

Town Administrator Report
May 12, 2020

The following is a summary of the major activities of the Office of the Town Administrator for the previous week.

- 1. Financial Update-** Attached please find copies of the Summary Revenue and Expenditure Reports through the end of April 2020, along with the month-by-month analysis of Local Estimated Receipts (LER) for fiscal year 2019 and fiscal year 2020 to date. With expense budgets slowed down as a result of the COVID-19 crisis and our spending freeze in place, our calendar has caught up with overall spending a little early this year. As a result, with 83.3 percent of the fiscal year completed we have expended approximately 83.5 percent of the total budget. If expense account spending can continue to be controlled for the remainder of the fiscal year, although payroll spending continues at the normal level, the Town may see total expenditures come in slightly under budget. Any expenditure amounts remaining will be very valuable in making up for budget areas under some stress, such as legal fees, health insurance and workers compensation. For this same period, total revenue collections came in at 90.4 percent of budget, for a positive cash flow for the period. What is most notable about the collection numbers is that the initial fear of COVID-19 inspired revenue shortfalls for the current fiscal year have not been borne out by the performance. Analyzing the Local Estimated Receipts (LER) collections makes the point even clearer. Last year during the months of March and April, total LER collections were \$670,682. This year amidst the economic shutdown created by the COVID-19 virus, total LER collections, fueled by strong motor vehicle excise tax receipts, were \$798,997, up \$128,315 or 19.3%. As a result of these strong collections combined with new revenues such as short-term rental receipts and the Town's conservative budgeting philosophy, as of the end of April the Town has reached its budgeted collection target for LER. This means any funds collected in the last two months of the year will help to increase the Town's reserves for the coming year.
- 2. Finance Committee Meeting Update-** On Thursday May 7 I met with the Finance Committee to review issues related to Town finances, town meeting and the fiscal year 2020 and 2021 budgets. We reviewed the most up to date financial reports with relief regarding the positive collections this spring, and I presented my projections that overall revenues may be impacted by up to \$500,000 for fiscal year 2021. We also discussed the difficulty in planning for a Town Meeting this spring and the wisdom in trimming back the warrant to both conserve critical cash reserves in an uncertain financial period as well as to limit the time necessary to conduct a town meeting given the lingering COVID-19 issues preventing large gatherings. I reviewed the attached June 16 Town Meeting calendar which maps out critical dates for trimming both the budget and Town Meeting articles to conserve funds and limit meeting time. Critical dates involve recommending potential warrant and budget reductions to the Finance Committee on May 14 to allow action by that Board by May 21. The Board of Selectmen would be copied on the recommendations and would need to vote to repost the warrant by May 25 to allow for publication of the warrant two weeks before the meeting unless it is felt that Town Meeting should be postponed beyond the June 16 date.

- 3. Town Meeting Location Logistics Team-**On Monday, May 11 we conducted our second session of the Town Meeting Logistics Team to review potential options for conducting our Town Meeting on June 16. To date we have examined the possibility of holding the Town Meeting as originally scheduled at the Performing Arts Center and determined that site could not guarantee us the social distancing and safety protocols required as part of the COVID-19 virus guidelines. We have identified other potential sites that are larger and may afford more space that would make it easier to hold the meeting. We have reviewed issues such as social distancing and maintaining a “six-foot rule”, disinfection, parking , access, and a range of other considerations consistent with proper safeguards. We have more than one potential site that may be appropriate for having a quality meeting with social distancing and safety guidelines in place. The one obstacle that keeps recurring is the advisability of having a gathering of over 200 people under any circumstances given the present status of the stay at home and gatherings advisories. I am hopeful that the Governor’s office will clarify our ability to conduct a Town Meeting if safety guidelines are followed. Our team is awaiting the State’s upcoming back to work announcement in order to finalize its recommendations.
- 4. Town Facility Opening Task Force-**We have made significant progress working with our team to prepare to reopen the Town facilities which were closed as a result of the virus. We are in the process of developing detailed written guidelines that will phase-in to the resumption of full services at all locations. The most detail has gone into our higher volume facilities, such as the Town Library, for which a plan has been developed in conjunction with all six Island communities. Special recognition should go to our Library Director, Allison Malik who drafted the plan for all of the Towns with quite a bit of research. Wendy Brough has been a leader who has helped to research and formulate a plan for the Town Hall that we continue to review and vet with the individual Departments to ensure that all of our varied needs are met in a safe and consistent manner. We feel confident that we will be able to reopen when the Governor’s orders allow it in a way that keeps both staff members and local residents and other customers safe, including installing physical safety modifications. It will take a bit to get us fully up and running, but the pieces are falling into place in a positive way.
- 5. Grant Opportunities -**In addition to the CDBG funding that I hope to use to help leverage small business recovery in our community, I have identified two additional significant opportunities to target grant funding to move forward some major projects for the Town. I would like to apply for a \$1.5 million grant from the State’s Seaport Advisory Committee to complete the proposed Streetscape Improvements in the North Bluff Harbor area. This is the same program that we used to build our Boardwalk project, and I strongly feel that we are ready to make another strong push to stimulate economic development in the harbor and downtown area by moving forward with these significant improvements. The project will improve the circulation and welcoming of visitors as well as creating more robust and inviting pedestrian ways to the downtown and local businesses. Secondly, we are working on a Municipal Vulnerability Program grant application in the \$400-\$500,000 range for design and permitting for the replacement of the Farm Pond Culvert for ecological restoration and improved flushing and water quality. I am of the feeling that coming into this program for design and permitting funds will create a clearer path to constructions funds moving forward.

