

Cumberland/North Yarmouth Joint Standing Committee

Cumberland Representatives

Mike Edes
Shirley Storey-King

North Yarmouth Representatives

Bob Abbott
Andrea Berry

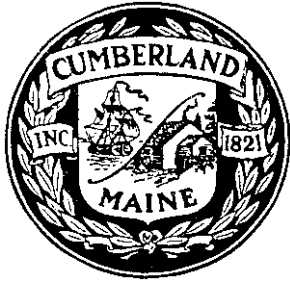
AGENDA

Wednesday, June 7, 2023

North Yarmouth Community Center

4:00 PM

- I. Welcome**
- II. How we agree to future assessments for Recreation and Library (currently be census population + 5% for Admin)**
- III. Should Capital be added?**
- IV. This year's big increase in Library funding**
- V. More programming in North Yarmouth**
- VI. Knight's Pond update – Review and discussion around responsibilities for each town for maintenance and signs, porta potties, trash, etc.**
- VII. Additional shared services in the future**
- VIII. Each of our roles in the future for a new school in North Yarmouth**
- IX. Other Business**
- X. Adjournment**



TOWN OF CUMBERLAND, MAINE
290 TUTTLE ROAD
CUMBERLAND, MAINE 04021
TEL: 207-829-2205 FAX: 829-2224

February 3, 2023

Ms. Diane Barnes
Town Administrator
10 Village Square Road
North Yarmouth, Maine 04097

Re: Assessment Letter FY 2024 – **POST- CENSUS Numbers (GPCOG)**

Dear Diane:

Attached is the **Post Census** assessment for North Yarmouth for July 1, 2023. I have attached the year end numbers to support the numbers below.

I believe both communities have had significant population growth especially in the last few years of the decade. I would like to keep the ACO piece separate from this part of our assessment to the Town.

GPCOG Member	2010 Population	2020 Population	Population Change	% Total
Cumberland	7,211	8,473	1,262	67.54%
North Yarmouth	3,565	4,072	507	32.46%
	10,776	12,545	1,769	100.00%

Formula- Population + 5% for Administrative Oversight and Costs

North Yarmouth new costs 37.46% a reduction of .54%

FY 22 End of Year for FY 24 Assessment								
Program	Expenses	Revenues	Net Cost	2020 Census	FY 24	FY 23	\$ Incr	% Incr
Library	\$574,307	\$603	\$573,704	37.46%	\$214,905	\$190,155	\$24,750	13.02%
Recreation	\$1,086,109	\$1,003,499	\$82,610	37.46%	\$30,945	\$129,216	-\$98,271	-76.05%
					\$245,850	\$319,371	-\$73,521	-23.02%
				Quarterly Billing	\$61,462			

Your ACO Costs for FY 24 will be **\$25,000**. I will have Chief Rumsey meet with you in the near future to discuss potential changes to the program next year. We do not anticipate they will impact coverage to your community. Chief Charles Rumsey and ACO Bobby Silcott will be happy to answer any questions or review the program and how it has been working to date.

Please let me know if you need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'W.R. Shane', with a long horizontal flourish extending to the right.

William R. Shane, P.E.
Town Manager

cc: Town Council

02/03/2023
10:35:29

TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

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FOR PERIOD 13 OF 2022

ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
001 General Fund					
0045 Library Related Revenues					
0045 0392 Library Fines	-3,221.73	-3,177.22	-747.69	-49.15	.00
0045 0394 Misc. Library Revenue	-1,199.00	-995.20	-732.45	-553.99	.00
TOTAL Library Related Revenues	-4,420.73	-4,172.42	-1,480.14	-603.14	.00
0451 Library- Salaries & Benefits					
0451 1000 Full Time Wages	218,191.51	242,164.23	235,215.41	246,875.56	238,937.00
0451 1000 COVID Full Time Wages	.00	.00	.00	1,375.09	.00
0451 1010 Part Time Wages	49,640.10	51,085.95	43,222.31	66,747.69	51,024.00
0451 1010 COVID Part Time Wages COVID	.00	1,553.10	619.79	.00	.00
0451 1030 Substitute	.00	567.11	14,618.97	12,832.57	7,000.00
0451 1210 Health Insurance	71,433.75	74,750.92	81,300.38	86,932.52	90,840.00
0451 1210 COVID Health Insurance	.00	.00	.00	340.75	.00
0451 1220 FICA	21,607.39	23,388.64	22,109.32	24,754.81	22,718.00
0451 1220 COVID FICA	.00	118.82	47.42	106.05	.00
0451 1230 ICMA	12,221.37	13,510.64	13,524.51	13,940.65	13,304.00
0451 1230 COVID ICMA	.00	.00	.00	96.26	.00
0451 1240 Life Ins & Long Term Disabilit	2,554.26	1,708.85	1,805.16	1,843.64	1,663.00
0451 1240 COVID Life Ins & Long Term Disab	.00	.00	.00	12.13	.00
0451 1250 Long Term Care Ins	1,323.40	1,252.27	1,222.39	1,162.10	1,222.00
0451 1250 COVID Long Term Care Ins	.00	.00	.00	5.35	.00
0451 1260 MePERS Retirement	3,381.58	3,991.43	4,059.76	4,648.24	4,392.00
TOTAL Library- Salaries & Bene	380,353.36	414,091.96	417,745.42	461,673.41	431,100.00
0452 Library- Utilities					
0452 2000 Electricity	6,997.06	4,784.31	7,200.00	7,920.00	7,920.00
0452 2020 Heating Fuel	11,364.39	8,338.70	7,383.10	10,326.12	12,100.00
0452 2030 Telephone	3,723.14	3,776.27	4,187.68	4,243.48	3,102.00
0452 2040 Internet Access	1,739.76	1,859.76	1,991.70	2,022.76	1,914.00
0452 2060 Water/Sewer	319.55	551.67	879.00	1,063.98	1,184.00
TOTAL Library- Utilities	24,143.90	19,310.71	21,641.48	25,576.34	26,220.00
0453 Library- General Expenses					
0453 3040 Equipment Maintenance	6,098.62	4,403.30	4,239.47	5,419.39	3,900.00

