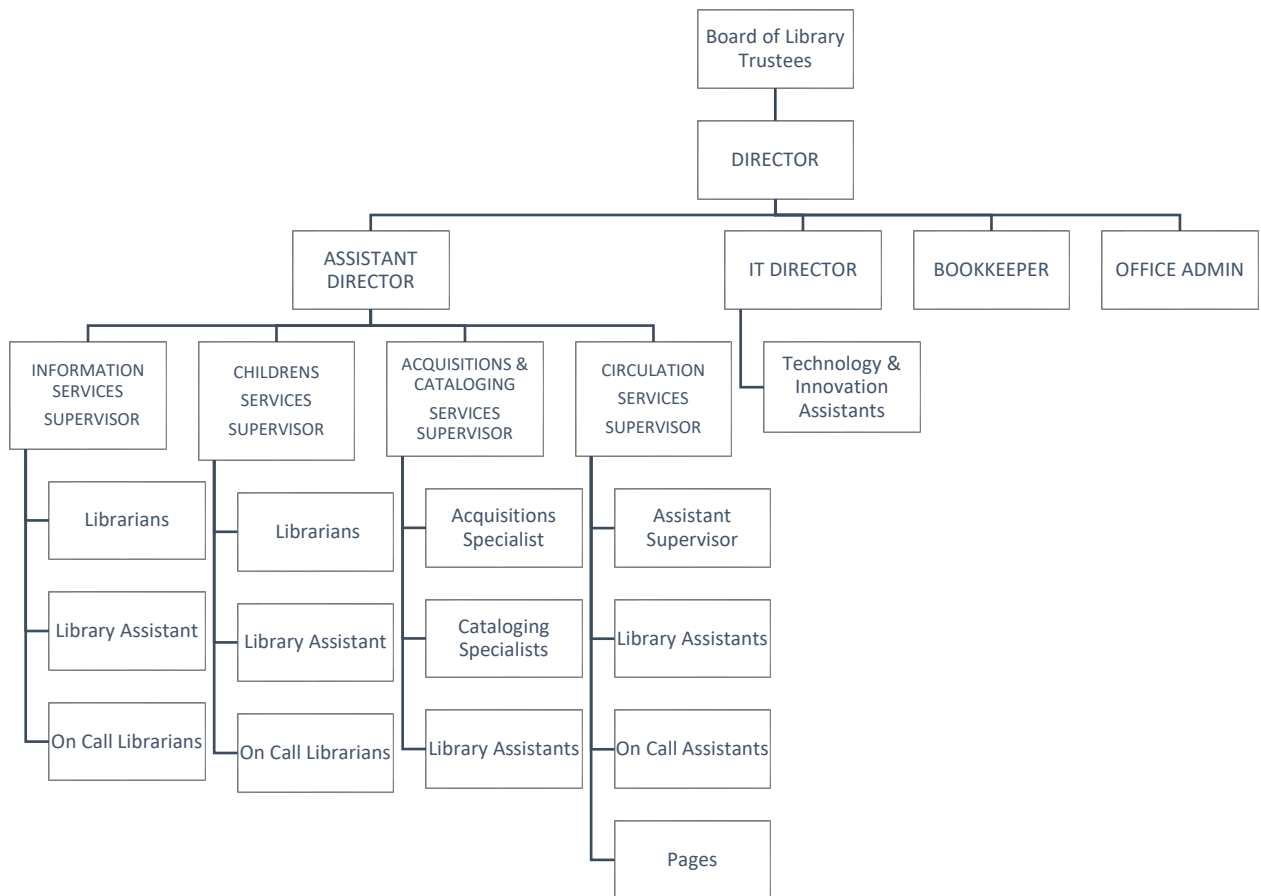




**Mission Statement**

The mission of the Wellesley Free Library is to serve as a community gathering place, a cultural destination, and a gateway to ideas for residents of all ages and interests. Through comprehensive collections and innovative spaces, technologies and programs, the Wellesley Free Library provides free and convenient access to information both within and beyond its walls.

