

APPENDIX D
FALMOUTH MEMORIAL LIBRARY BUDGET

DEPARTMENT: FALMOUTH MEMORIAL LIBRARY

Acct No	Account Name	Budget 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
LIBRARY	DEPARTMENT TOTAL	596,502	641,658	
Account Number LIBRARY				
	SALARIED STAFF	233,998	248,914	Flat staffing; 3% raises Draft A Draft B Brings Prof. Staff closer to market
	HOURLY STAFF	110,117	118,024	Flat staffing; 3% raises Draft A Draft B Brings Prof. Staff closer to market
	OVERTIME	0	0	
	HEALTH INSURANCE	37,659	43,159	10% premiums increase; no H.S.A.
	RETIREMENT	8,812	11,464	4% match + mgmt fees
	SOCIAL SECURITY - MEDICARE - MEPers - UNEMPLOYMENT	28,986	38,267	Includes \$22,845 MEPers expense. Matching \$22,845 in revenue from credit surplus. By FY18 credit surplus will be depleted.
	WORKERS COMPENSATION	2,650	2,650	
	POSTAGE	1,150	1,150	
	TELEPHONE	2,100	2,300	
	EDUCATIONAL/ MEETING/ PROFESSIONAL DEVELOPMENT	3,500	3,500	
	RECRUITMENT PROGRAM	0	0	
	VEHICLE INSURANCE	0	0	
	LIABILITY/BUILDING INSURANCE	5,500	5,500	
	ELECTRICITY	15,000	17,000	
	WATER	2,600	2,700	
	FUEL OIL	11,200	11,200	\$3.20 x 3,500 gals in Town bid
	SEWER (included in WATER)			
	MACHINE/EQUIPMENT MAINTENANCE	0	0	
	VEHICLE MAINTENANCE	0	0	
	FIRE ALARM MAINTENANCE (inc'd in MAINTENANCE/BLDG SERVICES)	0	0	

DEPARTMENT: FALMOUTH MEMORIAL LIBRARY

Acct No	Account Name	Budget 2015-2016	Proposed 2016-2017	2016-2017 Line Item Budget Notes
LIBRARY	DEPARTMENT TOTAL	596,502	641,658	
Account Number LIBRARY				
	MAINTENANCE/BUILDING SERVICES	29,000	29,000	\$16,560 for cleaning; remainder in maintenance contracts, repairs and groundskeeping
	COMPUTER/ COMMUNICATION SERVICE FEES	14,560	18,060	Increased IT consultant rates
	EQUIPMENT RENTALS	0	0	
	DUES & MEMBERSHIPS	0	0	included in professional development line
	VOLUNTEER RECOGNITION	0	0	
	OTHER CONTRACTUAL SERVICES: Audit & Accounting	11,775	11,775	
	OFFICE SUPPLIES	3,400	3,400	
	BOOKS/ SUBSCRIPTIONS: Audio, Printed Books, Electronic Resources, Periodicals, Recordings, Videos	43,750	43,750	
	MOTOR FUEL AND LUBRICANTS	0	0	
	MAINT/BUILDINGS & GROUNDS SUPPLIES	2,400	2,400	
	TOOLS	0	0	
	EQUIPMENT & FURNITURE	1,000	500	Repairs/replacements only
	BUILDING RENOVATIONS - NON-CAPITAL			
	OTHER COMMODITIES:			
	Building Reserve Set-Aside	10,000	10,000	
	Book Processing Supplies	2,973	2,973	
	Fundraising Expense	4,500	4,500	
	Inter-Library Loan	3,522	3,522	
	Miscellaneous	2,400	2,000	
	Public Programs	2,000	2,000	
	Payroll Service	1,950	1,950	

