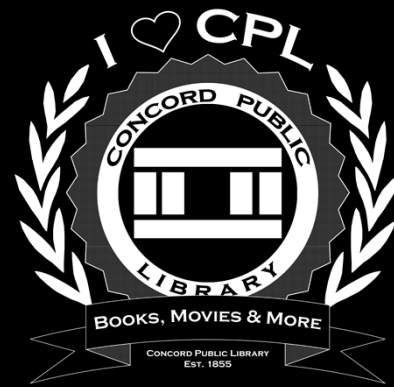
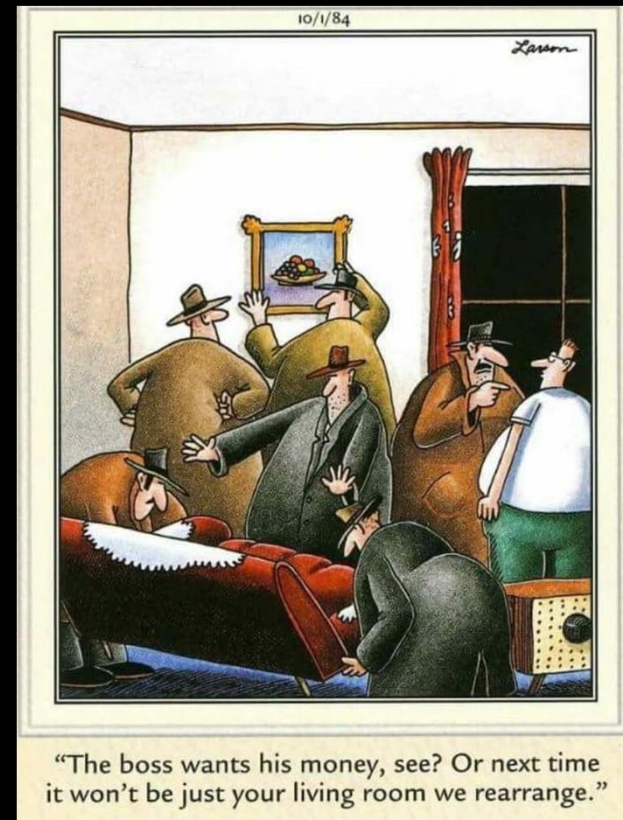


FINANCIAL WORKSHOP: CONCORD PUBLIC LIBRARY



CPL FINANCIAL STRUCTURE

- ❖ Trustees role at CPL vs other institutions
- ❖ Billing
- ❖ Payroll
- ❖ Capital Expenditures
- ❖ Annual Budgets
 - ❖ End of Fiscal Year Funds
 - ❖ Carryover Funds
 - ❖ Fund Account Setup
- ❖ Reporting



TRUSTEES ROLE AT CPL VS OTHER INSTITUTIONS

- No Fiduciary Oversight
- No Personnel Oversight
- Trust Fund Recommendations
 - Trust Direction
 - Trust reports sent out monthly
 - Recommendation for Annual Withdrawal
- Policies, Not Procedures
 - Book Challenge, Collection Development Policy, Bulletin Board Policy
 - Not: Ref Closing Procedure, 3D Printer Procedure, ILL Procedure

BILLING

- Oversight: up the ladder
 - Requisition is created by Administrative Secretary
 - Library Director reviews for approval
 - Goes to Finance front lines for approval
 - Goes to Finance Director for approval
 - If needed goes to City Manager for approval



PAYROLL

- Weekly payroll
- Monday am time keeper enters
- Compare physical timesheets to online payroll system
- 3 digit codes for each description:
 - 301- PPT Annual Leave
 - 361- Sick leave taken FMLA
 - 370- Holiday Pay
 - 700- Travel Mileage Reimbursement
- Director review and approves and heads to Finance by lunch Monday

CAPITAL EXPENDITURES

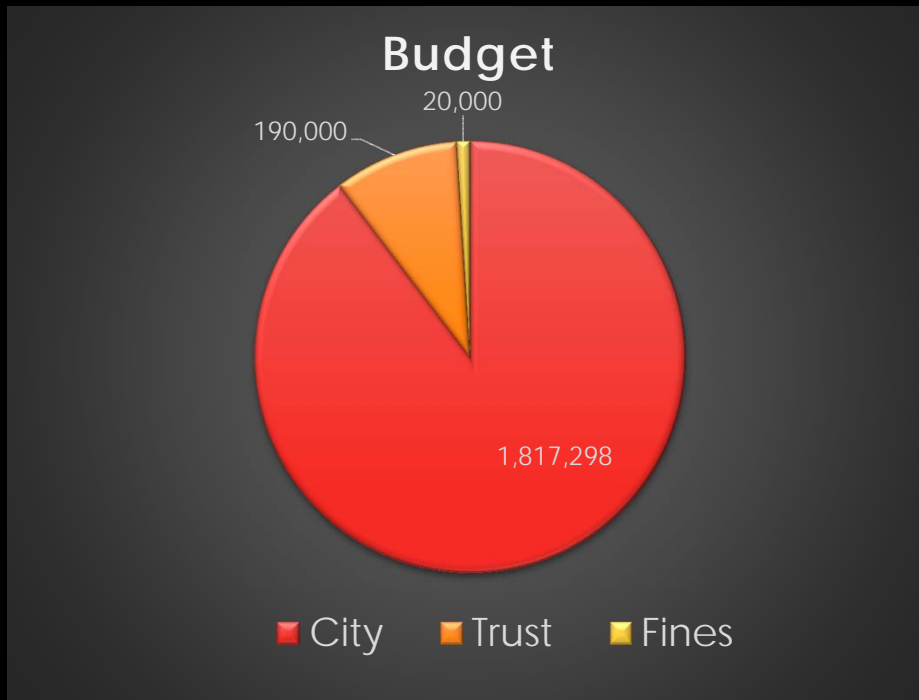
CIP Current (next FY only)

