

Section VII: Program 5000: Culture & Recreation

This section includes detailed information about the FY 2017 Operating Budget & Financing Plan for Culture & Recreation services. It includes:

- 5100 Cary Memorial Library VII-2
- 5200 Recreation and Community Programs VII-6

5100 Cary Memorial Library

Mission: The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

Budget Overview: Cary Memorial Library is comprised of three divisions: General and Technical Services, Adult Services, and Youth Services.

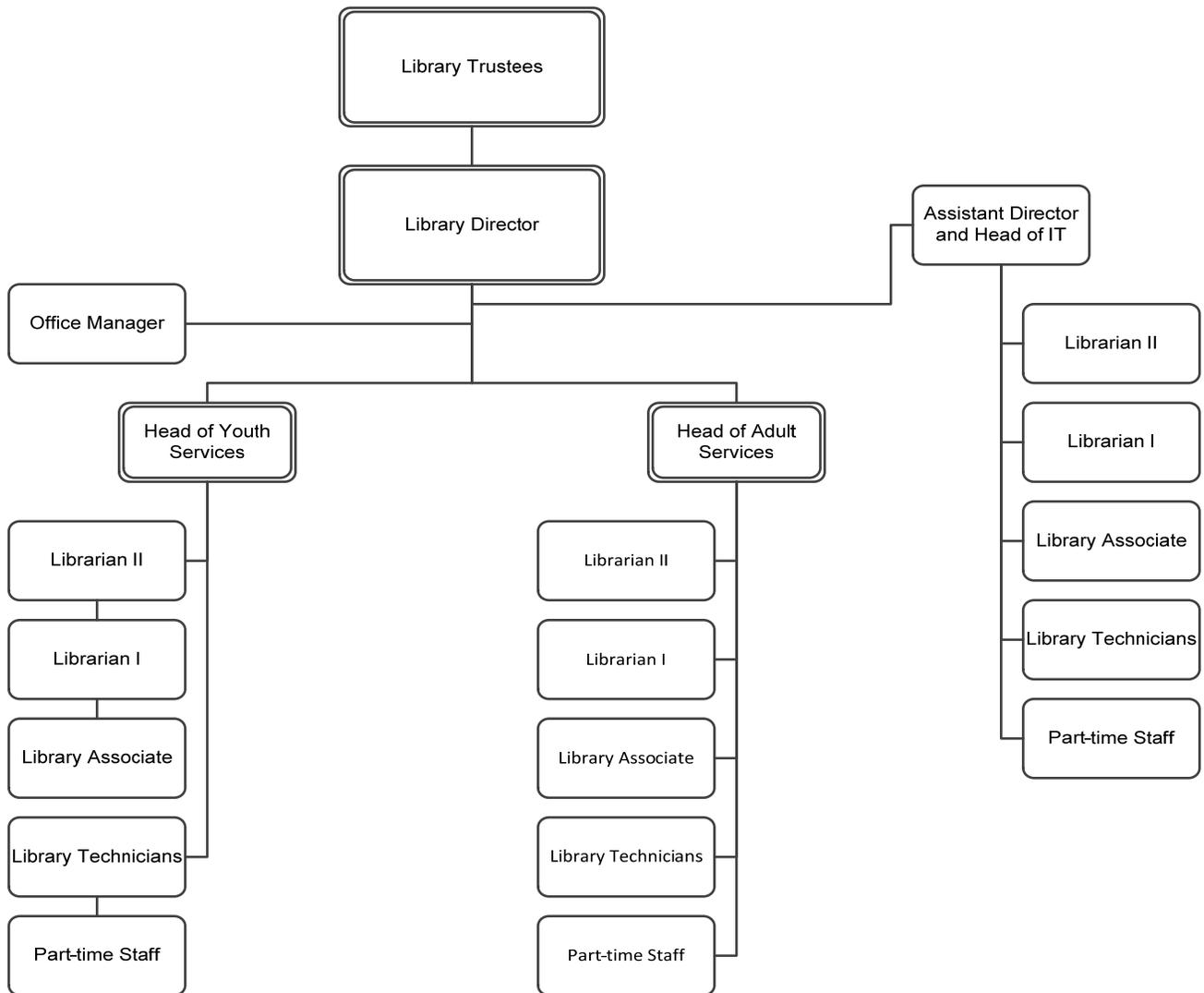
- General and Technical Services includes the administrative staff as well as the supply, equipment, and network membership costs.
- Adult Services includes all adult library, technology, and bibliographic services staff as well as adult, teen, and audiovisual materials.
- Youth Services includes all children's library staff and also includes library materials for children.

