

***APPENDIX D***  
***FALMOUTH MEMORIAL LIBRARY BUDGET***

Falmouth Memorial Library						
	FY18	FY19	FY19	FY20	FY20 Budget	%
	Actual	Budget	Estimate	Proposed Budget	vs. FY19 Budget	Change
<b>Contributions</b>						
Annual Fund	49,754	40,000	30,000	45,000	5,000	12.5%
Donations	1,374	375	450	1,000	625	166.7%
Development					-	
Fund Raising	12,229	15,000	11,398	17,000	2,000	13.3%
<b>Total Contributions</b>	<b>63,357</b>	<b>55,375</b>	<b>41,848</b>	<b>63,000</b>	<b>7,625</b>	<b>13.8%</b>
<b>Town of Falmouth</b>	<b>516,576</b>	<b>530,213</b>	<b>530,213</b>	<b>573,028</b>	<b>42,815</b>	<b>8.1%</b>
Town share of total budget	78%	88%	88%	87%		
<b>Operations</b>						
Copier Usage	2,235	500	1,199	925	425	85.0%
Lost & Damaged Items	2,319	850	1,481	850	-	0.0%
Non-Resident Fees	5,084	350	3,409	1,000	650	185.7%
Other Operations Income	227	50	185	50	-	0.0%
Overdue Fees	10,949	6,000	6,116	4,500	(1,500)	-25.0%
Room Rental	475	-	250	500	500	
<b>Total Operations</b>	<b>21,289</b>	<b>7,750</b>	<b>12,640</b>	<b>7,825</b>	<b>75</b>	<b>1.0%</b>
<b>Other Income</b>						
Book Sales	9,005	500	5,295	1,000	500	100.0%
Interest	2,145		4,892	4,500	4,500	
Transfer from MePERS Funds	15,829	-	-	-	-	
Transfer from BDF (Interest)	21,635	7,250	6,800	6,800	(450)	-6.2%
<b>Total Other Income</b>	<b>48,614</b>	<b>7,750</b>	<b>16,987</b>	<b>12,300</b>	<b>4,550</b>	<b>58.7%</b>
<b>Total Income</b>	<b>649,836</b>	<b>601,088</b>	<b>601,688</b>	<b>656,153</b>	<b>55,065</b>	<b>9.2%</b>
<b>Expense</b>						
<b>Acquisitions</b>						
Audio Books (FYAudio Materials)	1,954	2,000	2,000	3,000	1,000	50.0%
Books	21,164	17,000	17,000	20,000	3,000	17.6%
Electronic Resources	5,795	5,700	5,700	7,000	1,300	22.8%
Periodicals	3,044	1,000	1,000	3,000	2,000	200.0%
DVDs	1,918	3,000	3,000	4,000	1,000	33.3%
<b>Total Acquisitions</b>	<b>33,875</b>	<b>28,700</b>	<b>28,700</b>	<b>37,000</b>	<b>8,300</b>	<b>28.9%</b>
<b>Building Occupancy</b>						
Bldg & Bond Insurance	6,393	3,000	6,184	9,000	6,000	200.0%
Bldg & Grounds Maintenance	30,535	15,000	21,128	18,000	3,000	20.0%
Bldg Reserve Set-Aside	10,000	10,200	-	10,404	204	2.0%
Bldg Lease *		12,000	4,000	9,000	(3,000)	-25.0%
Collection Transition		40,000	20,000	21,000	(19,000)	-47.5%
Cleaning & Bldg Supplies	1,711	1,500	1,634	2,500	1,000	66.7%
Electricity	22,342		12,124	8,000	8,000	
Heating Oil	9,510		6,209	5,000	5,000	
Telephone	2,513	2,700	2,700	2,900	200	7.4%
Water & Sewer	2,998		2,503	900	900	
<b>Total Building Occupancy</b>	<b>86,002</b>	<b>84,400</b>	<b>76,482</b>	<b>86,704</b>	<b>2,304</b>	<b>2.7%</b>

