

Town of Gray FY 2017 Town Manager's Proposed Budget

	Expense			
	2016 Budget	2017 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				
Pay & Benefits				
01-100 Full-time Personnel	132,939.00	135,598.00	2,659.00	2.00%
01-120 Part-Time Personnel	44,596.00	44,968.00	372.00	.83%
01-130 Per Diem Personnel	9,058.00	8,275.00	-783.00	-8.64%
01-201 FICA/Medicare	14,944.00	15,129.00	185.00	1.24%
01-203 Retirement	8,752.00	8,927.00	175.00	2.00%
Operations				
02-101 Memberships/Dues	470.00	410.00	-60.00	-12.77%
02-150 Personnel Development	700.00	700.00	0.00	.00%
02-250 Postage	700.00	450.00	-250.00	-35.71%
02-390 Telephone	2,500.00	2,400.00	-100.00	-4.00%
02-394 Maine InfoNet	6,500.00	6,500.00	0.00	.00%
02-500 Mileage & Tolls Reimbursement	450.00	450.00	0.00	.00%
02-501 Electricity	8,200.00	8,200.00	0.00	.00%
02-506 Water	800.00	1,500.00	700.00	87.50%
02-802 Heating Fuel	5,289.00	5,184.00	-105.00	-1.99%
Contract Services				
03-641 Annual Contracts	1,000.00	400.00	-600.00	-60.00%
03-750 Security	720.00	500.00	-220.00	-30.56%
Supplies & Equipment				
04-240 Office Supplies	4,000.00	4,000.00	0.00	.00%
04-260 Office Equipment	4,000.00	2,000.00	-2,000.00	-50.00%
04-281 Books	30,500.00	30,500.00	0.00	.00%
04-282 Periodicals	2,000.00	2,000.00	0.00	.00%
04-285 Books Lost	150.00	150.00	0.00	.00%
04-286 Audio/Visual Materials	9,000.00	9,000.00	0.00	.00%
04-621 Copiers/Copies	1,550.00	1,550.00	0.00	.00%

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		2016	2017	Man Req vs"	Man Req vs
		Budget	Manager	Curr Bud	Curr Bud
				Change \$	Change %
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Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D					
	Library	288,818.00	288,791.00	-27.00	-.01%

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	2016 Budget	2017 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				
Pay & Benefits				
01-100 Full-time Personnel	132,939.00	135,598.00	2,659.00	2.00%
01-120 Part-Time Personnel	44,596.00	44,968.00	372.00	.83%
01-130 Per Diem Personnel	9,058.00	8,275.00	-783.00	-8.64%
01-201 FICA/Medicare	14,944.00	15,129.00	185.00	1.24%
FICA-6.2%; Medicare-1.45%				
01-203 Retirement	8,752.00	8,927.00	175.00	2.00%
Operations				
02-101 Memberships/Dues	470.00	410.00	-60.00	-12.77%
Joining Library related organizations allows staff members to stay abreast of current trends and best practices in the Library field. It also enables staff to participate in virtual and real-world trainings and seminars provided by the various organizations, plus allows for discounted fees for attendance at local, regional, and national conventions. This fund provides an Organization Membership to American Library Association (\$175); New England Library Association membership for Library Director(\$60); and a group membership covering all staff to Maine Library Association (\$175).				
02-150 Personnel Development	700.00	700.00	0.00	.00%
The Library uses these funds to ensure its staff stays abreast of current trends in Library Science, plus augments specific needs of individual staff members in delivery of services to the public.				
02-250 Postage	700.00	450.00	-250.00	-35.71%
Our postage covers the cost of mailing library notices to patrons, plus shipping of out-of-state Inter-Library Loan items. As a policy shift of utilizing telephone calls and emails has decreased the need for physical mailings, we are requesting a reduced level for this year's services.				
02-390 Telephone	2,500.00	2,400.00	-100.00	-4.00%
We are requesting slightly decreased funding for our telephone system. The telephone lines provide service both to our regular telephone access, our fax services, and act as our contact to our security and alarm systems.				
02-394 Maine InfoNet	6,500.00	6,500.00	0.00	.00%
This money is used to gain access to millions of volumes and items through the Minerva consortium. It pays our annual membership to the consortium and funds the delivery fee for items requested from remote libraries. In the last 12 months, we have received nearly 11,000 items from other libraries. We expect the cost of this service to remain flat.				
02-500 Mileage & Tolls Reimbursement	450.00	450.00	0.00	.00%
We are requesting flat funding for this line item. As the Children's Librarian, Head of Circulation, and Library Director have all joined state-wide committees (Reading-Round Up, Circulation Standards Committee, Minerva Innovation Committee, and Maine State Library Standards Committee), this fund allows us to travel to remote meetings.				

