

Greg Caggainello, Chair Ellen E. Bromely, Esq., Vice Chair Steven Wise, Treasurer Steven M. Frederick, Esq., Secretary

Alice S. Knapp, President

# **MEMORANDUM**

To: Members of the Fiscal Committee

Board of Representatives

From: Greg Caggainello, Chair

Ferguson Library Board of Trustees

**Date:** April 5, 2016

RE: 2016-2017 Budget Presentation

We are pleased to provide you with the budget material we submitted to the Mayor to support our 2016-2017 Operating and Capital requests.

We have also provided the audited financial statements for the year ending June 30, 2015, which were not available at the time of that submission.

Please note these changes subsequent to that budget request:

# Operating:

The Mayor's budget provides the library with a \$275,650 operating increase for FY-2017, or 3.6%. While less than our 6.18% request, we understand the other pressures on the City's operating budget. Fortunately, we successfully concluded negotiation with the employee bargaining unit in January and the impact on 2016-2017 operations will be favorable, especially with the adoption of a new healthcare plan.

We believe the Mayor's proposal and these operating savings will allow us to restore more hours at the branches, increase Bookmobile service and provide more material for our users.

#### Capital:

The Mayor's proposed budget provides funding for:

- A replacement Bookmobile (\$250,000 long-term funding);
- Completion of The Advocate digitization project (\$145,000 long-term funding);
- Funding for technology-related hardware and software (\$60,000 short-term funding).

We look forward to speaking with the Board of Representatives Fiscal Committee on Tuesday, April 19<sup>th</sup>.



Greg Caggainello, Chair Ellen E. Bromely, Esq., Vice Chair Steven Wise, Treasurer Steven M. Frederick, Esq., Secretary

Alice S. Knapp, President

### MEMORANDUM

TO:

Mayor David Martin

City of Stamford

FROM:

Greg Caggainello, Chair

Board of Trustees

RE:

Proposed Operating and Capital Budgets

DATE:

January 8, 2016

CC:

Jay Fountain, Interim OPM Director, City of Stamford

We are enclosing with this memo the following information regarding our 2016-2017 budget requests:

- Proposed 2016 2017 Operating Budget;
- Operating Budget Narrative;
- Capital Budget Request Summary;
- Capital Budget Narrative;
- Projected Operating Results for 2015 2016.
- 2014 2017 Strategic Plan with annual update;
- 2014 2017 Technology Plan;
- Organization Chart.

Please note that the audited financial statements for the year ending June 30, 2015 will be submitted following review and acceptance by the Board of Trustees at its February 23, 2016 meeting.

