

APPENDIX D
FALMOUTH MEMORIAL LIBRARY BUDGET



March 1, 2020

Mr. Nathan Poore
Town Manager
Town of Falmouth
271 Falmouth Road
Falmouth, ME 04105

Dear Nathan:

Falmouth Memorial Library requests an appropriation of \$652,782 from the Town of Falmouth for the Library's FY21 operating budget. Accompanying this request is the proposed budget in the Town's and Library's format.

FY21 will be an exciting year for Falmouth Memorial Library. Construction of the new building is nearly complete and library services will soon be back to 'normal' for the first time in several years. The attached budget assumes the return of all staff positions previously reduced or eliminated due to the construction. Also reflected in the FY21 budget is the assumption that the new building will perform better with a projected 15% decrease in energy costs as compared to FY18 actual.

The FY21 budget includes these key assumptions:

- Return to pre-construction project staffing levels plus 2.5% increase in salaries, consistent with the Town's target.
- Addition of half-time technology assistant for only one-half of the budget year (6 months) instead of full budget year request as originally authorized during FY18 budget discussions.
- 20% increase in health insurance costs for all eligible staff.
- Return of the collection budget to pre-construction project budget levels.
- Increase in technology budget for additional software licenses and contracted technology support.

We greatly appreciate your support in this exciting year as we find new ways in our new building to continue to serve the citizens of Falmouth.

Sincerely,

Andi Jackson-Darling, MLIS
Library Director

Enclosure

OVERVIEW OF BUDGET REDUCTION IMPACTS

The Library's original budget request envisioned full operations in the new building. We would be open to the public 54 hours per week, a return to our earlier schedule. We would offer a full range of programming. We would hire a half-time technology assistant in January 2021 to support some of this programming.

Per our earlier discussions about this budget, there is no way to reduce it except to cut staff time. If staff time is cut, the Library cannot be open 54 hours per week.

Both of the alternative budgets presented (\$10K reduction and \$20K reduction) therefore assume being open to the public only 51 hours per week. The tentative schedule would eliminate Thursday evening hours, closing at 5pm rather than 8pm.

Cutting staff time also requires elimination of some programming. For example, both of the alternative budgets require adjusting and/or reducing our intended, expanded programming around technology.

BUDGET REDUCTION OF \$10,000: Details of impact

- Public hours per week: 51
- Elimination of two (2) part-time positions
- Elimination of certain programs
- Reassignment of workload from eliminated positions resulting in programming reductions
- Reassignment of some senior staff time to public services (reference and technology)
- Shift of some payroll funds to outside technology consultant to replace senior staff time

BUDGET REDUCTION OF \$20,000: Details of impact

- Public hours per week: 51
- Elimination of three (3) part-time positions, including new technology assistant
- Elimination of certain programs
- Reduction in public technology services hours
- Reassignment of workload from eliminated positions resulting in programming reductions
- Reassignment of some senior staff time to public services (reference and technology)
- Reduction in funds for outside technology consultant to replace senior staff time

FALMOUTH MEMORIAL LIBRARY

FY21 Budget Request as of 4/8/20

with requested reductions of \$10K and \$20K

	FY21 Original Budget Request	FY21 \$10K Reduction Budget	FY21 \$20K Reduction Budget
<i>Changes from original budget in bold</i>			
Income			
Contributions			
Annual Fund	50,000	50,000	50,000
Donations	1,500	1,500	1,500
Development			
Fund Raising	20,000	20,000	20,000
Total Contributions	71,500	71,500	71,500
Town of Falmouth			
New Tech Position: half time, 6 mos	13,182	13,182	-
On-Going Town of Falmouth	639,600	629,600	632,782
Total Town of Falmouth	652,782	642,782	632,782
Town share of total budget	84%	84%	84%
\$ Inc in Town's share yr over yr	79,754	69,754	59,754
Operations			
Copier Usage	2,200	2,200	2,200
Non-Resident Fees	6,000	6,000	6,000
Other Operations Income	120	120	120
Overdue Fees	13,464	13,464	13,464
Room Rental	6,000	6,000	6,000
Total Operations	27,784	27,784	27,784
Other Income			
Book Sales	10,000	10,000	10,000
Interest	5,000	5,000	5,000
Transfer from MePERS Funds	-	-	-
Transfer from BDF (Interest)	5,845	5,845	5,845
Total Other Income	20,845	20,845	20,845
Total Income	772,911	762,911	752,911
Expense			
Acquisitions			
Audio Books	4,500	4,500	4,500
Books	28,000	28,000	28,000
Electronic Resources	7,800	7,800	7,800
Periodicals	3,000	3,000	3,000
DVDs	4,500	4,500	4,500
Total Acquisitions	47,800	47,800	47,800

