

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



February 4, 2021

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

Dear Nathan:

Falmouth Memorial Library requests an appropriation of \$643,607 from the Town of Falmouth for the Library's FY22 operating budget. Accompanying this request is the proposed budget in the Town's and Library's format.

FY22 will be our first full year of operations in the newly renovated library, fully staffed, resuming services and programs post-COVID, and operating the building at full capacity. The attached budget reflects our recent experience in opening this larger building, and a modest increase in collections and programs to directly benefit Falmouth residents.

The FY21 budget includes these key assumptions:

- **Building Occupancy:** increased costs for snow plowing and additional sidewalks and entrances, increased level of cleaning over a larger space, increased groundskeeping, and increased telecommunications costs. Increased costs are somewhat offset by reduced costs for electrical consumption due to the new HVAC system and solar credits from the generously donated solar system.
- 20% increase in health insurance costs for all eligible staff, offset by staff changes which reduced net costs.
- 5% estimated increased costs for collections for processing, inflation, and projected ILL increases.
- \$5,000 increase in collections funds to purchase eBooks for Falmouth Memorial Library patrons, to reduce wait times on the State platform, and fulfill direct requests from patrons.
- \$3,000 increase in programming funds to provide high-quality education to the community.
- We are not requesting increases in staffing this year other than standard COLA. We've been able to leverage existing staff to lower predicted technology costs for networking/consulting. However, we do expect technology needs to continue to increase beyond the capacity of the staff currently serving in that role.

We are so excited to re-open this beautiful newly renovated building! The attached budget represents the true increased costs of maintaining the larger and more complex space. The small increase for collections and programs will allow us to provide higher-level services to the public for greatest direct impact to patrons – books availability in a format with proven increased use, and programs to re-engage the community after a year of construction and subsequent pandemic closure and reduced services.

Sincerely,

Jenna N. Mayotte  
Library Director

Enclosure

**FALMOUTH MEMORIAL LIBRARY**  
**FY22 BUDGET REQUEST**  
as of 2/1/21  
**OVERVIEW**

	FY20	FY21	FY21	FY22
	Actual	Budget	Projected	Budget Request
<b>Income</b>				
Contributions	65,938	71,500	57,750	81,000
Town of Falmouth	573,028	632,782	632,782	643,607
Town share of total budget		84%		84%
\$ Inc in Town's share yr over yr			-	10,825
Operations	4,632	27,784	3,020	19,715
Other Income	3,561	20,845	6,195	17,800
<b>Total Income</b>	<b>647,159</b>	<b>752,911</b>	<b>699,747</b>	<b>762,122</b>
<b>Expense</b>				
Acquisitions	24,455	47,800	47,800	55,190
Building Occupancy	60,830	93,458	77,442	90,000
Other Expenses	49,414	71,064	47,950	69,120
Payroll	426,131	540,589	469,029	547,812
<b>Total Expense</b>	<b>560,831</b>	<b>752,911</b>	<b>642,221</b>	<b>762,122</b>
<b>Net Income</b>	<b>86,328</b>	<b>0</b>	<b>57,527</b>	<b>0</b>

