

FINANCE COMMITTEE QUESTIONS: J. V. FLETCHER LIBRARY, 12.7.15, 7:10 pm

1. Provide the FY17 MVLC Membership Formula Spreadsheet. [See Attachment]

Please see attached the final MVLC Membership formula spreadsheet for FY17. Westford's payment is split between the Operating Account and revenues from the *Library Incentive Grant and Municipal Equalization Grant* (i. e. Library State Aid). The latter averages an annual income between \$19,000 and \$25,000 depending upon a payment-per-population formula approved annually by the Commonwealth Legislature.

2. What are the growth areas in the library programming/usage?

The J. V. Fletcher Library was the only MVLC network library is see increased circulation this past fiscal year, and is half-way through FY16 showing a 6.5% increase to date. The following collections and services are seeing increased growth:

-  Children's Book circulation
-  Young Adult Book circulation
-  Video usage (all ages)
-  Downloadable, streaming, digital and eCollection circulation
-  Juvenile Book Clubs
-  Summer Reading Program Registrations
-  Study and Research usage
-  WiFi usage
-  Database usage
-  Children's and Pre-school program attendance has remained constant
-  Meeting Room usage has remained constant
-  Inter-Library Loan and Network Transfers have remained constant

3. Is there a shift towards more electronic usage from home? Does that translate into less foot traffic through online access from home?

Via our Library app, patrons can access the website, Museum passes, the Library catalog and their personal accounts from their smart phones. While remote use is now possible 24/7, this has not translated into reduced foot traffic into the library (the patron door count is actually increasing). SEE METRICS BELOW. Adult use of eBooks is slowly reducing print borrowing for that age group only (by about 2,000 items per year). We now average approximately 1,350 circulations per day, 314 days per year. A reduction of 2,000 items borrowed barely represents 1.5 day's circulation. Book usage is trending upwards with the Children's and teen age groups. We are now offering streaming video, downloadable audio, ebooks, digital magazines and downloadable music. While "hot" and expensive, these collections still represent extremely small percentages of circulation (3% or less). The former Reference question statistic has transformed into database usage statistics.

4. What are the budget offsets? (Friends, fund raising, grants, donations)

- Primary additional revenues – NOT budget offsets – are fund raised by the **Friends of the J. V. Fletcher Library, Inc.** [See Mission Statement below]. This includes the funding of Bestsellers, 27 Museum Passes, Library Programs (all Adult, Tween, Teen and

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- Juvenile) and the Library Wish List through this organization's **Annual Budget**. Additionally, the Friends fund raise via the **Fall Annual Appeal** for new experimental formats and collections such as: BOOPSE, ZINIO, TUMBLEBOOKS, LAUNCHPADS and INDIEFLIX.
- From the Commonwealth of Massachusetts, the Library department receives the **Library Incentive Grant and Municipal Equalization Grant** (i.e. Library State Aid) for which the Library must comply with numerous mandates, funding thresholds, filings and regulations (see Revenue Worksheet). Almost the entirety of this fund is used annually to offset the MVLC Membership cost.
 - Also, the Library may be designated in a will or obituary, with memorial gifts donated to the **J. V. Fletcher Library Memorial Book and Gift Account** (designated funds to be used according to the gift stipulations of the donor) (see Revenue Worksheet).
 - Please see attached a representative **Library Trust Fund Budget** for one fiscal year.
 - As long as the J. V. Fletcher Library complies with State Aid regulations and engages in the annual Planning exercises and Reporting mandated by the Massachusetts Board of Library Commissioners, the Library is eligible to apply for state and federal competitive Library grants such as the **Planning and Design Grant** which is now three-quarters underway. The next anticipated large grant application is the Massachusetts Public Library Construction Project Grant due January 2017; under this grant municipalities compete for up to 50% of library building costs to be matched.

MISSION STATEMENT: The Friends of the J. V. Fletcher Library help the library serve the community. The Friends support the library through advocacy, volunteer service and fundraising in order to enhance resources, facilities and service.

