



Quarterly Presentation

October 2024

Outline of Tonight's Presentation:

1. Library Use Updates & Statistics

2. Library Financial Updates
 - a. 2024 MML Operating Budget Performance
 - b. 2025 MML Operating Budget Draft

2024 MML Summer Snapshot



55
Summer
Reading
participants



603+
free lunches
distributed



7993
summer
foot traffic



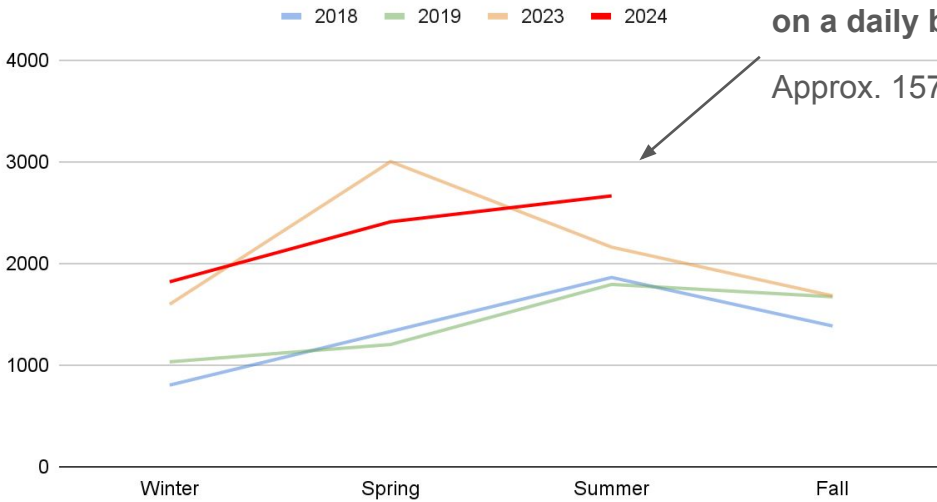
94
programs
offered

Library Hours & Use

- Experimented with additional summer evening hours
 - Served some different people
 - Tried out staggered staffing model
- Saw increased foot traffic



Average Library Foot Traffic/Month, 2018-2024



What does this look like on a daily basis?

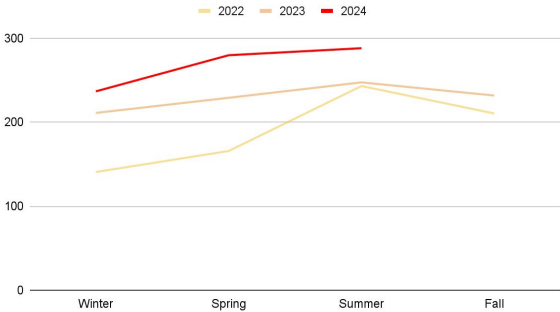
Approx. 157 people per day

What brings people in the door?

