
TO: Board of Library Trustees
FROM: Marjorie Hill-Devine
DATE: September 7, 1995
SUBJECT: Director's report

It's been a good summer for the library. The roof project has gone well under Architect Bob Farley's conscientious supervision. The work is now "substantially complete" and a punch list is being prepared for final inspection. The requisition for payment to Winthrop by the State of the \$21,700.00 grant award based on this project is being processed. It is hoped that we can apply these "free" funds to the air-conditioning project (see green sheet of proposed articles) and do the whole library.

I have given quite a bit of thought to Margaret Child's draft *Museum Strategic Plan*. I read it twice - once before and once after my two week vacation, and prepared a commentary for her. Chairman Redgrave is now reviewing this before returning it to her. He and I agreed that we should read the draft, and all of you should read the next version before it's a final document. I have received notification for the next round of LSCA (or whatever it may end up being called) funds, and there is a special category for funding preservation projects to those who have completed a survey, so we should move as fast as we can on this. Details at the meeting.

Steve Crosby did much of the work that resulted in the new six station computer center located in the Reference Room. Furniture costs came in well below the amount authorized by the Board and I have taken the liberty to apply the savings toward a small additional construction job by Mr. Ed Soucy. Please see the paragraph on the Children's circulation desk on the other side of this page.

The computer center was set up in preparation for NOBLE's periodical project which has been delayed. I have expressed my thoughts on the non-delivery of this service by the vendor (EBSCO) to NOBLE President Deidre Hanley. Hopefully, a reasonable refund or rebate to NOBLE will be accomplished.

The State Aid application forms arrive earlier each year. Statistics gathered for part 1 of the application show a high of 93,500 for total FY'95 circulation. Although the *rate* of growth in interlibrary loan transactions has leveled off a bit, the ratio of borrowing and lending has altered dramatically. Last month Winthrop was only 8 transactions away from being a "net lender", as opposed to former years when the ratio was usually closer to one-third lent & two-thirds borrowed. Winthrop's collections have clearly improved to the point where more customers are finding what they want here, and other libraries have noticed and requested more items from us. The ratio is important because there is **legislation pending that will reimburse net lenders for each transaction over the break-even point.**

Staff have continued to show interest in attending workshops and seminars. Two groups of two recently attended a *Windows* workshop. The Eastern Massachusetts Regional Library

System (EMRLS) has stepped up the quality and quantity of its continuing education offerings and I expect staff will keep taking advantage of this. Another good janitor - Elizabeth Mariano, was lost to full-time employment in the Cemetery Dept. She has been replaced with Sher Smith, who worked previously as a temporary employee doing some preservation work. Noreen Maggio has introduced a temporary replacement to her job in anticipation of two month's maternity leave. Cecilia McClay starts next week, as Noreen's physician has advised her to stop working and rest until delivery.

I am very happy to report that after a long search we finally found someone to refurbish the Children's room circulation desk. Actually, a completely new desk will be designed and built by Mr. Ed Soucy of the Furniture Barn in Gloucester. **Please come in and sign the contract along with the bills.** One of the problems was getting woodworkers to show up, and several who did come out to look the situation over never submitted a design or an estimate. We must show the Town Accountant three estimates for anything over \$1,000.00. As new circulation desks from the (few) major manufacturers cost about \$8,000.00, Mr. Soucy's low bid of \$3565.00 seems excellent, and we are pleased that he has incorporated much needed video storage space into the design, at our request. He is also inserting a video storage tray into existing shelving in the ADULT circulation desk, thus providing staff there much needed relief for the ever growing collection of movies.* This is a separate item on the contract and I propose to use State Aid saved from the computer center furniture. Kinney trust funds were previously approved for projects needed to update the Children's room.

Lastly, there will probably be a fall Town Meeting, and under Chairman Redgrave's direction I have submitted a draft for two articles to Gina Wilder. A **copy** is included with this report on **green paper**. She says she will have the Selectmen look them over but cannot guarantee that they will be allowed into the warrant, as the purpose of the meeting is for school issues.

I hope you all had a great summer - I did - two weeks and every week-end (since purchase at the end of July) at my new stationary RV/trailer in Seabrook. "GROUND ZERO".

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* 10,000 of the 93,500 circulation was in videos.