5. Please include a Revenue Received list.

Please see detailed on the attached REVENUE WORKSHEET both received and projected revenue for various past and current Library and Trust Fund accounts. Please note that Friends' gifts (outlined above in Question 4) are funds generated outside of the Town of Westford revenue stream and are intended to enhance Library offerings, as reflected in the Friends' Mission Statement above.

6. What were the FY15 and YTD FY16 Finance Committee reserve account requests, if any.

In FY15, the Library received \$5,750 to repair the polymer skylight over the rear entry hallway. This funding was carried forward at yearend and the project was bid out in late summer. The department received no responses to the RFR, and will now directly contact SKYLIGHT NEW ENGLAND and a former roofer (CAFFREY ROOFING) to contract the work.

7. The Books and Subscriptions Budget is up 7.9%. Attributable to what?

Two factors are driving the increase in the Books and Subscription line item. The first is regulatory – Library Materials must be funded at 15% of the overall Library budget (in our population group) in order to qualify for Library State Aid and grant funding; this means that this line will continue to see increases with budget adjustments for salaries. Additionally, in FY17, video funding is now incorporated into this line item; in the past this collection was subsidized by the Friends of the J. V. Fletcher Library, Inc.

8. Please explain the MAINTENANCE Line Item (What type of equipment is being maintained? It is much higher than depts with heavy equipment. Does it include building maintenance? Why is there no building maintenance like the senior center?)

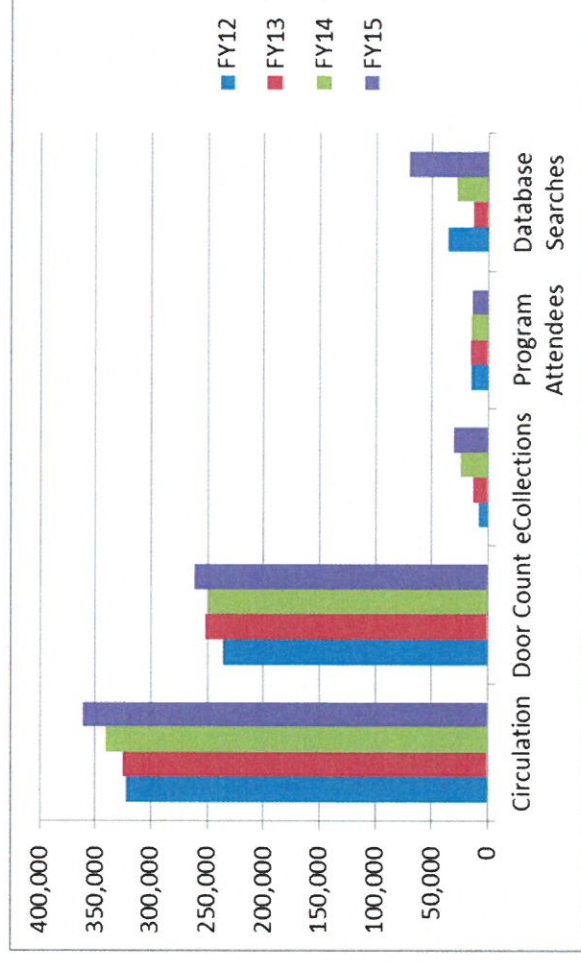
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This line item is fundamentally a misnomer – it includes all Facility and Building Maintenance for the Library. Please see attached a MAINTENANCE ESTIMATE worksheet which details the types of facility maintenance covered by these funds.

9. Please explain the OFFICE SUPPLIES line item: (Compared to other departments office supplies is quite large? What type of items are in supplies?)

“Office Supplies” in this department is truly “Library Materials Processing Supplies” – book covers, CD cases, spine labels, genre stickers, miles of attaching tape, video cases, etc. Very little of this line item is actually administrative supplies. Please see a detailed worksheet attached.

