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Town and Schools of Ledyard
MAYOR BUDGET REQUESTS

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BUDGET PROJECTION 2014I GENERAL FUND BUDGET 2014

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR	PERCENT CHANGE
1015010151160		HEAD CUSTODIAN SALARIES	14,149.00	9,097.28	14,436.00	2.03
	0101-50-5010-50101-51160	Library Custodian salaries--2, PT. 2% increase.	1.00	14,436.00	14,436.00	
1015010151600		DEPARTMENT HEAD WAGES	65,429.00	43,457.13	66,902.00	2.25
	0101-50-5010-50101-51600	Library Director salary. 40 hr wk.	1.00	66,902.00	66,902.00	
1015010151610		SUPERVISORS	137,968.00	67,782.38	140,754.00	2.02
	0101-50-5010-50101-51610	Supervisor salaries. Sr Asst Librarian, Asst Librarian, Children's Librarian. 40 hr wk.	1.00	140,754.00	140,754.00	
1015010151615		ASSISTANT WAGES	92,355.00	63,654.57	97,297.00	5.35
	0101-50-5010-50101-51615	Assistant salaries. Sr. Library Assts--3 (1@ 24 hr wk, 2 @ 20 hr wk), Secretary/Tech Services--1 (30 hr wk), Head of Tech Services--1 (20 hr wk).	1.00	97,297.00	97,297.00	
1015010151700		ADMINISTRATIVE WAGES	.00	2,721.23	.00	.00
	0101-50-5010-50101-51700					
1015010151710		OTHER WAGES	.00	100.20	.00	.00
	0101-50-5010-50101-51710					
1015010151800		PART-TIME WAGES	105,692.00	85,988.08	109,309.78	3.42
	0101-50-5010-50101-51800	-				
		Library Assistant 9.5 hours @ 12.90/hr x 52 wks	1.00	6,372.60	6,372.60	
		Library Assistant 13.5 hrs @ 12.90 x 52 wks	1.00	9,055.80	9,055.80	
		Library Assistant 16 hrs @ 12.65/hr x 52 wks	1.00	10,524.80	10,524.80	
		Library Assistant 3.5 hrs @ 12.90/hr x 52 wks	1.00	2,347.80	2,347.80	
		Library Assistant 15 hrs @ 12.90/hr x 52 wks	1.00	10,062.00	10,062.00	
		Library Assistant 15.5 hrs @ 12.90 x 52 wks	1.00	10,397.40	10,397.40	
		Library Assistant 16 hrs @ 12.90 hr X 52 wks	1.00	10,732.80	10,732.80	
		Library Assistant 13 hrs x 12.40/hr x 52 wks (Step 1-step 2)	1.00	8,382.40	8,382.40	
		Library Assistant 10 hrs @ 12.40/hr x 52 wks (Step 1 - step 2)	1.00	6,448.00	6,448.00	
		Library Assistant 13 hrs @ 12.90/hr x 52 wks	1.00	8,720.40	8,720.40	
		Library Assistant 11.5 hrs @ 12.16/hr x 52 wks (Starting - step 1)	1.00	7,271.68	7,271.68	

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BUDGET PROJECTION 20141 GENERAL FUND BUDGET 2014

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR	PERCENT CHANGE
		Library Assistant 11.5 hrs @ 12.65/hr x 52 wks (Step 2 - step 3)	1.00	7,564.70	7,564.70	
		Sunday Supervisor 4 hrs wk @ 18.44/hr x 40 wks	1.00	2,950.40	2,950.40	
		Library Assistants are part-time with no benefits. A step table was implemented a few years ago similar to what union employees receive. It provides an increase for time on the job and gives experienced employees a higher rate than new hires. One employee moves to step 1 two employees move from step 1 - step 2 and one employee moves from step 2 to step 3. The step table for 2014 is as follows: Starting 11.92; Step 1 (1 year) 12.16; Step 2 (3 years) 12.40; Step 3 (5 years) 12.65; Step 4 (8 years) 12.90.	1.00	.00	.00	
		Library Page 6 hrs wk @ 8.75/hr x 13 weeks; 6 hrs wk @ 9.00/hr x 39 wks	1.00	3,214.00	3,214.00	
		Library Page 12 hrs x 8.25/hr x 13 wks; 12 hrs x 8.50/hr x 39 wks The Pages begin at a minimum wage rate of 8.25/hr. They receive a .25/hr increase for each year of service which is given on the anniversary of their date of hire. We hire high school students as Pages and typically only have them for 2-3 years before they go off to college.	1.00	5,265.00	5,265.00	
1015010153645		TRAINING	.00	.00	.00	.00
		0101-50-5010-50101-53645				
1015010153700		CONTRACT MAINTENANCE/LEASES	4,500.00	1,540.00	3,084.00	-31.47
		0101-50-5010-50101-53700				
		Water cost for Bill Library	12.00	88.00	1,056.00	
		Water cost for Gales Ferry Library	12.00	44.00	528.00	
		(Note the monthly fee for Gales Ferry Library is split between the library and the Community Center)				
		Testing of the fire and security alarms at both libraries	1.00	500.00	500.00	
		Miscellaneous expenses not covered in the public works budget ie replacement batteries for the security system.	1.00	1,000.00	1,000.00	

