

APPENDIX B

LIBRARY BUDGET



Nathan Poore, Town Manager
271 Falmouth Road
Falmouth, ME 04105

Dear Nathan:

Following please find the Falmouth Memorial Library's budget request for FY2014.

Intuitively we know that a public library is a great value to any community. It is often difficult to express these benefits in terms that everyone can understand, especially in quantitative terms. We know, however, that our role as a public educational organization is important both for the quality of life as well as the economic lives of all our Falmouth residents. We often serve as the first point of entry for new technology users; we provide career and employment resources, and early literacy opportunities. All of these provide our community members with the resources they need when they need them.

As with other non-profits, the Library works hard to find new revenue sources. We use our 501(3)(c) status to the fullest by applying for grants as well as to purchase computer software and hardware at highly discounted rates. We also collaborate with other libraries and local organizations to bring high quality services to our Falmouth community members. We are always exploring new fundraising opportunities through networking, professional development and reaching out to our community. The most recent addition to our fundraising efforts is the biennial Garden Tour which was highly successful.

This year, as with previous years, we continue to shift some of our collection funds to digital content, which is more costly but better meets our patrons' needs. We have also instituted additional staff training and updated computer software which has led to increased efficiency and better customer service. The downside to the staff's increased efficiency is that less revenue is collected from lost and overdue books.

We have lowered our payroll and related expenses by contracting out services for cleaning and grounds maintenance. These changes have created increases in our Building and Maintenance account, but have lowered our expenses overall. We continually look for ways to increase our staff efficiency in order to control payroll costs, our largest expense, all the while ensuring we have a well trained and friendly crew. This year we are following the Town's lead by including a 2% staff salary increase.

I look forward to meeting with the Town's Finance Committee on March 14th at 3:00 PM.

Sincerely,

Andi Jackson-Darling
Director



	FY14 Budget	FY13 Budget
INCOME		
Contributions (Annual appeal and Board fundraising)	\$73,500	\$73,500
Town of Falmouth	413,461	399,278
Operations (Overdue fines, non-resident fees, room rental fees)	20,550	28,325
Other (Book sales & interest)	33,423	34,782
Total income	\$540,934	\$535,885
EXPENSES		
Acquisitions (Books, periodicals, videos, electronic resources)	43,750	40,000
Building Occupancy (Maintenance, heat, utilities, reserve set-aside)	67,784	64,657
Other (Technology, programming, audit, office)	52,386	43,276
Payroll (Salaries, PR taxes, health insurance, retirement)	377,013	387,952
Total expense	\$540,933	\$535,885
NET INCOME	\$0	\$0