

NHLTA 2022 Workshop

Agenda

- **Budgeting**
- **Job of the Treasurer**
- **Day to Day Operations**
- **Reporting**

Bill Gould, Whipple Free Library, New Boston

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- **Budgeting: RSA 32:5 III**
 - **The proposed library budget is developed at the same time as the town budget is being developed.**
 - Done by the library trustees treasurer and the Library Director ; then approved by the trustees
 - Use the previous year's budget as a basis for this years budget
 - **The budget is a gross budget of proposed expenditures by line item.**
 - Gross budgets consist of both taxpayer funds (lapsing funds) and private, (non-lapsing) funds. Only taxpayer funding requests need to be presented to the Budget Committee,
 - However, it can be useful as a measure of transparency to share the amount expected from private, non-lapsing e.g. fines, but it isn't part of the budget proposal, doesn't lapse at year end, and is in addition to the appropriation
 - **Can be treated as part of the town budget or as a separate library only budget – NHLTA recommends the former.**
 - Presented to the Budget Committee by the trustees and Library Director
 - Only the lapsing, taxpayer funding is voted on by the town
 - **A separate budget request is required for new construction, capital improvements, etc.**

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Job of the Treasurer:

RSA 202-A:11 Powers and Duties

- **Track all line item actual income and expenditures against budget**
 - Report this to the trustees monthly

- **Sign all checks**

- **Manage all library trust funds and all interest bearing accounts.**

- **Develop the annual year end report to the town -**
 - All line item taxpayer (lapsing) monies spent vs. actual by line item
 - All monies spent from library/trustee funds
 - Beginning and ending balances of all library trust funds and all interest bearing accounts

- **Assist the auditors to ensure proper accounting and financial controls**

Whipple Free Library Board of Trustees Cummulative Income Report 2019 5/21/2019					
	January	February	March	April	May
Town Appropriation		\$ 12,909.50	\$ 12,909.50	\$ 27,226.00	\$ 27,226.00
Checking acct interest		\$ 2.25	\$ 4.29	\$ 6.28	\$ 8.77
Materials reimbursed		\$ 34.24	\$ 40.23	\$ 108.60	\$ 135.60
Office reimbursed		\$ 36.00	\$ 129.25	\$ 209.25	\$ 249.25
Programs reimbursed		\$ -	\$ 300.00	\$ 526.00	\$ 526.00
Staff Development reimbursed		\$ -	\$ -	\$ -	\$ -
Postage reimbursed		\$ -	\$ -	\$ -	\$ -
Guilt Box		\$ -	\$ -	\$ -	\$ -
Out of Town Card fee	\$ 25.00	\$ 50.00	\$ 50.00	\$ 75.00	\$ 75.00
Grants		\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 72.49	\$ 473.77	\$ 850.13	\$ 919.62
Donations		\$ -	\$ -	\$ -	\$ -
Hayes/Kanser Trust Fund	\$ 417.55	\$ 417.55	\$ 481.39	\$ 481.39	\$ 481.39
Dodge Trust fund	\$ 1,318.04	\$ 1,318.04	\$ 1,318.04	\$ 2,507.64	\$ 2,507.64
Escrow accts interest		\$ -	\$ -	\$ 150.38	\$ 150.38
Total	\$ 1,735.59	\$ 1,735.59	\$ 1,799.43	\$ 3,139.41	\$ 3,139.41
Total Escrow Expenditures		\$ (760.05)	\$ (760.05)	\$ (760.05)	\$ (760.05)
Total Income	\$ 1,735.59	\$ 1,808.08	\$ 2,273.20	\$ 3,989.54	\$ 4,059.03
Total Income less Expenditures	\$1,735.59	\$1,048.03	\$1,513.15	\$3,229.49	\$3,298.98
Deposited to Library Checking Account					
Deposited to Trustee's Escrow Accounts					

