

DIRECTOR'S REPORT TO THE TRUSTEES

JANUARY 6, 1995



Much is happening at the library.

Staff is busily preparing year end statistics and narrative reports for the 1994 Annual Town Report. I intend to work up some kind of five year statistical chart to illustrate how business has increased since going on-line with **NOBLE**. This should assist in presenting our case for the new position of Assistant Reference/Preservation Librarian, a position heartily endorsed by volunteer Warren Davis. (If we could get him on TV saying that....)

NOBLE User's Council cut \$48,000.00 from the proposed FY'96 budget, thereby reducing the member assessment by \$2,000.00. Next year's assessment will be **\$24,985.00**, which includes the **\$3500.00 automated periodical project** cost. Implementation of automated periodical service will start in April or May, for full public use **July 1st**. We will need all our technology in place well before 7/1.

A lengthy and detailed **Building Program document** is necessary to apply for any of the construction reimbursement or design grants. This is in addition to the lengthy grant application. I will need to refer to the Building Plan statement as I write the grant (therefore I have not really begun to work on it) A Committee has met twice to approach this endeavor. I strongly recommend that whatever happens with the grant application, we pursue and complete a Building Plan document which can be used in all future grant rounds.

According to *Patience Jackson*, the **Building Specialist** from the Board of Library Commissioners, there will likely be more construction grant rounds in Massachusetts (but Federal LSCA funds are doomed). She visited us just before Christmas and liked our building but recommended that we achieve handicap access to the meeting room by repositioning the circulation desk in front of the door and clearing a path through the present circulation area. Only a 4- step chair lift would then be needed to get patrons down into the Hyde Room. The Winthrop Street side of the library should be made into a mini parking lot for the legally required 2 handicapped parking spaces, plus 4 more for staff. While doing this, we should add much needed semi-enclosed staff office space for the Assist. Director and Circulation Librarian, either in the newly cleared space behind the circulation desk (where the periodical racks used to be), or in the cooler corner. We must also get professional design assistance in planning better lighting and space for technology while doing this.

- ◆ The basement Technical Services room, she said, is the type of room which takes renovation well and could end up very pleasant indeed.

- ◆ Other ideas such as lofting out and glassing in the space above my office for either an art gallery or office space have been discussed by staff. A balcony office at the upper level could free up the present Director's and Secretary's offices for a combined Technical Services and book processing space. Those two functions should ideally be located together.

Who knows what an experienced library architect/consultant would come up with?

But we must first have the Building Plan document.

As some of you know from my recent mailout, we are working out the details of the Preservation Survey grant. I am hoping we can achieve more of a *Strategic Plan* for the Museum from this, as Steve Dalton's **Preservation Report** served as a survey. Approval is needed from the BLC for any change of scope.

Installation of the new fire protection system connecting us to the Fire Station is occurring as I write this report.

I am most happy to report progress in some aspects of the library's functioning. Independently, as part of his own New Year's resolutions, Mr. Crosby held a department head staff meeting this week and outlined his request for (written) quarterly departmental goals from each person, increased statistical reporting, and increased Children's programming. He was thorough and specific, and set dates for follow up. He also made plans for additional staff instruction in electronic ordering and automated Dewey/label making (if those purchases are approved). One of the first priorities to aid in the above process is the acquisition of a PC and color printer for the Children's Librarian, who was overlooked, or at least delayed, in previous staff computer purchases. This is included in the revised State Aid Technology Requests list available at the meeting.

Please remember that the enclosed Annual Report is my first **DRAFT** - and, based on past drafts, barely resembles what the finished report will look like.