

Section 600:

Library

Amounts in Dollars

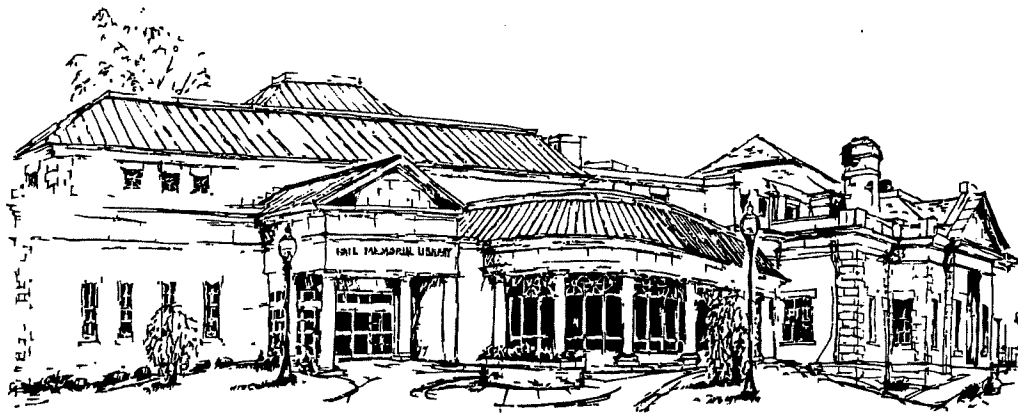
TOWN OF ELLINGTON
BUDGET REPORT 2014-15

	2012-13 Actuals	2013-14 Approved Budget	2013-14 Trans/ Addl Appr.	2013-14 Adjusted Approved Budget	2013-14 First Six Months Actual	2013-14 Estimated Total Actuals	2013-14 (Over)\ Under	2014-15 Budget Request
610 HALL MEMORIAL LIBRARY	(Combined Budget with 610 Hall Memorial Library/835 Hall Memorial Library Building)							
01-06-00-0610-10-5101 Full Time	178,049.34	184,786.00	0.00	184,786.00	74,122.75	148,246.00	36,540.00	151,952.00
01-06-00-0610-10-5102 Overtime	0.00	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	15,500.00
01-06-00-0610-10-5103 Part Time	226,875.47	226,356.00	0.00	226,356.00	131,917.68	282,842.00	(56,486.00)	291,275.00
01-06-00-0610-10-5110 Other Benefits	1,950.00	2,000.00	0.00	2,000.00	1,100.00	2,000.00	0.00	2,000.00
01-06-00-0610-10-5115 Custodians	25,780.50	31,257.00	0.00	31,257.00	9,407.95	18,224.00	13,033.00	18,037.00
01-06-00-0610-10-5150 Salary Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-20-6221 Advertising Printing Forms	212.20	900.00	0.00	900.00	279.57	900.00	0.00	900.00
01-06-00-0610-20-6222 Dues & Subscriptions	1,055.00	1,100.00	0.00	1,100.00	1,125.00	1,185.00	(85.00)	1,125.00
01-06-00-0610-20-6223 Travel	2,163.06	1,500.00	0.00	1,500.00	1,496.12	2,500.00	(1,000.00)	1,500.00
01-06-00-0610-20-6232 Postage	947.53	700.00	0.00	700.00	257.78	1,000.00	(300.00)	700.00
01-06-00-0610-20-6234 Professional Development	390.00	2,000.00	0.00	2,000.00	285.00	2,000.00	0.00	2,000.00
01-06-00-0610-20-6240 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-20-6241 Electricity	47,526.93	42,000.00	0.00	42,000.00	20,507.38	44,000.00	(2,000.00)	44,000.00
01-06-00-0610-20-6243 Water	2,259.42	2,000.00	0.00	2,000.00	558.61	2,000.00	0.00	2,275.00
01-06-00-0610-20-6244 Heating Fuel	8,188.57	10,000.00	0.00	10,000.00	2,403.73	10,000.00	0.00	8,000.00
01-06-00-0610-20-6250 Contracted Services	38,000.00	39,000.00	0.00	39,000.00	37,450.96	39,000.00	0.00	38,000.00
01-06-00-0610-20-6271 Repairs & Mnt Equipment	1,281.15	3,000.00	0.00	3,000.00	1,149.99	3,000.00	0.00	3,000.00
01-06-00-0610-20-6272 Repairs & Mnt Building	60,858.50	45,000.00	0.00	45,000.00	29,309.21	54,000.00	(9,000.00)	45,000.00
01-06-00-0610-20-6275 Computer Main/Upgrades	4,094.46	8,000.00	0.00	8,000.00	112.10	8,000.00	0.00	8,000.00
01-06-00-0610-30-6301 Programs	3,556.88	10,000.00	0.00	10,000.00	4,202.35	10,000.00	0.00	10,000.00
01-06-00-0610-30-6302 Administrative Expenses	21.43	200.00	0.00	200.00	52.11	200.00	0.00	200.00
01-06-00-0610-30-6341 Office Supplies	7,524.39	5,000.00	0.00	5,000.00	3,275.46	5,000.00	0.00	5,000.00
01-06-00-0610-30-6343 Construction & Mnt Materials	2,890.80	3,500.00	0.00	3,500.00	1,539.81	4,500.00	(1,000.00)	3,500.00
01-06-00-0610-30-6370 Books, Periodicals, & AV Mater	61,239.00	70,425.00	0.00	70,425.00	32,865.15	73,127.00	(2,702.00)	75,000.00
01-06-00-0610-70-6765 Office Equipment	5,219.37	5,000.00	0.00	5,000.00	2,096.38	5,000.00	0.00	5,250.00
01-06-00-0610-90-6900 Townwide Maintenance Pgm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-95-6950 Reimbursement	(18,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	(20,000.00)	0.00	(25,000.00)
EXPENDITURE TOTAL	662,084.00	688,724.00	0.00	688,724.00	355,515.09	696,724.00	(8,000.00)	707,214.00

