



Town of Natick

FY 2014 Preliminary Budget

Section III: Education & Learning

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Town of Natick

FY 2014 Preliminary Budget

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Town of Natick

Home of Champions

Department: Natick Public Schools

To: Martha White, Town Administrator
From: Dr. Peter Sanchioni, Superintendent of Schools

As requested by Town Charter, I submit the FY 14 Budget Request for the Natick School Department. The request represents level educational services to approximately 5,000 students, maintaining existing staff, meeting all mandated educational requirements, provide students with safe and reliable transportation and operate and maintain eight buildings as efficiently as possible while creating a safe and welcoming environment.

The major factors contributing to the increase of 8.5% from FY 13 budget include contractually obligated salary adjustments with our various bargaining units, 2% COLA for all employees, the addition of 27 staff positions in order to maintain optimal class sizes in response to a continued increase in student enrollment, investments in instructional technology and higher SPED costs.

This budget will go through many permutations over the coming weeks as we further define the needs of the Natick Public Schools.

Sincerely,

Peter Sanchioni, Ph. D.
Superintendent of Schools

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriation	2014 Preliminary	2013 vs. 2014	
					\$	%
Personnel Services						
Total Personnel Services	36,350,100	38,257,841	37,780,267	40,684,307	2,904,040	7.7%
Expenses						
Total Other Expenses	11,849,122	13,333,479	13,557,352	14,953,205	1,395,853	10.3%
<i>less Offsets</i>	<i>(4,915,997)</i>	<i>(4,963,860)</i>	<i>(4,778,905)</i>	<i>(5,140,778)</i>	<i>(361,873)</i>	<i>7.6%</i>
Total Natick Public Schools	43,283,226	46,627,461	46,558,714	50,496,734	3,938,019	8.5%

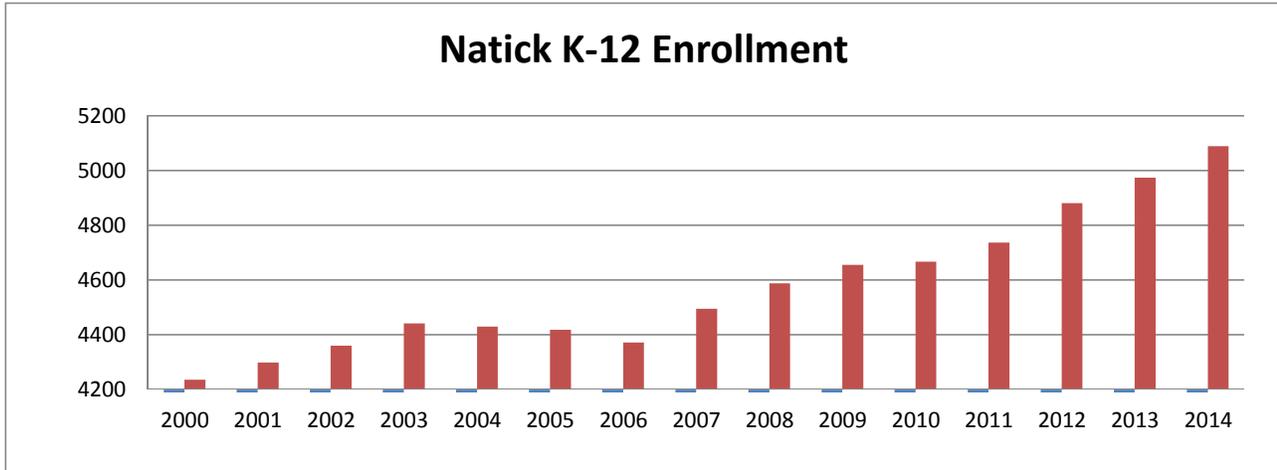


Town of Natick

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Department: Natick Public Schools

Enrollment Data



Staffing Summary

	2010	2011	2012	2013	2014
School Staff (in FTE's)					
Elementary Classroom Teachers	111.1	108.5	109.7	112.6	116.1
Middle School Classroom Teachers	92.4	92.9	94.2	96.8	95.4
High School Classroom Teachers	77.8	78.6	79.2	81.6	91.8
High School Department Heads	4.2	4.2	4.2	4.2	3.0
Middle School Department Heads	2.0	2.0	2.0	2.0	2.0
Librarians & Assistants	12.0	12.0	12.0	12.0	12.0
Special Education Teachers	58.9	56.8	56.8	56.8	62.7
Guidance Counselors/Psychologists	20.2	22.4	23.4	23.6	27.8
Nurses	8.8	8.8	9.3	9.3	11.3
Medical & Therapeutics Services	16.5	16.7	16.7	13.6	22.0
Paraprofessionals	72.3	76.4	83.5	87.5	88.5
Custodians / Maintenance Personnel	38.0	37.0	37.0	0.0	0.0
Administrative & Clerical Staff	21.5	22.0	22.5	22.5	24.8
Sub-Total - School Staff	535.7	538.3	550.5	522.5	557.4
Administrative Staff (in FTE's)					
Principals & Vice Principals	14.0	14.0	14.0	14.0	14.0
District-Wide Administration	5.0	5.0	5.0	5.0	5.0
District - Wide Instruction	4.2	4.2	4.2	4.2	8.2
District-Wide Admin and Finance	12.0	12.0	12.0	12.0	12.0
Information Technology	10.0	9.0	11.0	11.0	12.0
Sub-Total- Administrative Staff	45.2	44.2	46.2	46.2	51.2
Grand Total	580.9	582.5	596.7	568.7	608.6



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Department: Natick Public Schools

Compensation	2011	2012	2012	2013	2014	2013 vs. 2014	
	Actual	Appropriation	Actual	Appropriated	Preliminary	\$	%
School Committee (1100)	3,033	4,650	4,056	4,697	4,835	138	2.9%
Superintendent & Other District Leadership (1200)	994,897	1,036,828	1,038,214	787,554	812,987	25,433	3.2%
Finance and Administrative Services (1400)	571,124	587,281	600,017	591,339	611,414	20,075	3.4%
Technology Services (1450)	576,747	708,843	697,527	727,489	794,679	67,190	9.2%
Sub-total District. Leader. & Admin.	2,145,801	2,337,602	2,339,814	2,111,079	2,223,914	112,835	5.3%
District Wide Academic Leadership (2100)	425,181	438,033	424,654	460,142	581,547	121,405	26.4%
Principal / Building Leadership (2200)	2,699,348	2,897,434	2,812,875	2,866,299	2,965,613	99,314	3.5%
Instruction -Teaching Services (2300)	22,724,832	23,910,015	23,653,288	25,037,926	26,908,035	1,870,109	7.5%
Medical / Therapeutic Services (2320)	1,060,477	1,112,116	1,131,326	1,195,545	1,378,447	182,902	15.3%
Non-Clerical Paraprofessionals (2330)	1,872,952	1,996,909	2,213,541	2,203,611	2,241,691	38,080	1.7%
Librarians and Media Center Directors (2340)	371,179	397,394	394,910	409,605	430,801	21,196	5.2%
Professional Development (2350)	28,000	39,952	39,952	28,000	28,000	0	0.0%
Guidance, Counseling and Testing Services (2700)	1,224,548	1,284,052	1,218,333	1,285,943	1,438,149	152,206	11.8%
Psychological Services (2800)	633,220	651,092	681,458	708,917	823,768	114,851	16.2%
Sub-total Instructional Services	31,039,737	32,726,997	32,570,336	34,195,988	36,796,051	2,600,062	7.6%
Attendance and Parent Liaison Services (3100)	1,283		831	0		0	
Health Services (3200)	621,396	610,120	668,459	730,376	845,699	115,323	15.8%
Transportation Services (3300)	49,458	51,010	51,010	51,323	52,348	1,025	2.0%
Athletic Program (3510)	523,863	526,083	555,671	535,465	554,742	19,277	3.6%
Other Student Activities (3520)	159,642	154,491	173,508	156,036	211,553	55,517	35.6%
Sub-total Student Services	1,355,642	1,341,704	1,449,479	1,473,200	1,664,343	191,143	13.0%
Custodial Services (4110)	1,808,920	1,824,197	1,898,212	0		0	
Sub-total Operations & Maintenance	1,808,920	1,824,197	1,898,212	0	0	0	
Total Personnel Services	36,350,100	38,230,500	38,257,841	37,780,267	40,684,307	2,904,040	7.7%



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Department: Natick Public Schools

