

APPENDIX D
FALMOUTH MEMORIAL LIBRARY BUDGET



January 25, 2023

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

Dear Nathan:

Falmouth Memorial Library requests an appropriation of \$923,530 from the Town of Falmouth for the Library's FY24 operating budget. We are requesting \$833,240 as an ongoing budget request, (see attached budget detail) plus a one-time request of \$90,290 to hire a Development Director. The FY24 budget includes these key assumptions:

- **Building Occupancy:** 5-8% increased costs for building maintenance contracts. Many of our service providers kept us at the same rate in FY23, but we expect they will be unable to do so again in FY24 based on their own increasing labor and supply costs. We outsource services for snow removal, daily cleaning service, groundskeeping, HVAC maintenance, miscellaneous building repairs, and security monitoring. There is also a significant increase in electricity supply rates, which we did not request in FY23.
- **Staffing changes** requires the Library to outsource additional professional services – this includes accounting, bookkeeping, annual auditor, legal advice, payroll, and IT/Network services.
- 12% increase in health insurance costs for all eligible staff, amount advised by our insurance broker for FY24.
- 5% increase for inflation for collections/materials costs.
- Staff compensation COLA and recruitment/retention costs.

With our new baseline budget last year, the Library significantly increased its fundraising commitment by the Board of Trustees. While we are experiencing stronger fundraising results than ever before, we are falling short of our FY23 goal. Instead of decreasing our goal in FY24, we believe that hiring a staff member dedicated to fund-raising will strengthen and improve the fundraising results of our Board of Trustees and staff efforts. We respectfully request one-time funding of \$90,290 in FY24 to fund salary and benefits for a Development Director (details in attached addendum). Our goal is for this position to be self-funding in subsequent years while also ultimately raising our fundraising goal. A dedicated staff member will add capacity for grant writing, donor stewardship, and endowment feasibility.

Sincerely,
Jenna N. Mayotte
Library Director

Enclosure

**FALMOUTH MEMORIAL LIBRARY
FY24 BUDGET REQUEST
as of 1/25/23**

| | FY22 | FY23 | FY23 | FY24 |
|------------------------------------|---------------|---------------|------------------|-----------------------|
| | Actual | Budget | Projected | Budget Request |
| Income | | | | |
| Contributions | 123,354 | 153,500 | 112,500 | 153,500 |
| Town of Falmouth | 643,607 | 782,679 | 782,679 | 833,240 |
| Town share of library total budget | | 81% | | 81% |
| \$ Inc in Town's share yr over yr | | | | 50,561 |
| Operations | 19,695 | 13,550 | 23,300 | 23,300 |
| Other Income | 9,514 | 17,900 | 10,500 | 18,500 |
| Total Income | 796,170 | 967,629 | 928,979 | 1,028,540 |
| Expense | | | | |
| Acquisitions | 42,576 | 57,100 | 60,000 | 62,000 |
| Building Occupancy | 112,895 | 151,975 | 154,436 | 171,553 |
| Other Expenses | 61,750 | 82,500 | 89,675 | 109,500 |
| Payroll | 524,829 | 676,054 | 587,205 | 685,486 |
| Total Expense | 742,050 | 967,629 | 891,316 | 1,028,540 |
| Net Income | <u>54,120</u> | <u>(0)</u> | <u>37,663</u> | <u>0</u> |

* The Library requests a total FY24 Town contribution of \$923,530. This represents an ongoing contribution of \$833,240 plus a one-time request for \$90,290 to hire a Development Director. The Library fundraising goal for FY23 is 90% higher than the FY22 goal. We are unable to meet that fundraising level with existing trustee and staff capacity. Without additional resources we would need to revise our FY24 contribution goal to \$112,500 and ask for an additional \$41,000 ongoing from the Town.

