

B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = ##-##-##-####-###

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - GEN2010

Budget Year: July 2009 thru June 2010

Account Number	Account Name	Last Year Budget (1)	Last Year Actual (2)	This Year Budget (3)	Next Year Requested (5)	Amount Increase (Decrease)	% Increase (Decrease)
LIBRARY							
10-01-29-1000-103	REGULAR PAYROLL	84,042	84,042	82,026	84,493	2,467	3.01
10-01-29-1000-130	BOOK PURCHASES	14,311	14,191	13,500	13,500	0	0.00
10-01-29-1000-190	DATA PROCESSING	6,440	6,440	5,932	4,350	(1,582)	(26.67)
10-01-29-1000-230	EQUIPMENT MAINTENANCE	380	380	708	540	(168)	(23.73)
10-01-29-1000-345	MILEAGE	388	357	477	477	0	0.00
10-01-29-1000-385	POSTAGE	111	111	113	65	(48)	(42.48)
10-01-29-1000-395	PROFESSIONAL DEVELOPMENT	0	0	360	0	(360)	(100.00)
10-01-29-1000-485	SUPPLIES	1,446	1,446	2,425	925	(1,500)	(61.86)
	TOTAL LIBRARY	107,118	106,967	105,541	104,350	(1,191)	(1.13)

Town of Chester
BUDGET WORKSHEET - EXPENDITURES
 GENERAL FUND

Budget Year: July 2009 thru June 2010

Account Number	Account Name	(1)	(2)	(3)	(4)	(5)
		Last Year Budget	Last Year Actual	This Year Budget	This Year Actual	Next Year Requested
LIBRARY						
10-01-29-1000-103	REGULAR PAYROLL	84,042	84,042	82,026	40,564	82,026.00
10-01-29-1000-130	BOOK PURCHASES	14,311	14,191	13,500	5,229	13,500.00
10-01-29-1000-190	DATA PROCESSING	6,440	6,440	5,932	4,227	4,350.00
10-01-29-1000-230	EQUIPMENT MAINTENANCE	380	380	708	708	540.00
10-01-29-1000-345	MILEAGE	388	357	477	315	476.72
10-01-29-1000-385	POSTAGE	111	111	113	50	64.50
10-01-29-1000-395	PROFESSIONAL DEV.	1,446	1,446	360	431	0.00
10-01-29-1000-485	SUPPLIES	1,446	1,446	2,425 *	431	925.00
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TOTAL	LIBRARY	107,118	106,967	105,541	51,524	101,882.22

*This figure includes a \$1500.00 LSTA Community Needs Assessment Grant received by the library to assist with developing the library's long range plan. It was not part of the library's budget request from the town, but was credited to the Library Supplies line when received.

**CHESTER PUBLIC LIBRARY
BUDGET PROPOSAL NARRATIVE 2009-2010**

COLLECTION DEVELOPMENT

Town Request	Anticipated community & other support (Estimated)
<p>Books (Book Purchases 10--01-29-1000-130)</p> <p>The library continues developing its recreational and informational reading collections, responding to reader requests and enhancing core collections.. Circulation at the library, while only one measure of its use, was up 18% in the first 6 months of Fiscal 2009, as compared with the year before.</p>	<p>\$13,500.00</p> <p>\$1,250.00</p> <p>Memorial donations and other monetary gifts supplement the town budget allocation.</p>
<p>Periodicals (No Town Budget Line)</p> <p>The library currently offers readers more than 60 magazines, newspapers, and periodicals at no direct cost to the town.</p>	<p>\$2,164.00</p> <p>The Essex Savings Bank continues to donate several subscriptions and patrons donate others. The majority of the subscriptions are funded using the State Aid and Connecticut grants</p>
<p>Movies and Music (No Town Budget Line)</p> <p>Demand for movies in DVD format remains high. In recent years, movies and music have accounted for growing portion of the library's total circulation.</p>	<p>\$2,100.00</p> <p>Chester's share of the settlement of Connecticut's recorded music anti-trust suit has allowed the library to begin a children's music collection. About \$200.00 of the remaining funds will be expended in 09-10. The Friends of Chester Public Library contribute about \$1900.00 annually for movies and music</p>
<p>Recorded and Large Print Books (Mileage 10-01-29-1000-345)</p> <p>Space limitations necessitate reliance on rotating collections of audio and large print books, in which there is strong patron interest. A few large print materials are purchased from the regular book budget, however. As in the past, the town budget includes the cost of mileage for monthly trips to the Middletown Library Service Center from which we borrow about 900 items per year and quarterly trips to Niantic where the Library participates in a recorded book swap (Cost figured as 36 miles x 16 x .505).</p>	<p>\$290.88</p> <p>\$400.00</p> <p>Formats for recorded items are evolving and the Friends' support helps the library offer newer formats, such as Playaways.</p>