Other Expenses	2011	2012	2012	2013	2014	2013 vs. 2014	
	Actual	Appropriation	Actual	Appropriated	Preliminary	\$	%
School Committee (1100)	17,171	16,781	18,712	17,000	17,250	250	1.5%
Superintendent & Asst. Superintendent (1200)	60,473	85,376	95,467	93,870	108,770	14,900	15.9%
Finance and Administrative Services (1400)	187,523	184,541	143,039	175,493	156,380	(19,113)	-10.9%
Legal Services (1430)	50,287	45,181	36,085	43,003	43,003	0	0.0%
Technology Services (1450)	679,149	414,369	455,814	297,138	299,138	2,000	0.7%
Sub-total District. Leader. & Admin.	994,603	746,248	749,118	626,504	624,541	(1,963)	-0.3%
District Wide Academic Leadership (2100)	5,304	5,345	5,320	5,345	5,345	0	0.0%
Principal / Building Leadership (2200)	47,953	50,025	56,439	49,162	53,833	4,671	9.5%
Medical / Therapeutic Services (2320)	269,919	355,272	351,986	266,182	305,017	38,835	14.6%
Librarians and Media Center Directors (2340)	39,262	46,001	31,162	87,038	76,964	(10,074)	-11.6%
Professional Development (2350)	301,876	406,194	444,200	293,635	358,176	64,541	22.0%
Instructional Materials & Equipment (2400)	992,288	1,007,265	1,042,854	1,108,023	1,575,578	467,555	42.2%
Guidance, Counseling and Testing Services (2700)	51,113	55,139	102,084	72,278	82,170	9,892	13.7%
Psychological Services (2800)	199	0	0	0	0	0	0.0%
Sub-total Instructional Services	1,707,914	1,925,241	2,034,045	1,881,662	2,457,082	575,420	30.6%
Transportation Services (3300)							
Cost of Regular Education Buses		1,082,114	1,081,770	1,118,114	1,211,820	93,706	8.4%
Transportation for Homeless Families	23,883	53,714	31,863	50,000	35,000	(15,000)	-30.0%
Special Needs -In Town Other	560,718	601,019	364,119	369,371	387,286	17,915	4.9%
Special Needs -Out of Town Other	652,031	657,117	604,651	675,000	690,000	15,000	2.2%
Sub-total Transportation Services (3300)	1,236,632	2,393,964	2,082,403	2,212,485	2,324,106	111,621	5.0%
Attendance and Parent Liaison Services (3100)	0	3,000	0	3,000	3,000	0	0.0%
Health Services (3200)	22,594	27,871	24,858	24,147	24,147	0	0.0%
Athletic Program (3510)	125,811	110,000	158,452	130,000	150,000	20,000	15.4%
Other Student Activities (3520)	3,000	43,771	36,981	8,729	7,085	(1,644)	-18.8%
Sub-total Student Services	151,405	184,642	220,292	165,876	184,232	18,356	11.1%
Custodial Services (4110)	115,991	116,282	146,702	115,000	115,000	0	0.0%
Fuel for heating of buildings (4120)	662,516	693,201	594,551	445,700	467,072	21,372	4.8%
Electricity (4130)	758,143	841,603	838,916	802,388	808,578	6,190	0.8%
Telephone (4140)	80,390	80,001	56,726	75,000	60,000	(15,000)	-20.0%
Building Repairs (4220)	508,980	466,189	587,350	462,000	462,000	0	0.0%
Vehicle Maintenance Other (4230)	13,616	11,583	4,226	8,000	8,000	0	0.0%
Network and Telecommunications (4400)	187,357	216,643	199,853	374,998	438,811	63,813	17.0%
Sub-total Operations & Maintenance	2,326,993	2,425,502	2,428,323	2,283,086	2,359,462	76,376	3.3%
Employer Retirement Contributions (5100)	118,635	98,411	98,411	116,073	116,073	0	0.0%
Insurance for Active Employees (5200)	37,196	58,759	58,759	36,578	36,578	0	0.0%
Community Services (6000)	150,684	295,266	295,266	241,851	301,851	60,000	24.8%
Asset Acquisition & Improvement	30,948			0		0	0.0%
Sub-total Above 4 Items	337,463	452,436	452,436	394,502	454,502	60,000	15.2%
Vocational Education Tuition	57,902	43,872	21,936	23,033	23,270	237	1.0%
SPED Out of District Tuitions	5,036,211	5,773,276	5,344,926	5,970,204	6,526,010	555,806	9.3%
Sub-total Programs with Other School Districts	5,094,113	5,817,148	5,366,862	5,993,237	6,549,280	556,043	9.3%
Total Other Expenses	11,849,122	13,945,181	13,333,479	13,557,352	14,953,205	1,395,853	10.3%



Town of Natick

Home of Champions

Department: Natick Public Schools

	2011 Actual	2012 Appropriation	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ %	
Total Gross School Budget	48,199,222	52,175,681	51,591,320	51,337,620	55,637,512	4,299,892	8.4%
Offsets							
<i>Less: Town Transportation Subsidy</i>	(320,522)	(330,137)	(325,402)	(340,041)	(350,242)	(10,201)	3.0%
<i>Less: Bus Fee Offset</i>	(274,352)	(270,000)	(274,391)	(270,000)	(285,000)	(15,000)	5.6%
<i>Less: Circuit Breaker Offset</i>	(877,457)	(1,959,598)	(1,385,799)	(2,011,528)	(2,200,000)	(188,472)	9.4%
<i>Less: Edu Jobs Grant</i>		(518,585)	(518,585)			0	
<i>Less: Federal and State Grants</i>	(2,124,011)	(2,459,683)	(2,459,683)	(2,157,336)	(2,305,536)	(148,200)	6.9%
<i>Less: ARRA Offset</i>	(1,319,655)					0	
Total Offsets	(4,915,997)	(5,538,003)	(4,963,860)	(4,778,905)	(5,140,778)	(361,873)	7.6%
Total NET School Budget Appropriations	43,283,226	46,637,678	46,627,461	46,558,714	50,496,734	3,938,019	8.5%



Town of Natick

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Department: Natick Public Schools

Line-Item Detail

Narrative:

DISTRICT LEADERSHIP & ADMINISTRATION: Activities which have as their purpose the general direction, execution, and control of the affairs of the school district that are system wide and not confined to one school, subject, or narrow phase of school activity.

1100 - School Committee - Includes cost of professional organization dues and meetings and Clerical services.

1200 - Superintendent & Assistant Superintendent - Expenses of Superintendent, Assistant Superintendent of Curriculum and Instruction and staff and Assistant Superintendent of Pupil Services and staff.

1400 - Finance and Administrative Services - Expenses of Business and Human Resource departments. Includes employee recruitment costs.

1430 - Legal Services - Legal Service for school committee, legal representation for collective bargaining and other legal matters including cases involving Special Education Services for students.

1450 - District Wide Information Management and Technology - Expenses that support the technology needs of the school district.

INSTRUCTIONAL SERVICES: Instructional activities involving the teaching of students, supervising of staff, developing and utilizing curriculum materials and related services.

2100 - District Wide Academic Leadership - Expenses for Directors of Fine Arts, Physical Ed. and Special Education who are responsible for the delivery of student instruction programs at district level.

2200 - Principal / Building Leadership - Expenses for Building Principals and staff, department heads and curriculum leaders.

2300 - Instruction / Teaching Services - Certified teachers with primary responsibility for teaching designated curriculum to established classes or students in a group instruction setting, including itinerant music, art and physical education. Certified teachers who provide individualized instruction to students such as reading specialists.

2320 - Medical / Therapeutic Services - Costs for Occupational Therapy, Physical Therapy, Speech, Vision and other therapeutic services that are provided by licensed practitioners.

2330 - Non-Clerical Paraprofessionals - Assist teachers in the preparation of classroom instruction.

2340 - Librarians and Media Center Directors - Cost to manage School Libraries including material costs.

2350 - Professional Development - Professional Development for administrators, teachers and support staff including contracted services and tuitions.

2400 - Instructional Materials & Equipment - Expenditures for all textbooks, workbooks, and materials including accessories, used to support direct instructional activities. Also includes purchase of copy equipment and supplies primarily used to produce instructional material and general supplies such as paper, pencils, crayons, chalk, toner printer cartridges, calculators. Cost of field trips including admissions and transportation. Also distance learning services, instructional technology peripherals, hardware and software.

2700 - Guidance, Counseling and Testing Services - Expenses for Guidance Counselors, School Adjustment Counselors and School Social Workers. Also materials and other expenses used for testing and assessing students.

2800 - Psychological Services - Expenses for psychological evaluation, counseling and other services provided by a licensed mental health professional.

OTHER SCHOOL SERVICES: Services such as Transportation, Athletics and Student Activities.

3100 - Attendance and Parent Liaison Services - Truancy officer and student/parent information centers.

3200 - Health Services - Expenses for providers of medical services including nurses and school physician.

3300 - Transportation Services - Transportation paid by the town is provided to ELL and regular education students in grades K-6 who live in excess of 2 miles from their assigned school. All other students, regardless of distance, will be invited to participate in a fee for service program. The fee is \$150 per student with a family cap of \$300. Financial waivers are available for families making less than double the federal poverty level and a reduced fee will be available for families making less than three times the federal poverty level.



Town of Natick

Home of Champions

Department: Natick Public Schools

Line-Item Detail

Narrative

3510 - Athletic Program - Expenses for Athletic Director and staff, Coaches, Trainers and Assistants in support of intramural and interscholastic athletic programs. Also includes contracted services, transportation, rental of facilities, uniforms, supplies and materials, dues, subscription and travel expenses for staff.

3520 - Other Student Activities - Expenses for Musical Directors, Drama Coaches and other extra-curricular activities including printing, dues and subscriptions, supplies and materials, travel expenses for staff.

OPERATION and MAINTENANCE: Activities relating to the maintenance and operations of the eight building campus of the school district.

4110 - Custodial Services - Expenses for custodial and maintenance personnel and materials and equipment necessary to maintain buildings.

4120 - Fuel for heating of buildings - Cost of heating oil and natural gas.

4130 - Electricity - Electric consumption.

4140 - Telephone - Cost of telecommunication systems including mobile phones.

4220 - Building Repairs Cost of maintaining eight (8) schools including boiler, HVAC, plumbing and general repairs.

4230 - Vehicle Maintenance Other Cost of the gasoline, oil, tune-ups, tires and repairs for 7 vehicles.

4400 - Network and Telecommunications Wiring, WAN/LAN Networks, file servers, supplies and materials for technology maintenance, equipment and tools.

Asset Acquisition & Improvement

7000 - Asset Acquisition & Improvement - Acquisition of initial or additional instructional equipment exceeding a \$5,000 unit cost.

Programs with Other School Districts

9000 - Programs with Other School Districts - Tuition payments to other public school districts or non-public schools in Massachusetts, collaboratives and non-member vocational schools for students who are provided services out of district. Appropriation is offset by State Circuit Breaker Reimbursement and ARRA grant funds in FY 10 and FY 11.



