

Date: October 14, 2016
To: Board of Selectmen
From: Ebba Hierta, Library Director
Re: Request to increase hours of a library position

Background

We seek to increase the hours of the Assistant Director/Youth Services position from 31 to 35 hours per week. The time budget for this position has remained at 31 hours per week at the request of the person who held the position for 25 years – she did not want to work more than four days per week. The library currently is significantly understaffed compared to other island libraries. Our circulation per FTE (full time equivalent) is 14,555 compared to an island average of 10,500. Our item circulated per annual staff hour ratio is 10.23 compared to an island average of 7.3.

Needs of the library

Without these additional hours we will operate without a youth librarian one day a week including the crucial after school hours and this will make it difficult to fulfill our goal of increasing the quantity and diversity of our youth programming.

Problem filling the position

Our extensive job search has turned up only one person with the requisite experience and education. This person has 7 years of library work experience, comprehensive continuing education in library science, a master's degree in education and a teaching certificate in Massachusetts. He has a young family and will find it very difficult to provide for them with what is essentially a part-time job. These four additional hours per week will make the difference. He is very enthusiastic about accepting the job as Assistant Director/Youth Services Librarian but has indicated he has to put the needs of his family first. I don't believe I can find another qualified applicant who is interested in working only four days per week.

Financial impact

Because this position was originally budgeted for someone at the top step of the salary range, and there are only eight months left in the fiscal year, this will have no impact on our FY17 salary budget. Calculating a full twelve months with an additional 4 hours per week (using the current wage scale) this would add an additional \$1,200 to our FY 18 salary budget over what it would be with the most recent employee.

Library Trustee approval

The Board of Library Trustees has been polled and are in unanimous agreement in their approval for this proposal.