# 2016-2017 OPERATING BUDGET APPROVED BY BOARD OF TRUSTEES

DECEMBER 8, 2015

INCOME:   City of Stamford   St			2016-2017					
INCOME:   City of Stamford   \$7,688,350   \$8,142,000   \$473,650   6.18%   Fines   \$80,000   \$90,000   \$10,000   12.50%   City of Stamford   \$710,300   \$732,000   \$21,700   3.06%   Grants   \$55,000   \$80,000   \$30,000   \$00,000   Grants   \$55,000   \$80,000   \$30,000   \$00,000   Grants   \$55,000   \$80,000   \$30,000   \$00,000   Grants   \$50,000   \$32,000   \$00,000   Grants   \$32,000   \$32,000   \$30,000   Grants   \$30,000   \$32,000   \$30,000   Grants   \$30,000   \$32,000   \$30,000   Grants   \$30,000   \$32,000   \$30,000			Tables 12 A.S. Wadari State					
NCOME:   City of Stamford   \$7,668,350   \$80,000   \$10,000   \$12,50%   Contributions   \$710,300   \$90,000   \$310,000   \$12,50%   Contributions   \$710,300   \$90,000   \$310,000   \$12,50%   Contributions   \$710,300   \$90,000   \$30,000   \$00,00%   Canals   \$50,000   \$80,000   \$30,000   \$00,00%   Capulpment Income   \$20,000   \$18,000   \$32,000   \$00,00%   Capulpment Income   \$20,000   \$48,000   \$42,000   \$	Ĭ	2015-2016	ANNUAL		29 - 1 E			
NCOME:   City of Stamford   \$7,668,350   \$8,142,000   \$473,650   6.18%   Fines   \$80,000   \$90,000   \$10,000   12.50%   Cither   Contributions   \$710,300   \$732,000   \$21,700   3.06%   Grants   \$55,000   \$80,000   \$30,000   60.00%   State Aid   \$3,200   \$3,200   \$30,000   60.00%   State Aid   \$3,200   \$3,200   \$30,000   60.00%   State Aid   \$3,200   \$3,200   \$3,000   60.00%   State Aid   \$3,200   \$3,200   \$3,000   \$42,00			-					
City of Stamford         \$7,668,350         \$8,142,000         \$473,650         \$1.250%           City of Chries         \$00,000         \$90,000         \$10,000         12.50%           Contributions         \$710,300         \$732,000         \$21,700         3.06%           Grants         \$50,000         \$80,000         \$30,000         60.00%           State Aid         \$3,200         \$32,200         \$50,000         -80,000           Passport Agency         \$309,000         \$25,000         \$50,000         -80,000           Starbucks         \$42,000         \$42,000         \$50,000         -85,600         -0.00%           Subtotal         \$1,136,500         \$1,130,200         -\$5,300         -0.55%           TOTAL INCOME         \$8,884,850         \$9,362,200         \$477,350         5.37%           EXPENSES:         Salaries & Related Costs         \$31,136,500         \$51,195,000         \$423,000         4.91%           Salaries & Related Costs         \$31,950,000         \$1,185,500         \$243,000         4.91%           Medical, Dental, Life         \$1,095,000         \$1,185,500         \$224,300         \$243,000         4.91%           Pension         \$23,300         \$22,500         \$29,500 <t< th=""><th>INCOME</th><th>Dudget</th><th>DODOL!</th><th>Donais</th><th>1 di di li</th></t<>	INCOME	Dudget	DODOL!	Donais	1 di di li			
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Contributions   S710,300   S722,000   S21,700   S0.06%   Grants   S50,000   \$30,000   \$30,000   \$0.00%   State Aid   \$3,200   \$3,200   \$30,000   \$0.00%   S20,000   \$10,00%   S25,3000   \$56,000   \$10.00%   S150,000   \$25,000   \$10.00%   S150,000   \$25,000   \$10.00%   S0.00%   S25,000   \$20,000   \$0.00%   S0.000%	A Property of the Control of the Con	\$60,000	ψ30,000	ψ10,000	12.0070			
Grants   \$50,000   \$80,000   \$30,000   60.00%   State Aid   \$3,200   \$3,200   \$0   0.00%   Equipment Income   \$20,000   \$18,000   \$25,000   \$-56,000   \$-10.00%   Starbucks   \$42,000   \$42,000   \$0   0.00%   Subtotal   \$1,136,500   \$1,130,200   \$-63,300   \$-55%   \$0   0.00%   Subtotal   \$1,136,500   \$1,130,200   \$-63,300   \$-55%   \$0   0.00%   \$0   \$0   \$0   \$0   \$0   \$0   \$0	N. DEL PORTE DE L'ANDRE DE L'ANDR	\$710.300	\$732,000	\$21 700	3.06%			
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Equipment Income	2 (20)(22)	Wag and 1 and 2 and 2		191 8				
Passport Agency   \$309,000   \$253,000   \$-\$6,000   \$-18.12%   Misc. Income   \$2,000   \$42,000   \$0   0.00%   Misc. Income   \$2,000   \$2,000   \$0   0.00%   Subtotal   \$1,136,500   \$1,130,200   \$-\$6,300   \$-0.55%   \$1,130,200   \$-\$6,300   \$-0.55%   \$1,130,200   \$-\$6,300   \$-0.55%   \$1,130,200   \$-\$6,300   \$-0.55%   \$1,130,200   \$-\$6,300   \$-0.55%   \$1,130,200   \$-\$6,300   \$-0.55%   \$1,130,200   \$-\$6,300	25-28 ASS 5385CAS				V 18130-2-30000 12-7-2-6			
Starbucks   \$42,000   \$42,000   \$0   0.00%					(A)2003A204020 (A)100			
Misc. Income   \$2,000   \$2,000   \$0   0.00%   Subtotal   \$1,136,500   \$1,130,200   -\$6,300   -0.55%			And the 24 Aven an art are	THE RESERVE THE PARTY AND ADDRESS OF THE PARTY	1110			
