

DEPARTMENT OVERVIEW: **LIBRARY**

Mission: The Barrington Public Library provides equal opportunity for everyone to access, share, and create information. As a welcoming and inclusive community center, we connect our patrons to educational, recreational, and technological resources that enhance their lives. Freedom of speech, freedom of information, and the right to privacy are cornerstone principles for all library policies, programs, and services.

The year 2022 saw the library re-emerging from all pandemic constraints to focus on programming and access services to the community. Patrons were able to attend workshops on a variety of cultural topics including beginning knitting, Henna, paint nights, and adult crafting programs. Barrington residents also enjoyed programs paid for via grants from the New Hampshire Humanities including Humanities to Go and Big Read programs.

FY 2022 Highlights and Accomplishments:

- Awarded \$1,350 in grants
- Received \$9,966 in donations
- Organized and collaborated on Town-wide Eggstravaganza events
- Added an EGG-scape room program for Teens to the Eggstravaganza event
- Collaborated with other town departments to hold a Polar Express event
- Participated in the Tri-centennial parade, highlighting young Barrington readers
- Restarted in-person programming with a variety of different programs for all ages
- Adjusted collections to make better use of library space
- Purchased Beanstack, a new online summer reading program to make logging reading easier for parents and children

Performance Measures FY 2022:

	2021	2022
Library cards issued	443	446
Library visits	28,484	32,156
Materials circulated	60,191 (14,436 were digital items)	68,344 (14,203 were digital items)
Materials added	3,306	3,238
Materials deleted	3,407	1,986
Program attendance	5,174	6,188
Database use	10,753 searches	10,612 searches
Reference questions answered	167	213
Technology appointments	121	76
Public computer use	848	1,109
Wi-Fi sessions	1,559	1,583

The library continues to seek out opportunities to collaborate with other town departments and local groups to bring more programming opportunities and services to the residents of Barrington. We continue to build upon our successes as we plan the future of library services for the residents of Barrington.

2024 Library Budget

01-4550-01-4110 – Library Director-Salary: \$ 65,488

Grade 11 Step 3 – \$30.21 (25%) then Grade 11 Step 4 – \$31.91 (75%) for the remainder of 2024. Covers 2,080 hours per year plus any extra time worked (exempt position). The Director performs all administrative and staff management duties, selection and weeding of collection, purchasing, financial tracking, and all duties as requested by the Library Trustees. Reports directly to the elected Board of Trustees; coordinates with other town department heads and the Town Administrator.

Library Director Salary Rate of Change: +\$1667

01-4550-01-4111 – Full-Time Hourly Wages: \$92,092

Assistant Director/Children’s YA Librarian: \$50,570

Grade 8 Step 3 – \$23.33 (25%) then Grade 8 Step 4 – \$24.64 (75%) which covers 2,080 hours this year. The Assistant Director/Children’s YA Librarian does weekly story times, including special story times for the ECLC preschool and kindergarten classes, as well as the Recreation Department camp during the summer. This position plans and oversees children’s and teen programming, provides book talks to the schools for statewide book awards, and helps with the selection of materials and weeding of the children’s area. In addition, this person serves as the Assistant Director, acting as senior staff person in the absence of the Director, and collaborates with the Director in regards to policies, staffing, and other managerial tasks.

Cataloging and Technical Services Librarian: \$41,522

Grade 6 Step 2 – \$19.16 (25%), then Grade 6 Step 3 – \$20.23 (75%) which covers 2,080 hours this year. The Materials Processor processes and catalogs all new materials for circulation, repairs damaged items, and maintains collection statistics such as additions, deletions, and replacements. This position is also responsible for collection development and weeding the collection in consultation with the Director, and assists with programming.

Full-Time Hourly Rate of Change: +\$8,895

01-4550-01-4112 – Part-Time Hourly Wages (plus vacation hours): \$104,177

Social Media and Technology Library Assistant: \$33,945

Grade 5 Step 2 – \$17.58 (25%) then Grade 6 Step 2 – \$19.74 (75%) which covers 1,768 hours this year. This position is responsible for assisting staff and patrons with any Library technology questions and related device usage; maintaining the Library’s website; creating all promotional materials and communications for events; and maintaining the Library’s online calendar for all events, meetings, and programs. This position also handles overdue calls and related circulation duties and assists with adult programming. Due to the nature of the position, a high degree of technical knowledge and training is required and the Trustees have determined that the position is more appropriately paid at Grade 6.

