

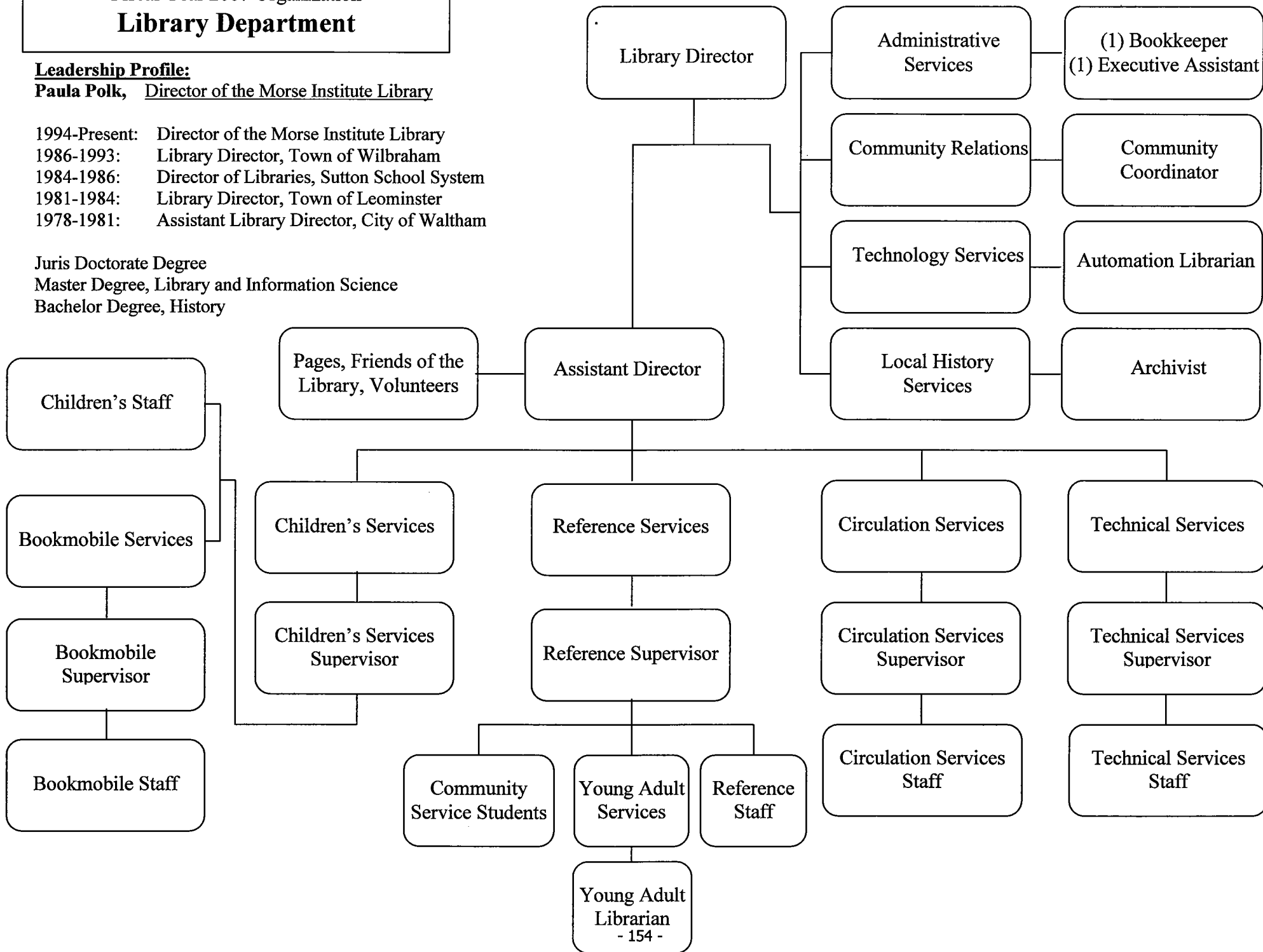
Fiscal Year 2007 Organization
Library Department

