

Natick Libraries

The Morse Institute Library and the Bacon Free Library are continuing their collaboration on library services for the town of Natick by sharing resources, costs, and ideas. Our goal is to enrich the lives of the community with improved access to library materials and programs.





FY 20 MIL At a Glance



408,304

Uses of the collection – both physical & online

*Note: Circulation per hour **INCREASED** despite being closed 130 days for COVID-19*

90,363

E-resources borrowed by Natick residents, a **48% increase over last year.**

19,800

People attended **1,127 programs, a 13% increase over last year**

*Note: This includes in-person & online programming. There was a **60% increase** in teen programming attendance alone.*





FY20 BFL At a Glance



27,637 Uses of the collection – both physical & online

*Note: Book circulation **INCREASED** with curbside pickups over the same time period as prior years.*

4,244 People attended **369** programs – this includes in-person and online programs





Shared Costs - Network Fees



Network costs are shared between the two Natick libraries

- Includes cost of e-resources
- Calculated by % of total circulation – BFL is approximately 5-7% of MIL's total circulation

Minuteman Library System reached a record-breaking 2.5 million digital book checkouts in 2020. This illustrates the continued growth and importance of library digital lending of ebooks and audiobooks, especially in a year with building closures due to the global pandemic. Minuteman consists of over 41 libraries in metrowest Massachusetts, and is one of 102 library systems worldwide that surpassed 1 million checkouts last year.



Most popular circulating title in FY20 – *Where the Crawdads Sing* by Delia Owens





Additional Shared Costs



The Morse Institute Library and the Bacon Free Library share many costs and services. This ensures the community receives continuity in library services along with cost savings.

- A shared programming budget with an emphasis on community outreach and collaboration.
 - All ages virtual programs, combined all ages summer reading program, etc.
- Daily deliveries between the two libraries - *NEW*
- Bookmobile outreach services to patrons of both libraries - *NEW*
- Shared administration
 - Assistant Director of the MIL is also Director of the BFL





Augumented Costs



While private contributions have remained somewhat stable, the cost of services continues to increase. The Natick libraries augment these costs with grants, donations, and contributions from the Friends of both organizations.

- The Trustees of the Bacon Free Library will continue to maintain and preserve the cultural heritage of the building.
- Both the Morse Institute Trustees and the Bacon Free Trustees will continue to work to raise funds for books and other library materials.
- The Friends of both organizations will continue to fund special programs, events, museum passes, and special collections.
- The Morse Institute Library will continue its partnership with the Department of Veteran Affairs to maintain the Veterans Oral History Project.



Pandemic Response

Morse Institute Library

Meeting the needs of the community



When COVID-19 first affected our town in March, the Morse staff quickly and efficiently transitioned to a safer model of providing library services to our community. Returned library materials were quarantined for 72 hours and contactless pickups were implemented. Once COVID-19 numbers decreased significantly, limited in-person browsing was implemented along with limited public computer usage. When COVID-19 numbers again increased, a walkup window was installed for patrons to be able to safely pick up library materials.

177,486 Total Circulation
July-December 2020



Pandemic Response

Morse Institute Library

Meeting the needs of the community



Opening of the new
Digital Branch

During this time, staff worked tirelessly to deliver virtual programming and reference services, safe checkouts of library materials, outreach deliveries to those unable to come to the library, along with virtual ESOL classes and services. The staff also tackled large projects, including adding RFID tags to the entire collection of over 135,900 items and completing a grant-funded play space for the Children's Room.



First half of FY21 saw the following:
492 virtual programs with 2,482 attendees + 23,564 additional views of recorded programs



Pandemic Response

Bacon Free Library

Meeting the needs of the community



With the onset of COVID-19, the Bacon Library reacted swiftly in order to protect patrons and staff while continuing to provide library services to the community. Curbside pickups were implemented along with virtual programming for all ages, allowing patrons access to the collection and library services.

BFL staff held:

- 60 virtual programs
- completed 166 curbside pickups during the month of June alone

Additional Staff Projects:

- Book Bundles
- RFID Tagging – 12,000+ items
- Outdoor Story Walks



Story Walks



Pandemic Response

Bacon Free Library

Meeting the needs of the community



Circulation increased this year over last year during curbside pickups, indicating just how important access to libraries are during challenging times.



