

**Topsfield COA Department  
FY 2011 Budget Details**

	Acct #	Account Name	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Actual	2010 Budget	2011 Proposed	\$ Change	% Change
<b>Salary</b>											
54101	51120	Director	18332	38,648	36,169	40,764	40,139	40,764	41,865	1,101	2.7%
	51490	Longevity								0	0.0%
	51492	Sick Buyback	0			0				0	0.0%
	51493	Add'l Vac Accr'l Pay Out			402					0	0.0%
<b>Total Salary</b>			<b>18,332</b>	<b>38,648</b>	<b>36,571</b>	<b>40,764</b>	<b>40,139</b>	<b>40,764</b>	<b>41,865</b>	<b>1,101</b>	<b>2.7%</b>
<b>Wages</b>											
54102	51140	Van Drivers	15818	16,158	15,756	19,147	13,542	14,096	14,096	0	0.0%
	51141	Secretary	21138	22,626	24,876	23,634	23,643	20,818	21,380	562	2.7%
										0	0.0%
<b>Total Wages</b>			<b>36,956</b>	<b>38,784</b>	<b>40,632</b>	<b>42,781</b>	<b>37,185</b>	<b>34,914</b>	<b>35,476</b>	<b>562</b>	<b>1.6%</b>
<b>Other</b>											
54105	53400	Telephone	346	520	446	550	472	275	275	0	0.0%
	53430	Postage	2080	2200	2226	2,267	864	1,715	1,715	0	0.0%
	53500	Recreation,dues,other	0			0				0	0.0%
	53850	Transportation	0	53		0				0	0.0%
	54200	Mini-Office	316	190	331	250	84	250	250	0	0.0%
	57100	Travel & Meetings	133	49	191	197		197	197	0	0.0%
	57300	Dues	121	145	145	145		145	145	0	0.0%
	57800	Other	278	118		0				0	0.0%
<b>Total Other</b>			<b>3,274</b>	<b>3,275</b>	<b>3,339</b>	<b>3,409</b>	<b>1,420</b>	<b>2,582</b>	<b>2,582</b>	<b>0</b>	<b>0.0%</b>
<b>Total Operating Budget</b>			<b>58,562</b>	<b>80,707</b>	<b>80,542</b>	<b>86,954</b>	<b>78,744</b>	<b>78,260</b>	<b>79,923</b>	<b>1,663</b>	<b>2.1%</b>

## Narrative

Starting on line #3 list the reasons why your budget exceeds the Fin Com guidelines. If you start a new paragraph, please click on "Format" then "Cells", then "Alignment" and then check "Wrap text" before typing.

The revised budget reflects an increase in the Topsfield COA budget due to the COLA increases that were provided to staff in FY2010, and not a pay increase in FY 2011. This increase in our budget for the COLA will bring the staff up to the levels paid by other town employees for FY 2010. If this increase is not granted, the COA will have to make additional cuts in hours for the Director and Secretary. The Director currently is paid for 30 hours per week, and the Secretary is paid 22 hours per week.

### **Brief Summary -**

In FY 2010, the COA Budget did not include funding for the COLA increases for the Director and the Secretary. The COLA was granted for FY 2010, but we did not include this in our budget for FY2010, six days of unpaid furlough had to be taken by the Director and Secretary. In FY2010 - the COA Budget did make the necessary budget cuts in it's budget. The Secretary's hours were cut from 25 to 22 hour per week. Van drivers wer cut from 25 hours per week to 18 hours, and our limited other line items were cut.

### **Brief Summary**

In FY 2010, the COA budget did not include funding for the COLA increases for the Director and the Secretary. The COLA was garnted in FY2010 but we did not include this in our budget for FY2010, six days of unpaid furlough had to be taken by the Director and Secretary. In FY2010 - The C did make cuts in it's budget. Secretary hours were cut from 25 to 22 hours. Van drivers were cut from 25 hours to 18 hours per week, and our limite

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Starting on line #3 detail all essential service items, whether salary, wages or other not included in submitted essential services budget. Include the budget line # and Name for each item. If you start a new paragraph, please click on "Format" then "Cells", then "Alignment" and then check "Wrap text" before typing.

Topsfield Council on Aging

Salary - #54101 - 51120 - Director - \$41,864

Wage - #54102 - 51141 - Secretary - \$21,381

Please consider my request to reinstate the furloughed salary & wage amounts from our FY-10 Budget. The above totals are representative of the current pay grid. They do not reflect an increase from the rates we are currently being paid.

