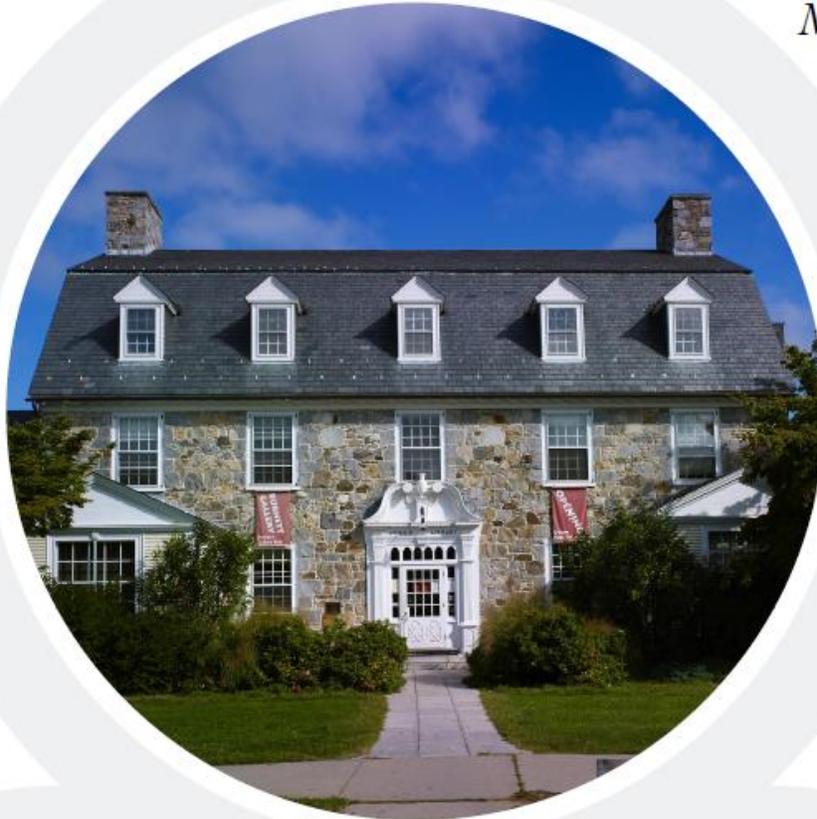


# BUDGET REQUEST FISCAL YEAR 2021

Jones Library  
Munson Memorial Library  
North Amherst Library

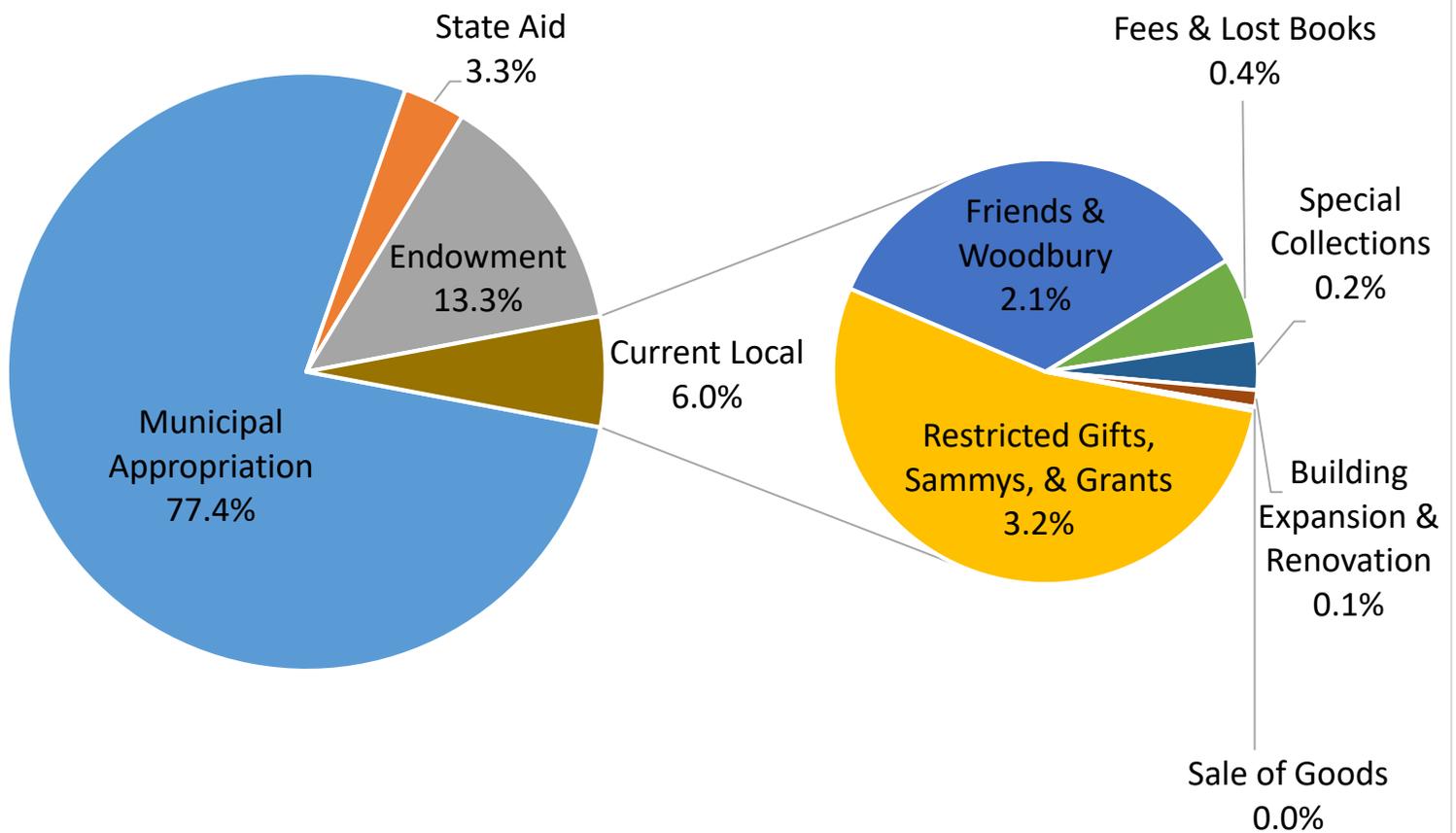
*Approved  
May 29, 2020*



# INCOME

The FY21 budget proposal calls for \$2,640,183 in income and expenses. Of that sum, the Town allocation will be level-funded, in accordance with the budget direction from the Town Manager. The Town of Amherst provides the Library with 77.4% of its operating costs, and the State is expected to provide 3.3%. The remainder of revenue comes from the Endowment, donations, the Sammys, grants, and fees.

