

**TPL Board/Board of Selectmen/Finance Committee:**

**Meeting notes:  
Nov. 20 at 6:00 PM**

*Committee Members in attendance:* Ruth Lyons, Roland Tufts, Tori Ryan, Anne Eustis, Larry Fitch, Rich Roedner, Susan Preece *Absent:* Ken Stockford

**1. Welcome BOS and Town Finance representatives:**

*Introductions of new members and catch-up.*

**2. Review history of this working group**

*This is the third year of this subcommittee's work. We are all pleased with the results, specifically keeping each other abreast of current issues and working as a think tank to address them.*

**3. Highlights from FY18**

a) Long Range Plan-TPL

*The library spent most of last winter and spring updating the Long Range Plan a copy of which was presented to the BOS. The update involved clarifying some tasks to make them more specific with target dates and clearly articulating areas of responsibility for these tasks.*

**4. Preliminary FY 19 TPL Budget**

*This is the last year of salary adjustments to bring all library staff to parity with Town positions. The only larger increase will be for the Director as previously discussed. This budget also begins to bring back some items that were removed to address the salary issues. We have added back modified collections and supplies lines as planned. We also discussed our concerns about the significant increases in the cost of electricity. This has been seen in other town departments. Rich and Susan will continue to monitor and look for ways to reduce costs but in many respects we are at the mercy of the markets.*

**5. Capital Improvements**

*Interior painting is being accomplished this year. We have explored changing our parking lot lights to more energy efficient models and are eligible for discounts through Efficiency Maine. A request for an estimate to retrofit the fixtures from Favreau Electric came in under \$2,000 substantially below what we anticipated. Our HVAC system will need replacement in the next couple of years as noted in the Capital Plan.*

**6. Next meeting**

*The group felt that we had accomplished all we needed to and agreed with the proposed FY19 budget which will be submitted via the standard process. No additional meetings are necessary at this time.*