<b>Falmouth Memorial Library</b>						
	<b>FY18</b>	<b>FY19</b>	<b>FY19</b>	<b>FY20</b>	<b>FY20 Budget</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Proposed Budget</b>	<b>vs. FY19 Budget</b>	<b>% Change</b>
<b>Other Expenses</b>						
Accounting Services	13,900	15,000	15,000	17,000	2,000	13.3%
Book Processing Supplies	2,362	1,500	1,500	2,500	1,000	66.7%
Fundraising	1,684	5,500	1,935	4,500	(1,000)	-18.2%
Furniture & Equipment	183	500	-	750	250	50.0%
Inter-Library Loan	3,069	3,000	3,157	3,700	700	23.3%
Miscellaneous Expenses	1,253	1,250	900	1,500	250	20.0%
Office Supplies	2,831	1,700	2,120	2,500	800	47.1%
Postage	372	500	844	1,000	500	100.0%
Professional Development Programs	2,256	3,000	1,863	3,000	-	0.0%
Technology	1,420	1,000	1,117	1,500	500	50.0%
Technology	6,169	11,000	13,363	22,778	11,778	107.1%
<b>Total Other Expenses</b>	<b>35,499</b>	<b>43,950</b>	<b>41,799</b>	<b>60,728</b>	<b>16,778</b>	<b>38.2%</b>
<b>Payroll</b>						
Health Insurance	43,014	45,317	39,779	38,487	(6,830)	-15.1%
MePERS Expense	29,119	29,733	28,902	29,342	(391)	-1.3%
Payroll Service	1,844	2,000	1,900	2,100	100	5.0%
PR Taxes	12,780	8,967	12,194	12,913	3,946	44.0%
Retirement Funds	10,122	12,389	15,449	13,637	1,248	10.1%
Salaries & Wages	374,045	342,782	368,401	373,741	30,959	9.0%
Worker's Compensation	2,701	2,850	1,159	1,500	(1,350)	-47.4%
<b>Total Payroll</b>	<b>473,625</b>	<b>444,038</b>	<b>467,784</b>	<b>471,721</b>	<b>27,683</b>	<b>6.2%</b>
<b>Total Expense</b>	<b>629,001</b>	<b>601,088</b>	<b>614,765</b>	<b>656,153</b>	<b>55,065</b>	<b>9.2%</b>
<b>Net Income</b>	<b>20,835</b>	<b>-</b>	<b>(13,077)</b>	<b>0</b>	<b>0</b>	

DEPARTMENT: FALMOUTH MEMORIAL LIBRARY

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	2019-2020 Line Item Budget Notes
<b>LIBRARY</b>	<b>DEPARTMENT TOTAL</b>	<b>629,001</b>	<b>601,088</b>	<b>614,765</b>	<b>656,153</b>	
<b>Account Number LIBRARY</b>						
	SALARIES & WAGES	374,045	342,782	368,401	373,742	3% salary increase, return to full salaried staffing @ Lunt, reduced PT staff @ M/Motz to full @ Lunt
	OVERTIME		0		0	
	HEALTH INSURANCE	43,014	45,317	39,779	38,487	20% increase in premiums - less one participant
	RETIREMENT	10,122	12,389	15,449	13,637	4% match + mgmt fees
	SOCIAL SECURITY - MEDICARE - MEPers - UNEMPLOYMENT	41,899	38,700	41,096	42,255	MePERS credit depleted in FY18
	WORKERS COMPENSATION	2,701	2,850	1,159	1,500	
	POSTAGE	372	500	844	1,000	
	TELEPHONE	2,513	2,700	2,700	2,900	
	EDUCATIONAL / MEETING / PROFESSIONAL DEVELOPMENT	2,256	3,000	1,863	3,000	
	LIABILITY / BUILDING INSURANCE	6,393	3,000	6,184	9,000	
	ELECTRICITY	22,342	0	12,124	8,000	At Lunt Road
	WATER	2,998	0	2,503	900	At Lunt Road
	FUEL OIL	9,510	0	6,209	5,000	At Lunt Road
	FIRE ALARM MAINTENANCE (inc'd in MAINTENANCE / BLDG SERVICES)		0		0	
	MAINTENANCE / BUILDING SERVICES	30,535	15,000	21,128	18,000	includes utilities, cleaning required @ Mason-Motz
	COMPUTER / COMMUNICATION SERVICE FEES	6,169	11,000	13,363	22,778	Includes payment for internet services of \$7,290 at Mason-Motz plus funds to replace public computers
	DUES & MEMBERSHIPS		0		0	included in professional development line
	OTHER CONTRACTUAL SERVICES: Audit & Accounting	13,900	15,000	15,000	17,000	
	OFFICE SUPPLIES	2,831	1,700	2,120	2,500	anticipated increase on return to Lunt
	BOOKS / SUBSCRIPTIONS: Audio, Printed Books, Electronic Resources, Periodicals, Recordings, Videos	33,875	28,700	28,700	37,000	Reflects increased costs and reduced budget during FY19

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Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Budget 2019-2020	2019-2020 Line Item Budget Notes
LIBRARY	DEPARTMENT TOTAL	629,001	601,088	614,765	656,153	
<b>Account Number LIBRARY</b>						
	MAINT/BUILDINGS & GROUNDS SUPPLIES	1,711	1,500	1,634	2,500	
	EQUIPMENT & FURNITURE	183	500	0	750	Repairs/replacements only
	Building Reserve Set-Aside	10,000	10,200	0	10,404	
	Bldg Lease	0	12,000	4,000	9,000	9 mos at Mason-Moiz
	Collection Moving & Storage	0	40,000	20,000	21,000	Storage of collection and move back to Lunt
	Book Processing Supplies	2,362	1,500	1,500	2,500	Increased materials costs for barcodes and library card
	Fundraising Expense	1,684	5,500	1,935	4,500	
	Inter-Library Loan	3,069	3,000	3,157	3,700	Increased use and cost @ Mason-Moiz
	Miscellaneous	1,253	1,250	900	1,500	
	Public Programs	1,420	1,000	1,117	1,500	
	Payroll Service	1,844	2,000	1,900	2,100	