

# **Section VII: Program 5000: Culture & Recreation**

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This section includes detailed information about the FY2018 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**

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**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.

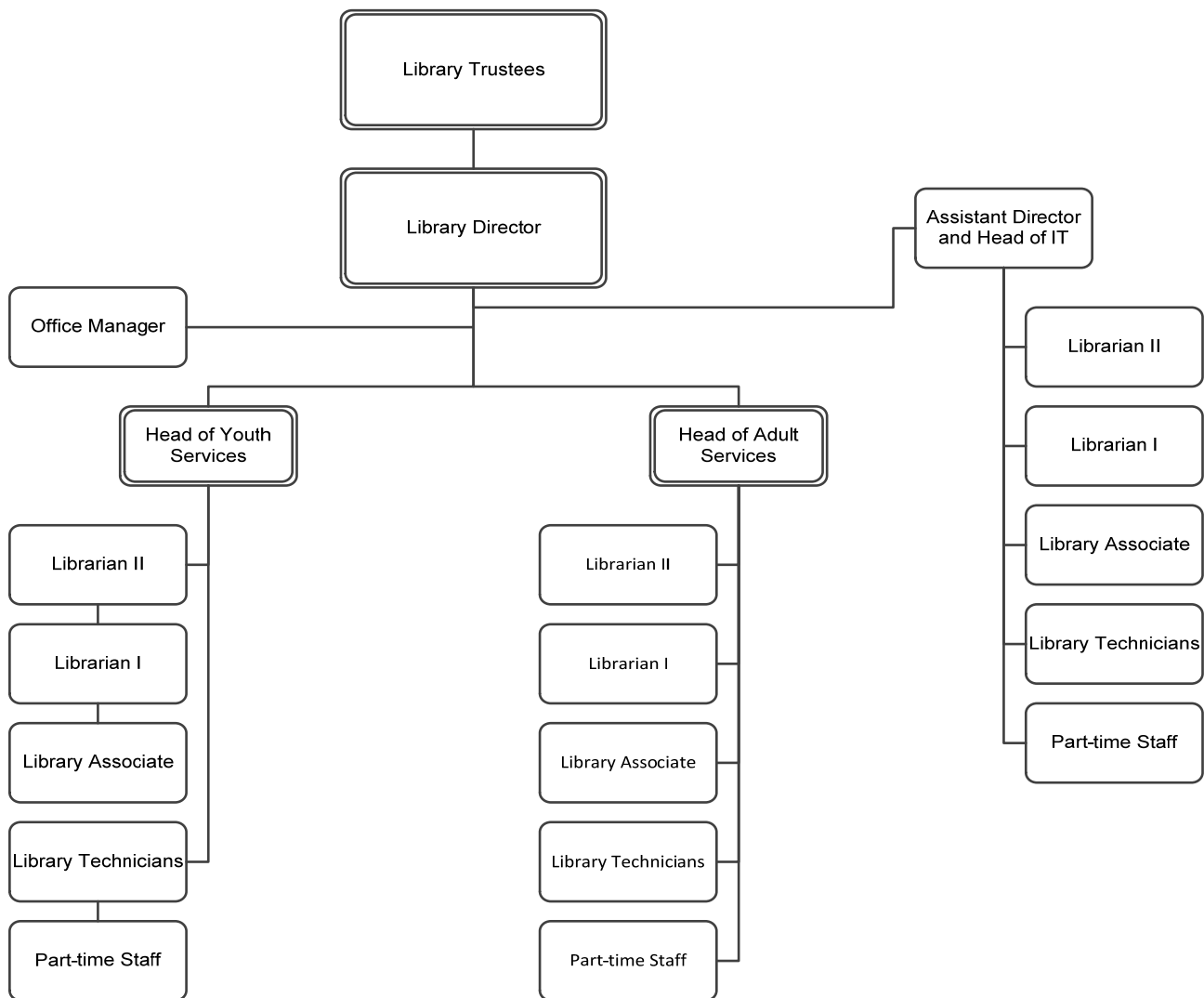
- General and Technical Services includes the administrative staff as well as the supply, equipment, and Minuteman Library Network membership costs.
- Adult Services includes all adult library, technology, and bibliographic services staff as well as adult, teen, and audiovisual materials.
- Youth Services 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 users' 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:

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request*
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	0	0	0
Head of Youth Services	1	1	1	1
Circulation Supervisor	1	1	0	0
Librarians	9	10	10	9.9
Library Associates	2	2	6	6
Library Technicians	14.6	14.6	11.3	11.1
Adult Pages	1.3	1.3	1.6	1.6
Student Pages	0.6	0.6	0.6	0.6
Seasonal/Sunday Substitutes	As Needed	As Needed	As Needed	As Needed
<b>Total FTE</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.2</b>
<b>Total FT/PT</b>	<b>26FT/22PT</b>	<b>26FT/22PT</b>	<b>26FT/22PT</b>	<b>26FT/23PT</b>

\*FY2018 reflects a correction in FTE value, and does not reflect a net decrease to staffing.

# 5100 Cary Memorial Library

## Budget Recommendations:

The FY2018 recommended General Fund Library budget is \$2,534,144, which is a \$65,545 or 2.66% increase over the restated FY2017 budget. The FY2017 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2017 budget at the 2016 annual town meeting.

The General Fund operating budget for Compensation is \$2,098,338, and reflects a \$38,266, or 1.86% increase, which is attributable to a program improvement request to provide additional Sunday staffing in the Teen Space, as well as the cost of contractually obligated step increases not covered by current contracts. FY2018 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager’s budget.

The General Fund operating budget for Expenses is \$435,806 and reflects a \$27,279 or 6.68% increase, which is primarily driven by increases for supplies and materials.

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 improvement request which substantially closed this funding gap. The FY2018 materials budget maintains the Town’s commitment to the FY2016 funding levels.

## Program Improvement Request:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Additional Sunday staffing for Teen Space	\$ 5,739	\$ -	\$ 5,739	\$ 5,739	\$ -	\$ 5,739	\$ -

# 5100 Cary Memorial Library

Program: Culture & Recreation  
Town of Lexington, Massachusetts

## Budget Summary:

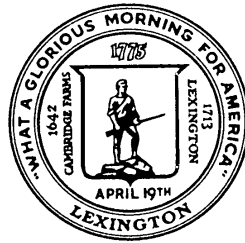
Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,137,906	\$ 2,394,198	\$ 2,468,599	\$ 2,534,144	\$ 65,545	2.66%
<b>Total 5100 Library</b>	<b>\$ 2,137,906</b>	<b>\$ 2,394,198</b>	<b>\$ 2,468,599</b>	<b>\$ 2,534,144</b>	<b>\$ 65,545</b>	<b>2.66%</b>

Appropriation Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,866,567	\$ 2,008,885	\$ 2,060,072	\$ 2,098,338	\$ 38,266	1.86%
Expenses	\$ 271,339	\$ 385,313	\$ 408,527	\$ 435,806	\$ 27,279	6.68%
<b>Total 5100 Library</b>	<b>\$ 2,137,906</b>	<b>\$ 2,394,198</b>	<b>\$ 2,468,599</b>	<b>\$ 2,534,144</b>	<b>\$ 65,545</b>	<b>2.66%</b>

Program Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Total 5110 General & Tech. Services	\$ 397,396	\$ 442,698	\$ 460,696	\$ 469,188	\$ 8,492	1.84%
Total 5120 Adult Library	\$ 1,326,903	\$ 1,443,644	\$ 1,443,969	\$ 1,421,146	\$ (22,823)	-1.58%
Total 5130 Children's Library	\$ 413,607	\$ 507,856	\$ 563,935	\$ 643,810	\$ 79,875	14.16%
<b>Total 5100 Library</b>	<b>\$ 2,137,906</b>	<b>\$ 2,394,198</b>	<b>\$ 2,468,599</b>	<b>\$ 2,534,144</b>	<b>\$ 65,545</b>	<b>2.66%</b>