## FY21 Revenue Sources

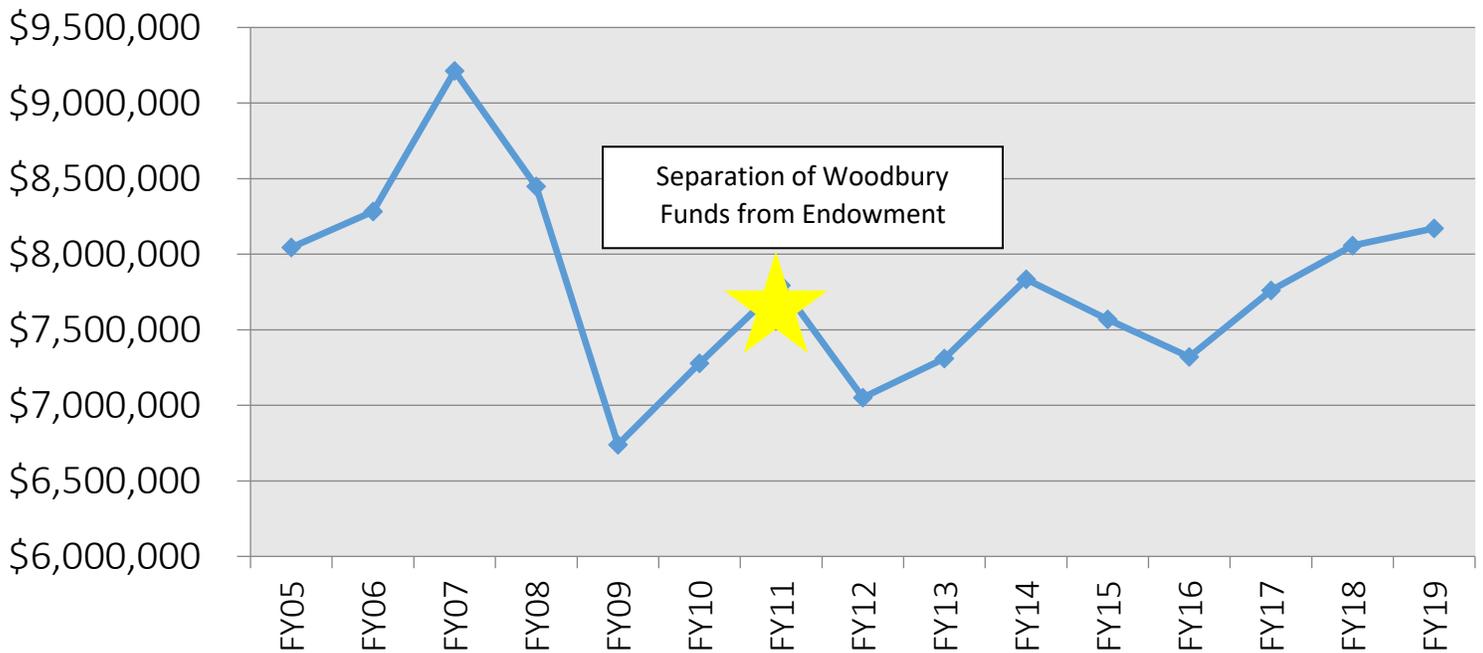


6% of the Library’s revenue comes from current local contributions including 5.6% from fundraising and gifts. We have entered onto a new partnership with the Friends of the Jones Library System to combine our fundraising efforts and structure. We hope this will eliminate confusion and produce stronger results. On the whole, donations from the Friends provide programs requested by staff. However, increasingly we are having to rely on Friends’ funding for the purchase of materials, rather than only programs.

