



Tucker Free Library
2018 NHLTA Library of the Year
31 Western Avenue
PO Box 688
Henniker, NH 03242
(603) 428-3471
www.tuckerfreelibrary.org

TUCKER FREE LIBRARY BOARD OF TRUSTEES
ANNOUNCEMENT OF BUILDING PROJECT WORKING SESSION
Tuesday, January 7, 2020 at 6:00 PM
ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA
Immediately following Trustees' Working Session

Working Session	Building Project a) RFP for capital campaign consultant b) Warrant articles related to the project
ITEM 1	Minutes of Meeting: December 10, 2019 & December 12, 2019
ITEM 2	Public Forum
ITEM 3	Treasurer's Report
ITEM 4	Director's Report
ITEM 5	Friends' Update
ITEM 6	2020 Budget Deliberation
ITEM 7	Set Future Meeting Dates
ITEM 8	Other
ADJOURN	

POSTED: December 31, 2019 at Tucker Free Library, Henniker Town Hall, Henniker Post Office

Item #	Supporting Documents	JANUARY 7, 2020 6:00 PM TRUSTEES' MEETING MANAGEMENT Purpose/Descriptive
ROLL CALL		ACTION - RECORD ATTENDANCE
WORKING SESSION	<i>Pages 3-7</i>	BUILDING PROJECT a) RFP for capital campaign consultant (includes edits by DK) b) Warrant articles related to project
ITEM 1	<i>Pages 8-10</i>	Minutes of Meeting: DECEMBER 10, 2019 & DECEMBER 12, 2019 MOVE TO ACCEPT: SECONDED BY: VOTE:
ITEM 2		Public Forum
ITEM 3	<i>Pages 11-12</i>	Treasurer's Report a) Y-T-D Summary & Monthly Expenditure Manifest MOVE TO ACCEPT: SECONDED BY: VOTE: TREASURER RECORDS VOTE AND SIGNS MONTHLY MANIFEST b) Personnel Timesheet Review ACTION – TREASURER REVIEWS TIMESHEETS TREASURER SIGNS TIMESHEETS c) Monies to Be Accepted MOVE TO ACCEPT: SECONDED BY: VOTE:
ITEM 4		Director's Report a) Request from Nicole Lang to sponsor Rotary Flag at TFL Not sure if you have heard, but Henniker Rotary is piloting a new fundraiser in 2020. I've attached an info sheet/flyer for the project. We will place flags at residences/businesses in Henniker and Hillsborough 5 times a year, similar to what you might have seen in Hopkinton/Contoocook, on certain federal holidays. Since I don't live in either town, I am looking to sponsor flag subscriptions for two organizations in Henniker. Would you please take a look at the attachment and let me know if I can sponsor one for the Tucker Free Library? b) Charter Trust Conflict of Interest Form c) After School Participation d) Moose Plate Grant – Status of sign? Will have window people remove the banner when they are taking the windows out. e) Staffing f) Town Meeting 2020 – Important Dates g) Election of Officers – Debra Kreutzer and John Capuco
ITEM 5		Friends' Update
ITEM 6	<i>Page 13</i>	2020 Budget Deliberation
ITEM 7		Set Future Meeting Dates:
ITEM 8		Other
ADJOURN	TIME:	MOVE TO ADJOURN BY: SECONDED BY: VOTE: NAME OF RECORDING SECRETARY:

TUCKER FREE LIBRARY

REQUEST FOR PROPOSAL

CAPITAL CAMPAIGN CONSULTANT SERVICES

Library Accessibility and Safety Project

PURPOSE:

The Trustees of the Tucker Free Library in Henniker, New Hampshire are seeking a qualified Capital Campaign Consultant to develop and conduct a capital campaign feasibility study for the library accessibility and safety project. The estimated cost of the project is \$2.2 million. The consultant will provide ~~T~~trustees with a clear understanding of the realistic fundraising potential in Henniker, along with a plan and strategy to achieve the identified goals. The consultant should be prepared to provide any additional services, including training, to assist in the realization of established fundraising goals.

The capital campaign feasibility study and subsequent efforts are pending approval of an appropriation request to fund the study at Town Meeting 2020. The selected consultant must be prepared to begin work on the feasibility study immediately following ~~a positive~~the vote at Town Meeting March 2020. The legislative body ~~has~~voted overwhelmingly to fund a building feasibility study in 2018 ~~(\$10,500.00)~~ and to fund continued architectural services in 2019 ~~(\$70,000.00)~~.

