

Erving Public Library

Librarians Report

November 26, 2017

**Financial Report as if 11/26/17**

	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	\$15,895.03	\$23,884.97
01-610-101-51200 Substitute Librarian	1,000.00	\$1,185.00	(\$185.00)
01-610-200-55120 Multi-media	14,500.00	\$8,652.79	\$5,847.21
01-610-201-57800 Expenses	2,000.00	\$1,575.04	\$424.96
01610-200-54110 Fuel Oil	1,100.00	\$47.92	\$1,052.08
01-610-200-52110 Electricity	1,300.00	\$883.38	\$416.62
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	\$997.00	\$503.00
01-610-204-57800 Automation	4,682.00	\$4,070.94	\$611.06
<b>TOTAL</b>	<b>\$69,962.00</b>		<b>\$35,106.98</b>
Carry Over / Grants / Revolving Funds	Multiple Years		
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

Substitute Hours now depleted.

The Director talked with the Town Administrator during the week of November 20<sup>th</sup>. Here is the Library Director's discussion regarding staffing and other needs for the Library

To summarize, the Library is looking for an increase in staffing due to an increase in use and increase in services provided by the Library. Statistics are provided.

The Trustees are requesting an increase for their compensation in addition to merit raises for the two current permanent employees. The Library is open 30 hours and current staffing is funded for a combined total of 37 hours (Library Director yearly total of hours is 936; Library Assistant Total is 988). This is .93 FTE.

In short, for that past year, the Library has been open 1/3 more hours than it was just a two years ago. There have been significant increases in open hours and services but not in staff hours. In 2009, the Library Director worked 16 hours per week. The Library Assistant worked 12 hours per week for a total of 28 hours. The Library was open 4 days each week including **Sunday** for a total of 21 hours, approximately 1000 hours per year.

In 2017, the Library Director works 18 hours per week on average. The Library Assistant works 19 hours per week for a total of 37 hours. The Library is open 5 days each week including **Sunday** for a total of 30 hours, approximately 1500 hours per year.

More hours are convenient for library users, but also have allowed for more services. (See chart for increased services. )

How have we been able to open 1/3 more hours? The Library is using temporary help to supplement workload. 12 hours are provided through a non-town source, a Community Action worker will be available to us through **December 31st**; A Library Student intern was unpaid during the summer and now is hired as a temporary Library Assistant for 7 hours on **Sunday** until **February 15, 2018**. \$1000 from the substitute line is being used for this position and will be depleted in February. These 19 hours per week are the only way possible to staff the Library these past months and not reduce hours. (As of 11/26/17, the Substitute line is at -\$185.)

If there is a Special Town Meeting, the Library is hoping to include two articles.

To see if the Town will vote to raise and appropriate the sum of Eighteen Hundred Dollars (\$1,800.00) for the purchase of adding two more laptops for the purpose of providing more computer access to the public, or take any other relative action thereto.

To see if the Town will vote to raise and appropriate the sum of Forty-Two Hundred Dollars and No Cents (\$4,200.00) for the purpose of hiring a Library Assistant for fourteen hours per week, or take any other relative action thereto.

(The Substitute Library Assistant line 01-610-101-51200 is depleted. Some monies from the Library Director's salary is supplementing this. The need for funding a 14 hour Library Assistant position until the end of FY18 requires 20 weeks of pay X 14 hours X \$15 per hour.)

## Library Building Committee

Holly Fitzpatrick and Rupert Roy-Clark attended the November 21<sup>st</sup> Joint Meeting of the Board of Library Trustees and the Library Building Committee. Also present was architect, Phil O'Brien, Project Manager Dan Pallotta and Town Administrative Coordinator, Bryan Smith. The Library Building Committee is considering an article for Town Meeting.

The Building Committee is considering an article for the future:

To see if the Town will vote to appropriate the sum of ? from the amount voted at the **May 2017** meeting (Article 27 of the Annual Town Meeting held on **Monday, May 08, 2017**) for the purpose of beginning the construction design phase for the new library, or take any other relative action thereto.

Meetings that Director will attend in addition to working Wednesdays and other days as needed.

- November 26, 2017 Trustees Meeting
- November 30, 2017 Joint Trustees/Library Building Committee Meeting
- December 4, 2017 Selectmen's Meeting
- December 7, 2017 Friends Meeting
- December 12, 2017 Library Building Committee Meeting
- December 15, 2017; MLS Director's Meeting in Northfield, 11 to 1 PM
- December 17, 2017 Trustees Meeting
- December 18, 2017 Department Heads Meeting

Upcoming programming: Memoir Writing continues on November 28<sup>th</sup> and December 5<sup>th</sup>, Friends Craft Days on December 3<sup>rd</sup> and 6<sup>th</sup>, Astronomy Program on December 6<sup>th</sup>.

Trustees need to submit: Approval of Director's Evaluation; Action Plan FY to MBLC by December, Proposed FY19 Budget as soon as possible, and Annual Report by mid-January 2018.

