

Town of Gray FY 2015 Town Manager's Proposed Budget

Expense				
	2014	2015	Man Req vs"	Man Req vs
	Budget	Manager	Curr Bud Change \$	Curr Bud Change %
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Dept/Div: 03-20 Library/Parks & Recreation / Library				
Pay & Benefits				
01-100 Full-time Personnel	132,526.00	130,328.00	-2,198.00	-1.66%
01-120 Part-Time Personnel	30,688.00	46,291.00	15,603.00	50.84%
01-130 Per Diem Personnel	6,334.00	10,764.00	4,430.00	69.94%
01-201 FICA/Medicare	13,621.00	14,977.00	1,356.00	9.96%
01-203 Retirement	8,511.00	8,390.00	-121.00	-1.42%
Operations				
02-101 Memberships/Dues	465.00	470.00	5.00	1.08%
02-150 Personnel Development	700.00	700.00	0.00	.00%
02-250 Postage	800.00	700.00	-100.00	-12.50%
02-390 Telephone	1,380.00	1,380.00	0.00	.00%
02-394 Maine InfoNet	7,000.00	6,500.00	-500.00	-7.14%
02-500 Mileage & Tolls Reimbursement	500.00	400.00	-100.00	-20.00%
02-501 Electricity	6,000.00	6,000.00	0.00	.00%
02-506 Water	525.00	525.00	0.00	.00%
02-802 Heating Fuel	7,260.00	7,260.00	0.00	.00%
Contract Services				
03-641 Annual Contracts	800.00	800.00	0.00	.00%
03-750 Security	720.00	720.00	0.00	.00%
Supplies & Equipment				
04-240 Office Supplies	3,000.00	4,000.00	1,000.00	33.33%
04-260 Office Equipment	2,000.00	3,000.00	1,000.00	50.00%
04-281 Books	25,200.00	25,200.00	0.00	.00%
04-282 Periodicals	2,350.00	2,000.00	-350.00	-14.89%
04-285 Books Lost	150.00	150.00	0.00	.00%
04-286 Audio/Visual Materials	7,500.00	8,000.00	500.00	6.67%
04-287 Large Print Books	4,500.00	4,500.00	0.00	.00%

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	2014 Budget	2015 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D				
04-621 CopierRental	1,400.00	1,400.00	0.00	.00%
Library	263,930.00	284,455.00	20,525.00	7.78%

Town of Gray FY 2015 Town Manager's Proposed Budget (with comments)

	Expense			
	2014 Budget	2015 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 03-20 Library/Parks & Recreation / Library				
Pay & Benefits				
01-100 Full-time Personnel	132,526.00	130,328.00	-2,198.00	-1.66%
The staff at the Gray Public Library is the organizations strongest asset. The staff provides both quality customer service while also maintain a variety of behind-the-scenes work. Our staff covers the front circulation desk, processes incoming interlibrary loans, sends out materials to fulfill other library requests, develops and maintains the website, maintains an online social-media presence, provides programming for all ages, and, in the last year, successfully moved the entire collection twice to accommodate the renovation. We are currently seeking level funding for three full time employees (Head of Circulation, Director, and Children's Specialist).				
01-120 Part-Time Personnel	30,688.00	46,291.00	15,603.00	50.84%
We are seeking regular funding for our current two part-time (20 hours per week). We are requesting funds for an additional 20-hour per week position. As we move into our new spaces, our current staffing levels are insufficient. Our current main operating area is centrally located between the adult and children's sides of the library. By moving the circulation area to a far extreme of the library, it requires additional staffing levels to ensure both the safety of our patrons, as well as successfully providing top quality service. The addition of this position would allow us to staff the future children's desk, as well as allow for staff meal breaks (which are currently eaten at the front desk).				
01-130 Per Diem Personnel	6,334.00	10,764.00	4,430.00	69.94%
We are requested an increase to the per diem line. As the staff relocates from its central service point to occupying two wings of the renovated building, staff sick and vacation time will become more difficult to cover. In the past, the staff was more easily able to absorb absences due to everyone working out of one space. As we will staff the children's area with our existing staffing levels, it will mean less manpower at the front desk. As such, we will have to bring in additional personnel to cover employee sick, vacation and floating holiday time.				
01-201 FICA/Medicare	13,621.00	14,977.00	1,356.00	9.96%
FICA-6.2%; Medicare-1.45%				
01-203 Retirement	8,511.00	8,390.00	-121.00	-1.42%
Operations				
02-101 Memberships/Dues	465.00	470.00	5.00	1.08%
By joining library related organizations, we assure that we continue to deliver high quality service that promotes best practices in the field. It allows staff access to continued trainings and workshops. The funds would allow for an American Library Association Organization Membership (\$175), all staff to join the Maine Library Association, and a personal membership for the Director for the New England Library Association. ALA Organization Membership-\$175; MLA-Josh-\$55, Kathy-\$55, Darcel \$55, Cassie \$35, Jane \$35; NELA-Josh-\$60				
02-150 Personnel Development	700.00	700.00	0.00	.00%
These funds are used to allow staff to attend trainings, seminars, and other activities that allow them to stay current with library trends, deepen the connection among the Gray Public Library and the great library community, and allow for professional growth. These funds have been used for attendance at both local and national events. Additionally, we hope to provide staff with trainings to allow the library to have a stronger virtual presence.				