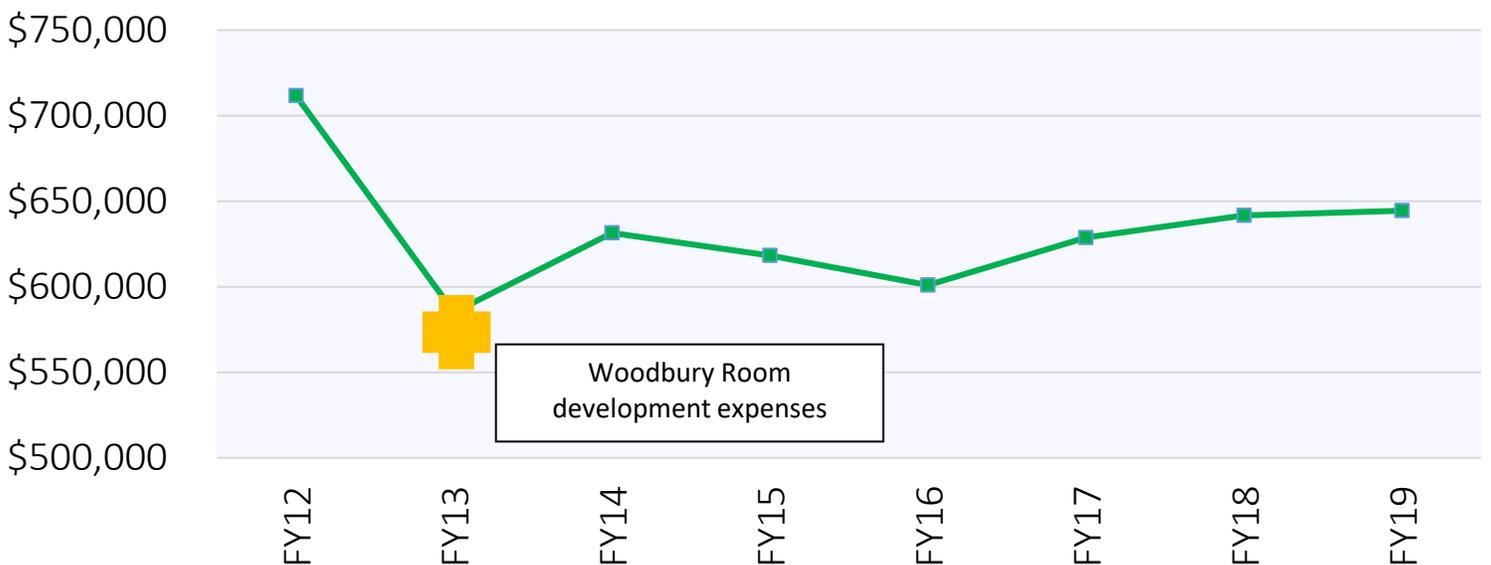
# ENDOWMENT

The Jones Library’s Endowment balance on June 30, 2019 was \$8,171,717.87 and the separate Woodbury Fund totaled \$644,433.13. The Trustees of The Jones Library, Inc. have worked to develop a sound management strategy for the Endowment because the Library’s Investment Managers advise a spending rate of 4% per year to assure the Endowment’s viability in perpetuity, but in order to avoid layoffs, the Library Trustees approved a 4.5% draw rate from the Endowment for FY21. The Endowment is highly diversified, so