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Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D				
02-501 Electricity	8,200.00	8,200.00	0.00	.00%
This amount is based on usage from FY15, and FY16 current usage.				
02-506 Water	800.00	1,500.00	700.00	87.50%
Of the \$1,500 requested for this line-item, approximately \$900 covers water use within the building, plus covering quarterly sprinkler water. \$600 covers Poland Spring Direct for water for the staff, plus rental of the water cooler system.				
02-802 Heating Fuel	5,289.00	5,184.00	-105.00	-1.99%
Estimated 3,200 ga x \$1.62/ga-Propane=\$5,184.00				
Contract Services				
03-641 Annual Contracts	1,000.00	400.00	-600.00	-60.00%
Our annual contracts cover remote access to main computer controlling automatic door in the event of complications / closings, plus the cost of a service subscription to for our public computer controls software. We are requesting a reduction in this line due to our purchase of a 3-year subscription Deep Freeze program last year.				
03-750 Security	720.00	500.00	-220.00	-30.56%
Based on expenses from last fiscal year, we are requesting a reduction in our security costs. This money is used to pay for monitoring of our fire and security system.				
Supplies & Equipment				
04-240 Office Supplies	4,000.00	4,000.00	0.00	.00%
We are requesting flat funding for this line item. Office supplies cover an array of materials that are used to support our ability to deliver services, process our new materials, and function as a highly used library. These include pens, security cases, book tape, printer cartridges, cleaning products, stamps, ink, etc.				
04-260 Office Equipment	4,000.00	2,000.00	-2,000.00	-50.00%
We are requesting a decrease in funding for office equipment. The last few years of funding have allowed us to live and grow in our expanded library. This year, we are anticipating less equipment needs to sustain current levels of service.				
04-281 Books	30,500.00	30,500.00	0.00	.00%
Books will remain the cornerstone of our offerings to the public. We are requesting flat funding for this line.				
04-282 Periodicals	2,000.00	2,000.00	0.00	.00%
Funding for this allows us subscriptions to over 50 periodicals. We are requesting flat funding for this line item.				
04-285 Books Lost	150.00	150.00	0.00	.00%
This fund covers the Library's obligation to pay the replacement cost of materials requested from another library and not returned by the patron. The low amount of this funding represents the trustworthiness of our patrons and our community.				

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	2016 Budget	2017 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				
04-286 Audio/Visual Materials	9,000.00	9,000.00	0.00	.00%
We are requesting flat funding our audio visual collection for the year. This fund allows us to continue to grow our movie, television series, audiobook, and music CD collection. These collections continue to increase in use and are a draw to help turn non-users into users.				
04-621 Copiers/Copies	1,550.00	1,550.00	0.00	.00%
This cost covers the rental of our public and staff use copier.				
Library	288,818.00	288,791.00	-27.00	-.01%

**TOWN OF GRAY
BUDGET REQUEST**

Version as of 2/1/2016

PROPOSED LIBRARY WAGES 2016-2017 BUDGET

EMPLOYEE	Pay Category	2015-2016				2016-2017			
		Hours Worked	Percentage Increase	Rate Hourly	Rate Annual	Hours Worked	Percentage Increase	New Rate Hourly	New Rate Annual
Librarian	Salary	(40)	2.0%		\$53,060.00	(40)	2.00%		\$54,121.00
Full-Time	Hourly	40	2.00%	\$19.77	\$41,117.00	40	2.00%	\$20.17	\$41,939.00
Full-Time	Hourly	40	2.0%	\$18.64	\$38,762.00	40	2.00%	\$19.01	\$39,538.00
Part-Time	Hourly	20	-6.4%	\$12.49	\$12,990.00	20	-2.00%	\$12.24	\$12,730.00
Part-Time	Hourly	22	8.88%	\$16.50	\$18,876.00	22	2.00%	\$16.83	\$19,254.00
Part-Time	Hourly	20	-15.6%	\$12.24	\$12,730.00	20	2.00%	\$12.48	\$12,984.00
Per Diem (multiple employees-average)	Hourly	20	-15.85%	\$8.71	\$9,058.00	12.5	-8.64%	\$12.73	\$8,275.00
Total Library Wages					<u>\$186,593.00</u>	<u>\$188,841.00</u>			