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FOR PERIOD 13 OF 2022

ACCOUNTS FOR:	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
001 General Fund				2022	
0453 3140 Membership Dues	1,355.88	967.00	967.00	882.00	967.00
0453 3160 Misc Expenses	1,404.72	1,807.85	202.90	1,823.54	1,400.00
0453 3160 COVID Misc Expenses	.00	43.90	.00	.00	.00
0453 3202 Janitorial Supplies	891.02	452.90	601.94	1,000.47	1,000.00
0453 3202 COVID Janitorial Supplies COVID	.00	330.75	110.48	.00	.00
0453 3210 Postage	367.59	160.19	149.24	401.00	300.00
0453 3300 Office Supplies	5,923.06	6,286.16	4,814.01	5,940.98	5,500.00
0453 3300 COVID Office Supplies	.00	278.90	210.34	.00	.00
0453 3330 Travel Expenses	729.46	487.78	210.17	695.95	800.00
0453 3410 Capital Outlay	4,558.83	2,720.74	.00	2,408.79	3,500.00
0453 4000 Building Maintenance	6,839.55	3,144.81	4,146.40	3,774.33	6,000.00
0453 4500 Bindery	.00	215.00	68.30	135.00	100.00
TOTAL Library- General Expense	28,168.73	21,299.28	15,720.25	22,481.45	23,467.00
0455 Library- Contracted Services					
0455 5000 Contracted Services	10,192.00	10,300.00	10,000.00	11,715.23	10,816.00
0455 5050 Computer Maintenance	3,904.22	2,867.43	2,912.21	5,383.97	4,320.00
0455 5240 Training	1,276.25	3,418.10	2,358.00	3,098.06	2,500.00
TOTAL Library- Contracted Serv	15,372.47	16,585.53	15,270.21	20,197.26	17,636.00
0456 Library- Equipment					
0456 6000 Equipment & Tools	2,983.59	2,887.66	801.46	4,108.55	2,500.00
0456 6060 Generator	.00	542.14	1,783.01	591.41	1,175.00
TOTAL Library- Equipment	2,983.59	3,429.80	2,584.47	4,699.96	3,675.00
0457 Library- Books					
0457 7000 Book/Mag/Av	40,431.28	35,862.70	37,139.52	40,282.19	40,000.00
TOTAL Library- Books	40,431.28	35,862.70	37,139.52	40,282.19	40,000.00
TOTAL General Fund	487,032.60	506,407.56	508,621.21	574,307.47	542,098.00
TOTAL REVENUES	-4,420.73	-4,172.42	-1,480.14	-603.14	.00
TOTAL EXPENSES	491,453.33	510,579.98	510,101.35	574,910.61	542,098.00
TOTAL 001 General Fund	487,032.60	506,407.56	508,621.21	574,307.47	542,098.00
GRAND TOTAL	487,032.60	506,407.56	508,621.21	574,307.47	542,098.00

