



Town of Natick

FY 2010 Budget

Section III: Education & Learning

Natick Public Schools	Section III.1
Keefe Tech	Section III.2
Morse Institute Library	Section III.3
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FY 2010 Budget

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Town of Natick

Home of Champions

FY 2010 Budget Development

Revised	FInComm	BOS
ongoing	3/12/2009	

Department: Natick Public Schools

Budget in progress. Schools given a target reduction of \$3,071,340, for a total appropriation of \$42,576,500. Revised budget to be presented to School Committee on 3/9, FinComm on 3/12.

Superintendent's Budget Message - Peter Sanchioni, Ph.D. - 12/15/2008

With the passage of an operational override in the spring of 2008, the FY 2009 school budget received \$2,5465,401 in funding . As a result, the Natick Public Schools delivered a high quality education to all students for school year 2008-2009. The FY 2010 budget proposal is designed to retain the services restored by the override, thus continuing with the quality education we are now providing. Accordingly, the FY 2010 budget is a level staffed budget meaning the staff employed in FY 2009 are moved forward one year with no additions or deletions. The FY 2010 budget accounts for an increase in our expense accounts to keep up with rising costs in energy, transportation, special education and technology. I am proud to present this budget to the School Committee and residents of Natick as it represents our best work in deciding how to provide the finest education to the children who attend the Natick Public Schools.

In the development of the FY 2010 budget we were very conscious of the fiscal restraints that will face the town and schools. We have developed a budget that we feel addresses mandated obligations, enrollment pressures, and contractual obligations. We have strived to protect our most valuable asset - our employees. Natick is the kind of place it is because of its dedicated faculty and staff. I believe we must do everything we can to eliminate layoffs. As a academic institution we cannot lose sight of our fundamental mission - great teaching and curriculum. We must do everything we can to preserve our core academic programs, In the budget our goals are the following:

- New collective bargaining for the teachers, custodians, cafeteria employees, education support personnel and secretaries and clerks
- Maintain reasonable class size
- Maintain those positions resorted/retained by last springs override
- Appropriate calculated increases in energy costs
- Appropriate calculated increases in transportation costs

The Superintendent's recommended budget was unable to address a number of very thoughtful initiatives that were being considered during the budget process, including; an additional grade four teacher for Brown School, additional foreign language teachers for the middle schools, and an additional guidance counselor and foreign language/social studies teacher for the high school. Budgets are about priority choices and I believe that choices within this budget are the most prudent within constraints.

In closing, we recognize that town government and the citizens of Natick take pride in their public schools. We are appreciative of the efforts of the town and its citizens to protect and build upon that resource with intelligent decision-making. We are particularly appreciative of the leadership efforts by the Selectmen, Finance Committee, Financial Planning Committee, and Martha White the Town Administrator, working in a partnership to enable us to fulfill our obligation to educate students in the best manner possible.



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FY 2010 Budget Development

Department: Natick Public Schools

Summary

Appropriation Summary

Natick Public Schools

	2008 Actual	2009 Appropriated	08 vs. 09 %	2010 Requested	2009 vs. 2010	
					\$	%
Personnel Services						
Total Personnel Services	31,911,758	34,046,800	6.69%	35,080,861	1,034,061	3.04%

Expenses

Total Other Chgs. & Expenses	8,994,004	9,427,630	4.82%	10,566,979	1,139,349	12.09%
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Total Natick Public Schools	40,905,762	43,474,430	6.28%	45,647,840	2,173,410	5.00%
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Program Improvement Request Summary

	2010 Requested
Total	\$ -
Compensation	
Benefits	
Expenses	
Total	



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FY 2010 Budget Development

Department: Natick Public Schools

	2008 Actual	2009 Appropriated	08 vs. 09 %	2010 Requested	2009 vs. 2010 \$	%
Personnel Services	31,911,758	34,046,800	6.7%	35,080,861	1,034,061	3.04%
Operating Expenses	8,994,004	9,427,630	4.8%	10,566,979	1,139,349	12.09%
Total Natick Budget School	40,905,762	43,474,430	6.3%	45,647,840	2,173,410	5.00%

FY 2010 Costs & Impacts

Total Salary & Wages	\$ 35,080,861	Degree Changes	\$ 208,727
		Step Increases	\$ 479,529
		Retirement Savings	\$ (60,264)
		Leave of Absence	\$ 38,549
		Negotiations (all Units)	\$ 347,355
		Change in Funding Title 1	\$ 31,460
		Longevity	\$ 1,850
		<u>Total Increase for FY 2010</u>	<u>\$ 1,047,206</u>
Total Expense Budget	\$ 10,566,979	Total Expense Increase for FY 2010	\$ 1,126,205
Total FY 2010 Request	\$ 45,647,840	Total Increase from FY 2009	\$ 2,173,411

Information provided from Natick Public Schools via FY 2010 Preliminary Budget Report as presented to School Committee on December 15, 2008.