**Organizational Chart**



## **Board of Library Trustees**

The Board of Library Trustees is responsible for overseeing the management of the Wellesley Free Library (WFL), which includes the Main Library at 530 Washington Street, the Wellesley Hills Branch at 210 Washington Street and the Fells Branch at 308 Weston Road. In addition, the library hosts a very robust website that can be considered a “virtual branch.”

## **Department Description**

The Wellesley Free Library (WFL) circulated 511,552 items in FY21. Over 4,000 patrons of all ages attended 312 live and virtual library programs with recorded programs capturing another 15,565 views within 7 days of launching. Almost 50 volunteers donated over 3,000 hours of service to the library. The Covid-19 pandemic affected the FY21 library statistics, as all library buildings were closed from March 15 through August 2, 2020. The Main Library opened to the public on August 3, 2020 and was closed for renovation and roof replacement in April 2021 while a temporary Main Library at 30 Central Street opened in May 2021. The Hills and Fells did not open until April 2021 and the Commonwealth did not lift pandemic capacity restrictions until May 29, 2021. While the building was closed, librarians provided both virtual and curbside library service. A “Holds Express” program was instituted to provide patrons with access to materials. In addition to offering print and non-print materials (DVDs, CDs, audio books, Library of Things), the WFL offers access to databases, e-books, digital magazines, and downloadable audio. During the pandemic, patrons took full advantage of the library website which provides extensive online access to library materials and services.

The FY23 priorities for the WFL arise from the 2019-2023 Library Strategic Plan (which can be found on the WFL website). The primary goals this year are to adjust to changes in service after the renovation and as a result of the ongoing Covid pandemic and expand offerings to meet the evolving needs of residents. The WFL will continue to pursue IT advancements, including its new meeting room online reservation system and Office 365 integration, as well as strive to meet the growing technology needs of patrons and staff.

The WFL is a part of three information technology networks: the Minuteman Library Network, a wide area network consisting of 41 libraries in 60 locations; the WFL local area network (LAN) which enables file and print sharing for staff, internet connectivity and printing for wireless users; and the town network (2 computers within WFL) which allows the library department to access MUNIS, Wellesley’s integrated financial software package.

## **Tax Impact Budget**

The WFL operating budget meets the 2.75% guideline established by the Select Board for FY23. The Staff Association is receiving the 2% increase specified in its three-year contract, settled in March 2020. The tax-impact WFL budget, which accounts for approximately 80% of the total annual library operating budget, provides funding for all core services, including staffing, materials, and technology. Enhancements to the library – such as the English as a Second

Language (ESL) program, educational and cultural events, museum passes, collection additions (e.g., Overdrive Advantage<sup>1</sup>, specialty items like the Short Story Dispenser), outreach to schools, technology and innovation initiatives like programmable robots – are funded outside of the tax-impact budget, primarily through the Wellesley Free Library Foundation and the Friends of the Wellesley Free Library.

The WFL collects fees for lost and damaged materials and late fines for overdue materials. Monies received from late fines (\$5,839 in FY21) go directly to the Town's General Fund, rather than the WFL. In FY21, the WFL also turned back \$130,571 from its operating budget to the General Fund, largely because of retirements and reduced hiring during Covid.

The FY23 level-funded operating budget includes no new benefited positions and no budgeted overtime. The increase in personal services reflects the FY23 pay scale; the known step increases and longevity for union staff (including part-time steps gained for each 1,820 hours of work); and HR-compliant guideline increases for the four non-union administrative and management staff. Also included are shift differentials for employees working after 5 pm and on weekends per current contractual obligations. As recommended by the Human Resources Board, the WFL's FY23 budget includes a 2.75% increase for all 40 Series employees and a 2.5% increase for all 50 and 60 Series employees. There are 27.7 benefitted FTE and 10.0 non-benefitted FTE library employees in FY23 with no increase over FY22, though some staff hours have been reallocated among the various library departments to improve overall productivity. In FY23, the Library has been able to meet guidelines because of library staff turnover, resulting in new workers being hired at lower starting salaries than the more senior employees they are replacing.

