

APPENDIX D
FALMOUTH MEMORIAL LIBRARY BUDGET



March 1, 2017

Nathan Poore
Town Manager
Town of Falmouth

Dear Nathan:

This is Falmouth Memorial Library's request for an appropriation of \$ 516,576.00 from the Town of Falmouth for the Library's FY18 operating budget. Accompanying this request is the proposed operating budget in both the Town's format and the Library's format. Please note the original draft budget from January 11, 2017 is listed as FY18 Original Budget a point of reference only. Our official request is for FY18 Revised Budget.

As discussed at the January 11, 2017 meeting, the Library will not have the outstanding credit for MePERS beyond the \$17,000.00 listed in the FY18 request. This, along with a projected 20% increase in employee health insurance premiums, increasing building occupancy costs, the reduction in Library Board Designated Fund balance, a 3% staff salary increase, and the current need for additional staffing to meet service needs led to our original request.

Summary of changes to FY18 revised request:

- Increased revenues:

Garden Tour	10,000
Grant Funds	20,000
Annual Fund	1,000
Fees	600

- Decreased expenses:

Health insurance	8,632
No New Staff	44,717
Staff Dev	500
Technology	2,000

Despite rising costs, our request to the Town shows a modest 3% (\$15,788) increase over what the Library received for FY17. We are grateful for all the support our community gives to the Library.

Sincerely,

A handwritten signature in cursive script that reads "Andi Jackson-Darling".

Andi Jackson-Darling, MLIS
Library Director

	FY17 Budget	FY18 Budget	FY18 Budget	18 vs 17 Budget	% Change
Income					
Contributions		Original	Revised		
Annual Fund	50,000	50,000	51,000	1,000	2.0%
Donations	1,500	1,500	1,500	-	0.0%
Fund Raising	6,500	6,500	36,500	30,000	461.5%
Unusual Donations	-	-	-	-	-
Total Contributions	58,000	58,000	89,000	31,000	53.4%
Town of Falmouth	500,788	604,025	516,576	15,788	3.2%
Town Share of Budget	78.0%	84.3%	78.2%	0	0.2%
Operations					
Copier Usage	3,000	2,500	2,500	(500)	-16.7%
Lost & Damaged Items	1,700	1,700	1,700	-	0.0%
Non-Resident Fees	4,000	4,000	4,000	-	0.0%
Other Operations Income	100	100	200	100	100.0%
Overdue Fees	11,000	11,000	11,500	500	4.5%
Room Rental	2,250	1,500	1,500	(750)	-33.3%
Total Operations	22,050	20,800	21,400	(650)	-2.9%
Other Income					
Book Sales	9,000	9,000	9,000	-	0.0%
Transfer from MePERS Funds	23,820	17,000	17,000	(6,820)	-28.6%
Transfer from BDF	28,000	7,300	7,300	(20,700)	-73.9%
Total Other Income	60,820	33,300	33,300	(27,520)	-45.2%
Total Income	641,658	716,125	660,276	18,618	2.9%
Expense					
Acquisitions					
Audio Books (FYAudio Materials)	4,000	4,000	4,000	-	0.0%
Books	25,000	25,000	25,000	-	0.0%
Electronic Resources	8,750	8,500	8,500	(250)	-2.9%
Periodicals	3,000	3,000	3,000	-	0.0%
Recordings	-	-	-	-	0.0%
Videos	3,000	3,000	3,000	-	0.0%
Total Acquisitions	43,750	43,500	43,500	(250)	-0.6%
Building Occupancy					
Bldg & Bond Insurance	5,500	6,900	6,900	1,400	25.5%
Bldg & Grounds Maintenance	29,000	30,000	30,000	1,000	3.4%
Bldg Reserve Set-Aside	10,000	10,000	10,000	-	0.0%
Cleaning & Bldg Supplies	2,400	2,450	2,450	50	2.1%
Electricity	17,000	20,000	20,000	3,000	17.6%
Heating Oil	11,200	11,200	11,200	-	0.0%
Telephone	2,300	2,400	2,400	100	4.3%
Water & Sewer	2,700	2,950	2,950	-	0.0%
Total Building Occupancy	80,100	85,900	85,900	5,800	7.2%
Other Expenses					
Accounting Services	11,775	14,100	14,100	2,325	19.7%
Book Processing Supplies	2,973	2,500	2,500	(473)	-15.9%
FR Expense	4,500	24,250	6,000	1,500	33.3%
Furniture & Equipment	500	500	500	-	0.0%
Inter-Library Loan	3,522	3,522	3,522	-	0.0%
Miscellaneous Expenses	2,000	2,000	2,000	-	0.0%
Office Supplies	3,400	3,400	3,400	-	0.0%
Postage	1,150	1,150	1,150	-	0.0%
Professional Development	3,500	3,500	3,000	(500)	-14.3%
Programs	2,000	2,000	2,000	-	0.0%
Technology	18,060	16,060	14,060	-	0.0%
Total Other Expenses	53,380	72,982	52,232	(1,148)	-2.2%
Payroll					
Health Insurance	43,159	51,791	43,159	-	
Payroll Service	23,820	2,000	1,950	(21,870)	-91.8%
PR Taxes	1,950	13,371	13,162	11,212	575.0%
MePERS Expense	14,447	31,070	28,674	14,227	98.5%
Retirement Funds	11,464	12,067	12,067	603	5.3%
Salaries & Wages	366,938	400,594	376,782	9,844	2.7%
Worker's Compensation	2,650	2,850	2,850	200	7.5%
Total Payroll	464,428	513,743	478,644	14,216	3.1%
Total Expense	641,658	716,125	660,276	18,618	2.9%
Net Income	-	(0)	-	-	0.0%