Town of Gray FY 2013-2015 Budget to Actual with FY 2016 FTYD

Expense

	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD
Dept/Div: 03-20 Library/Parks & Recreation / Library								
Pay & Benefits								
01-100 Full-time Personnel	122,820.00	117,458.69	132,526.00	126,418.09	130,328.00	131,623.13	132,939.00	76,077.00
01-120 Part-Time Personnel	39,405.00	37,777.70	30,688.00	33,395.54	46,291.00	39,862.48	44,596.00	27,886.65
01-130 Per Diem Personnel	0.00	0.00	6,334.00	7,369.81	10,764.00	7,976.30	9,058.00	3,935.35
01-170 Overtime	0.00	436.86	0.00	864.70	0.00	130.82	0.00	0.00
01-201 FICA/Medicare	13,016.00	11,775.51	13,621.00	12,978.74	14,977.00	13,600.96	14,944.00	8,804.11
01-203 Retirement	7,920.00	4,850.64	8,511.00	5,324.59	8,390.00	6,134.93	8,752.00	3,862.66
Operations								
02-101 Memberships/Dues	265.00	420.00	465.00	170.00	470.00	82.00	470.00	175.00
02-150 Personnel Development	700.00	624.00	700.00	199.00	700.00	89.50	700.00	133.00
02-250 Postage	800.00	531.99	800.00	468.84	700.00	483.25	700.00	193.82
02-390 Telephone	1,300.00	1,357.51	1,380.00	1,824.09	1,380.00	2,571.47	2,500.00	1,302.99
02-394 Maine InfoNet	5,800.00	6,435.00	7,000.00	5,725.00	6,500.00	7,180.00	6,500.00	5,880.00
02-500 Mileage & Tolls Reimbursement	500.00	308.38	500.00	144.69	400.00	212.19	450.00	205.66
02-501 Electricity	6,000.00	5,301.73	6,000.00	6,062.68	6,000.00	7,799.06	8,200.00	5,029.60
02-506 Water	525.00	798.06	525.00	856.22	525.00	1,353.15	800.00	830.70
02-802 Heating Fuel	9,720.00	6,431.62	7,260.00	7,934.73	8,000.00	4,359.32	5,289.00	981.34
Contract Services								
03-370 Computer Support	0.00	0.00	0.00	942.12	0.00	0.00	0.00	0.00
03-641 Annual Contracts	800.00	268.65	800.00	0.00	800.00	1,007.60	1,000.00	268.65
03-750 Security	720.00	1,051.12	720.00	657.00	720.00	468.00	720.00	351.00
Supplies & Equipment								
04-240 Office Supplies	3,000.00	2,463.05	3,000.00	4,071.24	4,000.00	3,963.53	4,000.00	2,540.44
04-260 Office Equipment	2,000.00	696.47	2,000.00	756.21	3,000.00	3,193.98	4,000.00	265.27
04-281 Books	24,000.00	21,037.52	25,200.00	26,561.27	25,200.00	27,967.61	30,500.00	17,794.52
04-282 Periodicals	1,983.00	1,562.68	2,350.00	1,982.99	2,000.00	1,998.05	2,000.00	1,964.49
04-285 Books Lost	150.00	104.94	150.00	16.00	150.00	79.88	150.00	7.99

Town of Gray FY 2013-2015 Budget to Actual with FY 2016 FTYD

Expense

	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 YTD
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Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D								
04-286 Audio/Visual Materials	6,500.00	8,988.11	7,500.00	11,532.01	8,000.00	9,372.63	9,000.00	4,098.56
04-287 Large Print Books	3,000.00	2,992.93	4,500.00	3,616.78	4,500.00	2,656.81	0.00	0.00
04-621 Copiers/Copies	1,000.00	1,339.91	1,400.00	1,029.60	1,400.00	1,339.37	1,550.00	321.60
Library	251,924.00	235,013.07	263,930.00	260,901.94	285,195.00	275,506.02	288,818.00	162,910.40

Town of Gray FY 2017 Department Head vs Manager's Requests

	Expense		
	2016 Budget	2017 Initial	2017 Manager
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Dept/Div: 03-20 Library/Parks & Recreation / Library			
Pay & Benefits			
01-100 Full-time Personnel	132,939.00	135,598.00	135,598.00
01-120 Part-Time Personnel	44,596.00	44,968.00	44,968.00
01-130 Per Diem Personnel	9,058.00	8,275.00	8,275.00
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01-203 Retirement	8,752.00	8,927.00	8,927.00
Operations			
02-101 Memberships/Dues	470.00	410.00	410.00
02-150 Personnel Development	700.00	700.00	700.00
02-250 Postage	700.00	450.00	450.00
02-390 Telephone	2,500.00	2,400.00	2,400.00
02-394 Maine InfoNet	6,500.00	6,500.00	6,500.00
02-500 Mileage & Tolls Reimbursement	450.00	450.00	450.00
02-501 Electricity	8,200.00	8,200.00	8,200.00
02-506 Water	800.00	1,500.00	1,500.00
02-802 Heating Fuel	5,289.00	5,184.00	5,184.00
Contract Services			
03-641 Annual Contracts	1,000.00	400.00	400.00
03-750 Security	720.00	500.00	500.00
Supplies & Equipment			
04-240 Office Supplies	4,000.00	4,000.00	4,000.00
04-260 Office Equipment	4,000.00	2,000.00	2,000.00
04-281 Books	30,500.00	30,500.00	30,500.00
04-282 Periodicals	2,000.00	2,000.00	2,000.00
04-285 Books Lost	150.00	150.00	150.00
04-286 Audio/Visual Materials	9,000.00	9,000.00	9,000.00
04-621 Copiers/Copies	1,550.00	1,550.00	1,550.00

Town of Gray FY 2017 Department Head vs Manager's Requests

Expense

		2016 Budget	2017 Initial	2017 Manager
Dept/Div: 03-20 Library/Parks & Recreation / Library CONT'D				
	Library	288,818.00	288,791.00	288,791.00