

2015/16
Proposed Budget
April 30, 2015

Account Number	Account Name	11/12 Budget	11/12 Expended	12/13 Budget	12/13 Expended	13/14 Budget	13/14 Budget Expended	2014/2015 Budget	2014/15 Expended 3/31/2015	2015/16 Budget Proposed
20-10-01-05	Dyer Library									
20-10-01-05	Wages	\$150,124.00	\$150,940.00	\$147,870.00	\$149,493.00	\$151,471.00	\$147,227.00	\$148,461.00	\$115,568.29	\$151,934.00
20-10-05-01	FICA/Medicare	\$11,484.00	\$11,646.00	\$11,312.00	\$11,743.00	\$11,587.00	\$11,265.00	\$11,357.00	\$8,763.36	\$11,623.00
20-10-05-05	Retirement	\$10,453.00	\$11,007.00	\$10,165.00	\$11,774.00	\$10,217.00	\$12,186.00	\$10,562.00	\$9,969.97	\$10,869.00
20-10-05-10	Workers' Comp	\$600.00	\$665.00	\$518.00	\$363.00	\$518.00	\$498.00	\$518.00	\$230.94	\$500.00
20-10-05-15	Health Insurance	\$21,267.00	\$21,912.00	\$22,449.00	\$23,112.00	\$21,267.00	\$24,451.00	\$24,725.00	\$19,225.16	\$21,745.00
20-10-05-20	Life Insurance	\$420.00	\$339.00	\$420.00	\$339.00	\$420.00	\$339.00	\$420.00	\$254.34	\$400.00
20-10-05-25	Dental	\$300.00	\$300.00	\$450.00	\$300.00	\$300.00	\$300.00	\$300.00	\$229.00	\$300.00
20-10-10-01	Office Supplies	\$500.00	\$215.52	\$500.00	\$189.00	\$500.00	\$532.00	\$500.00	\$474.59	\$500.00
20-10-10-03	Interlibrary Loan	\$1,685.00	\$1,685.00	\$2,034.00	\$1,410.00	\$1,665.00	\$1,605.00	\$1,665.00	\$1,665.00	\$1,760.00
20-10-10-05	Postage/Shipping	\$568.00	\$474.00	\$568.00	\$453.00	\$568.00	\$255.00	\$568.00	\$347.58	\$362.00
20-10-10-15	Books/Publications	\$14,752.00	\$14,739.00	\$15,000.00	\$15,355.00	\$15,000.00	\$15,605.00	\$15,450.00	\$12,902.03	\$15,450.00
20-10-10-16	Periodicals	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$856.00	\$1,500.00	\$331.07	\$1,500.00
20-10-10-20	Supplies/Materials	\$1,400.00	\$1,070.00	\$1,400.00	\$1,360.00	\$1,400.00	\$1,259.00	\$1,400.00	\$1,207.36	\$1,344.00
20-10-15-01	Telephone	\$588.00	\$657.00	\$588.00	\$665.00	\$684.00	\$859.00	\$1,039.00	\$860.84	\$978.00
20-10-15-05	Electricity	\$5,112.00	\$4,835.00	\$5,112.00	\$4,662.00	\$5,112.00	\$4,695.00	\$4,548.00	\$4,114.45	\$4,548.00
20-10-15-10	Fuel	\$5,500.00	\$6,637.00	\$7,200.00	\$6,563.00	\$5,760.00	\$5,340.00	\$5,820.00	\$4,886.53	\$3,642.00
20-10-15-15	Water	\$326.00	\$331.00	\$326.00	\$325.00	\$347.00	\$325.00	\$326.00	\$243.99	\$326.00
20-10-15-20	Sewer	\$181.00	\$188.00	\$180.00	\$171.00	\$180.00	\$171.00	\$170.00	\$135.68	\$181.00
20-10-20-15	Copier	\$250.00	\$153.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-10-20-35	Building Repair	\$3,500.00	\$4,057.00	\$3,500.00	\$4,348.00	\$4,500.00	\$5,081.00	\$5,500.00	\$3,624.79	\$13,340.00
20-10-30-15	Computer Service	\$4,447.00	\$4,090.00	\$4,447.00	\$4,315.00	\$4,075.00	\$4,038.00	\$4,275.00	\$0.00	\$4,275.00
20-10-30-60	Dues	\$326.00	\$292.00	\$326.00	\$35.00	\$256.00	\$256.00	\$266.00	\$150.00	\$256.00
20-10-30-80	Travel/Training	\$500.00	\$345.00	\$500.00	\$389.00	\$500.00	\$497.00	\$554.00	\$460.00	\$554.00
20-10-40-98	Library Programs	\$1,800.00	\$1,642.00	\$1,800.00	\$1,802.00	\$1,800.00	\$1,766.00	\$2,000.00	\$1,326.89	\$2,000.00
	20-10 Totals	\$237,593.00	\$239,719.52	\$238,415.00	\$240,666.00	\$239,627.00	\$239,406.00	\$241,924.00	\$186,987.86	\$248,387.00

Edythe Dyer Community Library

2015-2016

BUDGET EXPLANATION SHEET

Account Name: Wages

Account Number: 20-10-01-05

2014-2015 Appropriation: \$148,461.00

Requested 2015-16 Appropriation: \$151934

Library Director-----\$55,921

Youth Services Librarian-----\$40349

Head of Circulation-----\$33,217.00

4 part-time Library Aides-----\$22,447.00

Account Name: FICA

Account Number: 20-10-05-01

2014-2015 Appropriation: \$11,357.00

Requested 2015-16 Appropriation: \$11,623.00

7.65% of wages

Account Name: Retirement (ICMA)

Account Number: 20-10-05-05

2014-2015 Appropriation: \$10,562.00

Requested 2015-16 Appropriation: \$10,869.00

8.4% of full time wages

Account Name: Workers' Compensation

Account Number: 20-10-05-10

2014-2015 Appropriation: \$518.00

Requested 2015-16 Appropriation: \$518.00

Account Name: Health Insurance

Account Number: 20-10-05-15

2014-2015 Appropriation: \$24,725.00

Requested 2015-16 Appropriation: \$21745

2 full time employees' single insurance. One full time employee does not use town provided insurance and gets a stipend.