Leadership Profile:

Paula Polk, Director of the Morse Institute Library

1994-Present: Director of the Morse Institute Library
 1986-1993: Library Director, Town of Wilbraham
 1984-1986: Director of Libraries, Sutton School System
 1981-1984: Library Director, Town of Leominster
 1978-1981: Assistant Library Director, City of Waltham

Juris Doctorate Degree
 Master Degree, Library and Information Science
 Bachelor Degree, History



FY2006 Budget Presentation

Town of Natick ***Public Library***

I. Main Purpose of the Department

The Morse Institute Library develops and organizes an up-to-date collection of materials to meet the educational requirements, informational needs and recreational interests of the residents of Natick. Materials are provided in a variety of formats, including print, large print, online, video, CD, DVD and in multiple languages to provide the greatest range of accessibility. The Library presents the residents of Natick with a variety of educational and recreational programs and events. The Library provides community meeting space for residents, Town functions, other governmental agencies and civic organizations. The Library also supports literacy activities and provides computer and Internet access for all residents. The Library assists in collecting, preserving and organizing local history materials. The Library also collaborates with many community organizations to meet these objectives.

II. Recent Developments

- With Town and grant funding, library staff is organizing and preserving thousands of historic records. These records will be then made available for public access.
- The Library has created a Language Center. In partnership with the Framingham Public Library, the Library has provided ESL training sessions for interested area residents.
- The Young Adult Librarian and the Library's Teen Advisory Group have been working to improve the library's collection and services for Natick young adults.

III. Current Challenges

- Public demand for Library materials and services continues to increase. While staffing levels have increased in the last few years, demand for staff and service is greater than the available funding.
- The Library supplements the Library Materials budget line with fines and fees in order to meet state funding requirements. To meet these requirements, the Library will be increasing fines for overdue materials and may charge a small fee for borrowing feature films in DVD and video format. As the Library budget increases, the library has to raise more funds to meet state requirements.
- Service and supply accounts have not increased over the last few years. Rising costs have resulted in a net decrease in purchase power.
- The rapid change in technology and the public's expectations for the Library to keep pace with it will necessitate continued staff training as well as continued expansion of the Library's computer network. In particular, the Library will seek to make wireless connectivity to the Internet available throughout the building.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

- In order to keep the department's total budget increase at the Town mandated 3% limit, the Library will be reducing the Town's appropriation for library materials and increasing some fines and fees to cover the difference. The Library will be opening two revolving fund accounts for FY07 to handle library fines and replacement charges as well as an account to handle meeting room fees.

V. On the Horizon

- The Library will revise and up-date its strategic and technology plans. The Library expects to purchase and install a self-check out station.

FY2006 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2002	2003	2004	2005	Approved 2006	Proposed 2007
1 Number of Visitors	452,196	448,901	460,833	462,000	485,100	494,340
2 Total Circulation	515,130	517,622	535,365	592,935	630,000	634,440
3 Program Attendance	13,291	15,228	21,035	19,758	22,750	21,141
4 Sent to Other Lib's	14,201	17,563	41,122	56,278	53,550	60,217
5 Items from Other Lib's	14,380	14,738	31,019	38,547	39,900	41,245
6 Est. Volunteer Hours	2,200	2,420	2,550	2,650	3,360	2,836

Fiscal Year 2007 activity levels assume a 7% increase from FY2005.