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Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D				
02-250 Postage	800.00	700.00	-100.00	-12.50%
Postage funds allow regular mailings of notices to patrons. Additionally, it funds our ability to borrow library materials from out-of-state sources. We are asking for a decrease of \$100 in this line due to a shift in policy where we rely on telephone calls, as opposed to physical mailings, for routine notices to our patrons.				
02-390 Telephone	1,380.00	1,380.00	0.00	.00%
A telephone is essential to operate the library due to a high volume of calls. \$112/month x 12 months=\$1,380				
02-394 Maine InfoNet	7,000.00	6,500.00	-500.00	-7.14%
Maine InfoNet is the backbone of all library operations. It provides the software and infrastructure to allow for our fundamental operations. It powers our circulation, billing, and cataloging. Additionally it pays for our participation in the van delivery system that allows patrons of our modestly sized library access to a galaxy of resources and information. Although the final contracts have not yet been signed, the amount requested is level with funding for this resource for the last two fiscal years.				
02-500 Mileage & Tolls Reimbursement	500.00	400.00	-100.00	-20.00%
This allows staff to travel to trainings and mandatory meetings that occurs as a result of our membership in the Minerva consortium. Based on previous years expenditures, we are asking for a \$100 decrease.				
02-501 Electricity	6,000.00	6,000.00	0.00	.00%
We have not been advised of the particular needs of the building due to the increased size of the building and the change of system overall with technology/elevator/light requirements/needs. We will be updating this information during the budget process as it is available.				
02-506 Water	525.00	525.00	0.00	.00%
We have not been advised of the particular needs of the building due to the increased size of the building and the change of building needs. We will be updating this information during the budget process as it is available.				
02-802 Heating Fuel	7,260.00	7,260.00	0.00	.00%
We have not been advised of the particular needs of the building for gallon usage with the change in heating fuel from #2 oil to propane as well as additional need due to the size of the building. We will be updating this information during the budget process as it is available.				
Contract Services				
03-641 Annual Contracts	800.00	800.00	0.00	.00%
This item allows us to contact experts in fields necessary for our function. In the past, we have used it for website development. We request flat funding for this line.				
03-750 Security	720.00	720.00	0.00	.00%
This pays for the monthly monitoring of all alarms in the library to Seacoast Security. We do not foresee any increases in this cost.				
Supplies & Equipment				