DELIVERABLES:

The selected consultant will conduct a capital campaign feasibility study to determine the amount of capital that could reasonably be raised from ~~in~~ the Henniker community. The consultant, in coordination with library staff, Friends, and board members, ~~shall~~would:

- Perform a fundraising assessment of the organizations' fundraising capability.
- Develop a compelling case for support of the building project.
- Identify a prospect list comprised of local, regional, philanthropic donors and prospects.
- Recommend campaign strategies for reaching new and diverse audiences and donors.
- Offer key staff and leadership training in capital campaign solicitation.
- Provide specific recommendations on donor recognition appropriate to this project.
- Develop a realistic~~Provide~~ capital campaign timeline.

PROPOSED SCHEDULE:

	Date
Issue RFP	January 8, 2020
Intent to Submit Proposal Memo due	January 16, 2020 by 4PM
Proposal packages due	January 24, 2020 by 4PM
Interviews, evening of...	February 12, 2020
Notification of decision	February 13, 2020
Award pending approval at Town Meeting	March 19, 2020

<p><u>SUBMISSION:</u> 1) INTENT TO APPLY -- All consultants planning to apply should submit an email to indicating intent by 4:00 PM on January 16, 2020 to:</p> <p>Tucker Free Library Attn: Lynn M. Piotrowicz tuckerfree@comcast.net</p> <p><u>QUESTIONS AND/OR ADDITIONAL INFORMATION:</u> Questions regarding this RFP are to be asked in writing by 9:00 AM ON FRIDAY, JANUARY 17, 2020 to:</p> <p>Tucker Free Library Attn: Lynn M. Piotrowicz tuckerfree@comcast.net</p> <p>All questions will be answered in writing and sent out to all firms who have submitted an intent to apply.</p>	<p>2) RFP RESPONSE -- Complete packages are due no later than 4:00 PM on January 24, 2020. Seven (7) copies of the Qualifications package, <u>including one electronic copy</u>, are to be delivered to:</p> <p>Trustees of the Tucker Free Library 31 Western Avenue PO Box 688 Henniker, New Hampshire 03242 Attention: Lynn M. Piotrowicz, Director</p> <p><i>The Tucker Free Library is not responsible for proposals not received due to equipment failure, mail delays, etc. The Trustees of the Tucker Free Library reserves the right to accept and reject any or all of the proposals.</i></p> <p><i>The Trustees of the Tucker Free Library reserve the right to make a written request for additional information to assist in understanding or clarifying the proposal.</i></p> <p><i>The Trustees of the Tucker Free Library reserve the right to accept or reject any or all of the proposals</i></p>
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CONTRACT TERM: The term of any contract shall end with a final meeting with key stakeholders to discuss the complete study and and review of resulting documents, models, and/or plans.

The Trustees of the Tucker Free Library shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION: The Trustees of the Tucker Free Library will begin contract negotiations with the bidderfirm determined to be the most qualified. In the event that a contract cannot be negotiated with the first bidderfirm, the Trustees of the Tucker Free Library reserve the right to negotiate with the next qualified bidderfirm(s) until a contract can be reached.

Payment terms: Due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by the Trustees of the Tucker Free Library or progress payments on a monthly basis.

AWARD: This contract will be awarded on the basis of the qualifications and experience of the consultants with this type of work.

END OF SECTION

**PROPOSAL FORM
TUCKER FREE LIBRARY
Capital Campaign Feasibility Study**

Company Name:

Address:

Contact Person:

E Mail:

Telephone Number:

Signature:

Printed Name:

Date:

SUBMITTAL CONTENT CHECKLIST

	<p>Cover Letter: The trustees will seek funding approval for this capital campaign consulting service at the Henniker Town Meeting in March 2020.</p> <p>Demonstrate your ability to succinctly promote a fundraising project! Specifically, frame your interest in this project as if you were speaking at Town Meeting, urging voters to support the warrant article for funding. What information should the trustees provide the community leading up to Town Meeting? Why should Henniker taxpayers agree to fund this consulting service? Identify key talking points as well as strategies to convey these points. Include rebuttals to concerns expressed about funding this service. (maximum two pages)</p>
	<p>Section 1: Proposal Form. This proposal must be signed by a person authorized to legally bind the responding consultant.</p>
	<p>Section 2: Provide an organizational chart identifying disciplines, specific personnel, and role of those who will be assigned to this project (one page). Provide resumes and workload for people assigned to this project. (maximum one page per person)</p>
	<p>Section 3: Fee structure for the services you would engage in for this project. Include incidentals such as proposed number of trips to Henniker and mileage charges, fees for interviews with stakeholders, expenses related to meetings to determine strategies, provision of necessary training for library personnel, and any additional fees deemed necessary.</p>
	<p>Section 4: Firm's litigation history answer question: "Do you have any pending litigation or binding arbitration with a client?" (one page)</p>
	<p>Section 5: Copy of your firm's current professional liability or errors and omissions insurance (one page)</p>
	<p>Section 6: List firm's last five (5) similar projects including size, location, and contact person. (maximum one page)</p>

