



Town of Natick

FY 2011 Budget

Section III: Education & Learning

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Town of Natick

FY 2011 Budget

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Town of Natick

Home of Champions

Department: Natick Public Schools

Appropriation Summary

	2008	2009	2010	2011	2010 vs. 2011	
	Actual	Actual	Appropriated	TA Proposed	\$	%
Personnel Services						
Total Personnel Services	31,911,758	33,674,410	33,536,331	34,854,095	1,317,764	3.93%

Expenses

Total Other Chgs. & Expenses	8,994,004	9,904,402	8,605,186	9,339,854	734,668	8.54%
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Total Natick Public Schools	40,905,762	43,578,812	42,141,517	44,193,949	2,052,432	4.87%
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More information concerning the Natick Public Schools can be accessed through a copy of their separate budget document. Copies will be made available to Town Meeting members.

The next page has a summary of changes from FY 2010. It includes the initial submission to the Town Administrator, inclusive of a Cost of Living Adjustment. The Town Administrator is recommending a lower amount in this budget submission, without a COLA for FY 2011.

In addition, more information about the schools budget, the impacts of cutbacks and current initiatives can be found anytime online at <http://www.natick.k12.ma.us/>

NATICK PUBLIC SCHOOLS
PRELIMINARY FY 11 BUDGET

12/23/2009

	Salary Expenses			Other Expenses			Total Expenses		Inc/(Dec)	
	FY 11	FY 10	\$	FY 11	FY 10	\$	FY 11	FY 10	\$	%
School Committee	4,635	4,020	615	16,500	42,000	1,714	21,135	46,020	(24,885)	-54.1%
Superintendent	228,295	221,646	6,649	42,000	37,760	4,240	270,295	259,406	10,889	4.2%
Assistant Superintendents	176,350	171,214	5,136	1,714	2,400	(686)	178,064	173,614	4,450	2.6%
Other District-Wide Administration	169,915	164,966	4,949	5,555	5,555	-	175,470	170,521	4,949	2.9%
Business and Finance	386,566	375,307	11,259	170,500	166,810	3,690	557,066	542,117	14,949	2.8%
Human Resources and Benefits	170,094	165,140	4,954	26,463	53,825	(27,362)	196,557	218,965	(22,408)	-10.2%
Legal Service For School Committee	-	-	-	56,000	40,000	16,000	56,000	40,000	16,000	40.0%
Legal Settlements	-	-	-	-	-	-	-	-	-	-
District-wide Information Mgmt and Tech	651,601	627,339	24,262	431,044	431,500	(456)	1,082,645	1,058,839	23,806	2.2%
DISTRICT LEADERSHIP	1,787,457	1,729,632	57,825	749,776	779,850	(2,860)	2,537,233	2,509,482	27,751	1.1%
Curriculum Directors Supervisory	471,411	408,410	63,001	5,345	5,345	-	476,756	413,755	63,001	15.2%
Department Heads Non-Supervisory	-	-	-	-	-	-	-	-	-	-
School Leadership-Building	2,142,137	2,029,946	112,192	62,175	53,118	9,057	2,204,312	2,083,064	121,249	5.8%
Curriculum Leaders/Dept Heads-Building Level	637,274	654,297	(17,022)	-	-	-	637,274	654,297	(17,022)	-2.6%
Teachers, Classroom	21,901,424	20,873,209	1,028,215	-	-	-	21,901,424	20,873,209	1,028,215	4.9%
Teachers, Specialists	747,276	699,239	48,037	-	-	-	747,276	699,239	48,037	6.9%
Instructional Coordinators and Team Leaders	46,727	42,979	3,748	-	-	-	46,727	42,979	3,748	8.7%
Medical/ Therapeutic Services	982,656	931,431	51,225	220,195	220,195	-	1,202,851	1,151,626	51,225	4.4%
Substitute Teachers	428,202	415,730	12,472	-	-	-	428,202	415,730	12,472	3.0%
Non-Clerical Paraprofs./Instructional Assistant	1,471,235	1,418,322	52,913	-	-	-	1,471,235	1,418,322	52,913	3.7%
Librarians and Media Center Directors	390,297	364,450	25,847	48,051	35,854	12,197	438,348	400,304	38,044	9.5%
Prof. Dev. Stipends, Providers and Expenses	-	-	-	119,969	194,204	(74,235)	119,969	194,204	(74,235)	-38.2%
Textbooks & Related Software/Media/Material	-	-	-	713,135	658,115	55,020	713,135	658,115	55,020	8.4%
Other Instructional Services	-	-	-	34,450	34,450	-	34,450	34,450	-	0.0%
Guidance and Adjustment Counselors	1,251,863	1,298,624	(46,761)	15,461	17,775	(2,314)	1,267,324	1,316,399	(49,075)	-3.7%
Testing and Assessment	-	-	-	36,000	35,520	480	36,000	35,520	480	1.4%
Psychological Services	564,709	560,429	4,280	-	-	-	564,709	560,429	4,280	0.8%
INSTRUCTION	31,035,211	29,697,064	1,338,146	1,254,781	1,254,576	205	32,289,992	30,951,640	1,338,351	4.3%
Attendance and Parent Liaison Services	-	-	-	3,000	3,000	-	3,000	3,000	-	0.0%
Medical/Health Services	523,740	501,720	22,020	16,147	16,147	-	539,887	517,867	22,020	4.3%
In-District Transportation	50,005	48,549	1,456	1,603,153	1,410,776	192,377	1,653,158	1,459,325	193,833	13.3%
Athletics	513,213	495,665	17,548	68,500	68,422	78	581,713	564,087	17,626	3.1%
Other Student Body Activities	157,552	151,758	5,794	8,767	3,597	5,170	166,319	155,355	10,964	7.1%
STUDENT SERVICES	1,244,510	1,197,692	46,818	1,699,567	1,501,942	197,625	2,944,077	2,699,634	244,443	9.1%
Custodial Services	1,832,540	1,787,707	44,833	2,270,000	2,264,000	6,000	4,102,540	4,051,707	50,833	1.3%
Networking and Telecommunications	-	-	-	197,592	192,864	4,728	197,592	192,864	4,728	2.5%
OPERATIONS	1,832,540	1,787,707	44,833	2,467,592	2,456,864	10,728	4,300,132	4,244,571	55,561	1.3%
Tuition To Other Schools	-	-	-	3,168,138	1,761,689	1,406,449	3,168,138	1,761,689	1,406,449	79.8%
Total School Department	35,899,718	34,412,096	1,487,622	9,339,854	7,754,921	1,612,147	45,239,572	42,167,017	3,072,555	7.3%



