

MEMO

To: Chilmark Select Board  
From: Chilmark Free Public Library Board of Trustees  
October 18, 2023  
RE: FY2025 salary budget

Dear Select Board and Finance Committee members:

At our meeting on 9/22/23 the Library Trustees unanimously approved a motion to base the Library Director's salary on a standard 40 hour week, up from the current 38 hours per week, in our FY 2025 budget request. We want to share the rationale with you in advance of our FY25 budget planning, and answer any questions you may have.

1. The Director was hired in 2006 with a salary basis of 37 hours per week. This was increased to 38 hours in 2009, and has not been adjusted since that time. The Director routinely works more than 40 hours per week.
2. From an analysis of the town budgets it is clear that the Director is the only year-round salaried department head who is not paid for a full 40-hour week. Other department heads who, unlike the Director, do not have responsibility for staff, building maintenance, or managing public access, are paid for a full 40-hour week.
3. The Chilmark Director is the only library director on the Island (other than Aquinnah, which is open 16 hours a week) who is not paid for a full 40-hour week. In addition, only Chilmark and Aquinnah libraries do not have an adult services librarian to manage adult collection development and cataloging, or a dedicated reference librarian. Two libraries also have a dedicated technical services librarian and two have administrative assistants. The Chilmark Director is responsible for all of these things, in addition to a myriad of other administrative tasks.
4. The challenges and requirements of the job have grown dramatically since 2009:
  - a. Technical and administrative challenges have grown substantially as part of the CLAMS network, which we joined in 2012.
  - b. Digital content was not part of our offerings in 2009.
  - c. Circulation has increased 121%, and our staff hours have grown 46% since 2009. Managing these increases means more time required on the Director's part.
  - d. Beyond managing our CLAMS membership, general tech support has changed dramatically since 2009, requiring more hands-on management of complex systems by the Director.
5. The Town's facilities manager is now responsible for two new Town buildings, reducing the time available for managing library issues and requiring the Director to spend more time managing building issues.

6. The Town put a new financial management software package in place last fall that requires department heads to spend time preparing reports and preparing budgets that used to be done by the Town accountant.
7. The Director is on call whenever the Library is open, including scheduled off days.
8. Managing the Library's new software system Koha, which went online in February, has shifted a large portion of report generating and management from the CLAMS central staff to libraries' technical staff. In Chilmark, the Director is the only technical staff.

In sum, the Director's job responsibilities have increased dramatically since 2009, and she regularly works over 40 hours per week. Her salary should be based on a 40-hour week to reflect those facts, and bring her into line with the other Chilmark department heads and other island library directors.