**JUDGING CRITERIA
TUCKER FREE LIBRARY
Capital Campaign Feasibility Study**

Expertise of Consultant

Work on other public library fundraising projects 15 points

Knowledge of New Hampshire resources 15 points

Experience working in communities similar to Henniker 15 points

References 15 points

Cover Letter 40 points

TOTAL 100 points

TUCKER FREE LIBRARY HISTORICAL & BUILDING PROJECT BACKGROUND:

The Tucker Free Library was built for the Town of Henniker to serve as a library in 1904. In 1990, Ingram Wallace designed a rear entry hall that included the installation of a handicapped lift. In 1995 a handicapped bathroom was built in the lower level. As one trustee recently stated:

“We know the lift is coming to the end of its useable life, we know we need to provide more public bathroom facilities, and we would eventually like to see the attic converted to a programming and community meeting space. We just need to figure out how to do each project so the completion of one will build toward the next.”

In March 2018, a warrant article was approved at Town Meeting authorizing the Trustees of the Tucker Free Library to seek a firm to engage in an architectural feasibility study. The main purpose of this feasibility study was to identify incremental steps that all work toward the coherent solution to aforementioned concerns. SMP Architecture, Inc, was selected to complete the study. The results of the feasibility study as well as the preliminary design options can be seen at:

<http://www.tuckerfreelibrary.org/architectural-feasibility-study-request-for-qualifications-8-27-2018/>

In March 2019, voters in Henniker approved a warrant at Town Meeting authorizing the Trustees of the Tucker Free Library to advance the design and planning for the library accessibility and safety project. Milestone Engineering & Construction, Inc. has been hired and is working with SMP Architecture, Inc. during the pre-construction phase of this project; utilizing feedback from the Henniker community, to design for public use, with strong attention to public safety and code compliance.

QUESTIONS ADDRESSED IN ARCHITECTURAL FEASIBILITY STUDY:

- The library added a stairwell in 1990 that included a Garaventa Lift. That lift is approaching the end of its usefulness. Determine what vehicle to utilize to allow access to all levels of the library. What would be the ideal placement/location of this new vehicle? How much will integration of this vehicle for handicapped accessibility cost? How will this vehicle fit with other project components?
- The library currently has one public restroom in a remote location in the lower level of the building adjacent to the children’s department. To access the restroom, patrons must traverse through the children’s area. Where can additional restroom facilities be added? How much would it cost? How will the addition of public restrooms fit with other project components?
- Programs at the library attract as many as 80-100 participants. These programs are offered on the main floor and disrupt other services. The library also lacks space for individuals or groups to hold meetings and/or work quietly. How and where can we locate this type of space within the existing structure? How much would it cost? How will the creation of this space fit with other project components?
- Special consideration should be given to the historic nature of the building and the possibility that some components of this project may be eligible for Land and Community Heritage Investment Program (LCHIP) funding and therefore should address Historic Building Assessment with Preservation Guidelines (formerly referred to generally as Preliminary Conditions Assessment (New Hampshire Preservation Alliance) or Guidelines for Rehabilitation (LCHIP). Any documentation should take into consideration the requirements for an LCHIP Building Grant.

December 10, 2019 Tucker Free Library. Trustee Meeting Minutes.

ROLL CALL

ACTION - RECORD ATTENDANCE Sylvia Lennox (Friends Chair), Deb Kreutzer, Anne Crotti, John Capuco, Patti Osgood, Lynn Piotrowicz, Angelica Ladd 5:38 (via phone)

WORKING SESSION

BUILDING PROJECT

- a) Feedback from community events
Rotary: went well. Individuals expressed willingness to help. Concerns about starting building project without capital campaign. More by-in for taxpayers if have a viable capital campaign.