Town of Natick

FY 2014 Preliminary Budget

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Town of Natick

Home of Champions

Department: South Middlesex Regional Technical School

Appropriation Summary

South Middlesex Regional Technical School

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs, 2014	
					\$	%
Operating Expenses						
Assessment	1,469,598	1,396,865	1,271,613	1,291,338	19,725	1.55%
Total Operating Expenses	1,469,598	1,396,865	1,271,613	1,291,338	19,725	1.55%

Total South Middlesex Regional Tech.	1,469,598	1,396,865	1,271,613	1,291,338	19,725	1.55%
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Mission:

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

Established in 1972, Joseph P. Keefe Technical School is a coeducational, four-year high school, accredited by the New England Association of Schools and Colleges. Keefe Tech serves students from Ashland, Framingham, Holliston, Hopkinton, and Natick. With a student body of approximately 650 students, Keefe offers both academic and career-focused programs.



Keefe's academic component provides a challenging learning environment for students interested in a full college preparatory curriculum as well as general courses and English language learning courses. The vocational program component consists of a freshman exploratory year, followed by three years of preparation in one of thirteen different career and technical areas. Beginning in the tenth grade, an alternating week schedule of vocational and academic instruction is introduced. Cooperative education training is available to qualifying juniors and seniors.

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



Town of Natick

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Department: South Middlesex Regional Technical School

Philosophy (con't):

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.
- 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.



Town of Natick

Home of Champions

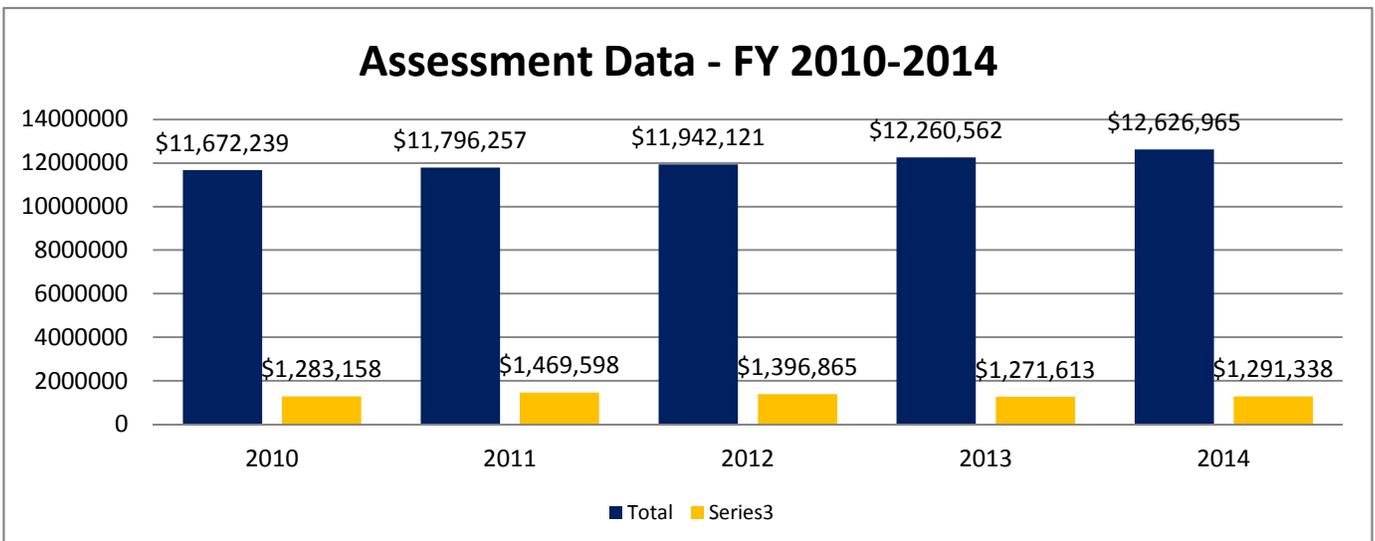
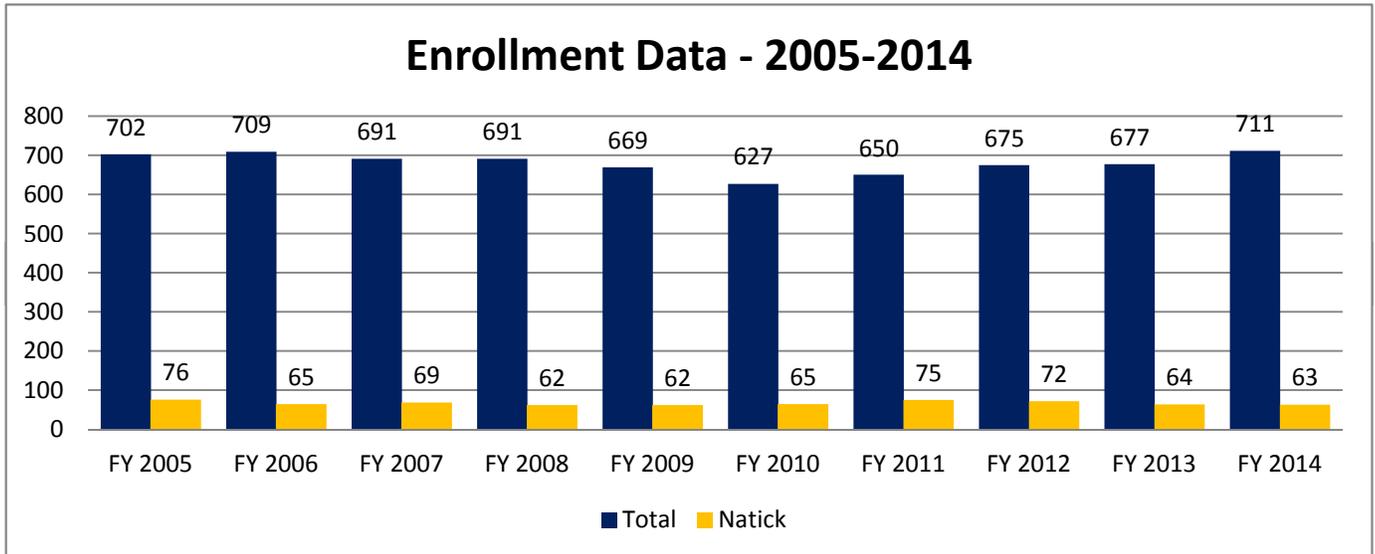
Department: South Middlesex Regional Technical School

Budget Overview

The preliminary Keefe Tech assessment for FY 2014 is \$1,291,338 or an increase of 1.55% over FY 2013. This is reflective of higher overall expenses at Keefe Tech but slightly lower enrollment for Natick. This preliminary assessment number was provided on 2/19/2013.

	2011	2012	2013	2014	2013 vs. 2014	
	Actual	Actual	Appropriated	Preliminary	\$	%
Assessment	1,469,598	1,396,865	1,271,613	1,291,338	19,725	1.55%
Expenses	1,469,598	1,396,865	1,271,613	1,291,338	19,725	1.55%
Total Keefe Tech	1,469,598	1,396,865	1,271,613	1,291,338	19,725	1.55%

Historic Data





Town of Natick

FY 2014 Preliminary Budget

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Town of Natick

Home of Champions

Changes since 1/2 -

Department: Morse Institute Library

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries						
Personnel Services	1,483,786	1,589,561	1,597,683	1,673,870	76,187	4.8%
Total Salaries	1,483,786	1,589,561	1,597,683	1,673,870	76,187	4.8%
Operating Expenses						
Total Expenses	255,345	262,517	287,004	291,907	4,903	1.7%
Total Operating Expenses	255,345	262,517	287,004	291,907	4,903	1.7%

Total Morse Institute Library	1,739,131	1,852,078	1,884,687	1,965,777	81,090	4.30%
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Mission:

The Morse Institute Library's mission is:

- to provide free access to print and non-print materials and quality reference service to library users of all ages and abilities;
- 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.

Vision: The Morse Institute Library will be the place where people of Natick and the MetroWest area can learn, enjoy and enrich their lives.

Goals:

Literacy: The Library continues to seek funding to continue offering this important public service. Several years ago we received a \$5,000 grant from the Middlesex Savings Charitable Foundation. There are no other grants on the horizon for this program, though we continue to look for grant opportunities for this service. The Library continues to add literacy materials to the collection using municipal funds.

Bacon Free Library cooperation: The Morse continues our long history of working cooperatively with the Bacon Free Library and its staff through joint staffing, training, library programs, shared collections, Minuteman Library Network, and Natick Reads, and we will continue to offer each other professional assistance as needed. We continue to benefit from counting Bacon's hours as part of the State Aid requirement for minimum hours open.

Accessibility: Over the past several years the Library has acquired a number of adaptive technologies, especially for individuals with visual impairments. We will continue to upgrade services to patrons with special needs by seeking user and expert input and by replacing, upgrading or purchasing new assistive technology hardware and software. Many of the adaptive items are available for checkout by our patrons; this has proven to be a popular service. We need to continue to develop and implement a marketing plan to improve the visibility of the library's assistive technology for patrons with special needs, as well as provide staff training on use of this equipment, which will promote positive interactions with patrons with disabilities.



Town of Natick

Home of Champions

Department: Morse Institute Library

Goals: (con't)

Children's Services: Weeding of the picture books has been completed; the next phase of this project is to rearrange them into "collections", based on the Darien model of "glades." This new arrangement will make it easier for children and their caregivers to find subjects of interest on the shelves. Continue to target the 8-11 year old age group with specific programs designed for them. Investigate purchasing furniture more appropriate to the 8-11 year old age group so they do not have to use the furniture designed for younger (smaller) people. Develop and implement a book group for children in 4th, 5th, and 6th grades.

Young Adult Services: Our part-time Young Adult (YA) librarian has made great progress in reaching out to the town's youth with innovative programs and activities. Use of the Teen Room continues to increase. The YA librarian designs programs specifically to engage this population; she always has programs scheduled on early release days from school. She has rearranged the Teen Room to be more inviting to the kids, with many displays of new books and authors. Ideally, we would like to see this position restored to its full-time status, as it was in FY09 and had been for many, many years.