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TOWN OF OAK BLUFFS
YTD EXP REPORT

P 1
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FOR 2020 11

JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
107 AHT SELECTMEN 1,500.00	1,500.00	5,646.30	292.05	0.00	-4,146.30	376.4%
122 BOARD OF SELECTMEN 519,562.48	519,562.48	508,108.63	13,988.48	0.00	11,453.85	97.8%
131 FINANCE COMMITTEE 7,675.00	8,175.00	4,895.00	810.00	0.00	3,280.00	59.9%
132 FIN COMM RESERVE FD. 150,000.00	99,523.00	0.00	0.00	0.00	99,523.00	.0%
135 TOWN ACCOUNTANT 100,806.66	100,806.66	70,395.29	2,942.40	0.00	30,411.37	69.8%
141 ASSESSORS 131,036.00	153,536.00	119,961.18	6,402.20	0.00	33,574.82	78.1%
144 TREAS/COLL (FIXED P/R COST) 4,376,919.00	4,376,919.00	3,997,462.75	7,868.07	0.00	379,456.25	91.3%
146 TREASURER/COLLECTOR 251,249.13	251,249.13	218,651.74	7,997.66	0.00	32,597.39	87.0%
155 INFORMATION TECHNOLOGY 357,909.72	357,909.72	327,427.91	10,911.45	0.00	30,481.81	91.5%
161 TOWN CLERK 143,158.21	143,158.21	124,093.17	11,376.29	0.00	19,065.04	86.7%
163 BOARD OF REGISTRARS 31,767.80	31,767.80	17,303.66	544.80	0.00	14,464.14	54.5%
171 CONSERVATION COMMISSION 109,922.56	109,922.56	89,947.74	2,913.60	0.00	19,974.82	81.8%
175 PLANNING BOARD 44,466.51	44,466.51	38,381.35	1,799.00	0.00	6,085.16	86.3%
199 UNCLASSIFIED (SELECTMEN) 1,263,513.00	1,263,513.00	1,169,533.29	10,712.10	0.00	93,979.71	92.6%
210 POLICE DEPARTMENT 2,458,208.30	2,458,208.30	2,060,507.11	89,765.72	0.00	397,701.19	83.8%
220 FIRE DEPARTMENT 388,206.00	400,206.00	254,392.04	7,445.76	0.00	145,813.96	63.6%
231 AMBULANCE SERVICE 365,021.20	365,021.20	285,464.58	11,221.76	0.00	79,556.62	78.2%
241 BUILDING INSPECTOR 275,498.58	275,498.58	181,476.65	3,494.20	0.00	94,021.93	65.9%
249 SHELLFISH 208,031.04	208,031.04	160,278.33	15,028.00	0.00	47,752.71	77.0%
291 EMERGENCY MANAGEMENT 24,700.00	24,700.00	18,408.97	1,410.06	0.00	6,291.03	74.5%

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TOWN OF OAK BLUFFS
YTD EXP REPORT

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FOR 2020 11

JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
296 MARINA MANAGER 271,626.21	271,626.21	218,577.37	4,450.00	0.00	53,048.84	80.5%
300 OAK BLUFFS SCHOOL 8,389,753.63	8,389,753.63	5,883,471.61	228,375.72	0.00	2,506,282.02	70.1%
301 MARTHA'S VINEYARD REG HS 5,115,713.33	5,115,713.33	5,115,713.33	0.00	0.00	0.00	100.0%
421 HIGHWAY-ADMINISTRATION 1,685,103.64	1,688,478.64	1,383,814.51	32,915.11	0.00	304,664.13	82.0%
519 BOARD OF HEALTH 202,000.00	202,000.00	145,442.90	5,116.10	0.00	56,557.10	72.0%
541 COUNCIL ON AGING 249,177.77	249,177.77	166,383.06	4,365.70	0.00	82,794.71	66.8%
543 VETERANS' SERVICES 60,500.00	60,500.00	47,426.08	5,884.78	0.00	13,073.92	78.4%
610 LIBRARY 551,913.35	551,913.35	485,066.96	14,882.33	0.00	66,846.39	87.9%
612 ARTS COUNCIL 2,000.00	2,000.00	1,500.00	0.00	0.00	500.00	75.0%
630 PARKS AND RECREATION 182,690.72	182,690.72	153,606.94	0.00	0.00	29,083.78	84.1%
710 MATURING DEBT-PRINCIPAL 1,865,054.60	1,865,054.60	1,505,054.60	0.00	0.00	360,000.00	80.7%
750 MATURING DEBT-INTEREST 411,504.74	461,481.74	504,898.76	0.00	0.00	-43,417.02	109.4%
760 MATURING BAN-INTEREST 50,000.00	50,000.00	22,670.00	0.00	0.00	27,330.00	45.3%
TOTAL GENERAL FUND 30,246,189.18	30,284,064.18	25,285,961.81	502,913.34	0.00	4,998,102.37	83.5%
GRAND TOTAL 30,246,189.18	30,284,064.18	25,285,961.81	502,913.34	0.00	4,998,102.37	83.5%

