



Board of Library Trustees
Friday, January 15, 2020
11:30 am

Via "Go to Meeting"

Access code:

Phone in: 1-877-309-2073

Minutes

Present: Martha Magane, Mary Abt, Meg Royka ,
Tricia Ford –Library Director, Anne Courtney FOTL
ABS: Sally Brotman, Keith Althaus

Meeting called to order 11:35am

• **Approval of December 2020 minutes**

accepted unanimously with the following corrections

- guest liaison is missing an "i"
- one person at a time,
- Monday January 21, 2021 Budget review
- Ann not (Anne)

• **Friends of Truro Library report – Anne Courtney**

• Fundraising has not happened this year.

-Help is needed with 2021 fundraising letter for membership.

-Action: Tricia will check libraries stock of square envelopes for mailing

- Library Director's report – Tricia Ford (hard copy attached)
- Books are down but not by that much
- Developed a Happy New Year flyer from the library staff for every box holder at the PO
- Developed "Self Care" bags to say "thank you" to library patron community
- Publicity for the library has been great (and unsolicited). from Provincetown Banner, Cape Cod Times about Truro Library
- Story Time will be outdoors going forward per Maggie Hanelt.
- Staff concern about providing adequate service during these difficult times with 1 person allowed in the building at a time.
- Action Tricia will keep checking with Truro Health Agent to get timely word about staffing with more than 1 person at a time in the building.
- 2022 Budget request is being readied by Martha Magane.
- Town Policy need to be updated to include Library Trustee involvement in hiring procedures.
- Meg Royka explained that Chapter 78 of Town Charter may cover the Library Trustees.
- 02/2006 –Keith Althaus wrote to Town of Truro regarding the policy. His letter asked for these words to be put on the town warrant
"The Board of Library Trustees shall appoint the library director in consultation with the Town administrator, who shall then follow the prescribed hiring procedure for Truro employees and further amend the bylaws by adding a new section with the following

wording, "The Board of Library Trustees appoints the Library Director, who appoints the library personnel in consultation with the Town Administrator."

Presently, the Library Board of Trustees has no role in hiring procedures according to the Town policy.

Action: Tricia – will find out what happened at that 2006 Town Meeting regarding the warrant.

1/16/2021 Friday, Tricia will meet with new Town Manager Darrin and invited any interested trustees to attend.

Action: Tricia to update the Library Long Range Action plan due in 2 years but process may begin now

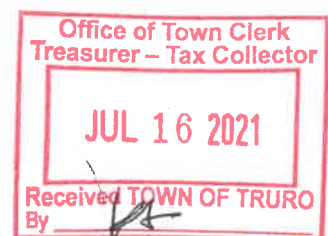
- Any other business that may legally come before the committee for discussion at the next meeting

Meeting adjourned 12:50

Mary Abt, Clerk

Library Board of Trustees

Next meeting Friday, February 19 11:30am Go to Meeting



FY2022 TRURO LIBRARY BUDGET

LIBRARY MISSION: *To engage our community in literature, in learning, and in the transformative power of knowledge.*

Strategic Initiatives from FY2017-FY2022 Strategic Plan

- Reconfigure and adapt the current facilities to meet our existing and anticipated needs and uses.
- Develop young readers and users.
- Improve the Library's digital environment.
- Enhance citizen civic participation through education, learning, and exploration.

Initiatives for Post-"Pandemia"

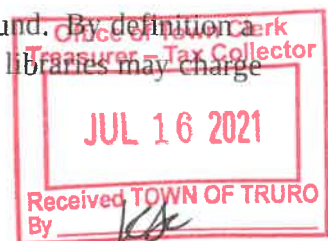
- Get "back to basics" re-establishing the Library as a center of local identity and cohesion and as central to community development.
 - * Use celebrations to re-engage and establish connections.
 - * Emphasize children's literacy and their library experience.
 - * Perform outreach to people who have moved to Truro during the pandemic, families with children, elderly residents, etc. Emphasize health, citizenship and democracy, intellectual engagement.
- Knowledge Infrastructure as a service.
 - * Increase investment in e-materials collection.
 - * Increase instructional videos and in-person tutorials on digital resources.
 - * In FY23 Create an effective website that showcases a digital public space.
- Begin the work for a new Strategic Plan.

LIBRARY FUNDING

Funding for the Truro Library comes from the following sources:

- I. *Truro General Fund*** is the primary source of Library funds.
- II. *Friends of the Truro Library*** pay for ALL Library programming fees and costs, as well as "extras" like certain pieces of furniture, unplanned replacement of toys, iPad purchases, etc. The Friends contribute between \$8,000 and \$12,000 per year. This amount is roughly twice their yearly income from memberships and fundraising, so it is obviously not sustainable. Additionally, during the Covid-19 pandemic, the Friends have not held meetings and have not done any fundraising.
- III. *State Aid checks*** are about \$3,000 to \$4,500 a year. This money is awarded to certified Public Libraries to offset costs of serving patrons from other Massachusetts municipalities.
- IV. *Donations from the public*** (usually memorial funds). These funds are often earmarked by the donor for types of materials, event or age group.

