

Board of Trustees Report
December and January 2010

- **5th Annual Holiday Program and Hopkinton Chamber Orchestra Concert:** Both of these programs were well attended and attendees provided positive feedback. There were over 80 people for the holiday program and about 25 for people for the concert.
- **Public Library Symposium:** This special event was held on December 4th in Sturbridge, MA. Marketing library services, branding a library, developing a tag line were some of the highlights of this event. Discussion and a presentation on library advocacy during this tough economic time was the main attraction of this event.
- **Library construction project and town government meetings:** Attended several meetings related to library construction project, building committee and selectmen's meetings during December and January.
- **FY '11 Budget Submission:** My budget preparation approach was not based on the \$2.65% reduction as requested. Instead, I addressed the negative impact of this reduction and described the current operating environment based on the cuts implemented in FY '10 budget. I also documented how we have been saving town funds by utilizing the McGovern funds to buy books and materials.
 - Salary budget included three grade level changes, vacation coverage and cost of 36 Saturdays.
 - Expenses were reduced by \$3,116.
 - Included \$1,000 for continuing education and professional development.
- **Next budget meeting:** The town manager and the account requested that we hire library pages to work at the circulation desk on Saturdays which is expected to reduce \$2,000 in salary. During my next meeting, I am planning to present scenarios and discuss negative implications of this approach and whether it is in the best interests of our residence to compromise good service for \$2,000 in saving!
- **Appropriation Committee meeting on January 11th:** Appeared before the appropriation committee to justify a \$2,000 fund transfer to the Library salary line for the current budget year. Norman negotiated this amount with accounting and based on his recommendation, I requested the Appropriation to approve this fund to cover vacation hours for the rest of this fiscal year.
- **Collaboration with the Youth Commission on the MLK Day:** The Library will be used for an hour or so by the peer leaders for a story hour in celebration of the MLK day. Thanks to Laura for opening the library for this event since I was at the ALA Midwinter Conference in Boston and this is a holiday for the rest of the staff.
- **Library Annual Report:** Prepared and submitted on January 8th for the Town Annual Report 2009.

Submitted by
Rownak P. Hussain, Library Director