stock price movements are moderated by a large position in bonds. To avoid volatility in the Endowment draw when the stock market moves abruptly up or down, it is based on a twelve-quarter average of the Endowment's value.

### Endowment Trends



### Woodbury Trends



# EXPENSES

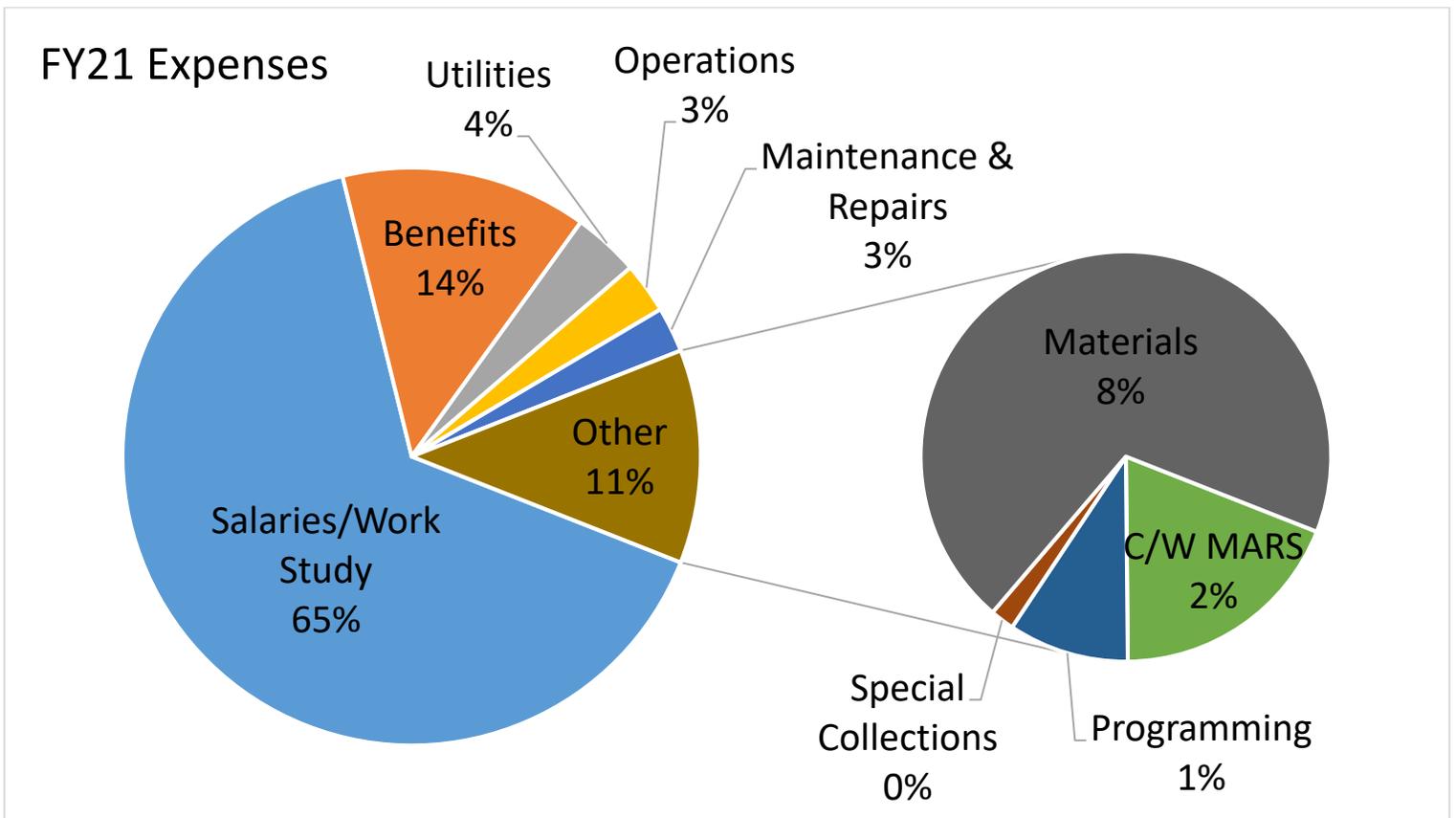
Personnel costs, including health insurance increases and increases to the minimum wage, are rising faster than Town appropriations and are outstripping our fundraising abilities. As a result, State Aid must be used for salaries.