Collaborations also continued with the Natick Historical Society both in regard to COVID-19 safety protocols when reopening for appointments, as well as with a series of very successful virtual programs. Bacon staff members also worked with the COA to provide virtual instructional programming on using Zoom and accessing library e-resources.

FY22 Morse Institute Library

FY22 Proposed Budget - \$2,388,653

Description	2021 Budgeted	FY2022 Request	Dif FY22-FY21 BGTS	% Change	Notes on % Changes
SALARIES MANAGEMENT	\$95,365.00	\$100,000.00	\$4,635.00	4.9%	Director position vacant since 12/5/20 – indicates mid salary range.
SALARIES SUPERVISORY	\$207,355.00	\$218,642.00	\$11,287.00	5.4%	Reflects merit increase for Personnel Board employees per 2020 Fall TM
SALARIES OPERATIONAL STAFF	\$312,088.00	\$312,088.00	\$0.00	0.0%	
SALARIES TECHNICAL/PROFESSNL	\$941,473.00	\$936,497.00	-\$4,976.00	-0.5%	
SALARIES SUBSTITUTE WORKERS	\$14,737.00	\$14,737.00	\$0.00	0.0%	
SALARIES PART TIME OPERATIONAL	\$331,336.00	\$324,431.00	-\$6,905.00	-2.1%	
SALARIES PAGES	\$39,716.00	\$39,716.00	\$0.00	0.0%	
SALARIES LONGEVITY	\$17,827.00	\$17,827.00	\$0.00	0.0%	
SALARIES SUNDAY/PAY DIFFERENTL	\$48,740.00	\$48,740.00	\$0.00	0.0%	
COMPUTER MAINTENANCE	\$83,750.00	\$84,750.00	\$1,000.00	1.2%	
TELEPHONE	\$4,250.00	\$4,250.00	\$0.00	0.0%	
TRAINING & EDUCATION	\$7,500.00	\$7,500.00	\$0.00	0.0%	
POSTAGE	\$3,000.00	\$3,000.00	\$0.00	0.0%	
COPY/MAIL CENTER FEES	\$650.00	\$650.00	\$0.00	0.0%	
PURCHASED SERVICES MISC	\$4,525.00	\$4,525.00	\$0.00	0.0%	
LIBRARY SUPPLIES	\$26,300.00	\$26,300.00	\$0.00	0.0%	
LIBRARY MATERIALS	\$219,000.00	\$245,000.00	\$26,000.00	11.9%	Reflects increase in spending for e-resources. Increase assures we meet MAR req.
	\$2,357,612.00	\$2,388,653.00	\$31,041.00	1.3%	

Bacon Free Library

FY22 Proposed Budget: \$184,520

Description	FY21 Budgeted	FY22 Request	Dif FY22-FY21	% Change	Notes on % change
SALARIES MANAGEMENT	\$0.00	\$0.00	\$0.00		Director is shared position with MIL Assistant Director.
SALARIES OPERATIONAL STAFF		\$0.00	\$0.00		
SALARIES TECHNICAL/PROFESSNL	\$99,606.00	\$114,970.00	\$15,364.00	15.4%	↑ in hrs. for 2PT staff (no benefits) to assure min. staff in bldg. when open for safety. (Note: All staff are PT.)
FACILITY REPAIRS/MAINTENANCE	\$1,500.00	\$1,500.00	\$0.00	0.0%	
COMPUTER MAINTENANCE	\$3,000.00	\$3,000.00	\$0.00	0.0%	
MINUTEMAN LIBRARY NETWORK MEM	\$5,700.00	\$5,800.00	\$100.00	1.8%	
HEAT (OIL & GAS)	\$4,500.00	\$5,500.00	\$1,000.00	22.2%	Increase in rates and age of system costs. Overage in prior years covered by BFL Trustees.
PURCHASED SERVICES MISC	\$0.00	\$0.00	\$0.00		
PRINTED MATERIALS	\$16,000.00	\$16,000.00	\$0.00	0.0%	
LIBRARY SUPPLIES	\$52,000.00	\$37,750.00	-\$14,250.00	-27.4%	Shared programming with MIL. Reflects decrease in programming costs during COVID-19.
	\$182,306.00	\$184,520.00	\$2,114.00	1.2%	



Bacon Free Library

Natick Libraries