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FOR PERIOD 13 OF 2022

ACCOUNTS FOR:				PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
001 General Fund								
0041 Recreation Related Revenues								
0041	0440	41100	After School Programs	-315,864.87	-201,863.50	-320,526.50	-355,420.00	-272,000.00
0041	0441	41110	Youth Enrichment Programs	-173,051.23	-137,177.82	-22,287.50	-92,610.50	-175,000.00
0041	0441	41180	Youth Summer Enrichment Re	.00	.00	.00	-67,595.00	.00
0041	0442	41120	Youth Sports Programs	-122,223.96	-78,307.00	-16,083.50	-109,377.75	-115,000.00
0041	0443	41130	Skiing Programs	-52,049.32	-57,274.00	-14,282.50	-36,940.00	-45,020.00
0041	0444	41140	Day Camps	-205,424.63	-30,108.43	-72,644.50	-203,713.90	-165,000.00
0041	0445	41150	Swimming Programs	-26,468.45	-20,141.00	-1,155.00	5,053.80	-21,250.00
0041	0446	41160	Adult Enrichment Revenue	-38,503.05	-19,749.40	-15,195.00	-16,546.40	-31,715.00
0041	0447	41170	Adult Fitness Revenue	-61,279.49	-47,140.20	-38,416.00	-71,930.60	-45,000.00
0041	0448	41190	Special Events/Trips Reven	-5,763.61	-4,415.00	.00	-8,197.00	-5,000.00
0041	0449	41190	Recreation Programs	-2,098.49	-6,104.28	.00	.00	-1,995.00
0041	0570	41190	Rec Soccer Revenue	-23,561.67	-25,317.00	-9,123.00	-29,382.00	-23,000.00
0041	0571	41190	Rec Ultimate Frisbee Reven	-14,279.33	-12,035.00	-6,545.00	-15,030.00	-14,000.00
0041	0606	41190	CPR/First Aid Revenues	295.00	-630.00	-300.00	-1,810.00	-250.00
TOTAL Recreation Related Reven				-1,040,273.10	-640,262.63	-516,558.50	-1,003,499.35	-914,230.00
0411 Recreation- Salaries & Bens								
0411	1000	41000	Full Time Wages	224,488.68	242,390.42	167,636.41	220,739.11	191,000.00
0411	1000	41140	Full Time Wages	.00	.00	.00	1,027.37	.00
0411	1000	COVID	FT Rec Admin COVID	.00	9,503.62	2,019.99	2,141.53	.00
0411	1010		Part Time Wages	.00	-1,344.00	.00	.00	.00
0411	1010	41000	Part Time Wages	15,509.88	15,780.41	20,733.77	24,528.78	27,224.00
0411	1010	41100	Part Time Wages	.00	.00	.00	453.75	.00
0411	1010	41110	Part Time Wages	42,972.17	36,229.60	5,891.66	4,129.62	32,034.00
0411	1010	41120	Part Time Wages	27,940.55	19,755.25	9,531.50	15,536.00	20,709.00
0411	1010	41130	Part Time Wages	.00	.00	.00	2,400.00	.00
0411	1010	41140	Part Time Wages	74,200.79	69,237.73	55,570.64	93,852.00	79,257.00
0411	1010	41150	Part Time Wages	47,390.68	36,248.42	20,522.00	31,366.10	26,636.00
0411	1010	41160	Part Time Wages	13,502.65	5,004.68	4,235.00	7,985.00	11,119.00
0411	1010	41170	Part Time Wages	26,074.72	18,871.21	9,503.65	20,384.11	19,190.00
0411	1010	41180	Part Time Wages	.00	.00	.00	10,022.00	.00
0411	1010	41190	Part Time Wages	1,750.00	.00	.00	.00	.00
0411	1010	COVID	Part Time Wages	.00	.00	.00	287.98	.00
0411	1020	41000	Overtime	.00	.00	9.00	87.95	.00
0411	1020	41140	Overtime	1,960.42	245.41	1,184.48	2,192.98	1,509.00
0411	1165	41000	Stipend	1,346.25	907.88	903.00	902.62	900.00

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FOR PERIOD 13 OF 2022

ACCOUNTS FOR:			PRIOR YR3	PRIOR YR2	LAST YR	CURRENT YR	CY REV
001 General Fund			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET
0411	1170	41100 After School Program	117,981.72	102,041.55	156,555.05	131,259.34	107,489.00
0411	1210	41000 Health Insurance	48,792.83	54,322.37	36,882.12	75,271.21	67,112.00
0411	1210	41100 Health Insurance	9,887.83	7,839.82	18,718.40	12,730.89	15,182.00
0411	1210	41140 Health Insurance	.00	.00	.00	3,070.13	.00
0411	1210	COVID Health Insurance	.00	403.68	456.38	704.33	.00
0411	1220	FICA	.00	-102.82	.00	.00	.00
0411	1220	41000 FICA	19,780.67	20,318.45	14,202.05	17,858.50	16,694.00
0411	1220	41100 FICA	9,060.06	7,819.54	11,992.24	10,062.25	8,223.00
0411	1220	41110 FICA	3,287.46	2,771.60	450.73	315.93	2,451.00
0411	1220	41120 FICA	2,120.37	1,511.32	729.16	1,188.50	1,584.00
0411	1220	41130 FICA	.00	.00	.00	183.60	.00
0411	1220	41140 FICA	5,843.47	5,315.53	4,341.78	7,825.32	6,063.00
0411	1220	41150 FICA	3,625.87	2,773.13	1,570.05	2,399.54	4,003.00
0411	1220	41160 FICA	1,032.99	382.87	323.98	610.83	851.00
0411	1220	41170 FICA	1,994.75	1,443.66	727.02	1,559.31	1,468.00
0411	1220	41180 FICA	.00	.00	.00	381.12	.00
0411	1220	41190 FICA	133.88	.00	.00	.00	.00
0411	1220	COVID FICA	.00	735.24	160.17	177.30	.00
0411	1230	41000 ICMA	10,196.80	8,147.02	8,984.07	9,761.06	11,244.00
0411	1230	41100 ICMA	1,347.59	1,051.56	2,272.27	1,226.79	.00
0411	1230	41140 ICMA	.00	.00	.00	526.56	.00
0411	1230	COVID ICMA	.00	210.48	141.40	26.41	.00
0411	1240	41000 Life Ins & Long Term Disab	2,097.54	1,513.99	1,449.02	1,594.27	1,499.00
0411	1240	41100 Life Ins & Long Term Disab	292.17	111.21	158.25	111.40	.00
0411	1240	41140 Life Ins & Long Term Disab	.00	.00	.00	25.80	.00
0411	1240	COVID Life Ins & Long Term Disab	.00	30.45	15.09	17.71	.00
0411	1250	41000 Long Term Care Ins	732.53	836.72	596.35	603.46	706.00
0411	1250	41100 Long Term Care Ins	103.60	77.43	108.54	68.22	.00
0411	1250	41140 Long Term Care Ins	.00	.00	.00	16.52	.00
0411	1250	COVID Long Term Care Ins	.00	20.84	12.03	4.43	.00
0411	1260	41000 MePERS Retirement	10,496.30	15,403.72	12,899.32	14,718.52	14,375.00
0411	1260	41100 MePERS Retirement	1,335.74	1,064.66	.00	.00	.00
0411	1260	41140 MePERS Retirement	.00	.00	.00	117.12	.00
0411	1260	COVID MePERS Retirement	.00	688.66	.00	225.15	.00
0411	1270	41000 Unemployment	.00	.00	4,978.77	-311.13	.00
0411	1400	41150 Contracted Employees	16,381.36	16,944.94	17,511.16	18,049.07	21,500.00
TOTAL Recreation- Salaries & B			743,662.32	706,508.25	593,976.50	750,416.36	690,022.00
0412 Recreation- Utilities							
0412	2000	41000 Electricity	356.09	556.86	400.00	560.00	560.00

