

Morse Institute Library - Public Library Service

	No of Staff	Tn Admin Recommendations	2005 Dept Requests	2004 Expended 12/30/03	2004 Appropriation	2003 Actual	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Management	1.0	\$71,669	\$71,669	\$34,599	\$71,943	\$71,669	\$69,315	\$64,881	\$61,329	\$57,508	\$57,042
Salaries Administrative	3.0	\$131,608	\$131,608	\$61,161	\$130,684	\$131,254					
Salaries Operational Staff	9.0	\$195,207	\$195,207	\$97,978	\$182,692	\$183,185					
Salaries Technical/Professional	11.0	\$494,039	\$494,039	\$228,755	\$520,139	\$509,343	\$778,545	\$693,259	\$661,322	\$548,800	\$717,278
Salaries Part/time Operational	16.0	\$157,623	\$157,623	\$64,805	\$131,563	\$110,109	\$137,244	\$158,846	\$141,653	\$215,000	\$0
Salaries Pages	7.0	\$14,109	\$14,109	\$5,628	\$19,304	\$11,350					
Salaries Longevity		\$3,185	\$3,185	\$3,043	\$3,340	\$3,200					
Salaries Overtime/Sunday Hrs		\$24,764	\$24,764	\$13,239	\$24,200	\$24,164					
PERSONAL SERVICES	47.0	\$1,092,204	\$1,092,203	\$509,208	\$1,083,865	\$1,044,273	\$985,104	\$916,986	\$864,304	\$821,308	\$774,320
Maint of Computer System		\$69,510	\$69,510	\$53,001	\$66,200	\$72,942	\$54,505	\$56,352	\$59,055	\$44,619	\$57,119
Communication Telephone		\$5,200	\$5,200	\$2,154	\$5,200	\$5,416	\$7,308	\$7,226	\$13,525	\$6,643	\$6,075
Communication Postage		\$5,500	\$5,500	\$1,849	\$5,500	\$4,312	\$4,513	\$4,116	\$3,976	\$2,913	\$5,426
Copy/Mail Center Fees		\$8,750	\$8,750	\$2,859	\$8,750	\$7,062	\$9,668	\$8,764	\$8,748	\$0	\$0
Other Supplies & Services		\$3,800	\$3,800	\$709	\$3,800	\$4,816	\$5,077	\$6,062	\$3,498	\$4,787	\$7,060
PURCHASE OF SERVICES		\$92,760	\$92,760	\$60,572	\$89,450	\$94,548	\$81,071	\$82,519	\$88,802	\$58,961	\$75,680
Cleaning Allowance - Library Staff		\$1,582	\$1,582	\$0	\$3,400	\$0	\$0	\$0	\$0	\$0	\$0
OTHER SERVICES MISC.		\$1,582	\$1,582	\$0	\$3,400	\$0	\$0	\$0	\$0	\$0	\$0
Printing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,115	\$2,968
Library Materials		\$145,000	\$145,000	\$81,051	\$145,000	\$123,136	\$161,829	\$161,949	\$188,068	\$193,476	\$123,131
SUPPLIES		\$145,000	\$145,000	\$81,051	\$145,000	\$123,136	\$161,829	\$161,949	\$188,068	\$195,591	\$126,098
Library Supplies		\$24,600	\$24,600	\$8,896	\$24,600	\$19,938	\$22,746	\$21,840	\$18,427	\$25,582	\$18,191
Vehicular Repairs - Bookmobile		\$0	\$0	\$0	\$0	\$0	\$0	\$5,200	\$7,626	\$9,482	\$7,821
OTHER SUPPLIES		\$24,600	\$24,600	\$8,896	\$24,600	\$19,938	\$22,746	\$27,040	\$26,053	\$35,064	\$26,011
BUDGET TOTAL		\$1,356,146	\$1,356,145	\$659,728	\$1,346,315	\$1,281,895	\$1,250,751	\$1,188,494	\$1,167,227	\$1,110,925	\$1,002,109

