

**Appendix A**

**Riverview Public Library Budget Presentation - October 2018**  
**Proposed Operating and Capital Budget for 2019**

	2015	2016	2017	2018	2019
Budget Items	Budget Request	Budget Request	Budget Request	Budget Request	Budget Request
1* Telephone services	\$4,104.00	\$4,356.00	\$4,500.00	\$5,000.00	\$3,000.00
2* Office supplies & postage	\$2,500.00	\$2,500.00	\$2,500.00	\$2,225.00	\$4,000.00
3* Furniture & equipment	\$1,500.00	\$1,500.00	\$1,500.00	\$1,250.00	\$1,700.00
4* Technological expenses	\$2,841.00	\$3,039.00	\$2,940.00	\$3,200.00	\$3,200.00
5* Programs and activities	\$1,000.00	\$1,000.00	\$1,000.00	\$750.00	\$1,000.00
6* Dues and fees	\$160.00	\$160.00	\$160.00	\$175.00	\$100.00
7* Discretionary Funds	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
<b>TOTAL Budget Grant</b>	<b>\$12,605.00</b>	<b>\$13,055.00</b>	<b>\$12,600.00</b>	<b>\$12,600.00</b>	<b>\$13,000.00</b>
<b>ACTUAL** Expenditures</b>	<b>\$17,051.00</b>	<b>\$16,167.00</b>	<b>\$18,069.00</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 (\$2,507.00).

**\* Notes to proposed Budget**

1. Decreased to reflect the cost under a 2-year contract struck with Bell, to \$250.00 per month.
2. Increased to more closely reflect the actual cost per year, as shown in Financial Reviews. Includes copier paper, pens, toner, etc. and regular mail costs.
3. Increased to more closely reflect the actual cost per year, as shown in Financial Reviews. No specific furniture or equipment known for upcoming year, but needs always arise throughout the year.
4. Includes hardware, annual license fees and software updates. Evergreening Plan unavailable at this time.
5. Increased to more closely reflect the actual cost per year, as shown in Financial Reviews. Includes craft supplies and other program related expenses.
- 6 Actual trustees fees for 2018/2019 (\$14.00 x 4) 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