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FY 2010 Budget Development

Department: Natick Public Schools

Line-Item Detail

Narrative:

Detail about the Natick Public Schools Budget Submission can be found by contacting the School Department or referencing the online home of the Natick Public Schools at <http://www.natick.k12.ma.us/>



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FY 2010 Budget Development

Revised	FinComm	BOS
ongoing	3/10/2009	

Department: South Middlesex Regional Technical School

Budget in process of being revised. Current Assessment is scheduled to be \$1,317,550. Presentation to Finance Committee scheduled for March 10, 2009.

Mission:

Our mission is to challenge students to demonstrate the academic, technical, and interpersonal skills necessary for successful lifelong learning.

Philosophy:

The major purpose of Keefe Technical High School is to provide organized educational programs offering sequences of courses designed to educate and prepare students for both employment and continuing academic and occupational preparation. Such programs integrate academic and career/technical education and include higher order reasoning, problem solving skills, work attitudes, general employability skills, modern technology applications, and the occupational specific skills necessary for economic independence as a productive and contributing member of society.

A student’s complete education includes the development of good work habits, citizenship, and a desire for lifelong learning. Our programs foster student self-esteem, self-respect, and social awareness. Students are to participate actively in their education and to make learning their primary goal. Students undertake school projects that benefit our member communities and their residents. Our school reflects the diversity of our member towns, which enriches the school community.

We will provide our students with skills and academic training in a safe learning environment. It is the responsibility of staff and students to develop positive relationships throughout the school. Instructors and administrators at Keefe Tech are committed to setting high expectations and helping students to meet them in structured, challenging and supportive settings. We are committed to ensure that students receive the academic and technical skills necessary to secure gainful employment, to continue post-secondary studies, or to pursue a combination of both.

Parents and guardians should encourage their children’s educational development, reinforce positive ideals taught and support ongoing school efforts. To be an effective and open community resource, our site will be routinely available for public use. Local, regional, and state organizations will be encouraged to use the facility. The school facility needs to be well maintained to support all activities.



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FY 2010 Budget Development

Department: South Middlesex Regional Technical School

Goals:

- 1) To ensure that all students are given access to and the opportunity to succeed in high quality academic and career/technical programs.
- 2) To provide career/technical programs that will include the necessary skills to allow students to meet the standards set by the Department of Education for the award of a Certificate of Occupational Proficiency. The standards include Health and Safety Knowledge, Technical Knowledge, Embedded Academic Knowledge, Employability Knowledge, Management and Entrepreneurship, and Principles of Technology.
- 3) To utilize advisory committees to ensure programs remain current with industry standards and community needs.
- 4) To provide academic programs that will follow appropriate curriculum frameworks and learning standards as defined by the Massachusetts Department of Education.
- 5) To foster reading, writing, and numeracy across the curriculum.
- 6) To move more students into proficient categories on all required MCAS tests.
- 7) To accommodate various learning styles through a variety of instructional modes.
- 8) To develop a formal school-wide testing and student evaluation plan that includes specifically how faculty will utilize data and disseminate it to parents and students.
- 9) To provide professional development opportunities that focus on enhancement of teachers' instructional skills and student needs as shown by student achievement data.
- 10) To improve and increase parent involvement in the school through a program that would reach out to the communities that the school serves.
- 11) To encourage the development of appropriate social values and civic responsibility needed in a democratic society.
- 12) To provide opportunities for personal growth, fitness and enjoyment through extracurricular activities which shape students' intellectual, physical, social, and emotional development.
- 13) To provide a safe and cooperative learning environment for all students and staff.
- 14) To foster an atmosphere of understanding which promotes equity and an appreciation of the diversity of our student population.



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FY 2010 Budget Development

Department: South Middlesex Regional Technical School

Summary

Appropriation Summary

South Middlesex Regional Technical School

	2008 Actual	2009 Appropriated	08 vs. 09 %	2010 Requested	2009 vs. 2010	
					\$	%
Operating Expenses						
Assessment	1,051,116	1,141,092	8.56%	1,175,325	34,233	3.00%
Total Operating Expenses	1,051,116	1,141,092	8.56%	1,175,325	34,233	3.00%
Total South Middlesex Regional Tech.	1,051,116	1,141,092	8.56%	1,175,325	34,233	3.00%



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FY 2010 Budget Development

Department: South Middlesex Regional Technical School

	2008 Actual	2009 Appropriated	08 vs. 09 %	2010 Requested	2009 vs. 2010	
					\$	%
Assessment	1,051,116	1,141,092	8.6%	1,175,325	34,233	3.0%
Expenses	1,051,116	1,141,092	8.6%	1,175,325	34,233	3.0%
Total Keefe Tech	\$1,051,116	\$1,141,092	8.6%	1,175,325	34,233	3.0%



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FY 2010 Budget Development

Department: South Middlesex Regional Tech. Line-Item Detail

Narrative:

Expenses:

Assessment: The amount Natick is required to pay for students to attend the South Middlesex Regional Technical School on an annual basis. The 3% placeholder increase will be updated when information becomes available in January-February 2009 from the South Middlesex Regional Technical School School Committee.



