

LIBRARY	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	859,431	856,080	908,811	866,901	930,963	929,951	998,649	1,011,815	1,011,815	
5112 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5120 Temporary Part-Time	34,197	30,483	36,116	21,838	19,641	14,729	38,789	40,820	40,820	
5130 Overtime	26,125	26,052	28,574	24,603	16,626	13,193	25,459	21,407	21,407	
5135 Uniforms	340	340	440	440	540	540	540	540	540	
5160 Sick leave Buy-Back	-	-	-	-	-	-	-	-	-	
Total Salaries	920,093	912,955	973,941	913,783	967,770	958,413	1,063,437	1,074,583	1,074,583	-
<i>Operating</i>										
5210 Energy Utilities	80,350	76,505	92,440	70,157	92,664	92,664	74,646	74,646	74,646	
5240 Repairs and Maintenance	50,029	54,513	75,000	70,450	80,979	80,723	58,310	56,000	56,000	
5271 Network Membership	39,997	39,997	39,997	39,997	39,997	39,997	39,997	39,997	39,997	
5310 Professional Services	20,000	-	-	-	-	-	-	-	-	
5340 Communications	5,441	5,345	5,541	4,637	8,780	4,951	6,870	7,944	7,944	
5420 Office Supplies	11,586	11,022	10,535	10,149	18,060	15,588	11,800	11,800	11,800	
5500 Technology	32,544	28,628	27,515	27,515	32,014	31,194	26,300	31,393	31,393	
5512 Books/Subscriptions	168,236	168,136	159,513	142,238		168,971	167,339	168,892	168,892	
5701 Travel	-	-	-	-	-	-	-	-	-	
5703 Dues and Memberships	1,550	1,550	1,550	1,360	2,305	1,149	2,305	2,305	2,305	
5790 Staff Development	500	500	500	-	500	500	500	500	500	
Total Operating	410,233	386,196	412,591	366,502	275,299	435,736	388,067	393,477	393,477	
<i>Capital Outlay</i>										
5833 Capital Outlay	3,700	988	-	-	-	-	-	-	-	
Total Capital Outlay	3,700	988	-	-	-	-	-	-	-	
TOTAL BUDGET	1,334,026	1,300,139	1,386,532	1,280,286	1,243,069	1,394,149	1,451,504	1,468,060	1,468,060	-

Position	FY2019 BUDGETED FTE	FY2020 BUDGETED FTE	FY2021 BUDGETED FTE	FY2022 BUDGETED FTE	FY2023 DEPT REQ FTE	FY2023 TM REC FTE	FY2023 FIN COM REC FTE	MAR Calculation
Library Director	1	1	1	1	1	1		FY20 \$1,343,529
Assistant Library Director	1	1	1	1	1	1		FY21 \$1,425,071
Professional Librarians	5	5	5	5	5	5		FY22 \$1,451,504
Secretaries	1	1	1	1	1	1		Subtotal \$4,220,104
Library Associates	1	1	1	1	1	1		Average \$1,406,701
Specialists	2	2	2	2	2	2		*1.025 \$1,441,869 MAR
Clerical Assistants	6	6	6	6	6	6		
Custodian (full-time)	1	1	1	1	1	1		
Librarian (part-time)	1	1	1	1	1	1		
Library Clerical Assist (part-time)	1	1	1	1	1	1		
Pages (part-time)	2	2	2	2	2	2		Difference \$26,191