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BUDGET PROJECTION 20141 GENERAL FUND BUDGET 2014

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR	PERCENT CHANGE
1015010154310		EQUIPMENT MAINTENANCE	.00	.00	.00	.00
	0101-50-5010-50101-54310					
1015010155330		TELEPHONE & FAX SERVICE	2,000.00	1,900.00	2,330.00	16.50
	0101-50-5010-50101-55330					
		This account covers 2 phone lines and 1 fax line at Bill Library and 1 phone line and 1 fax line at Gales Ferry Library. Telephone costs have increased - we are averaging \$194.33/mo for bills. 194.33 x 12 = 2,333.64	1.00	2,330.00	2,330.00	
1015010155410		ADVERTISING/LEGAL NOTICES	.00	.00	.00	.00
	0101-50-5010-50101-55410					
1015010156100		OPERATING EXPENSES	13,668.00	10,243.93	13,668.00	.00
	0101-50-5010-50101-56100					
		Mileage Used for trips between the 2 libraries, movie and audio packet delivery and to attend meetings (primarily LION, CLC and workshops) when a town vehicle is not available. Current usage: 340 miles per month x 12 months x .555= 2,264	1.00	1,900.00	1,900.00	
		Post office box rental & ads	1.00	156.00	156.00	
		Office Supplies including book covers, labels, tape, library cards, printer paper, overdue forms and postage to mail approximately 4500 overdues, printer ribbons, toner and inkjet cartridges, calendar refills, glue, batteries, pens, pencils, note pads, etc.	1.00	6,500.00	6,500.00	
		Craft Supplies including construction paper, crayons, paste, paints, etc used during children's programs	1.00	300.00	300.00	
		Facility and Janitorial Supplies including paper towels, toilet paper, cleaning supplies, hand soap, trash bags, water cooler rentals, water, etc.	1.00	3,400.00	3,400.00	
		Annual rent for Bill & Gales Ferry Library buildings	2.00	1.00	2.00	
		Institutional Dues for CLC (610) and ACLB (100). CLC is the local Library Association that negotiates discounts on our behalf with book vendors and library supply companies. Through our membership we are also able	1.00	710.00	710.00	

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BUDGET PROJECTION 20141 GENERAL FUND BUDGET 2014

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR	PERCENT CHANGE
		to participate in cooperative purchasing of DVD's and audio books. These materials are packaged in groups that rotate among libraries. The money we spend on dues comes back to us tenfold in the savings we see and it more than pays for itself.				
		Continuing Education - worshops and seminars that staff members attend (ie CT Library Association and New England Library Association conferences and workshops). These programs are beneficial not only to the staff but to the library as well.	1.00	500.00	500.00	
		Publicity - used to print flyers promoting programs and events and for the bulk rate permit used to mail library newsletters.	1.00	200.00	200.00	
1015010156140		LION REGIONAL COMPUTER NETWORK	43,260.00	40,939.00	43,260.00	.00
	0101-50-5010-50101-56140	LION Regional Computer Network This fee covers Ledyard's share of all the ongoing operating costs incurred by the LION cooperative library automation network. This includes maintenance of the computers and other equipment at the central site, software maintenance costs, administrative expenses such as staff, rent, supplies, insurance, etc. Also included are insurance and maintenance contracts on the terminals and telecommunication equipment in each library. LION membership benefits include a full online public catalog, a fully integrated automation system, 11 PC workstations provided, maintained and replaced at regular intervals, full support for all systems and devices, website hosting and email accounts for library staff. In addition LION prints all overdue notices and bills centrally and provides downloadable audio and e-books for town residents with a library card. LION funds were recently used to pay for a full software upgrade from Millenium to Sierra.	1.00	43,260.00	43,260.00	

