

GENERAL FUND BUDGET FY 2015/2016

	2014	2015	2015	2016	2016	2016	2016
	Actual	Adopted	Amended	Dept Head	Bd Selectmen	Bd Finance	
	Expense	Budget	Budget	Requested	Proposed	Proposed	
420 - Culture and Recreation							
150 Community Services							
295 EL Public Library	1,003,298	1,036,181	1,036,181	1,081,735	1,081,735	1,077,735	4.01%
Community Services Total	1,003,298	1,036,181	1,036,181	1,081,735	1,081,735	1,077,735	
Culture and Recreation Total	1,003,298	1,036,181	1,036,181	1,081,735	1,081,735	1,077,735	4.01%

TOWN OF EAST LYME

Dept No. 420
 Dept Culture and Recreation

FY 2015/2016
 Budget Input
 20-Apr-15

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
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295	EL Public Library	1,077,735	<p>The East Lyme Public Library provides library service for 12,573 patrons with a collection of 133,430 items. More than 2.5 million items are available through the LION consortium. <u>The First Selectman reduced budget from \$1,089,235 to \$1,081,735. At the direction of the BoF, the First Selectman recommended a \$9,000 reduction. However, the BoF restored \$5,000. (\$1,081,735 to \$1,076,735)</u></p>
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Culture and Recreation Total 1,077,735

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**East Lyme Library, Inc.
Near Term and Long Term Plans
12/29/14**

Long and Short Term Plans to Contain Budgetary Growth

The East Lyme Public Library has a private endowment housed within the East Lyme Library Foundation, Inc. The East Lyme Library Foundation attempts to increase the corpus of the endowment by major gifts of bequests. The program is ongoing as people are encouraged to join the Annie Bond Society and consider bequests to the Foundation. The Foundation's endowment is expected to continue to grow in upcoming years. Approximately a third of the library's book budget is covered by Foundation funds each year. A second endowment was set up with the Community Foundation of Eastern Connecticut. The library also holds an Annual Fund Drive that asks frequent users of the library to contribute additional funds to help cover costs.

Capital Expense

We are requesting no capital expenses this year. With the exception of \$11,000 to paint the library's interior during FY15 the Library's entire capital expense has previously been met by its Annual Fund Drive. Recently we have reupholstered chairs so they will last longer and installed an extra row of lights in the back stacks to increase lighting there. We have paid to have the Children's Room and some offices painted, and fixed a fire safety door with Annual Fund Drive funds as well. A special program through CL&P allowed us to install new and energy efficient lighting in the children's room at no cost to the town.

Explanation for Budget Line Items with increases:

Salaries and fringe benefits are calculated with rates comparable to other employees in town. A small increase is requested for phone fees based on usage over the past 18 months. A continuing increase in Computer Maintenance fees has been noticed in the past two years. We maintain a network of 42 computers, at least half of which are used by the public 63 hours per week. Much of our costs are due to the purchase expensive printer cartridges for public use. We are exploring an alternative copier / printing situation which would allow us to save money on cartridges by producing color prints through a color copier and hope to contain or lower these costs in future years. Old computers are seldom discarded as their parts are used and recycled to keep current machines running, and when possible, set up additional work stations. Our membership fees to LION have a small increase this year. This membership provides us with access to more than 2 million items housed at other libraries and is used extensively by town residents. More than half of our line items have no increase or change from last year, and several line items decrease.

New Cost Items

In fiscal year 2016 we will need to pay increasing fees for the use of e-books. We have added a line item for ebooks, as well as made an increase to our database line for this purpose. We have reached a point where demand for these items needs to be met directly; the increase in ebook usage has not led to significant drops in the print materials that circulate. We are developing a home delivery service and anticipate a slight

increase in insurance coverage for this purpose. The library has added an extra hour open to the public on Saturday mornings, and will close for one less holiday in 2015.

Fees

The library is limited in charging fees by state law; the Library is prohibited from charging for borrower's cards except for replacement of lost cards. Late fines and fees are set by the Library Board of Trustees and are in line with those of surrounding communities. Fees are charged for computer printing, use of the fax machine, and the copier. The library publishes a number of books that it sells for a small profit. Used and withdrawn books are sold to generate further income for the library.

Dues, Conferences and Educational Expense

Dues billed to the Library are for membership in local organizations (Connecticut Library Association) and one national organization (American Library Association) for the Director and Assistant Director only. Museum memberships wherein the museum provides a borrower's card to the Library to be loaned out free to the patron for reduced or free admission are paid for with Annual Fund Drive funds. There are some workshop attendance expenses, mostly for technology workshops held locally and sponsored by the Connecticut State Library. We are not requesting any additional funds for this line this year, and in fact are decreasing our request for dues funding.

Funds from other sources

The library receives annual State aid from the Connecticut State Library and Connecticut reimbursement. These monies are used for the purchase of new books and as such are reported that way to the State library. The amount of State Aid is usually stable from year to year and limited by the State budget. Connecticut reimbursements, also distributed by the State, *have been decreasing in recent years.*

Grants

The library continues to explore grants available to it. Recently we received a grant of materials from the LEGO Foundation to support some of our children's programs.