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Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D				
04-240 Office Supplies	3,000.00	4,000.00	1,000.00	33.33%
Our office supply budget covers a wide gambit of materials. While it covers the expenses of items such as paper, ink, paperclips, and other materials that make a normal office run, it also provides the materials that allow us to extend the life of a book, polish a DVD, or provide due date slips to our patrons. For the past three years, the expenditures for this line have exceeded the budget. The library has spent an average of \$3,500 for fiscal years 11-13. We are also seeking an increase in this line to allow for more in-house processing. While in previous years the library has purchased items that are processed for circulation remotely (at a higher price), we are moving towards purchasing less expensive items that require additional processing utilizing materials purchased from this budget line.				
04-260 Office Equipment	2,000.00	3,000.00	1,000.00	50.00%
We are asking for a \$1,000 increase in the office equipment budget line so that we may fully realize the potential of our expanded library. While the budget provided by the expansion funds is adequate for our essential needs to furnish our new spaces (2 meeting rooms, kitchen, staff break area, new teen area, and new circulation area), I believe that we will discover some unforeseen gaps in our equipment that we wish to be prepared for.				
04-281 Books	25,200.00	25,200.00	0.00	.00%
Books are, and will remain, the core material that libraries offer. While we expand into digital collections, multi-media formats, and more visual materials, the printed word still remains the core of our offerings. In FY12, physical book circulation made up 69% of our overall circulation. We are asking for level funding of this item.				
04-282 Periodicals	2,350.00	2,000.00	-350.00	-14.89%
Despite the onslaught of digital media, access to physical periodicals remains an important and popular aspect of our collection. In the last calendar year, items from our periodical collection have been checked out over 1,000 times. These funds are also used for purchasing the library's annual subscription to three local newspapers and professional periodicals. The library is decreasing the amount requested for this line due to the discovery that there were alternative subscription services (Amazon, magazine pull-outs, etc) that allowed the library to spend less money while acquiring more individual titles.				
04-285 Books Lost	150.00	150.00	0.00	.00%
This line covers the cost of repaying owning libraries when a patron of the Gray Public Library requests, receives, and does not return an item. We are fortunate to have a low rate of non-return of items and request to be flat-funded on this line.				
04-286 Audio/Visual Materials	7,500.00	8,000.00	500.00	6.67%
The A/V collection at the Gray Public Library is quickly growing in popularity. The combination of movies, music, and audiobooks has made up 30% of our circulation this calendar year while using only 19% of our budget. The popularity of these collections only continues to increase. In October 2013, the DVD circulation increased 60% from October 2012. We are asking for a modest increase to this line of \$500.				
04-287 Large Print Books	4,500.00	4,500.00	0.00	.00%
Large Print materials continue to provide an invaluable resource for many community members of Gray. It enables life-long readers to continue with their favorite hobby for years. We believe that we should enable people to continue to enjoy reading for as long as they possibly can and our large print collection allows for that.				
04-621 CopierRental	1,400.00	1,400.00	0.00	.00%
This amount covers the copier lease and the per copy fees per the Town's contract.				

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Dept/Div: 03-20	Library/Parks & Recreation / Library CONT'D				
	Library	263,930.00	284,455.00	20,525.00	7.78%

**TOWN OF GRAY
BUDGET REQUEST**

Version as of 2/1/2014

PROPOSED LIBRARY SALARIES 2014-2015 BUDGET

EMPLOYEE	Pay Category	2013-2014				2014-2015			
		Hours Worked	Percentage Increase	Rate Hourly	Rate Annual	Hours Worked	Percentage Increase	New Rate Hourly	New Rate Annual
Librarian	Salary	(40)	17.5%		\$58,000.00	(40)	-10.31%		\$52,020.00
Full-Time	Hourly	40	1.5%	\$17.91	\$37,263.00	40	8.18%	\$19.38	\$40,310.00
Full-Time	Hourly	40	1.5%	\$17.91	\$37,263.00	40	2.0%	\$18.27	\$37,998.00
Part-Time	Hourly	20	1.5%	\$13.08	\$13,607.00	20	2.0%	\$13.34	\$13,875.00
Part-Time	Hourly	22	-34.3%	\$14.93	\$17,081.00	22	1.5%	\$15.15	\$17,336.00
Part-Time (NEW)	Hourly					20	100.0%	\$14.50	\$15,080.00
Per Diem (multiple employees-average)	Hourly	12	100.0%	\$10.15	\$6,334.00	20	69.94%	\$10.35	\$10,764.00
Total Library Salaries					<u>\$169,548.00</u>	<u>\$187,383.00</u>			

