



# FY24 Budget Presentation

Prepared by  
Library Board of Trustees Budget Subcommittee  
and  
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To the Tiverton Town Council and Budget Committee:

Thank you for the opportunity for us to present our FY24 budget. Tiverton Library continues to remain a beacon of education, enrichment, and information for the Tiverton community and beyond. We always look forward to finding new, creative ways to continue to provide these essential services to the residents of Tiverton.

Tiverton Public Library serves Tiverton's population of 16,359 with 5,109 Tiverton residents registered for a library card. This is over 31% of the town's population. We have 251 out-of-state cardholders. Out-of-state residents have the option to utilize Tiverton Library materials and services for an annual fee of \$25. In FY22, we had 43,539 visitors, 79,285 physical collection items circulated, and 444 programs were held for all ages. These statistics represent a vibrant and active library community continuing to utilize library resources, programs, and services.

Currently, the library employs 13 regularly scheduled staff members who range from full-time (35 hours/week) to part-time (19 hours/week). There are 4 MLIS-credentialed librarians (from full- to part-time) who serve in professional roles at the library, 8 paraprofessional staff members (from full- to part-time), and a custodian (part-time). At this time, we have one vacancy for a library assistant position as well as several for pages and on-call pages. We also employ on-call library assistants who are not included in this total. With the library being open 53 hours per week, fully staffing all 4 service areas requires 212 hours of staff time per week. We currently are only able to fill 170 hours per week, which leaves our Children's Library and Teen Library without staffing several hours per week.

We focus on offering programs and services that benefit our patrons in many ways. One example of this is when we host the AARP Tax Aide Foundation on an annual basis. Volunteers worked 21 days from February-April 2022, assisted 341 individuals, and filed a total of 282 Federal tax returns. The average professional filing cost<sup>1</sup> is \$220, which means patrons collectively saved over \$62,000. Another example can be found with our meeting room availability. Meeting rooms are primarily used for programs and meetings that are free and open to the public. When not in use for this purpose, rooms are open on a drop-in basis for private study or group work sessions. From October 2022 to March 2023, 620 individuals or groups utilized our meeting spaces in a drop-in, private meeting capacity. The daily rate for a co-working space in Rhode Island<sup>2</sup> averages \$25/day. This translates to almost \$16,000 in savings for our patrons.

The library serves as a partner to many local organizations, businesses, and other town departments. Each month one of our librarians facilitates a cat-themed book club meeting at Bajah's Cat Café on Main Road. More recently library staff partnered with Sandywoods and Tiverton Police Department to host a community outreach event to help spread the word about available social services and local resources. In the past year, we focused on building a "Library of Things" that offers sports equipment, science kits, home improvement tools, a telescope, and many more household items available for check-out. In-house programs consist of a variety of activities for all ages and abilities. These partnerships and programs are made possible with thanks to our Friends of Tiverton Libraries who fund our library programs, dedicated library staff, and enthusiastic community partners.

We continue to keep both one-time repairs and regular maintenance contracts as two of our top priorities. Later in this presentation you will find a detailed list of building maintenance expenditures from FY22, recently completed capital projects, and upcoming capital projects.

In FY24, goals include expanding our well-utilized digital resource collection, continuing building and property upkeep, and maintaining the highest level of fiscal responsibility in response to inflation and rising costs. Expanding the library collection was one of the most requested items by our patrons in our 2018 5-year plan survey as well as our more recent 2020 patron survey. Our current 5-year plan expires at the end of 2023 and we are beginning the process of hiring a consultant to assist us with developing a new long-range plan.

We look forward to further explaining our budget, programs, services, and collections that benefit all those who walk through our doors. If you have any questions, please do not hesitate to contact me as I am happy to provide any information about our mission, daily operations, and financial status.

Sincerely,

Catherine Damiani, MLIS, MPA  
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<sup>1</sup> Reported by the National Society of Accountants

<sup>2</sup> Source <https://drop-desk.com/best-coworking-spaces/rhode-island>



**Main Library**



**Union Library**

### **Mission Statement**

The mission of Tiverton Library Services is to be an essential resource for personal growth and community enrichment. Our programs, services and collections serve the personal and professional needs and interests of individuals, groups and organizations. As a vital part of the Town, our modern library services enhance the educational, cultural, social, and economic well-being of the community.