Summation

The Library's total Operating Budget is an amalgam of the major appropriations given it by the Boards of Selectmen and Finance, private money raised through the Annual Fund Drive, the annual disbursement of the East Lyme Library Foundation, Inc and a decreasing amount of aid from the state. A reduction in the Town's appropriation would result in a reduction in the hours now open to the public (now 63 a week in winter), the number of books and materials purchased, and in the programs we offer. The Library serves 12,282 registered card holders who check out a steady amount of traditional books and items as well as a growing amount of ematerials. The library also answers thousands of reference questions a year and provides Internet and other digital programs to residents who would otherwise not have access to these services. Summer Reading Programs bring hundreds of children and both year-round and summer adult residents to the library for reading as well as cultural programs.

BUDGET REQUEST 2015-2016

Chairman: David Jacobs

REGULAR EXPENSES (FORM A)

Address: 8 Spencer Avenue, Niantic

Telephone (860) 739-5505

BOARD OR COMMISSION NAME: East Lyme Public Library Inc

NOTE: Please complete for each item
 **percentage increase over
 Approp. Year-end

KIND OF EXPENSE	ACTUAL		APPROP. PROJECTED		REQUESTED		%	COMMENTS
	YEAR-END	6/30/2014	YEAR-END	6/30/2015	YEAR-END	6/30/2016		
Salaries	628,994.57	649,895	649,895	649,895	669,525	669,525	3.02	
Fringe Benefits	222,698.57	243,317	243,317	243,317	258,940	258,940	6.42	
Utilities - Telephone	1,395.03	1,400	1,400	1,400	1,500	1,500	7.14	
Maintenance	16,577.29	18,400	18,400	18,400	19,700	19,700	7.06	
Operations	72,968.28	80,940	80,940	80,940	81,920	81,920	1.21	
Materials	95,448.74	106,116	106,116	106,116	109,050	109,050	2.82	
Totals	1,038,082.48	1,100,068.00	1,100,068.00	1,100,068.00	1,140,635.00	1,140,635.00	3.69	

DEPARTMENT, BOARD OR COMM: East Lyme Public Library

CHAIRMAN/
 DEPARTMENT HEAD NAME: David Jacobs, Board Chair
Lisa Timothy, Executive Director

PHONE NUMBER: 739-5505 (Jacobs), 739-6926 (Timothy)

KIND OF EXPENSE	ACTUAL	APPROP	REQUESTED	PROJECTED	PROJECTED	PROJECTED	COMMENTS
	YEAR-END 6/30/12	YEAR-END 6/30/13	YEAR-END 6/30/14	YEAR-END 6/30/15	YEAR-END 6/30/16	YEAR-END 6/30/17	
	0	0	0	11,000	0	0	Painting of interior library walls FY15
TOTAL				11,000			

NOTES:
 1. Including the next year's request capital expenditure needs and plans should be presented for four years.
 2. Only property items \$500 or more in value should be requested on this form.

BUDGET REQUEST 2017 16
 REVENUE ESTIMATE (FORM C)

BOARD OR COMMISSION NAME: East Lyme Public Library Inc

SOURCE OR DESCRIPTION OF REVENUE	ACTUAL	PLANNED	LATEST	PROJECTED	COMMENTS
	REVENUE 6/30/2014	REVENUE 6/30/2015	ESTIMATES 6/30/2015	YEAR END 6/30/2016	
Operating Budget	1,100,451.00	1,127,862	1,127,862	1,168,429.00	(How determined, when last increased, comparison to surrounding towns)
Capital Budget	-0-	11,000	11,000	0.00	
Total.....	1,100,451.00			1,168,429.00	
Less Anticipated Income:					
Credit Forward (Encumbrances)	29601 35,485.00	32,780	32,780	21,000	
State Aid	31001 1,226	1,200	1,200	1,200	
Fines & Fees	35501 18,138.00	18,000	18,000	18,000	
Non-Residents	36501 2,635	2,500	2,500	2,000	
Interest	38001 258	230	230	200	
Miscellaneous	39001 7,769.00	7,000	7,000	6,500	
Gifts & Memorials	31501 2,095	2,000	2,000	2,500	
Transfers + (-)	34101 0	0	0	0	
Foundation Disbursement	50431 26,160	27,794	27,794	27,794	
	93,766	91,504	91,504	79,194	
Balance Forward.....	35,485.00				
Net Request.....	1,003,298	1,036,181	1,036,181	1,089,235	operating
		11,000	11,000	0	capital
		1,047,181	1,047,181	1,089,235	total