Collection Development and Reference Department: The Library's Leadership Team continues to investigate new ways to organize our materials and make them more logical and accessible to the public. We continue to evaluate, update, weed, and shift the collection, especially reference, fiction and large print. As the Reference Department acquires more electronic resources they continue to evaluate and weed the print items. Electronic databases can be updated more rapidly than print and therefore provide more current information. The library will continue our efforts to organize and preserve Natick's historic records, photos, and documents, and to expand local history reference service.

Public Relations: Continue library fund raising activities beyond the Annual Fund Campaign. Continue outreach to local civic groups and organizations, businesses, and individuals. Continue to use our very popular Bookmobile as an effective community outreach tool. Investigate how to improve the library's 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 Day program. Seek appropriate training opportunities for staff to keep them up-to-date on new technologies and for the chance to meet their counterparts at other libraries.

Library Administration: Continue to identify new policies that are needed for the library's operation, and revise and update existing policies as needed. Continue to work with the Library's Leadership Team to build leadership and management skills. Use the five year Strategic Plan to guide the library into the future.

Technology: The Library continues to upgrade the computer technology in the building for both patrons and staff. An annual technology survey and inventory is conducted by the IT librarian, who then uses this information to plan for and purchase necessary upgrades to hardware and software throughout the building. The IT librarian will continue to serve on the town's Information Systems Advisory Board. Continue to investigate new technologies for the library.

Outreach: Continue with our bi-monthly Bookmobile visits to the US Army Soldier Systems Center, as well as the numerous neighborhood stops and visits to seniors and older adults. Seek additional outreach opportunities in the community. Annually evaluate the Bookmobile's stops to identify the most effective use of this important resource.



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, consisting of nearly 200,000 items, to meet the educational requirements, informational needs and recreational interests of the residents of Natick. Materials are offered in a variety of formats: print, large print, downloadable, online, video, CD, DVD, book on player, and in multiple languages to provide the greatest range of accessibility. Throughout the year, the Library presents the residents of Natick with a variety of educational and recreational programs and events at the Library. Providing community meeting space for residents, Town functions, other governmental agencies and civic organizations continues to be 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

*As far as we know, the Morse Institute Library Bookmobile is the only bookmobile that visits an active military base.

*In August 2012, in cooperation with the Natick Historical Society, the Library purchased an archival-quality display case. This case gives the Historical Society an opportunity to display some of their holdings in a secure place outside of their building. Since the library is open longer hours and on more days than the Historical Society, this furthers the opportunity for Natick residents to see some of these historical gems.

*The Reference service desk was relocated 18 months ago to make it easier for patrons to find. As a result, patron interaction with Reference staff has increased with this new location by 2,118 interactions from August 2011 to August 2012. Thus visibility of Reference staff has increased and patrons are getting service more readily than when the desk was located near the back of the 2nd floor. This new location has also improved the lines of sight for staff on the second floor, improving security.

*New desktop and laptop computers have been purchased for patron and staff use. Our IT librarian has been busy installing this new equipment throughout the building. This past year also saw the installation of improved wireless computing in the building. After Hurricane Irene it became clear that we did not have enough bandwidth to accommodate everyone who needed to get online after the storm, so the Library upgraded our wireless capability. There are now 21 public access computer for public use. These replace PCs dating back to 2005. The Children's Department received a new b/w printer for public use. Coming soon will be 10 new catalog PCs, again replacing equipment from 2005. There will be 12 new laptops for the portable computer lab, plus one new laptop for the instructor, which doubles our training capacity. There are 4 new self-check machines and 4 new receipt printers. This is an increase of 1 self check PC and replaces machines from 2004. The IT librarian has also installed Office 2010 on all public internet PCs and is in the process of upgrading the staff PCs. She also serves on the town's Information Systems Advisory Board.

*The Morse Institute continues to be a true community center -- the town's living room -- where all can meet and enrich their lives.

**The Morse Institute continues to serve as "the town's living room" -- a true community center where all can meet and enrich their lives.

*Having a Young Adult (YA) librarian on staff has made a huge difference in the types and quality of programs now available to this population. The programs she has hosted offer something for everyone. We are especially pleased to see an increase in the number of boys using the library.



Town of Natick

Home of Champions

Department: Morse Institute Library

Budget Overview (con't)

*The library's Strategic Plan runs from FY2012 through FY2016. During the planning process, seven goals were identified and serve to guide the Morse institute Library through the remaining years of the Plan. Every December, an annual "Action Plan" is submitted to the MA Board of Library Commissioners and serves to update our progress on the strategic plan goals.

*The Morse Institute Library continues to serve as a Foundation Center Cooperating Collection--the only such collection between Boston and Worcester. At the Library we offer periodic webinars and online training classes for the nonprofit community, which allows us to aid organizations and individuals in their fundraising efforts.

* There continues to be an increase in the use of Natick local history items and answers to inquiries made to Reference staff and archives personnel. With the purchase of an archival quality display case, we continue our cooperation with the Natick Historical Society in offering an appropriate display place for some of their items.

*The Morse Institute Library Literacy Program received funding (\$5,000) for FY 2011-12 from the Middlesex Bank Charitable Foundation. The number of programs, tutors, classes, and new classes has expanded. The number of volunteers and the size of the collection supporting the program have continued to grow. 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. We are seeking funding for this program for FY13.

*The Project Coordinator for the Natick Veterans Oral History Project continues to find veterans to interview for this valuable project. She has conducted 39 interviews; 145 interviews have been posted on www.natickvets.org, the Project's website. These interviews are in video and downloadable audio formats. She has begun a Facebook page for the Project, which also serves as a clearing house for veterans events in and around Natick. In November, the Project cosponsored the annual Veterans Breakfast at Kennedy Middle School, which made front page coverage in the MetroWest Daily News.

III. Current Challenges

We continue to see increased demand for Library materials and services, even while operating with a smaller staff than several years ago, making it difficult to meet public needs and expectations. We continue to be open for only 3 hours on Sundays, a decrease in service hours from two years ago.

For the past several years, the Library has depended on funding from outside the Library's municipal budget to stay open on Sundays, with most of that funding coming from Library State Aid. To save money, Sunday hours were cut from 4 to 3 hours open in FY12; these hours held for FY13 as well. The Library reduced holiday weekend hours as another cost saving measure, further limiting patron access to the Library. Sunday hours are very popular with families and we would like to return to being open 4 hours on Sundays.

The town provides approximately 67% of the funds necessary for the library to meet the MBLC expenditure requirement for materials, requiring the library to seek additional funding in that area. A gradual increase of the municipal contribution to the library's materials budget would be greatly appreciated.



Department: Morse Institute Library

Budget Overview (con't)

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

Our most urgent need is for a fulltime Young Adult (YA) librarian. Currently, our YA librarian works 19 ours per week. She purchases and processes age-appropriate books and magazines for Natick's teens, organizes programs and events, and supervises the use of their room. She always has programs scheduled for school early release days, and has developed a good rapport with the kids. Use of the Teen Room has increased significantly because of her presence. Having a fulltime YA librarian to work with and supervise Natick's teens gives them direction and provides them with a safe place to hang out. For fiscal impact, please see the Program Improvement Request form.

V. On the Horizon --In 2010, the library completed a new strategic plan covering FY2012-2016. This plan will be used to guide the library through the next three years. We continue with evaluating the use of our interior space to make better use of the space we have and to make the library a welcoming and comfortable place.

Staffing	2010	2011	2012	2013	2014
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	0.7	0.7	0.7	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	0	0	0.49	0.49	1
Reference Librarian	2.47	2.64	2.65	2.65	3.8
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	0.88	1.21	1.20	1.20	0.32
Library Assistant	5.81	5.81	5.81	5.62	6.57
Library Associate	5.34	5.34	5.34	5.61	4.94
Bookkeeper	0.48	0.48	0.48	0.48	0.51
Library Clerk	0.69	0.56	0.69	0.69	0.21
Page	1.55	1.43	1.43	1.63	1.51
Project Worker	0.38	0	0	0	0
Archivist (.47 FTE)	Not Counted				
Other Pages (.20 FTE)	Not Counted				
Total FTE	30.30	30.17	30.79	31.07	31.56

Total FT/PT	15 FT / 39 PT	15 FT / 38 PT	15 FT / 38 PT	15 FT / 39 PT	16 FT / 38 PT
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Notes

- Archivist is paid out of a bequest.
- Sunday Reference Staff paid from library State Aid Funds
- Other Pages paid from a bequest



Town of Natick

Home of Champions

Department: Morse Institute Library

Performance Indicators (Fiscal Year)	2010	2011	2012	2013	2014
Workload Measures					
Total Circulation	541,460*	567,076	553,221	570,220	584,250
Total Programs offered	867**	624**	649	655	640
Items checked out from Bookmobile	8,992***	9079***	10,028	14,590	14,890
Number of Interlibrary Loans and MLN Transfers	147,803	152,290	152,411	155,450	158,000
Number of Reference Inquiries	35,407	33,206	33,500	33,830	34,000
Number of volunteer hours	4,636	4,676	4,975	4,725	4,725
Number of Local History Inquiries	330	340	357	570	700
Self Checkouts *	N/A	74,492	134,496	150,063	170,100
Total Hours Library Open	2,871	2,881	2,915	2,915	2,915

