

2014/15  
Budget Draft  
04/23/2014

Account Number	Account Name	10/11 Budget	10/11 Expended	11/12 Budget	11/12 Expended	12/13 Budget	12/13 Expended	13/14 Budget	13/14 Budget Expend 3/31	2014/14 Proposed Flat Funded	Affected
<b>20-10</b>	<b>Dyer Library</b>										
20-10-01-05	Wages	\$144,965.00	\$144,158.00	\$150,124.00	\$150,940.00	\$147,870.00	\$149,493.00	\$151,471.00	\$110,480.00	\$146,481.00	-\$4,990.00
20-10-05-01	FICA/Medicare	\$11,090.00	\$11,185.00	\$11,484.00	\$11,646.00	\$11,312.00	\$11,743.00	\$11,587.00	\$8,488.00	\$11,206.00	-\$381.00
20-10-05-05	Retirement	\$10,149.00	\$10,758.00	\$10,453.00	\$11,007.00	\$10,165.00	\$11,774.00	\$10,217.00	\$9,891.00	\$10,396.00	\$179.00
20-10-05-10	Workers' Comp	\$500.00	\$676.00	\$600.00	\$665.00	\$518.00	\$363.00	\$518.00	\$288.00	\$518.00	\$0.00
20-10-05-15	Health Insurance	\$22,907.00	\$27,158.00	\$21,267.00	\$21,912.00	\$22,449.00	\$23,112.00	\$21,267.00	\$18,240.00	\$24,725.00	\$3,458.00
20-10-05-20	Life Insurance	\$420.00	\$339.00	\$420.00	\$339.00	\$420.00	\$339.00	\$420.00	\$254.00	\$420.00	\$0.00
20-10-05-25	Dental	\$300.00	\$300.00	\$300.00	\$300.00	\$450.00	\$300.00	\$300.00	\$225.00	\$300.00	\$0.00
20-10-10-01	Office Supplies	\$500.00	\$527.00	\$500.00	\$215.52	\$500.00	\$189.00	\$500.00	\$233.00	\$500.00	\$0.00
20-10-10-03	Interlibrary Loan	\$1,144.00	\$1,098.00	\$1,685.00	\$1,685.00	\$2,034.00	\$1,410.00	\$1,665.00	\$1,080.00	\$1,665.00	\$0.00
20-10-10-05	Postage/Shipping	\$568.00	\$513.00	\$568.00	\$474.00	\$568.00	\$453.00	\$568.00	\$255.00	\$568.00	\$0.00
20-10-10-15	Books/Publications	\$14,322.00	\$14,233.00	\$14,752.00	\$14,739.00	\$15,000.00	\$15,355.00	\$15,000.00	\$14,423.00	\$15,450.00	\$450.00
20-10-10-16	Periodicals	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$106.00	\$1,500.00	\$0.00
20-10-10-20	Supplies/Materials	\$1,400.00	\$722.00	\$1,400.00	\$1,070.00	\$1,400.00	\$1,360.00	\$1,400.00	\$1,118.00	\$1,400.00	\$0.00
20-10-15-01	Telephone	\$708.00	\$593.00	\$588.00	\$657.00	\$588.00	\$665.00	\$684.00	\$598.00	\$1,039.00	\$355.00
20-10-15-05	Electricity	\$5,375.00	\$5,419.00	\$5,112.00	\$4,835.00	\$5,112.00	\$4,662.00	\$5,112.00	\$3,274.00	\$4,548.00	-\$564.00
20-10-15-10	Fuel	\$5,500.00	\$6,243.00	\$5,500.00	\$6,637.00	\$7,200.00	\$6,563.00	\$5,760.00	\$4,374.00	\$5,820.00	\$60.00
20-10-15-15	Water	\$271.00	\$312.00	\$326.00	\$331.00	\$326.00	\$325.00	\$347.00	\$244.00	\$326.00	-\$21.00
20-10-15-20	Sewer	\$176.00	\$175.00	\$181.00	\$188.00	\$180.00	\$171.00	\$180.00	\$127.00	\$170.00	-\$10.00
20-10-20-15	Copier	\$250.00	\$0.00	\$250.00	\$153.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-10-20-35	Building Repair	\$3,500.00	\$3,402.00	\$3,500.00	\$4,057.00	\$3,500.00	\$4,348.00	\$4,500.00	\$4,659.00	\$5,500.00	\$1,000.00
20-10-30-15	Computer Service	\$4,250.00	\$3,947.00	\$4,447.00	\$4,090.00	\$4,447.00	\$4,315.00	\$4,075.00	\$0.00	\$4,275.00	\$200.00
20-10-30-60	Dues	\$326.00	\$361.00	\$326.00	\$292.00	\$326.00	\$35.00	\$256.00	\$256.00	\$266.00	\$10.00
20-10-30-80	Travel/Training	\$500.00	\$493.00	\$500.00	\$345.00	\$500.00	\$389.00	\$500.00	\$498.00	\$554.00	\$54.00
20-10-40-98	Library Programs	\$1,800.00	\$1,800.00	\$1,800.00	\$1,642.00	\$1,800.00	\$1,802.00	\$1,800.00	\$1,595.00	\$2,000.00	\$200.00
	<b>20-10 Totals</b>	<b>\$232,421.00</b>	<b>\$235,912.00</b>	<b>\$237,583.00</b>	<b>\$239,719.52</b>	<b>\$238,415.00</b>	<b>\$240,666.00</b>	<b>\$239,627.00</b>	<b>\$180,706.00</b>	<b>\$239,627.00</b>	<b>\$0.00</b>