Interlibrary Loan: \$21,113

Grade 3 Step 1 – \$14.43 (25%) then Grade 3 Step 2 – \$15.24 (75%) which covers 1,404 hours per year (27 hours/week). This position processes all incoming and outgoing interlibrary loan requests, as well as online library card requests. This position is also responsible for creating book displays, and overseeing the book-recycling program.

Desk Clerk 2 (vacant): \$19,368

Grade 2 Step 1 – \$13.24 (25%) then Grade 2 Step 2 – \$13.98 (75%) which covers 1,404 hours per year (27 hours/week). This position handles all circulation desk tasks such as checking items in and out, shelving materials, shelf reading, and assisting with book displays.

Desk Clerk 1: \$18,382

Grade 2 Step 2 – \$13.57 (25%) then Grade 2 Step 3 – \$14.33 (75%) which covers 1,300 hours per year (25 hours/week). This position handles all circulation desk tasks such as checking items in and out, shelving materials, shelf reading, and assisting with book displays.

Custodian: \$10,104

Grade 4 Step 4 – \$16.93 (25%) then Grade 4 Step 5 – \$17.91 (75%) which covers 572 hours per year. The custodian is responsible for the day-to-day cleaning of the Library. He also acts as the repairperson for small jobs such as lock changes, furniture assembly, light bulb replacement, and interior repairs. The custodian is also responsible for submitting supply lists for items needed to maintain and clean the Library.

Temporary Employees (Vacation/Sickness Coverage): \$1,265

Grade 1 Step 1 – \$12.15 (25%) then Grade 1 Step 2 - \$12.82 (75%) which covers 100 hours per year. These hours are used to cover shifts when someone calls in sick or goes on vacation.

Part-Time Hourly Rate of Change: +\$5,042

01-4550-4154 – Earned Time: \$2,500

Covers cash-in of earned time by Library employees. This number, plus 25% buffer (in case employees change their minds mid-year) is budgeted here.

Rate of Change: \$0.00

01-4550-01-4290 – Benefits: \$108,352

Pays all benefits for Library staff. The amount reflects the estimated costs for the staff who are covered under the Town’s benefit plan. The amount was provided by Conner MacIver, Town Administrator.

Rate of Change: -\$5,835

2024 Staffing Total with Wages, Benefits, Sick Hours & Earned Time: \$372,609

2023 Staffing Total with Wages, Benefits, Sick Hours & Earned Time: \$360,890

Total Rate of Change: +\$11,719 or 3.2%

01-4550-01-4321 – Contracts: \$10,598

- Security and fire alarm hooked up to CMS (\$444)
- Hosting and tech support for our circulation system, Atrium, and EZCat cataloging module (\$1590)
- Library web page with Piper Mountain Webs (\$649) includes hosting, support, Security Socket Layer (SSL) certificate, and tech help/training for staff updating the site, and email hosting.
- Managed technology services from Back Bay Networks (\$5,460), a function that was outsourced in September 2022.
- Event registration and calendar module from Assabet Interactive (\$850).
- Ancestry Library Edition and Heritage Quest databases, very popular genealogy research databases (\$810).
- Summer reading program software through Zoobean (\$795).

Rate of Change: \$0.00

01-4550-01-4322 – Program Expenses: \$5,500

Covers all adult, young adult, and children’s programming expenses including story time supplies, craft programs, and summer reading supplies for over 300 children, teens, and adults. This amount also includes artists’ performance costs, presentations, and art classes. With population increases and growth in the number of registered library patrons, there are increased requests for different kinds of programs and for more of our popular programming, such as cooking, STEM, arts and crafts, and informational presentations. This area will continue to expand further to meet community demands. Programming attendance numbers for adults and children increase each year. We continue to write grants to cover any costs beyond the town appropriation.

Rate of Change: \$0.00

Other Payment Sources: The Library will use about \$1,500 above the town-funded amount to provide added programming. These funds will come from grants, the Friends of the Library, and from fees collected for out-of-town cards and replacement fees for lost cards. The Friends of the Library offers a program for patrons consisting of a lump sum of \$850, which allows patrons to submit receipts from visits to New England museums for reimbursement and covers a pass to the NH Children’s Museum, and one for Bedrock Gardens. We have most of our summer reading prizes donated by local residents and businesses. The Friends of the Library and Recreation Department also share the cost to offer the NH State Parks Pass.

01-4550-01-4431 – Library Building Improvements & Maintenance: \$2,500

- Maintenance and cleaning supplies, equipment, paint, cleaners, light bulbs, trash removal, plus any other repair items needed, or emergency repairs to items such as fixtures (\$1,500).
- Garden maintenance/landscaping, including mulch and woodchips and some labor to lay these down plus poison ivy removal when needed (\$1,000).