In order to maintain budget balance, we have limited expenses for materials, supplies, adult and teen programming, staff training, and consultants. We are also continuing to focus on increased fundraising efforts.

We recognize our obligation to provide an updated and improved plan for the Library’s expansion project, therefore we have committed substantial funds to carry out the necessary studies and activities including hiring fundraising consultants for a capital campaign, and pricing the minimum work needed if the project does not proceed.

In order to receive a full State Aid award, The Jones Library, Inc. must annually spend an amount equal to 13% of its municipal appropriation (minus fringe benefits) on circulating materials. The Library meets this requirement from sources other than the Town appropriation. The breakdown for FY20 and FY21 is as follows:

<u>Revenue Source</u>	<u>FY20 Amount to Spend on Materials</u>	<u>FY21 Amount to Spend on Materials</u>
a. Endowment	\$ 90,000	\$ 72,784
b. State Aid	\$ 0	\$ 43,251
c. Restricted Gifts/Sammys	\$ 105,000	\$ 67,456
d. Friends/Woodbury	\$ 12,000	\$ 27,389
e. Fees/Lost Books	\$ 17,000	\$ 9,120
f. Sale of Goods	<u>\$ 1,000</u>	<u>\$ 0</u>
TOTAL:	\$ 225,000	\$ 220,000



**Jones Library FY21 Budget Request Summary**  
**Approved by the Board of Trustees May 29, 2020**

EXPENSES	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Adj Budget	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	Original DRAFT FY21 Budget	FY21 Budget	Change FY21-20	Percent Change
Salaries/Work Study	1,566,135	1,586,746	1,611,346	1,598,403	1,622,893	1,714,564	1,679,295	1,775,851	1,678,257	1,737,867	1,812,129	1,720,707	-17,160	-1.0%
Benefits	266,232	270,000	282,912	291,000	290,980	327,289	327,289	403,385	403,385	375,226	382,318	364,116	-11,110	-3.0%
Materials	213,714	204,000	222,028	207,000	215,020	213,000	209,133	207,000	211,649	225,000	223,000	220,000	-5,000	-2.2%
Operations	121,910	351,059	106,630	371,783	142,156	100,000	98,211	100,000	77,095	100,000	75,000	75,000	-25,000	-25.0%
C/W MARS	59,150		56,453		60,529	62,962	62,962	53,633	53,632	56,656	59,560	59,560	2,904	5.1%
Maintenance/Repairs	63,177		52,630		68,282	49,200	58,832	49,200	61,737	59,100	66,800	66,800	7,700	13.0%
Utilities	100,357		79,688		78,714	77,000	83,222	77,000	107,347	82,850	98,000	98,000	15,150	18.3%
Programming	37,335		32,910		35,175	30,000	31,558	15,000	35,554	15,000	30,000	30,000	15,000	100.0%
Special Collections	1,024		13,427		7,090	2,000	4,015	2,000	11,097	4,000	6,000	6,000	2,000	50.0%
<b>TOTAL</b>	<b>2,429,034</b>	<b>2,411,805</b>	<b>2,458,024</b>	<b>2,468,186</b>	<b>2,520,840</b>	<b>2,576,015</b>	<b>2,554,517</b>	<b>2,683,069</b>	<b>2,639,754</b>	<b>2,655,699</b>	<b>2,752,807</b>	<b>2,640,183</b>	<b>-15,516</b>	<b>-0.6%</b>