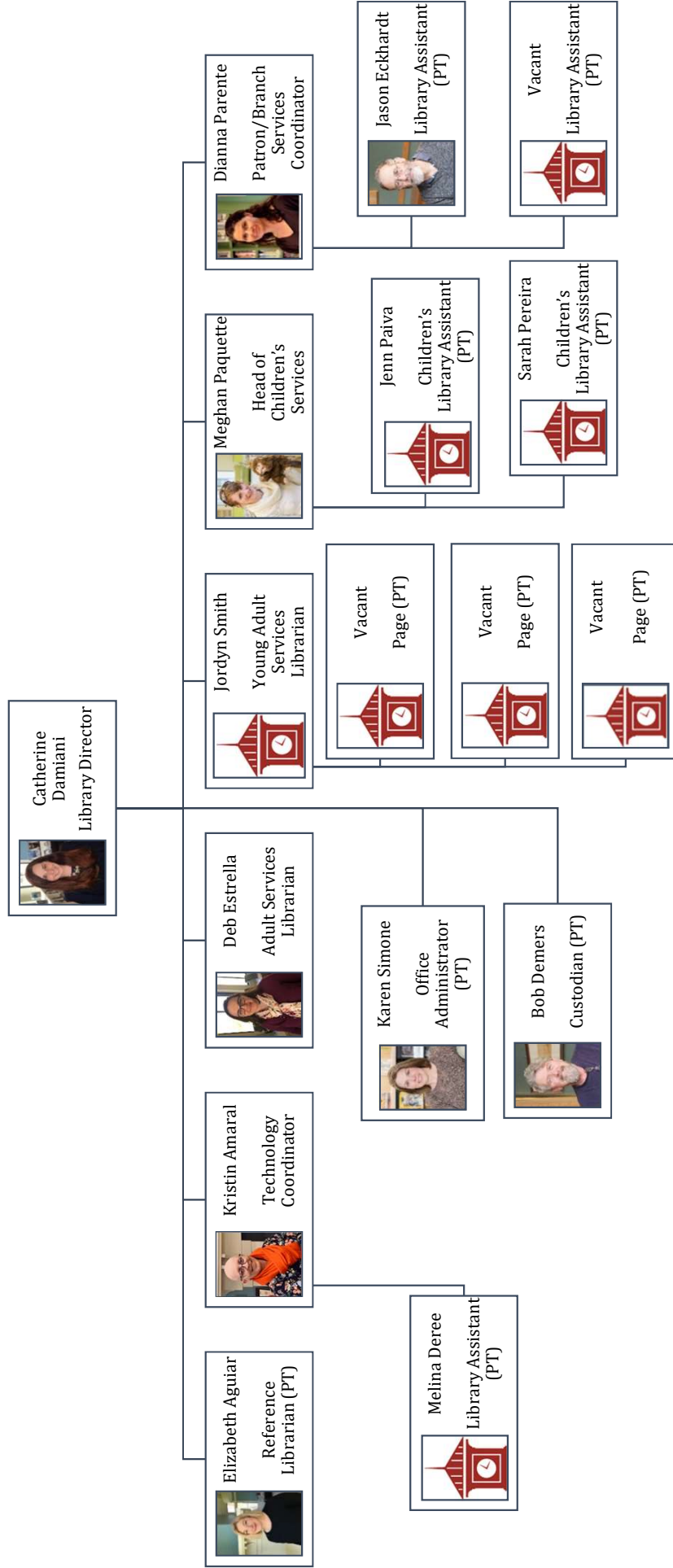
### **Vision**

The Library creates and strengthens community through its role as a leading provider of cultural resources and as a forum and venue for events. We intend to expand that role and strengthen our community of lifelong learners as we believe that learning is a communal, as well as an individual, activity and that the Library should be a center for intellectual and cultural engagement.

## Statistics Snapshot of FY22

<p><b>Library Visits</b> This accounts for all visits between July 1, 2021-June 30, 2022. The Library is open 53 hours per week.</p>	43,539
<p><b>Circulation</b> Annual circulation statistics represent all physical items, including books, movies, and audiobooks, that were checked out by patrons.</p>	79,285
<p><b>eZone Circulation</b> All RI public libraries share the same digital repository of eBooks, audiobooks, and streaming video. The popularity of this collection continues to increase while eBook and other digital collection item costs rise at an accelerated rate.</p>	21,055
<p><b>Computer Sessions</b> This statistic accounts for how many individuals use our public access computers. Computers are available during all library operating hours.</p>	4,888
<p><b>Wireless Internet Sessions</b> Visitors to the library may connect to our wireless internet service with any device (computer, tablet, smartphone, or gaming console). In 2021, wireless internet access was expanded in our parking lot area with thanks to RI Commerce’s “Take It Outside” grant program in partnership with Ocean State Libraries and OSHEAN.</p>	3,601
<p><b>Programs</b> Our library programs are planned by our Children’s, Young Adult, and Adult Departments. Community events are planned by all departments and include activities for all ages. The Friends of the Tiverton Libraries continuously raise money to fund all program costs.</p>	444
<p><b>Program Attendees</b> Programs include lectures, storytimes, one-on-one technology help, community events for all ages, and all other publicized events.</p>	7,098