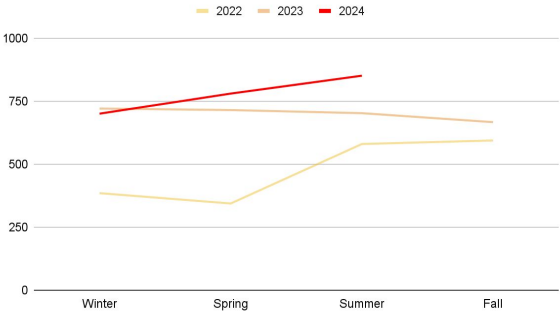


Computer & Wifi Use

Average Library Computer Use/Month, 2022-2024

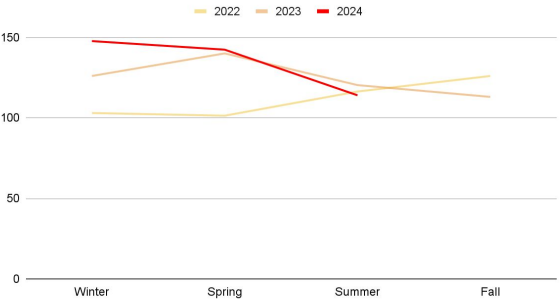


Average Library Wifi Use/Month, 2022-2024

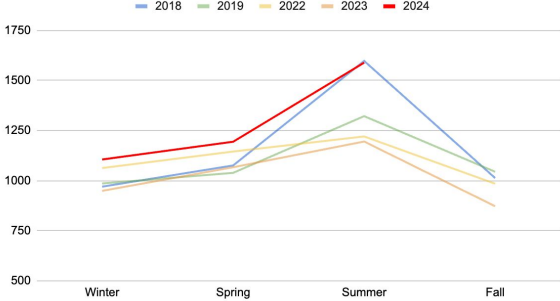


Meeting Room Use & Circulation

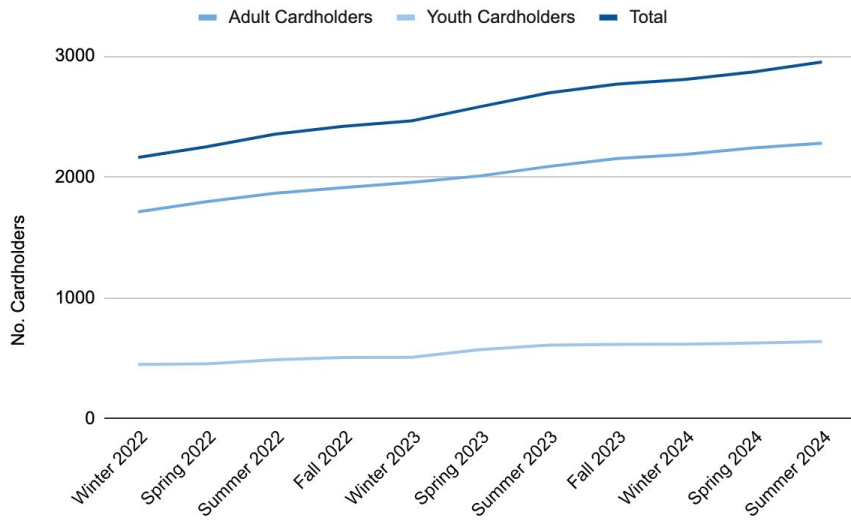
Average Library Meeting Room Use/Month, 2022-2024



Average Circulation/Month, 2018-2024



Library Cardholders, 2022-2024



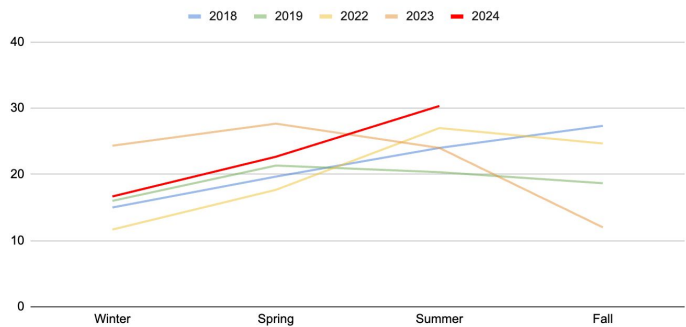
2024 Program Offerings- Overview

In 2024 so far:

- 85 adult programs
- 124 youth programs
- Averaging 23 programs per month (and 30 per month over the summer)

+ 45 additional gear library programs

Average No. Library Programs/Month, 2018-2019, 2022-2024

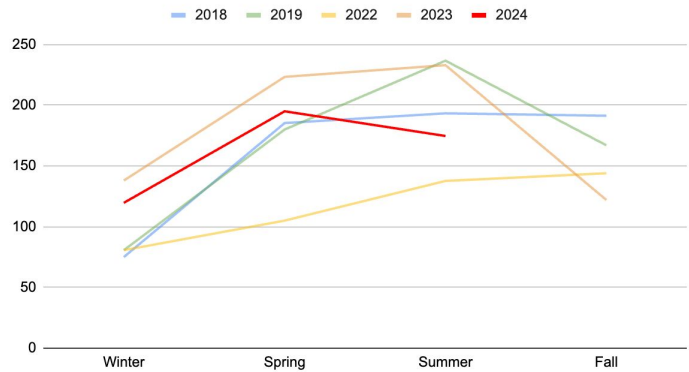


2024 Program Attendance- Overview

In 2024 so far:

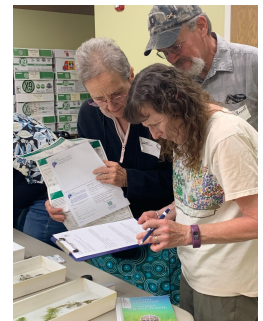
- Total adult program attendance 688 (8/program)
 - Total youth program attendance: 780 (6.2/program)
 - Averaging 163 program attendees per month
- + 366 gear library program attendance

Average Total Library Program Attendance/Month, 2018-2024



2024 Summer Adult Programs included:

- Authors & speakers:
 - Kerri Arsenault
 - Bud Warren
 - Tim Caverly
 - Rivers of Ink
- Support groups:
 - Postpartum support
 - Grief support
- Workshops:
 - Invasive plant identification
 - Writing
 - Business 101
 - Card-making
- Resource access office hours:
 - Penquis
 - FedCap
 - Rape Response Services



2024 Summer Youth Programs

- Story Time
- Littles at the Library
- Tween/teen programs:
 - Pokemon Club (teen-led)
 - Dungeons & Dragons (teen-led)
 - Art Club
- Summer reading enrichment activities, including:
 - “Be a Space Scientist” programs
 - Cyanotype art workshop
 - Furry Friends Story Time
 - Summer kickoff celebration



