

# Erving Public Library

## Librarians Report

August 27, 2017

**Friends (Becky Hubbard submitted the following report in writing. She was not able to attend the Trustees' meeting.)**

### **Summer Reading Program:**

Sponsored magician, Todd Migliacci, with the Recreation Commission. \$300.00 from each organization. Well attended by children attending summer rec program and approximately 20-25 from the public. Friends provided refreshments and bottled water to all children attending summer rec program.

Friends supported the summer reading program: weekly reading raffle baskets-sometimes 2 baskets a week. (Approximate value of each basket \$35.00) Awards at final party-ten, \$15.00 gift certificates for highest number of hours read. Awarded 2 gift certificates in 5 age categories. Grand prize one, \$100.00 gift certificate to Home Depot.

Friends provided volunteer support to many of the summer programs.

Little Library installed at Riverfront Park, community member will refill books and act as steward of the Little Library. Little Library is being used, within the first week, 10 books were removed the first week. Friends were glad to see that it was being used so quickly. Many positive comments from the community.

Had planned a potluck picnic and a ribbon cutting ceremony for September but it has been postponed. Selectman are planning to award a plaque to the Usher Re-Use Committee for their work on the park. The plaque is being made and mounted. Knowing that the Friends planned a ribbon cutting ceremony, Bryan Smith suggested that the presentation of the plaque and the ribbon cutting ceremony be held at same time. Believing this would bring more community members to the event, I agreed. At this time, I have no idea when or what type of event will be planned.

Friends have a potluck dinner scheduled for **September 8** at 6:00pm at the Sr.-Community Center. Luc Bodin will give presentation on lacto-fermentation.

Friends participating in the fall festival on **September 30**: the library will sponsor a vendor who brings boxes and art supplies to create a town. Friends will provide volunteer support for the activity. The Friends will have a photo booth. Pumpkin painting will not be available this year because the festival is early, pumpkins will not be available. Harvesting season is later than usual and the festival is earlier than usual. Friends will schedule a pumpkin painting day at the library on a weekend in October.

**Sunday, October 22**, hike with Beth Bazler in celebration of Thoreau's 200th birthday. Activities and hike planned. Hike will likely be at Northfield Mountain but Beth thought hiking near Riverfront Park may be a good idea. Becky and Beth working on program.

Flootissimo-flute quartet. Friends will discuss sponsoring a program/musical performance for November or December at their September meeting.

Friends will be accepting a gift of 12 wooden bookcases from a resident at Applewood Community in Amherst. These bookcases are a gift for possible use in the new library.

## Financial Report

	FY18	Spent	Remaining
01-610-100-51100 Trustees	\$1,500.00	\$0.00	\$1,500.00
01-610-100-51100 Library Staff Wages	\$39,780.00	\$7,362.08	\$32,417.92
01-610-101-51200 Substitute Librarian	1,000.00	\$0.00	\$1,000.00
01-610-200-55120 Multi-media	14,500.00	\$2,352.70	\$12,147.30
01-610-201-57800 Expenses	2,000.00	\$447.84	\$1,552.16
01610-200-54110 Fuel Oil	1,100.00	\$47.92	\$1,052.08
01-610-200-52110 Electricity	1,300.00	\$451.28	\$848.72
01-610-200-52300 Water	550.00	\$0.00	\$550.00
01-610-200-53410 Phone/Internet/Cable	350.00	\$47.92	\$302.08
01-610-200-54300 Building Maintenance	1,700.00	\$0.00	\$1,700.00
01-610-203-57810 Programming	1,500.00	\$797.00	\$703.00
01-610-204-57800 Automation	4,682.00	\$2,482.00	\$2,200.00
<b>TOTAL</b>	<b>\$69,962.00</b>		<b>\$54,473.26</b>
Carry Over / Grants / Revolving Funds	Multiple		
01-610-920-5780 Library Computers, etc.	\$406.24		\$406.24
29-300-61001 State Aid	\$14,321.87		\$14,321.87
29-300-61004 Ezra Jack Keats Fdn.	\$350.00		\$350.00
29-300-61005 Library - Gifts and Donations	\$56.94		\$56.94
<b>SUBTOTAL</b>	<b>\$15,135.05</b>		<b>\$15,135.05</b>
Articles approved at 2015 & 2016 & 2017 Town Mtg. for Construction	\$85,000.00		\$85,000.00

## Library Staffing

Now that MBLC announcement on July 13<sup>th</sup> has put us on the list for funding \$2.7 million, it is time to look at the salary line again. The Director talked with the Town Administrator recently explaining that the Board of Trustees have twice suggested increased funding for salaries in FY17 & FY18 budgets, but was not successful in negotiating with the Board of Selectmen and Finance Board, both of which opposed more funding for staff and strongly refused the granting of benefits for the Library Assistant.