Amount being requested is \$1,100 for Salary #54101-51120 - Director

Amount being requested is \$563 for Wage #54102 - 51141 - Secretary

**Topsfield Library Department  
FY 2011 Budget Details**

	Acct #	Account Name	2006	2007	2008	2009	2009	2010	2011	\$	%
			Actual	Actual	Actual	Budget	Actual	Budget	Proposed	Change	Change
<b>Salary</b>											
61001	51120	Director	47,993	50,906	53,849	60,760	60,760	62,400	62,400	0	0.0%
	51121	Children's Librarian	38,146	40,461	41,554	42,676	42,676	43,828	43,828	0	0.0%
	51122	Reference Librarian	37,035	39,243	41,554	42,676	42,676	43,828	43,828	0	0.0%
	51123	Adult Circulation Librarian	39,709	38,478	36,803	35,446	35,446	36,403	36,403	0	0.0%
	51490	Longevity	703	1,184	609	610	610	610	1,260	650	106.6%
	51493	Add'l Vac Accr'l Pay Out		855	1,032					0	0.0%
<b>Total Salary</b>			<b>163,586</b>	<b>171,127</b>	<b>175,401</b>	<b>182,168</b>	<b>182,168</b>	<b>187,069</b>	<b>187,719</b>	<b>650</b>	<b>0.3%</b>
<b>Wages</b>											
61002	51130	Wages, Full Time	28,288	27,709	27,037	29,402	29,402	30,205	30,205	0	0.0%
	51140	Wages, Part Time	109,832	110,093	115,578	119,384	119,344	120,466	120,033	(433)	-0.4%
	51490	Longevity			575	575	575	575	575	0	0.0%
	51493	Add'l Vac Accr'l Pay Out			414					0	0.0%
<b>Total Wages</b>			<b>138,120</b>	<b>137,802</b>	<b>143,604</b>	<b>149,361</b>	<b>149,321</b>	<b>151,246</b>	<b>150,813</b>	<b>(433)</b>	<b>-0.3%</b>
<b>Other</b>											
61005	52100	Electricity	28,063	31,733	33,961	31,350	35,533	33,000	35,600	2,600	7.9%
	52200	Fuel	12,595	8,981	6,860	10,138	6,869	9,500	8,000	(1,500)	-15.8%
	52300	Water	196	178	197	200	206	200	210	10	5.0%
	52400	Repairs Maintenance Bui	9,915	9,996	11,105	10,000	11,262	10,000	11,386	1,386	13.9%
	52410	Contracted Cleaning	21,885	21,197	11,950	20,000	16,440	16,000	17,500	1,500	9.4%
	52500	Repairs Mainanence Equ	7,160	13,123	5,755	6,500	6,402	6,000	6,400	400	6.7%
	53053	Service Bureau Fee	14,059	14,849	14,849	14,849	14,849	14,003	14,800	797	5.7%
	53400	Telephone	661	845	958	800	964	800	900	100	12.5%
	53430	Postage	1,076	1,158	1,156	1,225	961	684	700	16	2.3%
	53450	Advertising	350	0	931	350	0	350	300	(50)	-14.3%
	53800	Network Administrator	7,025	11,326	13,016	12,000	10,089	12,000	12,550	550	4.6%
	54000	Library Supplies	3,567	3,500	9,426	3,500	3,998	3,500	3,500	0	0.0%
	54200	Office Supplies	1,801	1,714	3,488	2,000	2,180	2,000	2,000	0	0.0%
	54220	Copier	1,615	1,345	1,426	1,800	2,135	1,500	2,000	500	33.3%
	54300	Building Maintenance Sup	912	2,149	2,316	1,500	1,157	1,500	1,500	0	0.0%
	54500	Custodial Supplies	2,301	1,237	1,052	2,000	925	1,500	1,200	(300)	-20.0%
	57000	Other Lib.	0			0				0	0.0%
	57100	Travel & Meetings	279	431	312	500	461	300	300	0	0.0%
	57300	Dues	55	90	65	75	65			0	0.0%
<b>Total Other</b>			<b>113,515</b>	<b>123,852</b>	<b>118,823</b>	<b>118,787</b>	<b>114,496</b>	<b>112,837</b>	<b>118,846</b>	<b>6,009</b>	<b>5.3%</b>
<b>Total Operating Budget</b>			<b>415,221</b>	<b>432,781</b>	<b>437,828</b>	<b>450,316</b>	<b>445,985</b>	<b>451,152</b>	<b>457,378</b>	<b>6,226</b>	<b>1.4%</b>

Starting on line #3 list the effects of the cuts on the operation of the Department. If you start a new paragraph, please click on "Format" then "Cells", then "Alignment" and then check "Wrap text" before typing.