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FOR PERIOD 13 OF 2022

ACCOUNTS FOR: 001 General Fund	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
0412 2030 41000 Telephone	1,240.03	1,217.11	1,742.17	1,784.43	1,800.00
TOTAL Recreation- Utilities	1,596.12	1,773.97	2,142.17	2,344.43	2,360.00
0413 Recreation- General Expenses					
0413 3010 41000 Advertising	15,688.42	12,003.95	4,158.78	3,470.26	17,748.00
0413 3100 41000 Credit Card Charges	35,820.55	24,506.86	29,898.10	46,863.03	15,000.00
0413 3140 41000 Membership Dues	325.00	190.00	175.00	175.00	615.00
0413 3199 COVID Bad Debt Expense	.00	.00	66,512.82	.00	.00
0413 3300 41000 Office Supplies	1,200.93	697.33	254.69	1,114.59	1,245.00
0413 3300 COVID Office Supplies	.00	308.62	85.00	.00	.00
0413 3330 41140 Travel Expenses	10,779.91	9,353.42	.00	8,861.78	11,800.00
0413 3670 41000 Tennis Courts	1,868.49	500.00	10,000.00	.00	.00
0413 4100 41160 Adult Enrichment Expense	9,365.46	7,402.22	.00	5,946.89	7,155.00
0413 4105 41170 Adult Fitness Expense	102.98	.00	.00	60.00	.00
0413 4110 41190 Special Events/Trips	5,498.65	3,063.87	.00	3,701.98	5,500.00
0413 4130 41140 Camp Field Trips	25,227.40	23,669.67	412.00	12,743.94	15,660.00
0413 4140 41140 Camp Supplies/Expenses	10,812.25	3,622.94	7,664.83	9,325.12	4,400.00
0413 4145 41100 After School Program Expen	19,563.97	10,229.22	5,729.05	20,338.83	19,980.00
0413 4150 41190 Misc Recreation Programs	2,035.50	2,776.25	.00	.00	500.00
0413 4155 41110 Youth Enrichment Exp	17,819.09	17,343.20	8,460.00	28,392.40	18,429.00
0413 4155 41180 Youth Summer Enrich Exp	.00	.00	.00	43,888.00	.00
0413 4159 41140 Summer Enrichment	15,129.50	19,980.00	16,509.00	.00	13,000.00
0413 4170 41130 Ski Program Expense	40,521.81	44,569.10	6,312.27	27,999.95	41,612.00
0413 4180 41120 Sport Camp Expenses	11,189.00	6,132.00	.00	.00	.00
0413 4190 41120 Sport League Fees	7,780.00	4,720.00	.00	2,489.36	4,735.00
0413 4200 41120 Sport Program Expenses	59,350.29	33,753.96	13,971.41	59,226.46	40,752.00
0413 4210 41150 Swim Instructor Training	.00	114.00	480.00	200.85	750.00
0413 4410 41190 Rec Soccer Expenses	6,970.19	10,831.82	5,759.36	10,024.47	9,729.00
0413 4413 41190 Rec Ultimate Frisbee Expen	11,135.61	5,530.50	6,290.00	6,700.00	9,800.00
TOTAL Recreation- General Expe	308,185.00	241,298.93	182,672.31	291,522.91	238,410.00
0415 Recreation- Contract Services					
0415 5240 41000 Training	361.25	4,368.64	416.23	115.76	1,500.00
TOTAL Recreation- Contract Ser	361.25	4,368.64	416.23	115.76	1,500.00
0416 Recreation- Equipment					
0416 6000 41000 Computer Equipment	3,410.55	.00	.00	.00	.00

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ACCOUNTS FOR:		PRIOR YR3	PRIOR YR2	LAST YR	CURRENT YR	CY REV
001	General Fund	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET
0416 6090 41000	Recreation Equipment	674.46	1,855.97	478.12	989.85	1,000.00
0416 6300 41000	Software	30,234.92	24,498.07	27,649.51	40,719.96	22,000.00
	TOTAL Recreation- Equipment	34,319.93	26,354.04	28,127.63	41,709.81	23,000.00
	TOTAL General Fund	47,851.52	340,041.20	290,776.34	82,609.92	41,062.00
	TOTAL REVENUES	-1,040,273.10	-640,262.63	-516,558.50	-1,003,499.35	-914,230.00
	TOTAL EXPENSES	1,088,124.62	980,303.83	807,334.84	1,086,109.27	955,292.00
	TOTAL 001 General Fund	47,851.52	340,041.20	290,776.34	82,609.92	41,062.00
	GRAND TOTAL	47,851.52	340,041.20	290,776.34	82,609.92	41,062.00

