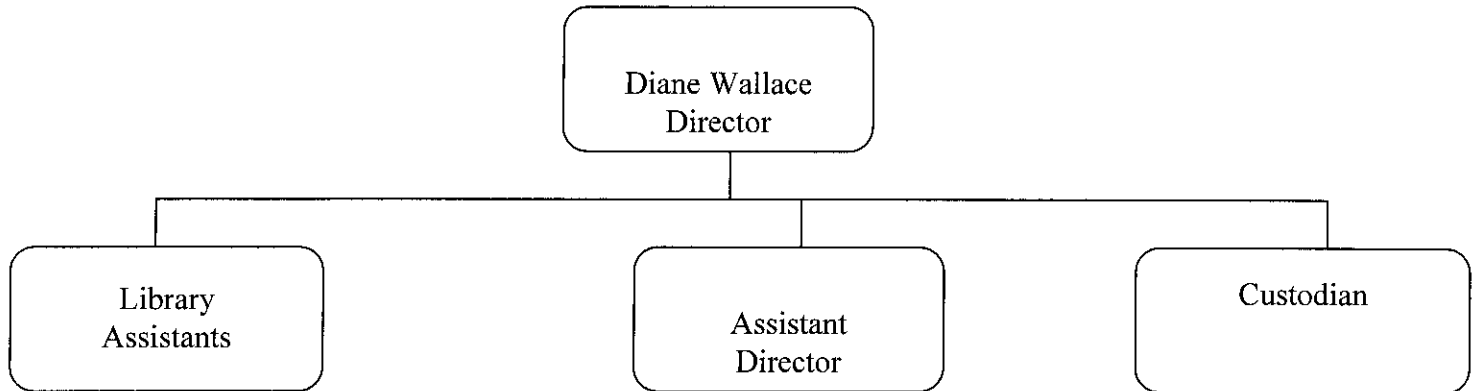


Fiscal Year 2008
Bacon Free Library



196

Leadership Profile:

Diane E. Wallace, Director

December 2004-present: Director, Bacon Free Library
2004: Professional Intern, FCAT Library, Fidelity Investments
1974-2004: Assistant Librarian, Brockton Hospital Medical Library

Simmons College Graduate School of Library & Information Science
Bridgewater State College, BS, Psychology

Narrative

0%

Town of Natick

Bacon Free Library

I. Main Purpose of the Department

The goals of the Department are to:

Provide popular materials and learning resources for the enjoyment and use of the public, with special emphasis on supporting the educational needs of our children.

II. Recent Developments

We are busy preparing to spend \$100,000 in funds earmarked for building renovations and upgrades. We were fortunate to receive this state money with the assistance of Senators Brown and Spilka and State Representatives Peisch and Linsky. The funding is being administered through the Massachusetts Historical Commission.

Our building is currently 126 years old and has undergone extensive exterior work therefore at this time we will be concentrating on interior upgrades. The ceiling in the stack section of the library will be replaced and lighting will be addressed in two areas. The entire front door and its surround will be replaced with a more historically correct and energy-efficient model. Woodwork will be refinished and several sections of the building that have had plaster failure will be repaired. Trustee D. Michaels Collins has donated a considerable amount of his own time, as well as that of his staff at Collins Architect, for this project.

The Trustees have also made a renewed effort to fundraise in order to continue the work that needs to be done. High on that list would be window replacements, carpet replacement and new bookcases.

The Trustees have also added a web site at www.baconfreelibrary.org, and wireless Internet service to the building.

III. Current Challenges

The number of items checked-out of the Bacon Free Library has increased considerably. 4822 more items circulated in FY06 than in FY05. This number is due in part to the fact that our collection has been updated and kept current. Parents often comment on the wide variety of new materials for their children. This also means that the staff is much busier checking books in and out, reshelving them and filling requests.

FY05		FY06	
Adult/Young Adult	7,750	Adult/Young Adult	8,742
Children's	5,548	Children's	9,378
Total	13,298	Total	18,120

An increase of 4,822 items circulated.

