

Erving Public Library
 Librarians Report for May 20, 2018

	FY18	Spent	Remaining
01-610-100-51100 Trustees	\$1,500.00	\$500.00	\$1,000.00
01-610-100-51100 Library Staff Wages	\$39,943.00	\$37,999.52	\$1,943.48
01-610-101-51200 Substitute Librarian	5,200.00	\$3,015.00	\$2,185.00
01-610-200-55120 Multi-media	14,500.00	\$13,479.86	\$1,020.14
01-610-201-57800 Expenses	2,000.00	\$1,864.33	\$135.67
01610-200-54110 Fuel Oil	2,000.00	\$885.03	\$1,114.97
01-610-200-52110 Electricity	2,000.00	\$1,426.33	\$573.67
01-610-200-52300 Water	500.00	\$98.00	\$402.00
01-610-200-53410 Phone/Internet/Cable	500.00	\$346.01	\$153.99
01-610-200-54300 Building Maintenance	500.00	\$0.00	\$500.00
01-610-203-57810 Programming	1,500.00	\$1,538.15	(\$38.15)
01-610-204-57800 Automation	4,682.00	\$4,070.94	\$611.06
TOTAL	\$74,825.00		\$8,601.83

As of 4/26

Not subtracted by Hwy Dept.

Carry Over / Grants / Revolving Funds	Multiple Years		
01-610-920-5780 Library Computers, etc.	\$406.24		\$406.24
01-610-906-57800 Laptops	\$1,800.00		\$1,800.00
29-300-61001 State Aid	\$16,580.04	(\$15,000.00)	\$1,580.04
29-300-61004 Ezra Jack Keats Fdn.	\$350.00		\$350.00
29-300-61005 Library - Gifts and Donations	\$56.94		\$56.94

SUBTOTAL	\$19,193.22		\$4,193.22
State Aid Committed to the Building Project	\$15,000.00		\$15,000.00
Articles approved at 2015 & 2016 & 2017 Town Mtg. for Construction	\$85,000.00		\$85,000.00

Library Building Project as of 4/30/18	\$4,768,007.00	\$27,260.00	\$4,740,747.00
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Staffing

Status of Contract: The Town Administrative Coordinator has not had time to discuss the suggested contract for the Library Director with town council.

The Selectmen requested that the Trustees present the plan for the next few years to achieve the 2.7 FTEs. This would have to be at the next BOS meeting on May 21st meeting or at the very latest the June 4th.

The Director brought up staffing issues at the May 14th Board of Selectmen's meeting. A Special Town Meeting in June could address the shortage of hours for the first Library Assistant. To achieve having the Director in a supervisory, administrative role throughout the building project, the First Assistant needs to put 21 hours at the desk and have at least 4 hours prep time to do programming. 25 hours, plus benefits is what is being recommended.

FY2018

(For most of the year, the staffing was less than 1 FTE. Currently with the extra 14 hours split between Shannon and John, the Library is running on (19 (Director) + 19 (Library Assistant) + 14 (Subs) = 51 hours or 1.3 FTEs).

FY2019 The goal was to get to 58 hours per week

19 (Director) + 25 (1st Library Assistant) + 14 (2nd Library Assistant)=58 or 1.45 with one benefitted employee. Administrative Coordinator and Selectman Bastarache said when they met with Library Director in April that this could be addressed at a June Town Meeting.

From the April Librarian's Report

Why increase the First Assistant hours?

21 hours of desk duty and at least 4 hours per week for additional duties, including but not limited to continuing STEM programs outside of her regular hours. She can no longer be paid as a vendor for program expense. To continue these Once-a-month Science opportunities that attract up to a dozen enthusiastic children and sometimes parents, this is the only way to continue these successful programs.

As off desk duties become more time consuming for the Director with the Building Committee now in the Design Development phase, having staff to be at the desk is essential. 7 hours per day is required, this includes opening and closing time for a total of 35 hours. The time-commitments for the Director will only increase as the bidding phase will happen this summer, with groundbreaking this fall. Researching topics and attending meetings with the Committee now meeting twice per month, preparing the construction bill schedules and monthly MBLC Construction Reports for Project, take added hours.

The 1st Library Assistant will take on more responsibilities and when the Library opens in 2020 and a new Director is hired, the 1st Library Assistant will be the anchor and the second person on duty for 35 hours per week. That is the number of hours currently needed to staff the Library. The new Library for safety and efficiency sake will need two people at all times. The 1st Library Assistant has been taking on Children's/Young Adult section by planning programs, suggesting materials, writing Cultural Council grants for this age group.

FY2020 (The final construction year)

19 (Director) + 35 (1st Library Assistant) + 14 (2nd Library Assistant)=68 or 1.7 FTEs with one benefitted.

The goal is to get closer to 2.7 FTEs, the recommendation for staffing when the new building is fully functional. Incrementally moving towards that goal, the proposal is for 2.225 for FY21 (40 (Director) + 35 (1st Library Assistant) + 14 (2nd Library Assistant) 89 hours with 2 benefitted positions.(See attached for further explanation. I previously presented this document to the Town Administrator and Selectman Bastarache prior to May Town Meeting)

FY19 Advertising 2nd Assistant Staffing

14 hour Library Position has been advertised Job posted and advertised. Draft approved with few additions by Town Administrator. He sent to newspapers. Director posted on library listserv, Facebook and posted at the Library. Questions for interviews have been drafted.