After considerable discussion the following action plan was drafted:

MOTION: "Prepare warrant article to fund the next steps of establishing fundraising mechanism, advancing the design, continued community outreach, to present a more concrete plan to the town."

MOVE TO ACCEPT: Deb Kreutzer **SECONDED BY:** Patti Osgood **VOTE:** 5-0

- b) Building Advisory Committee
Dave Woolpert, Carolyn Maddon and Lisa Hustis expressed interest in being part. Post RFP for hire of a fundraiser consultant on Henniker town website.
- c) Report of members on HOMEWORK assignments in re: funding options: **TABLED**
- d) Feasibility Study Estimated Cost: **Discussed RFP and amount for warrant article.**
- e) Promotional products and logo work
Connecting with local artist to develop materials
- f) Responses from SMP about timeline
Library director will contact SMP immediately to see how they wish to proceed considering above decision.

ITEM 1

Minutes of Meeting: NOVEMBER 19, 2019

MOVE TO ACCEPT: Deb Kreutzer **SECONDED BY:** Anne Crotti **VOTE:** 4-0

ITEM 2

Public Forum

Sylvia Lennox, chair of the FTFL gave an update on Friends.

ITEM 3

Treasurer's Report

- a) Y-T-D Summary & Monthly Expenditure Manifest
MOVE TO ACCEPT: Anne Crotti SECONDED BY: John Capuco VOTE: 4-0
TREASURER RECORDS VOTE AND SIGNS MONTHLY MANIFEST
- b) Personnel Timesheet Review
ACTION – TREASURER REVIEWS TIMESHEETS
TREASURER SIGNS TIMESHEETS
- c) Monies to Be Accepted: NONE

ITEM 4

Director's Report

- a) **Air Conditioning Bill Update – Final bill came in at \$12,740.78.**
Thanks Sam. What about the not to exceed amount of \$10,000.00 that you proposed? I will need to explain to trustees.

Sorry Lynn, clearly we ran higher than first anticipated costs, as you are aware, we ran into quite a few difficulties adapting the existing system to the new equipment, so the labor ran over. I did not include 15 hours of my own time as well in the final invoice. I was just happy that we were ultimately successful in being able at all to get the A/C system up and running at all as that furnace was never intended to mate up (air flow wise) with an A/C system... So Like my Predecessor did when they first selected that type of system to install we eventually prevailed! Just took longer than I hoped! If you remember I expressed initially my reluctance to even attempt to take this project on because of these issues. Thanks for the work. Sam

Utilizing most current Treasurer's Report, the director highlighted end of year final totals in each budget category, projecting how the AC replacement will be paid for.

- b) **Moose Plate Grant** – There is a sign that we have been asked to install on site. Board approved.
Location: YTBD
Will have window people remove the banner when they are taking the windows out.
- c) **Town Meeting 2020** – Important Dates **Have not heard backs with dates.**
- d) **Election of Officers** – Debra Kreutzer and John Capuco

e) **Vote to encumber:**

MOTION: "Encumber unused 2019 funds in budget categories: technical maintenance, design, equipment, outreach, project planning for use in said categories in 2020."

MOVE TO ACCEPT: Deb Kreutzer SECONDED BY: Patti Osgood VOTE: 5-0

ITEM 5

Friends' Update

Friends \$20-25 year. Goal to get 100 friends. To start Jan 1
Looking into PayPal.

ITEM 6

2020 Budget Deliberation

Discussed No change

ITEM 7

Set Future Meeting Dates:

12/12/19 5:00
1/7/2020 6:00

ITEM 8

Other

- a) Director provided feedback from most recent FTFL meeting.
- b) John Capuco provided information on program that the director is attended at NH Center for Non-profits called "Show Me the Money."

**ADJOURNED
6:40 PM**

**MOVE TO ADJOURN BY: John Capuco SECONDED BY: Deb Kreutzer VOTE: 5-0
NAME OF RECORDING SECRETARY: John Capuco**

TUCKER FREE LIBRARY BOARD OF TRUSTEES
Meeting Session with SMP Architecture and Milestone Construction
Thursday, December 12, 2019 at 5:00PM

Attendance: Patti Osgood, John Capuco, Deb Kreutzer, Anne Crotti, Angelica Ladd,
Lynn Piotrowicz (Library Director)
Jason LaCombe, Anthony Mento, Ryan DeSmith SMP
David Baer, Milestone Construction

The goal of this meeting was to discuss design and plan to keep on schedule for town meeting in March.