Monies generated by the Library are deposited into the Truro General Fund. By definition a public library does not charge for services, but under Massachusetts statute libraries may charge



small fees to recoup expenses for special services, such as copying or faxing. In addition, we collect money for damaged or lost books, and a \$5 fee for a library card for out-of-state visitors.

During the pandemic, all library fines and fees were waived by all consortia members and by most libraries nationally. Many libraries are moving to a fine-free model in order to remove a barrier to service. Truro Library Trustees have voted to join our neighboring libraries in Provincetown and Wellfleet in remaining fine-free post-“pandemia”.

BOTTOM LINE

The preliminary “ask” for the FY2022 budget for the Truro Public Library is \$474,185 which represents a \$24,951, or 5% increase from the FY2021 budget.

BUDGET EXPLANATION

The following is a narrative of each budget area and an explanation of any increases that are requested in that area.

I. 5100 STAFFING

Overview: Truro Library employs three full-time and three part-time staff members as well as a summer clerk (added in FY2019). The entire staff is at the top of their pay steps and are awarded longevity bonuses. There were no permanent staffing changes in the past year, however the FY20 summer clerk position was not filled.

During the pandemic the Library staff formed into two teams that did not interact, so that library service would not have to completely close if a staff member contracted Covid-19. Team A works on Monday, Wednesday, and Fridays; and Team B works on Tuesday, Thursday, and Saturday.

Our preliminary staffing budget reflects an increase of 5.9% from the original FY21 budget. This figure is misleadingly high because the summer clerk figure had been removed. In reality the only change requested is in the length of employment for our summer clerk from 60 to 80 days, and small increases in the longevity bonus and in the vacation buyback.

The increase in the number of work hours for the summer clerk is to allow for some summer days off for staff and to help us better serve our patrons during the beginning of the shoulder season.

II. 5200 SERVICES

- a. **Request for \$2,000 for Library programs:** I have requested \$2,000 to go toward Library programming expenses. Traditionally the Friends of the Truro Library have been extraordinarily supportive, and have paid for 100% of the Library programming, but they have been unable to meet or raise any funds during the past year.

- b. **Request for an addition \$500 for electronic resources:** Databases are a wonderful resource for the community, but they are very costly. One positive outcome of the pandemic is that our patrons have become more technologically savvy. Consequently we think that additional investment in this area will have a larger impact than it would have had in the past.

III. 5400 SUPPLIES AND MATERIALS

Request for \$1,000 increase in supplies: We pay for office supplies, programming and event supplies, and materials cataloging supplies out of this budget line, and we usually over-spend it. The Library goes through a great deal of printer/copier toner to name one item.

IV. 5700 OTHER

Request for \$1,000 increase in CLAMS fees: The name of our CLAMS consortium is an acronym for Cape Libraries Automated Materials Sharing. The actual cost for FY21 will exceed the budgeted \$20,500 by at least \$400. Technology costs average 4% rise each year, and the lion's share of the CLAMS budget goes to paying for storage in the Cloud and upkeep of our various databases.

CLAMS Board and staff are very cost-conscious and takes steps to keep increases to a minimum. Among the attempts to lower costs was to give up the CLAMS office lease in Hyannis. Staff members work from home and meet periodically in rented office space. Consortia-wide monthly meetings will be held in the various libraries that have space for all the members.

V. 5800 CAPITAL

The following are requests for Capital items to be funded in FY2022. Three items over \$10,000 will appear in the DPW budget.

- a. **\$4,000 to make the back door to the library wheelchair accessible.** Our front door is accessible, but our back door is not. Since we now host music concerts behind the Library, there have been more than a few awkward experiences getting people inside the Library and the rest rooms.
- b. **\$6,000 for back deck covering.** This has been on our "wish list" for a while because it would supply some shade for the kids working in the Children's Garden.
- The impetus at this time is our planning for post-pandemic life. In the past our programs attracted a great many attendees, and our Community Room would become very crowded. Those over-crowded rooms will no doubt be a thing of the past, at least for the next few years.

We need to adjust our programming to smaller groups, perhaps concentrating on series events for which attendance would be limited. Allowing us to cover the pergola would give us another area in which we could hold programs and meetings. Incidentally, the Summer Concert Committee will be asked to contribute to this project.

- c. **\$7,000 for replacement shelving.** This is a continuation of an on-going project. The next area to be replaced is the Cape Cod books section. There are some historically significant books of many different sizes that are being kept in shelves that are too small and too flimsy. Incidentally, the \$6,200 in the FY21 budget for this purpose was never spent.
- d. **\$1,000 for people counters.** We did have a people counter system for the front door, but not for the back. This led to some involved calculating and estimating in order to obtain an approximate figure. The front door people counter is broken and is long past the warranty date. I am asking for a system for both entrances to the library.

The Library Trustees and staff thank you for consideration of this budget proposal and for your service to the community. Your feedback on this proposal, as well as any other feedback is very welcome. We are always looking for new ideas and new ways to help our community.

Respectfully submitted,

Tricia

Tricia Ford
Library Director