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BUDGET PROJECTION 20141 GENERAL FUND BUDGET 2014

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR	PERCENT CHANGE
1015010156200		HEATING OIL/PROPANE	.00	.00	.00	.00
	0101-50-5010-50101-56200					
1015010156220		ELECTRICITY	.00	.00	.00	.00
	0101-50-5010-50101-56220					
1015010156420		LIBRARY BOOKS	60,000.00	33,221.57	60,000.00	.00
	0101-50-5010-50101-56420					
		Books and other materials are the town's most important resource. This account has not increased in several years and in fact has decreased while the cost of purchasing items contiues to go up further deteriorating our buying power. It is essential that patrons have access to the timeliest information on any given topic. In order to do this we must constantly update the collection.	1.00	.00	.00	
		Adult Reference, Non-fiction and Fiction	1.00	32,000.00	32,000.00	
		Reference and non-fiction are a top priority for us in collection development. We must continually update and replace information as new information comes along. Old information is of no use to anyone. Patrons want to know about the latest cancer treatments or where the best places to retire are. They want the most recent information on stocks and mutual funds or if they are starting a business what the legal requirements are. Students want information about the latest diseases or current people in the news. The average patron also expects us to have the latest best seller. We make a conscios effort to provide for the needs of Ledyard residents.				
		Electronic Databases	1.00	5,000.00	5,000.00	
		Changes in technology have changed the way patrons use a library. In addition to the printed format patrons have been accessing information electronically both in the library and from a remote location. For some reference items the electronic format is easier and more efficient to use. These funds are used to provide information in this format. We have been fortunate to have the state library negotiate statewide				

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BUDGET PROJECTION 20141 GENERAL FUND BUDGET 2014

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR	PERCENT CHANGE
		contracts on several databases for all libraries.				
		Childrens Books The children's collection also requires ongoing maintenance and updating. We anticipate the needs of Ledyard students and provide materials to supplement the curriculum whether it is information on trees, a country or Greek and Roman mythology. Again in many areas outdated information must be replaced with the most recent information available. We also must often replace tired and worn copies of the classics so they are available for the next generation.	1.00	13,000.00	13,000.00	
		Miscellaneous These funds are used to provide Ledyard residents with a selection of magazines and newspapers to read. These provide a valuable source of information and entertainment. In addition we provide a selection of movies, cd's and audio books which are enjoyed by all. Some patrons use the library just to borrow movies or audicassettes.	1.00	10,000.00	10,000.00	
		WISHLIST The Library Commission has asked that consideration be given to an increase of \$5,000 to the book budget.	1.00	.00	.00	
1015010156430		BOOKS & MAGAZINES 0101-50-5010-50101-56430	.00	24,659.93	.00	.00
1015010156440		LOST BOOKS 0101-50-5010-50101-56440 - The lost book money collected from 7/1/2011-6/30/2012 was \$1,137.26	800.00	600.00	1,100.00	37.50
		The lost book money collected from 7/1/2011-6/30/2012 was \$1,137.26	1.00	1,100.00	1,100.00	
1015010156720		BUILDING SUPPLIES 0101-50-5010-50101-56720	.00	.00	.00	.00
1015010156900		OTHER SUPPLIES 0101-50-5010-50101-56900	.00	.00	.00	.00
1015010158100		DUES & FEES 0101-50-5010-50101-58100	.00	.00	.00	.00
		WISHLIST Individual CT Library Association (CLA) Dues for Department Head - \$85. The cost for attending the CLA Conference and other workshops is lower	1.00	.00	.00	

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ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	MAYOR	PERCENT CHANGE
		for members of CLA. WISHLIST	3.00	.00	.00	
		Individual CT Library Association (CLA) dues for 1 Senior Assistant and 2 Assistant Librarians - all full time employees \$225. The cost for attending the CLA Conference and other workshops is lower for members of CLA				
1015010158300		EMPLOYEE REIMBURSEMENT	.00	.00	.00	.00
	0101-50-5010-50101-58300					
1015010158790		MISCELLANEOUS EXPENSES	.00	.00	.00	.00
	0101-50-5010-50101-58790					
		BUDGET CEILING:			.00	
		TOTALS:	539,821.00	385,905.30	552,140.78	2.28
** END OF REPORT - Generated by GALE BRADBURY **						