** END OF REPORT - Generated by Deborah Potter **

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break N	Year/Period: 2020/11
Sequence 2	2	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title:
YTD EXP REPORT

Print Full or Short description: F
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: Y

Double space: N
Roll projects to object: N
Carry forward code: 1
Print journal detail: Y
From Yr/Per: 2020/ 1
To Yr/Per: 2020/13
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1

Find Criteria

Field Name	Field Value
Fund	01
Department	
Character Code	
Org	01107:01760
Object	5*
Account type	
Account status	
Rollup Code	

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TOWN OF OAK BLUFFS
YTD EXP REPORT

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FOR 2020 10

JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
01 MOTOR VEH EXCISE						
-825,000.00	-825,000.00	-766,566.97	-58,358.96	0.00	-58,433.03	92.9%
02 OTHER EXCISE						
-804,000.00	-804,000.00	-1,308,211.72	0.00	0.00	504,211.72	162.7%
03 PENALTIES & INTEREST						
-125,000.00	-125,000.00	-184,379.53	-8,735.50	0.00	59,379.53	147.5%
04 PILOT						
-14,000.00	-14,000.00	-14,260.65	-14,260.65	0.00	260.65	101.9%
08 CHGS TRASH DISP						
-185,000.00	-185,000.00	-143,267.01	-5,985.00	0.00	-41,732.99	77.4%
09 OTHER CHGS						
0.00	0.00	-41.00	0.00	0.00	41.00	100.0%
10 FEES						
-100,000.00	-100,000.00	-79,626.73	-4,121.80	0.00	-20,373.27	79.6%
11 RENTALS						
-60,000.00	-60,000.00	-25,955.00	500.00	0.00	-34,045.00	43.3%
13 DEPT LIBRARY						
-9,000.00	-9,000.00	-5,190.56	0.00	0.00	-3,809.44	57.7%
16 OTHER DEPTL						
-134,000.00	-134,000.00	-185,037.74	-8,595.62	0.00	51,037.74	138.1%
17 LIC & PERMITS						
-417,750.00	-417,750.00	-375,725.10	-1,781.50	0.00	-42,024.90	89.9%
19 FINES & FORFEIT						
-20,000.00	-20,000.00	-12,856.88	-62.50	0.00	-7,143.12	64.3%
20 INVMT INCOME						
-15,000.00	-15,000.00	-120,959.38	0.00	0.00	105,959.38	806.4%
21 MISC RECURRING						
-900,000.00	-900,000.00	-902,352.92	-7,500.00	0.00	2,352.92	100.3%
30 CHERRY SHEET						
-1,482,608.00	-1,482,608.00	-1,031,984.00	-9,003.00	0.00	-450,624.00	69.6%
33 OTHER INTERGOV						
-6,519.00	-6,519.00	0.00	0.00	0.00	-6,519.00	.0%
41 PERSONAL PROPERTY						
-350,000.00	-350,000.00	-359,351.32	-23,829.57	0.00	9,351.32	102.7%
42 REAL ESTATE						
-25,091,502.72	-25,091,502.72	-21,768,596.79	-3,169,053.87	0.00	-3,322,905.93	86.8%
43 ALLOWANCE FOR AB/EXE						
-150,000.00	-150,000.00	0.00	0.00	0.00	-150,000.00	.0%
44 LIENS & OTHER TAXES						
0.00	0.00	-209,762.14	-10,025.25	0.00	209,762.14	100.0%

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TOWN OF OAK BLUFFS
YTD EXP REPORT

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FOR 2020 10

JOURNAL DETAIL 2020 1 TO 2020 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
49 TRANSFERS IN/OFS							
-936,910.73	-936,910.73	-1,100,284.73	0.00	0.00	163,374.00	117.4%	
TOTAL GENERAL FUND							
-31,626,290.45	-31,626,290.45	-28,594,410.17	-3,320,813.22	0.00	-3,031,880.28	90.4%	
TOTAL REVENUES							
-31,626,290.45	-31,626,290.45	-28,594,410.17	-3,320,813.22	0.00	-3,031,880.28		
GRAND TOTAL							
-31,626,290.45	-31,626,290.45	-28,594,410.17	-3,320,813.22	0.00	-3,031,880.28	90.4%	