Note: The reduction in this line results from the cooperation of the Library, Facilities, and Department of Public Works to facilitate the movement of the library shed, freeing up space to allow walkway snow removal by the Department of Public Works once again.

Rate of Change: -\$2,295

Other Funding Sources: We ask the local garden clubs, the Friends group, and other volunteers to weed, rake, etc. as a means to keep the cost as low as possible. This results in approximately \$500 of labor to maintain our gardens and outdoor space.

01-4550-01-4434 – Equipment Maintenance: \$800

Includes funds for emergency repairs to printers, book carts, or other equipment (circulating telescope/kits/devices), as well as buffer wheels for our DVD cleaner. Funds are also used to replace the fire/security alarm batteries as needed on a rotating schedule. Additionally some minor computer maintenance costs not covered by our contract with Back Bay Networks, may fall in this category.

Rate of Change: \$0.00

01-4550-01-4439 – Book/Collection Maintenance: \$1,500

These monies are used to pay for the Baker & Taylor (book jobber) service, which delivers books, pre-covered or laminated to increase their durability. Funds are also used to purchase laminate and Mylar book covers to be used on donated and replacement items. Additionally, this line covers maintenance for our well-used DVD/CD collection. Our DVD cleaning machine fixes about 50-70% of damaged items but it does require supplies (solutions, etc.). Repairing items is more cost effective than replacement.

Rate of Change: +\$400.00

Other Payment Sources: The Library will use funds from fax and copy fees to cover any overages of the budgeted amount to care for the collection.

01-4550-01-4443 – Library Copier Lease & Maintenance: \$2,600

- We are in negotiations to replace or renew our lease and service agreement for our networked copier with color printing and fax capability (\$1548)
- Overage costs for our color copier (estimated at \$1,052 based on current use).

Rate of Change: \$0.00

01-4550-01-4531 – Telephone: \$1.00

VOIP through the Town covers all phone costs. Funds are kept in this line item just to keep the budget line open in case phone configuration changes. The Town pays from the admin line for the internet connection to the Library.

Rate of Change: \$0.00

01-4550-01-4540 – Advertising/Public Relations: \$500

Covers ads to recruit new employee candidates (Indeed and other sources), materials such as bookmarks, brochures, and posters to promote services and events as well as PR items such as sidewalk signs or letters for the signs to promote events. We do a lot of in-house production of materials but sometimes we need to purchase specific bookmarks to support statewide lists, national events, and digital services. We are trying to reach more residents with additional handouts around town and by attending events to share Library materials with our resources and activities and may look into reaching residents via the USPS.

Rate of Change: +\$30

1-4550-01-4560 – Conferences & Training: \$1,800

These funds allow for the Director, Children’s Librarian, and Technology Library Assistant to attend library-specific programs. This also covers costs associated with the annual New England Library Association (NELA) conference for two staff members, and the cost for four Trustees and the Director to attend the New Hampshire Library Trustee Association’s annual conference. As funds allow, reimbursement for other continuing education programs may be covered.

Rate of Change: \$0.00

01-4550-01-4570 – Dues & Fees: \$970

- NH Library Association dues (based on salary) for the Director, Children’s Librarian, and Technology Library Assistant (\$260).
- Fee for movie licensing agreements that allow us to show films in the Library, and for campers at the summer program to watch films here or in the Recreation Department (\$430).
- Staff scheduling software Schedule Base allows staff to check schedules from home, mobile devices, etc. and allows the Director to shift schedules as needed (\$120).
- Yearly fee for Zoom to conduct virtual programming, and staff and Library group meetings (\$154).

Rate of Change: +\$60

01-4550-01-4580 – Mileage & Expenses: \$500

This amount covers all mileage accrued by staff going to conferences and training as well as mileage for doing Library errands such as delivering books to home-bound residents, making bank or post office runs, getting needed supplies, or visiting local schools. Also covers attending State consortium meetings and training sessions.

Rate of Change: \$0.00

01-4550-01-4612 – Postage: \$400

Covers the cost of mailing bills, packages, or letters that the Library needs to send, as well as an Amazon Prime account. Postal rates were raised twice in 2023 – a 13% increase.

Rate of Change: +\$100

Other Funding Sources: We ask for stamps every year from our “Giving Tree” during the holidays and usually get 1-2 rolls, saving the Town \$50-100 a year.

01-4550-01-4641 – Periodicals: \$500

The total cost of current subscriptions for 2024 is \$1,700. This amount is not stable and fluctuates year to year. We are budgeting (\$500) for periodicals not covered by donations plus an additional amount in case past donors do not wish to renew their subscription adoption.