Town of Natick

Home of Champions

Department: South Middlesex Regional Technical School

Appropriation Summary

South Middlesex Regional Technical School

	2008	2009	2010	2011	2010 vs. 2011	
	Actual	Actual	Appropriated	TA Proposed	\$	%
Operating Expenses						
Assessment	1,051,116	1,135,347	1,283,158	1,411,474	128,316	10.00%
Total Operating Expenses	1,051,116	1,135,347	1,283,158	1,411,474	128,316	10.00%

Total South Middlesex Regional Tech.	1,051,116	1,135,347	1,283,158	1,411,474	128,316	10.00%
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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.

Goals:

1) To ensure that all students are given access to and the opportunity to succeed in high quality academic and career/technical programs.



Town of Natick

Home of Champions

Department: South Middlesex Regional Technical School

- 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 & 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 development of appropriate social values & 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.

Enrollment Data

FISCAL YEAR <u>Census Date</u>	FY2000 <u>1-Oct-98</u>	FY2001 <u>1-Oct-99</u>	FY2002 <u>1-Oct-00</u>	FY2003 <u>1-Oct-01</u>	FY2004 <u>1-Oct-02</u>	FY2005 <u>1-Oct-03</u>	FY2006 <u>1-Oct-04</u>	FY2007 <u>1-Oct-05</u>	FY2008 <u>1-Oct-06</u>	FY2009 <u>1-Oct-07</u>	FY2010 <u>1-Oct-08</u>
MEMBER TOWN											
Ashland	45	60	64	72	58	56	63	51	46	50	46
% of In-District	5.9%	8.0%	8.8%	9.6%	7.8%	8.0%	8.9%	7.4%	6.6%	7.5%	7.3%
Framingham	570	548	516	516	531	511	534	527	532	507	475
% of In-District	74.4%	73.2%	70.6%	68.5%	71.8%	72.8%	75.3%	76.3%	76.7%	75.8%	75.8%
Holliston	37	35	41	45	39	36	24	21	31	26	21
% of In-District	4.8%	4.7%	5.6%	6.0%	5.3%	5.1%	3.4%	3.0%	4.5%	3.9%	3.3%
Hopkinton	26	22	30	27	25	23	23	23	23	24	20
% of In-District	3.4%	2.9%	4.1%	3.6%	3.4%	3.3%	3.2%	3.3%	3.3%	3.6%	3.2%
Natick	88	84	80	93	87	76	65	69	62	62	65
% of In-District	11.5%	11.2%	10.9%	12.4%	11.8%	10.8%	9.2%	10.0%	8.9%	9.3%	10.4%
TOTAL IN-DISTRICT	766	749	731	753	740	702	709	691	694	669	627
OUT-OF-DISTRICT	14	14	18	27	33	33	35	26	21	9	11
GRAND TOTAL	780	763	749	780	773	735	744	717	715	678	638



Town of Natick

Home of Champions

Department: South Middlesex Regional Technical School

Budget Overview

The proposed Keefe Tech assessment for FY 2011 is increasing by 10.0% As the letter from Superintendent Lynch, indicates, however, the Town may very well be faced with a larger assessment. Although the Town was spared additional state aid cuts in FY 2010, Keefe Tech was not. As a result, monies which were lost in FY 2010 and anticipated lower State Aid in FY 2011 will translate into higher assessments for the Town of Natick. More information will be provided as it becomes available.