* Library was open 107 hrs less than FY09

** Fewer YA programs due to loss of Young Adult librarian

***Fewer Bookmobile hours due to lack of staff

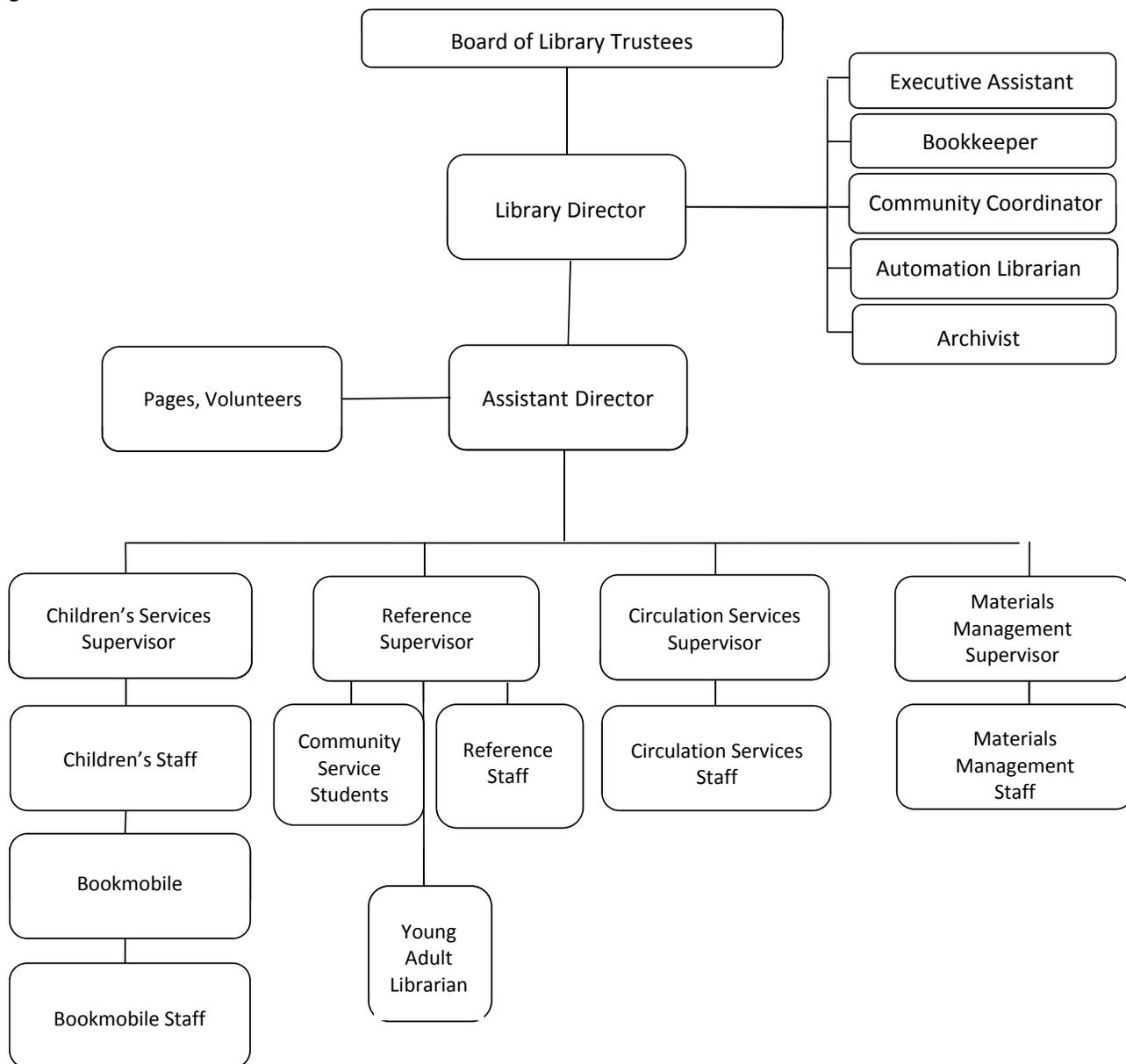
	2010*	2011	2012	2013	2014
Efficiency Measures					
Circulation per capita	16.40	16.77	16.76	17.28	17.70
Circulation items/staff	17,870	18,344	17,968	18,353	18,512
% Self Checkout	0	12%	29%	31%	35%

*Population increased as per Decennial Census from 32,210 to 33,006

	2010	2011	2012	2013	2014
Outcome Measures					
Natick Residents with Library Cards	19,432	19,388	19,595	20,000	20,400
Total Program Participants	10,534	9,584	10,869	11,000	11,220



Organizational Chart





Town of Natick

Home of Champions

Changes since 1/2 -



Department: Morse Institute Library

	2011	2012	2013	2014	2013 vs. 2014	
	Actual	Actual	Appropriated	Preliminary	\$	%
Salaries Management	79,992	92,314	93,740	93,740	0	0.0%
Salaries Administrative	143,741	162,000	165,742	165,742	0	0.0%
Salaries Part-time Benefited	276,994	291,024	228,015	232,381	4,366	1.9%
Salaries Technical/Professional	673,510	717,775	813,019	862,199	49,180	6.0%
Salaries Part-time Non Benefited	220,763	218,167	218,744	242,684	23,940	10.9%
Salaries Pages	39,079	37,552	22,288	19,025	-3,263	-14.6%
Salaries Substitutes	21,271	24,656	27,955	28,582	627	2.2%
Salaries Longevity	7,017	7,013	6,762	7,028	266	3.9%
Salaries Overtime/Sunday Hrs	21,418	39,061	21,418	22,489	1,071	5.0%
Personnel Services	1,483,786	1,589,561	1,597,683	1,673,870	76,187	4.8%
Maint of Computer System	69,912	64,390	75,850	76,988	1,138	1.5%
Communication Telephone	3,244	2,651	6,500	6,500	0	0.0%
Communication Postage	2,623	2,756	5,500	5,580	80	1.5%
Copy/Mail Center Fees	9,463	6,897	650	650	0	0.0%
Other Supplies & Services	2,223	1,901	4,100	4,162	62	1.5%
Cleaning Allowance - Library Staff	-	0	-	0	0	0.0%
Education	1,635	675	7,500	7,500	0	0.0%
Library Materials	147,367	161,773	163,804	167,080	3,276	2.0%
Library Supplies	18,879	21,475	23,100	23,447	347	1.5%
Total Expenses	255,345	262,517	287,004	291,907	4,903	1.71%
Total Morse Library	1,739,131	1,852,078	1,884,687	1,965,777	81,090	4.3%



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 line item 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 59,000 items borrowed from other library's for Natick residents in FY10, 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.

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, books on players, videos, DVDs, CDs, magazines, newspapers, 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.



Department Morse Institute Library

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	
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	Longevity	Total FY 2014	
Department						Morse Institute Library	Munis Dept. #				54	[(K-I)/D]		[(I+L)*M]	[N+O+P]	
													(@ 52 weeks)	(@ 52.2 weeks)		
Salaries Management						MUNIS Code				5111						
43756	Stetson	Linda	7/20/2009	1.00	Director	Per. Bd.	4	93,381	4	93,381	0	0%	93,381		93,740	
Total Salaries Management				<u>1.00</u>											93,740	
Salaries Administrative						MUNIS Code				5112						
43367	Finlay	Jane	10/22/2007	1.00	Asst. Director	Per. Bd.	3	71,979	3	71,979	0	0%	71,979		72,255	
42000	Nardi	Marie	8/27/2008	0.70	Community Relations Coor	Per. Bd.	2	39,203	2	39,203	0	0%	39,203		39,354	
40073	Ching	Carolyn	4/2/1997	1.00	Executive Assistant	Per. Bd.	2	53,925	2	53,925	0	0%	53,925		54,133	
Total Salaries Administrative				<u>2.70</u>											165,742	
Salaries Operational (Permanent Part-Time)						MUNIS Code				5113						
3577	Bailey	Elizabeth	10/20/1993	0.80	Reference Librarian	Lib. 1116	H8-6	25,312	H8-6	25,312	0	2%	25,818	0	26,414	
							H8-6	25,312	H8-6	25,312	0	2%	25,818	328	25,749	
40072	Christie	Laurie	4/2/1997	0.83	Library Assistant	Lib. 1116	H12-6	17,506	H12-6	17,506	0	2%	17,856	0	18,268	
							H12-6	17,506	H12-6	17,506	0	2%	17,856	352	17,933	
42608	Magee	Jane	12/8/2004	0.83	Library Assistant	Lib. 1116	H12-2	15,256	H12-3	15,550	147	2%	15,711	0	16,074	
							H12-3	15,805	H12-3	15,805	0	2%	16,121	0	15,873	
41381	McGillis	Jennifer	9/29/1999	0.83	Library Assistant	Lib. 1116	H12-6	17,506	H12-6	17,506	0	2%	17,856	298	18,566	
							H12-6	17,506	H12-6	17,506	0	2%	17,856	0	17,581	
41130	Perkins	Karen	5/6/1998	0.80	Library Assistant	Lib. 1116	H12-6	16,941	H12-6	16,941	0	2%	17,280	0	17,280	
							H12-6	16,941	H12-6	16,941	0	2%	17,280	341	17,355	
2911	Richard	Janet	9/8/1988	0.72	Library Assistant	Lib. 1116	H12-6	15,247	H12-6	15,247	0	2%	15,552	0	15,911	
							H12-6	15,247	H12-6	15,247	0	2%	15,552	373	15,685	
44579	Donnelly	Mary Ann	9/17/2012	0.35	Library Associate	Lib. 1116	H14-2	5,287	H14-3	5,863	384	2%	5,785	0	5,918	
							H14-3	5,445	H14-3	5,445	0	2%	5,553	0	5,468	
Total Salaries Operational				<u>5.15</u>											\$1,692	234,073
													<i>less longevity --></i>	\$232,381		