TOWN OF NATICK
EMPLOYEE JOB/PAY

Note: All Step increases are effective 7/1/04

Emp #	Employee Name	Actual	Budgetary	Pay Type	Level/Step	Rate	Hours	Amount	Funding	Total	Add'l	Dry Cleaning
		FY'03 Earnings	FY'04 Scheduled Earnings						(52.2 Wks) FY2005			
Management												
3604	PAULA POLK	\$71,668.51	<u>\$71,943.10</u>	BASE	M3-5	34.3240	40.0	1,372.96	<u>71,668.51</u>			
			\$71,943.10							\$71,668.51		
Administrative												
1506	BRENDA MUSSER-CASTINO	\$58,201.95	\$58,424.95	BASE	M1-Perf	27.8745	40.0	1,114.98	58,201.96			
41090	JOAN CRAIG	\$37,397.65	\$35,280.80	BASE	P4-5	22.0505	40.0	882	35,280.80	<i>Funding for 40 Wks</i>		
40073	CAROLYN CHING	\$36,046.44	<u>\$36,977.63</u>	BASE	P3-3	17.6418	40.0	730	<u>38,125.07</u>			
			\$130,683.38							\$131,607.83		
Technical/Professional												
2061	SUSANMARIE BARNICLE	\$45,909.75	\$47,695.80	BASE	S5-5	24.1200	37.5	936.00	48,859.20		\$300.00	\$100.00
5270	MARIANNE CARLOW	\$33,049.23	\$34,294.50	BASE	S12-Max	17.3000	37.5	648.75	33,864.75		\$300.00	\$100.00
1438	LINDA CHAMPION	\$45,959.75	\$47,745.80	BASE	S6-5	24.1200	37.5	936.00	48,859.20		\$350.00	\$100.00
3097	MARYANN HAGUE	\$45,859.75	\$47,645.80	BASE	S8-5	24.1200	37.5	936.00	48,859.20		\$250.00	\$100.00
548	MARTHA JONES	\$55,962.83	\$56,175.95	BASE	S4-Max	28.4101	37.5	1,065.38	55,612.77		\$350.00	\$100.00
41170	ANNA KOCH	\$54,941.40	\$52,917.95	BASE	S3-5	26.9303	37.5	1,037.58	54,161.52			\$100.00
40087	PAMELA LATHWOOD	\$40,520.25	\$42,110.74	BASE	S11-5	21.4303	37.5	831.75	43,417.35			\$100.00
1619	ROBERTA PLACHY	\$40,870.25	\$42,460.74	BASE	S10-5	21.4303	37.5	831.75	43,417.35		\$350.00	\$100.00
1856	DALE SMITH	\$53,065.73	\$54,722.34	BASE	S1-6	27.6703	37.5	1,065.38	55,613.08		\$350.00	\$100.00
3144	PAULA WELCH	\$55,014.46	\$51,733.00	BASE	S2-4	26.2000	37.5	1,009.88	52,715.98		\$250.00	\$100.00
	SALVATORE GENOVESE	New Hire from Bacon Free		BASE	H13-Max	18.4300	9.00	165.87	<u>8,658.41</u>			
	Review Rate		\$477,502.62							\$494,038.80		
Part-Time Benefited												
3577	ELIZABETH BAILEY	\$34,862.65	\$36,652.75	BASE	H8-5	24.9600	29.00	723.84	37,784.45		\$195.00	\$78.00
41261	KAROL BARTLETT	\$20,970.03		BASE	H13-Max	19.0800	25.00	477.00	<i>Paid through Local History Acct as of 11/25/03</i>			\$67.00
3015	MARY BORGHI	\$22,209.09	\$22,663.00	BASE	H12-Max	17.3000	30.00	519.00	27,091.80			\$67.00
40072	LAURIE CHRISTIE	\$22,250.74	\$21,169.60	BASE	H12-5	16.7300	26.00	434.98	22,705.96			\$67.00
41393	CAROL HINCKLEY	\$18,674.17	\$19,411.06	BASE	H14-5	13.6300	28.50	388.46	20,277.35			\$75.00
41130	KAREN PERKINS	\$16,504.66	\$15,712.66	BASE	H14-Max	14.4600	23.00	332.58	17,360.68			\$59.00
3272	DELL REDINGTON	\$25,505.22	\$23,744.52	BASE	H12-Max	17.3000	29.50	510.35	26,640.27		\$175.00	\$70.00

TOWN OF NATICK
EMPLOYEE JOB/PAY

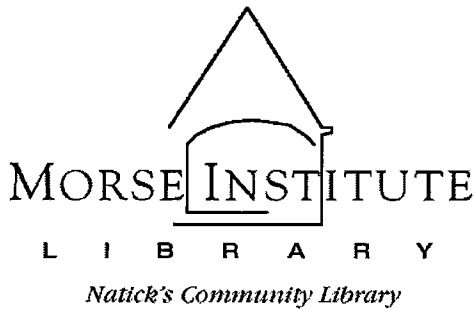
Note: All Step increases are effective 7/1/04