Prince Memorial Library 450			FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	\$ DIFF	% DIFF
0451	1000	Full Time Wages	\$ 235,215	\$ 246,876	\$ 266,168	\$ 309,590	\$ 43,422	16.3%
0451	1010	Part Time Wages	\$ 43,222	\$ 66,748	\$ 103,740	\$ 155,392	\$ 51,652	49.8%
0451	1030	Substitutes	\$ 14,619	\$ 12,833	\$ 11,000	\$ 11,000	\$ -	100.0%
0451	1210	Health Insurance	\$ 81,300	\$ 86,933	\$ 75,313	\$ 79,286	\$ 3,973	5.3%
0451	1220	FICA	\$ 22,109	\$ 24,755	\$ 29,139	\$ 37,248	\$ 8,109	27.8%
0451	1230	ICMA	\$ 13,525	\$ 13,941	\$ 16,120	\$ 17,238	\$ 1,118	6.9%
0451	1240	Life Ins & Long Term Disability	\$ 1,805	\$ 1,844	\$ 1,899	\$ 1,982	\$ 83	4.4%
0451	1250	Long Term Care Ins	\$ 1,222	\$ 1,162	\$ 1,222	\$ 1,034	\$ (188)	-15.4%
0451	1260	MePERS Retirement	\$ 4,060	\$ 4,648	\$ 4,090	\$ 7,347	\$ 3,257	79.6%
0452	2000	Electricity	\$ 7,200	\$ 7,920	\$ 8,712	\$ 8,712	\$ -	0.0%
0452	2020	Heating Fuel	\$ 7,383	\$ 10,326	\$ 9,000	\$ 12,100	\$ 3,100	34.4%
0452	2030	Telephone	\$ 4,188	\$ 4,243	\$ 4,200	\$ 4,200	\$ -	0.0%
0452	2040	Internet Access	\$ 1,992	\$ 2,023	\$ 2,000	\$ 2,000	\$ -	0.0%
0452	2060	Water/Sewer	\$ 879	\$ 1,064	\$ 1,184	\$ 1,184	\$ (0)	0.0%
0453	3010	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
0453	3040	Equipment Maintenance	\$ 4,239	\$ 5,419	\$ 3,900	\$ 4,138	\$ 238	6.1%
0453	3140	Membership Dues	\$ 967	\$ 882	\$ 967	\$ 967	\$ -	0.0%
0453	3160	Misc Expenses	\$ 203	\$ 1,824	\$ 1,400	\$ 1,400	\$ -	0.0%
0453	3202	Janitorial Supplies	\$ 602	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
0453	3210	Postage	\$ 149	\$ 401	\$ 300	\$ 300	\$ -	0.0%
0453	3300	Office Supplies	\$ 4,814	\$ 5,941	\$ 5,500	\$ 5,500	\$ -	0.0%
0453	3330	Travel Expenses	\$ 210	\$ 696	\$ 800	\$ 800	\$ -	0.0%
0453	3410	Capital Outlay	\$ -	\$ 2,409	\$ 3,500	\$ 3,500	\$ -	0.0%
0453	4000	Building Maintenance	\$ 4,146	\$ 3,774	\$ 6,000	\$ 6,000	\$ -	0.0%
0453	4500	Bindery	\$ 68	\$ 135	\$ 100	\$ 100	\$ -	0.0%
0455	5000	Contracted Services	\$ 10,000	\$ 11,715	\$ 11,284	\$ 16,380	\$ 5,096	45.2%
0455	5000	Contracted Services (Minerva)				\$ 30,460		
0455	5050	Computer Maintenance	\$ 2,912	\$ 5,384	\$ 4,320	\$ 5,163	\$ 843	19.5%
0455	5240	Training	\$ 2,358	\$ 3,098	\$ 2,500	\$ 2,500	\$ -	0.0%
0456	6000	Equipment & Tools	\$ 801	\$ 4,109	\$ 2,500	\$ 2,500	\$ -	0.0%
0456	6060	Generator	\$ 1,783	\$ 591	\$ 1,212	\$ 1,212	\$ -	0.0%
0457	7000	Book/Mag/Av	\$ 37,140	\$ 40,282	\$ 40,000	\$ 40,000	\$ -	0.0%
		LIBRARY	\$ 509,113	\$ 572,975	\$ 619,070	\$ 770,233	\$ 120,703	19.5%

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024

450- Prince Memorial Library

Payroll

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	\$ DIFF	% DIFF
0451-1000	FT Payroll	\$ 235,215	\$ 246,876	\$ 266,168	\$ 309,590	\$ 43,422	16.3%
0451-1010	PT Payroll	\$ 43,222	\$ 66,748	\$ 103,740	\$ 155,392	\$ 51,652	49.8%
0451-1030	Substitutes	\$ 14,619	\$ 12,833	\$ 11,000	\$ 11,000	\$ -	0.0%
0451-1220	FICA	\$ 22,109	\$ 24,755	\$ 29,139	\$ 37,248	\$ 8,109	27.8%