REVENUE SOURCES	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual	FY18 Adj Budget	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	Original DRAFT FY21 Budget	FY21 Budget	Change FY21-20	Percent Change
Municipal Appropriation	1,788,533	1,833,246	1,833,241	1,879,077	1,879,077	1,926,054	1,926,054	1,993,466	1,993,466	2,043,302	2,094,385	2,043,302	0	0.0%
Endowment	329,656	292,796	292,296	300,618	300,618	300,111	300,111	371,862	371,862	348,194	382,488	351,264	3,070	0.9%
State Aid	25,339	30,000	134,040	94,171	156,073	158,874	165,643	91,677	87,880	92,159	95,531	88,272	-3,887	-4.2%
Restricted Gifts/Sammys/Grants	208,387	179,253	126,888	126,000	114,334	116,675	93,163	152,763	121,827	100,844	120,525	84,056	-16,788	-16.6%
Friends/Woodbury	45,933	57,510	35,925	47,320	48,279	54,701	49,477	54,701	34,865	50,000	32,871	54,789	4,789	9.6%
Fees/Lost Books	18,104	7,000	19,730	3,000	13,702	14,000	14,330	14,000	18,008	14,000	18,008	10,000	-4,000	-28.6%
Special Collections	1,024	6,000	13,427	15,000	7,090	2,000	4,015	2,000	11,097	4,000	6,000	6,000	2,000	50.0%
Building Expansion and Renovation	9,900	5,000	1,207	2,000	-	2,000	577	1,000	-	2,000	2,000	2,000	0	0.0%
Sale of Goods	2,158	1,000	1,271	1,000	1,667	1,600	1,147	1,600	749	1,200	1,000	500	-700	-58.3%
<b>TOTAL</b>	<b>2,429,034</b>	<b>2,411,805</b>	<b>2,458,024</b>	<b>2,468,186</b>	<b>2,520,840</b>	<b>2,576,015</b>	<b>2,554,517</b>	<b>2,683,069</b>	<b>2,639,754</b>	<b>2,655,699</b>	<b>2,752,807</b>	<b>2,640,183</b>	<b>-15,516</b>	<b>-0.6%</b>

POSITIONS	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget
Full Time	17	17	19	19	20	20	20
Part Time/Over-20's	12	12	10	10	7	7	5
Full Time Equivalents	26.9	26.9	27.28	27.5	25.2	25.2	25.67
Part Time/Under-20's	31	31	31	28	28	28	27

ENDOWMENT SPEND RATE	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget
	4.5%	4%	4%	4%	5.0%	4.6%	4.5%

* Actual State Aid Received	\$ 82,650	\$ 87,520	\$ 90,574	\$ 92,899	\$ 91,419	\$ 92,159	\$ 95,531	\$ 88,272
* State Aid End Balance	\$ 183,691	\$ 137,171	\$ 67,197	\$ -	\$ 3,539	\$ -	\$ -	\$ -

**FY21 Personnel Notes:**  
unable to fill the vacant Branch Head position; 1 retirement planned; have budgeted for a Receptionist; continues to leave vacant 2 other positions

## TRUSTEES

President	Treasurer	Secretary
Austin Sarat	Robert Pam	Alexandra Lefebvre
Vice President	Vice Treasurer	At Large
Christopher Hoffmann	Lee Edwards	Tamson Ely



## STAFF

Youth	Borrower Services	North Amherst	Information Services
Mia Cabana	Amy Anaya	Miki Desabrais	Matthew Berube
Clare Cooke	Roxanne Boyd	Matthew King	Marcin Marszalek
Jessica Lamson	Ralph Hurwitz	Valerie Steinberg	Elizabeth Matthews
Paris Boice	Seth Rothberg		
Sarah Demarest	Lace Stokes	Programming and Outreach	ESL
Niamh Gray-Mullen	Cathy Verts	Janet Ryan	Lynne Weintraub
Mads McLaughlin	Christine Crane		
Christoph Nuesslein	Janice Doyama	Adult Collections	Special Collections
Stefan Nuesslein	Victoria Gaddy	Linda Wentworth	Cynthia Harbeson
Lindsay Palmer	Stephanie Vignone	Mary Weidensaul	Katherine Whitcomb
Julie Stepanek	Cory Zeng		
Sarah Stroud		Young Adult	Technology
		Cecilia Jezek	Hank Allan
Administration	Facilities	Technical Services	Munson Memorial
Sharon Sharry	George Hicks	Carolyn Platt	Susan Hugus
John Shannon	Miguel Otero	Joan Pyfrom	Karen Cassidy
Kathy Skowrya	José Paredes	Christine White	Laura Castano-Longey
Lisa Slocum	Tom Fair	Kuei Lo	Barbara McGlynn
			Dawn Winkler