Emp #	Employee Name	Actual FY'03 Earnings	Budgetary FY'04 Scheduled Earnings	Pay Type	Level/Step	Rate	Hours	Amount	Funding (52.2 Wks) FY2005	Total Appropriation	Add'l Comp Longevity	Dry Cleaning Allowance
2911	JANET RICHARD	\$22,818.21	\$23,744.52	BASE	H12-Max	17.3000	26.00	449.80	23,479.56		\$175.00	\$40.00
8199	BARBARA SANCHEZ	\$23,786.22	<u>\$20,083.44</u>	BASE	H12-Max	17.3000	22.00	380.60	<u>19,867.32</u>		\$140.00	\$59.00
			\$183,181.55							\$195,207.38		
<u>Part-time Non Benefited</u>												
41184	CHARLENE BISHOP	\$10,730.25	\$12,880.97	BASE	H14-Max	14.4600	13.50	195.21	10,189.96			
3882	ELEANOR BRODY	\$6,683.12	\$7,725.86	BASE	H13-Max	19.0800	8.00	152.64	7,967.81			
3575	CATHERINE EVANGELISTA	\$7,697.76	\$9,339.78	BASE	H15-Max	11.1400	14.50	161.53	8,431.87			
3540	CARY HOLMES	\$9,857.85	\$9,657.32	BASE	H13-Max	19.0800	11.00	209.88	10,955.74			
40075	SUSAN KORNBLUM	\$4,481.40	\$6,301.10	BASE	H15-3	9.9000	8.00	79.20	4,134.24			
40076	JEAN KRIGER	\$11,774.20	\$10,607.86	BASE	H14-Max	14.4600	18.00	260.28	13,586.62			
41366	TARA MCDONALD	\$16,004.19	\$8,834.64	BASE	H13-4	17.3700	14.00	243.18	12,694.00			
41381	JENNIFER MCGILLIS	\$8,920.45	\$8,570.54	BASE	H14-Max	14.4600	14.50	209.67	10,944.77			
42242	ROSE NICHOLS	New Hire		BASE	H13-3	16.8600	19.50	328.77	17,161.79			
41666	FAY PHILLIPS	\$9,843.40	\$11,428.96	BASE	H14-4	13.2300	17.50	231.53	12,085.61			
3156	JESSICA PLACHY	\$7,306.78	\$8,319.02	BASE	H14-5	13.6300	9.50	129.49	6,759.12			
8464	NOREEN QUINN	\$7,590.96	\$8,067.50	BASE	H14-4	13.2300	12.50	165.38	8,632.58			
42241	ABBY REIDY	New Hire		BASE	H13-3	16.8600	9.00	151.74	7,920.83			
507	FRANCIS SIMEONE	\$5,625.96	\$6,239.27	BASE	H14-5	13.6300	9.00	122.67	6,403.37			
3397	KARA STROSCHEIN	\$774.01	\$2,856.85	BASE	H14-Max	14.4600	0.00	0.00	0.00	From Sundays/OT		
41689	ELLEN SULLIVAN	\$10,833.97	\$12,101.26	BASE	H14-4	13.2300	18.50	244.76	12,776.21			
41387	KATHLEEN TURNER	\$6,120.00	<u>\$6,614.98</u>	BASE	H15-Max	11.1400	12.00	133.68	<u>6,978.10</u>			
			\$129,545.91							\$157,622.60		

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<u>Pages</u>												
	CELIA			BASE	L1-4	7.5000	8.50	63.75	3,327.75			
42251	ESTHER			BASE	L1-2	7.0700	8.50	60.10	3,136.96			
41662	NANCY	\$2,011.44	\$3,814.72	BASE	L1-4	7.5000	3.50	26.25	1,370.25			
	ELIZABETH			BASE	L1-2	7.0700	8.50	60.10	3,136.96			
42233	KELLY			BASE	L1-2	7.0700	8.50	60.10	3,136.96			
42148	ANDREW			BASE	L1-3	7.2800	8.50	61.88	3,230.14			
42234	PHILIP			BASE	L1-2	7.0700	8.50	60.10	3,136.96			
			\$3,814.72							\$14,108.88		
		\$1,008,304.68	\$996,671.28						Grand total	\$1,064,254.00	\$3,185.00	\$1,582.00



