



# CITY OF NEWBURYPORT FY 2023

## TRANSFER/APPROPRIATION REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
352  
2023 MAY 22

**Department:** Library

**Submitted by:** Sara Kelso, Head Librarian

**Date Submitted:** 5/22/2023

**Transfer From:**

Account Name:	<u>LIB Salary Librarian</u>	Balance:	<u>\$ 23,326.75</u>
Account Number:	<u>01610001-51101</u>	Category:	<u>\$ 241,338.46</u>
Amount:	<u>\$7,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Available:**

A surplus is anticipated at year-end due to the hiring of a new Head Librarian at a lower rate.

**Transfer From:**

Account Name:	<u>LIB Salaries Staff</u>	Balance:	<u>\$ 4,463.41</u>
Account Number:	<u>01610001-51156</u>	Category:	<u>\$ 241,338.46</u>
Amount:	<u>\$13,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Available:**

A surplus is anticipated at year-end due to multiple position vacancies.

**Transfer To:**

Account Name:	<u>LIB Purchase Books</u>	Balance:	<u>\$ (6,286.60)</u>
Account Number:	<u>01610002-55102</u>	Category:	<u>\$ 29,101.15</u>
Amount:	<u>\$3,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

This account is in a deficit, even with nearly \$7,000 in books already billed to the Friends – Special Gifts to offset. A minor deficit in the purchase of services category is expected for expenses at the end of May and early June for outstanding billed items not covered by other budget line item balances (such as Audio/Visual, which has ~39% remaining balance of ~\$9,000).

**Transfer To:**

Account Name:	<u>LIB Heat/Electricity</u>	Balance:	<u>\$ 4,005.66</u>
Account Number:	<u>01610002-52101</u>	Category:	<u>\$ 29,101.15</u>
Amount:	<u>\$12,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

\$82,000 has been budgeted for Heat & Electricity for FY23. \$77,994.34 of this amount has been spent. Heat and Electricity bills for May and June 2023 have not yet arrived. Heat and electricity expenses have averaged \$7,800/month in FY23 thus far. Account balance as of 5/17/23 is \$4,005.66. An additional \$11,600 is anticipated in cost to cover remaining billed balances for the year. The anticipated increase in cost for Heat & Electricity has been factored into the proposed FY24 budget.

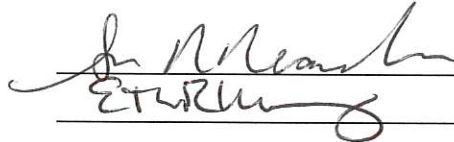
**Transfer To:**

Account Name:	<u>LIB Maint-Equipment</u>	Balance:	<u>\$ 15,281.89</u>
Account Number:	<u>01610002-52402</u>	Category:	<u>\$ 29,101.15</u>
Amount:	<u>\$5,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

\$31,185.42 has been billed to HVAC costs thus far for Maintenance Equipment in FY23. Current account balance as of 5/17/23 is \$15,281. An outstanding bill of \$10,213 will be paid with May 23, 2023 bills, leaving balance at ~\$5,000. An additional \$10,000 may be needed for repairs and ongoing maintenance in May and June. The anticipated increase in cost for HVAC maintenance and repair has been factored into the proposed FY24 budget.

Sean R. Reardon, Mayor:



Date: 5/17/2023

Ethan R. Manning, Auditor:



Date: 5/17/2023

City Council Action: