

JCFL Summer Saturday Hours

An Explanation



Current Staffing

We have a dedicated and devoted staff of eight. Full-time employees work a 35 hour week; part-timers work a 20 hour week. Of this staff, two have more than ten years experience; three have more than twenty.

What does that mean? In earned vacation time for all eight staffers, it is more than 36 weeks out of 52 that someone is on vacation.

In order to keep safely staffed -- by policy, a minimum of 3 people at all times -- an additional part-time employee, as well as an increase to the library substitute line will be needed to assist with vacation coverage.

Current Staffing - continued

If we are using only the current staff, being open Saturdays during the summer will impact the budget at a minimum in contractual salaries, namely shift differential, which represent hours worked after four pm *and on Saturdays*.

Here's a detailed explanation of why the suggestions on Facebook won't work.

Some Quick Background

There are several organizations that have criteria that we must meet –

- The **MBLC** (Massachusetts Board of Library Commissioners), which sets budgetary and service criteria
- The **OCLN** (Old Colony Library Network), which sets network policy
- The **HMEL** (Hanover Municipal Employees League), which is the union representing staff

MBLC (www.mblc.state.ma.us)

In order to receive State Aid from the MBLC (approximately \$25,000 annually), We must meet certain criteria. First is to meet the MAR (Municipal Appropriation Requirement). I discuss this at every budget season; it's not relevant to this subject.

We must also meet the Minimum Standards of Free Public Library Service. The standards are population based; with Hanover's current population of 14,871 we must:

MBLC Criteria

- Be open & loan to all Massachusetts residents
- Make no charge for normal library services
- Have a minimum number of open hours (including evenings and Saturdays) per week in a *consecutive 38 week span*; Hanover is open 11 MORE hours per week than required
- The Director must hold a Master's Degree from an American Library Assn. accredited program
- Annual reporting must be filed

OCNL (OCNL.org) Criteria

- The network requires us to use and maintain their proprietary network software.
- All staff members must be trained to use the software by their supervisor or OCNL staff.
- Only Staff members may use the software.

HMEL (Hanover-ma.gov*)

Any changes to working conditions must be impact bargained and mutually agreed to by the Town and the Union.

*contract available under “Employment”

Summer hours started in May. I was surprised as kids were still in school.

In the past, the Library closed the Saturday of the week containing the last day of school; it was then balanced by re-opening up Saturday hours mid- to late-September.

The decision to change to the current schedule was made to make it clear and consistent from year to year when summer hours start, rather than having them dependent on a 'school year.' Consistency makes staffing, programming, and scheduling clearer.

So here are some of the Facebook suggestions, and why they won't work:

Perhaps close one day, like Monday

We are open on Mondays for ten hours, providing MBLC required evening hours. If we fully close on Monday, we lose some of the evening hours we are required to have. More importantly, if we close for any full day we will be requiring full-time staff to 'make up' those hours by working *every* Saturday in order to achieve 35 hours.

September to May -- Full-time Staff Hours

	10 am - 1 pm	1 pm – 5 pm	5 pm – 8 pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday*			
Saturday*			

Suggestion – FT Staff Hours, Closed Monday

	10 am – 1 pm	1 pm – 5 pm	5 pm – 8 pm
Monday	XXXXXXXXXXXX	XXXXXXXXXXXX	
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Grey boxes indicate that the library is closed. *NOTE: Fridays & Saturdays alternate every other week. As you can see, closing any full day will require all FT staff to work EVERY Saturday.

*What about closing early on, say, Friday,
and shifting those hours to Saturdays?
Not all year round, just the summer.*

The same answer applies – if we close at one p.m. on Fridays, for example, it would mean that full-time staff would have to ‘make up’ the remaining hours elsewhere in the week, resulting in either working every Saturday or back-to-back ten hour days.

September to May -- Full-time Staff Hours

	10 am - 1 pm	1 pm – 5 pm	5 pm – 8 pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday*			
Saturday*			

Suggestion – FT Staff hours, “Borrow” by Closing Early in the Summer

	10 am – 1 pm	1 pm – 5 pm	5 pm – 8 pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday		XXXXXXXXXXXX	
Saturday			

*Grey boxes indicate that the library is closed. *NOTE: Fridays & Saturdays alternate every other week. As you can see, it requires full-time staff to EITHER work every Saturday **OR** two consecutive days until 8 pm in order to meet 35 hours for the entire summer.*

What about being open every other Saturday all year long instead of just Saturdays in the fall, winter and spring?

We are required to have both evening and Saturday hours, but the MBLC understands that some libraries in coastal communities have more visitors in the summer months than fall/winter. Thus, open hours requirements must be met within any '38 consecutive weeks.'

They Could rotate. Don't need a full staff.

The JCFL staff consists of 5 full-time employees, three part-time employees, and myself. Please realize that we are at this full level of staffing from COVID only *last year*.

The entire staff is rarely in the building at the same time, with the exception of staff meetings and/or training.

We endeavor to be '*safely staffed*,' which, by policy, is a minimum of 3 employees in a building this size.

Volunteer staffing is not a possibility, as it violates both union and network policies.

There was a LOT of comparison with other neighboring libraries. Again – I caution you that there are other factors:

Building Size – JCFL is large at more than 19,000 SF. With collections and services on two floors, a minimum of three staff during all open hours is a must.

Staffing -- With the exception of Hull and Whitman in OCLN, and Hanson in the SAILS network, we have the smallest staff in our area.

Budget -- Our budget is currently healthy, and we are working our way back from MBLC waivers during COVID. Other municipalities may have larger budgets.

What Summer Saturday Hours Would Require

An additional part-time employee will allow more flexibility in scheduling. This would mean asking for an approximate \$25,000 to be added to our salaries budget (based on FY24 information).

However, changes to working hours may require contract renegotiation.

Contact Me

That was a LOT of information in a short amount of time. If you have any questions or would like further details, please contact me:

Virginia Johnson, Director – 781-826-2972, ext 6

or email me at vjohnson@hanover.ocln.org