** END OF REPORT - Generated by Deborah Potter **

Preliminary Fiscal Year 2020 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 12,750	\$ 86,348	\$ 28,526	\$ 22,701	\$ 5,766	\$ 16,728	\$ 13,296	\$ 63,900	\$ 458,192	\$ 58,359	\$ -	\$ -	766,567
02 Other Excise	\$ 122	\$ (76)	\$ 534,908	\$ 5,541	\$ 1,871	\$ 665,694	\$ 221	\$ 76	\$ 99,854	\$ -	\$ -	\$ -	1,308,212
03 Penalties and Interest	\$ 24,651	\$ 32,176	\$ 23,100	\$ 14,671	\$ 9,123	\$ 7,330	\$ 26,061	\$ 20,756	\$ 17,754	\$ 8,736	\$ -	\$ -	184,358
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,261	\$ -	\$ -	14,261
08 Charges for Services-Trash	\$ 33,698	\$ 31,187	\$ 12,717	\$ 14,338	\$ 5,377	\$ 10,781	\$ 9,095	\$ 8,214	\$ 11,887	\$ 5,985	\$ -	\$ -	143,279
10 Fees	\$ 6,885	\$ 6,534	\$ 8,500	\$ 10,336	\$ 7,554	\$ 8,900	\$ 9,226	\$ 9,375	\$ 8,224	\$ 4,122	\$ -	\$ -	79,655
11 Rentals	\$ 1,500	\$ 6,355	\$ 750	\$ 3,250	\$ -	\$ 5,550	\$ 7,000	\$ 1,100	\$ 950	\$ 500	\$ -	\$ -	26,955
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 786	\$ 598	\$ 1,635	\$ 484	\$ 784	\$ 123	\$ 392	\$ 268	\$ 121	\$ -	\$ -	\$ -	5,191
16 Other Dept. Revenue	\$ 46,872	\$ 6,097	\$ 18,438	\$ 48,802	\$ 3,887	\$ 23,054	\$ 13,025	\$ 11,297	\$ 4,971	\$ 8,596	\$ -	\$ -	185,038
17 Licenses and Permits	\$ 38,449	\$ 30,243	\$ 45,193	\$ 35,749	\$ 53,432	\$ 30,831	\$ 24,234	\$ 47,149	\$ 68,666	\$ 1,782	\$ -	\$ -	375,725
19 Fines and Forfeits	\$ 1,998	\$ 1,434	\$ 2,370	\$ 2,060	\$ 1,288	\$ 1,345	\$ 995	\$ 580	\$ 725	\$ 63	\$ -	\$ -	12,857
20 Investment Income	\$ 17,383	\$ 18,846	\$ 10,421	\$ 12,507	\$ 11,054	\$ 12,062	\$ 13,492	\$ 21,150	\$ 4,045	\$ -	\$ -	\$ -	120,959
21 Other Miscellaneous-Recurring	\$ 377,533	\$ 318,954	\$ 99,364	\$ 20,256	\$ (15,832)	\$ -	\$ -	\$ 80,872	\$ 13,706	\$ 7,500	\$ -	\$ -	902,353
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 562,626	\$ 538,694	\$ 785,922	\$ 190,695	\$ 84,304	\$ 782,398	\$ 117,038	\$ 264,737	\$ 689,095	\$ 109,902	\$ -	\$ -	4,125,410
Cummulative Monthly Totals	\$ 562,626	\$ 1,101,321	\$ 1,887,243	\$ 2,077,938	\$ 2,162,241	\$ 2,944,639	\$ 3,061,677	\$ 3,326,413	\$ 4,015,508	\$ 4,125,410	\$ 4,125,410	\$ 4,125,410	