10. Please provide multi-year trends on metrics provided on page 140.



Fiscal Year 2017 Formula Proposed

	FY17	FY15	Circ. %	FY 15 Total	Title%	FY15	Budget%	Total %	Total Usage	Telecomm	FY 17	FY 16	Adjustment	FY 17	% Change
	Base Fee	CIRC.		Titles		Mat. budget		C%+T%+B%	Fee	Charge	Total	Assessment		Assessment	
Amesbury	\$7,409	141,395	2.48%	56,007	1.91%	\$116,947	2.74%	2.38%	\$23,747	\$1,020	\$ 32,176	\$31,981	\$ -	\$ 32,176	0.61%
Andover	\$7,409	530,115	9.30%	153,727	2.55%	\$524,917	7.60%	7.38%	\$73,789	\$1,020	\$ 82,218	\$81,058	\$ -	\$ 82,218	1.43%
Billerica	\$7,409	256,056	4.49%	127,848	4.36%	\$207,547	4.86%	4.57%	\$45,678	\$1,020	\$ 54,107	\$50,440	\$ (1,168)	\$ 52,939	4.95%
Boxford	\$7,409	38,169	0.67%	29,942	1.02%	\$87,348	2.04%	1.25%	\$12,443	\$1,020	\$ 20,872	\$23,934	\$ 3,062	\$ 23,934	0.00%
Burlington	\$7,409	277,881	4.88%	97,895	3.34%	\$181,203	4.24%	4.15%	\$41,496	\$1,020	\$ 49,925	\$49,738	\$ -	\$ 49,925	0.38%
Carlsdale	\$7,409	94,184	1.65%	54,524	1.86%	\$101,544	2.38%	1.96%	\$19,618	\$1,020	\$ 28,047	\$27,434	\$ -	\$ 28,047	2.23%
Chelmsford	\$7,409	455,417	7.99%	133,263	4.55%	\$233,160	5.46%	6.00%	\$59,944	\$1,020	\$ 68,373	\$66,849	\$ -	\$ 68,373	2.28%
Dracut	\$7,409	207,294	3.64%	89,676	3.06%	\$85,664	2.00%	2.90%	\$28,988	\$1,020	\$ 37,417	\$37,240	\$ -	\$ 37,417	0.48%
Dunstable	\$7,409	17,841	0.31%	37,076	1.27%	\$29,100	0.68%	0.75%	\$7,525	\$1,020	\$ 15,954	\$15,793	\$ -	\$ 15,954	1.02%
Essex	\$7,409	29,500	0.52%	16,466	0.56%	\$23,406	0.55%	0.54%	\$5,420	\$1,020	\$ 13,850	\$13,580	\$ -	\$ 13,850	1.98%
Georgetown	\$7,409	67,348	1.18%	59,957	2.05%	\$62,250	1.46%	1.56%	\$15,604	\$1,020	\$ 24,033	\$23,070	\$ -	\$ 24,033	4.17%
Groton	\$7,409	193,195	3.39%	79,226	2.70%	\$128,142	3.00%	3.03%	\$30,287	\$1,020	\$ 38,716	\$38,094	\$ -	\$ 38,716	1.63%
Groveland	\$7,409	53,414	0.94%	37,801	1.29%	\$42,074	0.98%	1.07%	\$10,699	\$1,020	\$ 19,128	\$18,746	\$ -	\$ 19,128	2.04%
Hamilton/Wenham	\$7,409	237,535	4.17%	120,691	4.12%	\$146,078	3.42%	3.90%	\$38,980	\$1,020	\$ 47,419	\$44,215	\$ (1,015)	\$ 46,404	4.95%
Haverhill	\$7,409	333,857	5.86%	165,535	5.65%	\$226,524	5.30%	5.60%	\$55,989	\$1,020	\$ 64,418	\$64,506	\$ 88	\$ 64,506	0.00%
Ipswich	\$7,409	155,542	2.73%	102,643	3.50%	\$112,963	2.64%	2.96%	\$29,564	\$1,020	\$ 37,993	\$36,836	\$ -	\$ 37,993	3.14%
Lawrence	\$7,409	76,878	1.35%	163,641	5.58%	\$124,481	2.91%	3.28%	\$32,797	\$1,020	\$ 41,226	\$40,765	\$ -	\$ 41,226	1.13%
Littleton	\$7,409	150,251	2.64%	83,873	2.86%	\$100,487	2.35%	2.62%	\$26,149	\$1,020	\$ 34,578	\$32,921	\$ (27)	\$ 34,551	4.95%