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FY 2010 Budget Development

Revised	FinComm	BOS
2/25/2009	3/3/2009	

Department: Morse Institute Library

Mission:

The Morse Institute Library's mission is:

- to provide print and non-print materials and quality reference service to library users of all ages;
- to serve as a major educational resource with programs and hands-on learning opportunities for all residents of Natick and the MetroWest area;
- to serve as a community and cultural center with meeting and exhibit spaces for individuals as well as municipal and civic groups.

The Morse Institute Library strives to meet the needs of the Natick community well into the future.

The Morse Institute Library's vision is to be the place where people of Natick and the MetroWest area can learn, enjoy and enrich their lives.

Goals:

Local History and Special Collections:

Focus on completing the description, organization and preservation of Natick history items. Identify and appropriately describe digital assets and create and implement a project with the end goal of making the Library's digital assets available to the public on the Digital Commonwealth or other means. Continue offering educational opportunities for all ages to learn about present day Natick and its history.

Literacy

Continue building the literacy program especially as outlined in the recently awarded 2 year Conversation Circles grant, calling for conversation groups, programs, materials and outreach.

Accessibility

Continue upgrading our services to patrons with special needs by: seeking user and expert input; by upgrading or purchasing new assistive technology hardware and software: by evaluating and improving marketing and user services.

Children's and Young Adult Services

Target the 8-11 age group with specific programs. Develop an appealing reading area for this age group away from the picture books and in proximity to the computer area.

Create more opportunities for adult caregivers with young children to be supported as families in their growth and exploration of learning and literacy.

Continue to improve services to teens (8% of Natick's population) by strengthening the teen advisory group and teen programming, and by meeting the goals of the "Equal Access" grant awarded this year to develop a teen employment center, a virtual youth center, a homework center, and a youth recognition program.

Collection Development and Maintenance

Evaluate, update, weed, and shift as needed, parts of the collection, especially non-fiction and reference; continue updating and expanding the DVD, books on CD and CD and Playaway collections. Implement the plan to create a separate and secure area for the media materials on the first level.

Public Relations

Completely rebuild the library's website to make it an effective, heavily used, more interactive and accessible 24/7 access point to library catalog, programs, policies, calendar and other information. Evaluate and improve library internal and external means and methods of communication.

Staff Development

Offer a strong program focusing on education, conflict management, and team building.



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Department: Morse Institute Library

Budget Overview:

I. Main Purpose of the Department

The Morse Institute Library develops and organizes an up-to-date collection of materials (over 174,000) to meet the educational requirements, informational needs and recreational interests of the residents of Natick. Materials are offered 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 at the Library itself and at other sites. Providing community meeting space for residents, Town functions, other governmental agencies and civic organizations is a priority of the Library.

The Library supports literacy activities and provides computer and Internet access and training for all residents. The staff assist in collecting, preserving and organizing local history materials. The Morse Institute Library also collaborates with many community organizations and municipal departments to implement these activities.

II. Recent Developments

The long-term illness of Library Director Paula Polk and her loss to cancer in late October 2008 has deeply affected not only library staff and colleagues but also the entire Natick and MetroWest communities. We all mourn her passing and celebrate her gifts to us, especially overseeing the construction of the new addition (now 11 years old) and realizing the vision of the Morse Institute as a true community center where all can meet and enrich their lives.

The Library staff has completed organizing and preserving about two thirds of Natick's historic records, photos and documents, including early Sassamon yearbooks now on microfilm, and many other items available in the local history area or through displays, and programs. Making assistance to patrons by the Library archivist and local history specialists more readily available has increased user demand and satisfaction.

The Community Language Center created two years ago has received grant funding for another two years to strengthen the Conversation Circles program which provides weekly literacy classes to local residents whose first language is other than English, as well as some programs, ESOL materials and software. The library is also continuing its literacy partnership with the Framingham Public Library and extended the partnership to the Wellesley and Wayland public libraries and communities.

The Library was awarded a federal *Equal Access* grant which will focus on reaching the young adults who make up 8% of the town's population. Goals are to develop a teen homework center; a teen employment center; a teen recognition program, and a virtual teen space.