2024 Summer Gear Library Programs

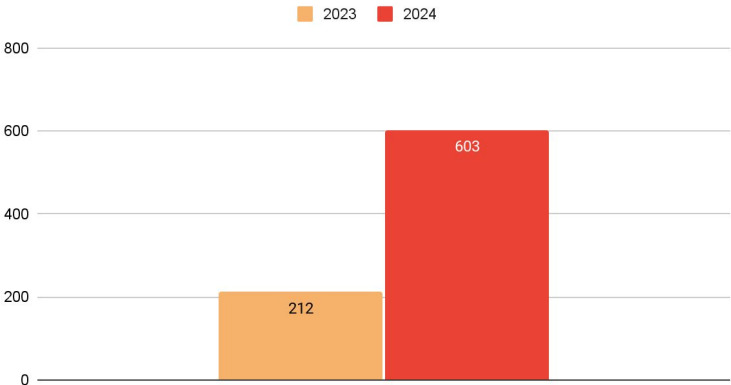
- Community programs
 - Bird walks
 - Millinocket Stream paddles
 - In-town bike rides
- Collaborative youth programs, including day and overnight hiking, mountain biking, and paddling trips throughout the region



Summer Lunch Program

- Library is a site for the National School Lunch Program
- A few additional weeks account for part of this increase

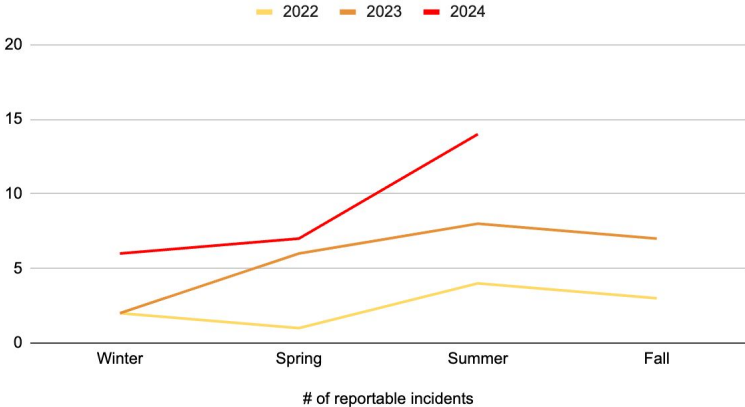
No. Free Summer Lunches Distributed at MML, 2023-2024



Incident Statistics

- With increased use, we are seeing increased reportable incidents
- Majority are youth behavioral incidents
- Improved procedures, but still takes staff time

No. of official Library incidents per quarter, 2022-2024



What brings people in the door?



What kinds of questions do we get at the library?

- Can you help me find a trustworthy plumber in the area?
- I just read this great book. Can you recommend a similar one?
- Can you help me set up an email to apply for a job online?
- How do I apply for SNAP?
- Are there any local grief support groups?
- I'm new to town. How do I meet other moms?
- I got this letter in the mail. Is it a scam?
- What are some options for getting my required community service hours?
- I need help making a flyer for my business.
- What are some affordable housing options in the area?
- My wife got me this iPad. How do I use it?



Circulation Desk & Help Desk Services

- Circ Desk handles shorter questions
 - Focus areas: circulation, interlibrary loans, reference, research
- Help Desk offers in-depth support by appointment
 - Focus areas: technology help, resource navigation, basic needs

THE HELP DESK AT MILLINOCKET MEMORIAL LIBRARY



It can be hard to find the resources and information you need. We're here to help with:



Technology Questions

There are no dumb questions! Ask us things like how to update your phone or download an app.



Resource Questions

We can help with questions like:

- What food pantries are open this week?
- What are affordable housing options in the area?



Information Questions

Need to know things like where to find a free lawyer or how to apply for MaineCare? We can point you in the right direction.



»» To make an appointment or learn more: ««

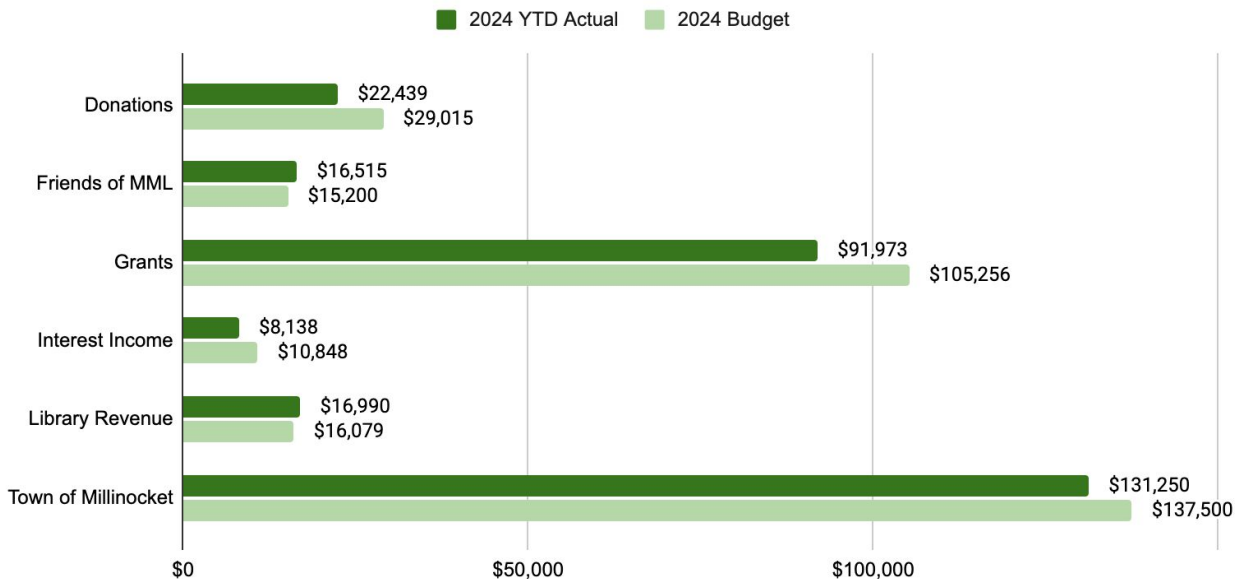
Call us at 207-447-4076, come to the library, or visit MillinocketLib.org/HelpDesk.

