Town of Plainfield

Department or Office: Shaw Memorial Library Submitted by: _____

DETAILED ESTIMATES FOR PLAINFIELD FY 2022 BUDGET

Please complete all four pages of this form so we can best evaluate and respond to your anticipated needs. ***Requests that are not accompanied by an explanatory description will be returned for completion.***

A. Operating Expenses (do not include wages, salaries, or stipends in operating expenses)

	Description	FY 2021	FY 2022
1.	Printed Materials	5,548	5,603
2.	Trustee's Dues	90	90
3.	Mass. Library Asse.	30	30
4.	Audio / Visual	950	950
5.	Supplies	400	400
6.	Mileage	100	100
7.	Special Programs	400	400
8.	Computer Expenses	700	700
9.			
		8,218	8,273
	TOTAL	14,560	14,560
		22,778	22,833

Total FY 2020 Expenditure _____

State-Aid - 1,488.00

Please explain significant increases or decreases and any new items. Attach additional pages if necessary.

DETAILED ESTIMATES FOR FY 2022

B. Personnel Expenses: (wages, salaries, stipends, honoraria, etc.)

Please note the following *important* points:

1. Please indicate whether a wage or salary is based on an hourly pay rate. If so, please include the hourly rate and the number of hours worked per week.
2. Please do not include a cost of living adjustment (COLA) in your salary request. A single COLA for all employees will be recommended by the Finance Committee.
3. If any proposed salary is different from that of the previous year, please include an explanation (for example, an increase in workload or a change in responsibilities).

	Position	FY 2021	FY 2022
1.	Library Director	13,260	13,260
2.	Library Subs	1,300	1,300
3.			
4.			
5.			
	TOTAL	14,560	14,560

Total FY 2020 Expenditure _____