This year the library made significant longterm improvements to library technology: mounting a new server to manage public and staff computers, and greatly increasing computer security especially relating to the Internet. The library rebuilt or replaced computers, upgraded software and implemented the new Smart Access Manager (SAM) system to manage patron timing and printing on the public Internet computers.

III. Current Challenges

The library has been operating part of the year with vacancies in key positions, including Library Director, Community Relations Coordinator, Reference Department Head and Young Adult



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FY 2010 Budget Development

Department: Morse Institute Library

Budget Overview (con't)

Librarian. The Young Adult Librarian position has been frozen, and although the previous Young Adult Librarian continues to work 10-12 hours per week for FY 2009 to carry out the obligatory goals specified in the "Equal Access" grant, without a full-time young adult librarian services to Natick teens will suffer considerable decline. With the shortage of administrative staff, a reference department head and a young adult librarian, reference staff are strained to their maximum in trying to meet public service needs.

Public demand for Library materials and services continues to increase (a statewide trend since 2001) while the department's staffing and funding levels have remained relatively unchanged, making it increasingly difficult to meet public needs and expectations.

The Library website needs to be redesigned to create an accessible and interactive website that meets the demands of today's users and can serve as a major 24/7 access point to library services, programs, news and information.

In 2008 a consultant was hired to draft a plan to re-organize the first floor of the Library to improve the use of space, patron access to the materials and security for DVDs, cds, books-on-tape and cd. Implementation of the project is on hold due to staff shortages.

The Library has to supplement the materials budget line with fines and fees in a revolving fund in order to meet state funding requirements. As the Library budget increases, the Library has to raise more funds to meet state materials purchasing requirements. Supply accounts have not increased over the last few years. Rising costs continue to result in a net decrease in purchase power.

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

The Library will hire a new library director in early 2009. A new Reference Department Head has just come on board. In FY10, expectations include steady or increased use of library services. Difficult economic times result in an increase in library use. The library needs to have a full-time young adult librarian not only to meet the basic needs of the town's young adults, but also to see that the programs created through the *Equal Access* grant continue to benefit Natick's teens.

Growth in our services to non-English and ESOL individuals including purchase of non-English materials, tutoring, and conversation groups will continue under the Conversation Circles grant through October FY2011. This program uses staff and Library spaces, but has minimal impact on the operating budget because it is funded by gifts and donations.

V. On the Horizon

The library Strategic Plan due to end in 2010 will be extended, with a look toward creating a new plan in FY 2012. Goals set out in the current plan will be evaluated and updated and a bridge plan will be developed to cover FY 2011. Devising a new plan is a major effort and will involve the entire community in creating new goals for the ensuing 3-5 years.



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FY 2010 Budget Development

Department: Morse Institute Library

Summary

Appropriation Summary

Morse Institute Library

	2008	2009	08 vs. 09	2010	2009 vs. 2010	
	Actual	Appropriated	%	Requested	\$	%
Salaries						
Personnel Services	1,425,280	1,497,728	5.1%	1,462,402	-35,327	-2.4%
Total Salaries	1,425,280	1,497,728	5.1%	1,462,402	-35,327	-2.4%
Operating Expenses						
Purchase of Services	95,900	101,147	5.5%	93,184	-7,963	-7.9%
Other Services Misc.	3,882	3,880	-0.1%	3,481	-399	-10.3%
Supplies	163,829	158,000	-3.6%	158,959	959	0.6%
Other Supplies	19,634	19,600	-0.2%	19,600	0	0.0%
Total Operating Expenses	283,244	282,627	-0.2%	275,224	-7,403	-2.6%
Total Morse Institute Library	1,708,525	1,780,355	4.2%	1,737,625	-42,730	-2.40%

Program Improvement Request Summary

	2010 Requested
Total	\$ -
Compensation	
Benefits	
Expenses	
Total	



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FY 2010 Budget Development

Department: Morse Institute Library

Staffing

	2006	2007	2008	2009	2010
Library Director	1	1	1	1	1
Assistant Library Director	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Community Relations Coordinator	1	1	0.83	0.7	0.7
Supervisors/Department Heads	4	4	4	4	4
Children's Librarian	1	1	1	1	1
Children's Programmer	1	1	1	1	1
Young Adult Librarian	1	1	1	1	0
Reference Librarian	0.8	1.8	2.46	2.46	2.47
Bookmobile Coordinator	1	1	1	1	1
Children's Room Associate	1	1	1	1	1
Technology Associate	1	1	1	1	1
Reference Staff	1.75	1.54	0.88	0.88	0.88
Library Assistant	4.35	4.21	5.81	5.81	5.81
Library Associate	6.05	5.54	4.7	4.95	5.34
Bookkeeper	0.51	0.48	0.48	0.48	0.48
Library Clerk	1.11	1.02	0.72	0.72	0.69
Page	1.6	1.09	1.53	1.53	1.55
Project Worker	0.38	0.38	0.38	0.38	0.38
Archivist (.47 FTE)	Not Counted	Not Counted	Not Counted	Not Counted	Not Counted
Total FTE	30.55	30.06	30.79	30.91	30.30

Total FT/PT 16 FT / 37 PT 16 FT / 33 PT 16 FT / 38 PT 16 FT / 39 PT 15 FT / 39 PT

Notes

Archivist is paid out of a bequest.