RECAP Est 4,128,000

Preliminary Fiscal Year 2019 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 35,122	\$ 72,321	\$ 19,579	\$ 20,691	\$ 7,948	\$ 16,993	\$ 50,046	\$ 402,905	\$ 133,198	\$ 80,458	\$ 41,942	\$ 64,270	945,474
02 Other Excise	\$ 82	\$ 53	\$ 434,867	\$ -	\$ -	\$ 444,952	\$ 3,952	\$ 1,994	\$ 63,340	\$ 395	\$ 143	\$ 58,326	1,008,103
03 Penalties and Interest	\$ 24,198	\$ 16,028	\$ 25,486	\$ 13,298	\$ 8,332	\$ 9,331	\$ 18,766	\$ 29,708	\$ 26,395	\$ 20,564	\$ 35,039	\$ 29,611	256,756
04 Payments in Lieu of Taxes	\$ 831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 831	\$ -	\$ 15,742	17,404
08 Charges for Services-Trash	\$ 35,305	\$ 22,335	\$ 16,801	\$ 15,030	\$ 4,365	\$ 14,080	\$ 3,695	\$ 13,030	\$ 2,950	\$ 14,814	\$ 16,395	\$ 28,018	186,818
10 Fees	\$ 8,627	\$ 7,814	\$ 4,906	\$ 9,757	\$ 8,829	\$ 9,426	\$ 9,544	\$ 13,705	\$ 90,081	\$ 11,957	\$ 35,537	\$ 10,650	220,830
11 Rentals	\$ 12,750	\$ 5,500	\$ 5,625	\$ 3,000	\$ 395	\$ (1,000)	\$ 6,450	\$ 1,400	\$ 4,650	\$ 1,550	\$ 24,309	\$ 7,400	72,029
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
13 Dept. Revenue-Library	\$ 1,305	\$ 1,184	\$ 577	\$ -	\$ 1,814	\$ 317	\$ 554	\$ 376	\$ 491	\$ 28	\$ 846	\$ 1,189	8,678
16 Other Dept. Revenue	\$ 21,814	\$ 14,913	\$ 35,519	\$ 12,730	\$ 27,020	\$ 5,473	\$ 14,772	\$ 6,060	\$ 17,521	\$ 7,112	\$ 28,632	\$ 17,459	209,024
17 Licenses and Permits	\$ 26,558	\$ 28,209	\$ 6,619	\$ 29,414	\$ 74,745	\$ 31,321	\$ 24,026	\$ 29,393	\$ 98,000	\$ 36,003	\$ 45,892	\$ 14,474	444,654
19 Fines and Forfeits	\$ 1,608	\$ 2,015	\$ 2,044	\$ 2,489	\$ 1,180	\$ 1,446	\$ 997	\$ 681	\$ 1,325	\$ 1,390	\$ 1,046	\$ 694	16,914
20 Investment Income	\$ 4,712	\$ 6,090	\$ 6,930	\$ 7,570	\$ 8,062	\$ 7,718	\$ 7,888	\$ 11,862	\$ 12,787	\$ 13,329	\$ 17,624	\$ 19,001	123,571
21 Other Miscellaneous-Recurring	\$ 359,959	\$ 287,943	\$ 125,926	\$ (5,939)	\$ 400	\$ 1,058	\$ (13,148)	\$ 250	\$ 15,412	\$ 16,102	\$ 119,806	\$ 73,290	981,058
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 532,871	\$ 464,403	\$ 684,877	\$ 108,041	\$ 143,089	\$ 541,114	\$ 127,541	\$ 511,363	\$ 466,149	\$ 204,533	\$ 367,211	\$ 340,122	4,491,314
Cummulative Monthly Totals	\$ 532,871	\$ 997,274	\$ 1,682,151	\$ 1,790,192	\$ 1,933,281	\$ 2,474,395	\$ 2,601,936	\$ 3,113,299	\$ 3,579,448	\$ 3,783,981	\$ 4,151,192	\$ 4,491,314	

Percentage change from PY for same period

6% 10% 12% 16% 12% 19% 18% 7% 12% 9% [REDACTED] -8%



***Town of Oak Bluffs
Budget Calendar
June 16 Town Meeting***

Finance Committee Meeting Update	May 7, 2020
Budget Revisions Presented to Finance Committee	May 14, 2020
Finance Committee Votes Budget Revisions	May 21, 2020
Selectmen Vote to Re-Post Town Meeting Warrant	May 25, 2020
Deadline for Warrant to be submitted to Newspaper	May, 26, 2020
Annual Town Meeting Warrant Newspaper Publication	May 29, 2020
Deadline for Posting Annual Town Meeting Warrant	June 2, 2020
Annual Town Meeting	June 16, 2020

A Phased Resumption of Services Plan for MV Libraries in Response to COVID-19 Conditions

Martha's Vineyard Library Association

--DRAFT--

Aquinnah Public Library |
Chilmark Public Library |
Edgartown Public Library |
Oak Bluffs Public Library | Allyson Malik, Director
Vineyard Haven Public Library |
West Tisbury Public Library |

Rationale for Collaborative Phasing

The COVID-19 virus has had an unprecedented impact on the island libraries and the communities they serve. Martha's Vineyard's remote location, limited healthcare resources, and high percentage of vulnerable members of our population has required our local leadership to place more restrictive measures in place on the recommendation of our collective Boards of Health and local healthcare leadership in order to protect our entire community. The results so far show that these restrictive measures are working; state-wide we are currently in a surge while locally there have been only 15 reported cases as of the date of this report.

As we look ahead toward the end of local stay-at-home orders, the six island public libraries have agreed that we will not make resumption of service decisions in our respective silos. Our patrons rely on the library in their town for most of their library needs, but travel between libraries increases when demand for services cannot be met by the supply. Therefore, the MV Libraries intend to move from phase to phase as a group rather than individually, which would create an unsustainable supply/demand matrix for services on the libraries on both ends of the phased spectrum. In the best interest of public and staff health, we have developed this collaborative plan - informed from both national and local data - to identify the distinct characteristics of a phased resumption of services. Each phase is dependent on factors such as recommendations from local and national health agencies, social distancing protocols, and critical community needs.

The primary consideration in this plan is maintaining the safety of the island community and library staff while providing necessary services that the libraries uniquely positioned to perform. The most likely scenario may be a scaled reopening with an incremental easing of physical distancing measures.