	2008 Actual	2009 Actual	2010 Appropriated	2011 TA Proposed	2010 vs. 2011	
					\$	%
Assessment	1,051,116	1,135,347	1,283,158	1,411,474	128,316	10.0%
Expenses	1,051,116	1,135,347	1,283,158	1,411,474	128,316	10.0%
Total Keefe Tech	\$1,051,116	1,135,347	1,283,158	1,411,474	128,316	10.0%

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

750 Winter Street • Framingham, MA 01702 • 508-416-2100 • Fax 508-416-2342

JAMES M. LYNCH
Superintendent/Director
jlynch@jpkeefehs.org

RECEIVED

DEC 4 2009
December 2, 2009

Martha L. White
Natick Town Administrator
13 East Central Street
Natick, MA 01760

BOARD OF SELECTMEN
NATICK, MA

Dear Martha,

I am writing to communicate to you the financial impact of the recent cut to regional school transportation funding by Governor Patrick as well as the implications of the previous reduction to regional school transportation and the Chapter 70 reductions. As you are aware, all of these financial reductions occurred after deliberations at town meeting last spring. I also wish to convey the actions that I have recommended to the South Middlesex Regional Vocational Technical School Committee regarding this matter and the resulting decisions of the Committee.

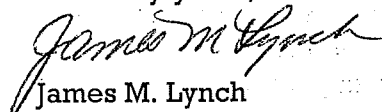
At the end of October 2009, Governor Patrick imposed an \$18,000,000 cut in regional school transportation across the Commonwealth. The impact to the South Middlesex Regional Vocational Technical School District is a reduction of \$130,023.00.

In June of 2009 we learned that our expected State reimbursement for regional school transportation would be reduced by \$124,519.00. We further learned that we would realize a reduction in Chapter 70 funding. That reduction totaled \$52,019.00.

Due to these State reductions imposed after our budgets and assessments were approved at town meetings in all five of our district towns, we are operating in FY10 with a total revenue shortfall of \$306,561.00. Despite this serious issue, we realize that all of our supporting towns continue to struggle with revenue shortfalls and face difficult decisions each day. I have, therefore, recommended to our School Committee that we not ask our towns for help in the form of a new assessment at this time. I have recommended a course of action that includes conservative fiscal management and a consideration to use our excess and deficiency fund later in the year, if necessary. Our School Committee voted to support my recommendation. We recognize that our District towns have been very supportive of Keefe Technical School over these many years and we respect that support and continue to be grateful. As we look forward to the FY11 budget process, all towns in the Commonwealth will realize that a cut to regional school transportation funding is a cut to education. Assessment increases will be inevitable if Massachusetts does not fund regional transportation.

Please know that I look forward to working with you and the Finance Committee in the preparation and presentation of the FY 11 budget and corresponding assessment.

Sincerely yours,


James M. Lynch
Superintendent-Director





Town of Natick

Home of Champions

Department: Morse Institute Library

Appropriation Summary

	2008	2009	2010	2011	2010 vs. 2011	
	Actual	Actual	Appropriated	TA Proposed	\$	%
Salaries						
Personnel Services	1,425,280	1,466,597	1,454,583	1,396,888	-57,695	-4.0%
Total Salaries	1,425,280	1,466,597	1,454,583	1,396,888	-57,695	-4.0%
Operating Expenses						
Purchase of Services	95,900	89,624	93,184	95,250	2,066	2.2%
Other Services Misc.	3,882	3,475	3,481	11,118	7,637	219.4%
Supplies	163,829	161,996	158,959	142,728	-16,231	-10.2%
Other Supplies	19,634	20,557	19,600	21,000	1,400	7.1%
Total Operating Expenses	283,244	275,651	275,224	270,096	-5,128	-1.9%

Total Morse Institute Library	1,708,525	1,742,249	1,729,807	1,666,984	-62,823	-3.63%
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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:

Continue with the description, organization and preservation of Natick history items and photographs. Continue to research content, build and maintain local history databases relating to GAR, water records, Natick cemeteries, and other local history items.

As part of our long range plan, explore funding to create and implement a project that will identify and appropriately describe the library's digital assets with the end goal of making these materials 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, as resources permit.

Literacy

Continue to maintain the literacy program, especially as outlined in the 2 year Conversation Circles grant, calling for conversation groups, programs, materials and outreach. Seek and establish ongoing funding for the maintenance of the literacy program after the end of the grant cycle on September 30, 2010.

