

The meeting of the Board of Directors of the Worcester Public Library was called to order at 5:05pm at the Worcester Public Library, 3 Salem Square, Worcester, MA.

Directors Present:

Deborah Packard
Judy Finkel
Carolyn Noah
Matthew Bejune
Toby Pedone
Anne O'Connor
Phyllis Harrington
Collins Nuamah

Directors Absent:

William Belcher
Joshua Perro
Dianne Bruce

Staff Present:

Geoffrey Dickinson
Cara Stone
Pingshen Chen
Paula Korstvedt
Sulma Rubert-Silva

Guests Present:

John O'Dell – City of Worcester
Steven Foskett – T&G
Randy Krele – DiMella Shaffer
Jim Comes – New Board Member - January

1. Call to Order.
Packard called the meeting to order at 5:03pm.
2. Packard introduced James Comes, the new Board member starting in January. She announced that Matthew Bejune was elected to a full six year term.
3. Master Plan presentation
 - a. Randy Krele from the design firm of DiMella Shaffer gave a concept presentation for creating a new entrance facing the Common. He showed the two possible new entry ways to the Library and changes that would have to be made to the 1st floor of the Library in order to accommodate this change.
 - b. He estimated the costs at approximately \$2 – 2.5 million; costs for expansion and buildout along with an added HVAC estimated at \$750 thousand. It considers a 25% design contingency, but not including escalation with possible cost increases of 7%/year.
4. Minutes of November 10, 2015. Packard asked if there were any corrections to the minutes. With there being no changes. Noah moved, seconded by O'Connor to approve the November 10, 2015 minutes.
5. President's Report
 - a. Packard encouraged everyone to attend the Holiday Lunch on Friday, December 18, 2015 at noon.
 - b. Packard reminded the Board that there will be a discussion of the Master Plan during the January meeting; there will also be a presentation by HR of the Table of Organization.
6. Nominations for Board positions 2016
 - a. Packard asked for nominations for Board positions for 2016. She indicated that elections will take place at the January, 2016 Board meeting. Nominees can send

a written explanation of reasons for running for office to Dickinson prior to the election.

- b. The following nominations were made:
 - i. President: Deborah Packard nominated Finkel
 - ii. Vice President: Matthew Bejune nominated by Packard
 - iii. Clerk: Judy Finkel nominated by Harrington
 - iv. Treasurer: Phyllis Harrington nominated by Nuomah
 - v. Nominations for election of two members of the Finance Committee will be conducted in January
7. Branch Library Schedule
 - a. Dickinson recommended modifying branch hours. He presented patron visits and circulation as reason for changes
 - b. Francis Perkins Branch Library
 - i. Because of decreased circulation and reduced visits after 5 PM, Dickinson recommended changing hours from 9AM to 9PM to 10AM – 6:30PM which is the busiest time.
 - ii. This frees allows for more flexibility in staffing another branch
 - c. Great Brook Valley Branch Library
 - i. The change at FPBL allows opening on Thursday morning from 9:30AM to 12PM
 - ii. Currently GBV is only open in afternoons from 2PM to 5PM and is used primarily by students
 - iii. The change allows for morning programming for story hour and adult programs.
 - d. OCOL
 - i. Recommended changing Tatnuck and Goddard on Saturday from 9AM to 12PM to 9:30AM to 12:30PM
 - ii. This allows more flexibility to move staff from the Main Library in the event of absences
 - e. Korstvedt explained that the changes give greater flexibility in staffing, for example by reducing 2 shifts to 1 shift at FPBL
 - f. Bejune moved, seconded by Nuamah, to recommend changing FPBL hours from 9AM to 9PM to 10AM to 6:30PM on Monday and adding GBV hours on Thursday from 9:30AM to 12PM. The motion was approved.
 - g. O'Connor moved, seconded by Noah, to change OCOL hours at Tatnuck and Goddard from 9AM to 12PM to 9:30AM to 12:30PM. The motion was approved.
8. Head Librarian Report
 - a. Dickinson reported that the School Committee accepted the Foundation gift for OCOL at Burncoat Preparatory School. The project is going forward with the contractors and the schedule; there is no start date yet
 - b. The new carpet is installed; it will extend in the main corridor of the children's room as soon as the additional carpet comes in
 - c. The final action plan has been submitted as required to the MBLC for FY14-16; this maintains eligibility for LSTA grants; submitted FY17 with incomplete items in order to be in compliance. He has begun to work on the next Strategic Plan

changing from 3 – 5 years as more visionary and more opportunity to show growth.

9. Finance Committee, Harrington

Harrington reported that the Committee met on November 10, 2015 and approved the funding for the Master Plan in the amount of \$50,000.00, including \$40,900.00 from the Green Fund, \$7,600 from the Higgins Fund, \$1,500.00 from the Librarian Fund. The Finance Committee is reviewing all of the Trust Funds and their specific uses. The Committee recommended meeting with the Executive Director of the Worcester Public Library Foundation to determine a way of honoring those who donate to the Trust Funds.

Noah moved to approve the Committee on Finance report. The motion was approved.

10. Administration Committee, Finkel

Finkel reported that the committee met on November 30, 2015 at which time they recommended expanding the Committee only for the purpose of the Head Librarian review to include the president and one other appointed by the president. Additionally they revised the review format and recommended a by-law change to include an initial review in June by the Committee and a final review in September by the full Board

Harrington moved, seconded by O'Connor, to expand the Committee for the purpose of the performance review to include the president and one other member appointed by the president. The motion was approved.

Harrington, seconded by Pedone, recommended changing the by laws regarding the Head Librarian performance review to include an initial review by the Committee in June with a full board review in September. The motion was approved.

