



WALPOLE PUBLIC LIBRARY

Article 2

Proposal to hire an additional library clerk

Over the first year and a half in the new building, the library has seen solid growth across most service areas. Highlighted below are some of the more important service statistics from FY2011 (the last full year in the old building), FY 2012 (the transition year), and FY2013 (the first full year in the new building) and the percentage change from one year to the next.

Service	FY 2013		FY 2012		FY2011
Circulation	245,897	12.7%	218,194	8.0%	201,947
Registered Borrowers	11,579	5.71%	10,954	6.7%	10,270
Library Programs	190	62.4%	117	-13.3%	135
Interlibrary Loans	17,374	13.5%	15,307	-7.4%	16,171
Meeting Rooms	563	436.2%	105	4.0%	101

As circulation rises, the number of returns that are processed and number of items to be shelved rise at approximately the same rate. The meeting room usage statistics do not include study room usage. The meeting room usage statistic is simply the number of times that community, government and business groups have held a meeting in the library in one of our four meeting rooms (Community Room, Pinnacle Room, Walpole Room and Children's Program Room). Meeting room demand has increased greatly. The biggest obstacle the library faces in fulfilling meeting room demand is our hours of operation. The library would be better able to meet demand if the entire building were open until 9:00 pm. Currently, the library can only make one meeting room (Community Room) available after hours. A 9:00 pm closing time would allow the library to use all four meeting rooms later into the evening and better match a given meeting to the appropriately sized room. With some minor adjustments to the current staff schedule and the addition of another library clerk, the library be would able to stay open until 9:00 pm on Mondays through Thursdays throughout the year and be in a better position to meet the overall increase in demand for library services.

Cost of extending library hours:

In order to extend library hours from 8:00 pm to 9:00 pm, Mondays through Thursdays, the library would need to hire an additional library clerk, who would work 13 hours a week plus every other



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Saturday (15.5 average hours per week), and increase the work hours of two existing library clerks for an additional hour each. The additional funding required for Fiscal Year 2014 would total \$7,448. The changes in library hours of operation would be effective beginning January 2, 2014. The breakdown of the costs for Fiscal Year 2014 is as follows:

New Library Clerk	\$ 6,476
Increase Library Clerk #1	\$ 453
Increase Library Clerk #2	<u>\$ 519</u>
Total	\$ 7,448

Benefits of this proposal:

For the library, the additional library clerk would fill a number of scheduling holes, would greatly reduce the need to post open work hours, and would ease the burden of covering staff shortages due to vacations and sick leave. An additional library clerk will also help the staff keep up with increasing demands for service.

For the community, the additional library clerk would mean having the library open an additional four hours per week and the ability to use meeting space throughout the library later into the evening.

For the town, the additional library clerk would help manage and control increased costs as the library prepares to increase operational hours from 52 to 59. Once the population of the town of Walpole reaches 25,000, the library is required to be open at least 59 hours a week for certification purposes. The additional library clerk will allow the library to add 4 of the 7 the additional hours it will need. By making small, incremental changes to staffing and hours over time, the library will spread these costs over several budget cycles, so that the additional weekly hour requirement will be moot by the time the population of Walpole reaches 25,000.

Thank you for your consideration.

Salvatore Genovese
Director
Walpole Public Library
508-660-7334