Amounts in Dollars

TOWN OF ELLINGTON
BUDGET REPORT 2014-15

		2012-13	2013-14	2013-14	2013-14	2013-14	2013-14	2013-14	2014-15
		Actuals	Approved Budget	Trans/ Addl Appr.	Adjusted Approved Budget	First Six Months Actual	Estimated Total Actuals	2013-14 (Over)\ Under	Budget Request
610 HALL MEMORIAL LIBRARY									
01-06-00-0610-10-5101	Full Time	178,049.34	184,786.00	0.00	184,786.00	74,122.75	148,246.00	36,540.00	151,952.00
01-06-00-0610-10-5102	Overtime	0.00	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	15,500.00
01-06-00-0610-10-5103	Part Time	226,875.47	226,356.00	0.00	226,356.00	131,917.68	282,842.00	(56,486.00)	291,275.00
01-06-00-0610-10-5110	Other Benefits	1,950.00	2,000.00	0.00	2,000.00	1,100.00	2,000.00	0.00	2,000.00
01-06-00-0610-10-5115	Custodians	25,780.50	31,257.00	0.00	31,257.00	9,407.95	18,224.00	13,033.00	18,037.00
01-06-00-0610-10-5150	Salary Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-20-6221	Advertising Printing Forms	212.20	900.00	0.00	900.00	279.57	900.00	0.00	900.00
01-06-00-0610-20-6222	Dues & Subscriptions	1,055.00	1,100.00	0.00	1,100.00	1,125.00	1,185.00	(85.00)	1,125.00
01-06-00-0610-20-6223	Travel	2,163.06	1,500.00	0.00	1,500.00	1,496.12	2,500.00	(1,000.00)	1,500.00
01-06-00-0610-20-6232	Postage	947.53	700.00	0.00	700.00	257.78	1,000.00	(300.00)	700.00
01-06-00-0610-20-6234	Professional Development	390.00	2,000.00	0.00	2,000.00	285.00	2,000.00	0.00	2,000.00
01-06-00-0610-20-6240	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-20-6241	Electricity	47,526.93	42,000.00	0.00	42,000.00	20,507.38	44,000.00	(2,000.00)	0.00
01-06-00-0610-20-6243	Water	2,259.42	2,000.00	0.00	2,000.00	558.61	2,000.00	0.00	0.00
01-06-00-0610-20-6244	Heating Fuel	8,188.57	10,000.00	0.00	10,000.00	2,403.73	10,000.00	0.00	0.00
01-06-00-0610-20-6250	Contracted Services	38,000.00	39,000.00	0.00	39,000.00	37,450.96	39,000.00	0.00	0.00
01-06-00-0610-20-6271	Repairs & Mnt Equipment	1,281.15	3,000.00	0.00	3,000.00	1,149.99	3,000.00	0.00	0.00
01-06-00-0610-20-6272	Repairs & Mnt Building	60,858.50	45,000.00	0.00	45,000.00	29,309.21	54,000.00	(9,000.00)	0.00
01-06-00-0610-20-6275	Computer Main/Upgrades	4,094.46	8,000.00	0.00	8,000.00	112.10	8,000.00	0.00	8,000.00
01-06-00-0610-30-6301	Programs	3,556.88	10,000.00	0.00	10,000.00	4,202.35	10,000.00	0.00	10,000.00
01-06-00-0610-30-6302	Administrative Expenses	21.43	200.00	0.00	200.00	52.11	200.00	0.00	200.00
01-06-00-0610-30-6341	Office Supplies	7,524.39	5,000.00	0.00	5,000.00	3,275.46	5,000.00	0.00	5,000.00
01-06-00-0610-30-6343	Construction & Mnt Materials	2,890.80	3,500.00	0.00	3,500.00	1,539.81	4,500.00	(1,000.00)	0.00
01-06-00-0610-30-6370	Books, Periodicals, & AV Mater	61,239.00	70,425.00	0.00	70,425.00	32,865.15	73,127.00	(2,702.00)	75,000.00
01-06-00-0610-70-6765	Office Equipment	5,219.37	5,000.00	0.00	5,000.00	2,096.38	5,000.00	0.00	5,250.00
01-06-00-0610-90-6900	Townwide Maintenance Pgm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-06-00-0610-95-6950	Reimbursement	(18,000.00)	(20,000.00)	0.00	(20,000.00)	0.00	(20,000.00)	0.00	(25,000.00)
EXPENDITURE TOTAL		662,084.00	688,724.00	0.00	688,724.00	355,515.09	696,724.00	(8,000.00)	563,439.00
835 HALL MEMORIAL LIBRARY BUILDING									
01-08-00-0835-20-6240	Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-08-00-0835-20-6241	Electricity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,000.00
01-08-00-0835-20-6243	Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,275.00
01-08-00-0835-20-6244	Heating Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
01-08-00-0835-20-6250	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,000.00
01-08-00-0835-20-6271	Repairs & Mnt Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
01-08-00-0835-20-6272	Repairs & Mnt Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
01-08-00-0835-20-6272	Construction & Mnt Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
01-08-00-0835-90-6900	Townwide Maintenance Pgm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENDITURE TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	143,775.00
Combined Total							707,214.00		