# Tiverton Library Services Staff Organizational Chart April 2023



On-Call Assistants: Kirstie Devine, Prudence Fallon, Richard McGee, Mary Rudd, Tara Scopa, Kyle Sousa  
On-Call Pages: 2 Vacant Positions

### Library Staff FTE Information

Position	Hours per week	Time Allocation			
		Admin	Support Staff	Service Desk (4 areas)	Program/Duties
Director	35	35			
Office Administrator	15		15		
Reference Librarian	19			15	4
Adult Services Librarian	35			13	22
Young Adult Services Librarian	35			29	6
Head of Children's Services	35			10	25
Technology Coordinator	35			8	27
Patron/Branch Services Coordinator	35			26	9
Children's Library Assistant (2)	38			33	5
Library Assistant (2)	38			36	2
Library Assistant	15			Vacant	
Custodian	15		15		
Page (3)	27		Vacant		
<b>Total</b>	<b>320 <sup>1</sup></b>	<b>35</b>	<b>30</b>	<b>170 <sup>2</sup></b>	<b>100</b>

<sup>1</sup> Custodial staff and pages are excluded from the OLIS FTE requirements.

<sup>2</sup> Fully staffing all service areas requires 212 hours of staff time per week.



## Library Staff FTE Information (continued)

- OLIS (Office of Library and Information Services) Public Library Standards state, “The library/combined libraries of a city/town (cities/towns) have a minimum of 1 FTE staff excluding custodians, security staff, and pages for each 3,000 population (rounded to the nearest 3,000) based on the most recent census.”<sup>1</sup>
- With a population of 16,359 Tiverton requires a minimum of 5 FTE staff members. OLIS does not recommend that we have the minimum and this number does not reflect the number of staff needed as we are open 53 hours per week with 4 service areas.
- In addition, this minimum requirement only counts towards minimum library services and does not include time that is needed to plan and prepare for programs or outreach events.
- The 4 service areas in the library are:
  - Information Desk: this is the first area library visitors encounter a staff member
  - Staff Office Area: answering main phone, drive-thru services, checking in all materials from the indoor book drop and outdoor book drop, and checking in the library delivery
  - Main desk in the Children’s Library
  - Main desk in the Teen Library
- Program/Duties column includes collection development (purchasing books, music, audiobooks, CDs), cataloging new items, maintaining technology equipment, and program planning/preparation/execution.

<sup>1</sup> Source: <https://rules.sos.ri.gov/regulations/part/220-60-15-2>



## Financial Information

- Funds known as “Grant-In-Aid (GIA)” from the State of Rhode Island total a percentage of the town allocation. The Town of Tiverton must appropriate the same amount of funds or higher as the previous FY in order for the library to be eligible for grant-in-aid payments.
- The library has a checking account with Bank Newport totaling \$94,303.81. Of this amount, \$20,053.85 is restricted for programs and book donation funds (includes Friends of the Library donation and John Fitzgerald Memorial Fund). The remaining fund balance of \$74,249.96 is used for expenditures beyond what the town allocation may cover. In FY23 and FY24, our priorities for these funds will include a hiring a consultant for our long-range plan (current plan expires in December 2023), funding

for a new library website, any unanticipated health plan increases (ex. change from individual to family), and continuing the design planning process for the outdoor program space project.



### Property Repairs and Maintenance Report

This report details larger property repairs and expenses that are not covered under regular maintenance contracts totaling \$21,400.53. Cleaning supplies, COVID-related expenses, and cosmetic maintenance items are not included in this report. These totals are readily available upon request. For FY22, all maintenance expenses totaled \$24,882.63.