Subtotal   \$1,136,500   \$1,130,200   -\$6,300   -0.55%			M					
State					90.500000000000000000000000000000000000			
SAJARIPSES:   Salaries & Related Costs   Salaries & Related Costs   Salaries   Salazes					320000000000000000000000000000000000000			
Salaries Salaries         \$4,952,000         \$5,195,000         \$243,000         4.91%           Social Security         \$371,400         \$389,625         \$18,225         4.91%           Medical, Dental, Life         \$1,095,000         \$1,158,500         \$63,500         5.80%           Pension         \$233,000         \$262,500         \$29,500         12,66%           Subtotal         \$6,651,400         \$7,005,625         \$354,225         5.33%           Library Resources         Books         \$282,955         \$311,251         \$28,296         10.00%           B-Books         \$354,977         \$39,047         \$3,550         10.00%           Online Databases         \$216,545         \$238,200         \$21,655         10.00%           Periodicals         \$26,625         \$29,288         \$2,663         10.00%           Audio         \$50,816         \$55,898         \$5,082         10.00%           Audio         \$50,816         \$674,000         \$741,400         \$67,400         10.00%           Occupancy         General Insurance         \$140,000         \$150,000         \$10,000         7.14%           Maint. of Building         \$180,000         \$150,000         \$0,000         \$0         0.00%	TOTAL INCOME	\$8,884,850	\$9,362,200	\$477,350	5.37%			
Salaries         \$4,952,000         \$5,195,000         \$243,000         4.91%           Social Security         \$371,400         \$389,625         \$18,225         4,91%           Medical, Dental, Life         \$1,095,000         \$1,158,500         \$63,500         5.80%           Pension         \$233,000         \$262,500         \$29,500         5.80%           Subtotal         \$6,651,400         \$7,005,625         \$354,225         5.33%           Library Resources         Books         \$282,955         \$311,251         \$28,296         \$10.00%           C-Books         \$35,497         \$39,047         \$3,550         \$10.00%           Online Databases         \$216,545         \$238,200         \$21,655         \$10.00%           Orby D         \$61,562         \$67,718         \$6,156         \$10.00%           Audio         \$50,816         \$55,898         \$5,082         \$10.00%           Subtotal         \$674,000         \$741,400         \$67,400         \$10,000           General Insurance         \$140,000         \$150,000         \$10,000         \$7,400           Maint. of Building         \$180,000         \$10,000         \$10,000         \$7,400           Building Repairs         \$50,000	EXPENSES:							
Social Security   \$371,400   \$389,625   \$18,225   4.91%     Medical, Dental, Life   \$1,095,000   \$1,158,500   \$63,500   5.80%     Pension   \$233,000   \$262,500   \$29,500   12.66%     Subtotal   \$6,651,400   \$7,005,625   \$354,225   5.33%     Library Resources     Books   \$282,955   \$311,251   \$28,296   10.00%     E-Books   \$354,97   \$39,047   \$3,550   10.00%     Periodicals   \$26,625   \$29,288   \$2,663   10.00%     Periodicals   \$26,625   \$29,288   \$2,663   10.00%     Periodicals   \$26,625   \$29,288   \$2,663   10.00%     Periodicals   \$50,816   \$55,898   \$5,082   10.00%     Audio   \$50,816   \$55,898   \$5,082   10.00%     Audio   \$674,000   \$741,400   \$67,400   10.00%     Cocupancy   General Insurance   \$140,000   \$150,000   \$10,000   7.14%     Maint. of Building   \$180,000   \$170,000   -\$10,000   5.56%     Building Repairs   \$50,000   \$50,000   \$0   0.00%     Security Service   \$150,000   \$160,000   \$10,000   5.56%     Utilities   \$300,000   \$284,000   -\$16,000   5.33%     Telephone   \$40,000   \$854,000   \$5,000   \$0   0.00%     General Operating   Maint. of Vehicles   \$22,000   \$27,000   \$5,000   \$2.73%     Maint. of Vehicles   \$22,000   \$27,000   \$4,000   4.17%     New Equipment   \$2,500   \$2,500   \$0   0.00%     Postage   \$130,000   \$14,000   \$4,000   4.17%     Communications   \$30,000   \$30,000   \$0   0.00%     Postage   \$130,000   \$14,000   \$4,000   7.69%     Porgram Services   \$6,500   \$6,000   \$5,000   \$0.00%     Prof. Audit Services   \$50,000   \$50,000   \$0   0.00%     Prof. Computer Svcs.   \$76,000   \$83,000   \$7,000   \$2.1%     Frof. Computer Svcs.   \$76,000   \$83,000   \$7,000   \$3.73%     Cataloging/Processing   \$74,000   \$74,000   \$0   0.00%     Subtotal   \$698,000   \$759,500   \$61,500   8.81%    TOTAL EXPENSES   \$8,883,400   \$9,360,525   \$477,125   5.37%    TOTAL REVENUES LESS   \$1,450   \$1,675	Salaries & Related Costs							