COLA estimate 5.00%

FULL TIME Positions	Name	Budgeted Hours per Week	Current Rate	Current Annual Cost	PROPOSED Rate	PROPOSED Annual Budget	FICA
Library Director	Thomas Bennett	40	\$87,808	\$87,808	\$92,198	\$92,198	\$7,053
Asst Library Director	TBD - Asst Dir	40	\$63,000	\$63,000	\$66,150	\$66,150	\$5,060
Tech. Svcs. Librarian	Pangrom Copenhagen	30	\$23.00	\$35,880	\$24.15	\$37,674	\$2,882
Outreach Librarian	Kelly Greenlee	40	\$29.00	\$60,320	\$30.45	\$63,336	\$4,845
Youth Svcs. Librarian	Jennifer Benham	40	\$23.00	\$47,840	\$24.15	\$50,232	\$3,843

\$309,590

PART TIME Positions	Name	Budgeted Hours per Week	Current Rate	Current Annual Cost	PROPOSED Rate	PROPOSED Annual Budget	
Circulation Librarian	Arabella Eldredge	15	\$24.50	\$19,110	\$25.73	\$20,066	\$1,535
PT Librarian	Diana Fowski	24	\$21.50	\$26,832	\$22.58	\$28,174	\$2,155
PT Librarian	Nancy Hewett	10	\$20.00	\$10,400	\$21.00	\$10,920	\$835
PT Librarian	Michael Lewis	15	\$21.50	\$16,770	\$22.58	\$17,609	\$1,347
PT Librarian	Sally Somes	10	\$21.00	\$10,920	\$22.05	\$11,466	\$877
PT Librarian	Rachel St. Pierre	30	\$21.00	\$32,760	\$22.05	\$34,398	\$2,631
Student page	Lea Raven	15	\$20.00	\$15,600	\$21.00	\$16,380	\$1,253
New	Child Lib Aid	15	\$20.00	\$15,600	\$21.00	\$16,380	\$1,253
	PT position (Minerva)	10	\$20.00	\$10,400	\$21.00	\$10,920	\$835

144

\$155,392

PART TIME Positions	Name	Budgeted Hours per year	Current Rate	Current Annual Cost	PROPOSED Rate	PROPOSED Annual Budget	
Substitute*	Pool	611.11			\$18.00	\$11,000	\$842
Vacation & Sick Time Coverages							

\$37,248

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024

450- Prince Memorial Library

Benefits - Health Insurance

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0451-1210	Health Ins	\$ 81,300	\$ 86,933	\$ 75,313	\$ 79,286	\$ 3,973	5.28%

Est Health Premium Increase: 10.00%

FULL TIME Positions	Name	Current Town Premium	Next Yr Premium Estimate	HDHP HRA Estimated Cost*	Health Ins Incentive	Total Health Ins
Library Director	Thomas Bennett	\$25,801	\$28,382	\$3,500	\$0	\$31,882 x
Asst Library Director	TBD - Asst Dir	\$9,090	\$9,999	\$1,750	\$0	\$11,749 x
Tech. Svcs. Librarian	Pangrom Copenhagen	\$17,713	\$19,484	\$3,500	\$0	\$22,984 x
Outreach Librarian	Kelly Greenlee	\$156	\$172	\$0	\$5,000	\$5,172 x
Youth Svcs. Librarian	Jennifer Benham	\$0	\$0	\$0	\$7,500	\$7,500 x
		\$52,760	\$58,036	\$8,750	\$12,500	\$79,286

10%

* HDHP cost is estimated at 50% of maximum Town contribution

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024

450- Prince Memorial Library

Benefits - Retirement, Other

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0451-1230	ICMA	\$13,525	\$13,941	\$16,120	\$17,238	\$1,118	7%
0451-1240	Life Ins & LTD	\$1,805	\$1,844	\$1,899	\$1,982	\$83	4%
0451-1250	Long Term Care	\$1,222	\$1,162	\$1,222	\$1,034	(\$188)	-15%
0451-1260	MePERS	\$4,060	\$4,648	\$4,090	\$7,347	\$3,257	80%

MePERS Rate	11.40%	11.60%
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FULL TIME Positions	Name	ICMA	MePERS	Life/LTD Rate	LTC
Library Director	Thomas Bennett	\$6,454	\$0	\$686	\$211 x
Asst Library Director	TBD - Asst Dir	\$4,631	\$0	\$471	\$187 x
Tech. Svcs. Librarian	Pangrom Copenhagen	\$2,637	\$0	\$248	\$199 x
Outreach Librarian	Kelly Greenlee		\$7,347	\$281	\$218 x
Youth Svcs. Librarian	Jennifer Benham	\$3,516	\$0	\$297	\$218 x
		\$17,238	\$7,347	\$1,982	\$1,034

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2023

450- Prince Memorial Library

Utilities Detail

Electricity

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFFERENCE DOLLAR	DIFFERENCE %
0452-2000	Electricity	\$ 7,200	\$ 7,920	\$ 8,712	\$ 8,712	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
					1	\$ 8,712.00	\$ 8,712
							\$ -
					TOTAL COST		\$ 8,712

Heating Fuel

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0452-2020	Heating Fuel	\$ 7,383	\$ 10,326	\$ 9,000	\$ 12,100	\$ 3,100	34.44%
Account Explanation					# of Units	Unit Price	Total
					1	\$ 12,100.00	\$ 12,100
							\$ -
					TOTAL COST		\$ 12,100