Hall Memorial Library

93 MAIN STREET • P.O. BOX 280 • ELLINGTON, CONNECTICUT 06029 • (860) 870-3160

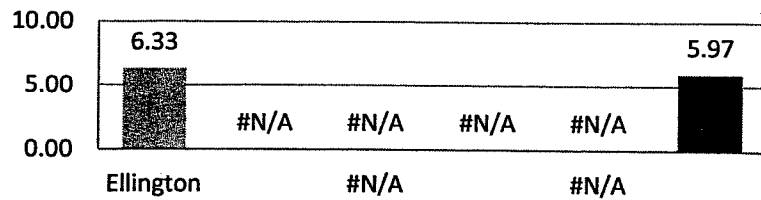
HALL MEMORIAL LIBRARY FY 2014-15 BUDGET

The fiscal year 2014-2015 marks the beginning of the next five-year plan for the library. The plan that covered 2008 through 2013 focused on improving library services and included the goals that addressed hours of service, programming, collections and the staffing to support these upgrades to the operation. The new plan, that will encompass the next five years will focus primarily on the repair and maintenance of the building itself, and will include roof repairs, new carpeting, upgrading the restrooms, and interior painting. These improvements to the building infrastructure will be funded through the Capital Improvements Budgeting process. This FY 2014-15 operating budget covers the "business as usual" items for operating the library and providing services to our community. Staffing has been adjusted to better cover service hours and patron needs. The materials budget has been once again expanded, to continue our effort to reach a funding level that is in line with the state-wide per capita average expenditure as reported by the Connecticut State Library. The current state-wide per capita average expenditure for library materials in Connecticut is \$5.05; we are currently at \$4.68.

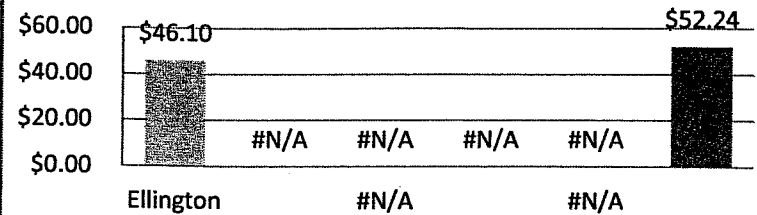
The Library continues to be a busy community resource for residents seeking reading materials in various formats, items for leisure and entertainment, research materials for school project, access to computers and the internet, and great programming for all ages. The staff continues to provide personalized services to aid in research, resume writing, job hunting, computer skills or finding that just-right book.