Medical, Dental, Life Pension         \$1,095,000         \$1,158,500         \$63,500         \$280,500           Pension         \$233,000         \$262,500         \$29,500         \$12,66%           Subtotal         \$6,651,400         \$7,005,625         \$3354,225         5.33%           Library Resources         Books         \$282,955         \$311,251         \$28,296         10.00%           E-Books         \$335,497         \$39,047         \$3,550         10.00%           Online Databases         \$216,545         \$238,200         \$21,655         10.00%           Periodicals         \$26,625         \$29,288         \$2,663         10.00%           Audio         \$50,816         \$55,898         \$5,082         10.00%           Audio         \$674,000         \$741,400         \$67,400         10.00%           Subtotal         \$674,000         \$150,000         \$10,000         7.14%           Maint. of Building         \$180,000         \$170,000         \$10,000         7.14%           Maint. of Subtotal         \$860,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$100,000         \$10,000         \$10,000         \$10,000         \$10,000         \$10,000	Salaries	\$4,952,000	\$5,195,000	\$243,000	4.91%			
Pension   \$233,000   \$262,500   \$29,500   \$12,66%   Subtotal   \$6,651,400   \$7,005,625   \$354,225   5.33%   Sizing Presources   Sooks   \$282,955   \$311,251   \$28,296   10,00%   Sizing Presources   Sizing Presources   \$35,497   \$39,047   \$3,550   10.00%   Sizing Presources   \$216,545   \$238,200   \$21,655   10,00%   Sizing Presources   \$26,625   \$29,288   \$2,663   10,00%   Sizing Presources   \$26,625   \$29,288   \$2,663   10,00%   Sizing Presource	Social Security	\$371,400	\$389,625	\$18,225	4.91%			
Subtotal   \$6,651,400	Medical, Dental, Life	\$1,095,000	\$1,158,500	\$63,500	5.80%			
Books	Pension	\$233,000	\$262,500	\$29,500				
Books   \$282,955   \$311,251   \$28,296   10.00%	Subtotal	\$6,651,400	\$7,005,625	\$354,225	5.33%			
E-Books   \$35,497   \$39,047   \$3,550   10.00%	Library Resources							
Online Databases         \$216,545         \$238,200         \$21,655         10.00%           Periodicals         \$26,625         \$29,288         \$2,663         10.00%           DVD         \$61,562         \$67,718         \$6,156         10.00%           Audio         \$50,816         \$55,898         \$5,082         10.00%           Subtotal         \$674,000         \$741,400         \$67,400         10.00%           Occupancy         General Insurance         \$140,000         \$150,000         \$10,000         7.14%           Maint. of Building         \$180,000         \$170,000         -\$10,000         -5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$160,000         \$10,000         -5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$160,000         \$10,000         -5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$284,000         -816,000         -5.33%           Telephone         \$40,000         \$240,000	Books	\$282,955			G 2000 E 6000			
Periodicals   \$26,625   \$29,288   \$2,663   10.00%								
DVD         \$61,562         \$67,718         \$6,156         10.00%           Audio         \$50,816         \$55,898         \$5,082         10.00%           Subtotal         \$674,000         \$741,400         \$67,400         10.00%           Occupancy         General Insurance         \$140,000         \$150,000         \$10,000         7.14%           Maint. of Building         \$180,000         \$170,000         -\$10,000         5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$160,000         \$10,000         6.67%           Utilities         \$300,000         \$284,000         -\$16,000         5.33%           Telephone         \$40,000         \$40,000         \$0         0.00%           Subtotal         \$860,000         \$854,000         -\$6,000         -\$70%           General Operating         Maint. of Vehicles         \$22,000         \$27,000         \$5,000         22.73%           Maint. of Squip/Software         \$96,000         \$100,000         \$4,000         4.17%           New Equipment         \$2,500         \$2,500         \$0         0.00%           Communications         \$30,000		\$216,545		NAME OF THE OWNER OWNER OF THE OWNER OWNE	WATER AND TO SERVICE A SERVICE AND THE SERVICE			