11. Friend's Liaison, Bruce

In Bruce's absence, Stone reported that the Friend's had a successful book sale.

Noah moved to accept the report. The motion was approved.

12. Worcester Public Library Foundation Liaison, Finkel

Finkel and Murray reported on the Foundation Board meeting held on December 1, 2015. Their Board president updated them on the status of the MOU with the Worcester Public Library Board; they were requested to begin to develop an endowment that would help support their operational expenses. The Foundation, in its agreement with the City, will remain the fiscal agent for the ice rink for one more year. Although they had yet to tally the final financial report, the consensus was that the author event was a great success.

Adjournment. There being no further business, The meeting adjourned at 7:11 p.m.



TO: Library Board of Directors

DATE: January 6, 2015

RE: **LIBRARY BOARD OF DIRECTORS MEETING**

LIBRARY BOARD OF DIRECTORS:

Tuesday, January 12, 2016
5:00 p.m.
Worcester Public Library
3 Salem Square
Worcester, MA 01608

cc: City Clerk's Office

AGENDA
WORCESTER PUBLIC LIBRARY

Library Board of Directors

Tuesday, January 12, 2016

5:00 p.m.

Worcester Public Library

3 Salem Square

Worcester, MA 01608

Mission Statement:

The Worcester Public Library serves as a gathering place that actively promotes the free exchange of ideas in our democratic society. The Library makes information and services available to all people while fostering intellectual freedom, protecting privacy, encouraging personal growth and enrichment, and celebrating our diverse community heritage.

1. Call to Order - Dickinson

Election of 2016 Officers of the Board
Election of Finance Committee
Selection of Recording Secretary
Distribution of Committee Preference Forms
2. Approval of December 8, 2015 minutes
3. Presentation from James Estrella – Human Resources Manager
4. Director Attendance
5. President's Report
6. Head Librarian's Report
5.1 – Lease renewal for the Literacy Volunteers
5.2 – Master Plan Review
7. Committee on Administration Report, Finkel
 - 7.1 Approval of the revised Head Librarian Performance Review
 - 7.2 By laws change – January 2016
 - 5.2.4 Committee on Administration
 - (a) Shall consist of at least three Directors. For the purpose of the Head Librarian performance review only, the committee is expanded to include the Board president and one Director selected by the president.
 - (c) Shall recommend to the Board an evaluation procedure for the Head Librarian. The committee conducts an initial performance review in June

at the end of the fiscal year with the full Board reviewing and approving at the September Board meeting ~~at the beginning of the year.~~

7. Finance Committee Report, Noah
8. Friends Liaison, Bruce
9. WPL Foundation Liaison, Finkel
10. Adjournment

Worcester Public Library
Your Open Door to Opportunity



Objective

To provide a basic understanding of the variety of staffing levels in the Worcester Public Library, and how they all work together to provide outstanding public library services to our community.



Agenda

- Review Organizational Structure
- Review Library Functional Areas
- Review Table of Organization
- Review Employee Classifications and Staffing Levels
- Overview of Hiring Policy and Practices



Organizational Structure

Board of Directors

- 12 member board appointed by the City Council
- Governs Public Library

Head Librarian

- Appointed by the Board of Directors
- Reports to Board of Directors and in part to the City Manager
- Manages day to day operations and administration of Library, personnel, and has fiscal responsibilities

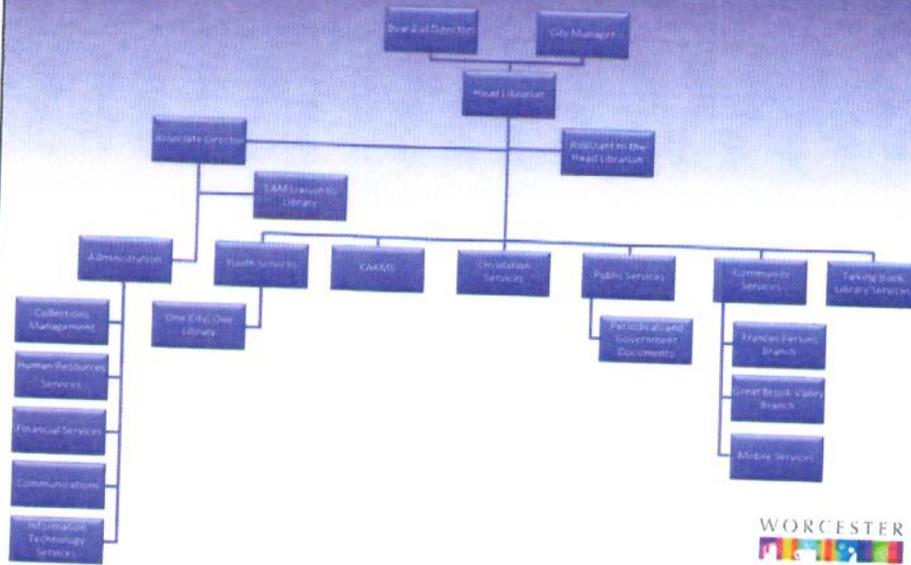


WPL Functional Areas

- 7 total functional areas
- 6 are traditional library services
 - Youth Services/ KARMS (Tech Processing)/ Circulation Services/ Public Services/ Community Services/ Talking Book Library
- 1 is administrative and operations
 - Human Resources/ Finance Services/ Communications and Community Relations/ IT Services/ Collection Management/ Facilities



Table of Organization



Employee Classifications

 Union	 Non-Union
Graduate Librarians, Grades 1 – 4	Head Librarian
Para Professional Librarians, Grades 1 – 4*	Associate Director
Mobile Services Librarian	Coordinators Circulation Manager
	Administrative Staff
	Librarian Grade 4
	Library Page