For over 100 years, the mission of the Hall Memorial Library has been to provide the residents of Ellington with materials and opportunities to fulfill their informational and reading needs. The Board and the staff have worked diligently to this end by designing and maintaining a comfortable and efficient facility, stocking it with relevant and up-to-date materials and services, and developing a well-trained, friendly staff to provide access. These are the infrastructure of public library service. While respectfully recognizing the challenges faced by the funding authorities, we also recognize that it is the job of the Library Director and staff to provide for the 21st century library needs of the citizens, and it is the job of the Library Board to prepare a budget that adequately reflects the funds needed to maintain these services.

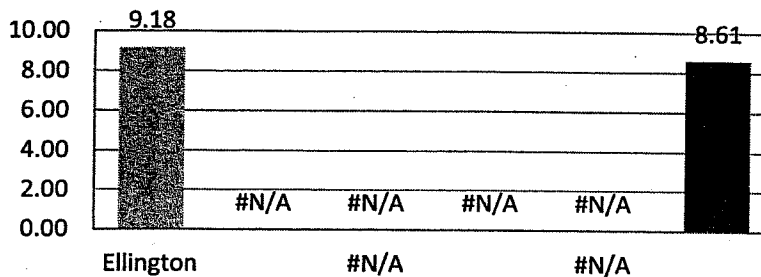
Library Visits Per Capita, FY2013



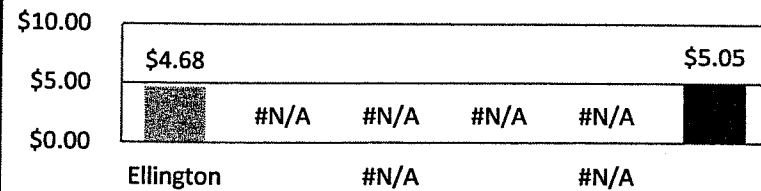
Operating Expenditures Per Capita, FY2013



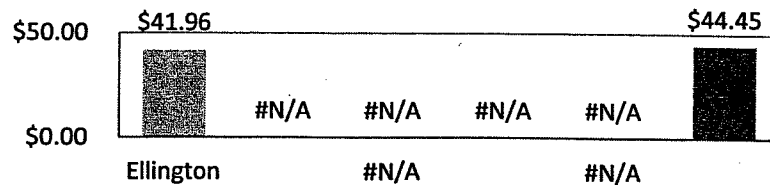
Circulation Per Capita, FY2013



Library Materials Expenditure Per Capita, FY2013



Library Town Tax Appropriation Per Capita, FY2013



Statistics from the Connecticut State Library Annual Report of
Libraries, FY 2012-13

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)	<u>FY 2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 190,130	\$195,840	\$151,952
	Library Director-Phillips	\$ 80,535	\$83,382	\$84,607
	Children's librarian-Grundman	\$ 64,100	\$66,339	\$67,345
	Library Technical Assistant-Avino	\$ 44,553	\$46,119	\$0
5103	<u>PART TIME PAYROLL</u>	\$ 207,715	\$231,899	\$291,275
	Library Assistant II-Giaquinto	\$ 28,841	\$29,840	\$30,304
	Library Assistant II-Cormier	\$ 36,600	\$39,512	\$34,982
	Library Assistant II-Chamberlin	\$ 24,073	\$36,163	\$33,566
	Library Assistants, Reference Librarians, Pages, Bookkeeper, Sunday Hours	\$ 118,201	\$126,384	\$192,423
TOTAL SALARIES		\$ 397,845	\$427,739	\$443,227
5102	<u>OVERTIME</u>	\$ 14,000	\$15,000	\$15,500
	Vacation and sick time coverage			
5110	<u>OTHER BENEFITS</u>	\$ 2,000	\$2,000	\$2,000
	Longevity			
5115	<u>CUSTODIANS</u>	\$ 30,200	\$26,660	\$18,037
	Custodian-Abate			
TOTAL PAYROLL		\$ 444,045	\$471,399	\$478,764
6221	<u>ADVERTISING-PRINTING-FORMS</u>	\$ 900	\$900	\$900
	SAME			
	Outside printing and cost of our copies on copiers			
6222	<u>DUES & SUBSCRIPTIONS</u>	\$ 1,000	\$1,100	\$1,125
	Small increase			
6223	<u>TRAVEL</u>	\$ 1,500	\$1,500	\$1,500
	SAME--Mileage allowance \$.56/mile			

