Proposed Service Reductions
Executive Summary
September 2026

To address the Library's structural budget shortfall while minimizing involuntary staff reductions, Library leadership has identified a package of changes focused on reducing the cost of operating physical locations and reducing staffed hours during periods of lower demand.

The proposal would close the Frenchtown Branch, close the Main Library on Sundays, and eliminate one evening per week at the Main Library from 6–8pm (possibly Monday).

The Frenchtown closure and reductions in Main Library hours represent a potential of approximately $187,000 in identifiable annual personnel savings over the next 12-24 months.

The Frenchtown closure is a significant but targeted reduction. In Fiscal Year 2025, the branch recorded approximately 4,000 annual circulation transactions and 2,500 visits, while requiring approximately $68,000 in annual payroll. Among the branches analyzed, Frenchtown has the highest personnel cost per circulation transaction, at approximately $16 per transaction. Closing the branch would allow the Library to redirect those resources toward maintaining services across the rest of the system and providing mobile services to Frenchtown community members. This means:

- Maintain enough staff so patrons can still get help finding what they need, even as some open positions go unfilled.
- Protect our print and digital collections, including materials for young readers and family history research.
- Continue offering a wide range of programs and ways to learn and connect.

At the Main Library, the proposed Sunday closure would eliminate five open hours each week. The evening 6–8pm closure would target two lower-use evening hours. These changes preserve the majority of the Main Library's current operating schedule while reducing staffing costs during periods of comparatively lower demand.

The Library Board of Trustees will consider these changes and vote in October 2026. Reductions will take effect in approximately January 2027.

In addition, and implemented as soon as possible, all full-time employees would be offered the opportunity to voluntarily reduce their schedules from 40 to 32 hours per week or to part-time hours (which would impact full-time benefits). This approach would allow the Library to reduce personnel expenditures through attrition and voluntary reductions in hours rather than relying primarily on layoffs. Vacant positions will also be evaluated before being refilled.

These changes would unquestionably reduce service but they represent an effort to make targeted reductions based on cost, utilization, and the Library's ability to preserve the broadest possible access with fewer resources, rather than making across-the-board reductions that could weaken services throughout the entire system.

The intent is to preserve as much of the Library's overall service capacity as possible while bringing ongoing expenditures into alignment with available resources. Progress towards savings will be reevaluated every six months.