FALMOUTH MEMORIAL LIBRARY

FY21 Budget Request as of 4/8/20

with requested reductions of \$10K and \$20K

	FY21 Original Budget Request	FY21 \$10K Reduction Budget	FY21 \$20K Reduction Budget
<i>Changes from original budget in bold</i>			
Building Occupancy	10,409	10,409	10,409
Bldg & Bond Insurance	36,514	36,514	36,514
Bldg & Grounds Maintenance	10,612	10,612	10,612
Bldg Reserve Set-Aside	2,600	2,600	2,600
Cleaning & Bldg Supplies	27,000	27,000	27,000
Electricity	2,667	2,667	2,667
Telephone	3,656	3,656	3,656
Water & Sewer	93,458	93,458	93,458
Total Building Occupancy	18,000	18,000	18,000
Other Expenses	2,653	2,653	2,653
Accounting Services	5,000	5,000	5,000
Book Processing Supplies	1,000	1,000	1,000
Fundraising	3,738	3,738	3,738
Furniture & Equipment	2,122	2,122	2,122
Inter-Library Loan	3,608	3,608	3,608
Miscellaneous Expenses	1,220	1,220	1,220
Office Supplies	3,200	3,200	3,200
Postage	3,000	3,000	3,000
Professional Development	24,188	34,415	27,523
Programs	67,729	77,956	71,064
Technology	52,511	52,511	52,511
Total Other Expenses	36,040	33,651	33,651
Payroll	2,100	2,100	2,100
Health Insurance	15,229	15,483	15,222
MePERS Expense	14,272	13,326	13,326
Payroll Service	442,363	425,216	422,371
PR Taxes	1,408	1,408	1,408
Retirement Funds	563,924	543,696	540,589
Salaries & Wages	772,911	762,910	752,911
Worker's Compensation			
Total Payroll			
Total Expense	0	0	0
Net Income	0	0	0

FALMOUTH MEMORIAL LIBRARY
 FY21 BUDGET REQUEST
 as of 3/1/20

	FY18	FY19	FY20	FY21	FY21
	Actual: 12 mos Lunt	Actual: 8-9 mos Lunt, 3-4 mos Motz	Budget: 9 mos Motz, 3 mos Lunt	Pro forma prepared Jan 2018	Budget Request
Income					
Contributions	63,357	54,866	63,000	111,500	71,500
Town of Falmouth	516,576	530,213	573,028	605,048	652,782
	78%	78%	87%	80%	84%
Town share of total budget		13,637	42,815	32,020	90,086
\$ Inc in Town's share yr over yr					
Operations	21,289	11,985	7,825	26,632	27,784
Other Income	48,615	11,217	12,300	10,098	20,845
Total Income	649,837	608,281	656,153	753,278	772,911
Expense					
Acquisitions	33,876	23,256	37,000	47,500	47,800
Building Occupancy	86,001	94,468	86,704	93,836	93,458
Other Expenses	35,499	41,196	60,728	55,429	67,729
Payroll	473,625	442,591	471,721	563,763	563,924
Total Expense	629,001	601,511	656,153	760,528	772,911
Net Income	20,835	6,770	0	(7,250)	0