## FRIENDS

Co-President	Treasurer	Members	Members
Elaine Donoghue	Nancy Alexander	Kathy Caputo	Lewis Mainzer
		Jenn Fox	Cammie McGovern
Co-President	Secretary	Alice Goodwin-Brown	Lucy McMurrer
Nancy Campbell	Marian Walker	Hallie Hughes	Sondra Radosh
		Bonnie Isman	Christine Stevens

# BUDGET REQUEST FISCAL YEAR 2021

Jones Library  
Munson Memorial Library  
North Amherst Library



## APPENDIX



Jones Library FY19 Actual Expenses and Actual Revenue Sources  
Updated 3-13-20

	Municipal Appropriation	Endowment	State Aid	Gifts - Restricted	Sammys	Grants - Restricted	Friends - Restricted	Woodbury - Restricted	Fees & Lost Books	Special Collections - Restricted	Building Expansion & Renovation - Restricted	Sale of Goods	TOTALS	
Salaries	\$1,583,581.02	\$3,786.33	\$87,880.24										\$1,675,247.59	\$1,678,256.75
Work Study		\$3,009.16											\$3,009.16	
<b>Benefits</b>	\$403,385.00												\$403,385.00	\$403,385.00
<b>SALARIES / WORK STUDY</b>														
Books		\$22,194.22		\$50,406.13				\$1,819.58	\$15,318.91			\$749.00	\$90,487.84	\$211,649.42
Audio				\$18,876.49									\$18,876.49	
Video				\$13,704.99									\$13,704.99	
Periodicals				\$11,659.58									\$11,659.58	
Music					\$2,706.66								\$2,706.66	
Electronic Formats		\$65,803.67											\$65,803.67	
Replacement & Lost Materials									\$1,659.52				\$1,659.52	
"In Memory of" & "In Honor of" Gifts				\$6,750.67									\$6,750.67	
MM Rental	\$6,500.00												\$6,500.00	
Acquisitions Software		\$1,420.50											\$1,420.50	
Book Processing		\$1,914.33											\$1,914.33	
Microfilm Services		\$2,068.50											\$2,068.50	
Cell Phone Reimbursements		\$3,330.00											\$3,330.00	
Auditor		\$11,750.00											\$11,750.00	
Staff Printing & Copying		\$2,622.21											\$2,622.21	
Public Printing & Copying									\$377.77				\$377.77	
Office & Processing Supplies		\$11,668.50							\$65.96				\$11,734.46	
Staff Development		\$1,843.20											\$1,843.20	
Fees		\$1,588.87							\$185.00				\$1,773.87	
Inspections		\$275.00											\$275.00	
Jones & NAL Insurance		\$11,309.00											\$11,309.00	
Postage		\$1,431.43											\$1,431.43	
ILL									\$400.36				\$400.36	
Staff Water		\$839.98											\$839.98	
Software & Maintenance Agreements		\$2,421.80											\$2,421.80	
Pay Phone		\$661.90											\$661.90	
Sammys Mailings					\$4,079.02								\$4,079.02	
Sammys Food, Decorations, Advertising, & Printing					\$10,341.43								\$10,341.43	
<b>C / W MARS</b>		\$53,632.00											\$53,632.00	\$53,632.00
Building Systems		\$16,102.33											\$16,102.33	
Cleaning Supplies		\$5,776.73											\$5,776.73	
Furniture		\$673.95											\$673.95	
Uniforms		\$715.09											\$715.09	
Equipment Maintenance		\$575.90											\$575.90	
Jones & NAL General Building Maintenance		\$11,357.37											\$11,357.37	
Jones & NAL Grounds		\$1,791.92		\$13.41			\$780.00						\$2,585.33	
HVAC Maintenance		\$19,729.19											\$19,729.19	
Vehicle Maintenance & Fuel		\$2,111.46											\$2,111.46	
Refuse Collection		\$2,110.00											\$2,110.00	
Jones & NAL Electricity		\$83,161.73											\$83,161.73	
Jones & NAL Fuel		\$21,644.53											\$21,644.53	
Jones & NAL Water		\$2,541.20											\$2,541.20	
<b>UTILITIES</b>													\$83,161.73	\$107,347.46
Youth Programming				\$100.00			\$3,522.59	\$10,108.38					\$13,730.97	
YA Programming							\$281.45	\$462.64					\$744.09	
Adult Programming				\$780.72		\$268.00	\$2,750.41	\$8,765.69					\$12,564.82	
NAL Programming				\$435.54			\$846.30	\$1,538.75					\$2,820.59	
MM Programming				\$587.80			\$28.76	\$3,960.00					\$4,576.56	
ESL				\$736.16									\$736.16	
Burnett Gallery				\$380.33									\$380.33	
<b>SPECIAL COLLECTIONS</b>										\$11,097.38			\$11,097.38	\$11,097.38
<b>TOTALS</b>	\$1,993,466.02	\$371,862.00	\$87,880.24	\$104,431.82	\$17,127.11	\$268.00	\$8,209.51	\$26,655.04	\$18,007.52	\$11,097.38	\$0.00	\$749.00	\$2,639,753.64	

