

Director's Update: September 15th, 2011

1. I have been offered the position of library director at the Peabody Institute Library of Danvers (MA). While nothing has been signed, I fully expect that I will be resigning my position effective Oct 29th, 2011. In the remaining days of my directorship here, I will finish up any ongoing projects whose deadlines fall prior to my departure (including State Aid application, updating Goals and Objectives from Long Range Plan, AG/DOR filings for Foundation, Job Description re-writes, Cultural Council grant applications) Once hiring is "official," I will submit a formal letter of resignation to the board (cc to Town Manager). Recommend, if it please the Board, we discuss succession etc. under NEW BUSINESS (final item).

2. Library Financials: (See Enclosure 2). 12% of FY has passed – 15% for pay purposes; Salary line is "bumped" by 2% (longevity pay does not increase, only weekly salaries); Town Hall will make up the difference between the original appropriation and the increased value. At this point, salary spending appears higher than it should be due to July payment of longevity pay; the relative % spent will creep downward throughout the remainder of the year (as we have seen in past years). NOBLE spending looks large due to front-loading of services contracted above the basic membership price. \$2000 State Aid appropriation approved in June 2011 by Board for purchase of two new staff PCs in July (tech services and children's room).

FY 2011 Financials final (See Enclosure 3): All accounts cleared and closed out. We paid all remaining invoices in early July, spending \$2638.03 in discretionary funds appropriated for that purpose and \$4401.90 in budgeted monies. We met the materials purchase requirements (achieved, I believe just over 13%...some S&E expenditures will be classified as capital and will not count against our final spending figure for materials purchasing calculations) and should be in the clear (with waiver) in terms of certification/state aid for FY 2012. Work on the Certification/State Aid application is in progress; expect to file NLT than the October 14th deadline. The 1% overrun on salaries was due to the retroactive 2% pay increase (which the town covered).

3. Town Hall update: Search for replacement DPW director continues; Job for Public Facilities Director has been posted as well (pays up to \$75K depending on qualifications, reports directly to Supt. of Schools with backup reporting to TM). Unsure how this will impact our operations this year. We'll have to continue as we are (managing our own facilities/ground maintenance until a team is in place). Reminder: Election for three seats on this board are up for election in November. Currently we have four candidates: Jim Matarazzo (incumbent), Alex Alexanian, Ron Bergman and Maria Ferri.

4. FY 11 Key Statistics (see Enclosure 4):

a. Number of cardholders continued to increase. However, a 7/1/11 purge by NOBLE reduced the number to 6,979 (we continue to register 70-90 new users each month). This "adjustment" takes place every few years as accounts inactive for 5 years are removed from the system. The town's population has dropped approximately by 2,500 in the past decade, we service far fewer airline employees and a dwindling older population may account for the drop.

b. Circulation dropped by 1,064 from FY 2010. This is due, I believe, to the library's one week closure in November 2010 for carpet installation. Had we remained open that week, our pro-rated circulation total for FY 2011 would have been 72,904 – a slight increase over FY 2010.

c. Meeting room usage was up considerably in FY 2011. While we did offer more formal programs that year than in the previous year, this cannot alone account for the increased usage rate – we also saw much greater usage of our facilities by a wider array of civic organizations and other groups needing a meeting space.

d. Public PC usage was down by 12.5% in FY 2011 from FY 2010's figures. This drop cannot be attributed solely to the one week closure in November. Pro-rating Public PC usage would still leave us approximately 850 unique logons short of our FY 2010 figures.

e. Fine payments were down considerably in FY 2011 from the several previous years. Anecdotally, our circulation staff believes that we sent out less overdue notices in FY 2011 than in previous years. This could be partially attributable to our increasing fines mid-year of FY 2010. Unfortunately, our current automated library

system does not allow us to track overdue statistics; thus we have no way of telling with any certainty whether this is due to a drop in incidences of overdue items or a decrease in collections. We hope that Evergreen will eventually allow us to track overdue statistics more thoroughly.

5. Job Descriptions: We have been in the process of rewriting job descriptions since early Summer. Our goal is to update existing jobs and standardize formats. Currently completed 3rd draft which is being reviewed at department level. Expect to have final product ready for Board approval at October meeting. Once approved, we will submit them to union reps for comment. I will mail the job descriptions to Board members prior to the October meeting for review.

6. Events & programs: SPIRITS of New England will do a presentation on the 24th in the Hazlett Room, 3-4:30. The group will then conduct ANOTHER paranormal investigation of our facilities. On Oct. 1st, author and sometime patron Ainee Beland will conduct a talk on the writing process. Both events are free of charge and open to the public.

7. Donations: Sol Gliserman, \$100 (Hyde Fund)

8. Evergreen: Staff trainer training for the new system commences next week. Rich Allen, Arthur Languirand and Peter Solomon will act as trainers this fall and early winter. Implementation of new system NOBLE-wide will occur the first week of January 2012. Some updates to the new system (including a revamped public catalog interface) will occur in the Spring of 2012.

9. Winter Schedule: In effect now – May 26th. Same hours as last two years.

10. Adding Museum of Science passes to our current stable. Should be available later this month or in early October. We have also added passes for the U.S.S. Constitution Museum (but not the ship itself).

OLD BUSINESS: NONE

NEW BUSINESS:

a. Unattended Children/Adults in Need Policy (see Enclosure 5) for Board discussion/approval. I sent copies of this document to the Board for review in August. Standard policy area for public libraries. I believe this is something we need to address. Will address parent/guardian expectations of what we can and cannot/will and will not do in regard to unaccompanied vulnerable persons in our facilities. Reviewed and approved by the Town Manager.

- Sets minimum age for unattended children at 8.
- Formalizes procedures for dealing with unruly conduct, handling vulnerable persons in distress in our facilities and/or left alone here at closing time.
- Codifies previously informal procedures.

Request the Board vote to approve this policy.

b. Oil storage tank repair (see Enclosure 6): Have put out RFQs to four vendors (9/9/11) to bring our tank up to code with a deadline of 9/23. We are out of compliance with 527 CMR 9.05 which governs required upgrades to existing underground storage tank systems. Have received quote previously from CommTank for a cost of \$9,729 to install a spill bucket on the filler neck, replace inflow/outflow hoses from tank to foundation/boiler, install sump with sensor and replace vent pipe to bring system up to state code. CommTank will also filter existing oil in tank to remove sludge and residue that has caused boiler problems the past three years. Thus far additional bid (\$9500) received from Tanks-A-Lot of Everett. Since the job will cost less than \$10K, no need for sealed bids but we have to make a “sound business practices” effort to obtain at least 3 bids and before selecting a vendor. Ideally, would like to have the work accomplished before the end of October; earlier if possible. Estimated time to complete is two-three days. It will require some excavation but RFQ states vendor must refill all trenches/holes up to ground-level grade with clean fill. The contemplated work is important to protect our heating systems and minimize our liability in case of an oil leak requiring state action. Previous grant programs for this type of work are unfunded this year. Will try to get Town to kick in some money to help (not hopeful) and apply for a federal grant anyway in case money becomes available later. Regardless, **request that the Board appropriate \$10K from Hyde Fund to cover cost of work.**