

Erving Public Library

Librarians Report for April 22, 2018

	FY18	Spent	Remaining
01-610-100-51100 Trustees	\$1,500.00	\$0.00	\$1,500.00
01-610-100-51100 Library Staff Wages	\$39,943.00	\$28,000.00	\$11,943.00
01-610-101-51200 Substitute Librarian	5,200.00	\$3,500.00	\$1,700.00
01-610-200-55120 Multi-media	14,500.00	\$13,038.35	\$1,461.65
01-610-201-57800 Expenses	2,000.00	\$1,864.33	\$135.67
01610-200-54110 Fuel Oil	1,100.00	\$885.03	\$214.97
01-610-200-52110 Electricity	1,300.00	\$1,291.80	\$8.20
01-610-200-52300 Water	550.00	\$98.00	\$452.00
01-610-200-53410 Phone/Internet/Cable	350.00	\$301.25	\$48.75
01-610-200-54300 Building Maintenance	1,700.00	\$0.00	\$1,700.00
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	\$74,325.00		\$18,237.15

estimated
estimated

Not subtracted by Hwy
Dept.

Carry Over / Grants / Revolving Funds	Multiple Years		
01-610-920-5780 Library Computers, etc.	\$406.24		\$406.24
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	\$17,393.22		\$2,393.22
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

Meetings

The articles at the March 27th Town Meeting passed. Both Shannon and John are now able to work some hours per week until June 30th.

Upcoming Town Meeting May 2, 2018 (See Booklet)

If Town Meeting vote is successful, the following will be posted and published in local newspapers, Facebook and on the Erving Town site.

Library Assistant Advertisement

Town Application Online.

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: Ability to communicate effectively both verbally and in writing. Ability to use and assist patrons in the use of Microsoft Word and Excel and the Internet, including the use of email, search engines and related functions. Previous knowledge with the C/W MARS library system is highly desirable.

Must be available on Sundays, and at least one weekday from 1-7 p.m. 14 hours per week. Minimum requirement is a high school diploma, experience working with the public. Starting salary \$15.00 per hour.

Application due no later than June 1, 2018. Please fill out the application at: http://www.erving-ma.org/images/stories/Postings/Job_Opportunities/Employment_Application_-_Final.pdf - 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

June

Advertise, interview and hire a second Library Assistant to work the desk hours that have been covered by the Director (14 hours per week)

STM

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. No longer be paid as a vendor 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, manning the desk is essential. The time-commitments will only increase as the bidding phase will happen this summer, 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 will morph into the Childrens/Young Adult Librarian and take over all of those duties, including planning summer programming and writing all grants for these programs.

Library Staffing

April sick days and one vacation days put us again short staffed, but John and Ann are back on a more regular schedule now.

Because of the added funding at the recent STM, we are able to continue Once-A-Month Science through June and we are able to do the C/W MARS training. The new system is due to start the week after Memorial Day.

C/W MARS training for circulation via a webcast is being offered in April & May. Some cataloging training was attended in-person. There is still Chrome configuration session, etc. coming up. These are off desk hours for all staff members and will also add to travel expenses.

Upcoming Meetings/Trainings/Programs

April 22nd Trustees meet at 4 PM.
April 23rd MIIA Meeting at Erving Senior Center at 9:30 and then 12:15 at Library (Safety)
April 23rd Meeting with Lauren Stara, MBLC at 3:30 at Library regarding changes in the Design Plan
April 25th to April 27th Prep for annual book sale.
April 25th Circulation Training for new web-based Evergreen software (C/W MARS) in Leominster
April 25th Virtual Reality at Sr. Center (Library Program funded by ECC)
April 26th Building Committee Meeting @ 6:30 p.m. at Town Hall
April 28th & 29th Friends Book/Plant Sale Weekend
Mat 1st Valley Gives Day
May 2nd Annual Town Meeting
May 3rd Friends Meet
May 9th Useful (Research on System for new library)
May 9th Once-A Month Science
May 10th Buildign Committee Meeting @ 6:30 p.m. at Town Hall
May ? Trustees Meet

Trustee Vacancy: Needs to be a write-in candidate

Fundraising – Trustees need to form a Committee.