All Union Employees are members of N.A.G.E. Local 495

*Librarians, Grades 4, in charge of inter-library loan Section and Branch libraries are excluded



Graduate Librarian Positions

- Range from Graduate Librarian 1 – 4
- All positions are Professional Librarians*
 - GL 1 – Transitional level professional position
 - GL2 – Entry level professional position
 - GL3 – Subject Matter Specialists
 - GL4 – Senior Level Supervisory/Manager Position

*A Professional Librarian is defined as one who possesses a Masters in Library and Information Sciences from an ALA Accredited institution

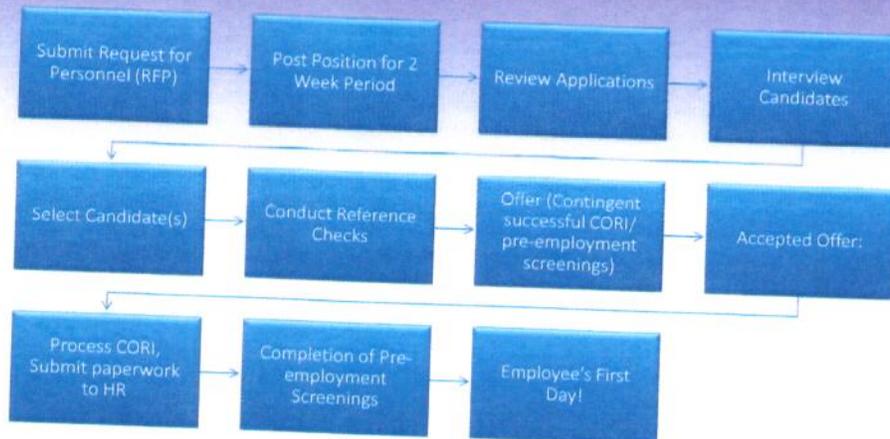


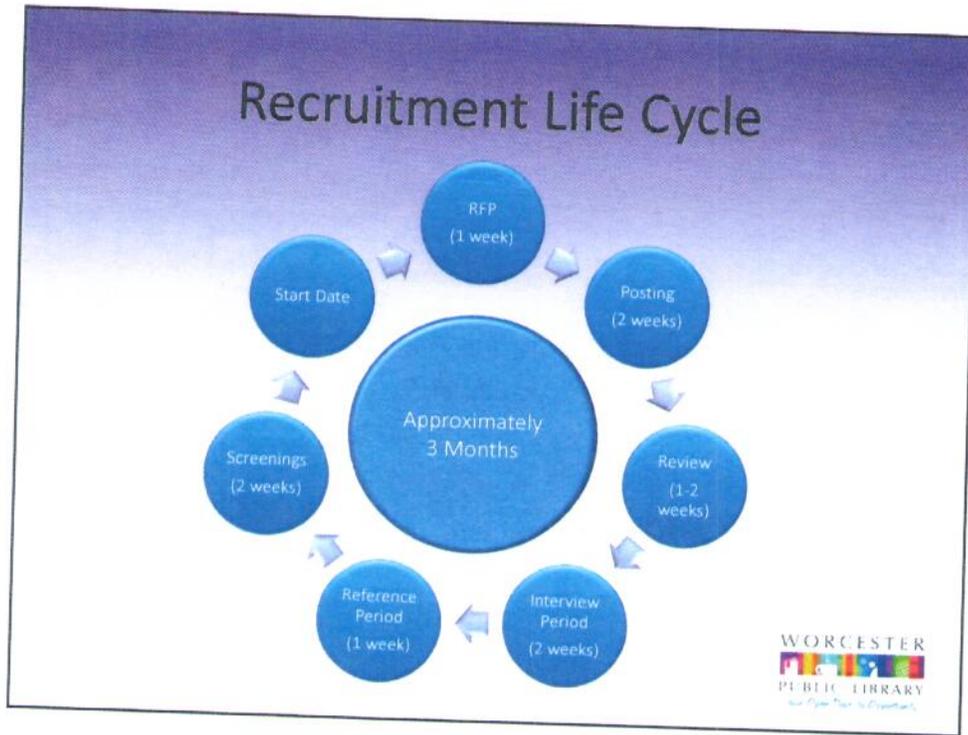
Para-Professional Positions

- Range from Library Page, Librarians Grades 1-4, Mobile Services Librarians (MSL)
 - Library Page – Temporary, Part-Time intermittent position
 - Librarian 1 – Entry level position
 - Librarian 2 – Supervisory level position
 - Librarian 4 – Senior Supervisory level position
 - MSL – Bookmobile Operator