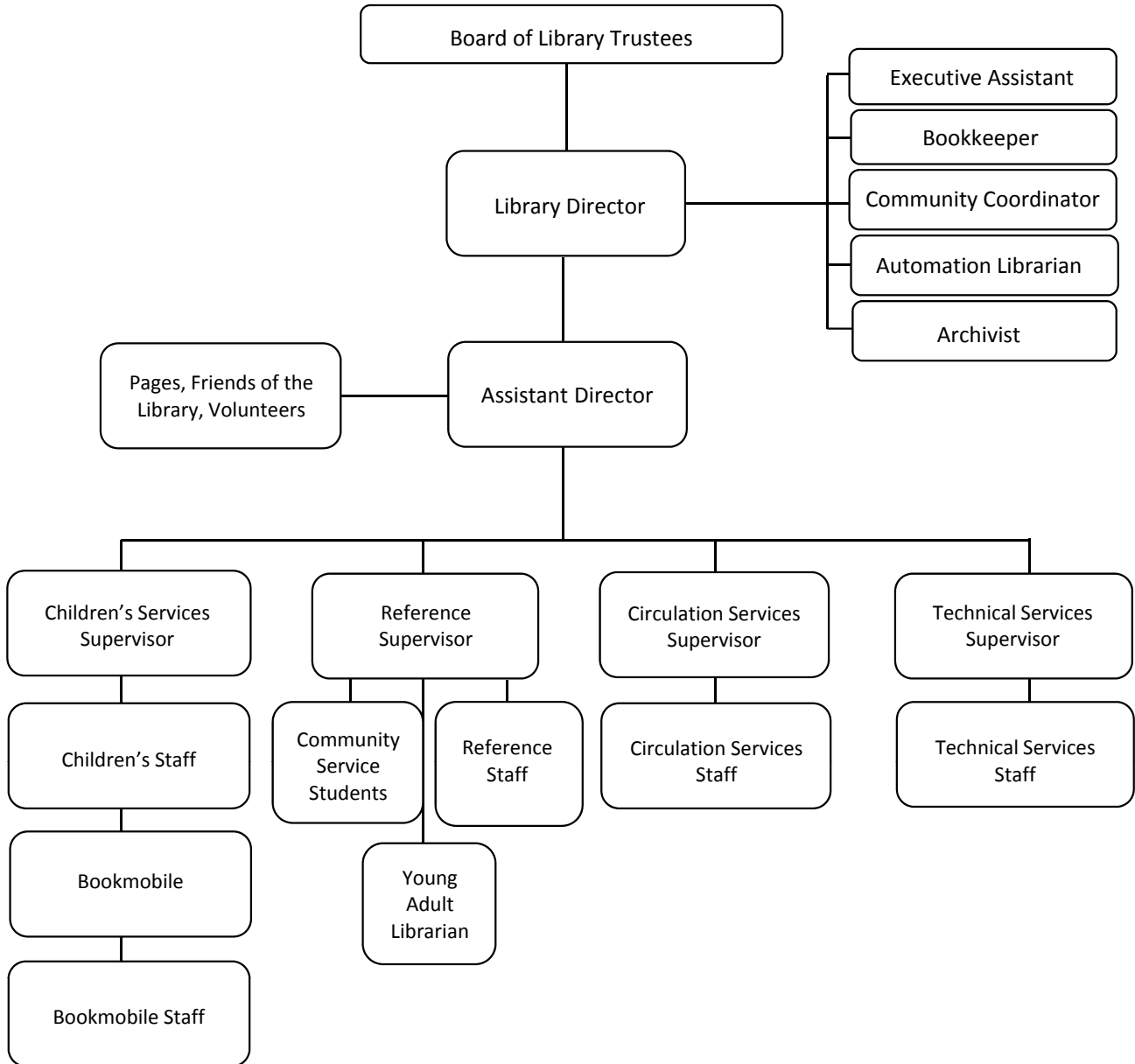
Town of Natick

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FY 2010 Budget Development

Department: Morse Institute Library

Organizational Chart





Town of Natick

Home of Champions

FY 2010 Budget Development

Department: Morse Institute Library Budget Detail

	2008 Actual	2009 Appropriated	08 vs. 09 %	2010 Requested	2009 vs. 2010	
					\$	%
Salaries Management	86,063	86,064	0.0%	91,304	5,240	6.1%
Salaries Administrative	107,407	148,109	37.9%	147,147	-962	-0.6%
Salaries Part-time Benefited	234,997	251,657	7.1%	274,821	23,164	9.2%
Salaries Technical/Professional	672,623	714,388	6.2%	676,922	-37,466	-5.2%
Salaries Part-time Non Benefited	199,521	198,248	-0.6%	211,909	13,661	6.9%
Salaries Pages	15,045	26,825	78.3%	30,038	3,213	12.0%
Salaries Substitutes	28,724	21,791	-24.1%	23,792	2,001	9.2%
Salaries Longevity	5,542	5,774	4.2%	6,469	695	12.0%
Salaries Overtime/Sunday Hrs	71,683	44,874	-37.4%	0	-44,874	-100.0%
Retirement Buy-outs	3,674	0	-100.0%	0	0	#DIV/0!
Personnel Services	1,425,280	1,497,728	5.1%	1,462,402	-35,327	-2.4%
Total Salaries	1,425,280	1,497,728	5.1%	1,462,402	-35,327	-2.4%
Maint of Computer System	76,415	77,897	1.9%	69,934	-7,963	-10.2%
Communication Telephone	5,133	5,200	1.3%	5,200	0	0.0%
Communication Postage	2,755	5,500	99.7%	5,500	0	0.0%
Copy/Mail Center Fees	8,478	8,750	3.2%	8,750	0	0.0%
Other Supplies & Services	3,119	3,800	21.8%	3,800	0	0.0%
Purchase of Services	95,900	101,147	5.5%	93,184	-7,963	-7.9%
Cleaning Allowance - Library Staff	3,882	3,880	-0.1%	3,481	-399	-10.3%
Education	0	0	#DIV/0!	0	0	#DIV/0!
Other Services Misc.	3,882	3,880	-0.1%	3,481	-399	-10.3%
Library Materials	163,829	158,000	-3.6%	158,959	959	0.6%
Supplies	163,829	158,000	-3.6%	158,959	959	0.6%
Library Supplies	19,634	19,600	-0.2%	19,600	0	0.0%
Other Supplies	19,634	19,600	-0.2%	19,600	0	0.0%
Total Expenses	283,244	282,627	0	275,224	-7,403	0
Total Morse Library	1,708,525	1,780,355	4.2%	1,737,625	-42,730	-2.4%



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FY 2010 Budget Development

Department: Morse Institute Library

Line-Item Detail

Narrative:

Salaries Management: This line covers the salary for the Library Director.

Salaries Administrative: This line covers salaries for the Assistant Director, the Executive Assistant, and the Community Relations Coordinator.

Salaries Part-time Benefited: This line covers permanent part-time reference staff and library assistants who work 20 hours or more per week and receive pro-rated benefits.

Salaries Technical/Professional: This line covers full time, benefited, technical and professional staff. It includes 4 department heads, the children's programmer, bookmobile coordinator, technology associate and other librarians and library associates.