Audio         \$50,816         \$55,898         \$5,082         10.00%           Subtotal         \$674,000         \$741,400         \$67,400         10.00%           Occupancy         \$674,000         \$150,000         \$10,000         7.14%           Maint. of Building         \$180,000         \$170,000         -\$10,000         5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$160,000         \$10,000         6.67%           Utilities         \$300,000         \$284,000         -\$16,000         -5.33%           Telephone         \$40,000         \$40,000         \$0         0.00%           Subtotal         \$860,000         \$854,000         -\$6,000         -0.70%           General Operating         \$22,000         \$27,000         \$5,000         22.73%           Maint. of Vehicles         \$22,000         \$27,000         \$5,000         22.73%           Maint. of Equip/Software         \$96,000         \$100,000         \$4,000         4.17%           New Equipment         \$2,500         \$2,500         \$0         0.00%           Postage         \$13,000         \$14,000         \$1,000 <td< td=""><td></td><td></td><td></td><td>A 14" E</td><td></td></td<>				A 14" E				
Subtotal         \$674,000         \$741,400         \$67,400         10.00%           Occupancy         General Insurance         \$140,000         \$150,000         \$10,000         7.14%           Maint. of Building         \$180,000         \$170,000         -\$10,000         5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$160,000         \$10,000         6.67%           Utilities         \$300,000         \$284,000         -\$16,000         6.67%           Telephone         \$40,000         \$40,000         \$0         0.00%           Subtotal         \$860,000         \$854,000         -\$6,000         -0.70%           General Operating         \$22,000         \$27,000         \$5,000         22.73%           Maint. of Vehicles         \$22,000         \$27,000         \$5,000         22.73%           Maint. of Equip/Software         \$96,000         \$100,000         \$4,000         4.17%           New Equipment         \$22,500         \$27,000         \$5,000         6.67%           Communications         \$30,000         \$30,000         \$5,000         6.67%           Conf. & Training         \$27,000		A Proposition of the Contract						
Occupancy         S140,000         \$150,000         \$10,000         7.14%           Maint. of Building         \$180,000         \$170,000         -\$10,000         -5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$160,000         \$10,000         6.67%           Utilities         \$300,000         \$284,000         -\$16,000         -5.33%           Telephone         \$40,000         \$40,000         \$0         0.00%           Subtotal         \$860,000         \$854,000         -\$6,000         -0.70%           General Operating         Maint. of Vehicles         \$22,000         \$27,000         \$5,000         22.73%           Maint. of Equip/Software         \$96,000         \$100,000         \$4,000         4.17%           New Equipment         \$2,500         \$2,500         \$0         0.00%           Equipment Rental         \$75,000         \$80,000         \$5,000         6.67%           Communications         \$30,000         \$314,000         \$1,000         7.69%           Postage         \$13,000         \$14,000         \$1,000         7.69%           Cerical/Library Supplies         \$10,000					CALLS A SACTIVE TO CALL TO CALL			
General Insurance         \$140,000         \$150,000         \$7.14%           Maint. of Building         \$180,000         \$170,000         -\$10,000         -5.56%           Building Repairs         \$50,000         \$50,000         \$0         0.00%           Security Service         \$150,000         \$160,000         \$10,000         6.67%           Utilities         \$300,000         \$284,000         -\$16,000         -5.33%           Telephone         \$40,000         \$40,000         \$0         0.00%           Subtotal         \$860,000         \$854,000         -\$6,000         -0.70%           General Operating         Maint. of Vehicles         \$22,000         \$27,000         \$5,000         22.73%           Maint. of Equip/Software         \$96,000         \$100,000         \$4,000         4.17%           New Equipment         \$2,500         \$2,500         \$0         0.00%           Equipment Rental         \$75,000         \$80,000         \$5,000         6.67%           Communications         \$30,000         \$14,000         \$1,000         7.69%           Clerical/Library Supplies         \$110,000         \$14,000         \$1,000         7.69%           Conf. & Training         \$27,000 <td< td=""><td></td><td>\$674,000</td><td>\$741,400</td><td>\$67,400</td><td>10.00%</td></td<>		\$674,000	\$741,400	\$67,400	10.00%			
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# PROPOSED OPERATING BUDGET 2016 – 2017 BUDGET NARRATIVE