PUBLIC SERVICES

<p>Interlibrary Loan (Data Processing 10-01-29-1000-190)</p>	<p>Interlibrary Loan is the means by which Chester Library obtains materials from other Connecticut libraries on behalf of Chester patrons. Participation in reQuest (the statewide online library catalog), at an annual cost of \$300, is necessary to provide this service. In 07-08, Chester borrowed 1253 items from other libraries and loaned 736 items to libraries across Connecticut..</p>	<p>\$300.00</p>	<p>Before June 09, the library anticipates adding an ILL circulation component to its VERSO system at a one time cost of \$1500.00 which will be funded from outside the town budget. It is anticipated that this will reduce the time spent processing ILLs by 40%.</p>
<p>Computer/Internet Access (Data Processing: 10-01-29-1000-190)</p>	<p>Wireless Internet access is available throughout the library. The Library has four computers; one for patron internet access and word processing, another serves staff functions, a third provides public access to the Library's catalog and the fourth is used for circulation.</p>	<p>\$0.00</p>	<p>Free Internet access via T-1 line is provided to Library at no charge by the Connecticut Education Network.</p>
<p>Circulation/Remote Access (Data Processing: 10-01-29-1000-190)</p>	<p>Annual VERSO costs include web hosting of our circulation service, 10 hours of technical support and graphic enrichment that allows patrons to see book reviews and summaries, book jackets and more.</p>	<p>\$3,750.00</p>	
<p>Reference (Data Processing: 10-01-29-1000-190)</p>	<p>In addition to 'in-library' reference assistance provided by Chester librarians, Chester Library offers patrons access to InfoAnytime, a 24/7 online reference service, thereby providing access to reference service during the 128 hours a week that the library is not open.</p>	<p>\$300.00</p>	
<p>Photocopier (Equip. Maintenance: 10-01-29-1000-230)</p>	<p>Annual photocopier service contract was \$456 in 08-09. 2009-10 cost is an estimate based on recent increases. Fees from copier turned over to town in 07-08 totaled \$182.75.</p>	<p>\$540.00</p>	
<p>Library Passes (No Town Budget Line)</p>	<p>Free or reduced admission passes are offered to patrons free of charge. Attractions include the Connecticut River Museum, Florence Griswold Museum, Mystic Aquarium, New Britain Museum of American Art, Wadsworth Atheneum and State Park Pass (valid only in the summer)</p>	<p>\$230.00</p>	<p>Memberships are funded by the Friends of Chester Library or are provided at no cost by the institutions.</p>

PROGRAMMING

Adult (No Town Budget Line)

Spring and Fall book discussions will continue and periodic programs of interest are planned.

\$800.00

The Friends of Chester Public Library fund all adult programming.

Children's (No Town Budget Line)

Weekly Monday morning story hours during the school year, summer craft and story programs for 2 different age groups, and periodic professional performances are planned, along with a very successful summer reading incentive program. During 2006-07, participation in these events totaled .

\$1,350.00

The Friends of Chester Public Library fund all children's programming.

