

FY22 DEPARTMENTAL NARRATIVES

Department: BREWSTER LADIES LIBRARY (610)

FY21 Projects & Accomplishments:

As with many aspects of life in 2020 the library was reimaged in a pandemic. A new service that was successfully implemented was curbside pickup. The patrons visit our parking lot to pick up contactless materials. We moved to the doors being opened for a brief time and then with the number of case increases & Brewster going into the Red we returned to curbside. We will be hopeful that we will soon return to the doors being opened when it is safe to do so. Our community has been appreciative of the library's services during these difficult times. eMaterials growth was up more than 40% from previous years. Most borrowers through this pandemic accessed the popular titles through new digital resources and increase in eCards.

A number of creative programs were provided remotely. Thanks to our children's department they have been providing regular weekly story hours, craft projects online and self-care kits. Many of these videos have been shared on our website, the local cable channel 18 and a statewide MBLC video collection. Our social media accounts are actively engaging our public and have an ever increasing number of followers.

With the generosity of the Brewster Ladies Library Association we were able to purchase three little free libraries. They were decorated and painted in the library's colors. They are good will ambassadors with our community. So many positive comments were sent along with a few donations for their continuation. We now have made plans to purchase three more, again Thanks to the BLLA for providing funding. We distributed over 2,000 free items and look forward to next year's totals increasing.

A new community service was implemented by giving away summer reading books to the free lunch participants in July & August in cooperation with the Eddy School Lunch Program. Approximately 600 books were purchased from the BLLA funds.

Fines Free Borrowing Policy.

The Brewster Ladies Library Board supporting an adoption of a fine-free policy means that the library will no longer be charging late fees for overdue materials. However, patrons will still be responsible for paying for the replacement costs of lost or damaged items. The main goal is to remove obstacles and improve access to information and services for everyone. Research about library use increasingly shows that fines are often barriers preventing people from using the library and its services – especially those who most rely on those services. Brewster would rather welcome patrons back than have them stay away because they owe late fines.

Physical spaces inside the library have been adjusted and reimagined for Covid safety. Looking into our future space planning has become a goal for the future along with immediate safety recommendations. There will be fundamental change in the way patrons will be using our building spaces upon returning.

When looking back at this historically tumultuous year I am humbled to list these accomplishments proudly due to the library staff acting as a team who were responsive, flexible and willing to adapt to insure that our library continued to succeed. A number of Zoom meetings brought members of the town, community, and library directors together to discuss our plans, progress and flexibility to this most difficult chapter in recent memory.

Grants received in FY21. Eddy Foundation Grant was for \$4,800.00 plus an additional \$3,800 in prior funds were applied to the completion of the Stotlenberg Collection preservation. A CLAMS membership grant for Small Libraries contributed \$2,125.00 towards our fees. MBLC State Grant in Aid added \$13,000.00 to our library's budget.

FY22 Goals & Initiatives:

We will be involved in the reconfiguration of physical library spaces emphasizing the flexibility of our spaces. Curbside services will continue and meeting size restrictions from the pandemic will continue for the future spaces and consideration for how patrons will utilize our spaces.

The need to address the increases in demand for Internet remote access and bandwidth will be in demand as larger capacities for content grow. There are many forces at work here are a few examples: new 5g capacities from Internet providers, telemedicine for healthcare, remote working, and more all dependent upon equitable access to high-speed connectivity. The public library's role will be fundamental in providing equitable access and instruction to the underserved populations.

Development of a revised Strategic Plan for 2022-2026. As a participant in the Mass Construction Program for library renovations we were required by the MBLC to submit a 5 year Long Range Plan. Our strategic plan was first developed in 2017-2021. We will now update and revise the plan for the next five years.

The MBLC Building Construction Grant wait list continues. Preparations are continuing to work with MBLC & award recipients monitoring the funding strategies. We are working with Town and CPC for promotion of the ongoing construction program. Our project is listed on the Town's Capital Projects List for FY22 and FY24 for funding.

A newly designed Library Web Page will be implemented. In coordination with the BLLA we have formed a working committee. The library's web site will be a stand-alone site. Stotlenberg Collection returning to library now that the preservation and digitalization of the 2,000 collection has been completed. Arrangements for displays and access to this collection will be made for the public to view this wonderful collection.

FY22 BUDGET INCREASE RATIONALE FORM

Department: Brewster Ladies Library 610

Requested Increase Amount: \$9,366.77

Increase Reference Assistant Position 8 hours to 35 hours-Full Time Position presently is 27 hours (PT)

Impact on Services:

Position would support increase in IT responsibilities to expand services and tutorials for public

Position would allow for an expansion of the IT role in-house. Responsibilities would include software and hardware and troubleshooting for both public and staff computers. This would result in a cost savings for currently there is the need for additional IT services with paid vendors.

Lead role in the redesign of library space to create a Makerspace for Adults and YA with a number of lab equipment for experimentation and design.

This increase has been requested for past three years. In the past it has been difficult to keep talented staff and provide a living wage, to live on the Cape. The full time annual salary if adjusted would be \$40,980.00.

[Summary](#)

EXPEND FY18 EXPEND FY19 APPROP FY20 EXPEND FY20 APPROP FY21 REQUEST FY22 CHANGE

PERSONNEL SUBTOTAL (Form 2)	447,100	447,482	483,267	462,248	498,747	514,226	3.10%
OPERATING SUBTOTAL (Form 3)	163,940	176,300	173,275	153,320	173,275	175,000	1.00%
TOTAL DEPARTMENT BUDGET	611,040	623,782	656,542	615,568	672,022	689,226	2.56%

DEPARTMENT:

610 - Library

FY22 Personnel Budget

Total Full Time Salaries/Wages	300,599
Total Part Time / Seasonal Salary	173,427
Total Longevity	2,100
Total Education	3,000
Total Overtime	600
Total Holiday Pay	-
Total Other Pay (Sunday Hours)	9,500
Substitutes	25,000
	-
Salary Subtotal	514,226

ACCT #	ACCOUNT NAME	EXPEND FY18	EXPEND FY19	APPROP FY20	EXPEND FY20	APPROP FY21	REQUEST FY22
5217	Natural Gas	10,166	9,989	13,000	7,262	11,000	11,000
5218	Telephone	896	1,038	1,000	961	1,100	1,100
5235	CLAMS	35,880	34,758	38,238	36,083	35,000	35,000
5241	R & M Building	17,844	22,884	15,252	16,383	18,275	20,000
5315	Contracted Services	13,199	18,076	14,000	14,922	15,000	15,000
5405	Postage	441	495	500	495	400	400
5450	Custodial Supplies	1,351	1,455	2,000	1,939	2,000	2,000
5579	Library Supplies	8,826	7,904	9,000	4,798	10,000	10,000
5710	Mileage	338		300	358	500	500
5734	Library Books	74,999	79,701	79,985	70,119	80,000	80,000
OPERATING SUBTOTAL		163,940	176,300	173,275	153,320	173,275	175,000

Contributions BLLAssociation FY21 Budget

Books	\$35,000.00
Programs	\$6,000.00
Equipment	\$6,600.00
Grounds	\$3,700.00
Stolentberg	\$24,583.00
Little Free Libraries	\$4,000.00
Free Lunch Books	\$4,000.00
	\$83,883.00