

**Appendix A**      **Riverview Public Library Budget Presentation - October 2019**  
**Proposed Operating and Capital Budget for 2020**

	2016	2017	2018	2019	2020
Budget Items	Budget Request	Budget Request	Budget Request	Budget Request	Budget Request
1* Telephone services	\$4,356.00	\$4,500.00	\$5,000.00	\$3,000.00	3,000.00
2* Office supplies & postage	\$2,500.00	\$2,500.00	\$2,225.00	\$4,000.00	4,000.00
3* Furniture & equipment	\$1,500.00	\$1,500.00	\$1,250.00	\$1,700.00	2,000.00
4* Technological expenses	\$3,039.00	\$2,940.00	\$3,200.00	\$3,200.00	2,850.00
5* Programs and activities	\$1,000.00	\$1,000.00	\$750.00	\$1,000.00	1,300.00
6* Dues and fees	\$160.00	\$160.00	\$175.00	\$100.00	100.00
7* Discretionary Funds	\$500.00	\$0.00	\$0.00	\$0.00	0.00
<b>TOTAL Budget Grant</b>	<b>\$13,055.00</b>	<b>\$12,600.00</b>	<b>\$12,600.00</b>	<b>\$13,000.00</b>	13,250.00
<b>ACTUAL** Expenditures</b>	<b>\$16,167.00</b>	<b>\$18,069.00</b>	<b>\$24,803.08</b>		

\*\*ACTUAL - this line is the total amount of expenditures as stated in our Annual Financial Review. It includes the fines collected for and disbursed back to our Regional Office (\$2,657.53)

**\* Notes to proposed Budget**

1. Remains the same as we continue our two year contract with Bell.
2. Costs reflect copier paper, pens, toner, etc. and regular mail costs.
3. Increased to reflect the cost of three furniture upgrades for the upcoming year including story time furniture, new chairs in study space, and new ottomans in reading areas.
4. Includes Rogers internet, hardware, annual license fees and software updates as outlined in 2020 Evergreening plan prepared by our Technical Support Analyst.
5. Increased to accommodate more program offerings in 2020. Includes craft supplies and other program related expenses.
6. Actual trustees fees for 2019/2020 (\$14.00 x 5) plus estimated travel to NBLTA events.
7. Discretionary funds -no longer a required line item in budget as town has discretionary funds.

**Additional comments:** \$50.00 petty cash per month will be kept at the library for local purchasing of small items such as office supplies (line item #2) and program supplies (line item #5).  
Eg. Craft items, decorations for special occasions, juice or cookies for story times, gift wrap, etc.

Yourtown Public Library  
Ten-year Capital Budget Plan

<b>Year One</b>	2005	Replacement of Computers in Children's Area and Furniture in Reference Area
<b>Year Two</b>	2006	Completion of Handicap Accessibility Project and Replacement of Staff Computer
<b>Year Three</b>	2007	Replacement/Refurbishment of Furniture
<b>Year Four</b>	2008	Replacement of Circulation Desk
<b>Years Five - Ten</b>	2009-2012	Expansion of the library / New library building