF TRUSTEES, 259 S. MAIN ST., WOLFEBORO, NH 03894.

Election of Officers

Minutes of the March 16, 2020 Meeting

Treasurer's Report

Librarian's Report

Public Input (To be limited to 3 minutes per resident; not to exceed 15 minutes total)

Old Business

Committee Reports – Updates

Building Project – Updates

Library Foundation – Report

Friends of the Library – Report

Investments, Account Signers, and Other Trust Fund Issues – Update

2020 Operating Budget – Update

Other Old Business

New Business

By-Laws of the Trustees – Annual Review Planning

Staffing/Hours of Service/Work from Home – Update

New Services

Re-opening Strategies & Planning – Discussion

Donations:

Newell Donations: \$100.00

Miscellaneous Donations: \$90.54

Total Donations: \$190.54

Other New Business

Non-Public –

Upcoming Meetings/Events

Regular Trustees Meeting – May 11, 2020

If there is any one with a disability needing any modifications and/or auxiliary aid to access the meeting, please notify Cindy Scott at 569-2428 at least 72 hours prior to the meeting.

Wolfeboro Public Library
 BUDGET VS. ACTUALS: 2020 BUDGET - FY20 P&L
 January - December 2020

Income	Actual	Totals		% of Budget
		Budget	Over Budget	
4000 Town Appropriation				
4002 Appropriation - paid to Library	139581.00	563502.96	-423921.96	24.77%
Total 4000 Town Appropriation	139581.00	563502.96	-423921.96	24.77%
4010 Trust income - Other Library Trusts' Income	1708.99		1708.99	
4012 Library Trusts Distributions to Library Income				
4003 Materials Trust Fund Int. & Div. Income		1000.08	-1000.08	
4006 Huebner-Raddin Int/Div Income		300.00	-300.00	
4009 Endowment Trust Fund Distributions to Income		3700.08	-3700.08	
Total 4012 Library Trusts Distributions to Library Income		5000.16	-5000.16	
4015 Interest income People's	40.05		40.05	
4020 Donations	475.00		475.00	
4030 Donations to Donor Specific Funds	1250.00	12000.00	-10750.00	10.42%
4035 Miscellaneous Donations	162.98	4000.08	-3837.10	4.07%
Total 4020 Donations	1887.98	16000.08	-14112.10	11.80%
4040 Fee Income	1010.00	3000.00	-1990.00	33.67%
4060 Equipment Income	402.45	2000.04	-1597.59	20.12%
4080 Grants	2603.23		2603.23	
7030 Fines Income	1234.04	4999.92	-3765.88	24.68%
			-	
Total Income	\$148,467.74	\$594,503.16	\$446,035.42	24.97%
			-	
GROSS PROFIT	\$148,467.74	\$594,503.16	\$446,035.42	24.97%
Expenses				
6000 Payroll-100				
113 Supervisory salaries	17674.80	154755.60	-137080.80	11.42%
114 Hourly wages	10704.40	33442.08	-22737.68	32.01%
117 Part time wages	21482.06	146011.92	-124529.86	14.71%
Total 6000 Payroll-100	49861.26	334209.60	-284348.34	14.92%
6020 Personnel-200				
210 Health Insurance	12688.20	79327.08	-66638.88	15.99%
215 Life insurance	84.00	992.04	-908.04	8.47%
218 Disability	126.38	2018.64	-1892.26	6.26%
219 Dental insurance	419.10	3179.88	-2760.78	13.18%
220 Social security	3661.94	25567.08	-21905.14	14.32%
230 Retirement	3169.89	21021.72	-17851.83	15.08%
250 Unemployment compensation		410.40	-410.40	0.00%
260 Workers compensation		668.40	-668.40	0.00%
Total 6020 Personnel-200	20149.51	133185.24	-113035.73	15.13%
6040 Administrative-300				
301 Audit		1068.00	-1068.00	0.00%
320 Legal		400.08	-400.08	
341 Telephone - town	396.05	2346.00	-1949.95	16.88%