Telephone

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0452-2030	Telephone	\$ 4,188	\$ 4,243	\$ 4,200	\$ 4,200	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
					1	\$ 3,102.00	\$ 3,102
							\$ -
					TOTAL COST		\$ 3,102

Internet Access

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0452-2040	Internet Access	\$ 1,992	\$ 2,023	\$ 2,000	\$ 2,000	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
					1	\$ 1,914.00	\$ 1,914
							\$ -
					TOTAL COST		\$ 1,914

Water/Sewer

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0452-2060	Water/Sewer	\$ 879	\$ 1,064	\$ 1,184	\$ 1,184	\$ (0)	-0.03%
Account Explanation					# of Units	Unit Price	Total
					1	\$ 1,183.60	\$ 1,184
							\$ -
					TOTAL COST		\$ 1,184

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024
450- Prince Memorial Library

Equipment Maint Detail

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3040	Equipment Maintenance	\$ 4,239	\$ 5,419	\$ 3,900	\$ 4,138	\$ 238	6.10%

Account Explanation					# of Units	Unit Price	Total
Annual HVAC maintenance contract with Thayer				\$3,685	1	\$ 4,138	\$ 4,138
Annual fire alarm inspection				\$300			\$ -
Annual fire extinguisher inspection/repair				\$153			\$ -
							\$ -
Potential unanticipated costs: extra service, glycol recharge, compressor work							\$ -
							\$ -
							\$ -
					TOTAL COST		\$ 4,138

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024**450- Prince Memorial Library****Miscellaneous****Membership Dues**

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3140	Membership Dues	\$ 967	\$ 882	\$ 967	\$ 967	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
American Association of State and Local History				\$72	1	\$ 967	\$ 967
American Library Association (institutional membership)				\$300			\$ -
Maine Historical Society				\$50			\$ -
Maine Library Association (all library staff)				\$175			\$ -
New England Archivists				\$35			\$ -
New England Library Association				\$60			\$ -
Society of American Archivists				\$275			\$ -
							\$ -
					TOTAL COST		\$ 967

Misc. Expenses

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3160	Misc. Expenses	\$ 203	\$ 1,824	\$ 1,400	\$ 1,400	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Refreshments and supplies for programming, etc.					1	\$ 1,400.00	\$ 1,400
							\$ -
					TOTAL COST		\$ 1,400

Bindery

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-4500	Bindery	\$ 68	\$ 135	\$ 100	\$ 100	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Costs associated with rebinding print material					1	\$ 100	\$ 100
							\$ -
					TOTAL COST		\$ 100

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024**450- Prince Memorial Library****0453-3200****Janitorial Supplies**

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3202	Janitorial Supplies	\$ 602	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Janitorial supplies for facility maintenance					1	\$ 1,000.00	\$ 1,000
							\$ -
					TOTAL COST		\$ 1,000

Postage

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3210	Postage	\$ 149	\$ 401	\$ 300	\$ 300	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Postage for library business					1	\$ 300.00	\$ 300
							\$ -
					TOTAL COST		\$ 300

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024**450- Prince Memorial Library****0453-3300****Office Supplies**

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3300	Office Supplies	\$ 4,814	\$ 5,941	\$ 5,500	\$ 5,500	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Library and office supplies for processing materials and other uses					1	\$5,500	\$ 5,500
							\$ -
							\$ -
							\$ -
					TOTAL COST		\$ 5,500

Travel Expenses

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3330	Travel Expenses	\$ 210	\$ 696	\$ 800	\$ 800	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Reimbursement for business travel					1	\$800	\$ 800
							\$ -
					TOTAL COST		\$ 800

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024**450- Prince Memorial Library****0453-3410/0453-4000****Capital Outlay**

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-3410	Capital Outlay	\$ -	\$ 2,409	\$ 3,500	\$ 3,500	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Computer equipment, shelving, furniture, etc.					1	\$ 3,500	\$ 3,500
							\$ -
							\$ -
					TOTAL COST		\$ 3,500

Building Maintenance

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0453-4000	Building Maintenance	\$ 4,146	\$ 3,774	\$ 6,000	\$ 6,000	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Short- and long-term maintenance needs (painting, carpet cleaning, facility monitoring)					1	\$ 6,000	\$ 6,000
							\$ -
							\$ -
							\$ -
					TOTAL COST		\$ 6,000

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024**450- Prince Memorial Library****Contracted Services Detail**

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0455-5000	Contracted Services	\$ 10,000	\$ 11,715	\$ 11,284	\$ 16,380	\$ 5,096	45.16%
Account Explanation					# of Units	Unit Price	Total
D&D Cleaning of Yarmouth performs all maintenance services for the library. D&D added substantially to their workload in December 2022 when an existing arrangement with MSAD51 for janitorial services at the library was discontinued, resulting in a mid-year increase in maintenance charges from \$217 per week to \$300 per week. The proposed budget of \$16,380 translates to a rate of \$315 per week, and reflects a 5% increase over the current rate.					52	\$315	\$ 16,380
							\$ -
							\$ -
							\$ -
							\$ -
					TOTAL COST		\$ 16,380

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024**450- Prince Memorial Library****0455-5000****Computer Maintenance**