Department: Morse Institute Library
Fiscal Year 2007

LINE ITEM EXPLANATION

- Maintenance of Computer System:** This account covers the Library's internal computer network, hardware, software, and Minuteman Library Network contract costs.
- Communication Telephone:** This account covers the Library's telecommunication costs including phones, fax, and Bookmobile air card.
- Communication Postage:** This account covers the Library's mailing and postage costs.
- Copy/Mail Center Fees:** This account covers the Library's copier and copy service costs.
- Other Supplies and Services:** This account covers the Library's equipment maintenance costs.
- Cleaning Allowance:** This account covers the Library's contractually mandated dry cleaning allowance for full-time and part-time employees who work 20 or more hours.
- Library Materials:** This account covers the purchase of materials that are added to the Library's collection, including but not limited to books, audio books, large print, videos, DVDs, and CDs.
- Library Supplies:** This account covers the Library's purchase of office and material processing supplies.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2002 thru 2006
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2002	2003	2004	2005	Thru December 2006
Staffing					
Full-time Employees	22	22	23	24	24
Part-time Employees	35	35	21	23	25
Seasonal Employees					
Operating Budget					
Personal Services	\$985,104.39	\$1,044,273.16	\$1,071,231.59	\$1,189,531.30	\$615,748.78
Purchase of Services	\$81,071.14	\$94,548.21	\$85,907.91	\$89,977.85	\$66,322.28
Other Personnel Services	\$0.00	\$0.00	\$1,611.00	\$2,320.00	\$0.00
Technical & Professional Svcs	\$0.00	\$0.00	\$0.00	\$0.00	\$115,095.74
Supplies	\$184,575.47	\$143,073.63	\$169,834.06	\$167,681.58	\$13,175.32
Other Chgs & Expenditures					
Total Operating Budget	\$1,250,751.00	\$1,281,895.00	\$1,328,584.56	\$1,449,510.73	\$810,342.12
Capital Investments Expended	\$87,522.88	\$0.00	\$0.00	\$0.00	

Encumbered Operating Expenses				\$1,289.57	\$15,361.72
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Quarterly Expenditure Pattern Fiscal Year 2001 thru 2006 - Operating Budget					
Percent Expended by Fiscal Year	2002	2003	2004	2005	2006
Personal Services					
Quarter 1 ending Sept 30	20.59%	20.63%	21.75%	21.38%	21.17%
Quarter 2 ending Dec 31	27.65%	26.68%	25.24%	25.68%	25.60%
Quarter 3 ending March 31	24.49%	23.25%	24.48%	25.13%	
Quarter 4 ending June 30	28.24%	29.19%	27.37%	27.65%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	0.00%	0.00%	1.16%	0.16%	
Total Pers Svcs	100.97%	99.75%	100.00%	100.00%	46.77%

All Non-Personal Services					
Quarter 1 ending Sept 30	30.72%	25.00%	28.31%	36.58%	41.33%
Quarter 2 ending Dec 31	27.38%	21.67%	29.05%	31.21%	29.93%
Quarter 3 ending March 31	23.82%	21.09%	28.61%	14.82%	
Quarter 4 ending June 30	14.67%	32.49%	12.10%	13.17%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.48%	
Closed to Fund Balance	0.00%	0.00%	1.93%	3.74%	
Total Non-Pers Svcs	96.59%	100.25%	100.00%	100.00%	71.26%

Capital Investments Expended					
Quarter 1 ending Sept 30	3.11%	0.00%	0.00%		
Quarter 2 ending Dec 31	2.48%	0.00%	0.00%		
Quarter 3 ending March 31	94.29%	0.00%	0.00%		
Quarter 4 ending June 30	0.12%	0.00%	0.00%		
Encumbrances for Year	0.00%	0.00%	0.00%		
Closed to Fund Balance	0.00%	0.00%	0.00%		
Total Capital	100.00%	0.00%	0.00%	0.00%	0.00%

Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years
Please NOTE some Encumbrances are MULTI-YEAR.

