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# Thayer Public Library

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Thayer Public Library

798 Washington Street

Braintree, MA 02184

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<http://www.thayerpubliclibrary.org/>

Terri Stano, Library Director

## Background Information

In 1870, General Sylvanus Thayer received approval by the Town of Braintree for the construction of a public library. General Thayer asked the town to contribute \$10,000 with the remainder of the funds to be given by him. Due to General Thayer's initiative the first public library building in Braintree opened in 1874. Thayer Public Library is comprised of 30,440 square feet on three levels with a collection of over 100,000 items. Staff consists of 30 full-time and part-time employees. Eight full-time staff members are professional librarians with Masters Degrees in Library Science. Thayer Public Library is one of the busiest libraries in the Southeastern Massachusetts region and the 4<sup>th</sup> busiest library within OCLN (Old Colony Library Network).

The Thayer Public Library is open 64 hours per week during most of the year; 6 days per week and 4 evenings per week. . We are governed by nine trustees and have an active Library Friends group, which generously supports many of our programs and services.

Thayer Public Library offers all library users a welcoming, vibrant community space where helpful, pleasant staff members strive to make their experience worthwhile. We encourage reading, civic and cultural literacy and the creative use of leisure time by providing programs and conveniently organized materials essential for learning, personal enrichment, and intellectual growth. We are committed to responding to the changing nature of library services by providing current and emerging resources and technologies to encourage life-long use of the library.

Here are some of our statistics from FY19:

409,940 people come into our library annually.  
3,107 total hours open this year  
422,225 Total collection use; 222863 are print material (books and magazines),  
88,656 audiovisual materials (DVD's, audiobooks, music CD's)  
199,362 total electronic materials (databases, eBooks, e-audiobooks, video, music) that have been used by cardholders  
35.916 reference transactions handled by two Reference Librarians  
25 Internet computers are used 580 times in a week, on average  
107,625 wireless sessions; patrons using wireless on their own devices  
6,610 children participate in 239 children's programs  
2,542 young adults attended 156 young adult programs  
2,764 adults attended 190 adult programs.



This year's budget reflects the library's ability to identify areas that can be reduced to remain cost effective, while still striving to meet State Aid requirements for certification and implementing the needs identified in the 5 year strategic plan.

The library has a lean budget and not many areas of discretionary cash. The slight changes that are reflected in the FY21 budget are either Union negotiated increases, or increase to maintain library certification.

The most significant decrease is to the library's extended hour's line. The extended hours funded Saturdays in the summer from the Saturday after Father's day until the Saturday before Labor Day. Due to COVID-19 planning and implementing a Summer Saturday Schedule was not possible and funding was removed from this year's budget.

On behalf of the Trustees and staff of the library, I want to thank the Town Council and Mayor Kokoros for continuing to support the library.

## Questions from Ways & Means

- *In building maintenance section:*
  - *Can we project/quantify any savings by eliminating Summer Saturday hours?*
  
- A. **The savings incurred by eliminating Summer Saturday hours will be most greatly realized in the associated salary costs, which are taken from the “Extended Hours” line of the “Current Topics & Titles” program. This line has been reduced to \$0 from \$23,000 to reflect the closure. There may also be some building/utility related cost savings as a result of the Saturday closures, but we do not have an estimated value of those savings.**
  - *Will we recognize any savings from the building being closed for months during Covid-19? If so, does that budgeted money roll into the FY 21 budget?*
  
- A. **Any savings realized in FY21 will either be used to cover expenses identified in the FY20 supplemental request #4 or will be returned to free cash at the close of the fiscal year.**
  - *Telephone has consistently come in at ~\$5,200 for the past two years (FY 18 and FY 19). Why do we anticipate an increase to \$8,500 in FY 21?*
  
- A. **BELD has installed a new Telephone system has stabilized the Library’s line item for two years. If the trend continues to remain stable then with confidence the line item can be decreased. In past budgets when the Library fluctuated amounts in utilities and cost went up the library was left with a negative balance in the program. A supplement would have to be requested, which the Library works hard to avoid. This cost has increased in the past, which was the basis for the proposed increase for FY21.**
  - *Conversely, with repairs in FY 18 and FY 19 averaging ~\$6,500, should we include repairs in this budget? Are we really not anticipating any repair needs in FY 21? Is there a separate account that would be accessible should repairs be required? The revolving fund?*
  
- A. **In FY20, the Library’s building and maintenance needs were combined with the Town’s program so funds related to these items are incorporated into the DPW-Facilities programs.**
  - *Can you please talk though/explain why prescription eyeglasses are in multiple sections of the budget? I realize this is not a huge part of the budget, but curious as to why it’s in many sections.*
  
- A. **These benefits are based on provisions in the collective bargaining agreements requiring payment for certain benefits.**

- *Why a 4.35% raise for the Assistant Department Head*
- A. This increase includes the 3% cost of living increase and a step increase because the employee has not reached the top step of the grade.**
- *Why the increase in Data Process Costs when they have not exceeded the 55K in the previous three years?*
- A. Services paid under this account typically increase from year to year. The largest anticipated increase for FY21 will be costs associated with the OCLN Network Assessment fee.**
- *Why the large disparities in raises between the librarians – range from 5.4% to 16.7%? Provide details to each position?*
- A. These increases are based on the fact that some of the librarians have not yet reached the top step for the librarian grade.**
- *The FY20 budget posted on the Braintree Website has a librarian budget of 694,721.00 the budget provided to us states the FY20 Budget is \$701,689.20. The difference skews the increase of budget from 5.16 to 6.2%. I assume monies have been moved to their budget causing the increase.*
- A. The change is the result of settlement of the collective bargaining agreement and retroactive salary payments made to librarians. This amount was not included in the original FY20 budget and was funded through a transfer from the HR salary reserve authorized on February 25, 2020 (CO 20 019).**
- *What are causality employees and how many does this consist of? There are no salary details on them.*
- A. The Library Pages are casual employees and earn minimum wage. The increase is based on the state increase to minimum wage.**
- *What is Longevity?*
- A. This is a benefit afforded by the collective bargaining agreement. Specifically, an employee is entitled to an additional annual financial benefit based on years of service as follows:**
- 10 years--\$350**
  - 15 years--\$450**
  - 20 years--\$750**
  - 25 years--\$1,000**