Lowell	\$7,409	184,122	3.23%	190,518	6.50%	\$173,431	4.06%	4.60%	\$45,936	\$1,020	\$ 54,365	\$51,321	\$ (505)	\$ 53,860	4.95%
Manchester	\$7,409	62,919	1.10%	49,896	1.70%	\$89,965	2.11%	1.64%	\$16,362	\$1,020	\$ 24,791	\$23,910	\$ -	\$ 24,791	3.69%
Merimac	\$7,409	55,437	0.97%	47,176	1.61%	\$51,502	1.21%	1.26%	\$12,617	\$1,020	\$ 21,046	\$20,760	\$ -	\$ 21,046	1.38%
Methuen	\$7,409	212,756	3.73%	112,453	3.84%	\$157,030	3.67%	3.75%	\$37,459	\$1,020	\$ 45,888	\$44,131	\$ -	\$ 45,888	3.98%
Middleton	\$7,409	70,937	1.24%	62,117	2.12%	\$72,990	1.71%	1.69%	\$16,896	\$1,020	\$ 25,325	\$24,090	\$ (43)	\$ 25,282	4.95%
Newbury	\$7,409	41,023	0.72%	55,395	1.89%	\$48,962	1.15%	1.25%	\$12,511	\$1,020	\$ 20,940	\$20,538	\$ -	\$ 20,940	1.96%
Newburyport	\$7,409	285,490	5.01%	114,788	3.92%	\$174,762	4.09%	4.34%	\$43,359	\$1,020	\$ 51,788	\$51,592	\$ -	\$ 51,788	0.38%
No. Andover	\$7,409	186,800	3.28%	89,067	3.04%	\$157,738	3.69%	3.34%	\$33,339	\$1,020	\$ 41,768	\$40,967	\$ -	\$ 41,768	1.95%
No. Reading	\$7,409	91,387	1.60%	67,994	2.32%	\$87,979	2.06%	1.99%	\$19,928	\$1,020	\$ 28,357	\$27,727	\$ -	\$ 28,357	2.27%
Rockport	\$7,409	67,645	1.19%	53,306	1.82%	\$109,991	2.57%	1.86%	\$18,587	\$1,020	\$ 27,016	\$27,374	\$ 358	\$ 27,374	0.00%
Rowley	\$7,409	46,272	0.81%	45,617	1.56%	\$47,075	1.10%	1.16%	\$11,559	\$1,020	\$ 19,988	\$19,196	\$ -	\$ 19,988	4.13%
Salisbury	\$7,409	25,541	0.45%	35,638	1.22%	\$37,000	0.87%	0.84%	\$8,428	\$1,020	\$ 16,857	\$16,307	\$ -	\$ 16,857	3.37%
Tewksbury	\$7,409	229,252	4.02%	82,320	2.81%	\$114,515	2.68%	3.17%	\$31,685	\$1,020	\$ 40,114	\$37,763	\$ (480)	\$ 39,634	4.95%
Topsfield	\$7,409	118,508	2.08%	53,037	1.81%	\$100,252	2.35%	2.08%	\$20,770	\$1,020	\$ 29,199	\$29,149	\$ -	\$ 29,199	0.17%
Tringborough	\$7,409	77,762	1.36%	60,423	2.06%	\$65,094	1.52%	1.65%	\$16,487	\$1,020	\$ 24,916	\$25,376	\$ 459	\$ 25,376	0.00%
Westford	\$7,409	327,646	5.75%	103,657	3.54%	\$239,164	5.60%	4.96%	\$49,578	\$1,020	\$ 58,007	\$55,249	\$ (20)	\$ 57,987	4.95%
Wilmington	\$7,409	205,234	3.60%	49,580	1.69%	\$142,063	3.32%	2.87%	\$28,706	\$1,020	\$ 37,135	\$36,445	\$ -	\$ 37,135	1.89%
West Newbury	\$7,409	93,639	1.64%	48,014	1.64%	\$70,517	1.65%	1.64%	\$16,428	\$1,020	\$ 24,857	\$23,588	\$ (102)	\$ 24,755	4.95%
Adjustment to Capital													\$608.23		2.43%
														\$ 1,303,415	
		5,698,242	100.00%	2,930,787	100.00%	\$ 4,273,865	100.00%	100.00%				\$1,272,684			
TOTAL	\$266,730								\$999,363	\$36,714	\$1,302,807				