In any of the scenarios the MV Libraries should implement the following:

1. Improved hygiene procedures for cleaning and disinfecting common areas.
2. Allowing staff to wear protective gear such as masks and gloves while administering public services.
3. Continuing to allow teleworking where it makes sense from an operational standpoint.
4. Encourage or require testing of staff for the virus and/or for immunity to the virus.
5. Messaging and plans should be in place to encourage the most vulnerable populations to limit their time in the community and/or allow for service hours that accommodate their needs more specifically.

To cite the Massachusetts Library Association, “library workers are especially vital in the aftermath of a catastrophe. Libraries have been and will continue to be the place where people go to complete their unemployment applications, apply to new jobs, or work on new resumes. Libraries are major outlets for official municipal information. We expect an increase in materials circulation because of information and educational needs and new hobbies developed in quarantine.”

Phasing Backward

While it is our sincere hope that the libraries move sequentially forward through each phase, we are also prepared to “phase back” if criteria worsen. This would present as a resumption of services followed by the subsequent removal of those services (or even a second closure) due to worsening virus circulation or unavailability of safety resources.

Example criteria for phasing backward:

- The governor and/or regional and state health officials release additional orders mandating social distancing or a stay at home order.
- There is a sustained increase in community spread for two weeks.
- The Martha’s Vineyard Hospital is not able to safely treat all patients requiring hospitalization.
- Effective testing is not available within the community to meet the required needs.
- The libraries are unable to maintain the hygiene or safety protocols necessary to operate in that phase.

STAGE 1: Some Staff at Work / Closed to the Public

"Working from home, but also at the library"

BENCHMARKS

- Stay-at-home order recently lifted
- Adequate PPEs available for staff
- Plan for nightly disinfecting of all work surfaces

PROTOCOLS

Entrance and Exit into the Building

Entrance to the building would be restricted to staff performing critical operations, staff on a set work schedule for distancing, and staff obtaining supplies needed to work at home.

Some staff work in the building according to a set schedule for distancing (one person in a work area at a time); answering phones and email, providing digital help and reference; handling mail; processing and shelving new materials; taking care of fiscal, personnel, and statistical tasks.

Holds pickup

None

Materials Handling

Book drops should remain closed and materials handling by staff should be at an absolute minimum. Materials returns are considered non-essential travel under a Stay at Home Order.

Checkouts

Checkouts are limited to electronic services.

Internet Access

Public free wifi is available 24/7 for access near the library.

Libraries with hotspots allow patrons to use them without disruption of service.

Technology Help / Reference Service

Assistance is provided over the phone, through email, through webforms and chat.

Materials Acquisition & Processing

Ordering should be focused on digital materials and high demand future releases for physical items. Processing of newly arrived orders should wait until some restrictions are lifted.

Processing takes place on an as-needed basis by only one person in the processing area

Programs

Only virtual programs would be allowed.

Shared Equipment / Library of Things

No shared items would be provided

No circulation of LoT

Outreach Visits

Outreach visits and programs should not occur.

At-Home Delivery (OB Only)

No home delivery services should be offered because they are not classified as essential travel

Little Free Library (OB / VH Only)

Locked

Preparation for Next Phase(s):

- Secure staffing to provide computer access for essential needs (Phase 3).
 - Develop a procedure for curbside pick up (Phase 3)
 - Secure and schedule staffing for curbside pick up. (Phase 3)
 - Secure protective gear for staff working in the public. (Phase 3)
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STAGE 2: All Staff at Work / Closed to the Public

“Getting Ready: to Narrow Open”

BENCHMARKS

- Interlibrary delivery service restored.
- Adequate PPEs available for all staff – hand sanitizer, gloves, wipes, N95 masks
- Robust Covid19 testing available for community and staff

PROTOCOLS

Entrance and Exit into the Building

All staff work in the building to the extent allowed by adequate distancing, collections work caught-up (processing checks/corrections, shelving, ordering); circulation updated; files/work transferred back to office work stations; office work routines restored; building refits begin, including plexiglass shields at circulation stations, self check out terminal; and reference services continue.

Holds pickup

None

Materials Handling

Reopen book drops. Materials returned may need to be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures.

Checkouts

Electronic checkouts only

Internet Access

Public free wifi is available 24/7 for access near the library

Libraries with hotspots checked out will get in touch with patrons to ask that they be returned safely when possible.

Technology Help / Reference Services

Assistance is provided over the phone, through email, through webforms and chat.

Materials Acquisition & Processing

Ordering should remain focused on digital materials. At this time, library acquisition staff will commence ordering more bestsellers and other high circulation new items in preparation for further lifting of gathering or social distancing recommendations.

Processing can occur if it can be done safely while maintaining social distance in work spaces.

Programs

Only virtual programs would be allowed under this guideline.

Shared Equipment / Library of Things

No shared items would be provided

No circulation of LoT

Outreach Visits

Outreach visits and programs should not occur.

At-Home Delivery (OB Only)

No home delivery services should be offered

Little Free Library (OB / VH Only)

Reopen them.