East Lyme Library Operating Budget FY16

	Budget	Actual	Budget	Budget	change
Salaries	2,014.00	2,014.00	2,015.00	2,016.00	
55201 Full-Time Salaries	495,188.00	494,812.98	512,365.00	529,017.00	16,652.00
55601 Part Time Wages	136,557.00	134,181.00	137,530.00	140,508.00	2,978.00
	631,745.00	628,993.98	649,895.00	669,525.00	19,630.00
Fringe Benefits					
57201 Social Security	48,329.00	48,117.99	49,717.00	51,219.00	1,502.00
57301 Unemployment Comp.	0.00	0.00	0.00	0.00	0.00
57401 Town Retirement	40,820.00	47,892.00	49,329.00	49,101.00	-228.00
57601 Health Insurance	154,332.00	125,950.52	143,491.00	157,840.00	14,349.00
57801 Life Insurance	666.00	738.06	780.00	780.00	0.00
57701 Accrued Leave Reserve	0.00	0.00	0.00	0.00	0.00
	244,147.00	222,698.57	243,317.00	258,940.00	15,623.00
Utilities					
40401 Telephone	1,250.00	1,395.03	1,400.00	1,500.00	100.00
Maintenance					
42201 Insurance	9,500.00	9,042.00	9,500.00	9,800.00	300.00
42301 Computer Maintenance	2,500.00	2,493.49	3,000.00	4,000.00	1,000.00
42801 Equip Maint. & Repair	500.00	270.00	500.00	500.00	0.00
42601 Equip Service Contracts	5,340.00	4,771.80	5,400.00	5,400.00	0.00
	17,840.00	16,577.29	18,400.00	19,700.00	1,300.00

	Budget 2014	Actual 2014	Budget 2015	Budget 2016	Change / %
Operations					
45201 Technical Supplies	13,000.00	11,440.13	13,000.00	13,000.00	0.00
45601 Custodial Supplies	400.00	113.54	300.00	300.00	0.00
45801 Postage	4,550.00	3,904.36	4,800.00	4,800.00	0.00
46001 Bindery	0.00	0.00	0.00	0.00	0.00
46201 Printing	5,500.00	5,647.00	6,000.00	6,000.00	0.00
46401 Professional Training	3,000.00	2,180.32	3,000.00	3,000.00	0.00
46601 LION Data Lease	41,597.00	41,597.00	42,210.00	43,770.00	1,560.00
47001 Dues	2,355.00	1,649.31	2,355.00	2,150.00	-205.00
47201 Audit	6,800.00	6,500.00	6,800.00	6,800.00	0.00
48201 Bank Charges	250.00	11.29	100.00	100.00	0.00
49001 Miscellaneous	2,507.00	-74.67	2,375.00	2,000.00	-375.00
	79,959.00	72,968.28	80,940.00	81,920.00	980.00
Materials					
50401 Books (Town Funded)	42,000.00	41,735.96	42,000.00	42,000.00	0.00
Books (Foundation)	26,160.00	26,160.00	27,794.00	27,794.00	0.00
E Books & Materials	0.00	0.00	0.00	2,000.00	2,000.00
50501 ILL Fees	50.00	0.00	50.00	50.00	0.00
50601 Data Bases	10,500.00	10,036.77	15,066.00	16,000.00	934.00
50801 Serials & Periodicals	14,000.00	13,917.08	14,500.00	15,000.00	500.00
51001 Audiovisual Materials	12,500.00	10,657.34	12,500.00	12,500.00	0.00
51201 Microforms	10,250.00	10,200.69	11,000.00	10,500.00	-500.00
51401 Programs	10,000.00	7,137.08	11,000.00	11,000.00	0.00
	125,460.00	109,187.58	133,910.00	136,844.00	2,934.00
Total Operating Expenses	1,100,401.00	1,051,822.00	1,127,862.00	1,168,429.00	40,567.00

Notes to the Budget FY 2016

- a) Salary line increases 3.0% and covers 11 full-time and 22 hourly workers. This year the library is closed for one less holiday than in previous years (we have eliminated Lincoln's birthday), open one additional hour on Saturdays every week, and will again open Sunday afternoons 1 - 4 pm for 8 months. Pay is included for substitutes, vacation time, and extra circulation staff Monday through Thursdays in the summer.
- b) Retirement cost (account line #57401) and health insurance cost (account line # 57601) are estimates from Town Hall.
- c) No capital costs are requested for this year.
- d) All other adjustments are minor and have been made due to fluctuations in costs since July 2014.

**East Lyme Public Library
Annual Fund Budget FY15**

(updated 12/29/14)

Revenue:

<u>Account No.</u>	<u>Description</u>	<u>Projected Annual Budget</u>
29621	Fund Drive balance 6/14	30,028.42
31521	Gifts to fund drive	30,000.00

Total Available Funds

60,028.42

Expenses:

45421	Fund drive expenses -printing; pstg, etc.	4,500.00
45821	Postage	1,000.00
46221	Printing, brochures	4,000.00
47021	Museum Passes	1,750.00
47621	Public relations	3,000.00
48821	Equipment purchase	8,000.00
49021	Misc expense	10,000.00
61321	Computer software maintained	2,000.00
69021	Capital Reserves	13,778.42
	Operations	48,028.42

50421	Books	4,000.00
51021	A/V Materials	4,000.00
51421	Programs	4,000.00
	Materials	12,000.00

Total Expenses

60,028.42

Ending Fund Balance

0.00