Areas Discussed:

Schedule: Set of drawings from SMP for January 17, 2020.
Budget number for mid-February, 2020

2021 Town Meeting

The goal is to have a bid price and be ready for construction with a finished design at a maximum price.

Anticipated construction start-April 2021

SMP update on:

Structural Engineer Report-Generally positive-providing good information
Mechanical Engineer-Richard Parks -positive
Geotechnical Engineer-Went well
Survey-Eckman-partially complete

Trustees reviewed plans and viewed the redesign with alternate vestibule.

Meeting Adjourned: 6:30 PM
Recording Secretary: Anne Crotti

Treasurer's Report

January 2019 through December 2019

		Selected Period	Budgeted	\$ Difference
4-0000	Income			
4-1000	Town Appropriation	\$25,000.00	\$32,560.00	\$3,042.50
	Town Appropriation - Lighting	\$4,517.50		
4-1010	Heating Oil Approriation	\$3,928.97	\$4,588.20	\$659.23
4-2000	Personnel Appropriation	\$171,509.31	\$195,168.00	\$23,658.69
4-3510	Contribution Overdue	\$181.00	\$0.00	(\$181.00)
4-3520	Copier	\$1,071.00	\$0.00	(\$1,071.00)
4-3530	DVD FINES	\$1,187.00	\$0.00	(\$1,187.00)
4-3540	Non-Resident Cards	\$100.00	\$0.00	(\$100.00)
4-3550	Overdue Processing Fee	\$0.00	\$0.00	\$0.00
4-3560	Damaged/Lost Books	\$140.00	\$0.00	(\$140.00)
4-3570	Damaged/Lost Audio	\$24.00	\$0.00	(\$24.00)
4-4000	Indirect Public Support	\$0.00	\$0.00	\$0.00
4-5010	Willis Cogswell Fund	\$18,114.00	\$17,436.00	(\$678.00)
4-5020	Town Trust Funds	\$10,925.00	\$10,925.00	\$0.00
4-5030	Established TrustFund Donation	\$723.00	\$0.00	(\$723.00)
4-5040	Memory/Honor Donations	\$195.00	\$0.00	(\$195.00)
4-5050	General Purpose Donation	\$0.00	\$0.00	\$0.00
4-6000	Sale of Surplus	\$205.00	\$0.00	(\$205.00)
4-6010	Refund from Vendor	\$0.00	\$0.00	\$0.00
4-6020	Staff Reimbursed Purchase	\$26.00	\$0.00	(\$26.00)
4-7000	Cat's Meow Sold	\$20.00	\$0.00	(\$20.00)
4-7010	ALA Grant	\$0.00	\$0.00	\$0.00
4-7015	Moose Plate Grant	\$3,120.00	\$0.00	(\$3,120.00)
4-7020	NHHC Speaker Reimbursement	\$687.00	\$0.00	(\$687.00)
4-8000	Roof/Capital Reserve Fund	\$0.00	\$0.00	\$0.00
4-9000	Feasibility Study (2018TM)	\$0.00	\$0.00	\$0.00
4-9100	Outreach	\$0.00	\$1,000.00	\$1,000.00
4-9200	Design Work	\$20,281.00	\$70,000.00	\$49,719.00
4-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00
4-9500	Building Project Donation	\$1,000.00	\$0.00	(\$1,000.00)
	Total Income	\$262,954.78	\$332,677.20	\$69,722.42
6-0000	Expenses			
6-1010	Town Appropriation	\$25,000.00	\$32,560.00	\$3,042.50
	Heating Oil Appropriation	\$3,928.97	\$4,588.20	\$659.23
	Lighting Retrofit Appropriation	\$4,517.50	\$4,517.50	\$0.00
6-2000	Personnel Appropriation	\$171,509.31	\$195,168.00	\$23,658.69
6-2020	Meetings/Membership/Mileage	\$200.00	\$800.00	\$600.00
6-2030	Staff Development	\$100.00	\$500.00	\$400.00
6-3000	Books	\$18,219.00	\$18,000.00	(\$219.00)
6-3007	Downloadable Content	\$0.00	\$0.00	\$0.00
6-3010	Audio Books	\$1,567.00	\$2,000.00	\$433.00
6-3020	Periodicals	\$1,211.00	\$1,650.00	\$439.00
6-3030	DVD - Appropriation Fund	\$863.00	\$1,000.00	\$137.00
6-3035	DVD - Fine Revenue	\$1,059.00	\$1,059.00	\$0.00
6-4000	General Maintenance	\$6,679.00	\$9,000.00	\$2,321.00
6-4010	Building Repairs	\$13,153.00	\$3,900.00	(\$9,253.00)
6-4020	Utilities	\$9,960.00	\$14,000.00	\$4,040.00
6-4030	Supplies	\$5,534.00	\$4,300.00	(\$1,234.00)
6-5010	Technical Maintenance	\$150.00	\$500.00	\$350.00
6-5020	Equipment	\$456.00	\$1,000.00	\$544.00
6-6000	Library Programs - Contracted	\$3,687.00	\$3,710.00	\$23.00
6-6010	Library Program -Speaker & Sup	\$1,549.00	\$2,500.00	\$951.00
6-6020	Staff Reimbursed Purchase	\$0.00	\$0.00	\$0.00
6-6080	Bank Fees	\$24.00	\$24.00	\$0.00
6-6090	Trustees of the Trust Fund	\$0.00	\$0.00	\$0.00
6-7000	Cat's Meow Initial Purchase	\$0.00	\$0.00	\$0.00
6-7010	ALA Grant	\$0.00	\$0.00	\$0.00
6-7015	Moose Plate Grant	\$0.00	\$0.00	\$0.00
6-7020	NHHC Speaker Reimbursed	\$475.00	\$475.00	\$0.00
6-8000	Roof/Capital Reserve Fund	\$0.00	\$0.00	\$0.00
6-9000	Feasibility Study (2018 TM)	\$0.00	\$0.00	\$0.00
6-9100	Outreach	\$270.00	\$1,000.00	\$730.00
6-9200	Design Work	\$20,281.00	\$70,000.00	\$49,719.00
6-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00
	Total Expenses	\$290,392.78	\$373,251.70	\$78,341.42