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Step	Step Amt.	Step	End Step Amt.	Pro-Rata Step	COLA	End Step	Longevity	Total FY 2014	
Department Morse Institute Library						Munis Dept. #	54					[(K-I)/D]		[(I+L)*M]		[N+O+P]
												(@ 52 weeks)		(@ 52.2 weeks)		
Salaries Technical/Professional						MUNIS Code	5114									
41522	Arnold	Kristen	10/9/2008 (08/15/12)	0.57	Library Assistant	Lib. 1116	H12-1	10,217	H12-2	10,335	49	2%	10,472	0	10,713	
							H12-2	10,581	H12-2	10,581	0	2%	10,792	0	10,626	
2061	Barnicle	Susan	10/26/1983	1.00	Children's Librarian	Lib. 1116	S5-6	31,640	S5-6	31,640	0	2%	32,273	600	33,617	
							S5-6	31,640	S5-6	31,640	0	2%	32,273	0	31,776	
41261	Bartlett	Karol	4/1/1999	1.00	Reference Librarian	Lib. 1116	S8-6	31,640	S8-6	31,640	0	2%	32,273	0	33,017	
							S8-6	31,640	S8-6	31,640	0	2%	32,273	350	32,126	
3015	Borghi	Mary	5/8/1989	1.00	Library Assistant	Lib. 1116	S12-6	21,176	S12-6	21,176	0	2%	21,600	0	22,098	
							S12-6	21,176	S12-6	21,176	0	2%	21,600	500	21,767	
1438	Champion	Linda	6/18/1980	1.00	Children's Programmer	Lib. 1116	S6-6	31,640	S6-6	31,640	0	2%	32,273	0	33,017	
							S6-6	31,640	S6-6	31,640	0	2%	32,273	600	32,376	
44616	Schneider	Rebecca	10/10/2012	0.93	Reference Librarian	Lib. 1116	H8-1	24,706	H8-2	25,617	228	1%	25,183	0	25,764	
							H8-2	25,617	H8-2	25,617	0	1%	25,873	0	25,475	
42242	Huling	Rose	9/29/2003	1.00	Bookmobile Librarian	Lib. 1116	S9-6	28,116	S9-6	28,116	0	2%	28,678	0	29,340	
							S9-6	28,116	S9-6	28,116	0	2%	28,678	0	28,237	
548	Jones	Martha	10/16/1974	1.00	Supervisor Tech. Svs.	Lib. 1116	S4-6	34,783	S4-6	34,783	0	2%	35,479	600	36,898	
							S4-6	34,783	S4-6	34,783	0	2%	35,479	0	34,933	
43626	Kyriakis	Demetrios	12/10/2008	1.00	Supervisor Reference	Lib. 1116	S3-6	34,783	S3-6	34,783	0	2%	35,479	0	36,298	
							S3-6	34,783	S3-6	34,783	0	2%	35,479	0	34,933	
40087	Lathwood	Pamela	5/16/1997	1.00	Technology Associate	Lib. 1116	S11-6	28,116	S11-6	28,116	0	2%	28,678	400	29,740	
							S11-6	28,116	S11-6	28,116	0	2%	28,678	0	28,237	
41689	Sullivan	Ellen	9/4/2001	1.00	Children's Room Assoc.	Lib. 1116	S10-1	23,610	S10-2	24,481	871	2%	24,971	350	25,897	
							S10-1	23,610	S10-2	24,481	871	2%	24,971	0	24,586	
3272	Redington	Dell	8/10/1991	1.00	Library Assistant	Lib. 1116	S12-6	21,176	S12-6	21,176	0	2%	21,600	500	22,598	
							S12-6	21,176	S12-6	21,176	0	2%	21,600	0	21,267	
44258	Taylor	Nina	9/12/2011	1.00	Young Adult Librarian	Lib. 1116	H8-2	27,541	H8-3	28,557	847	2%	28,955	0	29,624	
							H8-3	28,520	H8-3	28,557	31	2%	29,122	0	28,674	
1856	Smith	Dale	9/29/1982	1.00	Supervisor Child. Svs.	Lib. 1116	S1-6	34,783	S1-6	34,783	0	2%	35,479	600	36,898	
							S1-6	34,783	S1-6	34,783	0	2%	35,479	0	34,933	
3144	Welch	Paula	5/14/1990	1.00	Supervisor Circ. Svs.	Lib. 1116	S2-6	34,783	S2-6	34,783	0	2%	35,479	500	36,798	
							S2-6	34,783	S2-6	34,783	0	2%	35,479	0	34,933	
Total Salaries Technical/Professional				14.50											5,000	867,199
														<i>less longevity --></i>	\$862,199	



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Step	Step Amt.	Step	End Step Amt.	Pro-Rata Step	COLA	End Step	Longevity	Total FY 2014	
Department Morse Institute Library						Munis Dept. #	54					[(K-I)/D]		[(I+L)*M]		[N+O+P]
Salaries Part-Time						MUNIS Code	5123					(@ 52 weeks)		(@ 52.2 weeks)		
44339	Bates	Patricia	12/1/2011	0.35	Library Associate	Lib. 1116	H14-3	5,445	H14-4	6,046	50	2%	5,605	0	5,734	
							H14-4	5,614	H14-4	5,614	0	2%	5,726	0	5,638	
42856	Bernfeld	Linda	10/28/2005 (07/01/12)	0.35	Reference Librarian	Lib. 1116	H8-1	9,208	H8-2	11,016	904	2%	10,314	0	10,156	
							H8-2	9,547	H8-2	9,547	0	2%	9,738	0	9,963	
5431	Bordeaux (#2)	Gaylene	7/13/2005	0.47	M/Lib Archivist	See note #2	N/A	0	N/A	0	0	1%	0	0	0	
40074	Deutsch	Meryl	9/1/2004 (07/01/12)	0.37	Reference Librarian	Lib. 1116	H8-1	9,916	H8-2	10,282	183	2%	10,301	0	10,539	
							H8-2	10,282	H8-2	10,282	0	2%	10,488	0	10,326	
42917	Flaherty	Kathleen	2/28/2006	0.43	Library Associate	Lib. 1116	H14-6	7,552	H14-6	7,552	0	2%	7,703	0	7,880	
							H14-6	7,552	H14-6	7,552	0	2%	7,703	0	7,584	
41393	Hinckley	Carol	3/30/2005	0.45	Library Associate	Lib. 1116	H14-6	8,024	H14-6	8,024	0	2%	8,184	0	8,373	
							H14-6	8,024	H14-6	8,024	0	2%	8,184	0	8,058	
3540	Holmes	Cary	8/23/1993 (07/01/12)	0.35	Reference Librarian	Lib. 1116	H8-1	9,208	H8-2	9,547	169	2%	9,565	190	10,002	
							H8-2	9,547	H8-2	9,547	0	2%	9,738	0	9,589	
40075	Kornblum	Susan	8/31/2002	0.21	Library Clerk	Lib. 1116	H15-6	2,908	H15-6	2,908	0	2%	2,967	0	3,035	
							H15-6	2,908	H15-6	2,908	0	2%	2,967	0	2,921	
40076	Kruger	Jeanne	4/2/1997	0.51	Library Associate	Lib. 1116	H14-6	8,968	H14-6	8,968	0	2%	9,147	0	9,358	
							H14-6	8,968	H14-6	8,968	0	2%	9,147	212	9,218	
43347	Magarie	Barbara	9/24/2007	0.48	Library Associate	Lib. 1116	H14-6	8,496	H14-6	8,496	0	2%	8,666	0	8,865	
							H14-6	8,496	H14-6	8,496	0	2%	8,666	0	8,532	
43345	Pandil	Pat	9/24/2007	0.40	Library Associate	Lib. 1116	H14-6	7,080	H14-6	7,080	0	2%	7,221	0	7,388	
							H14-6	7,080	H14-6	7,080	0	2%	7,221	0	7,110	
41666	Phillips	Fay	8/3/2001	0.48	Library Associate	Lib. 1116	H14-6	8,496	H14-6	8,496	0	2%	8,666	163	9,028	
							H14-6	8,496	H14-6	8,496	0	2%	8,666	0	8,532	
41730	Schontag	Dawn	10/6/2011	0.32	Reference Staff	Lib. 1116	H13-6	7,473	H13-6	7,473	0	2%	7,623	0	7,799	
							H13-6	7,473	H13-6	7,473	0	2%	7,623	0	7,506	
3156	Silvetti	Jessica	2/15/2001	0.21	Library Associate	Lib. 1116	H14-6	3,776	H14-6	3,776	0	2%	3,851	0	3,940	
							H14-6	3,776	H14-6	3,776	0	2%	3,851	0	3,792	
8464	Quinn	Norine	6/11/2001	0.45	Library Associate	Lib. 1116	H14-6	8,024	H14-6	8,024	0	2%	8,184	178	8,551	
							H14-6	8,024	H14-6	8,024	0	2%	8,184	0	8,058	
41367	Turner	Kathleen	10/4/1999	0.45	Library Associate	Lib. 1116	H14-1	6,708	H14-2	6,914	103	2%	6,947	158	7,265	
							H14-2	6,914	H14-2	6,914	0	2%	7,052	0	6,944	
44338	Yin	Lisa	11/28/2011	0.35	Library Associate	Lib. 1116	H14-3	5,445	H14-4	5,614	14	2%	5,568	0	5,696	
							H14-4	5,614	H14-4	5,614	0	2%	5,726	0	5,638	
Total Salaries Part-Time				<u><u>6.63</u></u>											\$336.00	243,020
														<i>less longevity --></i>	\$242,684	