% of TOTAL OPERATING BUDGET                      75.5%                      14.1%                      3.3%                      6.4%                      0.7%                      0.0%

Jones Library FY21 Budget Request  
Updated 5-20-20

	Municipal Appropriation	Endowment	State Aid	Gifts - Restricted	Sammys	Grants - Restricted	Friends - Restricted	Woodbury - Restricted	Fees & Lost Books	Special Collections - Restricted	Building Expansion & Renovation - Restricted	Sale of Goods	TOTALS	
Salaries	\$1,672,686		\$45,021										\$1,717,707	\$1,720,707
Work Study		\$3,000											\$3,000	
<b>Benefits</b>	\$364,116												\$364,116	\$364,116
Books		\$72,784	\$43,251	\$63,456			\$200		\$9,120				\$188,811	
Audio													\$0	
Video													\$0	
Periodicals							\$6,000						\$6,000	\$220,000
Music					\$4,000								\$4,000	
Electronic Formats							\$21,189						\$21,189	
Replacement & Lost Materials													\$0	
"In Memory of" & "In Honor of" Gifts													\$0	
MM Rental	\$6,500								\$880			\$500	\$7,880	
Acquisitions Software		\$1,500											\$1,500	
Book Processing		\$2,000											\$2,000	
Microfilm Services		\$1,500											\$1,500	
Cell Phone Reimbursements		\$2,520											\$2,520	
Auditor		\$12,000											\$12,000	
Staff Printing & Copying		\$3,600											\$3,600	
Public Printing & Copying													\$0	
Office & Processing Supplies		\$8,800											\$8,800	
Staff Development		\$1,600											\$1,600	
Fees		\$1,500											\$1,500	\$75,000
Inspections		\$150											\$150	
Jones & NAL Insurance		\$12,000											\$12,000	
Postage		\$1,500											\$1,500	
ILL													\$0	
Staff Water		\$800											\$800	
Software & Maintenance Agreements		\$3,000											\$3,000	
Pay Phone		\$650											\$650	
Sammys Mailings					\$4,000								\$4,000	
Sammys Food, Decorations, Advertising, & Printing					\$10,000								\$10,000	
<b>C / W MARS</b>		\$59,560											\$59,560	\$59,560
Building Systems		\$64,800											\$64,800	
Cleaning Supplies													\$0	
Furniture													\$0	
Uniforms													\$0	
Equipment Maintenance											\$2,000		\$2,000	\$66,800
Jones & NAL General Building Maintenance													\$0	
Jones & NAL Grounds													\$0	
HVAC Maintenance													\$0	
Vehicle Maintenance & Fuel													\$0	
Refuse Collection													\$0	
Jones & NAL Electricity		\$98,000											\$98,000	
Jones & NAL Fuel													\$0	\$98,000
Jones & NAL Water													\$0	
Youth Programming							\$1,400	\$6,000					\$7,400	
YA Programming						\$1,850		\$5,000					\$6,850	
Adult Programming								\$5,000					\$5,000	\$30,000
NAL Programming								\$5,000					\$5,000	
MM Programming								\$5,000					\$5,000	
ESL					\$375								\$375	
Burnett Gallery					\$375								\$375	
<b>SPECIAL COLLECTIONS</b>										\$6,000			\$6,000	\$6,000
<b>TOTALS</b>	<b>\$2,043,302</b>	<b>\$351,264</b>	<b>\$88,272</b>	<b>\$64,206</b>	<b>\$18,000</b>	<b>\$1,850</b>	<b>\$28,789</b>	<b>\$26,000</b>	<b>\$10,000</b>	<b>\$6,000</b>	<b>\$2,000</b>	<b>\$500</b>	<b>\$2,640,183</b>	
% of TOTAL OPERATING BUDGET	77.4%	13.3%	3.3%				5.6%		0.4%					0.0%