Account Name: Life Insurance

Account Number: 20-10-05-20

2014-2015 Appropriation: \$420.00

Requested 2015-16 Appropriation: \$400.00

\$133.00 each for 3 full time employees

Account Name: Dental Insurance

Account Number: 20-10-05-25

2014-2015 Appropriation: \$300.00

Requested 2015-16 Appropriation: \$300.00

\$150.00 each for two full time employees

Account Name: Office Supplies

Account Number: 20-10-10-01

2014-2015 Appropriation: \$500.00

Requested 2015-16 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

2014-2015 Appropriation: \$1665.00

Requested 2015-16: \$1760.00

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 and the Penobscot County Commissioners each subsidize one day per week. SAD #22 has agreed to pay \$400.00 for this service in fy 2015-16, in fy 2014-15 SAD#22 has paid \$495. For comparison, library rate to send one item through the USPS averages \$2.79. In FY 2014-15 we put 27,576 items through the delivery, at \$2.79 each that would have cost \$76,937.04.

$\$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

Total = \$3601.00

Account Name: Postage

Account Number: 20-10-10-05

2014-2015 Appropriation: \$568.00

Requested 2015-16 Appropriation: \$362.00

Postage pays for mailing notices to patrons and books which cannot be sent through the Statewide Delivery Service. Decrease is due to more use of email notices and more libraries using the Delivery Service.

Account Name: Books

Account Number: 20-10-10-15

2014-2015 Appropriation: \$15,450.00

Requested 2015-16 Appropriation: \$15,450.00

Used to purchase books, audio and video materials. Seven 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

2014-2015 Appropriation: \$1,500.00

Requested 2015-16 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

2014-2015 Appropriation: \$1400.00

Requested 2015-16 Appropriation: \$1,344.00

This line pays for supplies specific to Library work i.e.: processing materials, book covers, barcodes, audio and DVD cases, labels, etc. Reduction is based on year to date expenditures.

Account Name: Telephone

Account Number: 20-10-15-01

2014-2015 Appropriation: \$1039.00

Requested 2015-16 Appropriation: \$978.00

OTT averages \$42.00 per month (\$504.00 per year). TDS maintains two copper lines at the Library, one for the fax machine and one for the fire panel at \$39.50 average per month (\$474.00 per year). This was the first full year of using OTT's VOIP.

Account Name: Electricity

Account Number: 20-10-15-05

2014-2015 Appropriation: \$4548.00

Requested 2015-16 Appropriation: \$4548.00

Average monthly bill for the last seven months has been \$416.00. The second floor is heated with electric heat and it has been a very cold winter.

I have applied for a grant to pay for changing all lighting in the library to LED which should lower this line considerably.

Account Name: Fuel

Account Number: 20-10-15-10

2014-2015 Appropriation: \$5,820.00

Requested 2015-16 Appropriation: \$3642.00

Based on \$2.188 per gallon.

Average gallons used for two years is 1664.3

Account Name: Water

Account Number: 20-10-15-15

2014-2015 Appropriation: \$326.00

Requested 2015-16 Appropriation: \$326.00

Water bills are generally \$81.33 per quarter.

Account Name: Sewer

Account Number: 20-10-15-20

2014-2015 Appropriation: \$170.00

Requested 2015-16 Appropriation: \$181.00

Library sewer averaged \$45.23 per quarter during the first seven months of F/Y 2014-15.

Account Name: Building Maintenance

Account Number: 20-10-20-35

2014-2015 Appropriation: \$5500.00

Requested 2015-16 Appropriation: \$13,340.00

This line pays for annual ant control (\$340.00), annual contract with Seacoast Security (\$396.00), annual air conditioning service (\$150.00), fire extinguisher inspections, boiler inspections, electrical work and simple building maintenance. The increase is \$675 per month for cleaning of the building. Staff cleaning was unsuccessful last year.

Account Name: Computer Service

Account Number: 20-10-30-15

2014-2015 Appropriation: \$4275.00

Requested 2015-16 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

2014-2015 Appropriation: \$266.00

Requested 2015-16 Appropriation: \$256.00

Two staff members' dues to professional associations, and two professional journals. Vendor for Library Journal and School Library Journal provided a discount.

Account Name: Training and Travel

Account Number: 20-10-30-80

2014-2015 Appropriation: \$554.00

Requested 2015-2016 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

2014-2015 Appropriation: \$2000.00

Requested 2015-16 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 line has not increased since 1998.

Capital needs at the Edythe Dyer Community Library

1. All roof surfaces need to be replaced.
2. Heating in the far ends of the building (Community Room & Children's Room) is not ideal. These rooms have large blowers which are loud and not very efficient.

We are fortunate that grants are available to libraries—they are competitive and some are not available every year. We have used grant funds to renovate the circulation room and moved the children's room into the 'pool room', added central air conditioning and most recently we got a System 2000 furnace. However, we cannot depend only on grants for upkeep of the building.