

Library Director's Report – May 13 – June 4, 2014

May Statistics

Over 23,000 people visited the Main Library in May. The Children's Department presented 11 programs in-house and one out of the building with a total attendance of 179 people. The Branch Library had 11 programs with an attendance of 142. Staff answered 1,100 reference quires from the public. Public use of the meeting and study rooms was:

Community Meeting Room – 12; Conference Room – 23; Study Rooms - 77

Personnel

Karen Cagan, a long-time seasonal employee, was hired to fill the Main Library Children's position made vacant by Trudy Walsh's retirement. Lizzy Healy and I interviewed six candidates. We are considering adding several people as weekend and vacation reserve staff.

Fiscal 2014 Close

Bookkeeper Terry Duane and I are working to close out the books for the current fiscal year. At this time, the Library operating budget is mostly spent down with no problems in any of the line items. Terry and June Tulikangas, Head of Technology Services, are reviewing all outstanding materials accounts to close out all purchase orders.

Staff Evaluations

All staff will receive their annual performance evaluations over the next several weeks. Staff are asked to complete self-evaluations prior to their reviews. I am either the first or second evaluator for all staff, and am joined by each of the Department Heads when reviewing their staff. Staff goals for the coming fiscal year are coordinated to align with Department and Library needs. Completed reviews are sent to the Town's Human Resources Department.

Web Page

June Tulikangas and I are putting together a request for quote document to receive proposals for an updated Library web site. We plan to send this out to vendors by the end of the month. I will include the Town's IT Department in the planning.

Friends Meeting

The Friends Executive Board met on June 2. This was Diane Parazin's last meeting as President although she will continue to serve on the Board. Diane served for seven years and greatly expanded the FOL's programs, publicity and outreach efforts. Amy Rands was introduced as the newest Trustee. Treasurer Holly Joe reported that the FOL finances are in excellent shape.

School Visits

Main and Branch staff begin visits to each grade K through 6 the week of June 2 and continuing for the next three weeks. They will visit 69 classrooms. This gives us a chance to talk to the kids about the summer reading program at each library and to promote the summer's special events. The state-wide public library theme is *Fizz, Boom, Read!* and focuses non-fiction subjects. Staff members Lizzy Healy, Hannah Gavalis, Jenny Durant, Karen Cagan and Joyce Levine will all take part in the outreach programs.

Main Library Door Counter

The Staff alerted me to an apparent problem with the electronic door counter. After investigating it was clear that the counter was intermittently recording more than one number for each person entering the building. We called Bibliotheca and they re-set the counter, which is part of the front door security gates. It now appears to be accurate.

Looking at the numbers since we re-opened on March 8 it seems clear that they were inflated. I have reported the May figures as they appear on the circulation desk computer, but would recommend that they be reduced for the past three months so that totals are closer to actual use.

Permanent Building Committee

The PBC will meet on June 11. There are several invoices that will be approved. Hopefully, there will be new information regarding the ceiling. I plan to give Committee members an update on lighting and landscaping issues. There has been very little progress since our last meeting. See below.

Building Issues

Landscaping – Yardworks is contracted to return to the site and repair or replace any winter damage, clean up around and prune shrubs and trees, mow and re-seed the lawn. They have also been asked to replace the memorial stone in the courtyard circle area and re-pave the parking lot around the utility shed, which freezes shut in the winter due to the pitch of the pavement. They have been contacted by numerous people by phone and email. Over two weeks ago, Yardworks sent an employee for an unscheduled visit with a promise to return at a later date.

Lighting – Reflex Lighting, contracted through the electrical sub-contractor Griffin, has been on site several times to look at some long standing problems. Basically, the lights are not on an approved schedule and we are unable to control them. This certainly contributes to our high electric bills. At their most recent visit on May 8, several of the 2nd floor sections were put on the requested schedule. I asked for further changes and was told to mark-up the lighting plans and forward them to the company. I did this for the one section I had plans for and then requested the additional plans from Reflex, but they were not able to provide them saying that Griffin had them. It has been several weeks since the last communication. Additionally, on May 30 and June 2 the lights in the public sections of the building failed to come on per the schedule. On the first occasion, we received telephone support and were able to get the lights on again after re-starting the computer software from the electrical panel. There is no plan to address this issue.

The other lighting issue is an on-going problem with the shielding of the outside lights and resulting light bleed onto adjoining properties. This is Griffin Electric's responsibility, but they have not made any progress in several months.

LEED Certification – Marie Nolan from the Green Engineer, who works under the overall supervision of Finegold Architects, has been trying to compile data to address questions raised by the US Energy Council regarding our application for LEED certification. Unfortunately, some of the documents were held only by TLT and they have not responded to her requests.

Marie is unsure whether the materials she does have will be sufficient to achieve the desired Silver rating. The grant award from the Massachusetts Board of Library Commissioners of \$185,000 is given regardless of the level of certification received. The architects would like to claim a 'Silver' level, but in addition to the project expenses already incurred by the Green Engineer we may also be asked to add several other costs in order to give us a better chance of achieving this rating. I will supply additional information for discussion.

Respectfully submitted,

Thomas Viti, Library Director