Our main focus is to provide our patrons with reading materials, but the Bacon Free Library also continues to increase services and programs at the request of the community. Our new children's librarian, Holley Meyer, offers story hours twice weekly, monthly book

66

FY2008 Budget Presentation

discussions and monthly arts & crafts programs that revolve around a seasonal or literary theme. The response from our young families has been wonderful. Each program has seen a steady increase in the number of children attending and the parents also make full use of Holley Meyer's expertise for appropriate book selections for their children. In the past, due to limited staffing the Children's Librarian was often alone during story hour and had to run the program as well as answer questions and check out books. It's no longer possible for one person to handle all of that and still provide high-quality customer service, so other staff are now scheduled to work during story hour as well. The assistance of the staff for these two mornings has gone a long way in making the story hour more attractive to children and their families.

Our evening author series which features a book reading and discussion by a current author once monthly is also gaining a wider audience. Whether it's an author of a self-help, romance, true crime book or a memoir, our patrons enjoy interacting with writers and learning about their lives and their craft. The library staff stays on hand these extra evenings.

The challenge here is to have enough staff available to cover the hours that the library is officially open and to also cover the hours when we are open for events. Salaried staff is constantly working beyond their scheduled hours and the budget is stretched to the maximum for the hourly library assistant. It would be a huge help to have a part-time assistant for two or three morning weekly, and to help cover for the scheduled time off of other staff.

A 0% budget increase will not allow for any additional staff or increased hours for the present staff, or an adequate amount of new materials. Our patrons continually ask for more of our popular programs, but we will not be able to offer any new programs, and may in fact have to offer fewer of our current events. We are a wonderful resource for so many of Natick's young families, but we would be unable to provide the same high-quality service without an adequate budget.

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

As mentioned last year, the current staff computers and printers are aging and they undergo a tremendous amount of use. We need to consider replacements in the near future. In addition, we make more demands on our photocopier than ever before and we'll need to replace the current model soon. The cost of these three computers would be approximately \$3,000 in order to purchase models that would be compatible with Minuteman Network standards and upgrades.

V. On the Horizon

Since our book collection and our small collection of CDs and DVDs for children and families are current and our programs are popular we need to maintain an adequate book budget in order to purchase the new books that our patrons have come to expect. We prefer to focus on books, in a variety of formats, rather than attempt to stock items such as DVDs of television shows or popular movies.

Additional funding for upgrades to the interior of the building is always a consideration as well. The 126 year old shelving is failing and we have been replacing sections in order of greatest need over the past several years already. And, finally we need to consider added part-time staffing to maintain the high-quality services we offer our patrons.

861

FY2008 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2003	2004	2005	2006	Approved 2007	Proposed 2008
1 <u>Upgrade Collection</u> Continue weeding older materials and adding new.				Concentrated on children's books this year.		
2 <u>Increase Programming</u> Offer more book- related events for all ages.				Added well- received author nights.		
3 <u>Address Building Issues</u> Includes fundraising and carrying out building upgrades.				Rec'd \$100,000 in state funds, raised \$7000 other.		

198 A
~~198 A~~

Department: Bacon Free Library
Fiscal Year 2008

LINE ITEM EXPLANATION

Both the 0% and the 2% budgets presented offer little change in line items over FY07. Funding at either level allows us to maintain services similar to last year, but limits our ability to provide as many new materials as we need or take on any building improvements.

A budget with a 2% increase over FY07 allows for step increases in salary for two positions, the library assistant and the Assistant Director. The Computer maintenance amount of our request, which also includes network fees, will remain the same. This should be adequate unless there are drastic increases in network expenses, or shortfalls from the Mass. Board of Library Commissioners that network members need to fund. Repairs and maintenance will be funded at \$209 less than previously and may not be enough to continue our gradual replacement of aged bookcases that we began two years ago, in addition to minor repairs that arise. Fuel for heating the building was under funded last year and will probably be under funded again as well. In FY06 we spent more than \$6700 for fuel oil.