**FISCAL YEAR 2023
TOWN LIBRARY SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Giarrusso, Diane	Library Director	7/1/2018	PRRB/A11	8	107,236		1,700		108,936
Goolishian, Nicole	Professional Librarian/AD	7/1/2018	PRRB/A8	1	14,951				14,951
Goolishian, Nicole	Professional Librarian/AD	9/20/2021	PRRB/A8	2	56,100				56,100
Blaikie, Michelle	Library Clerical Assist	1/1/21 est	AFSCME/1	4	20,675				20,675
Blaikie, Michelle	Library Clerical Assist	1/1/21 est	AFSCME/1	5	21,915				21,915
Briley, Jeannine	Executive Secretary	7/1/2018	PRRB/B6	8	65,371		1,700		67,071
Burke, Jennifer	Library Clerical Assistant	1/10/2005	ARSCME/1	7	48,323		2,200		50,523
Driscoll, Danielle	Library Clerical Assistant	5/6/2019	AFSCME/1	7	48,323		1,000		49,323
Fiumara, Joseph	Building Custodian	4/15/2018	AFSCME/2	7	61,007		1,000		62,007
Hayes, Robert	Professional Librarian	7/1/2018	PRRB/B7	10	74,842		1,700		76,542
Holland, Gail	Library Clerical Assistant	8/23/2018	AFSCME/1	7	48,323		2,700	1,450	52,473
Hollis, Christine	Library Clerical Assistant	6/21/2018	AFSCME/1	7	48,323		1,000		49,323
Jennings, Katie	Library Clerical Assistant	1/4/2021	AFSCME/1	4	20,675				20,675
Jennings, Katie	Library Clerical Assistant	1/4/2021	AFSCME/1	5	21,915				21,915
Kelley, Anne	Technology Specialist	12/11/2017	AFSCME/1A	4	40,503				40,503
Kelley, Anne	Technology Specialist	12/11/2017	AFSCME/1A	5	6,649		1,000		7,649
Lawrence, Haley	Children's Specialist	11/1/2021	AFSCME/1A	1	13,701				13,701
Lawrence, Haley	Children's Specialist	11/1/2021	AFSCME/1A	2	27,118				27,118
Leggat, Emily	Professional Librarian	10/1/2019	PRRB/B7	3	15,574				15,574
Leggat, Emily	Professional Librarian	10/12/2019	PRRB/B7	4	48,221				48,221
Lewin, Katrina	Professional Librarian	10/1/1018	PRRB/B7	3	15,574				15,574
Lewin, Katrina	Professional Librarian	10/1/1018	PRRB/B7	4	48,221				48,221
Robinson, Siobhan	Professional Librarian	12/2/2019	PRRB/B7	5	29,149				29,149
Robinson, Siobhan	Professional Librarian	12/2/2019	PRRB/B7	6	37,934				37,934
Swartz, Jeanne	Library Associate/Circ	9/1/2018	PRRB/B4	7	9,454				9,454
Swartz, Jeanne	Library Associate/Circ	9/1/2018	PRRB/B4	8	45,289		1,000		46,289
Total Regular Salaries					995,365	-	15,000	1,450	1,011,815

Permanent Part-Time

Name	Position	Amount	Total Benefit
Total Permanent Part-Time			-

Temporary Part-Time

Name	Position	Amount	Hours	Weekly	Total Benefit
Pike, Jeffrey	Librarian	26.41	12.00	316.92	16,543
Troiana, Theresa	Library Clerical Assist	18.09	12.00	217.08	11,332
Ardizzoni, Carole	Page	15.50	8.00	124.00	6,473
Vacant	Page	15.50	8.00	124.00	6,473
Total Temporary Part-Time					40,820

Overtime

Name	Position	Amount	Total Benefit
Various Staff Members	Varies	6,000	6,000
Sunday Hours	Varies	15,407	15,407
Total Overtime		21,407	21,407

Uniforms

Name	Position	Amount	Total Benefit
Fiumara, Joseph	Building Custodian	540	540
Total Uniforms		540	540

Sick-Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Total Sick-Buy Back							-

Department Total							1,074,583
-------------------------	--	--	--	--	--	--	-----------