TUCKER FREE LIBRARY
 TRUSTEE REPORT -- EXPENSE MANIFEST
 MONTH OF DEC 4-DEC 31, 2019

PAYEE	DESCRIPTION	BUDGET CATEGORY	LINE ITEM	AMOUNT	PAY DATE	CK #	CONFIRMATION #
Baker & Taylor	Books	Acquisition - Books	6-3000	\$ 1,040.08	12/10/2019	5168	PT4DK-NLRJX
Comcast Business	Business Internet	Utilities	6-4020	\$ 124.90	12/10/2019	5169	PT4DP-FYY4B
Eversource	Electric	Utilities	6-4020	\$ 348.17	12/10/2019	5170	PT4DS-CRN0X
U.S. Postal Service	Post office box	Utilities	6-4020	\$ 76.00	12/10/2019	5171	PT4DW-828K2
Sheer McCrystal Palson	Design work	Design services	6-9200	\$ 5,094.00	12/10/2019	5172	PT4DZ-86K19
SYNC/Amazon	Books	Acquisition - Books	6-3000	\$ 21.35	12/17/2019	5173	PTVC8-5B3B5
	Supplies	Supplies	6-4030	\$ 98.12			
	DVDs	Acquisition - DVDs	6-3030	\$ 148.70			
TDS	Phone	Utilities	6-4020	\$ 44.19	12/31/2019	5174	PW8DB-59K6K
TDS	Fax line	Utilities	6-4020	\$ 38.31	12/31/2019	5175	PW8D-58PM5

By signing below, I acknowledge, assign, and authorize payment of the aforementioned bills.

Lynn M. Piotrowicz	Date	Date of Board Review:
		Motion to Accept Manifest by:
		Motion to Accept Manifest Seconded by:

Vote:	PATTI OSGOOD	JOHN CAPUCCO
	DEBRA KREUTZER	ANNE CROTTI
	ANGELICA LADD	
Comments:		