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q
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	Longevity	Total FY 2014
Department Morse Institute Library						Munis Dept. #	54					[(I+L)*M]		[N+O+P]	
Salaries Substitutes						MUNIS Code	5125					(@ 52 weeks)		(@ 52.2 weeks)	
8662	Culkin	Connie	8/15/2007	0.18	Library Associate	Lib. 1116	H14-6	3,186	H14-6	3,186	0	2%	3,250	0	3,325
							H14-6	3,186	H14-6	3,186	0	2%	3,250	0	3,200
42233	Rizoli	Kelly	11/29/2011	0.18	Library Associate	Lib. 1116	H14-3	2,848	H14-4	2,936	7	2%	2,912	0	2,980
							H14-4	2,936	H14-4	2,936	0	2%	2,995	0	2,949
42609	Reichman	Kristin	12/8/2004	0.18	Library Associate	Lib. 1116	H14-6	3,209	H14-6	3,209	0	2%	3,274	0	3,349
							H14-6	3,209	H14-6	3,209	0	2%	3,274	0	3,223
Total Salaries Substitutes				0.54											19,025
Salaries Pages						MUNIS Code	5124								
4097	Biagetti	Celia	9/1/1964	0.20	Library Page	Per. Bd.	L1-6	4,181	L1-6	4,181	0	0%	4,181	0	4,197
44266	Dennis	Samuel	9/12/2011	0.18	Library Page	Per. Bd.	L1-1	3,246	L1-2	3,340	78	0%	3,324	0	3,337
44148	Lawrence-Archer	James	5/16/2011	0.35	Library Page	Per. Bd.	L1-3	6,690	L1-4	6,894	34	0%	6,724	0	6,750
43024	Smith	Timothy	8/15/2006	0.08	Library Page	Per. Bd.	L1-2	1,392	L1-3	1,434	39	0%	1,430	0	1,436
44618	Yaneza	Jaime	10/10/2012	0.18	Library Page	Per. Bd.	L1-0	3,145	L1-1	3,340	146	0%	3,291	0	3,304
44632	Hansen	Nicholas	10/11/2012	0.35	Library Page	Per. Bd.	L1-0	6,115	L1-1	6,494	284	0%	6,399	0	6,424
44265	Magee (see #3)	Jonathan	9/12/2011	0.10	Library Page	Per. Bd.	L1-0	0	L1-1	1,768	0	0%	0	0	0
43731	Wallace (see #3)	James	6/29/2009	0.10	Library Page	Per. Bd.	L1-2	0	L1-3	1,768	0	0%	0	0	0
	Substitute	Pages		0.18	Library Page	Per. Bd.	L1-2	3,094	L1-3	3,181	29	0%	3,123	0	3,135
Total Salaries Pages				1.71									\$7,028.00		28,582
Total Morse Institute Salaries				32.23											\$1,651,381
Total Positions supported from G/F				31.56											

Salaries Overtime/Sunday Hours

#2. G. Bordeaux was hired under a bequest and is continuing on.

The library will send bequest funds to the town to pay her salary.

#3. Magee and Wallace paid from Anita Green bequest

Salaries less clothing allowance	\$1,651,381
Plus Overtime	\$22,489
Total Salaries	\$1,673,870

Revenue/Expenditure Summary - All Sources - Morse Institute Library - FY 2010 thru FY 2014

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. It includes general fund appropriations, revolving fund appropriations, state aid, aid from the Friends of the Morse Institute and other sources.

REVENUE SOURCES	Fiscal Year 2010 (Actuals)	Fiscal Year 2011 (Actual)	Fiscal Year 2012 (Actual)	Fiscal Year 2013 (Budget)	Fiscal Year 2014 (Budget)	Notes
Revolving Funds:						
Meeting Rooms (for lib. Equip. & maint.)	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Fines & Fees (for materials)	\$ 75,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	
Library State Aid:	\$ 34,166	\$ 37,825	\$ 37,219	\$ 30,000	\$ 30,000	
Annual Fund:	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	
Investments:	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	
Friends of the Library:	\$ 49,000	\$ 49,000	\$ 40,000	\$ 38,000	\$ 38,000	
Other Recurring Grants:	\$ 15,000	\$ 22,500	\$ 24,750	\$ 30,000	\$ 24,000	Veterans Oral History Project grant
Town Meeting Appropriation:	\$ 1,729,807	\$ 1,738,491	\$ 1,852,078	\$ 1,884,687	\$ 1,965,777	
TOTAL:	\$ 1,989,973	\$ 2,029,816	\$ 2,126,047	\$ 2,154,687	\$ 2,229,777	
EXPENSES	Fiscal Year 2010 (Actuals)	Fiscal Year 2011 (Actual)	Fiscal Year 2012 (Actual)	Fiscal Year 2013 (Budget)	Fiscal Year 2014 (Budget)	Notes
Salaries	\$ 1,427,393	\$ 1,483,786	\$ 1,589,561	\$ 1,597,683	\$ 1,673,870	(Town Appropriation)
from Library State Aid:	\$ 34,166	\$ 37,825	\$ 37,219	\$ 34,000	\$ 34,000	
Materials	\$ 159,244	\$ 147,367	\$ 161,773	\$ 163,804	\$ 167,080	(Town Appropriation)
from other sources:	\$ 124,000	\$ 135,000	\$ 135,000	\$ 150,000	\$ 150,000	(revolving fund, Friends, donations)
Purchase of Services	\$ 87,194	\$ 87,464	\$ 78,594	\$ 92,600	\$ 93,880	(Town Appropriation)
from other sources:	\$ 15,000	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000	(revolving fund)
Other Services Misc.	\$ 3,699	\$ 1,635	\$ 675	\$ 7,500	\$ 7,500	(Town Appropriation)
Other Supplies	\$ 21,627	\$ 18,879	\$ 21,475	\$ 23,100	\$ 23,447	(Town Appropriation)
Admin, programs, consultants, staff dev.	\$ 72,000	\$ 71,000	\$ 62,000	\$ 65,000	\$ 65,000	(from annual fund & other donations)
TOTAL:	\$ 1,944,323	\$ 2,007,956	\$ 2,101,297	\$ 2,148,687	\$ 2,229,777	

Notes:

Friends money goes to purchase the following:

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



Town of Natick

Home of Champions

Department: Bacon Free Library

Appropriation Summary

	2011	2012	2013	2014	2013 vs. 2014	
	Actual	Actual	Appropriated	Preliminary	\$	%
Salaries						
Personnel Services	95,829	100,436	114,533	121,033	6,500	5.7%
Operating Expenses						
Supplies	13,877	18,239	15,549	18,549	3,000	19.3%
Total Bacon Free Library	109,706	118,675	130,082	139,582	9,500	7.3%

Mission:

The **Bacon Free Library's mission** is to provide popular materials and learning resources for the enjoyment and use of all Natick area residents, with a special emphasis on supporting the educational needs of the community's 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 adhering to our our mission: providing superior customer service and responding to the reading needs and pre-school age reading readiness needs of the community. We will continue to include more of the community in our events via an increasingly dynamic web presence since our new Libguides website was launched in mid FY13. We will remain open to new ideas and welcome suggestions.

We will work even more successfully with The Friends of the Bacon Free Library and the Trustees to raise funds assisting with non-salary costs. The Friends make regular contributions to support library materials and programs; to assist with purchase of needed furniture, equipment and renovations. They will underwrite the cost of having the East-facing window seat cushioned and pillowed to match the West-facing window seat, for example. Characteristically they cover the costs of the popular children's summer reading program and the McNoughton Book Collection which gets multiple copies of in demand items to Natick readers quicker.

The Bacon Free Library, operating on an increased budget in FY13, offered longer hours of operation (Tuesdays 9:30 AM - 8:30 PM; Wednesday, Thursday and Friday 9:30 AM - 5:30 PM, Saturday 9 AM - 1 PM and Monday 2PM - 5:30 and thus ending "hopscotch hours." But the library runs short in many areas. Our endowment, managed by the Trustees, is still tapped uncharacteristically to assist with utilities and building maintenance costs, with cleaning services and with our web presence. Additionally Trustee funds have taken on the cost of library books and supplies when those lines in the Town allocation (which have taken hits during this recession) have run out. In addition to volunteer Friends and Trustees, we've made good use of other volunteers (including high school students performing community service) whenever possible. Our goal is to continue service delivery at current or perhaps increased levels while containing costs. The Director and Trustees got a Mathworks grant in FY13 which helped launch the website. They will continue to pursue such funding opportunities and to increase the endowment so that needed materials, programs and/or building upgrades can be undertaken.

Budget Overview:

I. Main Purpose of the Department

The purpose of the department is 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 (Continued):

II. Recent Developments

As we anticipated, Bacon Free Library's year over year circulation declined by 4,874 in FY12, 24,953 in FY12 vs. 29,827 in FY11. There are two reasons for this. In the first half of FY12, we experienced bad weather, loss of a director Diane Wallace and staff sick leave. Full staff was just four part time folks to begin with so these extraordinary situations really took their toll. This was before new director John Brisbin arrived, after a staff member broke a bone and during a bad winter. This accounted for ten FY12 Saturday closings. Secondly, FY 12 was yet another "half book budget year. The FY10 the Book Budget or Printed Materials line was \$12,000 but in FY11, FY12 and now in FY13 it's been just \$6,000. Happily in FY13, we've put a new director to work, added limited part time staff and have not had sick leave or harsh winter issues. Indeed we've been able to give the public more hours of service. Gone are the hopscotch hours of the past. But we've had less of what people want and need when they get here. If we're going to continue the positive circulation trend of recent years, and it's more than doubled FY05 through FY11, 13,326 to 29,827, then we've also got to have a full book budget. Yes, Trustee support has always filled in behind Town support for books; but it's not realistic to expect that Trustees can fill this additional deficit AND continue building up the endowment over a ten year span as they've promised The Finance Committee they would do. We're in year three of that.

Also if we're going to make the most out of the newly expanded hours we've got to move beyond minimal staffing by giving the Bacon Free Library Assistant Director and Director a few more hours in which to administrate: to supervise, plan, grant write, fund raise, do collection development, network professionally etc. On the good side statistically, we had more adult and children's program attendance in FY12 vs FY 11 (Adult 250 vs 176; children 3667 vs 3009) and more children's programs overall too (158 vs 151). Two recent adult programs and two recent children's programs captured huge public interest. The talk by Wellesley College Environmental Sciences Professor Jay Turner on the 50th anniversary of the publication of "A Silent Spring" and the talk by Plimoth Plantation Associate Director and Mashpee Wampanoag Darius Coombs on "Our Native Heritage and the John Eliot Bible" both necessitated our borrowing folding chairs from two places! Painting faces on pumpkins and the recent visit of Santa Claus to BFL caused a happy riot of little ones. During the summer, with Town and Trustee help, we trimmed trees, manicured grounds, took good care of the flower beds, stripped and stained the entryway, repaired the historical fence which was damaged in an automobile accident and prepared for the changeover to gas heat. We also put enormous life and continual splash into our new website and Facebook presence.