*While we're happy to refer you to the experts, we don't provide case management, counseling, therapy, legal advice, or emergency services. If you are experiencing an emergency, call 911.

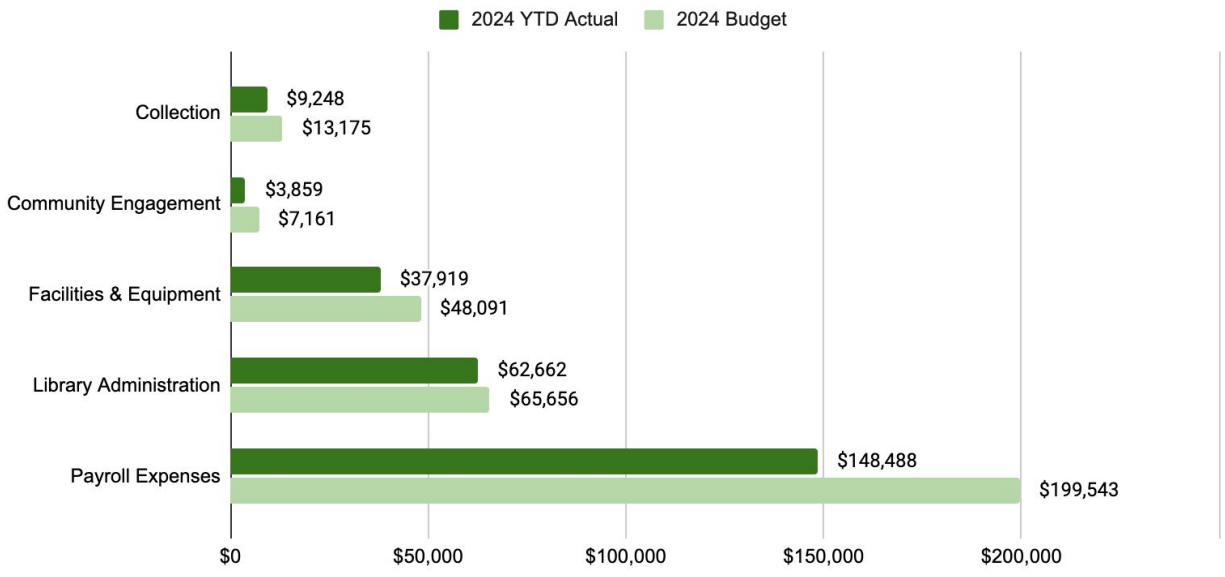


MillinocketLib.org/HelpDesk | 207-447-4076 | 5 Maine Ave, Millinocket

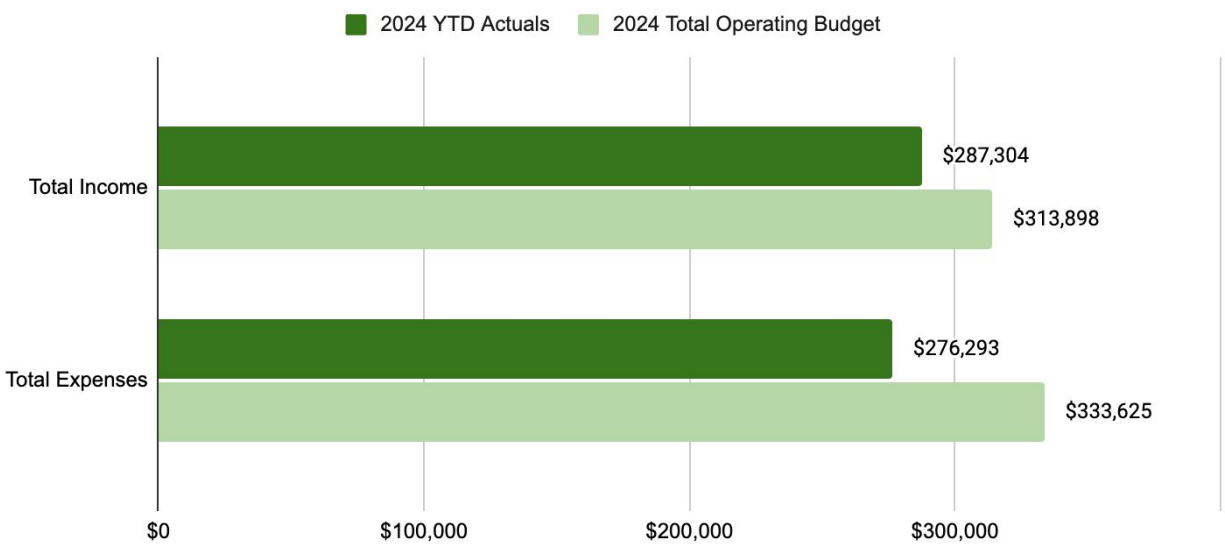
MML 2024 YTD Operating Budget Performance by Income Category, 9.30.2024