With the increase in city funding in the last two fiscal years, The Ferguson Library has been able to:

- Restore 28.25 additional hours at the main library and branches;
- Increased the budget for the purchase of new materials by 21.3%.

Both hours of access and the availability of new materials were cited in a 2012 survey of library users as the most important aspects of library service.

Further, this funding, combined with private giving, has allowed us to accomplish these important elements of our strategic plan:

- Increase Bookmobile service on two additional days per week;
- Add an additional half-day to the Bennett Branch hours;
- Purchase a new "Purple Bus" to bring school classes to the library;
- Add a grant consultant to assist us find additional sources of revenue.

### **OVERALL OPERATING BUDGET**

We are requesting \$8,142,000 from the City's operating budget in 2016 – 2017, a 6.18% increase over current funding.

We wish to take more steps to improve operating hours, especially at the Weed Memorial & Hollander Branch, and improve the current collections with timely and relevant resources. With the decrease in spending on materials due to the City's 2010 reduction of its funding, there has also been a decrease in the number of items that circulate (1,216,510 in FY-2010 to 880,424 in FY-2015).

We also want to provide an operating allowance of \$50,000 to fund long overdue building repair and maintenance projects, largely in the branches, for which city capital funds are not available, and we expect to take significant steps to accomplish other goals established for year three of our strategic plan.

# HIGHLIGHTS OF PROPOSED OPERATING REQUEST

#### Income:

• The \$473,650 (6.18%) increase in City funding is largely driven by an increase in salary and benefit costs (+5.33%), and funding for new materials (+10%).

- We are assuming a 3% growth in contributions and a 60% increase in grants due to the services of a contract grant writer.
- We are projecting a nearly 18% decrease in passport revenue due to the cancellation of naturalization ceremonies at the library. We had expected that holding monthly ceremonies would boost our passport volume, but the program was terminated by the USCIC (United States Citizenship and Immigration Services) after only two months.

### **Expenses:**

- The most recent Employee Bargaining Unit contract expired on June 30, 2015. Negotiations are continuing but at this writing no agreement has been reached on a new contract. As a result, this budget submission does not include any revisions to the existing salary and benefits structure, but rather uses the existing wage and healthcare plans with what we believe to be reasonable cost increases as a proxy for future employee-related costs. The pension cost is the actuary's recommended employer contribution to the plan.
- The only additional staffing in the budget is associated with increase service hours, and this would largely be through the use of part-timers.
- In 2013 2014, our budget for the purchase of new materials is \$555,420, a third lower than it was in 2009 2010, in spite of the increasing demand and cost of new digital media: e-books, e-audio, online databases. We pushed the budget up to \$674,000 for 2015 2016, and would like to increase it to \$741,400 in 2015 2016. This would still be 10% lower than the 2009-2010 budget. With these additional funds, we will;
  - Better meet the demand for current materials;
  - Increase our virtual resources;
  - Provide more content in a variety of formats (print, large-type, audio) in world languages.
- We expect to generally be able to hold other occupancy and operating expenses at, or below, this year's levels.

While we understand the continuing needs on the City's resources, the Ferguson Library also works with the City to address many of its priorities such as being a resource for the small business community and providing bookmobile visits to preschools to assist with early childhood literacy. This spring we will be working with the Stamford Public School System on sharing resources with a pilot project to deliver books to two schools.

We look forward to meeting you with you discuss our plans for FY-2017.

#### THE FERGUSON LIBRARY 2016/2023 CAPITAL PROJECTS REQUEST

Project Title	2016/2017	2017/2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL
Long Term								
1 <u>Digitization and Preservation of Local Documents</u> To fund the third installment of this previously approved Advocate project. Subsequently, begin digitizing documents from local historic resources.	\$145,000	\$200,000						\$345,000
2 Harry Bennett Branch Flooring To provide durable, acoustical, washable flooring at this 15-year-old branch.	\$120,000							
3 Main Library Building Restoration To largely address exterior issues arising from Building Envelope Study.	\$350,000	\$312,000	\$450,000					\$1,112,000
4 Establish Community Center Libraries  To provide funding for furniture, equipment and materials to establish and operate three branch libraries in community centers.		\$100,000	\$100,000	\$100,000				\$300,000
Short Term								
1 Feasibility Studies for Branches & Community Libraries To develop a plan to match facility with community needs.	\$50,000							\$50,000
Bookmobile Replacement  Replace the 1999 vehicle - a mobile branch - which is equipped with both traditional and library materials as well as mobile technology.	\$250,000							\$250,000
3 PC Network For new and replacement equipment for public computer network	\$60,000	\$95,000	\$95,000	\$95,000	\$95,000			\$440,000
4 Computer System Infrastructure  For major system upgrades to integrated library automation system		\$100,000	\$100,000	\$100,000	\$100,000			\$400,000
5 Material Dispensing Klosk  To acquire "vending" equipment for books and other circulating items which will provide access to popular materials when library is closed.		\$50,000	\$50,000					\$100,000
TOTAL	\$975,000	\$857,000	\$795,000	\$295,000	\$195,000			\$2,997,000

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# PROPOSED CAPITAL BUDGET 2016 – 2017 BUDGET NARRATIVE

Recognizing the city's overall capital funding pressure in the upcoming year, we have limited our long-term capital request to three projects totaling only \$615,000, presented here in order of priority:

# **Long Term Financing**

# Digitization and Preservation of Local Documents: \$145,000

The final installment of the \$640,000 project to digitize the full run of *The Advocate* (back to 1829) is due to the publisher July 1, 2016. The publisher (owner of the digital copyright) has already completed the scanning of all issues of the newspaper. It can be viewed, downloaded or copied through our website in the library, and by a Ferguson Library cardholder remotely. Further, we have negotiated access to the files for the Stamford Public Schools.

