

Assistant Library Director

The Professional Librarian Salaries line includes \$78,000 for funding to reinstate the previously eliminated Assistant Library Director staff position. The position became frozen in FY2009, and unfunded in FY2010 due to budget cuts.

When the position was cut, many of the administrative duties previously assigned to this position were divided among other staff as time allowed. This means there is no one person currently handling important library functions such as:

- marketing of library programs and services
- technology instruction and equipment management
- library outreach
- staff mentoring, training, and development

Increasingly, there has been less time for public facing staff to assist with these administrative duties. Post-COVID, the library has again become a busy community hub for our town. Appendix A shows state compiled data for libraries in Northborough's population grouping*. Despite being the fifth smallest town in our grouping by population, the library reported the following numbers for 2022:

- 206,059 direct [physical item] circulations (10th highest in the group)
- 69,167 visitors annually (13th highest in the group)
- 230 programs offered (2nd highest in the group)
- 8,376 attendees at programs (2nd highest in the group)

In fact, out of the 366 libraries across the state of MA, only 12 offered more programs than the Northborough library, **with only six libraries surpassing our total attendance at programs****.

As we continue to build a strong and connected community through library services, there has been an increase in the administrative tasks required, particularly with regards to marketing and technology. There is an additional emphasis on proper collection management, which is vital to our goal of providing an inclusive, trusted, and diverse collection of materials. In many ways, we are a victim of our own success- our days are filled with patrons needing assistance, and the increasing demand for social and educational programs, giving us less time for administrative tasks. The reinstatement of our Assistant Library Director position would give us the support we need to continue to thrive, and to continue building a thriving community.

The Board of Library Trustees is in support of reinstating this position, which would fall into Grade 5 under the Personnel Bylaw. Please see the attached job description for a full explanation of the duties and requirements of this position. Appendix B shows a comparison of library spending, FTE, whether the town has an Assistant Library Director, per capita library spending, and the library budget as a percentage of the total municipal budget. It is included here to demonstrate that adding this position at the salary suggested would be both competitive and in line with our peers in terms of overall spending.

*The MA Board of Library Commissioners categorizes libraries into groups based on town population. Northborough, along with 55 other libraries, falls into Group E. Towns with populations over 20,000 have been removed from both spreadsheets in order to increase readability.

**MBLC. "2022 Library Services." <https://mblc.state.ma.us/programs-and-support/library-statistics/index.php>. Accessed 2/6/2024.

Appendix A: 2022 Library Data Population Group E

Location	Population Served by Library	Direct Circ	Total Circ Activity	Visitors	Total Number of Programs	Total Attendance at All Programs
Fairhaven	15,924	100,642	125,766	32,317	40	234
Grafton	19,664	146,247	144,302	77,217	16	237
Ashland	18,832	158,598	186,023	22,715	18	307
Hopkinton	18,758	202,837	207,463	121,657	25	375
Northbridge	16,335	86,512	98,619	22,480	98	511
Swansea	17,144	84,927	82,996	32,748	24	538
Foxborough	18,618	158,370	188,955	30,403	45	615
Webster	17,776	50,332	56,784	45,998	50	616
Greenfield	17,768	178,770	183,017	47,376	60	720
Swampscott	15,111	147,811	157,700	41,184	56	824
Rockland	17,803	81,154	95,033	32,877	60	826
Norton	19,202	77,299	89,250	30,292	58	1,057
Westport	16,339	78,669	90,817	35,323	67	1,125
Whitman	15,121	88,343	101,789	41,363	72	1,292
Seekonk	15,531	199,228	216,480	48,235	60	1,361
Newburyport	18,289	271,563	303,126	99,103	88	1,396
Pembroke	18,361	126,817	148,919	66,483	100	1,764
Abington	17,062	98,592	104,988	47,100	152	1,827
Sharon	18,575	365,294	377,519	12,500	55	1,849
Concord	18,491	370,359	478,816	3,883	156	1,948
Longmeadow	15,853	336,842	342,776	51,891	74	2,075
Holden	19,905	225,792	236,506	99,511	84	2,075
North Reading	15,554	111,904	130,615	30,000	58	2,188
Winthrop	19,316	80,605	96,311	26,670	84	2,200
Bellingham	16,945	87,483	97,730	39,786	58	2,394
Scituate	19,063	254,938	266,129	97,733	80	2,635
Auburn	16,889	84,062	90,535	48,550	184	2,974
Duxbury	16,090	247,218	261,858	126,000	144	3,074
Easthampton	16,211	112,896	121,095	104,552	101	3,454
Westwood	16,266	254,572	332,205	74,333	137	3,531
Southbridge	17,740	41,604	54,436	36,906	60	3,637
South Hadley	18,150	159,233	164,907	95,836	228	4,182
Somerset	18,303	115,012	128,907	83,035	216	4,712
Sudbury	18,934	392,129	474,572	96,177	181	7,578
Northborough	15,741	206,059	214,696	69,167	230	8,376
East Longmeadow	16,430	176,810	186,610	245,368	348	8,802
Amesbury	17,366	134,156	148,761			