Bacon Free Library cooperation: Continue to work cooperatively with the Bacon Free Library and its staff through joint staff trainings, library programs, shared collections, Minuteman Library Network, and Natick Reads. Continue to offer each other professional assistance when needed. We continue to benefit from counting Bacon's hours as part of the State Aid requirement for minimum hours open.



Town of Natick

Home of Champions

Department: Morse Institute Library

Goals: (con't)

Accessibility

Continue upgrading services to patrons with special needs by seeking user and expert input and by upgrading or purchasing new assistive technology hardware and software. Develop and implement a marketing plan to improve the visibility of newly acquired assistive technology for users with special needs. Provide staff training on use of this equipment, which will promote positive interactions with patrons with disabilities.

Children's Services

Target the 8-11 year old age group with specific programs designed for them. Develop an appealing reading area for this age group, away from the picture books and in proximity to the computer area. Develop and implement a book group for children in 4th, 5th, and 6th grades.

Young Adult Services Because we no longer have a Young Adult Services librarian, nor any spare staff available for this service, we are severely limited in how we can fulfill the following goals:

improve services to teens (8% of Natick's population) through strengthening the teen advisory group and teen programming, currently on hiatus for lack of staff. The following goals, created by the Equal Access grant, will be also on hiatus, again due to limited staff: maintain the teen employment center, and a youth recognition program and virtual teen center and blog. We will be maintaining the Teen Homework Center and the Virtual Teen space.

Collection Development and Maintenance

Evaluate, update, weed, and shift as needed, parts of the collection, especially fiction. Continue with ongoing weeding of non-fiction and reference; continue updating and expanding the DVD, books on CD and music CD and Playaway collections. Update Standing Order programs in Reference Department and Large Print area. Work with the local non-profits to bring a Foundation Center Cooperating Collection to Morse Institute to aid these organizations in their fundraising efforts.

Public Relations

Continue working to make the library's new website an effective, heavily used, more interactive and accessible 24/7 access point to library catalog, programs, policies, calendar and other information.

Develop an on-line newsletter, potentially replacing the current print newsletter. Expand and shift the focus from just events listing to fuller content. Build and continue to expand an electronic mailing list of subscribers. Continue Library fund raising activities beyond the Annual Fund Campaign.

Continue outreach to local organizations, businesses, and individuals. Continue to use our very popular Bookmobile as an effective means of outreach to the community.

Evaluate and improve library internal and external means and methods of communication.

Staff Development

Continue to develop and support a strong staff development program, including education, team building, and special opportunities for staff growth. Continue to build on the success of the annual all-day Staff Development program; add an additional shorter, half-day workshop.

Library Administration

Review and revise existing Library policies which are out of date. Research and implement new policies, as appropriate for the Morse Institute. Revise and update the Library's staff manual.

Technology

Develop, fund and implement a technology plan for replacing old or obsolete hardware and software and plan for new and emerging technologies.



Town of Natick

Home of Champions

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 180,000 items) 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

A new Library Director was hired in July 2009. While we will miss the many contributions of former Director Paula Polk, we will continue to build on the foundation that has been laid through her efforts and those of the Library staff. The Morse Institute is a true community center where all can meet and enrich their lives. It is the town's living room.

Because of the Library's efforts to organize and preserve Natick's historic records, photos, and documents, and to expand local history reference service, there has been a marked increase in the use of Natick local history items and answers to inquiries made to Reference staff and archives personnel.