Town of Natick

Home of Champions

Department: Bacon Free Library

III. Current Challenges (*Continued*)

As mentioned above, current challenges include answering citizens' demands with sufficient and well selected materials from a whole Printed Materials budget. We've been limping along with half a Printed Materials or Books line for three years now. It's caught up with us. People who used to walk out with four or five items now walk out with one or two. Often they return books they've just read and can't find anything new. The other challenge is to move beyond minimal staffing in which two persons answer patron requests 100% of their work time, to a staffing model which allows a few hours of time per week for supervisory staff to supervise, administrate, plan, fundraise, network, pursue some kind of professional development. We're looking forward to cleaner more efficient and affordable gas heating but, at this writing, the changeover is still not complete. We had a very successful South Natick Gardent walk in June planned and presented by the Friends of Bacon Free Library and a modestly successful Comedy Night planned and presented by Trustees in early November. We need to build on that success. We still need to do much more in the way of grantwriting and to inaugurate an annual fund especially as we look at the sad state of our thermal windows (Seals are blown on most of them), poor insulation and other building issues. We want to collaborate much more with The Natick Historic Society Museum downstairs, following up on the very successful "Our Native Heritage and The John Eliot Bible" we did together this fall and especially with the opportunity of working with the Museum's new and very gifted Director Roberto Rodriguez.

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

Two changes are proposed for FY14: restoring the Printed Materials or books line to its FY2010 level of \$12,000 so that patrons have what they want when they do use the library more of the time; and giving currently part time senior staff more hours, seven per week more for for director 32/wk to 39/wk (\$11,375 per yr) and four per week more for assistant director (\$5,327) 26/wk to 30/wk so that senior staff can be better utilized for staff development and for the betterment of services overall.

V. On the Horizon

Along with being able to purchase and widely circulate what citizens want, we want to give senior staff the time to develop the entire staff and best utilize them across expanded hours. We want senior staff to truly administrate services and coordinate fundraising efforts instead of being part of the front lines so much of the time and the rest being seat of the pants or unpaid after hours efforts. Assistant Director has much more to bring to parents and teachers in terms of the library's role in reading readiness for pre schoolers. By middle school, an alarming percentage of students nationally and locally have reading difficulty. With library partnership, this could be mitigated and avoided. We also want to keep pumping up website and social media and cable TV presence in order to drive traffic to BFL. Partnering with the Natick Historical Society Museum in our same building has too often been a missed opportunity. We want to change that dramatically especially with a dynamic new director, Roberto Rodriguez, joining the Museum at this time. Partnering with The Morse Institute Library will continue as well, especially in the area of ESL.



Town of Natick

Home of Champions

Department: Bacon Free Library

Staffing	2010	2011	2012	2013	2014
<i>Library Director ^</i>	0.8	0.8	0.8	0.8	0.9
Assistant Library Director	0.65	0.65	0.65	0.65	0.65
Library Assistant	0.4	0.4	0.48	0.81	0.81
Total FTE	1.85	1.85	1.93	2.26	2.36

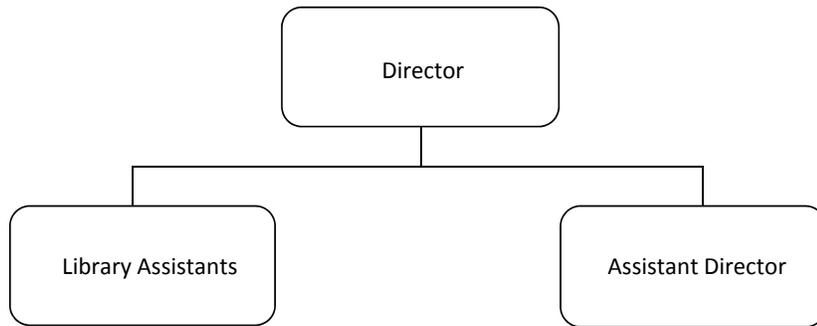
Total FT/PT	*1 FT / 3 PT	*1 FT / 3 PT	*1 FT / 3 PT	*1 FT / 5 PT	*1 FT / 5 PT
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^ Includes Program Improvement Request

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.

Organizational Chart



Performance Indicators	2010	2011	2012	2013*	2014*
Workload Indicators					
Total Circulation	29,904	31,000	31,000	31,000	31,000
Total Programs offered	199	190	190	190	190
Website hits	500,871	800,000	1,000,000	1,000,000	1,000,000
Weekly Hours Open	34.5	34.5	34.5	35.5	35.5

Performance Indicators	2010	2011	2012	2013*	2014*
Efficiency Indicators					
Total Operating Expenses per capita	\$3.60	\$3.29	\$ 3.39	\$ 3.60	\$ 3.94

Performance Indicators	2010	2011	2012	2013*	2014*
Outcome Indicators					
Total Program Participants	3,565	3,600	3,300	3,300	3,300

*projected



Town of Natick

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Department: Bacon Free Library

	2011	2012	2013	2014	2013 vs. 2014	
	Actual	Actual	Appropriated	Preliminary	\$	%
<i>Salaries Mngmt & Tech/Prof Staff</i> [^]	95,829	100,436	114,533	121,033	6,500	5.7%
Personnel Services	95,829	100,436	114,533	121,033	6,500	5.7%
Computer Maintenance	2,952	3,829	3,895	3,895	0	0.0%
Utilities: Fuel Oil	6,820	3,908	4,824	4,824	0	0.0%
Repairs & Maintenance	18	0	0	0	0	#DIV/0!
<i>Books & Periodicals</i> [^]	4,086	3,834	6,830	9,830	3,000	43.9%
Library Supplies	0	6,668	0	0	0	#DIV/0!
Other Miscellaneous	0	0	0	0	0	#DIV/0!
Supplies	13,877	18,239	15,549	18,549	3,000	19.3%
Total Town Appropriation	109,706	118,675	130,082	139,582	9,500	7.3%

[^] Includes Program Improvement Request

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. Additional monies in FY 2014 boost director's hours to 36hrs/week.

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. Increase to properly cover costs of the Minuteman Library Network service for the Bacon.

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. An additional \$3,000 of materials is being proposed for funding in FY 2014.

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



Town of Natick

Home of Champions

Department: Bacon Free Library

Bacon Free Library Revenues vs. Expenditures - All Sources

Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Town Appropriation	\$ 108,027	\$ 109,805	\$ 112,003	\$ 130,082	\$ 139,582
Trustees	\$ 18,788	\$ 16,901	\$ 32,550	\$ 30,720	\$ 30,720
Friends	\$ 3,052	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Total Revenues	\$ 129,867	\$ 130,706	\$ 148,553	\$ 164,802	\$ 174,302
Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget
Salaries	\$ 93,257	\$ 95,829	\$ 100,436	\$ 114,533	\$ 121,033
Purchase of Services (no utilities)	\$ 12,465	\$ 7,057	\$ 7,663	\$ 12,895	\$ 12,895
Purchase of Services (utilities)	\$ 9,952	\$ 6,820	\$ 10,576	\$ 16,374	\$ 16,374
Supplies (Books, Materials, Furniture)	\$ 18,145	\$ 21,000	\$ 21,000	\$ 21,000	\$ 24,000
Total Expenditures	\$ 133,819	\$ 130,706	\$ 139,675	\$ 164,802	\$ 174,302

Summary:

The **Town of Natick** funds a large portion of the operating costs of the Bacon Free Library. Books, salaries, and some supplies and heating costs are included in this budget. This budget request must be approved by the Finance Committee, the Selectmen and finally, Town Meeting. **Our FY14 General Fund budget request is \$139,582.** 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, web site, weekly cleaning and any staff training or conference attendance. Over the years they have replaced the roof, installed AC, replaced shelving, upgraded lighting 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, new children's DVDs, replace children's and adult classics with fresh editions, and purchase museum passes as well. The Friends also pay for all costs associated with our very popular summer reading programs. Finally, they have contributed to the Trustees endowment fund.

All three funding sources are experiencing difficulties at this time, but the demand for library services continues to grow.



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 [(+L)*M]	Other Comp.	Total FY 2014 [N+O]
Department Bacon Free Library						Munis Dept. # 55							(@ 52 weeks)	(@ 52.2 weeks)	
Salaries Management						MUNIS Code 5111									
44319	Brisbin	John	12/2/2011	0.90	Director	Per. Bd.	3	58,460	3	58,460	0	0%	58,460		58,685
Sub-total Salaries Management														58,685	
Salaries Technical/Professional						MUNIS Code 5124									
43022	Meyer	Holley	8/15/2006	0.65	Asst. Director	Per. Bd.	1	34,626	1	34,626	0	0%	34,626		34,749
43386	Caruso	Francis	11/5/2007	0.41	Lib. Asst.	Per. Bd.	L3-4	14,433	L3-5	14,870	291	0%	14,725		14,781
44426	Sterling	Casey	4/17/2012	0.16	Lib. Asst. P/T	Per. Bd.	L3-0	4,982	L3-1	5,128	37	0%	5,019		5,038
44614	Maynard	Charlane	10/18/2012	0.08	Lib. Asst. P/T	Per. Bd.	L3-0	2,612	L3-1	2,689	58	0%	2,670		2,680
44626	Walsh	John	11/14/2012	0.16	Lib. Asst.	Per. Bd.	L3-0	4,982	L3-1	5,128	98	0%	5,080		5,099
Sub-total Tech/Prof.														62,348	
Total Salaries - Bacon Free Library				2.36											\$ 121,033

Key:

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

^ Includes Program Improvement Request



Town of Natick

FY 2014 Preliminary Budget

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