Overview of Hiring Policy and Procedures

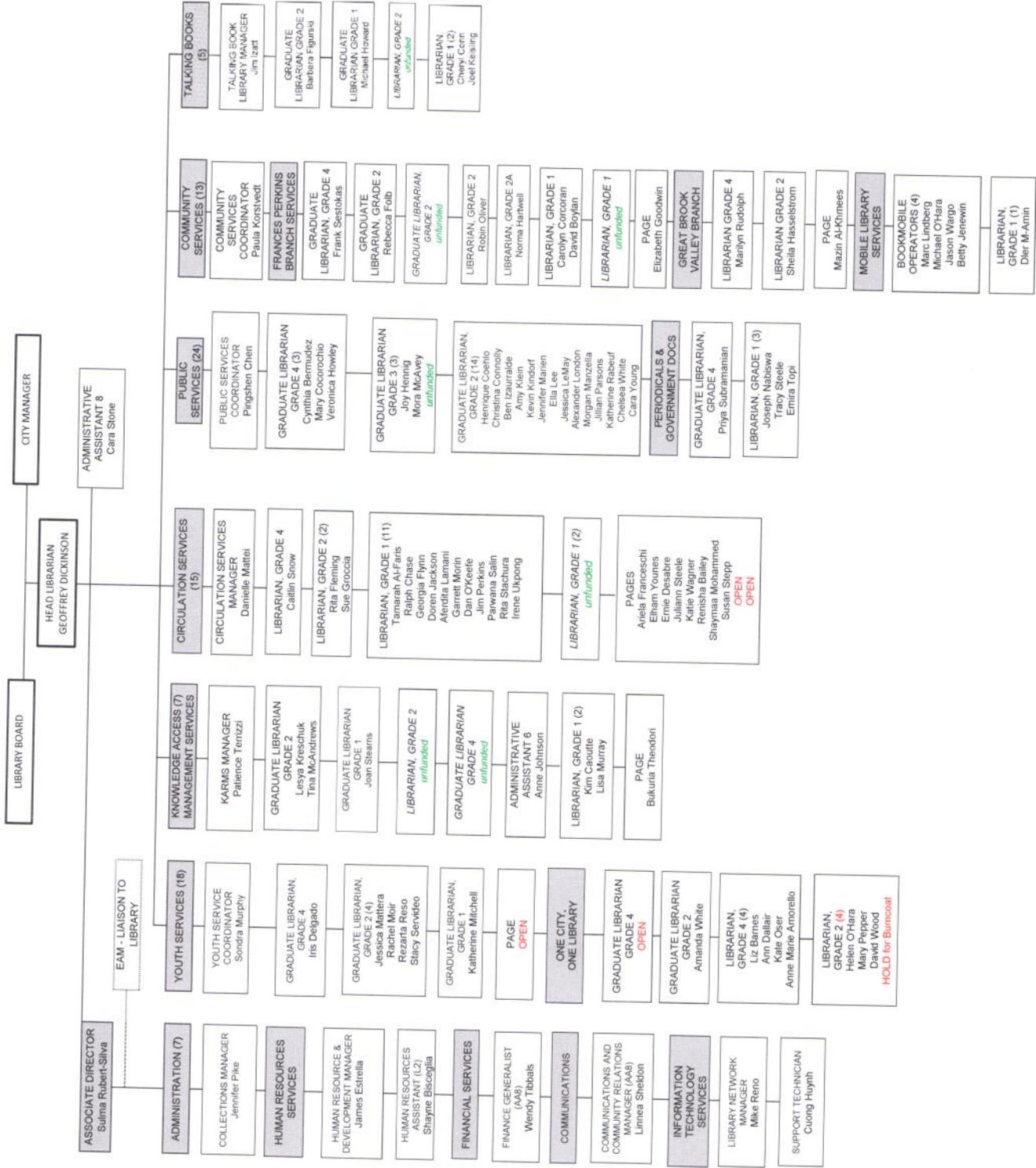




<u>Colleges/Universities</u>	<u>Online Resources</u>	<u>Traditional Resources</u>
University of Illinois – Urbana-Champaign University of Pittsburg	MBLC New England Library Association	Telegram and Gazette Career Fairs
University of North Carolina University of South Carolina	ALA JobList CW/MARS	
University of Washington Wayne State University	INALJ.com LinkedIn	
Syracuse University Dominican University	Worcesterma.gov Mywpl.org	
University of Michigan – Ann Arbor Pratt Institute	Facebook Twitter	
Rutgers University of Albany – SUNY	Worcesterma.gov Mywpl.org	
University of Texas – Austin CUNY – Queens College	Indeed.com Monster.com	
Summons College University of Rhode Island	Glassdoor.com	
Drexel University University of Denver		
University of Wisconsin Catholic University of America		
Kent State University Clarion University of Pennsylvania		
University of Maryland St. John’s University		
Florida State University Indiana University		

WORCESTER
PUBLIC LIBRARY
and Other Town & Department

City of Worcester
Worcester Public Library



Worcester Public Library President's Report 2015

2015 was a transitional and positive year for the Worcester Public Library. Tracey Leger-Hornby ably ran the organization as acting head librarian while we conducted a nationwide search for a permanent head librarian. A Search Committee of Jim Kersten, Judy Finkel, Dianne Bruce, Collins Nuamah, Deborah Packard, Carolyn Noah, Tony Economu, Christine Weinrobe and Robert Sorrenti worked with the search firm of Bradbury Associates/Gossage Sager Associates. In February, the Search Committee recommended two final candidates and the Board of Directors selected Geoffrey Dickinson, acting director of the New Bedford Free Public Library, for the position. Subsequently, Mr. Dickinson appointed acting assistant head librarian Sulma Rupert Silva permanently to that position. As the year progressed, we felt comfortable that that our management duo is adeptly administering our organization.

The Worcester City Council appointed two new board members who began their terms in January 2015. Brittainy Durgin and Carolyn Noah were elected for six-year terms. Subsequently, Anne O'Connor was elected to fill a five-year opening on the board created by the resignation of Brittany Durgin and Toby Pedone was elected to fill a two-year opening created by the resignation of James Kersten.

In April, the WPL Board held a retreat. Gayle Gifford of Cause & Effect updated us on governance trends and led us through a self-assessment process.

The Building and Grounds Committee had an active year. In response to a recommendation from City Manager Augustus that Library open to the Common, the board commissioned the architectural design firm of DiMella Shaffer to explore options for adding a new front entrance. We continue to work on design plans for a potential project. We were delighted that new carpet, lighting and security cameras were installed in portions of the main branch. We are working on capital improvements for the Francis Perkins Branch.

Our Administration Committee worked on guidelines for Head Librarian review and also multiple administrative and policy issues.

The Community Services Committee launched an effort to positively work with social service providers to address issues that confront some of our patrons and often negatively impact the library. That effort will continue in 2016.