To: Phil Lemnios, Town Administrator
Natick Finance Committee
From: Board of Library Trustees
Re: **FY2005 Municipal Library Budget Request**
Date: November 19, 2003

The Board of Trustees is requesting a budget of **\$1,356,145** in FY05 for the Morse Institute Library. This amount includes a small increase of \$3,310 for the Minuteman Library Network contract increase, and an increase of \$9,920 to cover union contract step increases and longevity. The FY05 budget proposal includes the following level funded requests for operational accounts:

Maintenance of Computer System. The FY05 request for the Minuteman Library Network contract and related items is in the amount of \$69,510. This request includes an increase of \$3,310 to cover the 5% increase in contract costs. The Minuteman Library Network contract includes the library's T1 line; server equipment; Internet connections for 55 PCs for staff and patron use; staff training; numerous software programs for statistics, reference and community databases; library email program; grants; and purchase of PC hardware and software.

Communication Telephone. The FY05 request for Communication Telephone is in the amount of \$5,200. This account covers the cost of approximately 20 staff phones, 2 faxes, 1 cell phone and calling services.

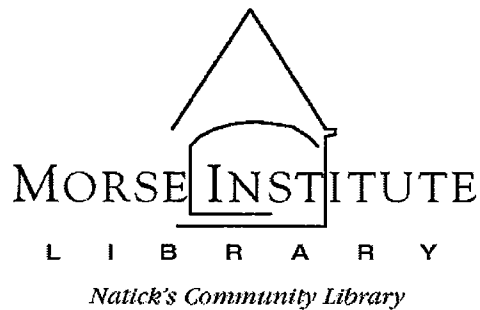
Copy/Mail Center Fees. The FY05 request for Copy/Mail Center Fees is in the amount of \$8,750 and includes the library copy machine, copy services for the staff and administration, and materials printed through Ikon.

Other Supplies and Services. The FY05 request for Other Supplies and Services is in the amount of \$3,800. This account covers maintenance for library equipment including the microfilm reader/printers, fax machines, and a variety of equipment for patrons with special needs.

Library Supplies. The FY05 request for Library Supplies is in the amount of \$24,600. This account covers office supplies, book-processing supplies, and local history supplies, paper, toner and printer cartridges.

Library Materials. The FY05 request for Library Materials is in the amount of \$145,000. This account is used to purchase new books, magazines, reference materials, CDs and other non-print media for public use.

Thank you for your time in reviewing our budget proposal. Please contact Library Director Paula Polk for further information at 508 647-6523 or by email at ppolk@minlib.net.



Objectives for the Morse Institute Library for FY2005
Submitted by Paula Polk, Library Director

- I. To develop innovative ways to use the library's technology resources to meet the needs of patrons and staff, to make information about the library more widely available and easily accessible in the community, and to work in partnership with other groups and organizations to make community information and educational resources accessible
- II. To research patron and community needs for information in FY05 and purchase materials and develop services to meet these needs in a timely matter. Areas of need in FY05: information on employment and business, information on technology resources, financial information, information of health related issues, and educational support
- III. To hire and train the equivalent of two (2) librarians (funding permitted) to assist with increased library use by patrons and organizations. Responsibilities include: to assist at the information desk, provide services to schools and other educational institutions, provide reference support to patrons needing assistance with complex subject areas, assist with training patrons in using the library and its services effectively, take library programs and resources outside of the library walls to make its resources available throughout the community, and to help with the twenty-five percent increase in patron requests, reserves, and materials borrowed from and sent to other libraries for library patrons
- IV. To increase communication and planning opportunities with area schools and educational institutions serving residents of all ages to provide materials for curriculum support, opportunities for resource sharing, and the development of partnerships with these agencies which allow all partners to make the best use of their resources
- V. To continue to explore and develop services to children and young adults including the purchase of materials in a variety of formats, programming, and partnerships with other groups and agencies

- VI. To expand our family literacy program to include training for tutors and students, family programs and the purchase of additional resources
- VII. To continue to examine library policies and procedures to develop innovative ways to use library staff and library technology as well as to increase efficiency and effectiveness in all library services
- VIII. To continue to research grant opportunities and alternative sources of funding to enrich library programs and materials available for patron use
- IX. To develop alternate plans for library services with the assistance of library staff, library trustees and library patrons in case additional budget cuts are necessary requiring reductions in hours and services
- X. To provide education and opportunities for the library staff to continue to improve their customer service skills, and for patrons to have a forum to share their suggestions and criticism with library administration