

Date: May 23, 2023  
To: City Council  
From: Linda C.W. Gardener, Library Director  
Subject: FY2024 budget

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*1. Please identify any noteworthy changes or events that took place during FY23 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)*

In FY23 library staff and services moved to our interim space at the Beebe School. We closed the West Emerson library on August 13 and remained closed for in-person services for a month while we moved and set up operations in the Beebe. The library opened at the Beebe on September 13. The library will be open our regular hours until we are ready to move back into the new/renovated space. Due to the limited publicly accessible space in the temporary location, we are partnering with the Milano Center, Parks Department, YMCA and Congregational Church to provide satellite locations for our book groups and children's programs. We have worked to ensure that the public knows where we are located, and that they are aware of our wealth of online resources during this time when some of our physical resources are less available. Although the public space is small, we are thrilled that the first floor classrooms at the Beebe allow us to have our entire collections available, rather than putting them in storage during this time.

*2. Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?*

The library department's salaries all come from the same budget.

*3. Are there any significant changes to your FY24 budget compared to previous years? Please explain.*

The library department's FY2024 budget submission reflects the request for level funding outside of contractual obligations. The submitted budget will cover our contractual increases, except for any negotiated increases for union staff in their upcoming contract. Trustee, State Aid, Donation and Friends funds will be used to cover other anticipated costs not covered by the budget. We are required to keep our normal hours open in our interim space and maintain spending on new material for patrons; there are no significant changes to the budget.

*4. Any events or changes you anticipate in your department for FY24?*

In FY2024 we will be continuing our services to the public in the Beebe, with the assistance of partner locations for some of our programming. We will be assessing the anticipated staffing needs for the new building, as we prepare to move into the updated library next year, in order to adequately prepare for the FY2025 budget.