Our account for books and periodicals will be funded less than last year by \$618 and will affect our ability to offer the newest books that our patrons enjoy. We have also begun to upgrade the collection of books on CD and books in this format are twice as expensive as paper versions, but our patrons will vision problems are thankful for them. Commuters are also big fans of these books. While obtaining books of any type through the library network is always an option, the newest books are the hardest to get in a timely manner, so those are the ones we prefer to purchase. The library supplies and other miscellaneous requests are very similar to last year and we're hopeful that it will be adequate since there will be fewer books to process.

Overall, a budget with a total of 2% increases causes the Bacon Free Library to have \$225 less for books, supplies, heat and maintenance. We need to spend 12% of our entire budget on books in order to maintain certification with the State and to participate in library network sharing. To accomplish this we will need to rely on the financial support of the Trustees and Friends, while trimming the budget equally across categories.

A budget funded with 0% increase will mean increases in salary for the same two positions as above and nothing else. The remaining line items will be under funded by \$2444. Since our computers are our lifelines to other libraries, and our own collection, we need to maintain funding at the current level. And, most certainly \$5000 will not be enough to cover all the fuel oil we will need to heat the building.

Purchasing fewer books puts us in further danger of not meeting State requirements for library certification. Library certification brings network privileges as well as funds from the Mass Board of Library Commissioners. The Trustees and Friends currently contribute generous amounts to the operation of the library, but they will not be able to cover all of our financial needs.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2003 thru 2007
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2003	2004	2005	2006	Thru December 2007
Staffing					
Full-Time Employees	1	1	1	2	2
Part-Time Employees	3	3	4	2	2
Seasonal Employees					
Operating Budget					
Personal Services	53,145.20	48,808.04	55,922.21	73,806.93	37,000.08
Purchase of Services	27,739.52	7,524.04	9,533.72	10,851.99	969.48
Other Personnel Services	0.00	0.00	0.00	0.00	0.00
Technical & Professional Svcs	0.00	0.00	0.00	0.00	0.00
Supplies	14,103.56	22,855.46	25,117.90	18,733.85	10,350.85
Other Chgs & Expenditures	0.00	0.00	0.00	6,170.00	
Total Operating Budget	94,988.28	79,187.54	90,573.83	109,562.77	48,320.41
Capital Equip/Projects Expended					
Encumbered Operating Expenses	3,034.00	8,343.00	6,694.00	0.00	68.87
Quarterly Expenditure Pattern Fiscal Year 2003 thru 2007 - Operating Budget					
Percent Expended by Fiscal Year	2003	2004	2005	2006	2007
Personal Services					
Quarter 1 ending Sept 30	24.84%	24.66%	16.09%	22.04%	20.37%
Quarter 2 ending Dec 31	24.94%	25.76%	27.85%	22.55%	24.65%
Quarter 3 ending March 31	23.83%	17.11%	23.39%	23.63%	
Quarter 4 ending June 30	25.69%	21.39%	27.74%	23.81%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	0.00%	0.00%	4.93%	7.97%	
---- Total Pers Svcs	99.30%	88.92%	100.00%	100.00%	45.02%
All Non-Personal Services					
Quarter 1 ending Sept 30	17.01%	12.52%	4.54%	13.28%	8.70%
Quarter 2 ending Dec 31	27.44%	12.24%	15.50%	43.92%	29.94%
Quarter 3 ending March 31	10.04%	19.47%	32.88%	23.09%	
Quarter 4 ending June 30	39.53%	41.29%	36.74%	33.62%	
Encumbrances for Year	6.68%	25.56%	17.32%	1.67%	
Closed to Fund Balance	0.00%	0.00%	-2.05%	-7.97%	
---- Total Non Pers Svcs	100.70%	111.08%	104.93%	107.61%	38.64%
Capital Equip/Projects Expended					
Quarter 1 ending Sept 30					
Quarter 2 ending Dec 31					
Quarter 3 ending March 31					
Quarter 4 ending June 30					
Encumbrances for Year					
Closed to Fund Balance					
---- Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%