Salaries Part-time Non Benefited: This line covers part-time non-benefited reference staff, and library associates.

Salaries Pages: This line covers library pages who perform essential work shelving and organizing materials.

Salaries Substitutes: This line covers reference staff and library associates who work some regular hours but may also be called in to cover absences.

Salaries Longevity: This line covers longevity for all eligible staff as outlined in the Union Contract.

Salaries Overtime/Sunday Hrs.: This line covers Sunday and holiday weekend hours which are paid at time and a half.

Retirement Buyouts: This line covers retirement buyouts if there are any.

Maintenance Computer System: This account covers the Library's internal computer network, hardware, software, computer supplies, and the Minuteman Library Network annual contract costs. Minuteman contract costs include the Library's membership in the 42 member library network, 50,000 items borrowed from other library's for Natick residents in FY06, hardware and software upgrades, staff training, product documentation, access to online databases, grants, use statistics, security and library access from home or office.

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 copy service and publishing costs, as well as office copies, flyers and newsletters.

Other Supplies and Services: This account covers the Library's equipment maintenance costs including the microfilm reader/copier, scanners, and a variety of equipment for users with special needs including computer software and visual enhancement equipment.

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 weekly.

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, cds, magazines and databases. It also includes the purchase of materials in other languages, and in formats accessible to users with special needs.

Library Supplies: This account covers the Library's purchase of office processing supplies and includes basic office items as well as bar code labels, book and DVD covers and local history supplies.



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FY 2010 Budget Development

Revised	FinComm	BOS
2/5/2009	3/3/2009	

Department: Bacon Free Library

Mission:

The Bacon Free Library's mission is to provide popular materials and learning resources for the enjoyment and use of the public, with a special emphasis on supporting the educational needs of our children. In accordance with the wishes of the library's benefactor Oliver Bacon, materials are selected to provide the broadest range of interest and topics.