Object Code Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,821,736	\$ 1,961,214	\$ 2,016,212	\$ 2,042,486	\$ 26,274	1.30%
Overtime (Sunday Premium)	\$ 44,831	\$ 47,671	\$ 43,860	\$ 55,852	\$ 11,992	27.34%
<i>Personal Services</i>	<i>\$ 1,866,567</i>	<i>\$ 2,008,885</i>	<i>\$ 2,060,072</i>	<i>\$ 2,098,338</i>	<i>\$ 38,266</i>	<i>1.86%</i>
Contractual Services	\$ 82,459	\$ 91,044	\$ 95,831	\$ 101,800	\$ 5,969	6.23%
Utilities	\$ 10,502	\$ 12,144	\$ 12,200	\$ 12,200	\$ -	0.00%
Supplies	\$ 146,426	\$ 246,137	\$ 257,493	\$ 281,806	\$ 24,313	9.44%
Small Capital	\$ 31,952	\$ 35,988	\$ 43,003	\$ 40,000	\$ (3,003)	-6.98%
Expenses	\$ 271,339	\$ 385,313	\$ 408,527	\$ 435,806	\$ 27,279	6.68%
<b>Total 5100 Library</b>	<b>\$ 2,137,906</b>	<b>\$ 2,394,198</b>	<b>\$ 2,468,599</b>	<b>\$ 2,534,144</b>	<b>\$ 65,545</b>	<b>2.66%</b>

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## 5200 Recreation & Community Programs

*Town of Lexington, MA*

**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 were anticipated to 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 reimburse the General Fund for Recreation-related Town expenses. In FY2018, the Department is contributing \$254,826 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 service payment for Lincoln Park, which is scheduled to be retired in February 2018.

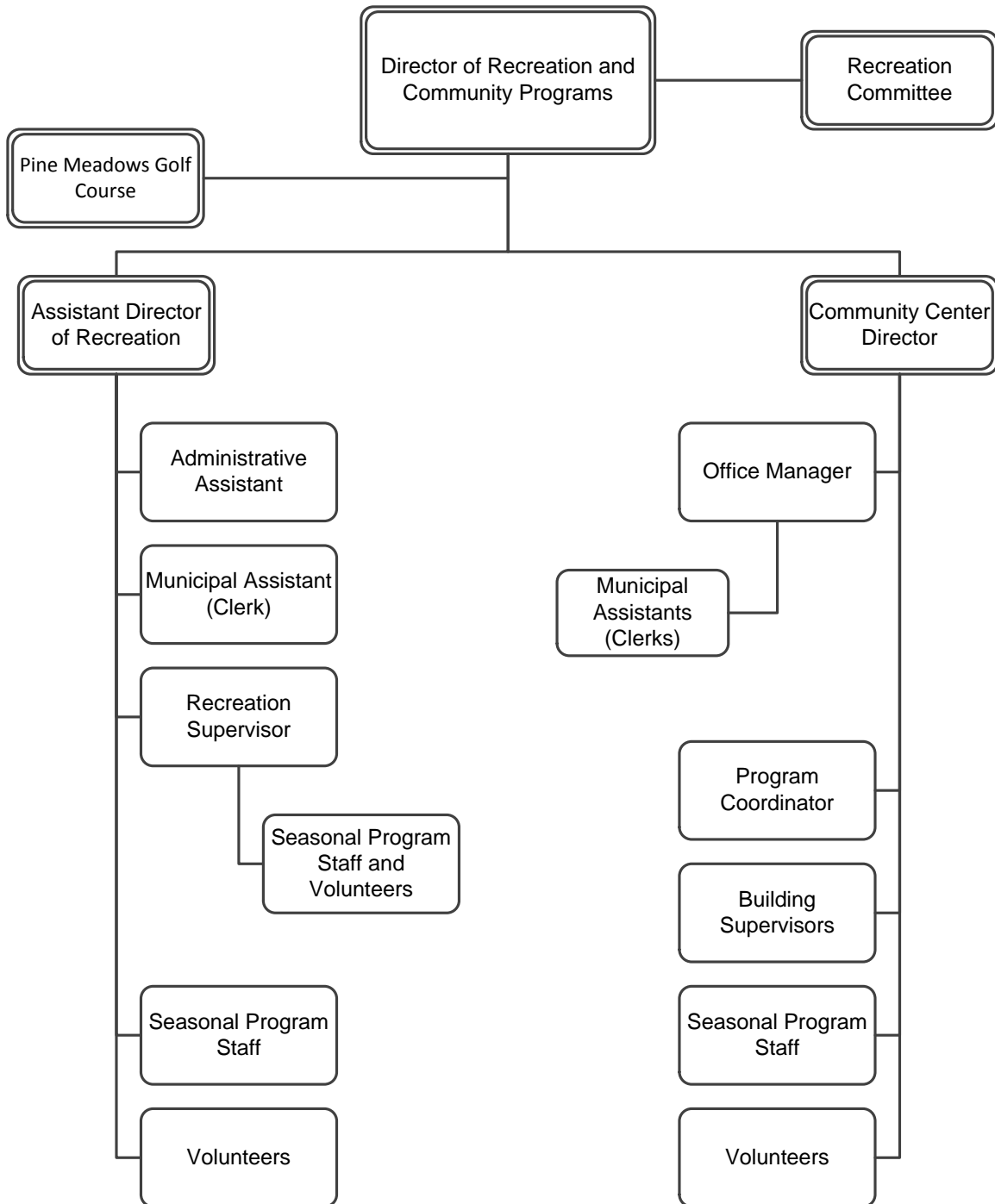
The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Recreation and leisure programs that were formerly provided by the Human Services Department are now being offered by the Department of Recreation and Community Programs. 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. Expand Community Center program opportunities.
2. Update the Departments Internal Controls and Create a Consistent Format for Implementation.
3. Continued implementation of the Recreation and Community Programs Department Strategic Plan.
4. Develop a plan for instituting an ID membership system for use by participants at all Recreation and Community Programs Department programs and facilities.
5. Research potential local, state and federal grants that could assist with program costs and capital improvement projects.

