

Philip Read Memorial Library
Treasurer's Report
January 1 through May 7, 2012

	Jan 1 - May 7, 12	Budget	% of Budget
Income			
Encumbered Funds 2011	2,404.38	3,194.05	75.28%
Town Appropriation			
Appropriation-Operations	325.00	30,330.00	1.07%
Appropriation-Salary	0.00	33,749.00	0.0%
FICA	0.00	2,582.00	0.0%
Town Appropriation - Other	<u>11,900.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Town Appropriation	<u>12,225.00</u>	<u>66,661.00</u>	<u>18.34%</u>
Trust Fund Income	1,200.00	2,400.00	50.0%
Fines	312.98	100.00	312.98%
Gifts	60.00	50.00	120.0%
Grants	700.00	700.00	100.0%
Misc Income	<u>62.47</u>	<u>300.00</u>	<u>20.82%</u>
Total Income	<u>16,964.83</u>	<u>73,405.05</u>	<u>23.11%</u>
Expense			
Encumbered Funds	3,014.90	3,194.05	94.39%
Payroll			
Salaries	0.00	34,749.00	0.0%
FICA	0.00	2,624.00	0.0%
Payroll - Other	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Payroll	<u>0.00</u>	<u>37,373.00</u>	<u>0.0%</u>
Library Materials			
Books and Magazines	2,630.40	8,000.00	32.88%
Audio Visual Materials	486.57	1,200.00	40.55%
Library Materials - Other	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Library Materials	<u>3,116.97</u>	<u>9,200.00</u>	<u>33.88%</u>
Catalog Services/Automation	76.51	1,500.00	5.1%
Supplies	383.55	1,500.00	25.57%
Postage	52.10	250.00	20.84%
Programs	138.76	600.00	23.13%
Professional Activities	470.15	450.00	104.48%
Oil	3,824.84	7,500.00	51.0%
Electricity	961.40	3,400.00	28.28%
Telephone	296.30	1,080.00	27.44%
Water	95.50	300.00	31.83%
Maintenance			
Maintenance-General Expenses	199.64	3,000.00	6.66%
Elevator	584.06	1,700.00	34.36%
Maintenance - Other	<u>207.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Maintenance	<u>990.70</u>	<u>4,700.00</u>	<u>21.08%</u>
Furnishings and Equipment	43.99	500.00	8.8%
Computer Hardware and Software	100.00	1,000.00	10.0%
Miscellaneous Expense			
Grants	0.00	700.00	0.0%
Miscellaneous Expense - Other	<u>0.00</u>	<u>200.00</u>	<u>0.0%</u>
Total Miscellaneous Expense	<u>0.00</u>	<u>900.00</u>	<u>0.0%</u>
Total Expense	<u>13,565.67</u>	<u>73,447.05</u>	<u>18.47%</u>
Net Income	<u>3,399.16</u>	<u>-42.00</u>	<u>-8,093.24%</u>

PRML Facilities Report

May 14, 2012

Walk-About: Philip Read Memorial Library, May 2, 2012

- Book Drop: needs a base (DG)
- Walkway lighting: needs more
- Sign: pavers at the bottom (DG)
- Walkway to original building has lots of ants and ant holes
- Telephone wire along building: loose & hanging
- "Boot" for electrical still have plastic
- Cellar windows: 2 cracked
- Lilac: maple tree growing in it (needs to be removed), whole bush needs to be trimmed as it is damaging the building
- Bird nest in gutter near south door
- Trim around south door needs paint: check gutter above it to make sure that it is not broken
- Main Entrance from parking lot: base trim needs paint (consider using plastic)
- Several wasps and bees nests around building

PRML Basement Update:

Received a revised estimate from Estes & Gallup—attached.

I will inform the Friends group on Monday, May 21, and coordinate with them a meeting with the PRML building committee to discuss timeline for basement construction phase.

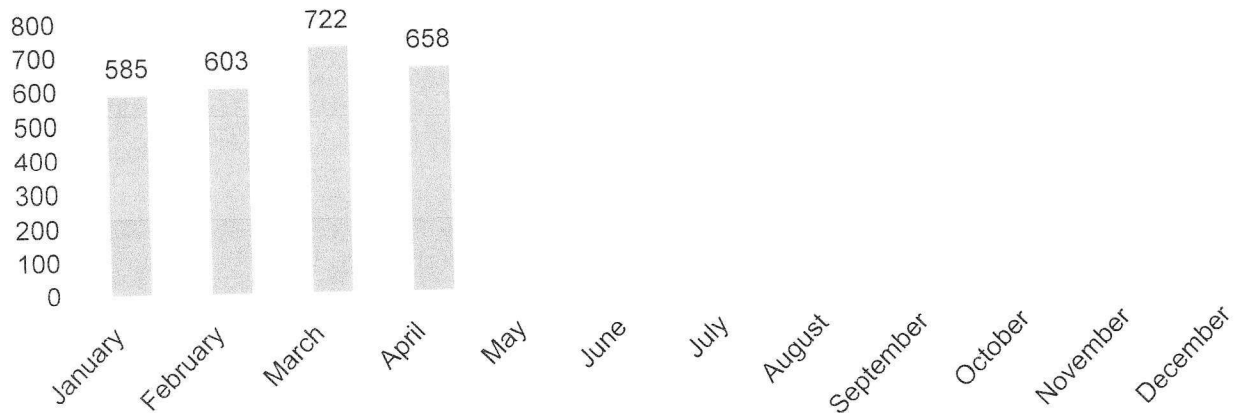
DIRECTOR'S REPORT
MAY 2012
PHILIP READ MEMORIAL LIBRARY

1. Professional Development – I attended the Leadership Workshop in Hanover. The leader/speaker was the president-elect of the American Library Association. She was very good and it was an interesting workshop. I also attended the Small Libraries Summit in Concord, with the morning session led by Terry Knowles, attorney general's office. She covered much of the same information we have heard previously about the RSAs and financial records and clarified some additional items.

2. The Poem in Your Pocket project we did in conjunction with the school library was successful. People really enjoyed it.

3. CLiF Grant – I spent a good part of the past two months making arrangements for the presentation at the school on May 14 and the story time for our local day care providers at the library on the same morning. We received 100 books and audio tapes from the grant.

Philip Read Memorial Library 2012 Patron Visits



Philip Read Memorial Library 2012 Circulation