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0455-5050	Computer Maintenance	\$ 2,912	\$ 5,384	\$ 4,320	\$ 5,163	\$ 843	19.51%
Account Explanation					# of Units	Unit Price	Total
0455-5050 Computer Maintenance is the budget line for all appropriated computer expenses, including software and online services. Expenditures from this line include licensing and support for Adobe Creative Cloud, Alexandria library circulation software, Bluehost web site registration and hosting, Canva graphics and publication software, Constant Contact email marketing software, LibStaffer and LibCal scheduling software, WordPress site builder software, and Zoom Webinar and Pro software.					1	\$ 5,163	\$ 5,163
							\$ -
							\$ -
							\$ -
Adobe Creative Cloud annual subscription		\$360.00					
Alexandria software annual subscription		\$1,218.00					\$ -
Bluehost domain and registration		\$90.00					
Canva annual subscription		\$119.00					
Constant Contact annual subscription		\$378.00					\$ -
LibCal		\$999.00					\$ -
LibStaffer		\$799.00					
WordPress		\$300.00					
Zoom Webinar & Pro Account		\$900.00					
							\$ -
					TOTAL COST		\$ 5,163

Training

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0455-5240	Training	\$ 2,358	\$ 3,098	\$ 2,500	\$ 2,500	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Provides for attendance at conferences and training opportunities for library staff					1	\$ 2,500	\$ 2,500
							\$ -
					TOTAL COST		\$ 2,500

TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2024**450- Prince Memorial Library****0456-6000****Equipment & Tools**

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0456-6000	Equipment & Tools	\$ 801	\$ 4,109	\$ 2,500	\$ 2,500	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Purchase of equipment and other durable items					1	\$ 2,500	\$ 2,500
							\$ -
					TOTAL COST		\$ 2,500

Generator

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0456-6060	Generator	\$ 1,783	\$ 591	\$ 1,212	\$ 1,212	\$ -	0.00%
Account Explanation					# of Units	Unit Price	Total
Costs associated with maintenance of the library's generator					1	\$ 1,212	\$ 1,212
							\$ -
					TOTAL COST		\$ 1,212

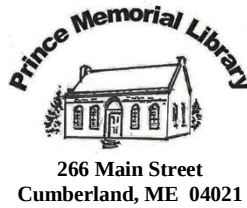
TOWN OF CUMBERLAND: PROPOSED BUDGET FY 2022

450- Prince Memorial Library

Book-Mag-AV Detail

ACCOUNT NUMBER	DESCRIPTION	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 PROPOSED	DIFF \$	DIFF %
0457-7000	Books/Mag/AV	\$ 37,140	\$ 40,282	\$ 40,000	\$ 40,000	\$ -	0.00%

Account Explanation	# of Units	Unit Price	Total
0457-7000 is used to purchase books, newspapers, magazines, audiovisual materials and subscriptions to online services such as the Maine Infonet Download Library. The line last saw an increase in FY2012-13; since then, circulation of materials has increased 23%, from 82,963 to 102,253 during FY2018-19. As the circulation of materials increases, the need to purchase new materials and replace older materials increases as well.	1	40,000	\$ 40,000
			\$ -
			\$ -
			\$ -
			\$ -
Adult fiction, large print and non-fiction	17,100.00		\$ -
Audiovisual materials	5,000.00		\$ -
Maine materials	400.00		\$ -
Newspapers and magazines	3,900.00		\$ -
Youth materials	7,200.00		\$ -
Maine Infonet Download Library	1,500.00		\$ -
			\$ -
			\$ -
TOTAL COST			\$ 40,000



To: Bill Shane, Town Manager
 From: Thomas Bennett, Library Director
 Date: February 9, 2023
 Re: Budget to implement Minerva

Minerva is a shared library system that brings together libraries of all types from across Maine. Minerva is self-governed by a Users' Council and an Executive Board with technical management and support provided by Maine InfoNet. Minerva offers:

- **Cutting-edge library technology:** Minerva membership ensures significant and cost-effective improvements to library operations by providing an integrated, automated library system.
- **On-going technical support:** Staff at Maine InfoNet provide technical support and assistance to Minerva libraries. Upgrades to the system are provided at no cost.
- **Shared intelligence and professional networking:** Communication with other library staff is one of the most important benefits offered by Minerva.
- **A library without walls:** The Minerva catalog includes over six million items from more than sixty Maine libraries.
- **Books and more – faster!:** Minerva libraries have access to materials from Maine Info Net libraries and SOLAR libraries, and the statewide delivery service reduces postage costs and shortens delivery time.
- **Cooperative collection development:** As Minerva continues to mature, the potential for collaborative collection development and assessment is unlimited.

All estimates worst-case scenario.

Start-up Costs			
Catalog Record cleanup services (per item)	\$ 0.27	56,292	\$ 15,198.84
14 Digit barcodes for existing materials (per item)	\$ 0.06	56,292	\$ 3,377.52
14 Digit Barcode Patron Cards			\$ -
Receipt Printers & Barcode Scanners	\$ 100.00	4	\$ 400.00
Scoping services to create sub-catalog (if needed)	\$ 2,950.00		\$ 2,950.00
Annual Costs			
Annual membership fee	\$ 4,300.00		\$ 4,300.00
Increased van delivery service (from 1 to 4 days per week)	\$ 80.00	52	\$ 4,160.00
Staffing 1 PT EE 10 hrs. per week	\$ 12,000.00		\$ 12,000.00
Total:			\$ 42,386.36