# 5200 Recreation & Community Programs

Town of Lexington, MA



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

**Program:** 5000 Culture & Recreation

**Subprogram:** 5210 Recreation

	<b>FY2015 Budget</b>	<b>FY2016 Budget</b>	<b>FY2017 Budget</b>	<b>FY2018 Request</b>
Director of Recreation and Community Programs	0	1	1	1
Director of Recreation	1	0	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+/-	225+/-
<b>Total FTE</b>	<b>5.34 FTE + Seasonal</b>	<b>5.34 FTE + Seasonal</b>	<b>5.34 FTE + Seasonal</b>	<b>5.34 FTE + Seasonal</b>
<b>Total</b>	<b>5FT/1PT + Seasonal</b>	<b>5FT/1PT + Seasonal</b>	<b>5FT/1PT + Seasonal</b>	<b>5FT/1PT + Seasonal</b>

**Program:** 5000 Culture & Recreation

**Subprogram:** 5230 Community Center

	<b>FY2015 Budget</b>	<b>FY2016 Budget</b>	<b>FY2017 Budget</b>	<b>FY2018 Request</b>
Community Center Director	0	1	1	1
Office Manager	0	1	1	1
Municipal Assistant (Clerk) <sup>1</sup>	0	1.5	2	2
Program Coordinator	0	1	1	1
Evening/Weekend Bldg Supervisor	0	1	1	1
Seasonal (Part Time)	0	50+/-	50+/-	50+/-
<b>Total FTE</b>	<b>0</b>	<b>5.5 FTE + Seasonal</b>	<b>6 FTE + Seasonal</b>	<b>6 FTE + Seasonal</b>
<b>Total</b>	<b>0</b>	<b>5FT/1PT + Seasonal</b>	<b>6 FT + Seasonal</b>	<b>6 FT + Seasonal</b>

<sup>1</sup>Municipal Assistant (Clerk) hours increased to full-time in FY2017.

## 5200 Recreation & Community Programs

### **Budget Recommendations:**

The FY2018 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 \$2,979,940. The recommended budget is a \$105,827 or 3.68% increase over the FY2017 budget and is driven primarily by an increase in the hourly rate for Seasonal staff in line with State minimum wage increases. It should be noted that historically the Recreation and Community Programs Department operating budget has been supported solely from program fees. In FY2016, 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 FY2018, with \$220,152 being proposed in General Fund support of the Community Center operations.

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 with 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 \$1,308,669, and reflects a \$117,926 or 9.9% increase which is driven by the cost of prospective step increases, prospective cost-of-living adjustments as well as an increase in hourly rates for Seasonal staff in line with state minimum wage increases. The shared customer service clerk at the Community Center was supported by the General Fund in FY2017 will now be supported by the Recreation Enterprise Fund beginning in FY2018.

The recommended budget for Expenses is \$1,316,445 and reflects a \$19,100 or 1.43% decrease from FY2017, primarily due to a reduction in Contractual Services as more Community Center programs have been led by seasonal staff members rather than vendors.