Goals:

The Bacon Free Library keeps its focus on our mission while living within our frugal budget. We also work successfully with the Friends of the Bacon Free Library to raise additional funds for materials and programming. We are in discussion with our neighbors in the Natick Historical Society Museum about working together to minimize the costs of building utilities as well. The Bacon Free Library meets regularly with staff from the Morse Institute Library to discuss collaborative opportunities and projects. In addition, the staff and Trustee will continue to pursue other funding opportunities for materials or building upgrades.



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FY 2010 Budget Development

Department: Bacon Free Library

Budget Overview:

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

Similar to last year, we have seen a tremendous increase in the use of our services over the previous year. We are most likely at our upper limits of what we can offer for programming. Story Hours twice a week, monthly art programs, adult and children's book groups, author appearances, classroom visits, Friends' activities and regular library hours and meetings make for a very full calendar.

However, we have been fortunate to acquire the assistance of two regularly- scheduled student volunteers. These new volunteers have been shelving books, creating bulletin boards and preparing materials for crafts projects. Both students are enthusiastic, creative and very helpful.

III. Current Challenges

The number of items checked-out of the Bacon Free Library has continued to increase. Our updated collection attracts patrons to our library and keeps them coming back for more. Our story hours are bursting at the seams with young families. **

**Items Checked Out:		Program Attendance	
FY 2008	23,599	FY 2008	2,629
FY 2007	19,389	FY 2007	1,547
FY 2006	18,124		

The most pressing concern is staffing. An additional Library Assistant position would allow flexibility in scheduling to account for vacations, holidays and sick days. Our current situation puts the burden of covering necessary days off directly on the Library Director, who already exceeds the position's required hours on a regular basis.

We are very customer service oriented and this is reflected in the growing number of patrons and families who use this library on a regular basis. But, twice-weekly story hours and several classroom visits each week by local schools are conducted mainly during hours that the library is normally closed. The staff need to be compensated or assisted with these activities in order to retain the best service possible. We are thrilled with the responses to our offerings and would hate to curtail any services, especially where children are concerned. We offer a unique and wonderful experience for our youngest readers and they thrive here.



Town of Natick

Home of Champions

FY 2010 Budget Development

Department: Bacon Free Library

Budget Overview (con't)

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

Due to our popularity it has become increasingly difficult to staff the library during all open hours and accomplish everything that needs to be done with only three part-time employees. We have added a fourth person as a Library Assistant who is currently sharing the hours of our other assistant. This additional person has already made a difference in our ability to operate the library. This has allowed us to provide coverage for vacation and sick days without routinely overburdening the salaried staff. A library assistant position of ten hours weekly is a great investment in a successful operation at the Bacon Free Library. Due to space limitations our book budget can only increase minimally therefore we don't see any increased requests in that area.

Energy costs remain a concern for this old building. We have made inquiries into converting to gas heat, but since our expected \$100,000 State grant for building upgrades will not be forthcoming, this project will be postponed until next year. We had hoped to reduce expenses here during this fiscal year, but next year seems more likely.

V. On the Horizon

More of the same winning formula. Our professional staff has become quite adept at selecting materials that our patrons enjoy and need, and our library assistants provide the necessary support services. We intend to stay focused on our mission, but will always explore possibilities to offer services more efficiently or in an updated facility.



Town of Natick

Home of Champions

FY 2010 Budget Development

Department: Bacon Free Library

Summary

Appropriation Summary

Bacon Free Library

	2008	2009	08 vs. 09	2010	2009 vs. 2010	
	Actual	Appropriated	%	Requested	\$	%
Salaries						
Personnel Services	85,201	89,950	5.6%	92,774	2,824	3.1%
Operating Expenses						
Purchase of Services	13,834	11,200	-19.0%	9,200	-2,000	-17.9%
Supplies	15,279	15,778	3.3%	15,000	-778	-4.9%
Total Bacon Free Library*	114,313	116,928	2.3%	116,974	46	0.0%

Note: Town meeting appropriates Bacon Free Library in one number. Separate sub-totals for salaries & expenses are not shown above because the only number appropriated is within the Total row shown above.

Program Improvement Request Summary

			2010
			Requested
Library Assistant	10 hr/wk	\$14.78/hr	\$ 7,686
Total			\$ 7,686
Compensation			\$ 7,686
Benefits			
Expenses			
Total			\$ 7,686



Town of Natick

Home of Champions

FY 2010 Budget Development

Department: Bacon Free Library

Staffing

	2006	2007	2008	2009	2010
Library Director	1	1	1	1	1
Assistant Library Director	1	1	1	1	1
Library Assistant	1	1	1	2	2
Total FTE	3	3	3	4	4

Total FT/PT

***1 FT / 3 PT**

***1 FT / 3 PT**

Notes

*Library Director is now 32 hours/week. Previous to July 2008 the Director was paid for 30 hours/week.