Rate of Change: \$0.00

Other Funding Sources: The Friends of the Library donates \$600 annually and the remaining balance comes from private donors who have adopted subscriptions or donate copies of magazines directly to the Library.

01-4550-01-4642 – Books & Multimedia: \$20,000

This covers books, audiobooks, music sets, films, and computer software for loan to the general public. We use vendors who give us up to 40-45% discounts on many materials, but smaller discounts are offered on library bound materials which we need when purchasing high circulation titles. Demand for these materials has been steadily increasing for the past few years.

Rate of Change: +\$0.00

Other Sources of Funding: The income received from fees will be used to replace items lost or damaged by patrons, purchase additional audio/visual materials for the collection, and purchase additional books. RSA 202-A: 11- All money received from fines and payments for lost

or damaged books or for the support of a library in another city or town under contract to furnish library service to such town or city, shall be used for general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment, shall be held in a non-lapsing separate fund and shall be in addition to the appropriation.

01-4550-01-4643 – Digital Materials: \$9,930

- Digital material use has seen steady growth over the past few of years. Digital resources now comprise 20% of our total circulation. Our New Hampshire Downloadable Book (Overdrive) consortium dues provide our patrons with access to hundreds of digital items that can be downloaded to their computers, tablets, MP3 players, or smart phones (\$4,530). This service includes access to eBooks, audiobooks, and magazines. The increase from 2023 is due to the consortium voting to increase its budget to meet the demand of users and to cover the cost of digital licensing agreements, which have skyrocketed in the past few years. As of July 2023, our OverDrive users have borrowed over 7,500 audiobooks, eBooks and periodicals, an increase of 23% from 2022. Hoopla is another digital service we offer our patrons that provides instant access to eBooks, audiobooks, movies and TV series, music, and comic books. This is a pay-per-use service, but the variety of content and instant access makes Hoopla a popular service. We have reduced this amount from 2023 budget in order to cover most of the increase in the Overdrive fees. If the reduction reduces access to Hoopla, we will use donated funds to cover overages in 2024.

Rate of Change: +\$76

01-4550-01-4651 – Operating Supplies: \$3,200

Covers all office supplies, book covers, audiobook and video cases, book laminate, binders for DVDs, toner, ink, book barcodes, and patron library card supplies, spine labels, register receipt paper, circulation receipt paper, ratings and genre stickers, etc. used on a daily basis. This amount includes ink supplies for two inkjet printers, one for the office and one for public.

Rate of Change: +\$0.00

01-4550-01-4754 – Equipment Purchases: \$1.00

No capital expenditures for equipment are projected for this year. More space is needed for items in most areas of the library but options for inexpensive ways to manipulate space within the existing building are lacking. This line can also be used for hardware purchases. We anticipate that our Library Technology Capital Reserve Fund will take care of any necessary hardware upgrades this year for staff. \$1.00 to keep the line in our budget for future use.

Rate of Change: \$0.00

2024 Town Portion of the Operating Budget: \$61,300

2023 Town Portion of the Operating Budget: \$62,929

Difference: -\$1,629 which is a -2.5% increase from the 2023 budget.

Total 2024 Budget: \$433,909

Total 2023 Budget: \$423,819

Difference: \$10,090 which is a 2.3% increase over last year's budget.

Warrant Article Requests

Warrant Article Request - Technology Fund

To add \$3,000.00 to the Library Technology Capital Reserve Fund. These funds are saved yearly to be used towards the purchase of technology equipment upgrades and additions. Purchases for 2023 included a replacement for a defunct door count system and updated credit card payment terminal. The Library is readying for the time when replacement of the current ILS (Integrated Library System) becomes necessary. Our system was last replaced in 2009.

Additional Savings and Fundraising

- The Barrington Public Library attracts energetic, smart, and enthusiastic residents to serve as volunteers. We have volunteers who specifically come on board to help during the summer reading program and others who volunteer year-round. In 2022 we had approximately \$9,300 worth of volunteer labor (calculated at the Grade 1 Step 1 Town rate). The Friends group also donates hundreds of hours to raise money that the Library can access to supplement Town funding.
- We write and apply for grants to augment our programming line. In 2022 we received grants from the New Hampshire Humanities Council and First Seacoast Bank, which, along with cash donations, totaled more than \$9,000. We also invite local talent who can provide free or low cost workshops to residents, helping to keep programming costs reasonable.
- The Friends of the Barrington Public Library holds fundraisers throughout the year such as book sales, the annual plant sale in June, and a fall Mum sale. The Library is able to seek funds from the Friends to supplement Town funding, and receives over \$3,000 annually from the group.