The Finance Committee met with our investment firm, Bartholomew and Company to review our investment strategy. The committee researched the conditions and requirements of our individual foundation funds in order to be sure that we are in compliance with donor guidelines. The Committee recommended to the board allocations from the funds during the year.

Head Librarian Report

December 2015

The following highlights have been my area of focus in the month of December:

December 14: TDI Theatre District Kickoff meeting

December 23: Meeting with the City Manager

Ongoing Projects

The City Manager has requested a presentation of the Master Plan for himself and others to build support for the project. He recognizes the significant cost of this project and is interested in bringing in members from select Departments to view the presentation and discuss. He had considered a full public presentation, but decided against it. Currently the presentation is scheduled for February 3rd at City Hall.

One City One Library will have the fourth branch at Burncoat Prep within a month. The acceptance of the School Board of the gift from the Worcester Public Library Foundation of the construction costs of the branches allowed Cardinal Construction to move ahead with the permitting process. Work began on the building December 28th. Mike Reno is working with Charter Communications and C/WMARS for the installation and setup of the network connections. I have reached out to Steve Corridori to work with the shelving rep to map the space to determine if more shelving will fit.

The carpeting for the Children's room has been ordered. John O'Dell has been working with Library Staff and the installers to determine a scheduled start date. The project was best delayed until after the holidays due to the very busy schedule in the Children's Room. We are very excited about the continuation of new carpeting on the first floor. Joel Wentworth has been very pleased with the response by staff whenever a spill or stain is noticed so his staff can clean the area immediately. We are all very happy with the ability of this carpet to be cleaned. This will help the Children's Room immensely.

Our Preservation I have submitted the grant approval form to Andrew Loew, the City's grant coordinator. This grant process is new and will need to be followed going forward. All grant opportunities must go through Mr. Loew. The City wishes to maintain better track of the grants being applied for to insure there are no auditing issues. Once we are approved for grant application, this will be put before City Council for vote on to "File and Accept" the application. We can then submit the application. I do not believe this will cause any issues for the Library since we regularly apply for and

receive grants without incident. What this process means is preparing earlier for the application process to move through the City in time for our final application to go to the LSTA or other grant organization.

The carpet in the Children's Room is still being planned. John O'Dell estimates this will start sometime the week ending the 16th. He will provide an update as soon as one is available. My concern is allowing time for the staff to make arrangements around programming should any be needed.

I have initiated a staff Safety Committee to look into ways we can better prepare for emergencies that may occur in the Library. These emergencies could be anything from fire drills to an actively violent patron. My hope is to find and provide training opportunities for staff in handling different situations. Our first goal will be to have a formal procedure for evacuation during a fire drill including staff communication and identified meet-up locations outside the building. Staff from each Department and Administration are on the committee to insure that all areas and circumstances are being considered.

Respectfully submitted,

Geoff Dickinson

Youth Services Report

December 2015

After meeting with the Youth Services Staff last month, we decided to focus on the following areas: improving communication, cleanliness and organization of library space, standardizing policies, regular staff meetings, and more off-desk time/better time management. We have been meeting every morning at the Main Library to discuss issues and daily programs, and I have also had a meeting with the full OCOL staff. I continue to visit the branches weekly, which gives me a snapshot of how everything is running. I also met with all the Principals at the branches this month.

In December, I worked on getting the OCOL Teacher Cards ready for their debut in January. A group also met to discuss our Playaway Launchpad collection, to be released in the beginning of February. I also facilitated Stuffed Animal Storytime once a week, with 63 people attending throughout the month! The Children's Department at the Main Library will be revamping its storytime schedule to include 5 storytimes a week, beginning in January. I am also working on reorganizing the Main Library's Children's room, buying new display furniture, and clearing out unused pieces of furniture to make the space more open and inviting.

-Sondra Murphy, Youth Services Coordinator

Main Library



The Gingerbread House Workshop was held on December 21 with 30 pre-registered participants. The creations were exciting and delicious, as usual.

This year, nationally known Robert Rivest was invited to perform his popular Mime Show for children and families. Unfortunately, there was an ice storm the day before and the turnout was lower than expected during school vacation week. Regardless, those attending were giggling from beginning to end. Robert celebrated stories with lots of audience participation.

Our faithful Tanglewood Marionettes greeted our 90+ participants in the first show and 50+ in their second show during their performance of their award-winning show "The Dragon King." The scenes and Asian music that accompanied the marionettes were spectacular. A surprise ending had the "Dragon" spraying water at the audience and kids running towards their parents in laughter.

The 1st Annual New Year's Eve for Little Ones was a grand success, thanks to an all-staff team effort. There were shiny decorations, storytelling, a new year's hat craft, a photo booth, a balloon toss, a sparkling juice toast, and dancing. This event left children and families (and staff) with an experience they'll never forget!



OCOL



Roosevelt

The Roosevelt Branch Library got crafty this month with Crafternoons that included Tissue Paper Collage and Coffee Filter Art for a combined attendance of 20 patrons. Another "crafty" program that has become popular at Roosevelt Branch is our newest program, Coloring Club. Coloring Club met three times this month and patrons have told us that they are looking forward to participating each week. This month, Roosevelt Branch also created a toy and board book-filled play area on our Eric Carle themed rug which engaged younger patrons and encouraged patrons to make new friends!

Goddard

The Goddard Branch Library had a blast offering fun-filled events in the month of December. Goddard Branch Library had a Coloring Club open to all patrons throughout the month of December. We had over 10 participants for this program. Our Crafternoons were also a big hit for Goddard. This month, the children were able to create a tissue paper collage. Our weekly programs such as Lego Challenge and Game On! Family Game Night have patrons coming back week to week.