**FISCAL YEAR 2022
TOWN LIBRARY SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Giarrusso, Diane	Library Director	7/1/2018	PRRB/A11	7	102,329		1,600		103,929
Boc, Noelle	Professional Librarian/AD	7/1/2018	PRRB/A8	8	80,983		2,600		83,583
Briley, Jeannine	Executive Secretary	7/1/2018	PRRB/B6	7	62,378		1,600		63,978
Burke, Jennifer	Library Clerical Assistant	1/10/2005	ARSCME/1	7	47,259		2,100		49,359
Driscoll, Danielle	Library Clerical Assistant	5/6/2019	AFSCME/1	7	47,259		1,000		48,259
Fiumara, Joseph	Building Custodian	4/15/2018	AFSCME/2	7	59,665		1,000		60,665
Michelle Blaikie	Library Clerical Assist	1/1/21 est	AFSCME/1	3	19,078				19,078
Michelle Blaikie	Library Clerical Assist	1/1/21 est	AFSCME/1	4	20,220				20,220
Hayes, Robert	Professional Librarian	7/1/2018	PRRB/B7	10	73,195		1,600		74,795
Holland, Gail	Library Clerical Assistant	8/23/2018	AFSCME/1	7	47,259		2,600		49,859
Hollis, Christine	Library Clerical Assistant	6/21/2018	AFSCME/1	7	47,259		1,000		48,259
Kelley, Anne	Technology Specialist	12/11/2017	AFSCME/1A	3	37,373				37,373
Kelley, Anne	Technology Specialist	12/11/2017	AFSCME/1A	4	6,135				6,135
Leggat, Emily	Professional Librarian	10/1/2019	PRRB/B7	2	15,192				15,192
Leggat, Emily	Professional Librarian	10/1/2019	PRRB/B7	3	46,015				46,015
Lewin, Katrina	Professional Librarian	10/1/1018	PRRB/B7	2	15,192				15,192
Lewin, Katrina	Professional Librarian	10/1/1018	PRRB/B7	3	46,015				46,015
Maganzini, Heather	Children's Specialist	5/11/2015	AFSCME/1A	7	54,014		1,000		55,014
Robinson, Siobhan	Professional Librarian	12/2/2019	PRRB/B7	4	30,677				30,677
Robinson, Siobhan	Professional Librarian	12/2/2019	PRRB/B7	5	31,682				31,682
Swartz, Jeanne	Library Associate/Circ	9/1/2018	PRRB/B4	6	8,823		1,000		9,823
Swartz, Jeanne	Library Associate/Circ	9/1/2018	PRRB/B4	7	43,417				43,417
Katie Jennings	Library Clerical Assistant	1/1/21 est	AFSCME/1	3	19,911				19,911
Katie Jennings	Library Clerical Assistant	1/1/21 est	AFSCME/1	4	20,220				20,220
									-
Total Regular Salaries					981,549	-	17,100	-	998,649

Permanent Part-Time

Name	Position				Amount				Total Benefit
Total Permanent Part-Time									-

Temporary Part-Time

Name	Position				Amount	Hours	Weekly		Total Benefit
Pike, Jeffrey	Librarian				25.83	12.00	309.94		16,180
Troiana, Theresa	Library Clerical Assist				17.69	12.00	212.27		11,081
Ardizzoni, Carole	Page				13.80	8.00	110.43		5,764
Vacant	Page				13.80	8.00	110.43		5,764
Total Temporary Part-Time									38,789.00

Overtime

Name	Position				Amount				Total Benefit
Various Staff Members	Varies				\$ 6,000				6,000
Sunday Hours	Varies				19,459				19,459
Total Overtime					25,459				25,459

Uniforms

Name	Position				Amount				Total Benefit
Fiumara, Joseph	Building Custodian				540				540
Total Uniforms					540				540

Sick-Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.		Total Benefit
									-
Total Sick-Buy Back									-

Department Total									1,063,437
-------------------------	--	--	--	--	--	--	--	--	-----------

**FISCAL YEAR 2021
TOWN LIBRARY SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Giarrusso, Diane	Library Director	7/1/2018	PRRB/A10	8	94,105		1,500		95,605
Boc, Noelle	Professional Librarian/AD	7/1/2018	PRRB/A8	7	77,273		2,000		79,273
Briley, Jeannine	Executive Secretary	7/1/2018	PRRB/B6	6	59,506		1,500		61,006
Burke, Jennifer	Library Clerical Assistant	1/10/2005	AFSCME/1	7	46,219		2,000		48,219
Driscoll, Danielle	Library Clerical Assistant	5/6/2019	AFSCME/1	7	46,219		1,000		47,219
Fiumara, Joseph	Building Custodian	4/15/2018	AFSCME/2	7	58,352		1,000		59,352
Hamm, Maria	Library Clerical Assist	4/11/2018	AFSCME/1	5	32,927				32,927
Hamm, Maria	Library Clerical Assist	4/11/2019	AFSCME/1	6	9,536				9,536
Hayes, Robert	Professional Librarian	7/1/2018	PRRB/B7	10	71,584		1,500		73,084
Holland, Gail	Library Clerical Assistant	8/23/2018	AFSCME/1	7	46,219		2,500		48,719
Hollis, Christine	Library Clerical Assistant	6/21/2018	AFSCME/1	7	46,219		1,000		47,219
Kelley, Anne	Library Clerical Assistant	12/11/2017	AFSCME/1	5	39,512				39,512
Kelley, Anne	Library Clerical Assistant	12/11/2017	AFSCME/1	6	2,554				2,554
Leggat, Emily	Professional Librarian	10/1/2019	PRRB/B7	1	14,496				14,496
Leggat, Emily	Professional Librarian	10/12/2019	PRRB/B7	2	43,988				43,988
Lewin, Katrina	Professional Librarian	10/1/1018	PRRB/B7	1	14,496				14,496
Lewin, Katrina	Professional Librarian	10/1/1018	PRRB/B7	2	43,988				43,988
Maganzini, Heather	Children's Specialist	5/11/2015	AFSCME/1A	6	18,299				18,299
Maganzini, Heather	Children's Specialist	5/11/2015	AFSCME/1A	7	33,254		1,000		34,254
Robinson, Siobhan	Professional Librarian	12/2/2019	PRRB/B7	3	30,002				30,002
Robinson, Siobhan	Professional Librarian	12/2/2019	PRRB/B7	4	\$ 30,985				30,985
Swartz, Jeanne	Library Associate/Circ	9/1/2018	PRRB/B4	5	8,421				8,421
Swartz, Jeanne	Library Associate/Circ	9/1/2018	PRRB/B4	6	41,422		1,000		42,422
Vacant	Technology Specialist		AFSCME/1A	3	5,387				5,387
									-
									-
Total Regular Salaries					914,963	-	16,000	-	930,963

Permanent Part-Time

Name	Position				Amount				Total Benefit
Total Permanent Part-Time									-

Temporary Part-Time

Name	Position				Amount	Hours	Weekly		Total Benefit
Pike, Jeffrey	Librarian								8,804
Troiana, Theresa	Library Clerical Assist				17.30	12.00	207.60		10,837
Ardizzoni, Carole	Page					8.00	-		-
Gustin, Trinity	Page					8.00	-		-
Extra Day (0.2)									
Total Temporary Part-Time									19,641

Overtime

Name	Position				Amount				Total Benefit
Various Staff Members	Varies				6,000				6,000
Sunday Hours	Varies				10,626				10,626
Total Overtime					10,626				16,626

Uniforms

Name	Position				Amount				Total Benefit
Fiumara, Joseph	Building Custodian				540				540
Total Uniforms					540				540

Sick-Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.		Total Benefit
Total Sick-Buy Back									-

Department Total									967,770
-------------------------	--	--	--	--	--	--	--	--	---------

DESCRIPTION/DETAIL

LIBRARY OPERATING

5210 Energy Utilities

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
80,350	76,505	92,440	70,157	92,664	92,664	74,646	74,646	74,646

<i>Explanation:</i>		FY22	Estimated
National Grid	NG Electric	32,825	32,825
National Grid	NG Gas	10,000	10,000
Town of Chelmsford		18,925	18,925
Direct Energy		12,896	12,896
Approx. Total		\$ 74,646	\$ 74,646

Total 5210 Energy Utilities: 74,646 74,646

DESCRIPTION/DETAIL

LIBRARY OPERATING

5240 Repairs and Maintenance

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
50,029	54,513	75,000	70,450	80,979	80,723	58,310	56,000	56,000

Explanation:	Repair	Maintenance	
Electrical	8,000		See Supply Breakdown Below
Elevator	1,500	3,600	Monthly Maintenance (1500); Inspection (1500); State Permit (600)
Safety/Security	2,000	4,050	AED repl. (1700); Alarm (350); Fire Alarm (750); Fire Exting (700); Sprinkler (250); Eme
Generator	1,000	500	Fuel
HVAC	20,000	10,000	Annual Maintenance
Plumbing	1,500	150	Inspection

SUPPLIES

Maintenance Supplies	5,700		Standard Electric/Bulbs (200); Lowell Janitorial (4500); Home Depot (500); O'Connor Ha
Window Washing, Annual	2,000		
Landscaping & Sprinklers	2,000		Landscaping (1200); Sprinklers (800)
Carpet Washing, Annual	2,000		
Locksmith/Flags/Roofing	1,500		
Subtotals	37,700	18,300	

DESCRIPTION/DETAIL

LIBRARY OPERATING

5310 Professional Services

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
20,000	-	-	-	-	-	-	-	-

Total 5310 Professional Services: - -

DESCRIPTION/DETAIL

LIBRARY OPERATING

5340 Communications

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
5,441	5,345	5,541	4,637	8,780	4,951	6,870	7,944	7,944

Explanation:

Telephone 4152 Windstream (2000); ZOOM TeleMeeting (1900); 3 Town Phones (1152)
 Internet & Wirele 3792 Comcast Business (240); 2 Verizon MIFI (960); FIOS Gateway (1800); 2 TMobile Library Program (792)
 \$ 7,944

Total 5340 Communications: 7,944 7,944

DESCRIPTION/DETAIL

LIBRARY OPERATING

5420 Office Supplies

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
11,586	11,022	10,535	10,149	18,060	15,588	11,800	11,800	11,800

Explanation:

Material processing (barcodes, book covers, labels, property stamps, library cards, display	4900
All general office (paper, pens/tape, etc., postage, receipt printer rolls, etc.)	6900
<i>Approx. Total</i>	<i>11800</i>

Total 5420 Office Supplies: 11,800 11,800

DESCRIPTION/DETAIL

LIBRARY OPERATING

5500 Technology

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
32,544	28,628	27,515	27,515	32,014	31,194	26,300	31,393	31,393

Software--Licenses and Annual Maintenance/Public Access	12,343	Domain (262); Server (350); TrafSys (1500); TechSoup (1600); Assabet Interactive (2
Maintenance/Repair	2,000	Supplies-Gov Connection & CDW-G
Replacement Printer/Staff	2,000	Printers (4)
Replacement -Systems/Laptops/Peripherals	10,000	
Copier/Printer Maintenance Contract Approx	5,050	
<i>Total</i>	<i>31,393</i>	

Total 5500 Total Technology: 31,393 31,393

Would like to create a revolving account for printing/copier management fees

DESCRIPTION/DETAIL

LIBRARY OPERATING

5701 Travel

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-	-	-	-	-	-	-	-	-

Total 5701 Travel: - -

DESCRIPTION/DETAIL

LIBRARY OPERATING

5703 Dues and Memberships

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
1,550	1,550	1,550	1,360	2,305	1,149	2,305	2,305	2,305

Explanation (FY18)

<i>MA Lib Assoc</i>	<i>11 staff</i>	<i>1085</i>
<i>NE Lib Assoc</i>	<i>11 staff</i>	<i>220</i>
<i>Participation at Conf/CE</i>	<i>10 staff</i>	<i>1000</i>
	<i>Approx. Total</i>	<i>2305</i>

Total 5703 Dues and Memberships: 2,305 2,305

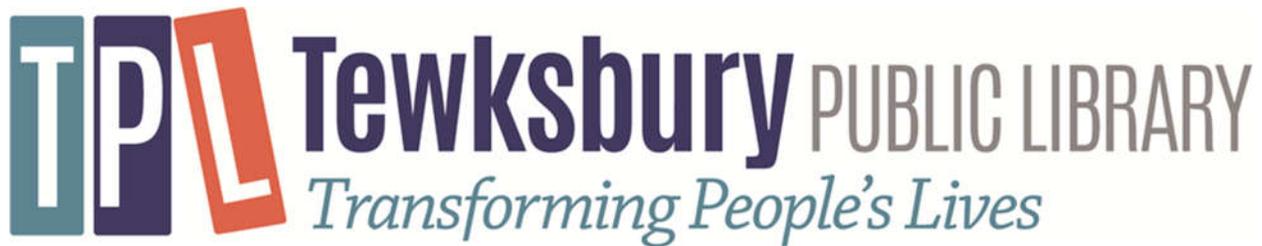
LIBRARY OPERATING

5790 Staff Development

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
500	500	500	-	500	500	500	500	500

Staff Development Day 500 500

Total 5790 Staff Development: 500 500



Diane Giarrusso, Library Director

Memorandum

To: Richard Montuori, Town Manager
From: Diane Giarrusso, Library Director
Re: FY2023 Library Budget Request
Date: November 18, 2021

It is my pleasure to present the Library's budget request for FY2023. In accordance with your budget message, it is a level service budget with changes that reflect contractual wage increases and level service increases only.

The Tewksbury Public Library and employees provide the Town's residents with a wide variety of materials, resources and services. We provide free access to literacy and learning opportunities through our book, media and online collections, as well as a variety of classes and lectures for Tewksbury's children, teens and adults. These resources combine to offer each resident many opportunities to transform their life by using the Tewksbury Public Library. It is an honor to lead this hard-working and community-focused group of employees who provide exemplary service to our residents.

Throughout the past two fiscal years, we have done our best to find ways to serve the community's needs for library services during the pandemic. Of course, we all wished that we could reopen with all of our services as they were. That, however, was not an option and we, along with every other department in Town, provided services in slightly new ways, until we could fully reopen.

We continued to serve patrons by using technology available to us to move our programs for children, teens and adults online. We offered e-Library cards for the first time so that residents could continue to learn and be entertained by our online resources. We also ensured that residents could still get books and other materials through our Library to Go and Curbside Delivery services. We received many appreciative comments and emails from residents who stayed connected with the library and each other through our continual efforts to inform, educate and entertain. Statistical details about these programs is included with the forthcoming Value of Library Services statement.

The following are priorities for additional funding, should it be available. The total budgetary impact of these requests is \$7,860 in FY23.

Executive Secretary from B6 Step 8 to B6 Step 9 in FY23.

The budgetary impact of this priority is an increase of \$1,636 in FY23.

This increase is being requested in recognition of the excellent work done throughout her years of employment.

Library Associate/Head of Circulation from B4 Step 7 to B6 Step 1.

The budgetary impact of this priority is an increase of \$1,374 in FY23.

It has come to my attention that the wage scale for this position, that falls between the wages of Library Specialists and Professional Librarians, is out of balance with those neighboring positions. The duties of the position are more closely aligned with the Professional Librarians, and the Library Associate position directly supervises more staff members than any other department. In addition, the duties of this position are as responsible as the work of our Executive Secretary, who is paid at B6. As an equity adjustment, I recommend upgrading this position to the B6 Step 1 in FY23.

**Professional Librarian step increases for
Children's Librarian B7 Step 3 & 4 to B7 5 & 6
and**

Teen Librarian B7 Step 3 & to B7 Step 4 & 5 in FY23.

The budgetary impact of this priority is a combined increase of \$4,850 in FY23.

The Children's Librarian was hired at a time when I could only offer a low starting wage. This adjustment will provide parity with other librarians in the building with similar experience. In addition, she has the most years of experience among our new professional hires.

The Teen Librarian was hired with library experience, but not an MLS. As a condition of her employment, she was to successfully complete a Master's program within 3 years. This spring, she will complete her program and I would like to bring her wages more in line with Children's Librarian.

I believe that increasing their wage scales will provide parity for them, will be more equitable among librarians, and will effectively recognize their years of service in libraries and their dedication to serving residents in Tewksbury.

I have been employed in Tewksbury for 11 years and I appreciate the support you and the Finance Committee have given me and the library. There is much more to be done and I look forward to working with you to create an FY23 budget that allows us to continue to provide excellent services for the community. On behalf of the staff, we appreciate your strong support of the library.

Input Your Quantity of Use	Library Services FY21 Tewksbury Public Library The Pandemic Edition, Issue 2	Retail Value (average)	Value of Services
93,791	Books Borrowed	\$21.19	\$1,987,431
27,151	Ebooks & Materials in e-format	\$10.00	\$271,510
636	Magazines Borrowed	\$3.50	\$2,226
4,072	Newspapers browsed (minimum)	\$9.50	\$38,684
16,982	DVDs Borrowed	\$10.00	\$169,820
4,167	Audio Books Borrowed	\$50.00	\$208,350
19,914	Downloadable Audio & Video	\$19.95	\$397,284
195	Museum Passes Borrowed	\$30.00	\$5,850
51,389	Interlibrary Loan (borrowed & loaned)	\$25.00	\$1,284,725
35	Room Use per Event	\$100.00	\$3,500
1	Auditorium Use per Event	\$250.00	\$250
12,264	Adult Programs Attended	\$15.00	\$183,960
541	Teen Programs Attended	\$12.00	\$6,492
3,890	Children's Programs Attended	\$7.00	\$27,230
1,300	Hours of Computer Use (Internet and desktop applications/scanning)	\$24.00	\$31,200
202,729	Online Magazine & Journal per search	\$2.42	\$490,604
13,050	Reference Questions Asked	\$10.00	\$130,500
	Total Value		\$5,239,617
Total Municipal Appropriation in FY21			\$1,409,996
Value of Library Service per dollar appropriated			\$ 3.72
<u>Special Pandemic Services March 2020 - August 2021</u>			
e-Library cards implemented 3/2020 and continuing to date (most used for database and e-Content access) = 276			
Curbside Service to accommodate holds/reference information pick up when we were closed. June 2020 through June 2021 = 7042			
Library To Go (Librarians selected books for patrons and prepared them for pick up. Not counted in Curbside Services) = 384			
Most programs for children, teen and adults moved to online platforms (Facebook, YouTube and ZOOM) in April 2020 and continue to date. It was exciting to learn how to serve people even while shut down. The program attended statistics above represent 99% online programming for these audiences.			
Tewksbury Community Market Summer 2020 Statistics: = 164 Curbside Pick Up customers June/July & 3101 In Person customers August & September for a total of 3265 customers at 11 markets held; 2 markets cancelled. Summer 2021 Statistics = 11 Markets held; 5 Markets rained out; 7729 customers. A very successful interdepartmental partnership between the Library, the Town Manager's Office and the Public Events and Celebrations Committee. Kudos to Alex Crowder and Robert Hayes for planning and executing the summer event.			
Copyright Massachusetts Library Association (MLA) 2008			
Information acquired from FY21 Annual Report Information Survey provided to the MA Board of Library Commissioners and internal library records. DG 11/2021			