Departmental Initiatives:

1. **Books and Information:** To build and maintain a collection to reflect community needs and expectations, to include varying points of view, and to respond to changing interests and demographics. To keep abreast of an ever-evolving variety of materials and to provide the content users want in the format they prefer.
2. **People and Connections:** To foster connections by helping users find exactly what they need and by putting them in touch with the intellectual and creative resources of the community. Library staff provides personal service both in the library and online.
3. **Ideas and Inspiration:** To be more than a place where books are stored. To be a place where ideas are created, discovered, and shared. Recognize that users are inspired by more than words on a page - users find value in music, art, multimedia, and all forms of expression. To provide a venue to find and explore content, and also to create and share it.
4. **Technology and Innovation:** The world is changing and the ways in which users experience books, gather information, and create content will continue to evolve. The Library will help users navigate these changes, explore new formats, and experiment with innovative devices in an environment where both experts and novices are welcome.
5. **Generations and Cultures:** The Library's collections, services, and programs reflect the broad and deep interests of the community. The staff will strive to be responsive to user's needs across generations and cultures.
6. **Individual and Community:** To be a vibrant, bustling facility located in the heart of Lexington. To provide a quiet space to read, write, and think as well as space to talk, laugh, and learn together.

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing:

	FY 2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Recommended
Library Director	1	1	1	1
Assistant Director/Head of Technology	1	1	1	1
Office Manager	1	1	1	1
Head of Adult Services	1	1	1	1
Head of Technology	1	1	0	0
Head of Youth Services	1	1	1	1
Circulation Supervisor	1	1	1	0
Librarians	9	9	10	10
Library Associates	2	2	2	6
Library Technicians	14.6	14.6	14.6	11.3
Adult Pages	1.3	1.3	1.3	1.6
Student Pages	0.6	0.6	0.6	0.6
Total FTE	34.5	34.5	34.5	34.5
Total FT/PT	26FT/22PT	26FT/22PT	26FT/22PT	26FT/22PT

5100 Cary Memorial Library

Budget Recommendations:

The FY2017 recommended General Fund Library budget is \$2,459,653, which is an \$85,358, or 3.60% increase over the appropriated FY2016 budget.

The General Fund operating budget for Compensation is \$2,051,126, and reflects a \$62,330, or 3.13% increase, which is attributable to the cost of contractually obligated step increases. FY17 Compensation does not include any estimate of prospective cost of living increases for contracts that expire on June 30, 2016. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$408,527 and reflects a \$23,028, or 5.97% increase, which is primarily driven by increases for supplies and materials and a program improvement request of \$7,003 for collaborative technology.

To retain certification by the Massachusetts Board of Library Commissioners, the Library must expend the equivalent of 13 percent of its annual municipal appropriation on materials. Prior to FY2016, the Town's appropriation had been less than one half of this required amount, with the balance coming from the Library Foundation and Friends of the Library. In FY2016 the Town approved a program request which substantially closed this funding gap.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Clickshare System	\$ 7,003	\$ -	\$ 7,003	\$ 7,003	\$ -	\$ 7,003	\$ -