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)				
6232	<u>POSTAGE</u>	\$	700	\$700	\$700
	SAME--continued increase in use of email to communicate with patrons offsetting increases in postage rates				
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$	2,000	\$2,000	\$2,000
	SAME				
6240	<u>TELEPHONE</u>	\$	-	\$ -	\$0
	N/A				
6241	<u>ELECTRICITY</u>	\$	40,000	\$42,000	\$44,000
	INCREASE				
6243	<u>WATER</u>	\$	2,000	\$2,000	\$2,275
	INCREASE				
6244	<u>HEATING FUEL</u>	\$	15,000	\$10,000	\$8,000
	DECREASED--still adjusting due to conversion to gas				
6250	<u>CONTRACTED SERVICES</u>	\$	38,000	\$39,000	\$38,000
	SAME				
	Bibliomation--\$31,000				
	Telecommunications support--\$1,250				
	CLN Membership--\$325				
	Wowbrary Service--\$500				
	Library Elf--\$150				
	Event Keeper Online Calendar--\$700				
	JobNow--\$200				
	Webpage hosting service--\$350				
	Boopsie--\$600				
6271	<u>REPAIRS AND MAINTENANCE OF EQUIPMENT</u>	\$	3,000	\$3,000	\$3,000
	SAME				

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)				
6272	<u>REPAIRS AND MAINTENANCE OF BUILDING</u>	\$	45,000	\$45,000	\$45,000
	Maintenance Contracts and other building repairs, including HVAC, front doors, lighting/electrical, plumbing, roof, mats for winter Cleaning Service--Adams & Adams--\$19,400 Alarms--Simplex--\$3,033 Elevator--BayState--\$1,000 HVAC Control--Invensys--\$1,400 HVAC Mechanical--ActionAir--\$4,500 Sprinklers--HFP-\$1,115 Inspection fees--\$1,000--Boilers, Oil tank alarm, Backflow valves, etc. TN alarm monitoring--\$200				
6275	<u>COMPUTER MAINTENANCE/UPGRADES</u>	\$	8,000	\$8,000	\$8,000
	SAME Computer upgrades as per technology plan; software subscriptions.				
6301	<u>PROGRAMS</u>	\$	4,000	\$10,000	\$10,000
	SAME				
6302	<u>ADMINISTRATIVE EXPENSES</u>	\$	200	\$200	\$200
	SAME				
6341	<u>OFFICE SUPPLIES</u>	\$	5,000	\$5,000	\$5,000
	SAME				
6343	<u>CONSTRUCT. & MAINT. MATERIALS</u>	\$	3,500	\$3,500	\$3,500
	SAME				

**TOWN OF ELLINGTON
BUDGET REQUEST
610 HALL MEMORIAL LIBRARY**

Object No.	Description & Explanation(s)			
6370	BOOKS,PERIODICALS,AV MATERIALS INCREASE--7.5% to contain increases Strategic Plan calls for 15% increase until state-wide average materials expenditure per capita is reached. Currently it is \$5.05. We are at \$4.34.	\$ 61,239	\$70,425	\$75,000
6765	OFFICE EQUIPMENT SAME	\$ 5,000	\$5,000	\$5,250
6900	TOWNWIDE MAINT. PROGRAM NONE	-	-	
6950	REIMBURSEMENT SAME Anticipated income from fines, etc.	\$ (18,000)	(\$20,000)	(\$25,000)
TOTAL OFFICE BUDGET		\$ 218,039	\$ 229,325	\$228,450
DEPARTMENT TOTAL		\$ 662,084	\$ 700,724	\$707,214

FOR YOUR INFORMATION

SERVICES PROVIDED BY THE FRIENDS OF THE LIBRARY

Downloadable audio and ebooks service annual subscription – \$2000

BookFlix—online interactive literacy website for kids—\$600

Materials and programs for summer reading programs--\$6000

Annual subscriptions to passes to museums--\$3000

Plus various other projects as they come up, i.e. programs, furniture for new computer lab,
computers for children's room, etc.

**TOWN OF ELLINGTON
BUDGET REQUEST
835 HALL MEMORIAL LIRARY BUILDING**

Object No.	Description & Explanation(s)	FISCAL YEAR 2014-2015	
6241	<u>ELECTRICITY</u>	\$	45,000
6243	<u>WATER</u>	\$	2,275
6244	<u>HEATING FUEL</u> Town Hall Account	\$	8,000
6250	<u>CONTRACTED SERVICES</u>	\$	38,000
6271	<u>REPAIRS & MNT EQUIPMENT</u>	\$	3,000
6272	<u>BUILDING REPAIRS & MAINT.</u> Heating/AC, Locksmith, Pest Control, Window Cleaning, Plumbing repairs.	\$	45,000
6343	<u>CONSTRUCTION MAINT. MATERIALS</u>	\$	3,500
6900	<u>TOWNWIDE MAINTENANCE PGM</u>	\$	-
DEPARTMENT TOTAL		\$	144,775