BUDGET CATEGORIES		2019	2020 (Assuming 1.5% COLA)	Change between 2019 and 2020 Request	2020 Category Total
1	PERSONNEL EXPENSES	\$ 195,999.85	\$ 202,380.71	\$ 6,380.86	\$ 202,380.71
2	6-2000 Library -- Wages (Added \$3069.78 to account for 53 pay cycles)	\$ 156,178.40	\$ 162,698.78	\$ 6,520.38	
3	Library - Benefit: Health Insurance (Confirmed)	\$ 16,253.00	\$ 15,840.00	\$ (413.00)	
	Library - Benefits: Dental, Life, Disability (short & long)	\$ 831.84	\$ 831.84	\$ -	
4	Library -- Fica (7.65% of Library Wages)	\$ 11,947.65	\$ 12,446.46	\$ 498.81	
5	Library -- Retirement (11.17% of Eligible Wages)	\$ 8,613.32	\$ 8,387.99	\$ (225.33)	
6	Library -- Workers Comp/Unemp Ins	\$ 875.64	\$ 875.64	\$ -	
7	Library -- Membership & Mileage	\$ 800.00	\$ 800.00	\$ -	
8	6-2030 Library -- Staff Development	\$ 500.00	\$ 500.00	\$ -	
9	ACQUISITION EXPENSES	\$ 22,650.00	\$ 21,150.00	\$ (1,500.00)	\$ 21,150.00
10	6-3000 Library Acquisition -- Books	\$ 18,000.00	\$ 17,250.00	\$ (750.00)	
11	6-3010 Library Acquisitions -- Audio Books	\$ 2,000.00	\$ 1,750.00	\$ (250.00)	
12	6-3020 Library Acquisitions -- Periodicals	\$ 1,650.00	\$ 1,400.00	\$ (250.00)	
13	6-3030 Library Acquisitions -- DVD Appropriation Fund	\$ 1,000.00	\$ 750.00	\$ (250.00)	
14	6-3035 Library Acquisitions -- DVD Fine Revenue (NOT APPROPRIATION \$)	\$ 1,406.50	YTBd		
15	FACILITY MANAGEMENT EXPENSES	\$ 31,200.20	\$ 31,400.00	\$ 199.80	\$ 31,400.20
16	6-4000 Library General Maintenance -- Janitorial	\$ 9,000.00	\$ 9,000.00	\$ -	
17	6-4010 Library General Maintenance -- Bldg Repairs	\$ 3,900.00	\$ 3,900.00	\$ -	
18	6-4020 Library Utilities (Total of \$14,000 - Heating Oil)	\$ 9,412.00	\$ 9,591.80	\$ 179.80	
	Library Utilities - Heating Oil 1800 gals @ \$2.449 per gal	\$ 4,588.20	\$ 4,408.20	\$ (180.00)	
19	6-4030 Library Bldg Maintenance Supplies	\$ 4,300.00	\$ 4,500.00	\$ 200.00	
20	TECHNOLOGY MANAGEMENT EXPENSES	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00
21	6-5010 Library Tech Maintenance	\$ 500.00	\$ 500.00	\$ -	
22	6-5020 Library Equipment	\$ 1,000.00	\$ 2,500.00	\$ 1,500.00	
23	PROGRAM EXPENSES	\$ 6,210.00	\$ 5,940.00	\$ (270.00)	\$ 5,940.00
24	6-6000 Library Program - Contracted Services	\$ 3,610.00	\$ 3,940.00	\$ 330.00	
25		\$ 1,950.00	\$ 1,950.00	\$ -	
26		\$ 1,660.00	\$ 1,890.00	\$ 230.00	
27		\$ -	\$ 100.00	\$ 100.00	
		\$ 2,600.00	\$ 2,000.00	\$ (600.00)	
28	6-6010 Library Program - Speakers & Supplies	\$ 256,728.01	\$ 263,870.71	\$ 7,142.70	\$ 260,882.29
29	TOTAL LIBRARY OPERATIONS BUDGET	\$ 256,728.01	\$ 263,870.71	\$ 7,142.70	\$ 260,882.29
30	LIBRARY REVENUE PROJECTIONS	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 30,000.00
32	TOTAL PERSONNEL & OPERATIONAL APPROPRIATION	\$ 226,728.01	\$ 233,870.71	\$ 7,142.70	\$ 230,882.29
33	BUILDING RENOVATION PROJECT	\$ 71,000.00	\$ -	\$ (71,000.00)	\$ -
34	6-9000 Feasibility Study (2018 Building Fund Approved at Town Meeting)	\$ -	\$ -	\$ -	
35	6-9100 Outreach	\$ 1,000.00	\$ -	\$ -	
36	6-9200 Design Work	\$ 70,000.00	\$ -	\$ -	
37	6-9300 Project Planning	TBD	\$ -	\$ -	
38					
39	TOTAL APPROPRIATION	\$ 297,728.01	\$ 233,870.71		\$ 230,882.29