

Director's Update: May 4th, 2011

1. Library Financials: (See handout 1). 86% of FY has passed – 88% for pay purposes; Spending remains on target.

Of note:

* Salaries Line: Reflects 2% pay increase (plus retroactive pay for FY 11) as a result of extension of collective bargaining agreement.

* NOBLE complete for FY. Added \$1000.00 bill for new circulation PC

* Supplies & Equipment: Currently have \$15,056.43 remaining.

* Materials: As a result of the 2% pay increase, the 12% materials target has increased. It is now _____.

* NOBLE: Finished for the year. Next invoice (May-June) paid from FY 12 funds.

2. Town Hall update:

* Budget: Town will cover additional salary monies as a result of the 2% pay increase for the rest of FY 11 and through FY 12. Expect we'll have to account for it in our budget for FY 13. Too early to tell how that will play out, but town generally accepts salary budget once computed for existing employees and then provides guidance in Feb. on how we are to handle other lines. I'll begin to game plan FY 13 budget later this year (November?).

* E.B. Newton Cultural Center & Lyceum:

4. Circulation Desk/Space Reorganization: GOALS:

5. Events & programs: Maurici collection dedication well-attended and received.

6. Corporate Sponsorship: Still in planning stage. Intend to present to Trustees in September.

7. Donations:

8. Summer Schedule: In effect now – September 4th (see handout 4)

OLD BUSINESS:

a. Evelyn Maurici Collection: Proposed date is 26 May. Small ceremony in the evening.

NEW BUSINESS:

a. Overdue Item Amnesty: June 14-30. Will accept any overdue items free with fine waived. Advertise newsletter, WCAT, Web site, in-facility. Accept donations of canned goods for Winthrop Community Food Pantry.

b. Purchase of 2 new staff PCs: Children's Circulation and Tech Services. From State Aid.

c. Expenses for new circulation desk: Intend to may most, if not all, from S&E. Nonetheless, request appropriation of State Aid monies (just in case) to purchase:

- 4 PC workstations (minimize footprint of 3 Public PCs and magnifying reader in Main Room) (100-125 each...a total of \$500.00)

- Moving expenses for large bookcase (estimate \$500.00)

- Wireless cards for moved Public PCs (15-20 ea....total of about \$100.00)

- Balance on electrical work. (Estimate our share will be nor more than \$1500.00)

- One new staff PC. Presently there are three machines at circulation. Peter, Artie and 1 dedicated. Want to add one more machine so that there are two on desk and Peter/Artie retain their own. (\$1000.00).

- Total Amount: \$3600.00. . Ask for appropriation from State Aid not to exceed \$4000.00 and I will keep it as low as I can in each case and spend from S&E line if at all possible.