In just November, over 1,450 searches were performed and 662 documents were downloaded.

# Harry Bennett Branch Flooring: \$120,000

The Bennett Branch, opened 15 years ago, has suffered from noise issues due to its open space concept (few full height interior walls, high ceilings). Acoustical flooring has been recommended to absorb sound from programming and meetings throughout the building. It would also address the current floor condition. The identified product has a 40 year life, is washable and is "green" (water-based dyes/inks, recycled content, low-energy manufacturing).

# Main Library Renovation: \$350,000

This request is largely driven by the Building Envelope Condition Survey of the Main Library completed in the summer of 2012. The funds will address urgent waterproofing issues where we actually have water infiltration into the building. This includes three elevations on the 1980 addition where water penetrates around windows and the marble plates. Specifications have already been developed for this work and we can bid the project as soon as funds are approved and bonded.

#### **Short Term Financing**

The \$360,000 short-term capital request would provide funding for:

<u>Feasibility studies for Branch and Community Libraries: \$50,000</u>
 Funds for feasibility both Bennett and South End Branches would focus on the new community needs vs. current design/use in both locations. The project would

include designing space reuse, construction, furniture, technology use and energy efficiency (lighting, hvac, etc.). Expect output would include a capital needs assessment for next 10 years. Study would also explore the need for library service in current community centers, as a cost effective to serve certain neighborhoods.

# • Bookmobile replacement: \$250,000

Previous year's request has been revised with a lower budget to reflect need for a small vehicle which can access more facilities and neighborhoods and be operated with a CDL (Commercial Driver's License).

# • PC Network: \$60,000

Replace, upgrade and expand units throughout the public and staff network.

### 2015-2016 OPERATING BUDGET YEAR-END FORECAST AS OF OCTOBER 31, 2015

		FOUR									THE STATE OF	VARIANCE:
		MONTHS					FORECAST					FAVORABLE/
	BUDGET	ACTUAL	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YEAR-END	(UNFAVOR.)
REVENUE	,,,					46		40			and the same of	have:
CITY	\$7,668,350	\$2,855,350	\$580,000	\$740,000	\$625,000	\$585,000	\$620,000	\$540,000	\$570,000	\$553,000	\$7,668,350	\$0
FINES	\$80,000	\$32,709	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$8,200	\$98,309	\$18,309
CONTRIBUTIONS	\$710,300	\$259,380	\$67,525	\$92,525	\$47,000	\$47,000	\$47,000	\$122,000	\$28,000		\$710,430	\$130
MISC.	\$2,000	\$926				\$250		\$250		\$250	\$1,676	(\$324)
STATE	\$3,200							\$3,200			\$3,200	\$0
EQUIP. INCOME	\$20,000	\$5,890	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$17,890	(\$2,110)
PASSPORT	\$309,000	\$68,718	\$16,311	\$15,392	\$26,316	\$22,752	\$26,956	\$24,939	\$25,662	\$25,752	\$252,798	(\$56,202)
STARBUCKS	\$42,000	\$16,039	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$44,039	\$2,039
GRANTS	\$50,000	\$13,750				\$10,000		\$10,000		\$10,000	\$43,750	(\$6,250)
SUB-TOTAL	\$1,136,500	\$364,703				\$85,002	\$78,956	\$165,389	\$58,662	\$41,002	\$1,073,783	(\$62,717)
TOTAL REVENUE	\$8,884,850	\$3,252,762	\$588,200	\$748,200	\$633,200	\$678,202	\$707,156	\$713,589	\$636,862	\$602,202	\$8,840,442	(\$44,408)
EXPENSE												
SALARIES	\$4,952,000	\$1,687,580	\$377,000	\$544,000	\$377,000	\$377,000	\$377,000	\$386,000	\$408,015	\$386,000	\$4,919,595	\$32,405
SOCIAL SECURITY	\$371,400	\$125,432	\$28,275	\$40,800	\$28,275	\$28,275	\$28,275	\$28,950	\$30,601	\$28,950	\$367,833	\$3,567
MEDICAL & LIFE	\$1,095,000	\$339,372	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000	\$1,011,372	\$83,628
PENSION	\$233,000	\$77,600	\$19,425	\$19,425	\$19,425	\$19,425	\$19,425	\$19,425	\$19,425	\$19,425	\$233,000	\$0
SUB-TOTAL	\$6,651,400	\$2,229,984	\$508,700	\$688,225	\$508,700	\$508,700	\$508,700	\$518,375	\$542,041	\$518,375	\$6,531,800	\$119,600
BOOKS	\$282,955	\$113,699								13 (B) (B) (B)	3 2 3	
E-BOOKS	\$35,497	\$14,104										
ONLINE DATABASES	\$216,545	\$144,156									LIDWY -	
PERIODICALS	\$26,625	\$8,838										
DVD	\$61,562	\$16,000									200	
AUDIO	\$50,816	\$17,078								ABBO DO		
SUB-TOTAL	\$674,000	\$313,875	\$45,000	\$45,000	\$45,000	\$45,000	\$44,000	\$44,000	\$44,000	\$44,000	\$669,875	\$4,125
GENERAL INSURANCE	\$140,000	\$56,146	\$10,800	\$10,800	\$10,800	\$10,800	\$10,800	\$10,800	\$10,800	\$10,800	\$142,546	(\$2,546)
MAINT. OF BUILD.	\$180,000	\$83,193	\$14,125	\$14,125	\$14,125	\$14,125	\$14,125	\$14,125	\$14,125	\$14,125	\$196,193	(\$16,193)
BUILDING REPAIRS	\$50,000	\$960	\$20,000					\$30,000	\$20,000	1	\$70,960	(\$20,960)
SECURITY SERVICES	\$150,000	\$55,005	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$12,100	\$151,805	(\$1,805)
UTILITIES	\$300,000	\$99,031	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$23,700	\$288,631	\$11,369
TELEPHONE	\$40,000	-\$7,559	\$4,150	\$4,150	\$4,150	\$4,150	\$4,150	\$4,150	\$4,150	\$4,150	\$25,641	\$14,359
SUB-TOTAL	\$860,000	\$286,776	\$84,875	\$64,875	\$64,875	\$64,875	\$64,875	\$94,875	\$84,875	\$64,875	\$875,776	(\$15,776)