Morse Institute Library - Public Library Service

	No of Staff	Tn Adm Recommended	Dept Requests	2006 Expended 12/31/05	2006 Appropriated	2005 Actual	2004 Actual	2003 Actual	2002 Actual
Salaries Management	1.0	80,004.08	80,004.08	37,848.08	80,311.82	73,460.54	71,943.10	71,668.51	69,314.96
Salaries Administrative	3.0	134,174.36	134,174.36	59,845.47	133,120.81	123,792.76	134,674.00	131,254.00	0.00
Salaries Part-time Benefited	7.0	197,210.16	197,210.16	94,478.72	212,878.28	265,527.54	208,025.19	183,185.21	0.00
Salaries Technical/Professional	14.0	698,664.49	698,664.49	301,199.42	632,110.82	519,049.06	473,824.32	509,342.92	778,545.20
Salaries Part-time Non Benefited	20.0	179,528.59	179,528.59	71,080.19	166,156.97	130,306.63	133,855.12	110,109.03	137,244.23
Salaries Pages	7.0	17,206.81	17,206.81	9,042.37	17,519.40	12,591.38	12,699.76	11,349.93	0.00
Salaries Substitutes		20,540.00	20,540.00	11,799.90	20,540.00	13,585.21	0.00	0.00	0.00
Salaries Longevity		5,782.00	5,782.00	5,160.00	5,010.00	4,925.25	3,210.00	3,200.00	0.00
Salaries Overtime/Sunday Hrs		35,820.15	35,820.15	25,294.63	43,546.85	46,292.93	33,000.10	24,163.56	0.00
PERSONAL SERVICES	52.0	1,368,930.64	1,368,930.64	615,748.78	1,311,194.95	1,189,531.30	1,071,231.59	1,044,273.16	985,104.39
Maint of Computer System		69,510.00	69,510.00	57,100.18	69,510.00	68,837.77	64,642.18	72,942.22	54,504.65
Communication Telephone		5,200.00	5,200.00	1,849.07	5,200.00	4,738.43	4,827.58	5,416.49	7,308.24
Communication Postage		5,500.00	5,500.00	1,456.13	5,500.00	4,196.78	4,464.35	4,311.76	4,513.09
Copy/Mail Center Fees		8,750.00	8,750.00	3,349.93	8,750.00	6,859.92	7,270.88	7,062.11	9,668.29
Other Supplies & Services		3,800.00	3,800.00	2,566.97	3,800.00	5,344.95	4,702.92	4,815.63	5,076.87
PURCHASE OF SERVICES		92,760.00	92,760.00	66,322.28	92,760.00	89,977.85	85,907.91	94,548.21	81,071.14
Cleaning Allowance - Library Staff		1,900.00	1,900.00	0.00	1,900.00	1,600.00	1,611.00	0.00	0.00
Education		0.00	0.00	0.00	7,500.00	720.00	0.00	0.00	0.00
OTHER SERVICES MISC.		1,900.00	1,900.00	0.00	9,400.00	2,320.00	1,611.00	0.00	0.00
Library Materials		145,000.00	145,000.00	113,868.96	145,000.00	143,358.99	145,825.70	123,135.53	161,829.45
SUPPLIES		145,000.00	145,000.00	113,868.96	145,000.00	143,358.99	145,825.70	123,135.53	161,829.45
Library Supplies		19,600.00	19,600.00	13,112.53	24,600.00	24,175.16	24,008.36	19,938.10	22,746.02
OTHER SUPPLIES		19,600.00	19,600.00	13,112.53	24,600.00	24,175.16	24,008.36	19,938.10	22,746.02
BUDGET TOTAL		1,628,190.64	1,628,190.64	809,052.55	1,582,954.95	1,449,363.30	1,328,584.56	1,281,895.00	1,250,751.00