FALMOUTH MEMORIAL LIBRARY
FY24 BUDGET REQUEST
as of 1/25/23

| | FY22 Actual | FY23 Budget | FY23 Projected | FY24 Budget Request |
|------------------------------------|----------------|----------------|-------------------|---------------------------|
| Income | | | | |
| Contributions | | | | |
| Annual Fund | 78,907 | 130,000 | 90,000 | 100,000 |
| Donations | 39,040 | 3,500 | 15,000 | 43,500 |
| Fund Raising | 5,407 | 20,000 | 7,500 | 10,000 |
| Total Contributions | 123,354 | 153,500 | 112,500 | 153,500 |
| Town of Falmouth | | | | |
| On-Going Town of Falmouth | 643,607 | 782,679 | 782,679 | 833,240 |
| Total Town of Falmouth | 643,607 | 782,679 | 782,679 | 833,240 |
| Town share of library total budget | | 81% | | 81% |
| \$ Inc in Town's share yr over yr | | - | - | 50,561 |
| Operations | | | | |
| Copier Usage | 1,006 | 1,000 | 1,300 | 1,300 |
| Non-Resident Fees | 9,020 | 3,000 | 10,000 | 10,000 |
| Other Operations Income | 143 | 50 | 500 | 500 |
| Overdue Fees | 7,406 | 7,500 | 7,500 | 7,500 |
| Room Rental | 2,120 | 2,000 | 4,000 | 4,000 |
| Total Operations | 19,695 | 13,550 | 23,300 | 23,300 |
| Other Income | | | | |
| Book Sales | 8,977 | 10,000 | 8,000 | 10,000 |
| Interest | 537 | 400 | 2,500 | 1,000 |
| Transfer from BDF (Interest) | - | 7,500 | - | 7,500 |
| Total Other Income | 9,514 | 17,900 | 10,500 | 18,500 |
| Total Income | 796,170 | 967,629 | 928,979 | 1,028,540 |
| Expense | | | | |
| Acquisitions | | | | |
| Audio Books | 4,405 | 4,600 | 5,000 | 5,200 |
| Books | 26,176 | 33,000 | 35,000 | 38,000 |
| Electronic Resources | 6,810 | 13,000 | 13,000 | 10,800 |
| Periodicals | 2,729 | 3,000 | 3,500 | 3,500 |
| DVDs | 2,456 | 3,500 | 3,500 | 4,500 |
| Total Acquisitions | 42,576 | 57,100 | 60,000 | 62,000 |

FALMOUTH MEMORIAL LIBRARY
FY24 BUDGET REQUEST
as of 1/25/23

| | FY22 Actual | FY23 Budget | FY23 Projected | FY24 Budget Request |
|---------------------------------|----------------|----------------|-------------------|---------------------------|
| Building Occupancy | | | | |
| Bldg & Bond Insurance | 12,124 | 15,500 | 13,380 | 16,500 |
| Bldg & Grounds Maintenance | 54,183 | 58,775 | 56,000 | 61,000 |
| Bldg Reserve Transfer | 10,000 | 46,000 | 46,000 | 47,153 |
| Cleaning & Bldg Supplies | 4,430 | 5,000 | 5,000 | 5,000 |
| Electricity | 24,219 | 17,000 | 26,000 | 33,000 |
| Telephone | 4,044 | 5,400 | 4,056 | 4,400 |
| Water & Sewer | 3,895 | 4,300 | 4,000 | 4,500 |
| Total Building Occupancy | 112,895 | 151,975 | 154,436 | 171,553 |
| Other Expenses | | | | |
| Professional Services | 19,210 | 19,000 | 26,000 | 39,000 |
| Book Processing Supplies | 4,105 | 6,000 | 5,700 | 6,000 |
| Fundraising | 4,868 | 5,000 | 5,000 | 5,000 |
| Furniture & Equipment | - | 1,000 | 3,000 | 2,000 |
| Inter-Library Loan | 3,140 | 4,000 | 4,075 | 5,000 |
| Miscellaneous Expenses | 1,500 | 5,000 | 5,000 | 5,000 |
| Office Supplies | 3,778 | 8,000 | 10,000 | 10,000 |
| Postage | 224 | 1,000 | 1,400 | 1,000 |
| Professional Development | 2,902 | 3,500 | 3,500 | 6,500 |
| Programs | 5,022 | 6,000 | 10,000 | 6,000 |
| Technology | 17,001 | 24,000 | 16,000 | 24,000 |
| Total Other Expenses | 61,750 | 82,500 | 89,675 | 109,500 |
| Payroll | | | | |
| Health Insurance | 43,606 | 64,922 | 38,000 | 68,015 |
| MePERS Expense | 33,353 | 44,893 | 40,000 | 43,894 |
| Payroll Service | 1,553 | 4,000 | 3,000 | 3,000 |
| PR Taxes | 10,875 | 15,032 | 10,000 | 15,420 |
| Retirement Funds | 14,171 | 21,205 | 21,205 | 19,563 |
| Salaries & Wages | 421,271 | 526,003 | 475,000 | 535,594 |
| Total Payroll | 524,829 | 676,054 | 587,205 | 685,486 |
| Total Expense | 742,050 | 967,629 | 891,316 | 1,028,540 |
| Net Income | 54,120 | 0 | 37,663 | 0 |

* The Library requests a total FY24 Town contribution of \$923,530. This represents an ongoing contribution of \$833,240 plus a one-time request for \$90,290 to hire a Development Director. The Library fundraising goal for FY23 is 90% higher than the FY22 goal. We are unable to meet that fundraising level with existing trustee and staff capacity. Without additional resources we would need to revise our FY24 contribution goal to \$112,500 and ask for an additional \$41,000 ongoing from the Town.