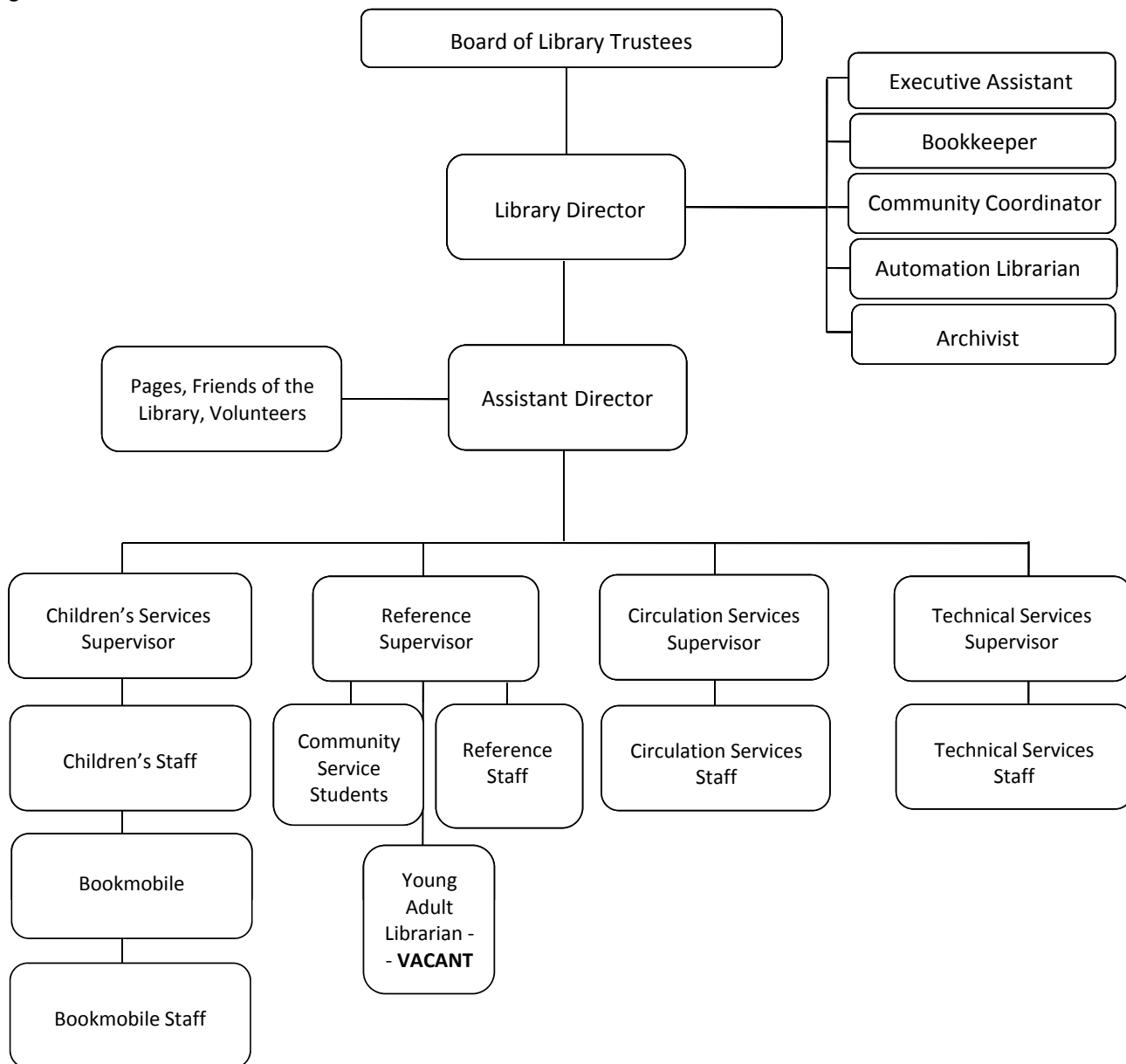
The Community Language Center, created several years ago, is in year two of a 2-year LSTA grant. The number of programs, tutors, classes, and new classes has expanded. The collection of materials to support the program has continued to grow (English grammar, learn English materials, and foreign language materials). 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 successfully completed the federal *Equal Access* grant.

The Library's website has been redesigned to create an accessible and interactive site 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.



Organizational Chart





Town of Natick

Home of Champions

Department: Morse Institute Library

Performance Indicators (Calendar Year)

	2007	2008	2009	2010	2011
Total Circulation	518,698	529,432	549,409	TBD	TBD
Total Programs offered	447	936	972	TBD	TBD
Total Program Participants	13,853	16,996	17,568	TBD	TBD
Number of Interlibrary Loans and MLN Transfers	102,622	116,759	136,548	TBD	TBD
Number of Reference Inquiries	28,997	29,643	33,065	TBD	TBD
Number of Events held (i.e. Meetings)	1,617	4,069	3,902	TBD	TBD
Number of Local History Inquiries	32	165	209	TBD	TBD
Items checked out from Bookmobile	12,234	12,891	12,553	TBD	TBD
Natick Residents with Library Cards	18,873	19,359	19,550	TBD	TBD