DRAFT Trust Fund Annual Budget

ACCT. NAME & NO.	NON-EXPENDABLE FUNDS 598100	BALANCE EXPENDABLE 07/01/15	AVERAGE ANNUAL INCOME	AVERAGE ANNUAL FEES	AVERAGE ANNUAL EXPENDITURE	TYPICAL YEAREND BALANCE	EXPENSES/PURCHASES
81610860 Library Book Fund #674	\$13,000.00	\$2,956.89	\$231.72	-\$13.60	\$ (1,000.00)	\$2,175.01	\$500-\$1,000 Books per year
81610861 Library Lecture Fund #675	\$30,000.00	\$1,377.08	\$459.08	-\$26.98	\$ (500.00)	\$1,309.18	Movie License
81610862 Library All Purp. Fund #673	\$17,347.58	\$141.41	\$255.98	-\$15.05	\$ (325.00)	\$57.34	3 Petty Cash Disb.; Safety Dep. Box Rental
81610863 Library Trustee Fund #672	\$61,137.50	\$1,604.09	\$911.23	-\$53.48	\$ (635.00)	\$1,826.84	Dues: ALA, MLTA, NELA, MLA; Recog. Brunch
82610864 J.V.Fletcher Lib. Trust #676	\$0.00	\$33,801.59	\$574.49	-\$35.74	\$ (7,500.00)	\$26,840.34	2 Capital Improvements; 2 townwide mailings
81610865 E. D. R. Cont. Educ. #677	\$83,855.00	\$1,137.35	\$1,238.82	-\$72.84	\$ (1,000.00)	\$1,303.33	1 Conference Attendance, 1 Workshop per year
TRUST FUND TOTALS: (Bartholomew Investments)	\$205,340.08	\$41,018.41	\$3,671.32	-\$217.69	\$ (10,960.00)	\$33,512.04	
BENEFACTORS' FUND: (TD AMERITRADE)	\$80,761.79	NA	NA	NA	NA	NA	
TOTALS:	\$286,101.87	\$ 41,018.41	\$ 3,671.32	\$ (217.69)	\$ (10,960.00)	\$33,512.04	