Jean and I will interview and we can add 1 or 3 more people to the interview process.

Town of Erving**Library Assistant**

The Town of Erving is seeking a part-time customer-friendly person to fill a Library Assistant position at the Library's current location at 17 Moore Street, Erving, MA 01344. The Erving Public Library is a small, but busy library in western Massachusetts, soon to expand in 2020. This position will require the successful candidate to work independently while circulating and shelving library materials and assisting patrons with information on collections, policies, procedures, and the use of computers and other electronic devices.

Requirements: A high school diploma and experience working with the public; the ability to communicate effectively both verbally and in writing; the skills to use and assist patrons in the use of the internet and Microsoft Word, Excel and other software. Previous experience with Evergreen is highly desirable.

Must be available to work on Sundays and at least one weekday from 12:30 to 7:30 (14 hours per week). Starting salary is \$15.00 per hour. This is a non-benefitted position.

Application due no later than June 5, 2018 at 7 p.m. Please fill out the application at:

http://www.erving-ma.org/images/stories/Postings/Job_Opportunities/Employment_Application_-_Final.pdf and send a resume and cover letter electronically to library.barbara.friedman@erving-ma.org.

Position starts July 1, 2018. To receive a copy of the Library Assistant Job Description or to ask a question, contact Barbara Friedman, library.barbara.friedman@erving-ma.org.

A CORI check will be performed. The Town of Erving has a drug free workplace policy.

The Town of Erving is an Affirmative Action/Equal Opportunity Employer.

Current Staffing

Both Shannon and John are now able to work some hours per week until June 30th. In April and May, Jean did “once-a-month” science programs and was the staff person for the Cultural Council Program, featuring Arthur and Peter Evans Virtual Reality workshop. Teens enjoyed this and requested that VR be considered for new teen room.

The Library Director attended eight meetings within the last month. Here is a brief summary of those meetings:

Meetings Updates since the last Trustee Meeting

- April 23rd MIIA Meeting at Erving Senior Center at 9:30 and then 12:15 at Library (Safety)
- Deb Williams met to discuss safety issues both at the Library and at the proposed Library. She suggested meeting with the Library Building Committee to make sure that safety is built into the plan.
- April 23rd Met with Lauren Stara, consultant at the MBLC at Library regarding changes in the Design Plan. These were sent to the architect and he redesigned and presented to the Committee for their approval on April 26th
- On April 19th Met with Library Director in Webster to view shelving that was offered by their library for Erving Library project. On May 4th met with Sterling Movers to price-out the cost of disassembling, moving and storing shelving that was offered. Presented figures to Building Committee for review on May 17th.
- April 25th Circulation Training for new web-based Evergreen software (C/W MARS) in Leominster. Did IT on staff computer in preparation for the change on May 28th.
- May 2nd Annual Town Meeting received approval for the budget proposed in February.
- May 9th Met with librarians considering a thin client system called Useful (Research on System for new library). Estimated yearly costs about \$3000 for system, but upfront costs for public computers would be approximately \$2000 for ten computers vs. \$10,000 buying standard computers. Great saving in staff time and efficiencies.
- May 17th - Library Building Committee met. Working with the plan revised during April, the architect invited the engineers to present HVAC, Electrical, Security and Energy options. The Committee agreed on an all electric system with a back-up generator a VRF HVAC system with a total but simple LED lighting system powered by a ground mounted solar array.

Summer Staffing

With current funding for FY19,
Director doing training, supervising, end of fiscal year reports, billing and new library planning
in addition to meetings equaling 19 hours per week.

New employee will need to be trained by Director. If totally new employee, at least 3 full days
training before in charge of building.

1st Assistant will take on the remaining two days.

**What does this mean? Jean will be on schedule for 14 hours, plus programming for 5 and
the Library will close on Tuesdays if not funded at June STM.**

1st Assistant will work three days if Special Town Meeting can approve her hours, otherwise
WE DO NOT HAVE COVERAGE.

Summer is the busiest time in the library. Visits to the Library during a summer day often top
50 and average 30. There are 23 programs planned for summer.

To supplement our staff we have requested a new Community Action teenager. These teens
cannot work alone and need to be supervised throughout the workday.

The Summer Schedule and the Library Section for the next issue of the Around Town list the
summer programming.

More staff time is being devoted to planning and executing programming. The programming
budget has not increased for many years, we did not receive as much funding from the Cultural
Council as last year and we are not able to hire Jean to do programs as a separate vendor.

Traversari Room

There have been several visits to the Library and one email concerning the Traversari Room and
what happens when the Library is moved. The email was an inquiry from a town citizen and
replied to the Directors response with “thank you for all your efforts and good luck with the new
library.”

However, three of the members of the Felton family had expressed concern in person about
moving the objects, and there was mention that the family thought the items were “on loan.” In
all the documentation regarding the Traversari Room, including the list of items typed by Doris
Felton, the Town Reports and the newspaper article, the word “gift” is used. The Town recently
voted to be allowed to move the collection. Ms. Felton gave the collection many years prior to
her death. There is no mention of the collection in her will. As Building Committee Chair,
Jacquie Boyden volunteered to contact town council to have her look over the information that
we have gathered.

Policy Review

Two policies were distributed at the April Meeting for further discussion: Accepting gifts and the
Social Media Policy.