Town of Natick

Home of Champions

Signifies area of reduction from 1/1 -

Department: Morse Institute Library

	2008	2009	2010	2011	2010 vs. 2011	
	Actual	Actual	Appropriated	TA Proposed	\$	%
Salaries Management	86,063	\$ 73,750	83,110	78,193	-4,917	-5.9%
Salaries Administrative	107,407	\$ 103,257	142,861	145,475	2,614	1.8%
Salaries Part-time Benefited	234,997	\$ 264,350	274,821	254,128	-20,693	-7.5%
Salaries Technical/Professional	672,623	\$ 650,261	676,923	674,318	-2,605	-0.4%
Salaries Part-time Non Benefited	199,521	\$ 248,857	211,909	186,201	-25,708	-12.1%
Salaries Pages	15,045	\$ 20,041	29,163	26,671	-2,492	-8.5%
Salaries Substitutes	28,724	\$ 26,953	23,792	19,617	-4,175	-17.5%
Salaries Longevity	5,542	\$ 6,286	6,469	6,750	281	4.3%
Salaries Overtime/Sunday Hrs	71,683	\$ 72,841	5,535	5,535	0	0.0%
Retirement Buy-outs	3,674	\$ -	0	0	0	#DIV/0!
Personnel Services	1,425,280	1,466,597	1,454,583	1,396,888	-57,695	-4.0%
Total Salaries	1,425,280	1,466,597	1,454,583	1,396,888	-57,695	-4.0%
Maint of Computer System	76,415	\$ 70,943	69,934	72,000	2,066	3.0%
Communication Telephone	5,133	\$ 4,438	5,200	5,200	0	0.0%
Communication Postage	2,755	\$ 2,709	5,500	5,500	0	0.0%
Copy/Mail Center Fees	8,478	\$ 8,000	8,750	8,750	0	0.0%
Other Supplies & Services	3,119	\$ 3,535	3,800	3,800	0	0.0%
Purchase of Services	95,900	89,624	93,184	95,250	2,066	2.2%
Cleaning Allowance - Library Sta	3,882	\$ 3,475	3,481	3,618	137	3.9%
Education	0	\$ -	0	7,500	7,500	#DIV/0!
Other Services Misc.	3,882	3,475	3,481	11,118	7,637	219.4%
Library Materials	163,829	\$ 161,996	158,959	142,728	-16,231	-10.2%
Supplies	163,829	161,996	158,959	142,728	-16,231	-10.2%
Library Supplies	19,634	\$ 20,557	19,600	21,000	1,400	7.1%
Other Supplies	19,634	20,557	19,600	21,000	1,400	7.1%
Total Expenses	283,244	275,651	275,224	270,096	-5,128	-1.86%
Total Morse Library	1,708,525	1,742,249	1,729,807	1,666,984	-62,823	-3.6%



Town of Natick

Home of Champions

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 43 member library network, nearly 52,000 items borrowed from other library's for Natick residents in FY09, 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.



Town of Natick

FY 2011 Budget

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Town of Natick

FY 2011 Budget

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Town of Natick

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Town of Natick

FY 2011 Budget

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Summary: This table is designed to provide a summary of all revenue and expenditure sources used by the Morse Institute Library in operation of the facility.

REVENUE SOURCES	Fiscal Year 2009 (Actuals)	Fiscal Year 2010 (Budget)	Fiscal Year 2011 (Budget)	Notes
Revolving Funds:				
Meeting Rooms (for lib. Equip. & maint.)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Fines & Fees (for materials)	\$ 76,957.00	\$ 75,000.00	\$ 75,000.00	
Library State Aid:	\$ 51,249.00	\$ 34,166.00	\$ 37,825.00	
(anticipating an award that is 1/3 less than received in FY09)				
Annual Fund:	\$ 8,900.00	\$ 30,000.00	\$ 30,000.00	
Investments:	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	dividends & interest FY09
Friends of the Library:	\$ 49,000.00	\$ 49,000.00	\$ 49,000.00	
Other Recurring Grants:	N/A	N/A	N/A	
Town Meeting Appropriation:	\$ 1,780,355.00	\$ 1,729,807.00	\$ 1,666,984.00	
TOTAL:	\$ 2,023,461.00	\$ 1,974,973.00	\$ 1,915,809.00	

EXPENSES	Fiscal Year 2009 (Actuals)	Fiscal Year 2010 (Budget)	Fiscal Year 2011 (Budget)	Notes
Salaries	\$ 1,466,597.00	\$ 1,454,583.00	\$ 1,396,888.00	(Town Appropriation)
from Library State Aid:	\$ -	\$ 37,000.00	\$ 37,000.00	
Materials	\$ 161,996.00	\$ 158,959.00	\$ 142,728.00	(Town Appropriation)
from other sources:	\$ 135,213.00	\$ 135,000.00	\$ 135,000.00	(revolving fund, Friends, donations)
Purchase of Services	\$ 89,624.00	\$ 93,184.00	\$ 95,250.00	(Town Appropriation)
from other sources:	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	(revolving fund)
Other Services Misc.	\$ 3,475.00	\$ 3,481.00	\$ 11,118.00	(Town Appropriation)
Other Supplies	\$ 20,557.00	\$ 19,600.00	\$ 21,000.00	(Town Appropriation)
Admin, programs, consultants, staff dev.	\$ 103,000.00	\$ 50,000.00	\$ 50,000.00	(from annual fund & other donations)
TOTAL:	\$ 1,995,462.00	\$ 1,966,807.00	\$ 1,903,984.00	

Notes:

Friends money goes to purchase the following:

- Museum passes
- Speed Reads
- Bookmobile
- Programs
- Other things as needed, i.e. bookdrops



Town of Natick

FY 2011 Budget

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Town of Natick

Home of Champions

Department: Bacon Free Library

Appropriation Summary

	2008	2009	2010	2011	2010 vs. 2011	
	Actual	Actual	Appropriated	TA Proposed	\$	%
Salaries						
Personnel Services	85,201	87,694	91,696	93,361	1,665	1.8%
Operating Expenses						
Purchase of Services	13,834	11,406	9,200	9,200	0	0.0%
Supplies	15,279	17,209	15,000	3,244	-11,756	-78.4%
Total Bacon Free Library	114,313	116,309	115,896	105,805	-10,091	-8.7%

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 goals include staying focused on our mission, providing high-quality customer service and responding to the needs of the community. In addition, we seek to include more of the community in our events by reaching out via new technologies. We will remain open to new ideas and we welcome suggestions for improvements.