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,459,653	\$ 85,358	3.60%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,459,653	\$ 85,358	3.60%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,887,828	\$ 1,866,567	\$ 1,988,796	\$ 2,051,126	\$ 62,330	3.13%
Expenses	\$ 257,004	\$ 271,339	\$ 385,499	\$ 408,527	\$ 23,028	5.97%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,459,653	\$ 85,358	3.60%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Total 5110 General & Technical Services	\$ 394,997	\$ 397,396	\$ 428,974	\$ 451,750	\$ 22,776	5.31%
Total 5120 Adult Library	\$ 1,358,525	\$ 1,326,903	\$ 1,481,632	\$ 1,443,969	\$ (37,663)	-2.54%
Total 5130 Children's Library	\$ 391,310	\$ 413,607	\$ 463,689	\$ 563,935	\$ 100,245	21.62%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,459,653	\$ 85,358	3.60%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,844,910	\$ 1,821,736	\$ 1,945,796	\$ 2,007,266	\$ 61,470	3.16%
Overtime (Sunday Premium)	\$ 42,918	\$ 44,831	\$ 43,000	\$ 43,860	\$ 860	2.00%
<i>Personal Services</i>	<i>\$ 1,887,828</i>	<i>\$ 1,866,567</i>	<i>\$ 1,988,796</i>	<i>\$ 2,051,126</i>	<i>\$ 62,330</i>	<i>3.13%</i>
Contractual Services	\$ 79,529	\$ 82,459	\$ 91,031	\$ 95,831	\$ 4,800	5.27%
Utilities	\$ 9,801	\$ 10,502	\$ 12,200	\$ 12,200	\$ -	0.00%
Supplies	\$ 135,363	\$ 146,426	\$ 246,268	\$ 257,493	\$ 11,225	4.56%
Small Capital	\$ 32,310	\$ 31,952	\$ 36,000	\$ 43,003	\$ 7,003	19.45%
Expenses	\$ 257,004	\$ 271,339	\$ 385,499	\$ 408,527	\$ 23,028	5.97%
Total 5100 Library	\$ 2,144,832	\$ 2,137,906	\$ 2,374,295	\$ 2,459,653	\$ 85,358	3.60%

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5200 Recreation & Community Programs

Mission: The Department of Recreation and Community Programs strives to provide affordable, quality programs meeting the needs of the community. The Department is committed to providing active and passive leisure opportunities that are educational, fun and life-enriching. The Department promotes participation by all Lexington residents in safe, accessible and well-maintained facilities.

Budget Overview: In 1991, the Recreation Department began to operate as an Enterprise Fund whereby program and facility fees cover the cost of operations. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. In 2015, the Recreation Department was reorganized and renamed the Department of Recreation and Community Programs. The Director of Recreation and Community Programs, through the Recreation Committee, sets program fees with the approval of the Board of Selectmen. The operating budget supports staff who manage and deliver programs along with the supplies needed to operate those programs.

Program revenues (Recreation, Pine Meadows Golf Club and Lexington Community Center) also help fund Capital Improvement Projects and financially support other Town services through indirect transfers. In FY2017, the Department is contributing \$247,826 to the General Fund to cover the costs of employee benefits and indirect services funded in the General Fund that support the services provided by the Department's Recreation and Pine Meadows Golf Course Divisions. The Fund also contributes \$100,000 towards the debt payment for Lincoln Park.

The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Recreation and leisure programs that were formerly provided by the Human Services Department are now being offered by the Department of Recreation and Community Programs. General program areas include: summer youth clinics, camps and classes, tennis, aquatics, youth, adult & "Forever Young" programs, leagues and special events. Departmental staff plan, schedule and coordinate programs, activities and special events using facilities that include the Lexington Community Center, schools, Cary Hall, neighborhood parks and playgrounds, tennis and basketball courts, playing fields, the Irving H. Mabee Pool Complex, the Old Reservoir, Pine Meadows Golf Club, the Jack Eddison Memorial Bikeway, Teresa & Roberta Lee Fitness-Nature Path and other hiking/nature trails.