The proposed FY11 Library budget meets the Finance Committee's Essential Services Budget guidelines. This budget also meets the State Board of Library Commissioner's Minimum Appropriation Requirement or MAR to continue Library certification and uninterrupted Library service to our patrons. The funding formula for the MAR is calculated by developing a rolling average of the previous three years and applying a 2.5% growth to that number. This year the Library's Municipal budget increases by 1.4% or \$6,226 from FY2010 to meet the State MAR. The Library's salary and wage line-items reflect a 0% increase from FY2010, complying with all other Town Departments and one new longevity payment has not been included in this budget. (See unfunded narrative) The 1.4% increase to meet the State MAR is applied to the operating budget as follows:

**61002-51140 - Library Wages, Part-time** - decreased by .4% or \$433 because of a change in personnel. Longevity 61001-51490 includes an increase of \$650 paid to Director qualifying for benefit in FY11.

**61005-52100 - Electricity** - increased by 7.9% or \$2600 based on FY2009 actual spending (35,533) and FY2010 to-date costs indicate a slight increase to occur for FY11. This should adequately fund the real costs for the Library. In FY2010, if funding is available, I will seek to replace bathroom and basement light switches to sensor lighting that will turn lights on only when motion is detected. I have seen these sensor in other public buildings and have talked to facility managers of these facilities to understand their effectiveness in savings.

**61005-52200 - Fuel** - decrease by 15.8% or \$1,500 based on FY2009 actual spending (6,869) and FY2010 to date costs indicate that it is reasonable to make an additional cut to this line item as I did last year. This will align this allocation to real costs and help support the increase needed for Electricity.

**61005-52300 - Water** - increase by 5% or \$10 based on FY2009 actual costs (206) with a slight increase to the Library's rate.

**61005-52400 - Repairs & Maintenance Anticipated** - increased by 13.9% or \$1,386 based on FY2009 actual spending (11,262) and because the building renovations are now ten years old. With the age of the building, additional care to all systems is required resulting in higher costs. Additional effort will be made to seek better services for competitive prices as we did for the elevator maintenance agreement. Some proprietary equipment makes this difficult to accomplish.

**61005-52410 - Contract Cleaning** - increase by 9.4% or \$1500 based on existing contract cost and ability to properly clean and maintain the Library facility indicates that an increase is required to do an acceptable job and maintain a standard of care expected for the Library facility.

**61005-52500 - Repairs & Maintenance Unanticipated** - increased by 6.7% or \$400 based on FY2009 actual spending (6,402) and because of the age of the facility. Over the last two years an increase in unanticipated repairs have occurred. This increase is conservative, but should be able to address the typical unforeseen repairs.

**61005-53053 - Service Bureau Fee** - increased by 5.7% or \$797 as the membership fee to the Merrimack Valley Library Consortium has increased from last year. Payment for the membership fee has been shared between the Library operating budget and the Gould Fund since 2004 when dramatic cuts to the Library's operating budget were necessary to accommodate municipal shortfalls. This year the membership fee increased by approximately \$100 due to increased costs MVLC has experienced in providing internet service, database access and other services to the Topsfield Town Library.

**61005-53400 - Telephone** - increased by 12.5% or \$100 to accommodate the cost of telephone service that provides faxing capabilities, emergency elevator phone service and the lobby payphone. FY09 actual costs were \$964. The Library considered eliminating the payphone in the Library lobby, however this is still an important service for school age children to make contact with family after school. The library accommodates an estimated 35 to 50 school age children after school.

**61005-53800 - Network Administrator** - increased by 4.6% or \$550 to prepare for increased needs of technology support for the library. The new demands on the library's technology and internet service has increased dramatically this year. Games and other entertainment use is down and more serious endeavors increasing with job searches, on-line job applications and homework research, especially for adult students who are changing careers. This increase brings new demands for current software applications and increased use puts new demands on existing hardware. In 1999 the Library's technical support budget was \$19,000 per year. The last two years this line-items has been level funded at \$12,000. Much of the technology troubleshooting and minor repairs are done by the Director and one staff member. This has helped in holding costs and adjusting to a minimum budget. With new demands and aging equipment it is essential to prepare for additional technical support in the coming year.

**61005-54220 - Copier** - increased by 33.3% or \$500 due to aging copiers. It is expected that the service contract on the three copiers in the library will increase this year. Two copiers are small table top units that are approximately 8 years old. The larger public copier was a lease-to-buy copier that was just completed this year. This copier is in good shape and approximately 4 years old, but will require a service repair agreement to keep it in good shape to service the public.