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY05 Overtime	Actual FY05 Regular Earnings	Budgetary FY06 Scheduled Earnings	Step/Level	Hours	1st Half FY07 Pay Rate	Weekly Salaries	26 Wks Salaries	2nd Half FY07 Pay Rate	Weekly Salaries	26 Wks Salaries	Total FY07 Salaries	Total Appropriation	Longevity	Education	Total Add'l Comp	Clothing
<i>Management</i>																		
3604	Paula Polk		\$73,460.54	\$75,296.93	M3-4	40.0	38.4635	1,538.54					\$80,004.08	\$80,004.08				
<i>Administrative</i>																		
41920	Salvatore Genovese	\$2,020.56	\$52,251.15	\$55,957.36	M1-4	40.0	26.7995	1,071.98					\$55,742.96					
41090	Joan Craig		\$39,236.64	\$38,920.14	P4-4	40.0	23.1668	926.67					\$38,920.14					
40073	Carolyn Ching	\$2,807.29	\$38,928.25	\$41,457.76	P3-4	40.0	20.6084	824.34					\$42,865.50					
														\$137,528.60				
<i>Technical/Professional</i>																		
2061	Susan Barnicle		\$50,480.68	\$53,161.79	H5-Max	37.5	27.70	1,038.79	27,008.48	28.26	1,059.56	27,548.63	\$54,557.10		\$500.00		\$500.00	\$100.00
3015	Mary Borghi	\$1,383.20	\$30,376.92	\$26,566.04	H12-Max	37.5	18.54	695.25	18,076.50	18.91	709.16	18,438.23	\$36,514.73		\$400.00		\$400.00	\$100.00
5270	Marianne Carlow	\$199.50	\$34,979.48	\$35,579.52	H12-Max	37.5	18.54	695.25	18,076.50	18.91	709.16	18,438.23	\$36,514.73		\$500.00		\$500.00	\$100.00
1438	Linda Champion	\$575.64	\$50,196.92	\$53,161.79	H6-Max	37.5	27.70	1,038.79	27,008.48	28.26	1,059.56	27,548.63	\$54,557.10		\$500.00		\$500.00	\$100.00
3097	Maryann Hague	\$575.64	\$50,046.92	\$53,161.79	H8-Max	37.5	27.70	1,038.79	27,008.48	28.26	1,059.56	27,548.63	\$54,557.10		\$400.00		\$400.00	\$100.00
42242	Rose Huling	\$954.83	\$30,317.63	\$40,401.82	H9-3	37.5	22.18	831.86	21,628.43									\$100.00
					H9-4	37.5				23.42	878.40	22,838.40	\$44,466.83					
548	Martha Jones	\$829.92	\$57,502.40	\$58,427.46	H4-Max	37.5	30.45	1,141.69	29,683.88	31.05	1,164.53	30,277.65	\$59,961.53		\$500.00		\$500.00	\$100.00
42680	Deborah Kelsey		\$7,659.81		H3-4	37.5	28.86	1,082.21	28,137.53	29.44	1,103.85	9,934.65						\$100.00
					H3-5	37.5				30.25	1,134.19	19,281.19	\$57,353.36					