LIBRARY TREASURER'S REPORT – 2019			
Total Town Appropriation	\$294,817.00	Operating Account	
Paid from Appropriation		Balance 1/1/19	\$29,428.77
Payroll	\$65,107.10	Income:	
Benefits	\$15,583.24	Trust Fund Income	\$2,507.64
Heat	\$2,396.48	Interest	\$126.28
Telephone	\$1,214.26	Expenditures	
Deposited to Library Checking Acct	\$55,859.00	Balance 12/31/19	\$32,062.69
Trustees Fund Spent	(\$760.05)		
		Library Improvement Fund	
		Balance 1/1/19	\$9,425.38
		Income:	
Library Checking Account		Trust Fund Income	\$ 481.39
Balance 1/1/19	\$25,181.05	Donations	\$ -
Income:		Out of Town Borrowers	\$ 75.00
Town Appropriation	\$ 27,226.00	Interest	\$39.32
Interest	\$ 8.77	Expenditures	(\$485.05)
Donation/Grants/Guilt Box	\$ 493.00	Balance 12/31/19	\$9,536.04
Total	\$27,727.77		
Expenditures:		Hayes Toy Fund	
Books/Materials	\$7,329.25	Balance 1/1/19	\$849.18
IT/Infrastructure	\$2,979.42	Income:	
Electricity	\$1,979.68	Interest	\$3.51
Office/Postage	\$1,410.54	Expenditures	
Building Maintenance	\$6,220.25	Balance 12/31/19	\$852.69
Staff Development	\$430.00		
Programs	\$1,165.47	Mary Statt Memorial Fund	
Total	\$21,514.61	Balance 1/1/19	\$1,754.69
Balance 12/31/19	\$31,394.21	Income:	
		Interest	\$7.24
		Balance 12/31/19	\$1,761.93

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Day to Day Operations:

- **Library staff collects small cash transactions e.g. fines, printer or copier use, etc.**
 - Deposited by the Library Director or Treasurer

- **Donations of monies or property**
 - under \$5000 must be approved by a vote of the trustees
 - over \$5000 must be approved by a vote of the trustees at a public hearing

- **Trustees should sign monthly check register.**

- **RSA 202-A:4-c Trustees' Authority to Accept and Expend Gifts**

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Reporting:

202-A:12 Annual Reports

- Annual Town Report:
 - Beginning and ending year balances, expenditures vs. budget, non-taxpayer income and expenditures for all accounts and library owned trust funds

- Reports to the NH AG's Office (Office of Charitable Trusts)
 - If the Library Trustees have custody of permanently restricted trust funds, they are required to submit an investment policy, and a report containing a listing of all the permanently restricted funds including the principal and income attributable to each.

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Reporting

Section 202-A:12

Section 202-A:12 Annual Reports. – Every library regularly open to the public, or to some portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in an organization or association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of (a) all receipts from whatever sources, (b) all expenditures, (c) all property in the trustees' care and custody, including a statement and explanation of any unexpended balance of money they may have, (d) and any bequests or donations they may have received and are holding in behalf of the town, with such recommendations in reference to the same as they may deem necessary for the town to consider, (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable, (g) submit a similar report to the state librarian at such time and on such forms as the commissioner of cultural resources may require.

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- **RSA Authority**
- **202-A:4-c Trustees' Authority to Accept and Expend Gifts.**
- **202-A:4-d Acceptance of Personal Property Donated to Libraries**
- **202-A:11 Powers and Duties**
 - **Definitions: appropriate; allocate; budget; encumber; lapsing; capital reserve; trust funds, gifts, grants, donations, bequests; income generating funds; other income**
 - **Memorandum of Understanding (MOU) funds distribution with town administration**
 - **32:7 Lapse of Appropriations**
 - **Bank accounts**
 - **Payroll**
 - **Job description of Treasurer**
 - **Job description of bookkeeper**
- **202-A:11-a Use of Additional Funds**
- **202-A:11-b Procedure for Adoption**
- **202-A:12 Annual Reports**
- **202-A:12-a Trust Fund Annual Reports**
- **202-A:22 Custody and Control of Trust Funds**

- **Town of Littleton vs Taylor (NH Superior Court decision 1993 and NH Supreme Court decision 1994 reaffirming that library employees work for the library not the town and the library trustees govern the library.)**