The Erving Library is one of the few libraries in Franklin County that have no benefitted employees. All of the libraries that have an experienced Library Director holding a Masters of Library and Information degree have one or more benefitted employees.

Since FY09 when the current Library Director became the first professional to take on the position, the library has offered new services each year, has cultivated a Friends of the Library group, has enlisted volunteers, all of which has resulted in increased use of the library, increased circulation of items, and increased participation in programs.

In addition the Library Director has diligently worked since FY10 to plan for a new library, enlisting volunteers for a Feasibility Committee and later a Building Committee. The Library Director has successfully applied for funds to hire a project manager and architect to work towards a 7800 square foot new library, rallied community support, and successfully wrote the MBLC that will bring \$2.7 million to Erving for the project.

During this process the Director's hours were used for planning and paid through the grant (\$4000) . This also allowed for the budgeted salary to be used for substitute staff who worked at a reduced rate of pay. Now however, there is not enough money to get us through FY18 since the Director is not allowed to work more than 960 hours in a calendar year to retain retirement benefits and the Library Assistant is not allowed to work more than 19.5 hours per week because no money for benefits is available.

Shannon Compton has been a great help. I intend to hire her for 10 Sundays from September 10<sup>th</sup> through October. I will work the Sundays through September to fully train her through September 17<sup>th</sup>. Her first solo Sunday will be September 24<sup>th</sup> and her last Sunday will be October 29<sup>th</sup>. Substitute funding will run out then.

The Library Director will be working 18+ hours per week through October and then will be doing only administrative work during November and December. If further funding is not acquired, this will require the library to be open only the hours that Jean can cover until January or until more funding is secured.

Why can't the Library Director work less hours and cover staffing through December?

(Library Director Hours:

- January through June (including those funded through the grant): 513Hrs. + Hours worked through September 1<sup>st</sup>: 181 Hrs.
- Anticipated September & October (200 Hrs.)
  - Hours at Main Desk - Sundays in September to train sub; working 1 to 2 extra days per week so that Library Assistant does not get too many hours
  - Complete State Aid Financial
  - Complete Cultural Council Grants for Summer 2018.
  - Other commitments as required by Library Director's position.
    - September 7, 2017 Friends Meeting
    - September 10, 2017 Deadline for Around Town (average 3 hours writing time)
    - September 18, 2017 Department Heads Meeting at Town Hall
    - September 19, 2017 Users Council in East Longmeadow – Members required to attend
    - September 26, 2017 Area Librarians meet to discuss final stage of IMLS grant
    - September 30, 2017 Fall Festival – Library open during festival. Friends activities in the Park.
    - September Trustees Meeting (date not set)
    - October Trustees Meeting (date not set)
    - October 10, 2017 Deadline for Around Town
    - October 17 Building Committee Meeting

Library Director hours anticipated through October 31<sup>st</sup> : (513+181+ 200= 894)

960 # of paid hours allowed for retirees. 960-894=66 hours available to administrative work during November and December including ordering all materials, cataloging materials, timesheets, supervising employees and volunteers, writing MBLC required Action Plan, Annual Report for the Town, and attending the following meetings:

November 2, 2017 FY18 MassLNC Evergreen Conference at Devens Commons Center in Devens, MA. All library staff working in C/W MARS and NOBLE libraries are encouraged to attend! (9:30 to

November 2, 2017 Friends Meeting

November 6, 2017 Massachusetts Annual Meeting at the College of the Holy Cross

November 14, 2017 Building Committee Meeting

November 14, 2017 C/W MARS Users Council in Northborough

November Trustees Meeting

December 7, 2017 Friends Meeting

December 18, 2017 Department Heads Meeting

December Trustees Meeting

The Library Director has a vacation planned for October 8<sup>th</sup> and will not be doing desk duty at the Library during November and December since only essential tasks and meetings will take the allotted 6 hours per week.

Trustees should consider:

Fall town meeting article requesting 14 hour position. But who will train?

Cutting November and December hours to whatever Jean can cover

Time and a half wage for Sunday staff

## Evaluation Format

The Board of Selectmen has approved a new evaluation form. The Library Director filled it out for the Board of Trustees comments and should be submitted to Town Hall soon after the August meeting. In September a draft of goals for next year and the start the required MBLC Action Plan due December 1<sup>st</sup> will be ready for discussion. From now on, the town's evaluation process should be completed in time for November/December budget meetings. Merit raises will be based on these evaluations. The Library Director does not have a current employment contract, nor has the Library Director ever been nominated for a merit raise.

## **Summer Reading**

The Summer Reading Program had 212 participants. Posts on Facebook, calendars and articles in the Around Town list the details of the programs. The Eclipse / End of Summer Prize day was very successful with over 125 people in attendance, including a story by artist and illustrator, Roberta Paul and a book discussion on leadership by author Janet Britchner.