40087	Pamela Lathwood	\$392.18	\$44,333.12	\$47,240.35	H11-Max	37.5	24.62	923.10	24,000.60	25.11	941.55	24,480.30	\$48,480.90		\$350.00		\$350.00	\$100.00
1619	Robert Plachy	\$511.54	\$44,662.61	\$47,240.35	H10-Max	37.5	24.62	923.10	24,000.60	25.11	941.55	24,480.30	\$48,480.90		\$500.00		\$500.00	\$100.00
3272	Dell Redington	\$1,915.20	\$33,140.46	\$35,579.52	H12-Max	37.5	18.54	695.25	18,076.50	18.91	709.16	18,438.23	\$36,514.73		\$400.00		\$400.00	\$100.00
42241	Abby Reidy	\$1,531.92	\$39,734.22	\$38,215.55	H7-1	37.5	23.26	872.06	19,185.38									\$100.00
					H7-2	37.5	24.11	904.24	3,616.95	24.60	922.31	23,980.13	\$46,782.45					
3272	Dale Smith	\$655.20	\$57,065.60	\$58,427.46	H1-Max	37.5	30.45	1,141.69	29,683.88	31.05	1,164.53	30,277.65	\$59,961.53		\$500.00		\$500.00	\$100.00
3144	Paula Welch	\$6,976.66	\$53,651.27	\$56,906.48	H2-Max	37.5	30.45	1,141.69	29,683.88	31.05	1,164.53	30,277.65	\$59,961.53		\$400.00		\$400.00	\$100.00
														\$698,664.49			\$4,950.00	
<i>Permanent Part-time</i>																		
3577	Elizabeth Bailey	\$729.14	\$39,379.11	\$41,111.78	H8-Max	30.0	27.70	831.03	21,606.78	28.26	847.65	22,038.90	\$43,645.68		\$280.00		\$280.00	\$80.00
41261	Karol Bartlett	\$1,085.43	\$25,795.69	\$26,160.03	H13-Max	25.0	20.45	511.18	13,290.55	20.86	521.40	13,556.40	\$26,846.95					\$60.00
40072	Laurie Christie	\$2,032.09	\$29,151.63	\$32,258.76	H12-Max	31.0	18.54	574.74	14,943.24	18.91	586.24	15,242.27	\$30,185.51					\$72.00
41381	Jennifer McGillis	\$1,923.14	\$18,894.30	\$20,619.94	H14-Max	29.0	15.50	449.41	11,684.74	15.81	458.40	11,918.48	\$23,603.22					\$80.00
41130	Karen Perkins	\$1,556.31	\$19,094.45	\$20,619.94	H14-Max	25.0	15.50	387.43	10,073.05	15.81	395.18	10,274.55	\$20,347.60					\$60.00
2911	Janet Richard	\$492.10	\$24,622.41	\$24,668.47	H12-Max	26.0	18.54	482.04	12,533.04	18.91	491.69	12,783.84	\$25,316.88		\$300.00		\$300.00	\$75.00
8199	Barbara Sanchez	\$2,101.38	\$26,597.97	\$20,873.32	H12-Max	28.0	18.54	519.12	13,497.12	18.91	529.51	13,767.21	\$27,264.33		\$252.00		\$252.00	\$72.00
														\$197,210.16			\$832.00	
<i>Part-time</i>																		
42001	Ayako Barnum		New Hire	\$10,250.25		17.5	22.95	401.63	10,442.25	23.41	409.66	10,651.10	\$21,093.35					