Town of Gray FY 2011-2013 Budget to Actual with FY 2014 FTYD

	Expense							
	2011 Budget	2011 Actual	2012 Budget	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 YTD
Dept/Div: 03-20 Library/Parks & Recreation / Library								
Pay & Benefits								
01-100 Full-time Personnel	113,148.00	115,543.42	119,242.00	116,894.03	122,820.00	112,750.07	132,526.00	72,360.29
01-120 Part-Time Personnel	34,602.00	36,198.09	38,257.00	33,688.75	39,405.00	36,229.05	30,688.00	19,951.38
01-130 Per Diem Personnel	0.00	0.00	0.00	0.00	0.00	0.00	6,334.00	2,588.32
01-170 Overtime	0.00	264.60	0.00	77.14	0.00	436.86	0.00	111.55
01-201 FICA/Medicare	11,862.00	11,564.08	12,637.00	11,503.86	13,016.00	11,775.51	13,621.00	7,767.79
01-202 Medical	32,026.00	30,069.68	0.00	0.00	0.00	0.00	0.00	0.00
01-203 Retirement	7,313.00	5,059.30	7,690.00	5,473.00	7,920.00	4,850.64	8,511.00	3,052.94
Operations								
02-101 Memberships/Dues	690.00	542.00	265.00	370.00	265.00	420.00	465.00	170.00
02-150 Personnel Development	1,500.00	195.75	500.00	255.50	700.00	624.00	700.00	124.00
02-152 Physicals/Innoculations	0.00	0.00	0.00	44.00	0.00	0.00	0.00	0.00
02-250 Postage	500.00	792.88	500.00	727.80	800.00	480.73	800.00	307.24
02-390 Telephone	1,300.00	1,281.00	1,300.00	1,180.36	1,300.00	1,244.42	1,380.00	699.40
02-394 Maine InfoNet	5,600.00	5,667.00	5,800.00	6,505.00	5,800.00	6,045.00	7,000.00	4,675.00
02-500 Mileage & Tolls Reimbursement	500.00	378.28	500.00	311.41	500.00	250.31	500.00	0.00
02-501 Electricity	6,500.00	5,006.78	6,500.00	5,236.78	6,000.00	5,301.73	6,000.00	3,101.73
02-506 Water	525.00	577.75	525.00	504.24	525.00	758.71	525.00	230.89
02-802 Heating Fuel	5,600.00	6,452.68	5,600.00	7,330.03	9,720.00	6,431.62	7,260.00	4,705.05
Contract Services								
03-641 Annual Contracts	800.00	318.75	800.00	1,213.65	800.00	268.65	800.00	0.00
03-750 Security	720.00	696.00	720.00	1,033.86	720.00	1,051.12	720.00	540.00
Supplies & Equipment								
04-240 Office Supplies	3,000.00	4,267.82	3,000.00	3,480.10	3,000.00	2,058.75	3,000.00	2,280.09
04-260 Office Equipment	2,000.00	2,206.90	2,000.00	152.17	2,000.00	116.15	2,000.00	0.00
04-281 Books	24,000.00	24,500.31	24,000.00	22,950.67	24,000.00	19,736.55	25,200.00	11,833.60
04-282 Periodicals	1,983.00	1,868.86	1,983.00	1,896.69	1,983.00	1,562.68	2,350.00	2,007.94

Town of Gray FY 2011-2013 Budget to Actual with FY 2014 FTYD

Expense

	2011 Budget	2011 Actual	2012 Budget	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 YTD
Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D								
04-285 Books Lost	100.00	153.92	100.00	64.99	150.00	104.94	150.00	16.00
04-286 Audio/Visual Materials	6,250.00	6,452.93	6,250.00	6,273.64	6,500.00	7,936.47	7,500.00	5,883.25
04-287 Large Print Books	3,000.00	3,111.91	3,000.00	3,575.10	3,000.00	2,854.39	4,500.00	1,135.39
04-621 CopierRental	1,000.00	1,363.24	1,000.00	1,368.16	1,000.00	1,339.91	1,400.00	1,029.60
Library	264,519.00	264,533.93	242,169.00	232,110.93	251,924.00	224,628.26	263,930.00	144,571.45