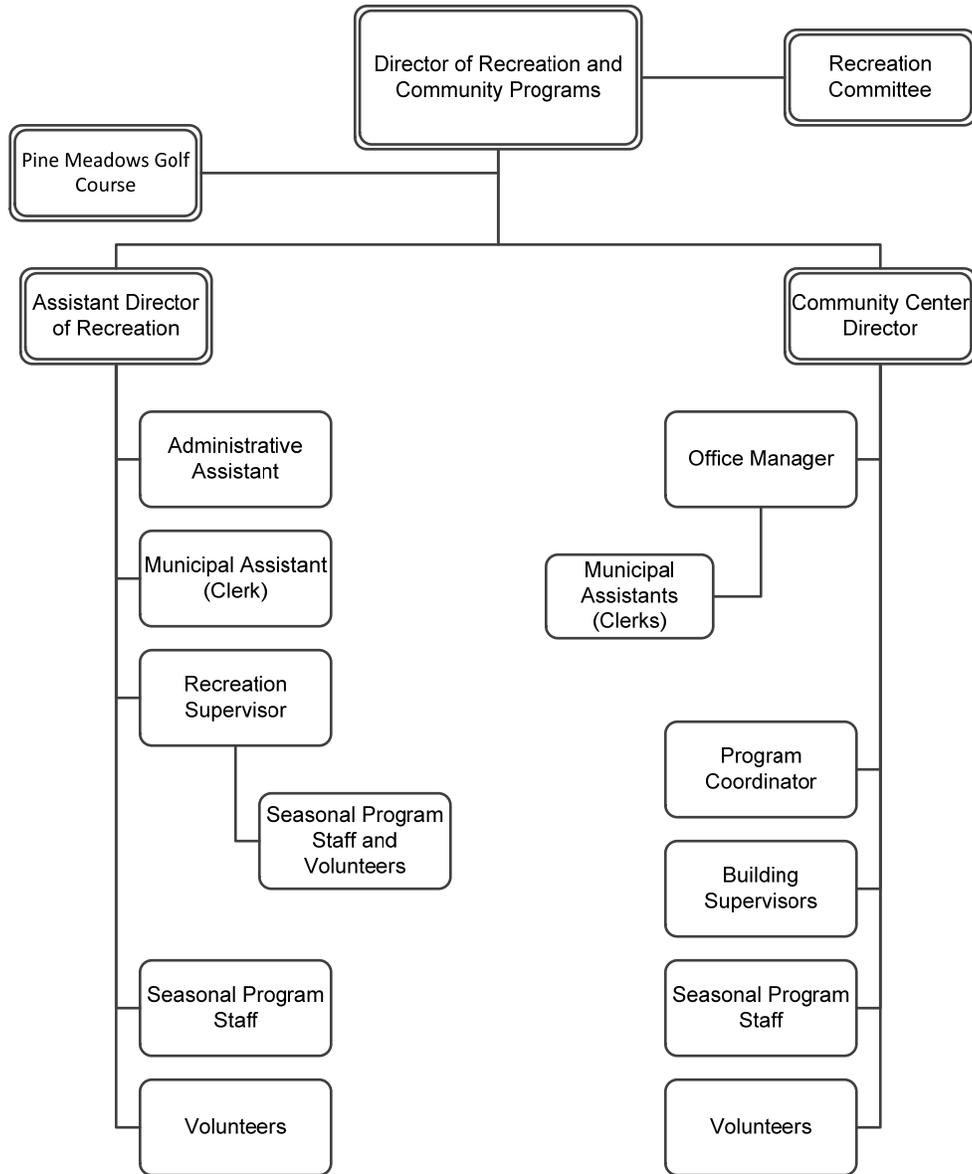
Departmental Initiatives:

1. Continue to implement a comprehensive Community Center Program.
2. Provide a comprehensive, on-going training program for all staff and volunteers at the Community Center.
3. Continued implementation of the Recreation Strategic Plan.

