

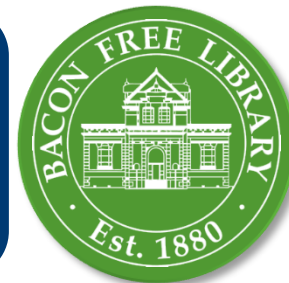
## Natick Libraries

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





# Operating Costs



	Morse	Bacon	Total
<b>FY22 (proposed)</b>	<b>\$2,388,653</b>	<b>\$184,520</b>	<b>\$2,573,173</b>
<b>FY21</b>	<b>\$2,357,612</b>	<b>\$182,306</b>	<b>\$2,539,918</b>
<b>Difference</b>	<b>\$31,041</b>	<b>\$2,214</b>	<b>\$33,255</b>
<b>% change</b>	<b>1.32%</b>	<b>1.21%</b>	<b>1.31%</b>

*Each year, in order to meet the Municipal Appropriation Requirement (MAR) by the State, the library needs to demonstrate a 2.5% increase over the average of the prior 3 years. The requested 1.31% increase will ensure we meet the MAR.*

The funding for library materials remains under the State spending minimums but is supplemented by grant writing and private donations.



# 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.



# Staffing



## FY20 Numbers

- Morse Institute Library: the Full Time Equivalent (FTE) is 31.2
  - An additional 1.25 FTE is not town-funded
- Bacon Free Library: the Full Time Equivalent (FTE) is 2.6
  - All staff are part time including the director

## FY18 FTE from Comparison Libraries

Andover	34
Arlington	34
Burlington	21
Chelmsford	27
Lexington	38
Needham	26
Wellesley	36



# 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
- weeded the collection

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.



**MORSE INSTITUTE**  
**LIBRARY** Natick's Community Library



**Bacon Free Library**

# Natick Libraries