We will also continue to work successfully with the Friends of the Bacon Free Library to raise additional funds for materials and programming. The Friends have made annual contributions for the purchase of materials, summer reading and library furniture for many years.

Our collections, programs and services depend on a healthy budget therefore we will continue to advocate for our fair share of the Town of Natick financial resources as well as to fundraise for the purpose of increasing our endowment. Our endowment supports building maintenance and upgrades as well as the costs of electricity, telephone, cleaning services and our web site.

In addition, the staff and Trustee will continue to pursue other funding opportunities for materials or building upgrades.

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.



Town of Natick

Home of Champions

Department: Bacon Free Library

Budget Overview (con't):

II. Recent Developments

The trend of increasing circulation continues. Library patrons checked out 28,950 items in FY09 compared to 23,599 in FY08. This was accomplished with the same part-time staff and within the same hours of operation. However, we did increase our hours by four per week at the start of FY10 (July 2009). With some adjustments to staff schedules we were able to do this with **no** additional cost to the town.

It was very encouraging to see the outpouring of support in early 2009 when our budget was threatened during official budget discussions with the town. However, we are open to suggestions for increasing cooperative efforts with the Morse Institute Library in order to reduce costs, as long as services remain intact. Natick residents can rely on the fact that we are committed to fulfilling their reading needs and that both libraries have their best interests at heart. For the past four years both libraries have hosted "Natick Reads" very successfully. This month long event has typically involved six months of prior planning and a lot of hard work. During our meetings for Natick Reads we often share other professional expertise and advice.

III. Current Challenges

The increasing demand for services is welcome, but it also has its issues. The staff prides itself on being able to match readers with appropriate books and enjoys interacting with all of our patrons, but as we become busier and busier it's more difficult to complete other tasks such as book processing and shelving, paperwork and preparation for programs. The staff struggles to get these things accomplished both before and after our official hours of operation. Long-term projects and staff meetings especially suffer due to time constraints.

Staffing is still a major concern because all four staff members are part-time and the two library assistants actually share one position. Any increase in the hours of the library assistants would be extremely welcome. Coverage for sick days, vacations or personal days is difficult because salaried staff are not compensated for additional time and there's no room in the budget for have hourly staff work any extra hours.

The regular use of volunteers is something that we have come to depend upon in the past few years. We have several students who schedule weekly hours that help us on our busiest days. We also utilize older volunteers during story hours and special craft activities. They are a tremendous help to us. You might be interested to know that most all of our craft programs are run using materials that are either recycled, donated to us, or purchased with donated funds. We rarely purchase arts and crafts items that we can obtain in other ways.

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

There are no significant changes proposed for the upcoming budget. However, the Trustees of the Bacon Free Library have undertaken some recent fundraising efforts that will be used to fortify the endowment. It is hoped that the endowment will be able to support more capital improvements.

V. On the Horizon

More of the same winning formula. Young families appreciate our drop-in story hours that are open to all pre-schoolers as well as our fine collection of children's books. We have also been seeing an increase in local grandparents bringing their grandchildren to programs. Older patrons also enjoy our collection and



Town of Natick

Home of Champions

Signifies area of reduction from 1/1 -

Department: Bacon Free Library

	2008	2009	2010	2011	2010 vs. 2011	
	Actual	Actual	Appropriated	TA Proposed	\$	%
Salaries Mngmt & Tech/Prof Staff	85,201	\$ 87,694	91,696	93,361	1,665	1.8%
Personnel Services	85,201	87,694	91,696	93,361	1,665	1.8%
Computer Maintenance	3,500	\$ 3,185	2,000	2,000	0	0.0%
Utilities: Fuel Oil	9,194	\$ 6,962	6,800	6,800	0	0.0%
Repairs & Maintenance	1,140	\$ 1,259	400	400	0	0.0%
Purchase of Services	13,834	11,406	9,200	9,200	0	0.0%
Books & Periodicals	12,471	\$ 13,664	12,200	3,244	-8,956	-73.4%
Library Supplies	2,524	\$ 863	2,600	0	-2,600	-100.0%
Other Miscellaneous	284	\$ 2,681	200	0	-200	-100.0%
Supplies	15,279	17,209	15,000	3,244	-11,756	-78.4%
Sub-total Bacon Free Library	114,313	116,309	115,896	105,805	-10,091	-8.7%