MML 2024 YTD Operating Budget Performance by Expense Category, 9.30.2024



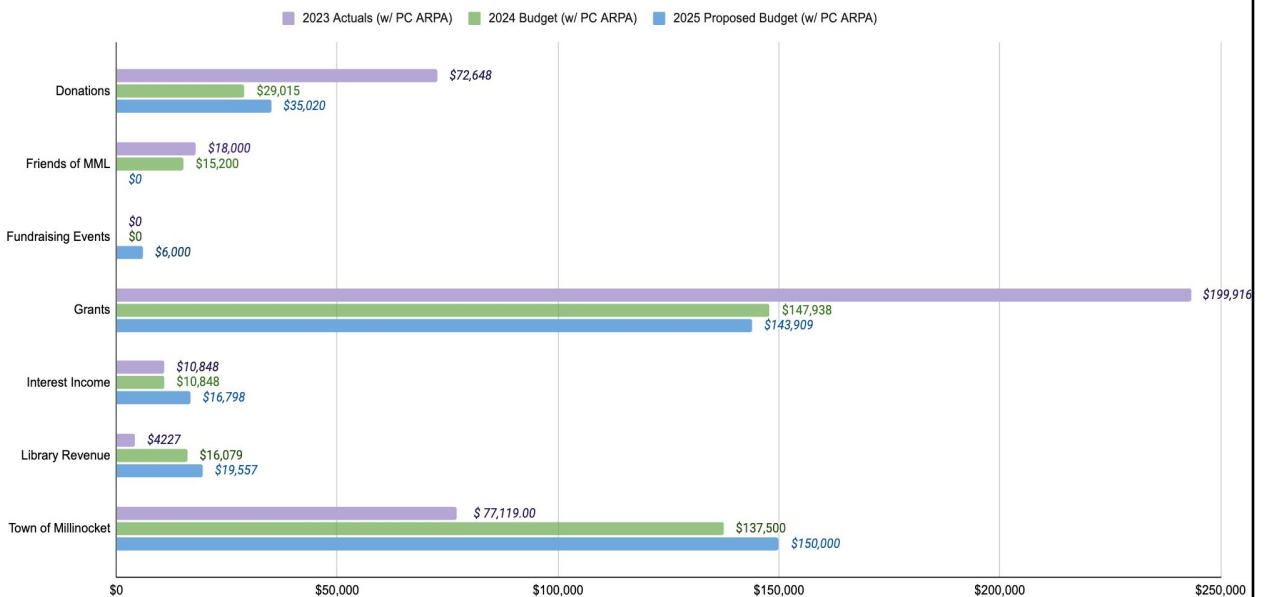
MML 2024 YTD Operating Budget Performance Summary, 9.30.2024



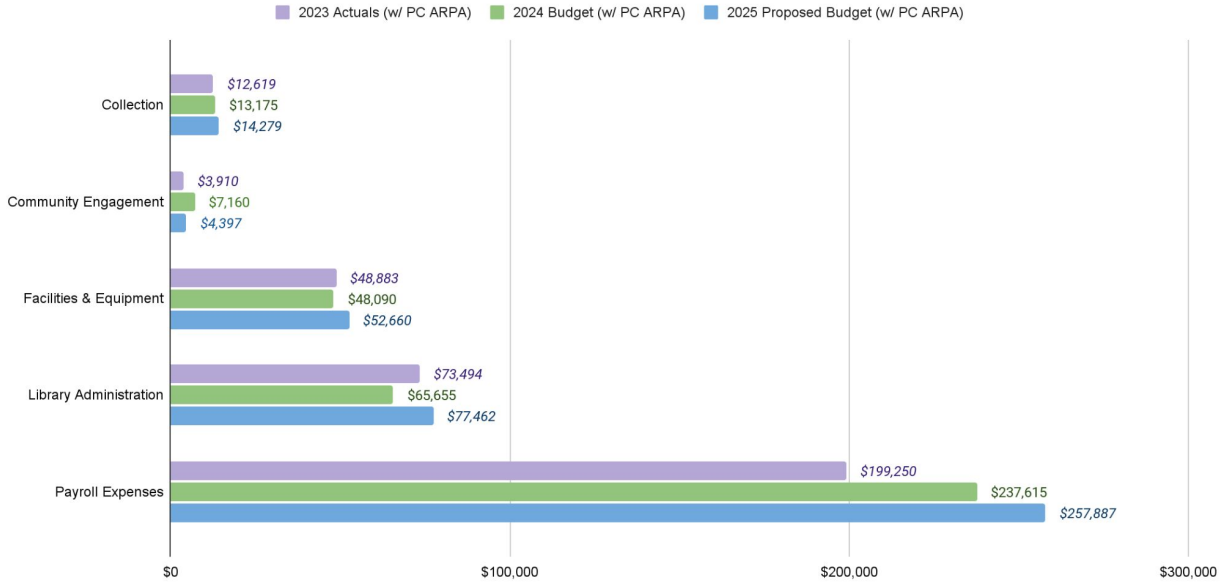
2025 Operating Budget Draft- Important Note

- This draft budget includes Penobscot County ARPA income and expenses
- MML received \$150,000 of American Rescue Plan Act (ARPA) funding from Penobscot County in 2022 to support staff time for resource navigation services (the Help Desk)
- As resource navigation has been integrated into library operations, we have added Penobscot County ARPA income and expenses to the proposed budget to more accurately reflect the cost of staffing the library at our current service level

MML Income Budget Comparison, 2023-2025



MML Expense Budget Comparison, 2023-2025



2025 Proposed Budget Income Detail

*Including Penobscot County ARPA income/expenses

	2025 Budget Draft 4*	Change from 2024 Budget*	Notes
INCOME			
Total Donations	\$35,019.75	\$6,004.75	2024 YTD donations + 2023 Q4 donations (excluding outlier major gifts) x 75%
Friends of MML	0.00	-15,200.00	
Fundraising Events	6,000.00	6,000.00	2 small fundraising events + 1 larger fundraising event
Grants	18,310.00	13,054.00	Small endowed funds + \$15K misc operating grants, which may be higher with contracted grant writing assistance
Penobscot County ARPA	45,599.76	2,917.08	This is the amount of Penobscot County ARPA funding we expect to apply to staff positions in 2025.
Sewall Healthy People Healthy Places	80,000.00	-20,000.00	Anticipated decrease, as Sewall Foundation intends to provide a funding "offramp" over the next 5ish years.
Total Grants	\$143,909.76	-\$4,028.92	
Interest & Investment Income	16,798.00	5,950.00	Quarterly payments from New Markets process + anticipated CD earnings
Library Revenue			
Consulting Work	12,000.00	4,000.00	Contract revenue from the Katahdin Collaborative per current contract, which could be extended.
Copy/Fax Services	5,939.86	1,739.86	Seeing increased usage of copy/fax services with increased foot traffic
EV Chargers	481.64	-922.36	YTD average per month x 12 months, plus 10%
Non-Resident Library Cards	800.00	800.00	
Retail Sales	500.00	-1,975.00	KGL location to focus on retail, so we will just sell a few smaller items like stickers, pins, extra t-shirts.
Total Library Revenue	19,721.50	3,642.50	
Town of Millinocket	150,000.00	12,500.00	This is the same amount we are slated to receive from the Town between 7/2024 and 6/2025.
Total Income	\$371,449.01	\$14,868.33	
Gross Profit	\$371,449.01	\$14,868.33	

2025 Proposed Budget Detail- Collection & Community Engagement

*Including Penobscot County ARPA income/expenses

	2025 Budget Draft 4*	Change from 2024 Budget*	Notes
Collection and Materials			
Books	8,450.00	700.00	Increased cost of books and shipping
DVDs and Audiobooks	1,200.00	0.00	
Ebooks	400	0	Fee for MML patrons to be able to access Cloudlibrary Ebook platform
ILL Replacement Fees	250	150	
Integrated Library System	2,320.00	145.00	Increases to library consortium fees due to van delivery vendor change
Periodicals	1,659.00	109.00	
Total Collection and Materials	\$14,279.00	\$1,104.00	
Community Engagement			
Computer Software & Supplies	472.77	-55.23	Mailchimp subscription + 3% anticipated increase
Marketing	200	-200	
Membership Fees	335	95	
Program Supplies	3,000.00	-1,200.00	We overbudgeted for program supplies in 2024
Retail Inventory	500.00	-1,103.00	Decreased focus on retail
Web Hosting	189.5	0	
Total Community Engagement	\$4,697.27	-\$2,463.23	

2025 Proposed Budget Detail- Facilities & Equipment

*Including Penobscot County ARPA income/expenses

	2025 Budget Draft 4*	Change from 2024 Budget*	Notes
Facilities and Equipment			
Building Repairs	9,247.00	2,704.00	Routine sprinkler, fire alarm, HVAC, etc. maintenance + ~\$2K buffer for unanticipated maintenance.
Cleaning & Plowing	9,294.00	416.00	Anticipated increase to plowing contract with new vendor
Computer Equipment, Repairs	3,417.47	-1,015.53	Computer & network repair work, public computer management software
Copier Lease & Supplies	2,838.15	280.11	Xerox rental contract + 5% anticipated increase
Elevator	1,259.69	-837.19	Decreased costs because of elevator warranty included with planned modernization
Furnishings & Fixtures	500	0	
Janitorial Supplies	1,418.74	418.74	2024 YTD monthly cost + 3% anticipated increase. Cost of janitorial supplies increased significantly in 2024 and the building required more cleaning with increased use.
Utilities		0	
Electricity	9,337.08	-143.63	
Propane	267.74	-2.26	
Sewer	400	0	
Telephone	2,229.00	609.00	Adding a second downstairs cordless phone with increased use of Teen Lounge
Water	3,036.44	690.32	Rates rose in 2024, 3% additional increase expected
Wood Pellets	9,504.00	1,539.00	Pellet rates have increased
Total Utilities	\$24,774.26	\$2,692.43	
Total Facilities and Equipment	\$52,749.30	\$4,658.55	