Hampden *Library amended 4/7/14*

Initial Request Worksheet

Expense  
Budget Request  
2014-15

Account	Current 2013-14	Budget Request 2014-15	Expense	
Dept/Div: 20-10 REC/CULTURE / DYER LIBRARY				
COMPENSATION				
01-05 WAGES	\$151,471.00	\$146,481.00	(\$4,990.00)	
INSURANCE				
05-01 FICA/MEDI	\$11,587.00	\$11,206.00	(\$381.00)	
05-05 MSRS/ICMA-ER	\$10,217.00	\$10,396.00	\$179.00	
05-10 W/C	\$518.00	\$518.00	\$0.00	
05-15 HEALTH	2 single & 1	\$21,267.00	\$24,725.00	\$3,458.00
05-20 LIFE	3 full time	\$420.00	\$420.00	\$0.00
05-25 DENTAL	2 full time	\$300.00	\$300.00	\$0.00
SUPPLIES				
10-01 OFFICE	\$500.00	\$500.00	\$0.00	
10-03 DELIVERY	\$1,665.00	\$1,665.00	\$0.00	
10-05 POSTAGE	\$568.00	\$568.00	\$0.00	
10-15 BOOKS/PUBL	\$15,000.00	\$15,450.00	\$450.00	
10-16 PERIODICALS	\$1,500.00	\$1,500.00	\$0.00	
10-20 SUPPLY/MATRL	\$1,400.00	\$1,400.00	\$0.00	
UTILITIES				
15-01 TELEPHONE	\$684.00	\$1,039.00	\$355.00	
15-05 ELECTRICITY	\$5,112.00	\$4,548.00	(\$564.00)	
15-10 FUEL	\$5,760.00	\$5,820.00	\$60.00	
15-15 WATER	\$347.00	\$326.00	(\$21.00)	
15-20 SEWER	\$180.00	\$170.00	(\$10.00)	
MAINT/REPAIR				
20-15 COPIER	\$0.00	\$0.00	\$0.00	
20-35 BLDG MAINT.	\$4,500.00	\$5,500.00	\$1,000.00	
PROF.SERVICE				
30-15 COMPUTER SVS	\$4,075.00	\$4,275.00	\$200.00	
30-60 DUES	\$256.00	\$266.00	\$10.00	
30-80 TRAIN/TRAVEL	\$500.00	\$554.00	\$54.00	
SPECIAL PGMS				
40-98 LIBRARY PGMS	\$1,800.00	\$2,000.00	\$200.00	
	\$239,627.00	\$239,627.00	\$0.00	

Flat funding at EDL FY 2014-15 (amended 4/7/14)

The Library staff, on their own, decided to take on cleaning the building as part of their daily tasks in order to save nearly \$5000.00 that we had been paying to a cleaning service whose work ethic was not up to our standards. That savings allowed us to keep services that otherwise would have been drastically cut. I very much appreciate this offer by the staff suggestion to flat funding again this year.