Tatnuck

Tatnuck families love board games! This month, our most popular program by far was our Wednesday Game On! Family Game Night, when we put out such board games as Monopoly, Checkers, Connect 4, and Trouble for kids to play together with their families. In February we look forward to introducing video-gaming using our Smart Board, which has been very popular at Roosevelt Branch. Other popular programs this month included Family Storytime, Crafternoon, and Lego Challenge. We look forward to adding more book clubs for beginning readers and early readers in February.

November Youth Services Statistics (Main) at a Glance

CHILDREN		TEENS	
Public Programs	41	Public Programs	2
Public Program Attendance	748	Public Program Attendance	12
Group Visits	1	Group Visits	0
Reference Questions	405	Reference Questions	30
Computer/Patron Assists	255	Computer/Patron Assists	13
In-house usage (laptop)	22	In-house usage (Chess Game)	15
Holds Placed	31	Holds Placed	2

WPL PUBLIC SERVICES DIVISION December 2015

As the year comes to a close, the Reference Department can look back proudly at all it has accomplished. Since regrouping in June under the leadership of Pingsheng Chen and our four dedicated Public Services supervisors Cynthia Bermudez, Priya Subramanian, Mary Cocorochio and Veronica Howley, under the theme of "One Team and One Direction", public services division has successfully united through streamlining communications and procedures, and training. During such a short period, the division has gotten many initiatives off the ground:

- forming the Customer Service, Readers Advisory workgroups and the Outreach Team
- conducting a series of in-depth of reference resources and services training including collection development, genealogy, grants, business and reference titles
- carrying out a thorough and ongoing weeding for all adult circulating materials
- starting long over-dued projects such as evaluating circulating reference collections and basement materials including step by step procedures
- Gov Docs has once again found an overseer for the Gov Docs collection. Over the past four months the government documents librarian has learned to organize, catalog and retrieve government information. In addition, the library has made the decision to move the collection from a primarily paper format to an online format. This decision promises our patrons easier access to government information. The process is also an opportunity to "deselect" information no longer used by the Worcester community and to broaden the focus in areas like business, health and science.
- the rebranding of the Periodicals Area as the Quiet Zone, including the addition of public services like a scanner and a Lynda.com kiosk; and, comprehensive weeding of all print collections from Closed Stacks to the 3rd Floor. Reference has seamlessly re-absorbed the Periodicals Department, where a laptop lending service for business related skyping and a Lynda.com kiosk for continued learning has been established. Our periodical and newspaper subscriptions were regularized to facilitate maintenance and tracking.
- 5 new librarians GL2s have joined us
- Programming and partnership achievements include establishing a weekly knitting clique, hosting a very well-attended Heritage Fair, and providing a four-part Small Business Basics series. Significant planning for 2016 programming were initiated, including preparation for a wellness series in January, another business series in February and a personal finance series in March/April. We also connected with a professor from QCC regarding a partnership with them for a community read project for Black History month in February. Our new outreach efforts continued with two community visits with staff from across the library, including reference, circulation and Talking Books. In addition, we submitted our intention to apply for a Preservation Study grant with MBLC in the coming year.

This is a long, varied (and incomplete) list, but the goals fueling all of our projects remain constant: providing superior service to patrons and fulfilling the needs of the Worcester community. As a team, we are motivated and excitedly looking forward to continuing that mission in 2016.

Introducing New Staff

This month, Henrique Coelho (11/30) and Jennifer Marien (12/7) joined the Reference Staff as GL2s. Henrique has worked at Framingham Public Library and has a passionate interest in ESL, citizenship resources and reaching out to the Brazilian community. Jennifer comes to us from Washington, D.C. where she did digitizing contract work for the Smithsonian Institution Archives. She also holds an undergraduate degree in Psychology. They are a wonderful addition to our staff and we look forward to working with them!



Training and Professional Development:

- On 12/17 & 12/18 Reference staff received training on writing resumes and cover letters, job interviewing, social networking and LinkedIn from **Workforce Central**

Brief Statistics

Patron Services

- **Reference transactions** (in person and by telephone): 6950
- **Reference transactions through email:** 80
- **One-on-one instructional assistance** (more than 20 minutes per patron): 5
- **Career computer use:** 216 sessions
- **Online Learning courses:** 11 courses
- **Classes and Programs:**
 - Sessions: 51 | Attendance: 213
- **Outreach events**
 - Sessions 2 (North High, Senior Center) | Patrons reached: 79

Collections

- **Print/AV items ordered:** 1798 Amount spent: 32,997.62
- **Print/AV items weeded:** 1970
- **Electronic Collection Usage** (Databases): 705
- **Downloadable Checkouts** (e-books, e-audio and e-video): 5477
- **Government Documents:**
 - Books Received: 99
 - Fiche Received: 92
 - Cd-Rom Received: 5
 - Print discarded: 1261
 - Fiche discarded: 371
 - Offers to BPL: CD-Rom 98
 - Offers to BPL: Fiche 400
- **Periodicals**
 - Reading Room Count: 1653
 - Email/OCLC requests: 26 | Basic Assistance: 194
 - Microfilm use: 155| Newspaper requests: 607
 - Study room use: 134 | Lynda.com Kiosk: 14 users
- Staff Book Reviews Posted on Reference Blog: 4
- Book Display Themes: 10 / Books Checked out from displays: 138

KARMS MONTHLY ACCOMPLISHMENTS December 2015

Highlights: Special activities and projects:

- **Circulating Telescopes:** User agreements, circulation rules and appropriate storage were organized and the 3 telescopes have been made fully ready to circulate to Worcester adult patrons.
- **Launchpads:** Meetings were held during December to finalize and resolve the remaining issues associated with the Launchpad educational tablets for the Children's Room. **Patience** worked with CWMARS to set up a new circulation category with accompanying new rules. **Sondra** worked on creating a signed agreement form for the units. **Paula, Sulma and Sondra** discussed the most effective area to store and display the new collection at the various locations and tested the rechargability of the devices. **Linnea** will look at including the launch in the Newsletter and **Danielle** provided critical input regarding security, shelving, and circulation of the Launchpads.
- **Records clean-up:** **Patience** continued to work with **Jen Pike**, Collections Manager, on the clean-up of records in the database by deleting out of date Talking Book materials, consolidating locations in the closed stacks, and making the spine labels more consistent to ensure improved findability.
- **Relocation of reference materials and closed stack items in the basement:** **Patience and Tina** handled over 320 items identified by Reference Staff as lacking access in the Online Public Catalog by either adding new MARC records in EverGreen or creating new item records.
- **YA reclassification project:** **Patience, Jen Pike, and Rachel Moir** met to discuss the possibility of reclassifying some of the DC and Marvel comics with multiple authors under the name of the character or series, such as Batman and Star Wars. Currently they are scattered throughout the collection due to the many different authors who have contributed over the years.
- **Literature and Biography reclassification projects:** Work continues on reclassifying the next batch of Cutter Sandborn spine labels to the more user friendly method of using the author's last name or the first word in the title. This project will make the collections easier to browse, and returned materials easier to shelve. Shakespeare titles will continue to be cuttered.
- **Large Type reclassification project:** **Patience** discussed with **Cynthia Bermudez Adult Services'** plan to reclassify and consolidate the Large Print collection, hoping to eliminate the genre designations during the process.

Ordering, Technical Processing, and Cataloging Statistics:

- **Ordering:** **Lesya Kreshchuk** ordered 115 carts from Baker & Taylor, Midwest Tapes and Ingram, totaling \$62,075 and created order records for 3,640 items. She also processed 605 electronic invoices and created 16 in-house invoices for the Business Office.
- **Tech Processing:** **Supervisor, Joan Stearns**, continues to be out. **Lesya** received and unboxed all December materials with some assistance from Lisa, Kim, and Tina. The combined totals for Lisa and Kim's deletions are 3,450 items. They relocated 395 items, repackaged 30, mended, buffed, and jacketed 195 books. Additionally, **Jason and Betty, Mobile Librarians**, lent to KARMS during the School Holiday, checked in and processed 273 AV items for Main Library and the OCOL branches, and **Joseph** from Periodicals opened 290 DVDs for processing.
- **Cataloging:** The consolidated total for December cataloging from **Anne, Tina, Lesya, and Patience** was 4,796 items which includes 370 reclassified items, and 12 original records. Anne completed the consolidation and integration of all the standing orders into a single list, Lesya completed the set up for Electronic ordering through Ingram, and Tina reclassified 90 folklore books for the Children's collection.

Report respectfully submitted by Patience Terrizzi (1.4.16)

December 2015 Community Services Report:

- “Libby” - Library Express was back on the road on December 3 after spending about four weeks in the shop while the brakes were repaired.
- A set of stairs on “Libby” was replaced.
- We were very happy to welcome Betty Jenewin as the newest Mobile Services Librarian!
- Planning has begun for the system-wide Summer Reading Program.

- Thirteen Children’s programs and two Teen programs were held at the Frances Perkins Branch with a total of 194 participants.

- Mr. Frank did a musical holiday story time for preschoolers from Head Start. They enjoyed his guitar playing and were given card applications to take home.

- At “Crafty Kids they made decorative snowflakes. It took a lot of patience to cut down papers to a square and then properly cut them. Daniel made his own pointy shape for his multicolored one and added complexity to his yellow piece. All the children completed theirs.

- They had the 3rd annual Ginger Bread House workshop at Frances Perkins Branch. Each participant brought their own icing and used the candy provided to make their houses on carton bases. We had 58 people come through the door to participate. The participants ranged in age from infants to teenagers.

- Roger Tinknell’s Holiday Concert was wonderful. He started out with Old McDonald at the insistence of Caleb. Then he went through a series of dances and holiday songs. All the children started dancing at the front. He was a hit.

- Twenty-one children enjoyed the “Night Before Christmas” passive program at Great Brook Valley.



Libby

#PATRONS	#CARD ISSUED	#CIRCS	HOLDS	QUESTIONS	TALKING BOOKS	COMPUTER	TABLETS
905	91	2444	35	246	14	229	0

Lilly

#PATRONS	#CARDS ISSUED	#CIRCS	HOLDS	QUESTIONS	COMPUTER	TABLETS
1643	70	3404	21	375	5	0

CIRCULATION AND RESOURCE SHARING REPORT JANUARY
12TH, 2016 MEETING

SUBMITTED BY DANIELLE MATTEI, CIRCULATION MANAGER

- Parwana Salih provided Library Outreach at the Worcester Senior Center in conjunction with Reference Staff
- 4 Circulation staff members: Doren Jackson; Garrett Morin; Rita Fleming and Susan Groccia volunteered to serve on the Library Safety Committee
- AMH machine received yearly maintenance and cleaning by a Lyngsoe Technician
- Patrons continue to praise the Circulation Department's efforts to better organize and clean the collection
- Danielle Mattei; Rita Fleming and Susan Groccia are serving as members of the A/V Theft committee, identifying real solutions to cut down on theft of DVDs
- Caitlin Snow is assigning daily ILL related work tasks on the daily Circulation Schedule

Circulation statistics for December 2015

This includes all circulations and renewals from the library regardless of who owns the material.