<b>Date</b>	<b>Item/Area</b>	<b>Description</b>	<b>Cost</b>
September 2021	HVAC	Service call for breaker trip on one RTU.	\$300.00
September 2021	AED	Replace expired pads for AED.	\$66.50
September-October 2021	Fire Protection	Pull station replacement, emergency lighting battery change, replace faulty smoke detector.	\$1,293.90
September-November 2021	Plumbing	Children's Library water heater service calls and eventual replacement.	\$910.00
October-November 2021	Automatic Lighting System	Service calls to fix overnight lighting issues.	\$1,215.00
November 2021	Automatic Door	Service calls for front handicap door	\$260.00
November 2021	Fireplace	Service call for gas fireplace.	\$175.00
December 2021	Siding	Repair to section of siding damaged by storm.	\$300.00
January-April 2022	Plumbing	Various repairs to toilets in main restrooms and faucet replacement in the Children's Library. Replacement parts included.	\$1,428.52
May 2022	Patio Doors	Repairs made to both sets of Terrace patio doors after prolonged locking issues. Repairs were grant-matched.	\$998.24
May-June 2022	Lighting	Service calls to troubleshoot several inoperable light fixtures including replacement fixtures.	\$3,324.97

June 2022	HVAC	Pressure control replacement and contactor service for one RTU. Refrigerant addition for all RTUs.	\$3,098.45
June 2022	Door Lock	Service and replacement of door locking mechanism for main staff door.	\$1,054.95
Fall 2022	Parking Lot Safety Improvements	Safety bollards were installed around the propane fill well area, the area where the propane pipe enters the building, and a guard rail along the drive-thru window area (funds were encumbered for FY22).	\$6,975.00
		<b>Total</b>	<b>\$21,400.53</b>



### FY22 Capital Expenses

In October 2021, the Town Council allocated \$15,000 in capital funds to the library. These funds were utilized on the following expenditures.

- Parking Lot Improvements \$2,800: Re-stripping of spaces, directional arrows, crosswalks, and other markings.
- Computer Replacement \$5,075.81: Replace aging and out-of-warranty computers in the Children’s Library.
- Commercial Printer/Copier Replacement \$7,335: Replace main library printer that is used for both staff and patron printing/copying/scanning after parts were no longer available for the existing printer due to age.

Overage of \$210.81 was paid with our regular town allocation.



### Upcoming FY23 Capital Projects

In January 2023, the Town Council allocated \$17,000 in capital funds to the library.

- Siding Repairs: Includes inspection and repair any areas of concern in the library siding. There is not as much work as there was in 2020, but this will help with upkeep of the siding.

- **Computer Replacement:** Replacement of out-of-warranty laptops that are used for in-library check-out and technology classes. Purchase of 6 specialized tablets for children’s literacy and learning apps. These tablets would replace our aging AWE learning stations, would be available for in-library use, and take-home check-outs.
- **Landscaping:** Invasive plant remediation then the subsequent planting of low-maintenance plants and shrubs along the south and west beds. This project will also assist in keeping vegetation away from the foundation stucco and further protecting the exterior of the library.
- **Shades for the Trustees Room and Community Room:** Includes the installation of shades in sunny areas to prevent fading of woodwork and materials in the Trustees Room. Additional shades would provide a darker atmosphere for daytime film screenings and presentations in the Community Room.