360 Custodial Services	342.19	1344.00	-1001.81	25.46%
380 Outside Services	4284.76	25328.04	-21043.28	16.92%
Total 6040 Administrative-300	5023.00	30486.12	-25463.12	16.48%
6060 Occupancy-400				
410 Electricity	4646.22	11637.96	-6991.74	39.92%
412 Water	85.90	863.76	-777.86	9.94%
413 Sewer	95.76	1166.40	-1070.64	8.21%
425 Computer Maintenance	495.06	7111.92	-6616.86	6.96%
434 Maintenance - office equipment	197.50	1190.04	-992.54	16.60%
435 Maintenance - buildings	361.00	2900.04	-2539.04	12.45%
440 Leases and Rentals	302.00	2161.92	-1859.92	13.97%
480 Insurance - town		5000.04	-5000.04	0.00%
Total 6060 Occupancy-400		32032.08	-25848.64	19.30%
6080 Dues & Advert-500				
560 Dues and fees	225.00	750.00	-525.00	30.00%
562 Advertising		350.04	-350.04	
Total 6080 Dues & Advert-500	225.00	1100.04	-875.04	20.45%
6100 Office Exp-600/640	212.98		212.98	
610 Operating supplies	608.45	4250.04	-3641.59	14.32%
620 Office supplies	252.27	3600.00	-3347.73	7.01%
625 Postage	119.90	660.00	-540.10	18.17%
630 Maintenance supplies	155.94	1500.00	-1344.06	10.40%
Total 6100 Office Exp-600/640	1349.54	10010.04	-8660.50	13.48%
6120 Library Materials-670				
671 Books -	3495.60	22000.08	18504.48	15.89%
672 Periodicals	1571.88	3500.04	-1928.16	44.91%
673 Audiovisual/DVD	117.81	3000.00	-2882.19	3.93%
674 Software		499.92	-499.92	
675 Audiovisual/CD	1573.47	9000.00	-7426.53	17.48%
676 Online Subscriptions		5070.00	-5070.00	
678 Downloadable Services		3499.92	-3499.92	
Total 6120 Library Materials-670	6758.76	46569.96	-39811.20	14.51%
6140 Equipment-700				
750 Furniture and Fixtures	399.47		399.47	
Total 6140 Equipment-700	399.47		399.47	
6160 Other-800				
810 Travel and meetings	20.13	330.00	-309.87	6.10%
820 Professional development		579.96	-579.96	
830 Programs	26.03	1000.08	-974.05	2.60%
Total 6160 Other-800	46.16	1910.04	-1863.88	2.42%
6999 Misc. Expense	-863.32		-863.32	
			-	
Total Expenses	\$89,132.82	\$589,503.12	\$500,370.30	15.12%
NET OPERATING INCOME	\$59,334.92	\$5,000.04	\$54,334.88	1186.69%
NET INCOME	\$59,334.92	\$5,000.04	\$54,334.88	1186.69%

Accrual Basis Thursday, April 2, 2020 09:41 AM GMT-04:00

Wolfeboro Public Library
STATEMENT OF ASSETS AND LIABILITIES
As of April 2, 2020

	AS OF APR 2, 2020	TOTAL AS OF APR 2, 2019 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
1010 People's Bank	42,181.06	160,750.64	-118,569.58	-73.76%
1015 People's Bank - Schroth	60,348.60		60,348.60	
1040 Fines Account	7,850.68	3,341.42	4,509.26	134.95%
50000 Citizens Bank	73,134.56	60,601.59	12,532.97	20.68%
Total Bank Accounts	\$183,514.90	\$224,693.65	\$-41,178.75	-18.33%
Other Current Assets				
1205 Library Trust Funds				
1050 Huebner-Raddin Trust Fund - Materials				
	11,579.32	10,740.90	838.42	7.81%
1305 Materials Trust Fund	35,459.00	31,925.85	3,533.15	11.07%
1310 Building Trust Fund	6,639.26	28,053.31	-21,414.05	-76.33%
1315 Endowment Trust Fund	156,491.98	138,247.33	18,244.65	13.20%
Total 1205 Library Trust Funds	210,169.56	208,967.39	1,202.17	0.58%
Total Other Current Assets	\$210,169.56	\$208,967.39	\$1,202.17	0.58%
Total Current Assets	\$393,684.46	\$433,661.04	-\$39,976.58	-9.22%
TOTAL ASSETS	\$393,684.46	\$433,661.04	-\$39,976.58	-9.22%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 Accounts Payable	0.00	4,938.69	-4,938.69	-100.00%
Total Accounts Payable	\$0.00	\$4,938.69	-\$4,938.69	-100.00%
Total Current Liabilities	\$0.00	\$4,938.69	-\$4,938.69	-100.00%
Total Liabilities	\$0.00	44,938.69	-\$4,938.69	-100.00%
Equity				
3040 Equity	413,981.44	413,981.44	0.00	0.00%
3050 Trust Fund Distributions	-23,007.86	-23,007.86	0.00	0.00%
3060 Unrealized Gain/Loss - Funds	190,485.09	166,282.64	24,202.45	14.56%
3900 Retained Earnings	-247,109.13	-79,353.72	-167,755.41	-211.40%
Net Income	59,334.92	-49,180.15	108,515.07	220.65%
Total Equity	\$393,684.46	\$428,722.35	\$-35,037.89	-8.17%
TOTAL LIABILITIES AND EQUITY	\$393,684.46	\$433,661.04	\$-39,976.58	-9.22%

Accrual Basis Thursday, April 2, 2020 09:30 AM GMT-04:00