610 LIBRARY FY17 REVENUE WORKSHEETS											
ORG	OBJECT	ACCOUNT NAME	FUND	FY13 REVENUE	FY14 REVENUE	FY15 REVENUE	FY16 TRCOG. REVENUE	FY17 TRCOG. REVENUE	FY18 TRCOG. REVENUE	FY19 TRCOG. REVENUE	BUDGETED FOR PROJECTED
01061000	432000	LIBRARY - REVENUE	100								
01061000	432050	LIBRARY - REVENUE	100								
01061000	477600	LIBRARY - REVENUE	100								
	Total				-						
26061010	466000	LIG/MEG GRANT - REVENUE	260	19,875.00	19,000.00	18,993.73	25,548.00	25,548.00	25,548.00	25,548.00	Pays % of MVLC Membership
26061015	466000	LSTA - LIBRARY GRANT	260		-						
	Total			19,875.00	19,000.00	18,993.73	25,548.00	25,548.00	25,548.00	25,548.00	
29061025	484500	LIBRARY RESTITUTION REVENUE	290	2,650.00	2,650.00	2,683.00	2,685.00	2,685.00	2,685.00	2,685.00	Income dependent upon patron loss; spent on replacements
29061030	483000	LIBRARY SUNDAY HRS GIFT	290								Sundays now in Personal Budget
29061035	483000	LIBRARY-CTR EXCELLENCE REVENUE	290								
29061050	483000	LIBRARY GIFT FUND	290			1,060.00	2,500.00	1,500.00	1,500.00	1,500.00	Memorial Gifts expended on books to meet 15% State Materials Regulation
	Total			2,650.00	2,650.00	3,743.00	5,185.00	4,185.00	4,185.00	4,185.00	
		LIBRARY BOOK FUND	810								Non-Expendable Bequest
		LIBRARY LECTURE FUND	810								Non-Expendable Bequest
		LIBRARY ALL PURPOSE FUND	810								Non-Expendable Bequest
		LIBRARY TRUSTEES FUND	810								Non-Expendable Bequest
		ELLEN RAINVILLE EDUCATION FUND	810								Non-Expendable Bequest
	Total										
82061060	482000	LIBRARY BOOK FUND	820	275.00	172.00	231.00	218.00	218.00	218.00	218.00	\$500-\$1,000 on books annually
82061061	482000	LIBRARY LECTURE FUND	820	575.00	340.00	459.00	432.00	432.00	432.00	432.00	Movie License
82061062	482000	LIBRARY ALL PURPOSE FUND	820	325.00	195.00	259.00	241.00	241.00	241.00	241.00	3 Petty Cash Disbursements, Safety
82061063	482000	LIBRARY TRUSTEES FUND	820	1,165.00	675.00	914.00	858.00	858.00	858.00	858.00	Deposit Box Rental
82061064	482000	J V FLETCHER LIBRARY FUND	820	1,200.00	590.00	690.00	538.00	538.00	538.00	538.00	Profit Dues - Exempt Staff
82061064	483000	J V FLETCHER LIBRARY FUND - CONTRIBUTIONS	820								2 Facility Improvements, Staff Recog
82061065	482000	ELLEN RAINVILLE EDUCATION FUND	820	1,200.00	925.00	1,249.00	1,166.00	1,166.00	1,166.00	1,166.00	Printing of Semi-annual mailer
	Total			4,740.00	2,897.00	3,802.00	3,453.00	3,453.00	3,453.00	3,453.00	1 Conference, 3 Workshops

LIBRARY MAINTENANCE ESTIMATE FY17

MAINTENANCE VENDOR	SERVICE	AMOUNT	SPAN	TOTAL
Amazon	Walkie Talkies			\$ 100.00
American Alarm	Panic Alarm Monitoring	\$ 200.00	4	\$ 800.00
Amer. Garage Door & Glass	Windows			\$ 275.00
Amer. Gutter Cleaning	Gutters		Bi-annual	\$ 600.00
AR&B (scanners)	Circ Scanners			\$ 180.00
BEF	Smoke-Heat	\$ 300.00	2	\$ 600.00
BEF	Emerg. Battery Packs			\$ 840.00
Cadel Chemical	AC Chemicals	\$ 175.00	7	\$ 1,225.00
Caffrey Roofing				\$ 500.00
Donnegan Systems	Film/fiche reader			\$ 550.00
Door Control Inc.	Handicapped Door			\$ 200.00
E. J. Cleaning	Carpet Cleaning	\$ 250.00	2	\$ 500.00
Ed's Lawnmower (snowblower)	Repair		Annually	\$ 300.00
Embree Elevator Services Inc.		\$ 175.00	4	\$ 700.00
Eric Foster Plumbing	Plumbing			\$ 1,100.00
Garside Granite	Steps Pointing			\$ 500.00
Home Depot	Repairs			\$ 500.00
Locksmith				\$ 325.00
Martel Fire Equipment	Fire Extinguishers			\$ 149.00
Fire Ext.		\$ 30.00	8	\$ 240.00
Fire Ext.		\$ 45.00	3	\$ 135.00
Re-charge Fire Ext.			13	\$ -
Serv. Chrg				\$ 39.00
MONITAL Alarm Service	Fire/Security			\$ 300.00
Painting				\$ 250.00
Piano Tuning		\$ 85.00	3	\$ 255.00
Prime Electric	Repairs, Ballasts			\$ 550.00
Prime Electric	Pole Light			\$ 1,200.00
R. W. Wilson Landscaping	Mulch, Stone			\$ 250.00
Rental Equipment (Snowblower)		\$ 75.00	3	\$ 225.00
Rochester Midland	Toilet sanitizer			\$ 563.00
Roofmasters	Roof shoveling			\$ 900.00
Shawsheen Air Systems	Boilers, Three			\$ 360.00
Shawsheen Air Systems	HVAC			\$ 8,500.00
Tree Pruning	Crabapples, Rear	\$ -	Bi-annual	\$ 500.00
Water Dept.	Backflow Test	\$ 50.00	Semi-annual	\$ 200.00
We Count People.com	Patron Counter			\$ 200.00
Welding	Book Trucks	\$ 100.00	3	\$ 300.00
TOTAL:				\$ 24,911.00
* Emerg Lite Batteries & Alarm Battery packs every 4				
**Recharge Fire Extinguishers Every 6 years				