	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Budget	FY17 Budget	FY17 Budget
					Draft A	Draft B
Income						
Contributions						
Annual Fund	52,500	47,500	48,500	48,500	50,000	50,000
Donations	1,000	1,000	1,500	1,500	1,500	1,500
Fund Raising	20,000	25,000	15,000	6,000	6,500	6,500
Unusual Donations			-	-	-	-
Total Contributions	73,500	73,500	65,000	56,000	58,000	58,000
Town of Falmouth	399,278	413,461	433,476	464,150	485,263	499,288
Operations						
Copier Usage	2,050	1,800	1,800	3,000	3,000	3,000
Lost & Damaged Items	2,000	1,600	1,700	1,700	1,700	1,700
Non-Resident Fees	4,375	3,600	3,800	4,000	4,000	4,000
Other Operations Income	1,700	1,300	1,000	500	100	100
Overdue Fees	13,600	10,000	11,000	11,000	11,000	11,000
Room Rental	4,600	2,250	2,750	2,750	2,250	2,250
Total Operations	28,325	20,550	22,050	22,950	22,050	22,050
Other Income						
Book Sales	11,000	8,200	9,000	9,200	9,000	9,000
Transfer from MePERS Funds				16,800	22,845	23,820
Transfer from BDF	23,782	25,223	29,750	27,403	28,000	28,000
Total Other Income	34,782	33,423	38,750	53,403	59,845	60,820
Total Income	535,885	540,934	559,276	596,503	625,158	640,158
Expense						
Acquisitions						
Audio Books (FYAudio Materials)	2,800	2,500	3,000	4,000	4,000	4,000
Books	23,500	25,000	25,000	25,000	25,000	25,000
Electronic Resources	6,700	8,250	8,750	8,750	8,750	8,750
Periodicals	3,000	3,000	3,000	3,000	3,000	3,000
Recordings	1,000	2,000	1,000	-	-	-
Videos	3,000	3,000	3,000	3,000	3,000	3,000
Total Acquisitions	40,000	43,750	43,750	43,750	43,750	43,750
Building Occupancy						
Bldg & Bond Insurance	4,200	4,500	4,974	5,500	5,500	5,500
Bldg & Grounds Maintenance	16,000	16,500	26,000	29,000	29,000	29,000
Bldg Reserve Set-Aside	9,232	9,509	10,000	10,000	10,000	10,000
Cleaning & Bldg Supplies	1,500	3,000	1,700	2,400	2,400	2,400
Electricity	16,000	16,500	16,250	15,000	17,000	17,000
Heating Oil	13,125	13,125	11,550	11,200	11,200	11,200
Telephone	1,800	1,950	2,000	2,100	2,300	2,300
Water & Sewer	2,800	2,700	2,700	2,600	2,700	2,700
Total Building Occupancy	64,657	67,784	75,174	77,800	80,100	80,100
Other Expenses						
Accounting Services	10,148	11,208	11,545	11,775	11,775	11,775
Book Processing Supplies	2,100	2,500	2,300	2,973	2,973	2,973
FR Expense	7,500	8,500	9,900	4,500	4,500	4,500
Furniture & Equipment	1,000	1,000	1,000	1,000	500	500
Inter-Library Loan	3,528	3,528	3,528	3,522	3,522	3,522
Miscellaneous Expenses	1,000	1,000	2,500	2,400	2,000	2,000
Office Supplies	2,800	4,000	3,400	3,400	3,400	3,400
Postage	900	1,150	1,150	1,150	1,150	1,150

	Professional Development	2,000	3,500	3,500	3,500	3,500	3,500
	Programs	1,000	2,000	2,000	2,000	2,000	2,000
	Technology	11,300	14,000	14,000	14,560	16,560	16,560
	Total Other Expenses	43,276	52,386	54,823	50,780	51,880	51,880
	Payroll						
	Health Insurance	33,540	32,906	34,586	37,659	43,159	43,159
	Payroll Service	2,500	2,200	2,250	1,950	1,950	1,950
	PR Taxes	11,396	10,099	10,710	12,185	13,302	14,447
	MePERS Expense				16,800	22,845	23,820
	Retirement Funds	8,750	7,000	9,369	8,812	11,084	11,464
	Salaries & Wages	329,566	322,659	326,400	344,115	354,438	366,938
	Worker's Compensation	2,200	2,150	2,214	2,650	2,650	2,650
	Total Payroll	387,952	377,014	385,529	424,171	449,428	464,428
	Total Expense	535,885	540,934	559,276	596,501	625,158	640,158
	Net Income	-	-	-	2	(0)	-

