

Director's Update: Dec. 14, 2010

1. Library Financials: (See handout 1).

2. Town Hall update:

* Budget Season: Awaiting formal guidance from Town Hall on FY 2012 budget. Early indications indicate we should expect further cuts, though no specifics have yet been provided. TM warns that sadly, many communities are coming to view the library as a "luxury." While he indicates that he disagrees, it could be an early warning. Town's finances remain shaky and the statehouse has yet to announce the local aid situation for FY 2012, though rumors point to a 5% cut there. As far as the remainder of FY 2011 goes, mid-year cuts have not been ruled out.

3. Space reconfiguration: Met with Cheryl Bryant of the MLS for space planning consultation 12/1/10.

Highlights:

- She recommends a curved or articulated circulation desk for center room.
- Create a "community commons" comprised of the Basch Room and adjoining YA room. No public PCs, simply a seating area where people can gather to read magazines, talk and/or browse books. Replace existing circ desk with a large table for study/reading. Move microfilm reader and files to reference. Café-style seating for YA area, comfy seating and a table for homework.
- Not a fan of the conversion of the mold room to an open quiet study area. Worried about lurkers and predators in an unobserved area of the facility adjacent to restrooms and close to Children's Room. Suggests a closed, locked study/conference area for which patrons can sign for the key.

Continuing to refine plan for circulation desk relocation and design of new desk. Hope to have fuller briefing of plan for January meeting. Continuing to study possible uses for the mold room. Design concept for new desk sent to Ron Bergman this afternoon. Actual reconfiguration of main floor of Frost Building late spring/early summer 2011.

4. Heating Oil: Stadium Heating Oil of Peabody now has the town contract. Cost will be .0893 cents per gallon above "rack price," which is currently projected to be somewhere around \$3.70/gal.

5. Donations: All in lieu of flowers gifts in memory of Natalie Furlong (Hyde Fund):

Eliot Community Human Services	\$500
Nancy Stowell (Weld, ME)	\$100
Elizabeth Kellogg (Wellesley)	\$100
Fife Family	\$100
Ruth Housman	\$25
Jonlyn Walsh & Family	\$25
Amy Bertrand (Newburyport)	\$25
Janet Tetrault (Westport)	\$20
Bud & Elaine DeCell (Lunenburg)	\$25
Alice McGillicuddy	\$25
Naomi Wright	\$40
Walter & Jane Smith (No. Dartmouth)	\$100
Laura & Ed Atlee (Augusta, ME)	\$100
Ellen & Pete Cleaves (Hilton Head, SC)	<u>\$50</u>
TOTAL:	\$1235

Poinsettias and new Christmas lights donated Judy Gaffney of Winthrop.

Estate of Robt. W. Carlson \$10,000

5. Long Range Plan: Will present draft for Board consideration under new business.

6. Programs: Ed the Wizard (Reading is Magic), last Sat. in Children's Room. 45 attendees
Stephanie Schorow (Cocoanut Grove fire) Dec. 15th, 7 p.m., Hazlett

7. MBLC: State has directed board to reduce its 2012 budget by 7.5% below this year's budget. The 2011 budget was decreased by 17% from 2010. Implications for next year's State Aid program remain to be seen.

8 Friends: We will sell BookEnds gift certificates this month. We are also working with Lydia Young on new bookcases for the space which will render it safer and more comfortable.

9. Holiday hours: half days (9:30 – 1:00) on Christmas and New Year's Eve (Friday). Closed on Christmas and New Year's Day (Saturday). Normal schedule resumes on Tuesday, January 4th.

Long Range Plan – Director’s brief

1. Each of you has a copy of the 3rd draft for review (less survey results which I provided to each of you this past fall.

2. Background:

- Long process – began in Nov 09
- Community meetings, survey, research, statistical study, 2 prior drafts of the plan reviewed/tweaked by myself, Steve and Ann to produce the document.
- Proud of the document and grateful to everyone who has participated, esp. Steve and Ann.
- Contains 6 key elements:
 - Executive summary
 - Needs, goals, Objectives and activities listed FIRST by area and SECOND, chronologically.
 - Community description (discussion of key social and economic indicators about the town and how those relate to public library services in Winthrop)
 - Library Characteristics
 - Notional Staff Schedules for present, 45 hr. and 50 hour per week
 - Review of the Community Planning Committee’s work which took place in Nov. 09
- Each set of goals, objectives and activities is supported by one or more of the following sources of input:
 - the Community Planning Committee’s work
 - the July/August 10 survey
 - statistical study
 - Institutional knowledge
- Focuses on the following key areas:
 - Facility Comfort & Safety
 - Space Utilization
 - Sufficient Staffing/Efficient Work Distribution
 - Collection Development
 - Programming, Events and Activities
 - Museum Services
- For the most part, there are no footnotes; to include this would have unnecessarily complicated and significantly lengthened an already voluminous document. However, if you consider the entire document including appendices and sources of data, it is obvious that we have created a document that is well-supported, logical and ambitious while containing achievable ends.
- It is meant to be a living document and a point of departure. Steve, Ann and I review our progress annually and adjust the plan as appropriate
- This plan provides a road map we can follow to improve our services and keep the library relevant, responsive and vital as a center of community life.

3. This is intended to be both a working document and a communication to the community at large of our current state as well as our vision and intentions for the future.

4. I ask you to review it and then provide me with any feedback **prior** to the January Trustees meeting so I can submit, hopefully, a final plan for approval then. Once approved by vote of the Board, we will print copies for distribution to key decision makers (TM, TC members, Trustees etc.), provide a copy to the MBLC and post it in .pdf format on the library’s Web site.