102

Bacon Free Library - Public Library Service

	No of Staff		Tn Adm Recommended	Dept Requests	Expended thru Dec 31, 2006	2007 Appropriated	2006 Actual	2005 Actual	2004 Actual	2003 Actual
	3.0	1.0								
Salaries Graduate & Staff			82,264.89	82,264.89	35,841.12	79,844.16	71,534.37	53,705.09	46,645.04	50,982.20
Salaries Operation & Maintenance			2,364.28	2,364.28	1,158.96	2,341.13	2,272.56	2,217.12	2,163.00	2,163.00
PERSONAL SERVICES	4.0		84,629.17	84,629.17	37,000.08	82,185.29	73,806.93	55,922.21	48,808.04	53,145.20
Computer Maintenance			4,600.00	4,600.00	0.00	5,000.00	2,100.00	3,116.97	2,069.04	22,824.88
Utilities: Fuel Oil			5,000.00	5,000.00	950.63	4,250.00	6,704.99	4,586.86	5,455.00	4,914.64
Communication - Telephone			0.00	0.00	0.00	150.00	0.00	0.00	0.00	0.00
Repairs & Maintenance			1,000.00	1,000.00	0.00	1,609.00	0.00	0.00	0.00	0.00
PURCHASE OF SERVICES			10,600.00	10,600.00	950.63	11,009.00	8,804.99	7,703.83	7,524.04	27,739.52
Books & Periodicals			12,029.00	12,029.00	8,213.14	12,678.00	16,040.07	21,472.45	11,503.22	14,103.56
Library Supplies			2,500.00	2,500.00	1,682.58	3,086.00	2,693.78	1,714.36	11,352.24	0.00
Other Miscellaneous			1,200.00	1,200.00	18.85	2,000.00	2,047.00	282.09	0.00	0.00
SUPPLIES			15,729.00	15,729.00	9,914.57	17,764.00	20,780.85	23,468.90	22,855.46	14,103.56
BUDGET TOTAL			110,958.17	110,958.17	47,865.28	110,958.29	103,392.77	87,094.94	79,187.54	94,988.28
**Investment Allocations: **										
Utilities: Fuel Oil			1,800.00	1,800.00		1,750.00				
Utilities: Electricity			3,600.00	3,600.00		3,200.00				
Communication Telephone			900.00	900.00		850.00				
Repairs & Maintenance			1,500.00	1,500.00		1,500.00				
Repairs & Maintenance - Grounds			800.00	800.00		750.00				
Books & Periodicals			4,000.00	4,000.00		6,900.00				
Furniture & Equipment			1,500.00	1,500.00		500.00				
Total Expended from Investment Allocation			14,100.00	14,100.00	0.00	15,450.00	0.00	0.00	0.00	0.00
Investment Income Applied *			(8,000.00)	(8,000.00)		(6,450.00)				
State Program *			(6,100.00)	(6,100.00)		(9,000.00)				
BUDGET TOTAL			110,958.17	110,958.17	47,865.28	110,958.29	103,392.77	87,094.94	79,187.54	94,988.28

202

TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2008

Emp #	Employee Name	Actual FY06 Overtime	Actual FY06 Regular Earnings	Budgetary FY07 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (32.2 Wks) FY2008	Total Appropriation	Longevity	Additional Compensation Education	Other	Total Add'l Comp
Bacon Free Library																
Technical/Professional																
42602	DJANE WALLACE		\$40,551.94	\$42,431.88	BASE	M1-4	12	40.2744	Mthly	90.0	\$3,624.69	43,496.31				
43022	HOLLEY MEYER		Replacement	\$24,768.28	BASE	P3-1	1	19.4005		90.0	\$2,099.16	2,099.16				
					BASE	P3-2	11				\$2,172.64	23,899.02				
8015	PRISCILLA DUVAL		\$11,727.43	\$12,644.00	HRLY	L3-Max		15.9630	Mthly	800.0	12,770.40	\$82,264.89				
Operational Staff																
2958	FRANCIS LANE		\$2,272.56	\$2,341.13	BASE	L4-Max			Mthly		\$197.02	\$2,364.28				
Department Totals		<u>\$0.00</u>	<u>\$54,551.93</u>	<u>\$82,185.29</u>							Total	<u>\$84,629.17</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

203