Act #	Topsham Public Library Budget	TOWN FY18	TP1-FY18	Friends FY18	TOTAL FY18	NOTES	TOWN FY19	TP1-FY19	Friends FY19	TOTAL FY19
4000	Contributed support	\$595,225.00	\$108,750.00	\$13,370.00	\$717,345.00		\$645,028.43	\$137,070.00	\$13,370.00	\$772,968.43
4002	Fines and Overdue fees		\$4,000.00		\$4,000.00			\$4,000.00		\$4,000.00
4003	Misc. fees		\$2,000.00		\$2,000.00			\$2,000.00		\$2,000.00
4004	Replacement fees		\$1,500.00		\$1,500.00			\$1,500.00		\$1,500.00
4005	Non-resident fees		\$5,000.00		\$5,000.00			\$5,000.00		\$5,000.00
4006	Community Room rental fees		\$1,000.00		\$1,000.00			\$1,000.00		\$1,000.00
4007	Town Appropriation	\$395,225.00			\$395,225.00					\$395,225.00
4007	Individual and bus. Contribution		\$66,000.00		\$66,000.00		\$645,028.43	\$71,820.00		\$716,820.00
4122	Friends of TPL		\$20,000.00	\$13,370.00	\$33,370.00	Business Roundtable Annual Appeal; Memorials		\$20,000.00	\$13,370.00	\$33,370.00
4230	Grants		\$20,000.00		\$20,000.00	ME Comm. Found.		\$20,000.00		\$20,000.00
5490	Miscellaneous income		\$7,500.00		\$7,500.00			\$7,500.00		\$7,500.00
5495	Gallery Commissions		\$1,750.00		\$1,750.00			\$1,750.00		\$1,750.00
5800	Special Events		\$1,500.00		\$1,500.00			\$1,500.00		\$1,500.00
5810	Special Events: non-gift revenue		\$250.00		\$250.00			\$250.00		\$250.00
5820	Special Events: gift revenue		\$1,250.00		\$1,250.00			\$1,250.00		\$1,250.00
TOTAL INCOME		\$595,225.00	\$108,750.00	\$13,370.00	\$717,345.00		\$645,028.43	\$137,070.00	\$13,370.00	\$772,968.43
	Topsham Public Library Budget		TP1-FY18	Friends FY18	TOTAL FY18		TOWN FY19	TP1-FY19	Friends FY19	TOTAL FY19
Act #	Expense									
2310	Payroll	\$443,461.00			\$443,461.00		\$461,625.32			\$461,625.32
231005	Full-time	\$257,328.00			\$257,328.00		\$271,689.60			\$271,689.60
231010	Part-time	\$186,133.00			\$186,133.00		\$189,935.72			\$189,935.72
2320	Employee Benefits	\$118,134.00			\$118,134.00		\$121,473.11			\$121,473.11
232010	Insurance Benefits	\$43,645.00			\$43,645.00		\$54,126.85			\$54,126.85
232015	Health Reimbursement Ac	\$8,000.00			\$8,000.00					\$8,000.00
232020	Retirement Benefits	\$24,255.00			\$24,255.00		\$18,859.46			\$18,859.46
232030	FICA/Medicare	\$35,299.00			\$35,299.00		\$36,540.80			\$36,540.80
232040	Work Camp	\$4,000.00			\$4,000.00		\$4,000.00			\$4,000.00
232050	Other Benefits	\$2,995.00			\$2,995.00		\$7,946.00			\$7,946.00
2330-	Outside Services	\$8,950.00			\$8,950.00		\$9,500.00			\$9,500.00
233010	Advertising	\$7,500.00			\$7,500.00		\$7,500.00			\$7,500.00
233020	Dues and membership	\$1,000.00			\$1,000.00		\$1,000.00			\$1,000.00
233030	Professional development	\$450.00			\$450.00		\$1,000.00			\$1,000.00
2335-	Collections and Programs	\$41,585.00	\$13,370.00		\$54,955.00		\$42,750.00	\$13,370.00		\$56,120.00
233501	Audio visual	\$9,000.00			\$9,000.00		\$5,000.00			\$5,000.00
233502	Books	\$27,585.00			\$27,585.00		\$25,000.00			\$25,000.00
233503	Electronic Materials	\$3,000.00			\$3,000.00		\$2,500.00			\$2,500.00
233504	Periodicals	\$2,000.00			\$2,000.00		\$2,500.00			\$2,500.00
233537	Programs	\$550.00			\$550.00		\$2,000.00		\$550.00	\$2,550.00
233538	Friends Adult			\$11,990.00	\$11,990.00			\$11,990.00		\$11,990.00
233539	Friends Teen									
233540	Friends Children									
233541	Friends Music In March									
233543	Museum Passes	\$850.00			\$850.00		\$15,300.00		\$850.00	\$16,150.00
2340-	Supplies	\$1,030.00	\$14,800.00		\$15,830.00		\$4,800.00	\$15,300.00		\$19,300.00
234006	Envelope	\$7,000.00			\$7,000.00		\$7,000.00			\$7,000.00
234070	Mileage	\$1,000.00			\$1,000.00		\$1,000.00			\$1,000.00
234080	Supplies	\$1,030.00	\$4,000.00		\$5,030.00		\$4,000.00	\$4,000.00		\$8,000.00
234085	Postage	\$800.00			\$800.00		\$800.00			\$800.00
234085	Technology	\$2,000.00			\$2,000.00		\$2,000.00			\$2,000.00
2345-	Contractual	\$17,485.00			\$17,485.00		\$17,600.00			\$17,600.00
234520	Audit	\$5,000.00			\$5,000.00		\$5,000.00			\$5,000.00
234521	Accounting	\$5,000.00			\$5,000.00		\$5,000.00			\$5,000.00
234522	Fundraising	\$3,885.00			\$3,885.00		\$4,000.00			\$4,000.00
234523	Legal	\$300.00			\$300.00		\$300.00			\$300.00
234524	Professional fees-other	\$300.00			\$300.00		\$300.00			\$300.00
234525	Temp help	\$300.00			\$300.00		\$300.00			\$300.00
234555	Maintenance Contract	\$9,000.00			\$9,000.00		\$8,000.00			\$8,000.00
2350-	Other expenses	\$10,250.00	\$8,000.00		\$18,250.00		\$14,270.00	\$8,000.00		\$22,270.00
235001	Equipment rental	\$500.00			\$500.00		\$500.00			\$500.00
235002	Gallery	\$1,000.00			\$1,000.00		\$1,000.00			\$1,000.00
235003	Volunteer expense	\$2,000.00			\$2,000.00		\$2,000.00			\$2,000.00
235004	Memorial/Gift	\$350.00			\$350.00		\$250.00			\$250.00
235005	Misc.	\$500.00			\$500.00		\$500.00			\$500.00
235007	Hospitality	\$6,000.00			\$6,000.00		\$500.00			\$500.00
235008	Development	\$6,000.00			\$6,000.00		\$500.00			\$500.00
2360-	Utilities	\$30,600.00	\$5,500.00		\$36,100.00		\$36,680.00	\$0.00		\$36,680.00
236010	Telephone	\$1,800.00			\$1,800.00		\$2,000.00			\$2,000.00
236020	Heating Fuel	\$13,500.00			\$13,500.00		\$13,500.00			\$13,500.00
236030	Sewer	\$400.00			\$400.00		\$500.00			\$500.00
236040	Water	\$1,400.00			\$1,400.00		\$1,880.00			\$1,880.00
236050	Electricity	\$13,500.00	\$5,500.00		\$19,000.00		\$19,000.00			\$19,000.00
2370	Insurance	\$2,000.00			\$2,000.00		\$6,250.00			\$6,250.00
237045	PKG-Prop-Lia.	\$4,000.00			\$4,000.00		\$5,500.00			\$5,500.00
237050	Employee Reimbursement	\$2,000.00			\$2,000.00		\$4,000.00			\$4,000.00
237055	D and O Ins.	\$1,500.00			\$1,500.00		\$6,250.00			\$6,250.00
2380-	Building expense	\$4,030.00			\$4,030.00		\$6,000.00			\$6,000.00
238020	Building Repairs	\$1,030.00			\$1,030.00		\$2,000.00			\$2,000.00
238025	Grounds Maintenance	\$3,000.00			\$3,000.00		\$4,000.00			\$4,000.00
2390-	Business Expense	\$650.00			\$650.00		\$650.00			\$650.00
239002	Credit Card fees	\$500.00			\$500.00		\$500.00			\$500.00
239003	Bad Debt	\$150.00			\$150.00		\$150.00			\$150.00
239805	Minor Furniture and Equipment				\$0.00		\$3,000.00			\$3,000.00
239820	Building						\$3,000.00			\$3,000.00
239830	Equipment						\$3,000.00			\$3,000.00
TOTAL:		\$595,225.00	\$108,750.00	\$13,370.00	\$717,345.00		\$645,028.43	\$137,070.00	\$13,370.00	\$772,968.43
		82.9%	\$122,120.00	17%	\$717,345.00		83.44%	\$127,940.00	16.5%	\$772,968.43