	December 2015
Main	48,669
FPBL	8,523
GBV	834
Goddard	2,418
Roosevelt	2,854
Tatnuck	3,212
Libby	2,380
Lily	3,170
Total Circulation	72,060
	December 2014
Totals	81,306

This includes all circulations and renewals of materials owned by the Main library or branch libraries circulating at other locations as well as the home library.

	December 2015
Main	52,039
FPBL	8,117
GBV	1,067
Goddard	2,559
Roosevelt	2,594
Tatnuck	2,856
Libby	2,157
Lily	3,261
Total	74,650
	December 2014
Totals	81,275

Patron Visits Main Library, December 2015

December 2015
36,043
December 2014
44,959

New Library Cards (Patrons Registered by the Worcester Library System) as of 2015

December 2015
422
December 2014
516

Resource Sharing Requests Filled via WorldShare ILL

November 2015
Borrower: 33
Lender: 178
November 2014
Borrower: 20
Lender: 127

Worcester Talking Book Library
Monthly Report
December 2015

- On December 1, Barbara Figurski, Worcester Talking Book Library Reader Advisor and Outreach Librarian, participated with call-in listeners on the Audio Journal's monthly live, on-air, Book Club (*Speaking Volumes*) in an hour-long discussion of "Roundhouse" by Louise Erdrich.
- The Worcester Talking Book Library Advisory Council, with eleven members present, held its fourth quarter meeting on December 8.
- Cheryl Conn completed a three-month long project begun at the beginning of October 2015 of moving (back-shifting) 74,682 digital books to make space for new additions to the collection.
- Michael Howard, with assistance from WPL bookmobile staff when they were available during Libby's "breakdown", inventoried the Worcester Talking Book Library's large print book collection of 22,800 volumes in order to reconcile holdings copies with items on loan and items returned from borrowers.
- Plans together with computer lab bookings were completed for the Worcester Talking Book Library's 2016 spring series of Saturday morning/afternoon JAWS assistive technology workshops and four additional, dovetailed iPad workshops for individuals with vision loss. The workshops will be conducted by David Kingsbury, adaptive technology specialist who teaches at the Carroll Center in Newton, with assistance from Worcester Talking Book Library staff.
- Worcester Talking Book Library staff continued to process and catalog the 165 large print book records uploaded to the KLAS database during December.
- During the month of December, 6,226 items were delivered to 958 talking book library customers; the Worcester Talking Book Library collection currently has 67,663 titles and 101,331 volumes, including digital books, large print books, print braille books and descriptive videos. 165 new large print titles and 766 digital book titles were added to the collection.

ACCEPTED BY FINANCE

Harrington

DATE: 11/10/15

MINUTES AND REPORT OF THE COMMITTEE ON FINANCE

Date: October 5, 2015

Place: Worcester Public Library, 3 Salem Square, Worcester, MA

DIRECTORS PRESENT: Harrington; Noah; Packard

DIRECTORS ABSENT:

STAFF PRESENT: Dickinson; Stone; Rubert-Silva

1. The meeting was called to order at 11:10 a.m.
2. Stone handed out new Library Fund Books, which contain all of the trust funds for the Library and there current values.
3. There being no changes to the minutes of September 8, 2015 Noah moved, seconded by Harrington to accept the minutes of September 8, 2015.
4. The Committee reviewed the Trust Fund requests. Noah moved, seconded by Harrington to approve Trust Fund requests for FY 16 in the amount of \$50,000.00 for Board Initiative – Master facilities consultant to examine Main support \$40,900 from the Green Fund; \$7,600 from the Higgins Fund and \$1500.00 from the Librarian Fund. Total funding requests amounting to \$50,000.00.
5. Rubert-Silva asked Harrington to sign off on the corrected requested funds from the September 8, 2015 meeting, changing FY15 to FY16. Noah moved, seconded by Harrington to accept the changes.

6. Dickinson explained about the master plan for the library and that the architects have shown him different options for the 1st floor renovation. Will be showing the presentations to staff members for feedback, looking to go to Board for approval in December's meeting. Packard asked – how do we pay out the money, Dickinson explained we will have 3 payments split into 1/3 payments.
7. Harrington suggested talking with the Foundation about possibly doing something to honor/acknowledge all of the generous donors over the years. Possible name plates, raise awareness, bringing in more donations
8. Rubert-Silva went over some of the Funds and what they can and can't be used for, Harrington asked if any of them have mandatory spending attached to them. Rubert-Silva was going to look into this.
8. There being no further business, Noah moved, seconded by Harrington to adjourn the meeting.

The meeting adjourned at 11:45 a.m.

MINUTES AND REPORT OF COMMITTEE ON ADMINISTRATION

DATE: November 30, 2015

PLACE: Worcester Public Library
3 Salem Square
Worcester MA 01608

DIRECTORS PRESENT: Finkel; Noah; Bejune
STAFF PRESENT: Dickinson; Stone

1. Call to order.

Finkel called the meeting to order at 3:02p.m.

Noah presented information from other library sources about inclusion of the full Board in the performance review of the head librarian. The committee recommends expanding the Administration Committee for the purpose of the review only; gathering information regarding the Head Librarian performance from the full Board; collating the information and preparing the review; presenting the review to the full Board for the final review. The Committee recommends including the president and one other Board member selected by the President for the expanded committee

The committee revised the current format of the Performance Review of the Head Librarian as indicated in the last minutes. The committee will draft a template of a new review format to bring to the board for approval in January.

The committee recommends the initial Committee review in June at the end of the fiscal year with the full Board reviewing in September at the beginning of the new fiscal year. This would necessitate a change in the bylaws in regard to the month that the review will take place.

There being no further business, Noah moved, seconded by Bejune to adjourn the meeting.

The meeting adjourned at 4:37 p.m.