5200 Recreation & Community Programs

4. Manage active Recreation construction projects.

5. Complete an ADA accessibility study to develop a transition plan to be incorporated into future Recreation capital improvements.



Note: Pine Meadows staffing is provided via a contractual service. Oversight is provided by the Director of Recreation and Community Programs.

5200 Recreation & Community Programs

Authorized/Appropriated Staffing

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Director of Recreation and Community Programs	0	0	1	1
Director of Recreation	1	1	0	0
Assistant Director	1	1	1	1
Municipal Assistant (Clerk)	1.34	1.34	1.34	1.34
Administrative Assistant	1	1	1	1
Recreation Supervisor	1	1	1	1
Seasonal (Part Time)	175+/-	175+/-	175+/-	175+/-
Total FTE	5.34 FTE + Seasonal			

Total	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal
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Program: 5000 Culture & Recreation

Subprogram: 5230 Community Center

	FY 2014 Budget	FY 2015 Budget	FY 2016 Request	FY 2017 Recommended
Community Center Director	0	0	1	1
Office Manager	0	0	1	1
Municipal Assistant (Clerk) ¹	0	0	1.5	2
Program Coordinator	0	0	1	1
Evening/Weekend Bld Supervisor	0	0	1	1
Seasonal (Part Time)	0	0	50+/-	50+/-
Total FTE	0	0	5.5 FTE + Seasonal	6 FTE + Seasonal

Total	0	0	5FT/1PT + Seasonal	6 FTE + Seasonal
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¹Municipal Assistant (Clerk) hours increased to full-time in FY17.

5200 Recreation & Community Programs

Budget Recommendations:

The FY2017 recommended budget for the Department of Recreation and Community Programs - comprised of the Pine Meadows Golf Course operation, and Recreation and Community Center programming - is \$2,874,113. The recommended budget is a \$31,674 or 1.11% increase over the FY2016 budget and is driven primarily by the addition of funding for the operation and programming of the Lexington Community Center, which opened in FY2016. It should be noted that historically the Recreation and Community Programs Department operating budget has been supported solely from program fees. In FY16, with the addition of the operation and programming of the Community Center, it was proposed that the tax levy contribute to funding for the Department budget. This tax levy support will continue in FY2017, with \$253,007 being proposed in General Fund support of the Community Center operations, which includes a recommended Program Improvement Request for additional hours for the Transaction Counter Clerk, which is described in greater detail below.

The Community Center budget supports staff that plans, schedules, coordinates, manages, supervises and delivers community programs along with the supplies needed to operate these programs. The Community Center provides drop-in program space and offers leisure opportunities to promote social, emotional, cognitive well-being and wellness for residents of all ages and abilities. It provides residents a wide variety of programs that are fun, educational and life-enriching. The customer service counter at the Center provides support for the Community Center, the Human Services Department and the Recreation Division, allowing for one-stop shopping for services and programs.

The recommended budget for Compensation is \$1,190,742, and reflects a \$63,112, or 5.60% increase which is driven by the cost of prospective step increases, prospective cost-of-living adjustments as well as a recommended Program Improvement Request increasing the Transaction Counter Clerk (Municipal Assistant) from a part-time to a full-time position, adding \$20,200 (plus benefits to be budgeted in Shared Expenses) to the FY2017 General Fund support of the Community Center. This will allow the department to increase programming and it is expected that in FY2018 this increase in hours will be offset by additional revenues generated by the augmented programming allowing these costs to be absorbed in the Enterprise Fund.

The recommended budget for Expenses is \$1,335,545 and reflects a \$38,656 or 2.81% decrease from FY2016 due to the removal of a one-time vehicle replacement in FY2016.

The recommended budget for Expenses for the operation of the Pine Meadows Golf Course of \$541,575 reflects a net increase of \$2,730, or 0.51% due to adjustments of multiple budget line items with the most notable being a \$2,000 increase in the annual cost of the contract for the management of the golf course and a \$2,500 increase in lease costs for the utility and golf carts. These increases are offset by small decreases in other line items.