- Library Work
 - New carpeting, window cleaning, water fountain replacement
- IT
 - Burying IT wiring
 - Increasing bandwidth
- GS
 - Sidewalk repair
 - Sprinkler update

CIP out years (10 years)

- Renovate restrooms FY23
- Purchase of property behind Library FY24
- Replace 3 outdoor book return bins FY25
- Renovation of current Library FY27-28

ANNUAL BUDGET



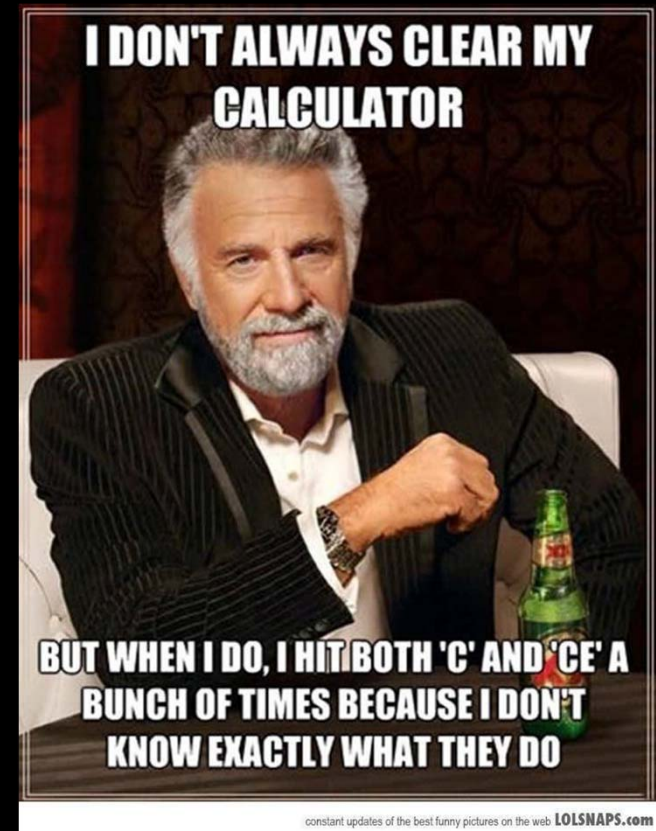
- Fines
- Annual Trust deposit
- FY23 Budget \$2,028,000 (2.68%)
- Library is part of the Leisure Services Group with Parks and Recreation
- Gift Funds *

END OF YEAR FUNDS VS CARRYOVER FUNDS

- End of year
 - Any Line Item City Funds
 - Collection Development- item must be on hand to pay bills by X date
 - Personnel and Wages
 - Mileage
 - Tools and Equipment
 - Office Supplies
 - Electricity
 - Water
- Carryover Funds
 - CIP
 - Children's Room Carpeting Funds
 - Main Floor Restroom Renovation
 - Adding a Security Camera
 - Booksale – in house 24/7
 - Flexible Spending
 - Library Foundation Funding

FUND ACCOUNT SETUP TO START FISCAL YEAR

- Each line item approved in budget must have the finances allocated for the next fiscal year
- Any new line items must be created by the Finance Department so we can input the data
- Any employee changes must be updated
- Any fines/fees updated in structure

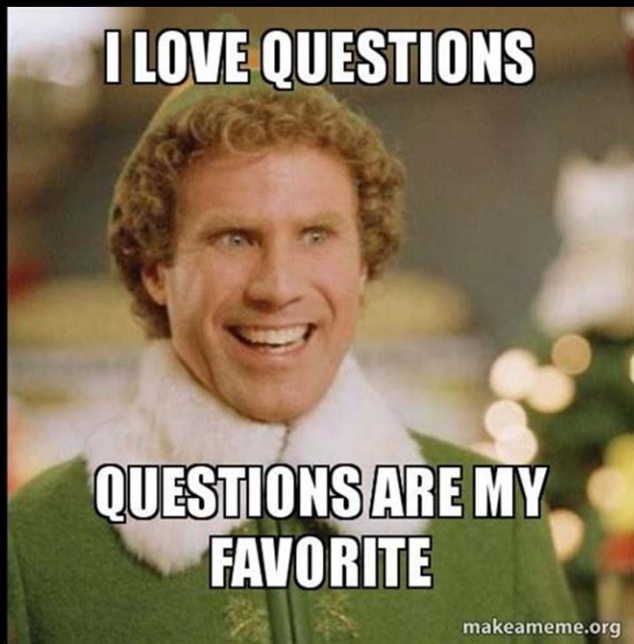




REPORTING OF FINANCES

- Daily balance of cash register vs online transactions to start the day
- We keep a daily cash register drawer and documents in a safe overnight
 - We hope to move to online but many patrons are cash only
- Monthly snapshot of fund balances and reports are sent to each department
- Annual audit of time sheets/bills is set at random, sometimes we have only a phone call's notice that they are on their way

THE END



- Todd Fabian
- tfabian@concordnh.gov
- (603) 230-3680