Asst Director 26 hrs/wk.

2 Lib Asst share one 16 hour position since October 2008.



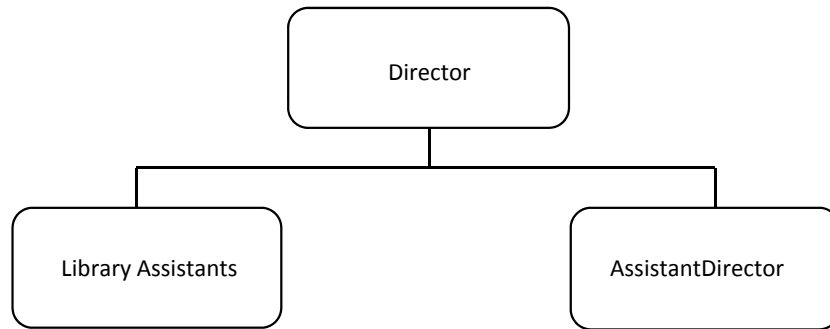
Town of Natick

Home of Champions

FY 2010 Budget Development

Department: Bacon Free Library

Organizational Chart





Town of Natick

Home of Champions

FY 2010 Budget Development

Department: Bacon Free Library

Budget Detail

	2008	2009	08 vs. 09	2010	2009 vs. 2010	
	Actual	Appropriated	%	Requested	\$	%
Salaries Mngmt & Tech/Prof Staff	85,201	89,950	5.6%	92,774	2,824	3.1%
Personnel Services	85,201	89,950	5.6%	92,774	2,824	3.1%
Computer Maintenance	3,500	4,300	22.9%	2,000	-2,300	-53.5%
Utilities: Fuel Oil	9,194	6,300	-31.5%	6,800	500	7.9%
Repairs & Maintenance	1,140	600	-47.3%	400	-200	-33.3%
Purchase of Services	13,834	11,200	-19.0%	9,200	-2,000	-17.9%
Books & Periodicals	12,471	12,078	-3.2%	12,200	122	1.0%
Library Supplies	2,524	3,000	18.9%	2,600	-400	-13.3%
Other Miscellaneous	284	700	146.8%	200	-500	-71.4%
Supplies	15,279	15,778	3.3%	15,000	-778	-4.9%
Sub-total Bacon Free Library	114,313	116,928	2.3%	116,974	46	0.0%

Trustee Budget - **Investment Allocations: **						
Utilities: Fuel Oil	0	2,000	#DIV/0!	2,000	0	0.0%
Utilities: Electricity	4,087	4,000	-2.1%	3,800	-200	-5.0%
Communication Telephone	1,038	1,000	-3.7%	800	-200	-20.0%
Repairs & Maintenance	1,074	1,400	30.4%	1,500	100	7.1%
Repairs & Maintenance - Grounds	354	600	69.5%	600	0	0.0%
Books & Periodicals	5,681	4,000	-29.6%	4,000	0	0.0%
Furniture & Equipment	2,550	1,100	-56.9%	800	-300	-27.3%
Total Expended from Investment Allocation	14,784	14,100	-4.6%	13,500	-600	-4.3%

Investment Income Applied *	9,103	-9,100	-200.0%	-8,500	600	-6.6%
State Program *	5,681	-5,000	-188.0%	-5,000	0	0.0%

Total Bacon Free Library	114,313	116,928	2.3%	116,974	46	0.0%
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Town of Natick

Home of Champions

FY 2010 Budget Development

Department: Bacon Free Library

Line-Item Detail

Narrative:

Personal Services:

Salaries Management and Technical/Professional Staff: Line item is the compensation for the position of one Director, one Assistant Director/Children's Librarian and two part-time Library Assistants.

Purchase of Services:

Maintenance Computer System: This account covers the Library's internal computer network, staff and public computers, fees for the Minuteman Library Network, hardware, software, ink and other computer supplies.

Utilities: Fuel Oil: Cost to heat building.

Repairs and Maintenance: This account covers small building repairs or improvements such as electrical or plumbing concerns. The Trustees fund all other building maintenance.

Books and Periodicals: 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 editions, some DVDs, CDs, magazines and databases.

Library Supplies: This account covers the Library's purchase of necessary office supplies and materials needed to process new books and other library materials. Barcode labels, book covers and library cards as well as bathroom and cleaning supplies are also included.

Miscellaneous: This account covers the cost of additional supplies or unexpected building repairs.