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY05 Overtime	Actual FY05 Regular Earnings	Budgetary FY06 Scheduled Earnings	Step/Level	Hours	1st Half FY07 Pay Rate	Weekly Salaries	26 Wks Salaries	2nd Half FY07 Pay Rate	Weekly Salaries	26 Wks Salaries	Total FY07 Salaries	Total Appropriation	Longevity	Education	Total Add'l Comp	Clothing
42856	Linda Bernfeld		New Hire	\$10,250.25	H13-4	15.0	18.61	279.21	4,188.15									
					H13-5	15.0	19.75	296.25	2,666.25	20.15	302.18	7,856.55	\$14,710.95					
3882	Eleanor Brody	\$117.34	\$9,416.70	\$8,371.21	H13-Max	8.0	20.45	163.58	4,252.98	20.86	166.85	4,338.05	\$8,591.02					
3575	Catherine Evangelista	\$68.51	\$8,595.55	\$8,858.76	H15-Max	14.5	11.94	173.10	4,500.63	12.18	176.57	4,590.73	\$9,091.36					
42610	Annie Glater	\$74.35	\$4,950.59		H14-1	14.0	12.96	181.38	4,171.83									
					H14-2	14.0	13.35	186.94	560.83	13.62	190.68	4,957.68	\$9,690.34					
40075	Susan Kornblum		\$4,954.77	\$5,593.75	H15-5	9.0	11.27	101.47	2,638.12	11.50	103.49	2,690.77	\$5,328.88					
42666	Manni Lacount		\$2,791.31		H14-1	13.5	12.96	174.91	4,547.56	13.22	178.40	2,319.23						
					H14-2	13.5				13.62	183.87	2,390.31	\$9,257.10					
42608	Jane Magee	\$223.05	\$6,143.28		H14-1	19.5	12.96	252.64	5,810.77									
					H14-2	19.5	13.35	260.38	781.15	13.62	265.59	6,905.34	\$13,497.26					
3156	Jessica Plachy	\$2,085.22	\$7,195.07	\$7,534.21	H14-Max	10.0	15.50	154.97	4,029.22	15.81	158.07	4,109.82	\$8,139.04					
8464	Norine Quinn	\$223.76	\$11,167.48	\$11,960.06	H14-Max	16.0	14.61	233.70	6,076.10	14.90	238.37	6,197.57	\$12,273.66					
42609	Kristen Reichman		\$3,503.90		H14-1	10.0	12.96	129.56	2,979.88									
					H14-2	10.0	13.35	133.53	400.59	13.62	136.20	3,541.20	\$6,921.67					
507	Francis Simone		\$5,099.45	\$4,758.45	H14-Max	6.0	15.50	92.98	2,417.53	15.81	94.84	2,465.89	\$4,883.42					
40076	Jeanne Kriger	\$1,695.26	\$13,740.00	\$14,275.34	H14-Max	18.0	15.50	278.95	7,252.60	15.81	284.53	7,397.68	\$14,650.27					
41666	Fay Phillips	\$874.69	\$12,506.67	\$13,081.32	H14-Max	18.0	15.50	278.95	7,252.60	15.81	284.53	7,397.68	\$14,650.27					
41689	Ellen Sullivan	\$488.22	\$12,011.73	\$13,828.82	H14-Max	19.0	15.50	294.44	7,655.52	15.81	300.33	7,808.66	\$15,464.18					
41367	Kathleen Turner	\$137.02	\$9,080.92	\$9,775.18	H15-Max	18.0	11.94	214.88	5,586.98	12.18	219.19	5,698.84	\$11,285.82					
													\$179,528.59					
	<i>Pages</i>																	
42455	Emily Anderson		\$903.36		L1-2	4.0	7.80	31.21	811.51	7.96	31.84	827.74	\$1,639.25					
4097	Celia Biagetti		\$3,264.48	\$4,961.09	L1-5	6.0	8.53	51.16	1,330.24	8.70	52.19	1,356.85	\$2,687.09					
41662	Nancy Mason		\$2,651.16	\$2,480.54	L1-4	7.0	8.28	57.98	1,507.40	8.45	59.14	1,537.54	\$3,044.94					
42638	Natalia Nodiff		\$564.16		L1-2	4.0	7.80	31.21	811.51	7.96	31.84	827.74	\$1,639.25					
	Megan Moody		New Hire	\$3,216.83	L1-2	9.0	7.80	70.23	1,825.90	7.96	71.63	1,862.42	\$3,688.32					
42148	Steven Rizoli		\$819.00	\$3,216.83	L1-2	2.0	7.80	15.61	405.76	7.96	15.92	413.87	\$819.63					
42234	Philip Turner		\$3,401.13	\$3,216.83	L1-2	9.0	7.80	70.23	1,825.90	7.96	71.63	1,862.42	\$3,688.32					
													\$17,206.81					
	<i>Substitute Staff</i>																	
40074	Meryl Deutsch		\$3,426.25	\$5,686.70	H13-5	5.0	19.75	98.75	888.75									
					H13-6	5.0	20.45	102.24	1,738.00	20.86	104.28	2,711.28	\$5,338.03					
41393	Carol Hinckley	\$178.13	\$8,445.44	\$4,758.45	H14-Max	5.0	15.50	77.49	2,014.61	15.81	79.04	2,054.91	\$4,069.52					
3540	Cary Holmes	\$4,341.66	\$7,118.73	\$6,278.41	H13-Max	6.0	20.45	122.68	3,189.73	20.86	125.14	3,253.54	\$6,443.27					
41366	Tara MacDonald	\$1,976.22	\$1,727.01	\$4,042.99	H13-Max	4.0	20.45	81.79	2,126.49	20.86	83.42	2,169.02	\$4,295.51					
40080	Laurie Stamper Welling	\$1,911.15	\$4,041.15	\$5,896.06	H13-4	0.0	18.61	0.00	0.00									
					H13-5	0.0	19.75	0.00	0.00	20.15	0.00	0.00		\$20,146.33				