J. V. FLETCHER LIBRARY SUPPLY BUDGET FY16

Departmental Supply Orders - FY16

Vendor	Common	Admin	Circ/FA	Info	Maint	System	Tech	Youth
AAA Laser						\$ 969.66		
ALA Graphics								
Amazon		\$ 104.87	\$ 73.50	\$ 106.74	\$ 353.54			\$ 231.22
Brodart						\$ 637.15	\$ 3,035.79	
CDW-G								
Chelmsford Lock & Key								
Dasher Printing								
Demco				\$ 284.64			\$ 856.79	
Discount School Supply								\$ 193.14
Ellison Educational								\$ 51.00
Janway Company						\$ 325.00		
Lakeshore Learning								
The Library Store		\$ 37.97						
W.B. Mason	\$ 1,139.18	\$ 84.48	\$ 500.84		\$ 281.45	\$ 143.42	\$ 191.36	\$ 265.03
Neopost New England								
Office Depot				\$ 57.98				
Online Labels							\$ 11.28	
Playaway Library								
POS Paper				\$ 231.80				
Recorded Books							\$ 1,267.50	
Reliance Label Solutions							\$ 220.00	
Shawsheen Air Services					\$ 420.32			
Standard Electric								
Suppleworks					\$ 2,389.59			
Uline		\$ 151.99			\$ 158.17		\$ 308.86	
Ultimate Office		\$ 95.96						
University Products								
VenMill Industries								
We Count People								
SUBTOTAL	\$ 1,139.18	\$ 475.27	\$ 574.34	\$ 681.16	\$ 3,603.07	\$ 2,075.23	\$ 5,891.58	\$ 740.39
Budgeted Amount	\$ -	\$ 2,000	\$ 2,000	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,500
Remaining amount	\$ (1,139)	\$ 1,525	\$ 1,426	\$ 319	\$ 1,397	\$ 2,925	\$ (892)	\$ 760
TOTAL								\$ 15,180.22
								\$ 21,500
								\$ 6,320

inc. common
supplies

Includes: Office Supplies; Book Covers; Magazine Protectors; CD and Video containers; Stationery; Toner and Cartridges; Postal Meter supplies; Spine labels and genre stickers; Custom barcodes; custom Library cards; Craft programming supplies; Mending supplies; Tape; Files and Folders; Pens, pencils, etc.; Paper for public and staff workstations; Paper for public photocopies; Paper for fliers and brochures. Receipt paper for thermal printers at circulation desks. Maintenance column includes cleaning, restroom, kitchen, lighting and HVAC supplies.