Trustee Budget - **Investment Allocations: **						
Utilities: Fuel Oil	0	0.0%	2,000	2,000	0	0.0%
Utilities: Electricity	4,087	\$2,955	3,800	3,800	0	0.0%
Communication Telephone	1,038	\$972	800	800	0	0.0%
Repairs & Maintenance	1,074	\$4,895	1,500	1,500	0	0.0%
Repairs & Maintenance - Grounds	354	\$298	600	600	0	0.0%
Library Supplies	0	\$0	0	2,600	2,600	#DIV/0!
Other Miscellaneous	0	\$0	0	200	200	#DIV/0!
Books & Periodicals	5,681	\$1,447	4,000	12,956	8,956	223.9%
Furniture & Equipment	2,550	\$0	800	800	0	0.0%
Total Expended from Investment Allocation	14,784	10,567	13,500	25,256	11,756	87.1%
Additional to Come From Trustees	0	0	0	-11,756	-11,756	100.0%
Investment Income Applied *	-9,103	-4,886	-7,819	-8,500	-681	8.7%
State Program *	-5,681	-5,681	-5,681	-5,000	681	-12.0%
Total Bacon Free Library	114,313	116,309	115,896	105,805	-10,091	-8.7%

Line-Item Detail

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.

Supplies:

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.



Town of Natick

Home of Champions

Department: Bacon Free Library

Bacon Free Library Revenues vs. Expenditures - All Sources

Revenues	FY 2009 Actual	FY 2010 Budget	FY 2011 Budget
Town Appropriation	\$ 116,928	\$ 115,896	\$ 105,805
Trustees	\$ 12,100	\$ 13,500	\$ 25,256
Friends	\$ 7,093	\$ 4,000	\$ 4,000
Total Revenues	\$ 136,121	\$ 133,396	\$ 135,061

Expenditures	FY 2009 Actual	FY 2010 Budget	FY 2011 Budget
Salaries	\$ 87,694	\$ 91,696	\$ 93,361
Purchase of Services (no utilities)	\$ 10,609	\$ 5,300	\$ 8,100
Purchase of Services (utilities)	\$ 9,917	\$ 12,600	\$ 12,600
Supplies (Books, Materials, Furniture)	\$ 25,749	\$ 23,800	\$ 21,000
Total Expenditures	\$ 133,969	\$ 133,396	\$ 135,061

Summary:

The **Town of Natick** funds most of the operating costs of the Bacon Free Library. Books, salaries, and some supplies and heating costs are included in this budget. Our budget must be approved by the Finance Committee, the Selectmen and finally, Town Meeting. Our FY10 budget total is \$115,896. This is roughly 0.1% of the entire town budget.

The **Trustees of the Bacon Free Library** are financially responsible for building upkeep and must fund all repairs and/or upgrades from the endowment. The Trust pays all costs for electricity, phone, our web site, weekly cleaning and any staff training or conference attendance. Over the years they have replaced the roof, installed AC, replaced shelving, and overhauled the entire grounds and exterior façade of the building at no cost to Natick taxpayers.

The **Friends of the Bacon Free Library** generously support special collections, programs, furniture and building issues that are not funded elsewhere. The Friends have enabled the library to add new books on CD, replace children's classics and purchase museum passes as well. The Friends also pay for all costs associated with our popular summer reading programs. Finally, they have recently purchased new carpeting and book shelves.

All three funding sources are experiencing difficulties at this time, but the demand for library services is always growing.



Department Bacon Free Library

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Step	Begin Step Amt.	End Step	End Step Amt.	Pro-Rata Step	COLA	End Step	Other Comp.	Total FY 2011
Department		Bacon Free Library				Munis Dept. #		55					(@ 52 weeks)		(@ 52.2 weeks)
Salaries Management						MUNIS Code		5111							
42602	Wallace	Diane	12/1/2004	0.80	Director	Per. Bd.	DE-4	49,222	DE-4	49,222	0	0%	49,222		49,411
Sub-total Salaries Management														49,411	
Salaries Technical/Professional						MUNIS Code		5124							
43022	Meyer	Holley	8/15/2006	0.65	Asst. Director	Per. Bd.	C9-3	29,630	C9-4	30,754	1,030	0%	30,660		30,778
43386	Caruso	Francis	11/5/2007	0.30	Lib. Asst.	Per. Bd.	L3-2	9,709	L3-3	10,009	200	0%	9,909		9,947
41730	Schontag	Dawn	10/15/2008	0.1	Lib. Asst.	Per. Bd.	L3-1	3,143	L3-2	3,236	70	0%	3,213		3,225
Sub-total Tech/Prof.														43,951	
Total Salaries - Bacon Free Library				1.85											\$ 93,361

Key:

Per. Bd. - Personnel Board; COLA - Cost of Living Adjustment

Notes: