

Standard Department Narrative Form

Department Name: **Libraries**

Department Number 610

Purpose of Department/Mission

- Operation of the main library and two library branches
- To continue to provide quality library service to the residents of Montague.
- To provide materials which enhance lifelong learning and provide recreation and entertainment for our patrons.
- To offer programs for both children and adults.
- To work with the Council on Aging and the Parks and Recreation Commissioners in planning for a community center building or work towards a main library building that meets modern needs.
- To work with the Friends of the Montague Libraries in fundraising efforts which support programs and services of the libraries.
- To ensure that all library buildings are safe and in good repair.
- To keep staffing at levels necessary to provide good service to our patrons.

Department Staffing

- One full-time Library Director (35 hours)
- One full-time Children's Librarian (35 hours)
- One full-time Library Technician (35 hours)
- Seven part-time Library Assistants

Mandated Services

- Revise the library's plan of service as required by the Massachusetts Board of Library Commissioners.
- Open hours as mandated by the MBLC to meet State Aid Requirements.
- Funding levels as mandated by the MBLC to meet State Aid Requirements.
- 20% of budget spent each year for materials as mandated by the MBLC to meet State Aid Requirements.
- Having a qualified Library Director, one with an MLS, on staff as mandated by the MBLC to meet State Aid Requirements.

Other Programs/Services Provided

- Reader's advisory
- Reference service
- Internet services
- Interlibrary loan services
- Outreach services to homebound
- Children's and adult programs

- Library collections include print materials, audio-visual materials, periodicals, kits, puppets, historical materials and reference items which do not circulate.
- Beyond our buildings patrons are able to access materials from other public libraries, colleges, and special libraries not only in Massachusetts but throughout the nation via the OCLC Network.
- Our patrons can view materials owned by libraries in our State on the Internet. They can also request many of these items from their homes. For harder to find items we are able to forward a request to the Massachusetts Library System and they are able to search throughout the country.
- Our library users can download a wide variety of electronic books and audio-visual materials thru multiple statewide library platforms.

Revenues Generated

- Copies
- Library Fines
- Library Fees
- State grants
- Donations