Preparation for Next Phase(s):

- Secure staffing for either buildings or library vehicles to provide computer access for essential needs.
- Develop a procedure for curbside pick up.
- Secure and schedule staffing for curbside pick up.

- Secure protective gear for staff working in the public.
 - Secure adequate stores of disinfectant wipes and hand sanitizer.
 - Determine a mechanism and location to quarantine materials.
 - Determine whether a requirement to wear masks should be imposed on the public and/or staff.
 - Restore mail / newspaper delivery services.
 - Determine which home delivery / Secure staffing for home delivery (OB Only)
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STAGE 3: Pickup Services Only

"Narrow Open"

BENCHMARKS

- System for disinfection of returned material in place.
- No resurgence of Covid19 cases on island or throughout state.

PROTOCOLS

Entrance and Exit into the Building

All staff work in the building to the extent allowed by adequate distancing

Holds pickup

Some version of curbside pickup or self service pickup instituted with strong limits on staff contact.

Public laptop wireless computer(s) available outside for patrons to look for and request library collection materials

Materials Handling

Libraries will be likely to open for select services, including some circulation of materials. In this scenario it will be necessary to develop protocols for processing materials to be put back into circulation. Chief among these would be finding space to quarantine materials before they are shelved, go back into circulation, go onto the hold shelf, or are routed to other libraries.

Checkouts

In conjunction with curbside hold pickup, some checkouts of physical items could be managed, though patrons would need to stay outside the building to request a checkout (intercom, telephone call, etc.)

Internet Access

Public free wifi is available 24/7 for access near the library

Libraries with hotspots will continue to circulate them via curbside pickup

Technology Help / Reference Services

Assistance is provided over the phone, through email, through webforms and chat.

Interlibrary loan restored

Programs

Only virtual programs would be allowed under this guideline.

Materials Acquisition & Processing

Ordering and processing of physical materials will ramp up during this period, though it still may be necessary to process materials in shifts so that social distancing can be maintained within work spaces.

Shared Equipment / Library of Things

No shared items would be provided

No circulation of LoT

Print jobs sent to the library's wireless printer may be provided via the same mechanism as curbside / pick-up delivery

Outreach Visits

Outreach visits and programs should not occur.

At-Home Delivery (OB Only)

Some home delivery may be possible on a case by case basis with staff employing extra protective measures such as wearing face masks, gloves and ensuring that all distributed materials have been quarantined for an adequate length of time. To some degree, these services may be limited on a case by case basis by individual residential facilities who may impose stricter limits due to primarily housing vulnerable populations. Staff and those receiving services would be required to follow strict social distancing procedures. Materials should be dropped at doorsteps as opposed to handed to patrons.

Preparation for Next Phase(s):

- Determine library hours for each location.
 - Determine a method to meter access to the building.
 - Secure staffing for main service desks.
 - Develop a procedure for in-building holds pickup that allows minimal staff contact.
 - Develop a self check out procedure that ensures social distancing.
 - Schedule staff for ordering and processing duties.
 - Develop a paging schedule.
 - Design protocols for social distancing in programs.
 - Identify key programming where essential community needs are delivered.
 - Determine which outreach visit locations are viable.
 - Determine which home delivery locations are viable.
 - Secure staffing for outreach functions such as outreach visits and home delivery
 - Rearrange the computer lab to allow adequate social distancing either by removing stations or placing stations out of order.
 - Investigate screen sharing software as a possibility for providing computer help while maintaining social distance.
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STAGE 4: Appointment-Only In-House Services

"Soft Open - Appointments Only : No Browsing"

BENCHMARKS

- Gatherings of no more than 50 permitted
- Availability of masks and gloves for patron use.

PROTOCOLS

Entrance and Exit into the Building

Essential services could be offered on an appointment only basis in specially secured portions of the Library, such as applying for unemployment insurance, obtaining social services, and applying for jobs to maintain unemployment insurance or to obtain income if adequate protective measures can be put into place.

Additional public services restored in lobby/meeting room only for patrons wearing masks, limited to as many as can safely distance at a time. Public restrooms reopened for handwashing.

Holds pickup

Some version of normal hold pickup takes place using self-checkouts, but limits would need to be imposed on entrance and exit to the building as well as increased hygiene procedures.

Curbside pickup or self service pickup continues with strong limits on staff contact.

Materials Handling

Materials handling could be done in the usual fashion, though with extra protective measures such encouraging staff to wear gloves during the process of sorting items, shelving materials and checking items out to patrons.

Checkouts

Self checkouts could be used, though self check stations would require frequent disinfecting and limitations would need to be imposed on how many people were in the building at any given time.

Internet Access

Under these restrictions the libraries can provide access to computers at a very limited scale by appointment only. Because of the risks to staff and patrons alike, very strict social distancing procedures will need to be applied including demarcating limits for patrons and staff to ensure social distancing, restricting access to other areas of the library, disinfecting computer stations between uses, and requiring patrons and staff wear proper protective wear.

Technology Help / Reference Services

Virtual help continues ; telephone reference/research assistance/immediate real time conversations with librarians behind the plexiglass wall

Appointment-based in-person computer help would be available.