The recommended budget for Expenses for the operation of the Pine Meadows Golf Course of \$545,520 reflects a net increase of \$4,045 or 0.75% due to a \$4,400 increase in the annual cost of the contract for the management of the golf course and credit card service fees.

There is an increase of \$7,000, or 2.82% in indirect payments to the General Fund to support those costs incurred in the General Fund that support the Recreation Enterprise Fund.

### **Program Improvement Requests:**

None requested.

# 5200 Recreation & Community Programs

Town of Lexington, MA

## Budget Summary

Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Estimated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ 216,836	\$ 253,007	\$ 220,152	\$ (32,855)	-12.99%
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Retained Earnings	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	0.00%
Recreation User Charges	\$ 1,280,593	\$ 1,284,068	\$ 1,012,996	\$ 1,073,235	\$ 60,239	5.95%
Community Center User Charges	\$ -	\$ 278,506	\$ 454,810	\$ 533,253	\$ 78,443	17.25%
Golf User Charges	\$ 775,337	\$ 852,038	\$ 775,000	\$ 775,000	\$ -	-
Bond Premiums & Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ 3,353	\$ 3,218	\$ 3,300	\$ 3,300	\$ -	-
<b>Total 5200 Recreation</b>	<b>\$ 2,434,282</b>	<b>\$ 3,009,665</b>	<b>\$ 2,874,113</b>	<b>\$ 2,979,940</b>	<b>\$ 105,827</b>	<b>3.68%</b>

Appropriation Summary	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 657,739	\$ 1,034,703	\$ 1,190,742	\$ 1,308,669	\$ 117,926	9.90%
Expenses	\$ 981,628	\$ 1,075,722	\$ 1,335,545	\$ 1,316,445	\$ (19,100)	-1.43%
Debt Service	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect Costs (Trans. to Gen. Fund)	\$ 233,600	\$ 240,608	\$ 247,826	\$ 254,826	\$ 7,000	2.82%
<b>Total 5200 Recreation</b>	<b>\$ 1,972,967</b>	<b>\$ 2,451,033</b>	<b>\$ 2,874,113</b>	<b>\$ 2,979,940</b>	<b>\$ 105,827</b>	<b>3.68%</b>

Program Summary	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,254,496	\$ 1,216,449	\$ 1,357,054	\$ 1,412,709	\$ 55,656	4.10%
Total 5220 Pine Meadows	\$ 484,870	\$ 485,378	\$ 541,475	\$ 545,520	\$ 4,045	0.75%
Total 5230 Community Center	\$ -	\$ 508,598	\$ 727,759	\$ 766,884	\$ 39,126	5.38%
Indirect Costs	\$ 233,600	\$ 240,608	\$ 247,826	\$ 254,826	\$ 7,000	2.82%
<b>Total 5200 Recreation</b>	<b>\$ 1,972,967</b>	<b>\$ 2,451,033</b>	<b>\$ 2,874,113</b>	<b>\$ 2,979,940</b>	<b>\$ 105,827</b>	<b>3.68%</b>

Object Code Summary	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 657,739	\$ 1,034,703	\$ 1,190,742	\$ 1,308,669	\$ 117,926	9.90%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 657,739	\$ 1,034,703	\$ 1,190,742	\$ 1,308,669	\$ 117,926	9.90%
Contractual Services	\$ 820,744	\$ 910,080	\$ 1,136,425	\$ 1,124,070	\$ (12,355)	-1.09%
Utilities	\$ 51,320	\$ 57,092	\$ 61,575	\$ 56,180	\$ (5,395)	-8.76%
Supplies	\$ 77,210	\$ 82,427	\$ 128,045	\$ 127,195	\$ (850)	-0.66%
Small Capital	\$ 32,353	\$ 26,123	\$ 9,500	\$ 9,000	\$ (500)	-5.26%
Expenses	\$ 981,628	\$ 1,075,722	\$ 1,335,545	\$ 1,316,445	\$ (19,100)	-1.43%
Debt	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect	\$ 233,600	\$ 240,608	\$ 247,826	\$ 254,826	\$ 7,000	2.82%
<b>Total 5200 Recreation</b>	<b>\$ 1,972,967</b>	<b>\$ 2,451,033</b>	<b>\$ 2,874,113</b>	<b>\$ 2,979,940</b>	<b>\$ 105,827</b>	<b>3.68%</b>