

## Director's Update: June 7th, 2011

1. Library Financials: (See Enclosure 1). 94% of FY has passed – 96% for pay purposes; Spending remains on target.

Of note:

\* Salaries Line: Starting budget number does not reflect 2% pay increase (plus retroactive pay for FY 11) as a result of extension of collective bargaining agreement. With 2% pay increase, anticipate total FY 11 payroll at \$316,657, about \$3400 above our FY 11 budget. Town will provide additional funds for increased payroll in FY 11 and 12.

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

\* Purchasing from budgeted funds now only with TM approval. I'll speak to this under new business.

\* Supplies & Equipment: Currently have \$5,465.25 remaining.

\* Materials: I can't say for certain what our final overall expenditure level for the year will be. I expect that we will be very close to our \$474,334 budget figure. Our current materials expenditure level (awaiting approval of about \$3000 in purchase requests) looks to be \$58,583. We should exceed the 12% level required for certification (prolly already there). I'll watch closely this month and make sure we achieve it.

2. Town Hall update:

\* Budget: All library employees received a 2% salary increase today as well as retroactively for the entire fiscal year. Town will cover additional salary monies as a result of the 2% pay increase for the all 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?) and expect to be required to submit at the end of Feb. 2012 per usual.

\* E.B. Newton Cultural Center & Lyceum: Held the gala on the 28<sup>th</sup>; estimate there were about 100 people there. TM wants to speak to me about governance/business plan for it in the next week or two.

4. Circulation Desk/Space Reorganization: All major work finished June 1 – 4 as planned. Final work to be done includes reshelving of some materials (ongoing) and a few odd pieces of furniture/equipment arrangement. We opened at noon today with the new desk and configuration in place and the early returns are extremely favorable. We will need to purchase one more receipt printer for circulation, which we will order after July 1<sup>st</sup> using FY 2012 budget funds. Total estimated cost to us for the project is \$1,550 (still awaiting final invoices for electrical work and computer networking hardware). Plan to pay from the Building Maintenance (Supplies & Equipment) line. All involved in the project (Ron Bergman, Al Millerick, H.N. Bangs Movers, as well as staff members) did a yeoman's job. No desire to do any more moving or rearranging for a while. A "thank you" to Ron Bergman under consideration.

5. Events & programs: Maurici collection dedication well-attended and received (25 people in attendance) on May 26th. Special thanks to Rich Allen, Mary Connolly and Tammy Cody for planning and execution of the event. Author Joy Ashe appearing right now in Children's Room.

6. Evergreen: New open source library system now live at MVLC. Launch went pretty smoothly; bodes well for us. CW-MARS goes live in the fall. NOBLE goes live 1/4/12. Staff training on the new system commences in September.

7. Corporate Sponsorship: Still in planning stage. Intend to present full plan to Trustees in September.

8. 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 in lieu of fine money.

9. Summer Schedule: In effect now – September 4<sup>th</sup>

10. Two Massport kids again this summer beginning July 5<sup>th</sup>. Senior Tax Volunteer Marie \_\_\_\_\_ here now.

11. Begin evaluation of museum/attraction pass offerings next week. May adjust our “menu” in 2012.

OLD BUSINESS:

a. Minuteman: (See Enclosure 2).

NEW BUSINESS:

FY 2011 coming to a close. TM must personally approve ALL purchase orders through the end of the fiscal year – this is how he plans to avoid “unnecessary” spending sprees by department heads. I don’t expect any difficulties paying received invoices, but am somewhat less confident that TM will not deny individual discretionary spending requests. A \$3000 appropriation of discretionary keep me from having to request a vote for funds in July if needed. Realistically, I don’t expect to have to use it at all and the appropriation will only apply to invoices received in FY 11. This is “just-in-case” money. Therefore, I request that the board “approve a contingent \$3000 appropriation from State Aid monies to cover any remaining FY 2011 invoices.”