One potential solution for this would be to offer staff remote control of computer stations at the desk, though this would have considerable privacy implications and require additional IT support and training.

Interlibrary loan restored

Programs

If gatherings of up to 50 are allowed, the libraries may consider hosting programs geared toward economic development and other critical services only if strong social distancing measures can be employed and only in cases where attendees have pre-registered. Programs such as storytimes would still be prohibited due to the difficulty of enforcing distancing protocols with children.

Materials Acquisition & Processing

Ordering would continue as normal during this period as budgets allow.

Shared Equipment / Library of Things

Some shared materials could be offered under this recommendation, including shared office supplies as long they are disinfected regularly.

Shared headphones, VR headsets, toys and games should not be allowed in circulation. Equipment such as wifi hotspots, laptops, and other equipment that patrons use to access information can be considered if they can be adequately disinfected.

Outreach Visits

Gatherings of no more than 50: Some outreach visits could occur on a facility by facility basis. This would also depend on the venue where services are being offered. Considerations should include: Is there a way to monitor and control how many people enter the venue? Are there typically more than fifty people inside the venue at any given time? Does the venue predominately serve more vulnerable populations? If the answer to any of these questions is yes, it may be best to forego offering services in these locations until restrictions are fully lifted.

At-Home Delivery (OB Only)

Some home delivery may be possible on a case by case basis with staff employing extra protective measures such as wearing face masks, gloves and ensuring that all distributed materials have been quarantined for an adequate length of time.

Preparation for Next Phase(s):

- Restore any computers that have been removed to accommodate social distancing.
 - Clear backlog of quarantined items and return to conventional turnaround on shelving items.
 - Restaff and schedule for all operations.
 - Determine how virtual programs fit into the spectrum of services going forward.
 - Ramp up ordering and processing of materials and clear any backlog.
 - Reset changes to due dates and patron block criteria changed at the beginning of the crisis.
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STAGE 5: Open to the Public for Transactions Only

"Mostly Open - No Gatherings; No Lounging"

BENCHMARKS

- Plexiglass shields and self check terminal out installed at service desks.
- Robust cleaning, disinfection and sanitation program in place.
- Medical treatment for COVID-19 widely available.

PROTOCOLS

Entrance and Exit into the Building

Staff could resume some desk functions, but the number of people in the building would need to be limited through monitoring procedures during open hours. Separate hours for vulnerable populations could be considered.

Library open to public except for Children's Room on a limited schedule to allow for enhanced cleaning, social distancing accommodations in place. Services limited to circulation and reference. Public seating and workspaces removed.

Holds Pickup

Normal hold pickups could occur, but depending on recommendations, specialized hours for vulnerable populations could be instituted.

Materials Handling

Materials handling could be done in the usual fashion, though with extra protective measures such as encouraging staff to wear gloves during the process of sorting items, shelving materials and checking items out to patrons.

Checkouts

Normal checkout could occur, but depending on recommendations, specialized hours for vulnerable populations could be instituted. Staff may be encouraged or required to take protective measures such as wearing masks or gloves while assisting patrons.

Internet Access

Under these restrictions it may be possible to allow regular computer use while maintaining recommended social distancing- every other computer in the computer area should either be removed or put out of order and disinfected between uses. Access to computers would need to be limited in conjunction with imposed capacity limits on how many people are present in the library at any given time.

Technology Help / Reference Services

Normal technology help and reference recommendations could commence with improved hygiene procedures.

Programs

If gatherings of up to 50 are allowed, the libraries may consider hosting programs geared toward economic development and other critical services only if strong social distancing measures can be employed and only in cases where attendees have pre-registered. Programs such as storytimes would still be prohibited due to the difficulty of enforcing distancing protocols with children.

If all distancing recommendations are lifted, the libraries could return with an active slate of programs with an increased emphasis on economic development focused programs.

Materials Acquisition & Processing

Ordering would continue as normal during this period as budgets allow.

Shared Equipment / Library of Things

Shared office supplies would be allowed, however, as long as the virus continues actively circulating the libraries will continue to restrict the use of shared headphones, VR headsets and toys.

Outreach Visits

Outreach visits and programs could resume as normal, though with special consideration paid to those that serve vulnerable populations.

At-Home Delivery (OB Only)

Home delivery could resume as normal, though with special considerations for safety.

Preparation for Next Phase(s):

- Restore any computers that have been removed to accommodate social distancing.
 - Clear backlog of quarantined items and return to conventional turnaround on shelving items.
 - Restaff and schedule for all operations.
 - Determine how virtual programs fit into the spectrum of services going forward.
 - Ramp up ordering and processing of materials and clear any backlog.
 - Reset changes to due dates and patron block criteria changed at the beginning of the crisis.
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Stage 6: Full Services Restored

"Business as Usual"

BENCHMARKS

- Vaccine for Covid19 has been widely available long enough for most of the community to receive it (e.g., 60 days)

PROTOCOLS

Library open to public, business as usual, all library services for the general public are provided as normal.

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