2025 Proposed Budget Detail- *Library Administration*

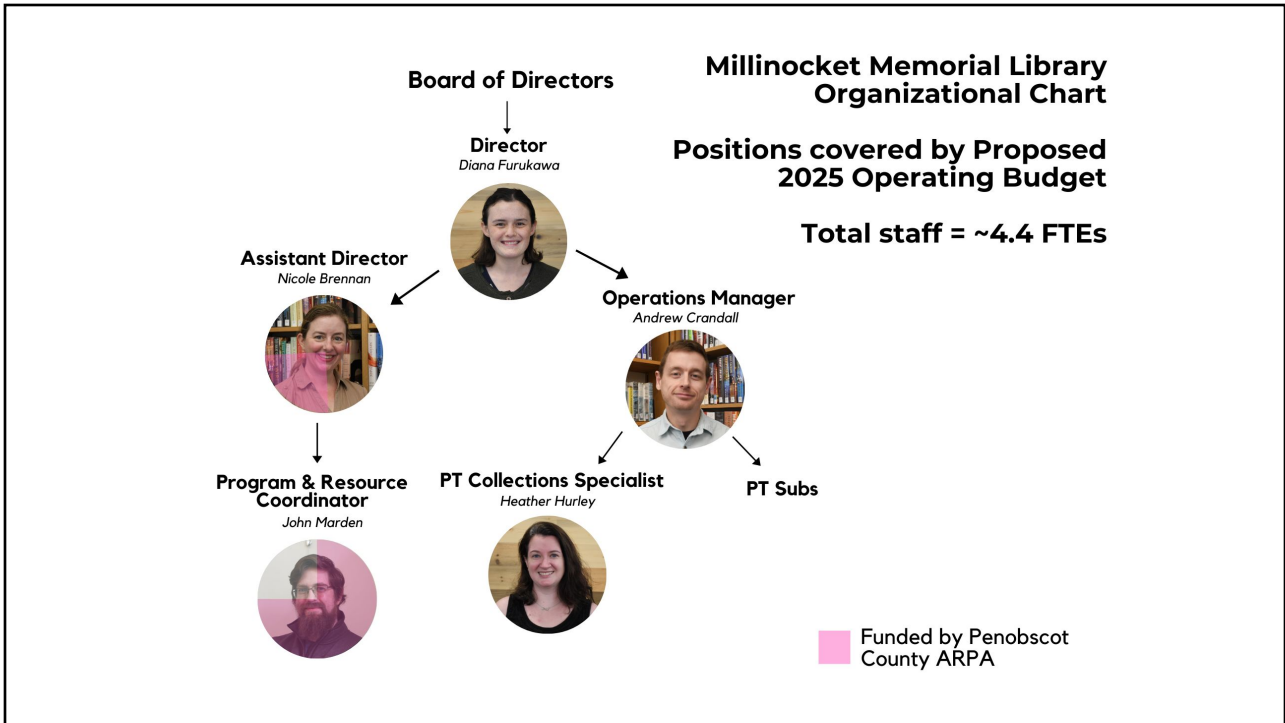
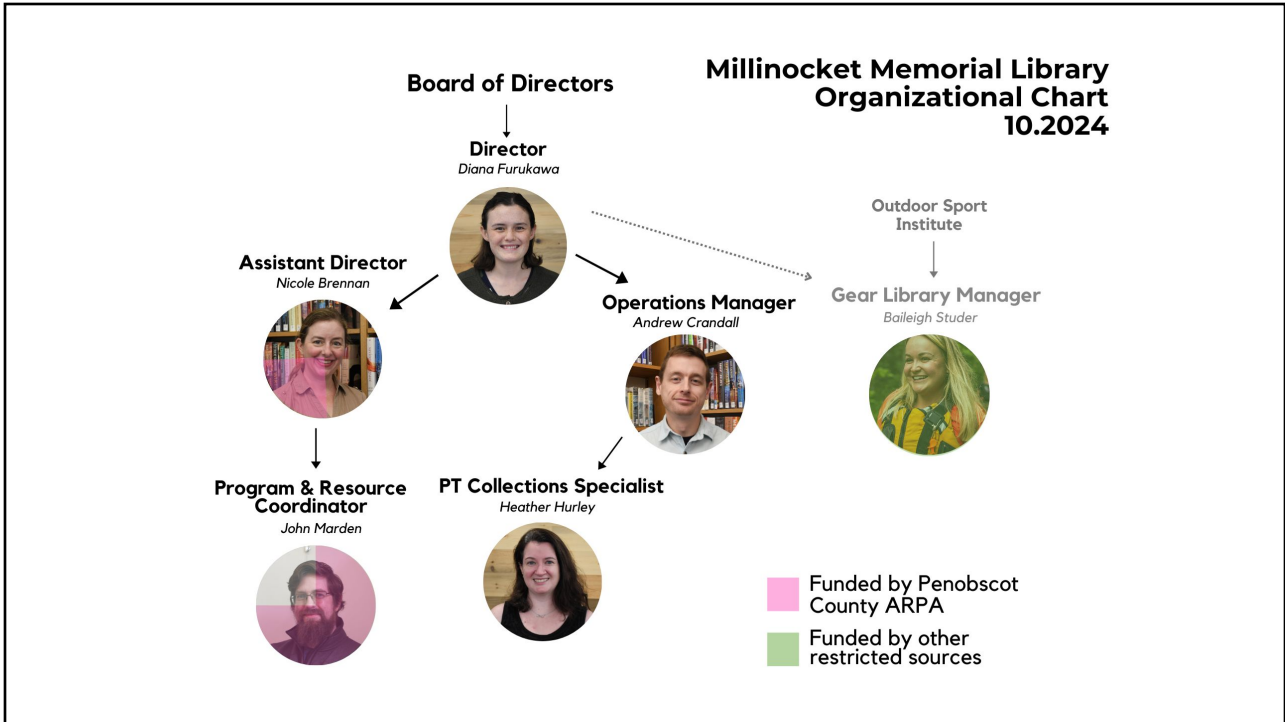
*Including Penobscot County ARPA income/expenses