		FOUR MONTHS		Maria Const			ORECAST					VARIANCE: FAVORABLE/
	BUDGET	ACTUAL	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YEAR-END	(UNFAVOR.)
MAINT. OF VEHICLE	\$22,000	\$10,735	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$25,935	(\$3,935)
MAINT. OF EQUIP.	\$96,000	\$93,569	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$97,569	(\$1,569)
NEW EQUIPMENT	\$2,500	\$0		\$500		\$500		\$500		\$1,000	\$2,500	\$0
EQUIPMENT RENTAL	\$75,000	\$40,420	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$90,420	(\$15,420)
COMMUNICATIONS	\$30,000	\$10,070	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$26,070	\$3,930
POSTAGE	\$13,000	\$4,299	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$13,099	(\$99)
SUPPLIES	\$110,000	\$23,351	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$95,351	\$14,649
CONF. & TRAINING	\$27,000	\$24,144	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$32,144	(\$5,144)
MEMBERSHIP DUES	\$6,500	\$2,075	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,075	\$425
PROGRAM SERVICES	\$50,000	\$38,749	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$42,749	\$7,251
AUDIT SERVICES	\$24,000	\$24,000			1			\$24,000			\$48,000	(\$24,000)
COMPUTER SERVICES	\$76,000	\$31,525	\$6,200	\$6,200	\$6,200	\$6,200	\$16,200	\$6,200	\$6,200	\$6,200	\$91,125	(\$15,125)
FUNDRAISING	\$67,000	\$6,642	\$5,000	\$12,000	\$29,000	\$11,000	\$17,000	\$3,000	\$3,000	\$3,000	\$89,642	(\$22,642)
MISC. CONTINGENCY	\$25,000	\$7,488	\$2,000	\$2,000	\$2,000	\$2,000	\$7,000	\$2,000	\$2,000	\$2,000	\$28,488	(\$3,488)
CATALOG/PROCESS	\$74,000	\$29,363	\$5,394	\$5,394	\$5,394	\$5,394	\$5,394	\$5,394	\$5,394	\$5,394	\$72,515	\$1,485
SUB-TOTAL	\$698,000	\$346,430				\$47,844	\$68,344	\$63,844	\$39,344	\$40,344	\$761,682	(\$63,682)
TOTAL EXPENSES	\$8,883,400	\$3,177,065	\$638,575	\$798,100	\$618,575	\$666,419	\$685,919	\$721,094	\$710,260	\$667,594	\$8,839,133	,
REVENUES LESS EXPENSES	\$1,450	\$75,697									\$1,309	

\$1,309