**FALMOUTH MEMORIAL LIBRARY**  
**FY22 BUDGET REQUEST**  
as of 2/1/21  
**DETAILED BUDGET**

	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget Request
<b>Income</b>				
<b>Contributions</b>				
Annual Fund	60,857	50,000	55,000	62,500
Donations	227	1,500	2,750	3,500
Development	-	-	-	-
Fund Raising	4,855	20,000	-	15,000
<b>Total Contributions</b>	<b>65,938</b>	<b>71,500</b>	<b>57,750</b>	<b>81,000</b>
<b>Town of Falmouth</b>				
On-Going Town of Falmouth	573,028	632,782	632,782	643,607
<b>Total Town of Falmouth</b>	<b>573,028</b>	<b>632,782</b>	<b>632,782</b>	<b>643,607</b>
Town share of total budget		84%		84%
\$ Inc in Town's share yr over yr			-	10,825
<b>Operations</b>				
Copier Usage	-	2,200	10	2,200
Lost & Damaged Items	795	-	-	-
Non-Resident Fees	1,510	6,000	1,500	1,500
Other Operations Income	11	120	10	15
Overdue Fees	2,316	13,464	1,500	10,000
Room Rental	-	6,000	-	6,000
<b>Total Operations</b>	<b>4,632</b>	<b>27,784</b>	<b>3,020</b>	<b>19,715</b>
<b>Other Income</b>				
Book Sales	-	10,000	-	10,000
Interest	3,561	5,000	350	300
Transfer from BDF (Interest)	-	5,845	5,845	7,500
<b>Total Other Income</b>	<b>3,561</b>	<b>20,845</b>	<b>6,195</b>	<b>17,800</b>
<b>Total Income</b>	<b>647,159</b>	<b>752,911</b>	<b>699,747</b>	<b>762,122</b>
<b>Expense</b>				
<b>Acquisitions</b>				
Audio Books	2,945	4,500	4,500	4,725
Books	13,158	28,000	28,000	29,400
Electronic Resources	5,200	7,800	7,800	13,190
Periodicals	763	3,000	3,000	3,150
DVDs	2,390	4,500	4,500	4,725
<b>Total Acquisitions</b>	<b>24,455</b>	<b>47,800</b>	<b>47,800</b>	<b>55,190</b>

FALMOUTH MEMORIAL LIBRARY  
 FY22 BUDGET REQUEST  
 as of 2/1/21  
 DETAILED BUDGET

	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget Request
<b>Building Occupancy</b>				
Bldg & Bond Insurance	11,203	10,409	15,000	12,500
Bldg & Grounds Maintenance	7,355	36,514	30,000	42,000
Bldg Reserve Set-Aside	10,404	10,612	10,612	10,000
Bldg Lease	8,000	-	-	-
Collection Transition	16,293	-	630	-
Cleaning & Bldg Supplies	1,101	2,600	4,500	3,000
Electricity	2,867	27,000	10,000	15,000
Heating Oil	-	-	-	-
Telephone	3,177	2,667	4,100	4,000
Water & Sewer	430	3,656	2,600	3,500
<b>Total Building Occupancy</b>	<b>60,830</b>	<b>93,458</b>	<b>77,442</b>	<b>90,000</b>
<b>Other Expenses</b>				
Accounting Services	16,830	18,000	18,000	18,500
Book Processing Supplies	1,829	2,653	3,300	3,000
Fundraising	2,743	5,000	5,000	5,000
Furniture & Equipment	1,844	1,000	-	1,000
Inter-Library Loan	2,828	3,738	4,100	4,000
Miscellaneous Expenses	867	2,122	3,100	2,500
Office Supplies	2,653	3,608	3,000	3,600
Postage	1,145	1,220	400	1,220
Professional Development	1,839	3,200	1,000	3,500
Programs	129	3,000	50	6,000
Technology	16,707	27,523	10,000	20,800
<b>Total Other Expenses</b>	<b>49,414</b>	<b>71,064</b>	<b>47,950</b>	<b>69,120</b>
<b>Payroll</b>				
Health Insurance	40,082	52,511	39,970	46,638
MePERS Expense	29,024	33,651	33,651	34,970
Payroll Service	1,651	2,100	1,000	2,100
PR Taxes	11,557	15,222	15,000	15,737
Retirement Funds	5,423	13,326	8,000	13,581
Salaries & Wages	336,987	422,371	370,000	433,320
Worker's Compensation	1,408	1,408	1,408	1,466
<b>Total Payroll</b>	<b>426,131</b>	<b>540,589</b>	<b>469,029</b>	<b>547,812</b>
<b>Total Expense</b>	<b>560,831</b>	<b>752,911</b>	<b>642,221</b>	<b>762,122</b>
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