	2025 Budget Draft 4*	Change from 2024 Budget*	Notes
Library Administration			
			MML must pay "rent" to the Millinocket Library Support Corporation (MLSC) until 2026, per the New Markets Tax Credit process. This rent is used for asset management fees. About \$11K of this is offset by interest income the library receives from the New Markets process.
Asset Management Fees (Rent)	32,000.00	0.00	
Bank Fees	30	0	
Computer Software & Supplies	780.00	-1,920.00	No new computers slated to be purchased in 2025.
			Contracted grant writer at \$100/hour, averaging 4 hours/month. The grant scene is getting more competitive, so it may be a good ROI to work with a grant writer to at least review our strategy and approach and have them assist with some proposals.
Consulting	4,800.00	4,800.00	
Contracted Accounting	5,544.00	5,544.00	Contracted bookkeeper at 7 hours/month
Financial Reviews & Filings	8,500.00	0.00	990 filing and independent financial compilation
Fundraising	1,986.00	1,500.00	Donor management software + expenses for running fundraising events
			MLSC property/liability insurance (\$10,824), MML directors and officers insurance (\$800), workers comp (\$1408)
Total Insurance	\$13,032.05	-\$286.95	
Legal Fees	70	0	
Office Supplies	1045.71	195.71	
			Printing and mailing of annual reports and appeals with increased audience. It costs more, but it more than pays for itself with donations received as a result.
Postage, Mailing Service	4,085.45	1,802.95	
Professional Development	4,500.00	600.00	\$1000 per FT staff member, \$500 for PT staff
Volunteer/Staff Appreciation	500.00	-1,018.00	
Total Library Administration	\$76,873.21	\$11,217.71	

2025 Proposed Budget Detail- *Payroll Expenses + Total Expenses*

*Including Penobscot County ARPA income/expenses

	2025 Budget Draft 4*	Change from 2024 Budget*	Notes
Payroll Expenses			
Billing Impound, Processing	1,807	247	
			Calculated by estimating 9% of payroll expenses, as this has been underbudgeted in previous years. Also includes payroll taxes covered by Penobscot County ARPA.
Total Employer Payroll Taxes	\$21,144.29	\$6,479.29	
			All positions fully included in the Operating Budget (including positions funded by Penobscot County ARPA). This includes 3% COL increase for all employees, plus average raises between 1% and 2%. This budget also includes \$3,936 to support hiring of very part-time circulation desk subs.
Total Salaries & Benefits	\$234,936.61	\$13,546.61	
Total Payroll Expenses	\$257,887.70	\$20,272.70	
Total Expenses	\$406,486.49	\$34,789.74	
			This budget shows ~\$35,702 in net negative income. However, the income side of the budget is relatively conservative; an optimistic version of this budget shows about \$15,000 anticipated net income.
Net Income	-\$35,037.48	-\$19,921.41	



Overview of 2025 MML Budget Process

- **September:**
 - Initial draft budget reviewed by MML's Finance Committee
 - Updated draft budget reviewed by MML's Executive Committee
- **October:**
 - Updated draft budget reviewed by MML's Board of Directors
 - Updated draft budget shared with Town Council
- **December 19th:** Final version to be approved by MML Board of Directors
 - Feedback welcome up until that point
 - MML Board meetings are also open to the public
- **January:** Final version shared with Town Council

Questions?

Presented by Diana Furukawa, MML Director

diana@millinocketmemoriallibrary.org

207-447-4075