Personal services comprise 77% of the FY21 tax-impact library budget while the remaining 23% is allocated for expenses. The Materials Expenditure Requirement is a state stipulation for library certification which necessitates that 13% of the total tax-impact library budget (including the FMD portion) be spent on library materials.<sup>2</sup> The state requirement ensures that all cities and towns fund their libraries at a minimum level and prevents municipalities underfunding their own libraries to take advantage of their neighbors' services. In FY23, Wellesley's 13% materials budget is \$437,419, which is 65.1% of the library operating expense budget and an increase of \$11,674 (2.7%) over FY22<sup>3</sup>.

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<sup>1</sup> Overdrive Advantage adds more copies of popular titles to the basic (tax-funded) Overdrive plan, decreasing wait times for e-books and audiobooks.

<sup>2</sup> Note that the 13% materials requirement means that every dollar added to the budget requires an additional  $13/87 = \$0.15$  appropriation to be spent on materials. This includes all FMD costs (salaries and expenses) spent on behalf of the library.

<sup>3</sup> Based on recommendations by the State Aid Review Committee, the Massachusetts Board of Library Commissioners has approved changes which eliminate municipally authorized revolving funds from the MAR calculation starting in FY19.

## Board of Library Trustees

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The IT expense budget, comprising 25.1% of library expenses, is the other significant driver of non-personal services, with an increase of \$9,682 (6.1%) over FY22. The largest component of the IT expense budget is the \$82,969 (12.4%) which covers Wellesley's membership in the Minuteman Library Network. IT expenses also include the local PC-based software as well as cloud-based and subscription services but not physical hardware like PCs, iMacs and servers which are included in the cash capital budget.

Service contracts and non-capital hardware and software expenses account for the most significant increases in the FY23 IT budget. The service contract for maintenance of the library's self-check machines, credit card terminals, and RFID gates will no longer include discounts and prorated amounts applied by the vendor in prior years. Replacement of aging RFID equipment and barcode scanners not covered by service contracts are also projected to increase expenditures.

Administration expense increases include an additional \$1,419 for library supplies. Typically, copier supplies and service contracts are funded by the Library Copier Fees Revolving Fund, but this fund was depleted during the pandemic. An additional \$1,000 has been included for staff training and consultants, balanced by a decrease in \$1,000 in vehicle maintenance costs which are expected to be unnecessary with the purchase of an electric replacement van in FY23.

### **FY23 Goals**

Goal A is to continue to meet all state requirements including 13% materials expenditures

Goal B is to maintain library services within budgetary limitations

Goal C is to optimize operations for renovated facilities

Goal D is to train and integrate new senior staff into library operations

Board of Library Trustees

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**Wellesley Free Library FY23 Operating Budget**

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	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Budget</b>	<b>FY23 Request</b>	<b>FY22-23 Change</b>
Personal services*	\$1,971,546	\$1,947,332	\$2,111,345	\$2,155,376	\$2,209,717	2.52%
Expenses	554,492	569,248	624,355	648,852	671,627	3.51%
<b>Total</b>	<b><u>\$2,526,038</u></b>	<b><u>\$2,516,580</u></b>	<b><u>\$2,735,700</u></b>	<b><u>\$2,804,228</u></b>	<b><u>\$2,881,344</u></b>	<b>2.75%</b>

\*Includes a 2.75% increase for Series 40 and 2.5% increase for Series 50 and 60 employees and 2% for the Staff Association.

**Wellesley Free Library Five Year FTEs**

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<b>Permanent Staffing (FTEs)</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY23 Budget</b>
Management	3.0	3.0	3.0	3.0	3.0
Supervisors	5.0	5.0	5.0	5.0	5.0
Librarians	11.5	11.5	11.5	11.5	11.5
Office Administration	1.9	1.9	1.9	1.9	1.9
Assistants	13.4	13.4	13.8	14.4	13.9
On Call/Pages	2.4	2.4	2.5	1.9	2.4
<b>Total Number of Positions</b>	<b>37.2</b>	<b>37.2</b>	<b>37.7</b>	<b>37.7</b>	<b>37.7</b>