DEPARTMENT: FALMOUTH MEMORIAL LIBRARY

Acct No	Account Name	Budget 2016-2017	Budget 2017-2018	2017-2018 Line Item Budget Notes
LIBRARY	DEPARTMENT TOTAL	641,658	660,276	
Account Number LIBRARY				
	SALARIED STAFF	248,914	256,702	Flat staffing, 3% raises
	HOURLY STAFF	118,024	120,080	Flat staffing, 3% raises
	OVERTIME	0	0	
	HEALTH INSURANCE	43,159	43,159	Flat funding; staff will pay for increases
	RETIREMENT	11,464	12,067	4% match + mgmt fees
	SOCIAL SECURITY - MEDICARE - MEPers - UNEMPLOYMENT	38,267	41,836	Includes \$28,674 MEPers expense. Partial match of \$17,000 in revenue from credit surplus. By Jan 2018 credit surplus will be depleted.
	WORKERS COMPENSATION	2,650	2,850	
	POSTAGE	1,150	1,150	
	TELEPHONE	2,300	2,400	
	EDUCATIONAL / MEETING / PROFESSIONAL DEVELOPMENT	3,500	3,000	reduced to balance budget.
	LIABILITY / BUILDING INSURANCE	5,500	6,900	
	ELECTRICITY	17,000	20,000	HVAC equipment continues to draw more electricity
	WATER	2,700	2,950	
	FUEL OIL	11,200	11,200	\$3.20 x 3,500 gals in Town bid
	SEWER (included in WATER)			
	FIRE ALARM MAINTENANCE (inc'd in MAINTENANCE / BLDG SERVICES)	0	0	
	MAINTENANCE / BUILDING SERVICES	29,000	30,000	\$17,000 for cleaning; remainder in maintenance contracts, repairs and groundskeeping
	COMPUTER / COMMUNICATION SERVICE FEES	18,060	14,060	reduced to balance budget
	DUES & MEMBERSHIPS	0	0	included in professional development line

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LIBRARY	DEPARTMENT TOTAL	641,658	660,276	
Account Number LIBRARY				
	VOLUNTEER RECOGNITION	0	0	
	OTHER CONTRACTUAL SERVICES: Audit & Accounting	11,775	14,100	increased audit expense because of greater complexity in financial activity with Capita; Campaign fundraising.
	OFFICE SUPPLIES	3,400	3,400	
	BOOKS/ SUBSCRIPTIONS: Audio, Printed Books, Electronic Resources, Periodicals, Recordings, Videos	43,750	43,500	
	MAINT/BUILDINGS & GROUNDS SUPPLIES	2,400	2,450	
	EQUIPMENT & FURNITURE	500	500	Repairs/replacements only
	Building Reserve Set-Aside	10,000	10,000	
	Book Processing Supplies	2,973	2,500	
	Fundraising Expense	4,500	6,000	
	Inter-Library Loan	3,522	3,522	
	Miscellaneous	2,000	2,000	
	Public Programs	2,000	2,000	
	Payroll Service	1,950	1,950	