**Tiverton Library Services Annual Budget FY 7/1/2023 - 6/30/2024**

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget	\$ +/-	% +/-
<b>EXPENDITURES</b>							
<b>Operating Expense</b>							
Electricity	34,765	44,463	37,041	39,500	43,500	4,000	10.13%
Heat	23,467	20,620	34,449	26,100	31,200	5,100	19.54%
Communications	3,618	3,876	3,851	3,765	3,700	(65)	-1.73%
Water	708	945	675	875	875	-	0.00%
Maintenance	21,729	38,294	24,883	11,350	14,000	2,650	23.35%
Staff Development & Travel	780	479	1,270	1,500	2,000	500	33.33%
Office/Library Supplies	2,951	4,688	5,432	3,500	3,700	200	5.71%
Equipment and Furnishings	8,406	-	18,836	-	-	-	0.00%
Consortium Network Fees (OSL)	31,180	29,523	32,396	32,415	33,176	761	2.35%
Materials	44,302	45,093	49,178	37,000	37,000	-	0.00%
Service Contracts	20,911	18,198	14,496	18,035	18,035	-	0.00%
Technology Maintenance/Replacement	3,902	2,502	25,932	2,500	3,000	500	20.00%
Legal Fees	1,881	394	-	-	-	-	0.00%
<b>Subtotal Operating Expenses</b>	<b>198,600</b>	<b>209,075</b>	<b>248,439</b>	<b>176,540</b>	<b>190,186</b>	<b>13,646</b>	<b>7.73%</b>
Salaries	419,426	407,465	396,887	456,000	468,000	12,000	2.63%
FICA	31,563	30,569	29,748	34,884	35,802	918	2.63%
Health Benefits	56,682	51,537	50,478	57,400	57,800	400	0.70%
Retirement	11,642	10,603	11,815	17,785	15,900	(1,885)	-10.60%
<b>Subtotal Salary Expenses</b>	<b>519,313</b>	<b>500,174</b>	<b>488,928</b>	<b>566,069</b>	<b>577,502</b>	<b>11,433</b>	<b>2.02%</b>
Program Expenses (Restricted Friends Donation)	10,225	7,782	11,273	6,750	7,200	450	6.67%
<b>Subtotal Programs</b>	<b>10,225</b>	<b>7,782</b>	<b>11,273</b>	<b>6,750</b>	<b>7,200</b>	<b>450</b>	<b>6.67%</b>
<b>Total Expenses</b>	<b>728,138</b>	<b>717,031</b>	<b>748,640</b>	<b>749,359</b>	<b>774,888</b>	<b>25,529</b>	<b>3.41%</b>
<b>REVENUES</b>							
Grant in Aid	125,071	122,762	127,469	146,250	147,750	1,500	1.03%
Town Appropriation	585,000	585,001	591,000	603,000	615,000	12,000	1.99%
Fines and Fees	9,090	3,446	6,569	2,500	5,000	2,500	100.00%
Donations (Restricted Friends Donation)	11,770	8,215	7,431	6,750	7,200	450	6.67%
Grants	5,942	3,300	25,594	0	0	-	0.00%
<b>Total Revenue</b>	<b>736,873</b>	<b>722,724</b>	<b>758,063</b>	<b>758,500</b>	<b>774,950</b>	<b>16,450</b>	<b>2.17%</b>

**Tiverton Library Services Annual Budget FY 7/1/2023 - 6/30/2024**

<b>EXPENDITURES</b>	
<b>Operating Expenses</b>	
Electricity	Based on current usage and past trends.
Heat	Current propane rate \$1.69/gallon with usage at approximately 17,000 gallons. Price locked in until October 2024 (2 year contract). Oil for Union Public Library is also included.
Communications	Estimate based on current contract and fluctuating taxes.
Water	Based on current usage. Includes \$349 annual fire service fee and new \$25 online portal test upload fee.
Maintenance	General building repairs. Large FY21 increase was due to siding repairs and a new HVAC control system. We began receiving capital funding in FY22.
Staff Development and Travel	For professional conferences, memberships, and mileage.
Office/Library Supplies	Small increase to account for increased supply costs.
Consortium Network Fees (OSL)	Fees set by Ocean State Libraries consortium.
Materials	Line remains stable even with new addition of Kanopy streaming video service.
Services Contracts	Includes HVAC, septic maintenance, self-check out machines, sprinkler inspections, fire extinguisher inspections, security services, pest control contract, QuickBooks software, room/museum reservation system.
Technology Maintenance/Replacement	Year 5 of 5-year plan technology maintenance schedule. Line is typically \$2,500 (\$2,000 for hardware, \$500 for supplies). Increasing by \$500 due to rising hardware costs. Recommended that new computer purchases use capital funding.
<b>Subtotal Operating Expenses</b>	<b>Overall 7.73% increase in Operating Expenses.</b>
Salaries	Includes increases to minimum wage on January 1, 2024 and 2% staff wage increase.
FICA	Annual 7.65% of salary.
Health Benefits	Four staff members on individual plan, one on family plan, and one receives in lieu of payments.
Retirement	4.04% for MERS and 1% for TIAA.
<b>Subtotal Salary Expenses</b>	<b>Overall 2.02% increase in Salary Expenses.</b>
Program Expenses (Restricted Friends Donation)	Funds designated for programs are donated at the beginning of each calendar year by the Friends of Tiverton Libraries.
<b>Subtotal Programs</b>	<b>All funds are donations.</b>
<b>Total Expenses</b>	<b>Overall 3.41% increase in Total Expenses.</b>
<b>REVENUES</b>	
Grant in Aid	Determined by Governor's Budget. This reflects GIA being fully funded at 25%.
Town Appropriation	FTR appropriation. Increased by 1.99%.
Fines and Fees	Includes fines/fees for library materials, room reservation fees, and printing costs.
Donations	Friends of the Libraries donation made each calendar year.
Grants	Intentionally left at \$0 because the amount we may receive from various grants in FY24 is unknown at this time.
Total Revenue	<b>Overall 2.17% increase in Total Revenue.</b>