PROFESSIONAL DEVELOPMENT

Mileage (10-01-29-1000-345)

Library Director to VSPL (4 meetings x 20 miles x .505)- \$40.40
 Assistant Librarian to roundtables (4 x 36 x .505)- \$72.72
 Library Director to State Meetings (4 x 36 x .505)- \$72.72

\$185.84

Meeting Registrations

Library staff members attend occasional trainings relevant to their work assignments.

\$200.00

The Library Board of Trustees will fund any essential professional development costs in 2009-10.

MEMBERSHIPS (Dues and Membership Fees 10-01-29-1000-210)

Connecticut Library Consortium (\$225) and Connecticut Library Association (\$80). Cooperative purchasing agreements provide discounts on books (as high as 41%) and supplies, resulting in significant savings every year. Numerous continuing education opportunities are also made available.

\$0.00

Memberships are paid by Library Board of Trustees..

LIBRARY SUPPLIES (10-01-29-1000-485)

Material Processing-	\$475.00	Spine labels, date due slips, book tapes, and covers, for all new items. Repair supplies, too. Materials are purchased through a Connecticut Library Consortium cooperative purchasing contract
Office supplies-	\$450.00	Typical supplies including pens, elastics, tapes, folders, computer ink cartridges, photocopier toner cartridges and 2 cartons of paper. Supplies currently purchased through state contract, or wherever cost is lowest.
POSTAGE (10-01-29-1000-385)	\$64.50	The Library anticipates replacing its P.O. Box with a curbside mailbox in the spring of 2009. Budget item represents cost of stamps and includes the anticipated May 2009 postage increase (150 @ \$.43)
LIBRARY EQUIPMENT (10-01-29-1000-230)	\$0.00	Anticipate possible addition of another staff computer funded by outside source.
PERSONNEL		
Library Staff (10-01-29-1000-103)	\$82,026.00	Chester Library is open to the public 40 hours per week from September to July and 36 hours per week in the summer. Permanent library staff consists of one Circulation Assistant, two Assistant Librarians and the Library Director.
	<u>\$101,882.22</u>	Sub-Total
	<u>-\$3,000.00</u>	Anticipated income from fines and copies
	\$98,882.22	TOTAL
	<u>\$8,899.00</u>	Volunteers contributed about 470 hours of "in-library" time during 2007-08 This does not include the many hours spent on book sales or other fundraising activities, or leadership of the Friends, or of the Library Board of Directors.

DETAIL BUDGET PREPARATION BY LINE 2009-2010

Division 29	07-08 Budget	08-09 Budget	09-10 Request	Explanation
LIBRARY				
1-00-01-29-1000-103 Reg Payroll	\$79,474.00	\$82,026.00	\$82,026.00	
1-00-01-29-1000-111 Temp Part Time	\$0.00	\$0.00	\$0.00	
1-00-01-29-1000-130 Book Purchases	\$15,000.00	\$13,500.00	\$13,500.00	
1-00-01-29-1000-190 Data Processing	\$8,579.00	\$6,225.00	\$4,350.00	\$300.00 reQuest \$3,750.00 VERSO \$300.00 InfoAnytime
1-00-01-29-1000-210 Dues	\$0.00	\$0.00	\$0.00	
1-00-01-29-1000-230 Equip Maint.	\$665.00	\$415.00 *	\$540.00	* \$456 actual 08-09 cost of copier contract
1-00-01-29-1000-345 Mileage	\$388.00	\$477.00	\$476.72	\$290.88 Coll. Dev. \$185.84 Local Meetings
1-00-01-29-1000-385 Postage	\$111.00	\$113.00	\$64.50	
1-00-01-29-1000-395 Prof. Dev.	\$360.00	\$360.00	\$0.00	
1-00-01-29-1000-485 Supplies	\$777.00	\$925.00	\$925.00	\$475.00 Material processing \$450.00 Office
Sub-Total	\$105,354.00	\$104,041.00	\$101,882.22	
Anticipated income from fines & copies		-\$2,496.50	-\$3,000.00	
Total cost to town		\$101,544.50	\$98,882.22	