Appendix B: Library Budget Comparisons

Location	Population Served by Library	Has Assistant Director?	Assistant Director Minimum Hourly Compensation	Assistant Director Maximum Hourly Compensation	Non-Custodial FTE	Library Budget (FY23)	Library % of Total Budget	Library Expenses per capita
Auburn	16,889	Yes	23.69	25.75	9.26	\$513,144	0.79	\$30
Greenfield	17,768	Yes	25.59	32.75	13.11	\$757,185	1.19	\$43
Webster	17,776	Yes	25.79	29.69	6.31	\$479,810	0.92	\$27
Pembroke	18,361	Yes	27.36	32.57	12.20	\$772,157	1.08	\$42
Swampscott	15,111	Yes	28.67	48.73	10.29			
Winthrop	19,316	Yes	28.85	29.43	8.77	\$585,578	1.01	\$32
Westport	16,339	Yes	30.15	30.15	5.76	\$290,215	0.58	\$18
Whitman	15,121	Yes	30.47	30.47	6.86			
Ashland	18,832	Yes	31.25	36.06	6.60	\$434,183	0.61	\$23
Bellingham	16,945	Yes	32.01	32.01	8.79	\$609,362	0.97	\$36
Sudbury	18,934	Yes	32.17	42.31	16.36	\$1,292,753	1.18	\$68
Holden	19,905	Yes	32.32	39.32	11.57	\$947,357	1.65	\$48
Amesbury	17,366	Yes	32.97	35.71	11.37	\$875,679	1.25	\$51
Newburyport	18,289	Yes	34.06	38.28	20.37			
Duxbury	16,090	Yes	34.69	45.10	15.03	\$1,346,527	1.71	\$84
Foxborough	18,618	Yes	35.90	44.64	15.60	\$1,169,957	1.42	\$63
Scituate	19,063	Yes	35.95	43.79	14.40	\$1,084,946	1.18	\$57
Northborough	15,741	No	36.70	47.71	11.40	\$921,937	1.38	\$59
Concord	18,491	Yes	37.31	56.27	12.39			
Westwood	16,266	Yes	37.48	46.80	17.17	\$1,514,404	1.44	\$93
Hopkinton	18,758	Yes	38.42	46.11	10.31	\$700,809	0.71	\$37
North Reading	15,554	Yes	38.99	38.99	9.24	\$667,312	0.87	\$43
Norton	19,202	Yes	39.23	39.23	7.69	\$522,292	0.78	\$27
Seekonk	15,531	Yes	42.70	42.70	13.86	\$1,069,983	1.67	\$69
Northbridge	16,335	No			5.07	\$257,833	0.48	\$16
Swansea	17,144	No			6.27	\$419,624	0.83	\$24
South Hadley	18,150	No			12.14	\$786,881	1.57	\$44
Longmeadow	15,853	No			13.25	\$737,441	1.11	\$47
East Longmeadow	16,430	No			14.01	\$859,215	1.35	\$52
Grafton	19,664	No			15.20	\$1,050,186	1.45	\$53
Sharon	18,575	No			20.27	\$1,186,826	1.38	\$64
Fairhaven	15,924	No			8.06			
Easthampton	16,211	No			8.13			
Southbridge	17,740	No			8.50			
Abington	17,062	No			8.60			
Somerset	18,303	No			9.00			
Rockland	17,803	No			9.17			