5200 Recreation & Community Programs

Town of Lexington, Massachusetts

There is an increase of \$7,218, or 3.0% in indirect payments to the General Fund to support those costs incurred in the general fund that support the Recreation Enterprise Fund.

Budget Summary

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ 216,836	\$ 253,007	\$ 36,171	16.68%
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Retained Earnings	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	-
Recreation User Charges	\$ 1,246,469	\$ 1,280,593	\$ 1,009,079	\$ 1,012,996	\$ 3,917	0.39%
Community Center User Charges	\$ -	\$ -	\$ 435,187	\$ 454,810	\$ 19,623	4.51%
Golf User Charges	\$ 762,688	\$ 775,337	\$ 800,000	\$ 775,000	\$ (25,000)	-3.13%
Bond Premiums & Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 3,898	\$ 3,353	\$ 3,300	\$ 3,300	\$ -	0.00%
Total 5200 Recreation	\$ 2,388,054	\$ 2,434,282	\$ 2,842,439	\$ 2,874,113	\$ 31,675	1.11%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 648,607	\$ 657,739	\$ 1,127,630	\$ 1,190,742	\$ 63,112	5.60%
Expenses	\$ 963,274	\$ 981,628	\$ 1,374,201	\$ 1,335,545	\$ (38,656)	-2.81%
Debt Service	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect Costs (Trans. to Gen. Fund)	\$ 228,600	\$ 233,600	\$ 240,608	\$ 247,826	\$ 7,218	3.00%
Total 5200 Recreation	\$ 1,940,481	\$ 1,972,967	\$ 2,842,439	\$ 2,874,113	\$ 31,674	1.11%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,221,115	\$ 1,254,496	\$ 1,411,062	\$ 1,357,054	\$ (54,009)	-3.83%
Total 5220 Pine Meadows	\$ 490,766	\$ 484,870	\$ 538,745	\$ 541,475	\$ 2,730	0.51%
Total 5230 Community Center	\$ -	\$ -	\$ 652,023	\$ 727,758	\$ 75,735	11.62%
Indirect Costs	\$ 228,600	\$ 233,600	\$ 240,608	\$ 247,826	\$ 7,218	3.00%
Total 5200 Recreation	\$ 1,940,481	\$ 1,972,967	\$ 2,842,439	\$ 2,874,113	\$ 31,674	1.11%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 648,607	\$ 657,739	\$ 1,127,630	\$ 1,190,742	\$ 63,112	5.60%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 648,607	\$ 657,739	\$ 1,127,630	\$ 1,190,742	\$ 63,112	5.60%
Contractual Services	\$ 836,079	\$ 820,744	\$ 1,146,891	\$ 1,136,425	\$ (10,466)	-0.91%
Utilities	\$ 52,183	\$ 51,320	\$ 62,845	\$ 61,575	\$ (1,270)	-2.02%
Supplies	\$ 73,772	\$ 77,210	\$ 130,165	\$ 128,045	\$ (2,120)	-1.63%
Small Capital	\$ 1,240	\$ 32,353	\$ 34,300	\$ 9,500	\$ (24,800)	-72.30%
Expenses	\$ 963,274	\$ 981,628	\$ 1,374,201	\$ 1,335,545	\$ (38,656)	-2.81%
Debt	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect	\$ 228,600	\$ 233,600	\$ 240,608	\$ 247,826	\$ 7,218	3.00%
Total 5200 Recreation	\$ 1,940,481	\$ 1,972,967	\$ 2,842,439	\$ 2,874,113	\$ 31,674	1.11%

5200 Recreation & Community Programs

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Community Center Clerk part-time to full time	\$ 20,200	\$ 15,445	\$ 35,645	\$ 20,200	\$ 15,445	\$ 35,645	\$ -