12/08/2015 15:59
dodonnell

TOWN OF WESTFORD
YEAR TO-DATE BUDGET REPORT
FY16 YTD BUDGET

1
glytdbud

FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0100 GENERAL FUND							
01610100 LIBRARY - P/S							
01610100 511020 LIBRARY DIRECTOR	97,461	1,952	99,413	42,876.30	.00	56,536.70	43.1%
01610100 511030 ASSISTANT DIRECTOR	71,630	1,433	73,063	31,512.50	.00	41,550.50	43.1%
01610100 511340 SENIOR LIBRARIANS	248,360	3,446	251,806	109,124.10	.00	142,681.90	43.3%
01610100 511470 LIBRARY ASSISTANTS	602,520	0	602,520	261,593.50	.00	340,926.50	43.4%
01610100 511500 OFFICE MANAGER	57,339	0	57,339	24,700.91	.00	32,638.09	43.1%
01610100 511590 OTHER SUPPORT STAF	12,366	0	12,366	.00	.00	12,366.00	0%
01610100 511650 CUSTODIANS	63,933	0	63,933	25,906.39	.00	38,026.61	40.5%
01610100 512010 PAGES	14,934	0	14,934	4,742.18	.00	10,191.82	31.8%
01610100 513160 OTHER OVERTIME - C	2,779	0	2,779	.00	.00	2,779.00	0%
01610100 515050 LONGEVITY	19,168	0	19,168	13,992.00	.00	5,176.00	73.0%
TOTAL LIBRARY - P/S	1,190,490	6,831	1,197,321	514,447.88	.00	682,873.12	43.0%
01610200 LIBRARY - EXP							
01610200 517070 UNIFORM ALLOWANCES	3,530	0	3,530	2,500.00	.00	1,030.00	70.8%
01610200 521010 ELECTRICITY	34,560	0	34,560	9,589.41	12,410.59	12,560.00	63.7%
01610200 521030 HEATING FUEL	15,000	0	15,000	1,077.34	13,922.66	.00	100.0%
01610200 523010 WATER	2,000	0	2,000	572.62	.00	1,427.38	28.6%
01610200 524030 EQUIPMENT MAINTENA	24,550	0	24,550	6,643.65	.00	17,906.35	27.1%
01610200 530400 MVLC NETWORK MAINT	34,500	0	34,500	34,500.00	.00	.00	100.0%
01610200 534010 POSTAGE	4,500	0	4,500	635.00	.00	3,865.00	14.1%
01610200 534040 PRINTING SERVICES	2,850	0	2,850	336.00	.00	2,514.00	11.8%
01610200 542010 OFFICE SUPPLIES	17,000	0	17,000	12,694.98	.00	4,305.02	74.7%
01610200 543060 CUSTODIAL/CLEANING	7,500	0	7,500	3,811.54	.00	3,688.46	50.8%
01610200 55015 BOOKS & SUBSCRIPTI	198,916	0	198,916	102,859.77	51,532.56	44,523.67	77.6%
01610200 571010 TRAVEL - MILEAGE	1,750	0	1,750	412.60	.00	1,337.40	23.6%
01610200 571100 MEETINGS & CONFERE	1,950	0	1,950	330.00	.00	1,620.00	16.9%
01610200 573010 DUES AND MEMBERSHI	1,000	0	1,000	360.00	.00	640.00	36.0%
01610200 574120 PUBLIC EMPLOYEE BO	365	0	365	364.48	.00	.52	99.9%
TOTAL LIBRARY - EXP	349,971	0	349,971	176,687.39	77,865.81	95,417.80	72.7%
01610413 FY13 ARTH#19 3/12 \$20K CAPITAL							
01610413 580000 TWN MATCH FOR GRAN	18,750	0	18,750	8,750.00	10,000.00	.00	100.0%

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TOWN OF WESTFORD
YEAR TO-DATE BUDGET REPORT
FY16 YTD BUDGET

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FOR 2016 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL FY13 ART#19 3/12 \$20K CAPITAL	18,750	0	18,750	8,750.00	10,000.00	.00	100.0%
01610415 FY15 ART#6 3/15 \$35K CAPITAL							
01610415 580000 LIB STUDY \$35K	35,000	0	35,000	24,626.53	10,373.47	.00	100.0%
TOTAL FY15 ART#6 3/15 \$35K CAPITAL	35,000	0	35,000	24,626.53	10,373.47	.00	100.0%
01610800 LIBRARY - ENCUMBRANCES							
01610800 570000 OTHER CHARGES AND	5,750	0	5,750	.00	.00	5,750.00	.0%
TOTAL LIBRARY - ENCUMBRANCES	5,750	0	5,750	.00	.00	5,750.00	.0%
TOTAL GENERAL FUND							
TOTAL EXPENSES	1,599,961	6,831	1,606,792	724,511.80	98,239.28	784,040.92	51.2%
GRAND TOTAL	1,599,961	6,831	1,606,792	724,511.80	98,239.28	784,040.92	51.2%

** END OF REPORT - Generated by Dan O'Donnell **