2014-2015

BUDGET EXPLANATION SHEET

Account Name: Wages

Account Number: 20-10-01-05

2013-2014 Appropriation: \$151,471.00

*Requested 2014/2015 Appropriation: \$146,481.00*

Library Director-----\$54,723.00

Youth Services Librarian-----\$37,039.00

Head of Circulation-----\$31,995.00

4 part-time Library Aides-----\$22,724.00

Account Name: FICA

Account Number: 20-10-05-01

2013-2014 Appropriation: \$11,587.00

*Requested 2014-2015 Appropriation: \$11,206.00*

7.65% of wages

Account Name: Retirement (ICMA)

Account Number: 20-10-05-05

2013-2014 Appropriation: \$10,217.00

*Requested 2014-2015 Appropriation: \$10,396.00*

8.4% of full time wages

Account Name: Workers' Compensation

Account Number: 20-10-05-10

2013-2014 Appropriation: \$518.00

*Requested 2014-2015 Appropriation: \$518.00*

\$140.00 each for 3 full time employees

Account Name: Health Insurance

Account Number: 20-10-05-15

2013-2014 Appropriation: \$21,267.00

*Requested 2014-2015 Appropriation: \$24,725.00*

2 full time employees' single insurance at \$9890.00 each. One full time employee does not use town provided insurance and gets a stipend (\$4945.00) for health insurance.

Account Name: Life Insurance

Account Number: 20-10-05-20

2013-2014 Appropriation: \$420.00

*Requested 2014-2015 Appropriation: \$420.00*

\$140.00 each for 3 full time employees

Account Name: Dental Insurance

Account Number: 20-10-05-25

2013-2014 Appropriation: \$300.00

*Requested 2014-2015 Appropriation: \$300.00*

\$150.00 each for two full time employees

Account Name: Office Supplies

Account Number: 20-10-10-01

2013-2014 Appropriation: \$500.00

*Requested 2014-2015 Appropriation: \$500.00*

Office supplies which are not specific to library operations, i.e.: copy paper, paperclips file folders, envelopes, etc.

Account Name: Delivery Service

Account Number: 20-10-10-03

2013-2014 Appropriation: \$1664.00

*Requested 2014-2015: \$1665.00*

Shipping pays for the Statewide Delivery Service that picks up and delivers items each weekday at the Edythe Dyer Library. Five days per week at \$15.00 per stop, however, the cost is reduced because MINERVA, the Penobscot County Commissioners and SAD #22 each subsidize one day per week—SAD #22 paying only during the school year.

$\$15.00 \times 5 \text{ days} \times 52 \text{ weeks} = \$3900.00$

Less  $\$15.00 \times 12 \text{ holidays} = \$180.00$

Less  $\$15.00 \times 104 \text{ days (MINERVA \& County Commissioners)} = \$1560.00$

Less  $\$495.00 \text{ SAD\#22 pays one day of delivery during the school year (33 weeks)}$ .

Total = \$1665.00

Account Name: Postage

Account Number: 20-10-10-05

2013-2014 Appropriation: \$568.00

*Requested 2014-2015 Appropriation: \$568.00*

Postage pays for mailing notices to patrons and books which cannot be sent through the Statewide Delivery Service.

**Account Name: Books**

Account Number: 20-10-10-15

2012-2013 Appropriation: \$15,000.00

*Requested 2014-2015 Appropriation: \$15,450.00*

Used to purchase books, audio and video materials. Six years ago the council approved a 3% increase per year increased. The Endowment Fund supplements this line.

**Account Name: Periodicals**

Account Number: 20-10-10-16

2013-2014 Appropriation: \$1,500.00

*Requested 2014-2015 Appropriation: \$1,500.00*

This line pays for journal and magazine subscriptions. The Library's Endowment Fund supplements this line.