**61005-54500 Custodial Supplies** - decreased by 20% or \$300 based on actual FY09 spending (925). The Library will make every effort to continue to identify best purchasing practices to save on these supplies.

**Conclusion:**

All other line items associated with the Library's operating budget are unchanged with a 0% increase. This budget reflects the MAR increase required to secure Library certification. The increase of \$6,226 reflects \$1 more than required. The increases are applied to line-items that are in jeopardy of meeting real expenses and are developed to assist in reducing the likelihood of returning to the town for reserve fund transfers.

**Topsfield Parking Clerk Department  
FY 2011 Budget Detail**

	Acct #	Account Name	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Actual	2010 Budget	2011 Proposed	\$ Change	% Change
Salary											
<b>Total Salary</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Wages											
<b>Total Wages</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Other											
	12505 53800	Contracted Services	20	96	30	125	48	50	0	(50)	100.0%
<b>Total Other</b>			<b>20</b>	<b>96</b>	<b>30</b>	<b>125</b>	<b>48</b>	<b>50</b>	<b>0</b>	<b>(50)</b>	<b>100.0%</b>
<b>Total Operating Budget</b>			<b>20</b>	<b>96</b>	<b>30</b>	<b>125</b>	<b>48</b>	<b>50</b>	<b>0</b>	<b>(50)</b>	<b>100.0%</b>

Starting on line #3 list the reasons why your budget exceeds the Fin Com guidelines. If you start a new paragraph, please click on "Format" then "Cells", then "Alignment" and then check "Wrap text" before typing.

The Parking Clerk Budget has been added as a new line item in the Selectmen's Special Budget and is no longer a stand alone budget.

Starting on line #3 detail all essential service items, whether salary, wages or other not included in submitted essential services budget. Include the budget line # and Name for each item. If you start a new paragraph, please click on "Format" then "Cells", then "Alignment" and then check "Wrap text" before typing.

**53800 Contracted Services** - if monies become available this budget could be increase to \$200.00 based on this years Police issuance of parking tickets, mostly during the Topsfield Fair.

**Topsfield Selectmen's "Special" Department  
FY 2011 Budget Details**

	Acct #	Account Name	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Actual	2010 Budget	2011 Proposed	\$ Change	% Change
Salary											
12401											
		<b>Total Salary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Wages											
12402											
		<b>Total Wages</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
Other										0	0.0%
12405	51127	Deposition	156	0	0	0				0	0.0%
	53030	Legal Services	83,867	81,835	59,503	65,000	55,724	60,000	60,000	0	0.0%
	53031	EPA Judgement	0	0	0	0				0	0.0%
	53050	Professional Services	10,260	3,918	20,205	10,000	6,613	8,000	8,000	0	0.0%
	53051	BOH Professional	0	0	0	0				0	0.0%
	53052	Cable Consultant	7,000	2,335	0	0				0	0.0%
	53053	Fire Survey Consultant	0	1,200	0	0				0	0.0%
	53055	Arbitration Services	0	175	0	0				0	0.0%
	53150	Contracted Clerical	8,892	19,619	0	0				0	0.0%
	53800	Misc. Services	225	1,976	945	400	145			0	0.0%
	53801	Parking Clerk Contr Serv							50	50	#DIV/0!
	53850	Dep Engine	0	0	0	0				0	0.0%
	53840	BOH Engineering	0	10,000	0	0				0	0.0%
	53860	Libr Engineering	4,499	0	0	0				0	0.0%
	54200	Office Supplies	96	0	0	0				0	0.0%
	57810	R/E Taxes - Boxford	0	0	0	0				0	0.0%
	57900	Unfunded Committees	275	3,448	872	500	409			0	0.0%
	58700	Equipment & Furniture	0	55	0	0				0	0.0%
		<b>Total Other</b>	<b>115,269</b>	<b>124,559</b>	<b>81,525</b>	<b>75,900</b>	<b>62,890</b>	<b>68,000</b>	<b>68,050</b>	<b>50</b>	<b>0.1%</b>
		<b>Total Operating Budget</b>	<b>115,269</b>	<b>124,559</b>	<b>81,525</b>	<b>75,900</b>	<b>62,890</b>	<b>68,000</b>	<b>68,050</b>	<b>50</b>	<b>0.1%</b>

Narrative

Starting on line #3 list the reasons why your budget exceeds the Fin Com guidelines. If you start a new paragraph, please click on "Format" then "Cells", then "Alignment" and then check "Wrap text" before typing.

53801 Parking Clerk Contract Service - new line item in the amount of \$50.00. This moves the Parking Clerk Contractual Services into the Selectmen's Special thus eliminating a separate Paking Clerk budget.