FALMOUTH MEMORIAL LIBRARY
FY21 BUDGET REQUEST
as of 3/1/20

Electronic Resources	8,500	5,795	5,615	7,000	9,000	7,800
Periodicals	3,000	3,044	1,362	3,000	3,000	3,000
DVDs	3,000	1,918	1,268	4,000	4,500	4,500
Total Acquisitions	43,500	33,876	23,256	37,000	47,500	47,800
Building Occupancy						
Bldg & Bond Insurance	6,900	6,393	9,655	9,000	10,000	10,409
Bldg & Grounds Maintenance	30,000	30,535	24,624	18,000	31,836	36,514
Bldg Reserve Set-Aside	10,000	10,000	10,200	10,404	10,612	10,612
Bldg Lease			4,000	9,000	-	-
Collection Transition			13,039	21,000	-	-
Cleaning & Bldg Supplies	2,450	1,711	1,578	2,500	2,600	2,600
Electricity	20,000	22,342	16,207	8,000	21,224	27,000
Heating Oil	11,200	9,510	8,662	5,000	11,886	-
Telephone	2,400	2,513	3,137	2,900	2,547	2,667
Water & Sewer	2,950	2,998	3,366	900	3,131	3,656
Total Building Occupancy	85,900	86,001	94,468	86,704	93,836	93,458
Other Expenses						
Accounting Services	14,100	13,900	16,700	17,000	14,963	18,000
Book Processing Supplies	2,500	2,362	1,404	2,500	2,653	2,653
Fundraising	6,000	1,684	3,691	4,500	6,367	5,000
Furniture & Equipment	500	183	-	750	531	1,000
Inter-Library Loan	3,522	3,069	2,780	3,700	3,738	3,738
Miscellaneous Expenses	2,000	1,253	1,420	1,500	2,122	2,122
Office Supplies	3,400	2,831	1,774	2,500	3,608	3,608
Postage	1,150	372	1,363	1,000	1,220	1,220
Professional Development	3,000	2,256	1,855	3,000	3,184	3,200
Programs	2,000	1,420	1,015	1,500	2,122	3,000
Technology	14,060	6,169	9,193	22,778	14,921	24,188
Total Other Expenses	52,232	35,499	41,196	60,728	55,429	67,729
Payroll						
Health Insurance	43,159	43,014	36,820	38,487	49,962	52,511
MePERS Expense	28,674	29,119	29,013	29,342	32,453	36,040
Payroll Service	1,950	1,844	1,675	2,100	2,069	2,100
PR Taxes	13,162	12,780	11,724	12,913	16,319	15,229
Retirement Funds	12,067	10,122	13,468	13,637	13,522	14,272
Salaries & Wages	376,782	374,045	349,089	373,742	446,414	442,363
Worker's Compensation	2,850	2,701	802	1,500	3,024	1,408
Total Payroll	478,644	473,625	442,591	471,721	563,763	563,924
Total Expense	660,276	629,001	601,511	656,153	760,528	772,911
Net Income	0	20,835	6,770	0	(7,250)	0

DEPARTMENT: FALMOUTH MEMORIAL LIBRARY

Acct No	Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Budget 2020-2021	2020-2021 Line Item Budget Notes
LIBRARY	DEPARTMENT TOTAL	629,001	601,511	656,153	772,911	First year of full operations at 5 Lunt Road since FY18 (2017-2018)
Account Number LIBRARY						
	SALARIES & WAGES	374,045	349,090	373,742	442,363	Staffing back to 'normal' levels plus 1/2 time tech staff for 6 mos. (approved by Town during FY18 budget discussions as FY21 full year 1/2 time position)
	OVERTIME		0		0	
	HEALTH INSURANCE	43,014	36,820	36,487	52,511	20% projected increase in premiums plus all eligible staff now electing to take health insurance
	RETIREMENT, NetPERS	39,241	42,481	42,979	50,313	Tied to Salaries & Wages line increases - see above
	SOCIAL SECURITY - MEDICARE	12,780	11,724	12,913	15,229	Tied to Salaries & Wages line increases - see above
	WORKERS COMPENSATION	2,701	802	1,500	1,408	
	POSTAGE	372	1,363	1,000	1,220	
	TELEPHONE	2,513	3,137	2,900	2,667	
	EDUCATIONAL/ MEETING/ PROFESSIONAL DEVELOPMENT	2,256	1,855	3,000	3,200	
	LIABILITY/BUILDING INSURANCE	6,393	9,655	9,000	10,409	Premiums increasing across the industry plus additional cost to insure larger building with new equipment
	ELECTRICITY	22,342	16,207	8,000	27,000	Per architect's promise, no increase in energy costs for operating larger building
	WATER	2,998	3,366	900	3,656	
	FUEL OIL	9,510	8,662	5,000	0	Heat pumps in new building do not require fuel oil
	FIRE ALARM MAINTENANCE (incl'd in MAINTENANCE/BLDG SERVICES)		0	0	0	
	MAINTENANCE/BUILDING SERVICES	30,535	24,624	18,000	36,514	Increased cost for cleaning and snow removal due to larger building and grounds
	COMPUTER/ COMMUNICATION SERVICE FEES	6,169	9,193	22,778	24,188	Includes annual software licensing, contracted technology systems support, internet connection, website, and all technology-related supplies. By comparison, FY18-20 costs were artificially low because no new equipment was purchased in advance of new building.
	DUES & MEMBERSHIPS		0	0	0	
	OTHER CONTRACTUAL SERVICES: Audit & Accounting	13,900	16,700	17,000	18,000	
	OFFICE SUPPLIES	2,831	1,774	2,500	3,608	
	BOOKS/ SUBSCRIPTIONS: Audio, Printed Books, Electronic Resources, Periodicals, Recordings, Videos	33,875	23,256	37,000	47,800	Participation in Minerva (state consortium for inter-library loans) requires return to at least FY18 budget level (\$43,500). 30% increase in larger space drives remaining increase.
	MAINT/ BUILDINGS & GROUNDS SUPPLIES	1,711	1,578	2,500	2,600	
	EQUIPMENT & FURNITURE	183	0	750	1,000	
	Building Reserve Set-Aside	10,000	10,200	10,404	10,612	
	Bl'dg Lease	0	4,000	9,000	0	