**Account Name: Library Supplies**

Account Number: 20-10-10-20

2013-2014 Appropriation: \$1400.00

*Requested 2014-2015 Appropriation: \$1,400.00*

This line pays for supplies specific to Library work i.e.: processing materials, book covers, barcodes, audio and DVD cases, labels, etc.

Account Name: Telephone

Account Number: 20-10-15-01

2013-2014 Appropriation: \$684.00

*Requested 2014-2015 Appropriation: \$1039.00*

In March, 2014 the Library, and all town departments changed over to VOIP phone service from OTT Communications. Using the first bill from OTT I estimate \$477.00 per year. TDS will still maintain two copper lines at the Library, one for the fax machine and one for the fire panel at \$23.38 per line (\$562.00 per year).

Account Name: Electricity

Account Number: 20-10-15-05

2013-2014 Appropriation: \$5112.00

*Requested 2014-2015 Appropriation: \$4548.00*

Average monthly bill for the last seven months has been \$379.00

Account Name: Fuel

Account Number: 20-10-15-10

2013-2014 Appropriation: \$5,760.00

*Requested 2014-2015 Appropriation: \$5820.00*

Based on \$3.80 per gallon.

New System 2000 furnace was installed in late January, 2013. This furnace is reported to save up to 30% compared to conventional boilers. In FY 2013-14 I reduced this line by 20%. Average monthly bill for the last seven months has been \$485.00—this has been an unusually cold winter.

**Account Name:** Water

Account Number: 20-10-15-15

2013-2014 Appropriation: \$347.00

*Requested 2014-2015 Appropriation: \$326.00*

Water bills are generally \$81.33 per quarter.

**Account Name:** Sewer

Account Number: 20-10-15-20

2013-2014 Appropriation: \$180.00

*Requested 2014-2015 Appropriation: \$170.00*

Library sewer averaged \$42.37 per quarter during the first seven months of F/Y 2013-14.

**Account Name:** Copier

Account Number: 20-10-20-15

2013-2014 Appropriation: \$0.00

*Requested 2014-2015 Appropriation: \$0.00*

This line is used for printer cartridges for office printers. GIS/IT pays for all printer equipment.

**Account Name: Building Maintenance**

Account Number: 20-10-20-35

2013-2014 Appropriation: \$4500.00

*Requested 2014-2015 Appropriation: \$5500.00*

This line pays for annual ant control (\$257.00), annual contract with Seacoast Security (\$396.00), annual air conditioning service (\$150.00), grub contract (\$475.00), cleaning supplies, light bulbs, electrical work and simple building maintenance. This line was overdrawn on March 5 this year due in part to the \$1000.00 deductible for the September 1, 2013 lightning strike.

**Account Name: Computer Service**

Account Number: 20-10-30-15

2013-2014 Appropriation: \$4074.00

*Requested 2014-2015 Appropriation: \$4275.00*

This pays the annual \$4200.00 cost of software and operational support for MINERVA the Library's Library Automation system and \$75.00 annual maintenance for the router.

**Account Name: Dues and Publications**

Account Number: 20-10-30-60

2012-2013 Appropriation: \$326.00

*Requested 2013-2014 Appropriation: \$266.00*

Two staff members' dues to professional associations, and two professional journals.

Account Name: Training and Travel

Account Number: 20-10-30-80

2013-2014 Appropriation: \$500.00

*Requested 2014-2015 Appropriation: \$554.00*

Pays for attendance and travel to various meetings, in-state conferences, software training, library workshops and professional development seminars.

Account Name: Programs

Account Number: 20-10-40-98

2013-2014 Appropriation: \$1800.00

*Requested 2014-2015 Appropriation: \$2000.00*

This line pays for materials needed for 26 regularly scheduled monthly children's story programs and a dozen or more special programs held throughout the year usually during the summer and school vacations. It also pays for performers such as storytellers, magicians, puppeteers, etc. The Library's Endowment Fund and occasional grants supplement this line. This increase brings this line back to its 1998 amount.