

**1-13-2016 Minutes for Randall Library Trustees Meeting**  
Randall Library

**Present:** Marianne Sharin (Chair), Rick Lent, Barbie Wolfenden, Kathy O'Brien, Bob Katz, and Melissa Fournier.

**Absent:** Tim Reed

Marianne called the meeting to order at 7:34p.m.

**Guest:** None

**Public Comment:** None

**Secretary Report:** The minutes from the 12-16-2015 meeting were accepted unanimously.

**Director's Report:** Melissa:

- Sent out the library circulation statistics and director's notes before the meeting for a review by the Board. (see attached)
- Asked for a determination on where to get funding for the emergency air conditioning and heating issues of the previous year. The Board decided that this should be a Reserve Fund Transfer.
- Noted that the RFQ has had 30 requests for documentation to date.
- Shared that she had completed all job reviews with her staff.

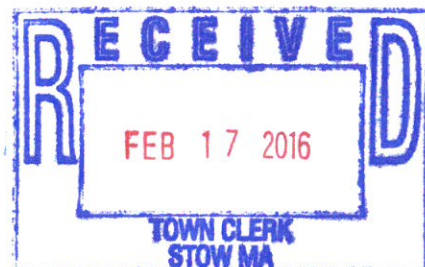
**Individual Reports regarding the Survey Results:** Each trustee (and Melissa) presented a short version of their concept of how the library survey might be utilized going forward. Many of the most highly rated requests noted on the survey are already in place; improvements will be sought.

Following a discussion, the Board determined that the top five rated facilities questions on the survey should be the current focus:

1. Wi-Fi
2. Lighting
3. Comfortable seating
4. Private space
5. Parking

As well as the top five services:

1. Minuteman
2. Librarian assistance
3. Browsing the stacks
4. Computer access
5. Passes to museums, parks, etc.



Also, it was determined that the survey was just the first step toward determining the future of the library. The Trustees will hold future meetings to both get public input and provide the public with information.

Barbie agreed to write an article to thank those who completed the survey and provide the information gathered from the data.

Bob volunteered to create a word cloud to accompany the article.

Meeting adjourned at 9:05p.m.

Next scheduled meeting is January 28, 2016

Respectfully submitted,

Kathy O'Brien

A handwritten signature in cursive script, appearing to read "Kathy O'Brien". The signature is written in black ink and is positioned below the typed name.

Attachments:

Director's notes including statistics

## **Board of Trustees Meeting January 13, 2016**

### **Attendance:**

Dec 2015= 3624

Dec 2014=3148

**Up by 15%**

### **Days Open:**

Dec 2015=21

Dec 2014=19

### **Circulation:**

**Totals for Dec (E and Print) 2015=6422 Total for Dec 2014=6000**

**Up by 7%**

Circulation breakdown Dec 2015

Print =5902

E-book=520

Circulation breakdown Dec 2014

Print=5530

E-books=470

### **Database usage:**

**Freegal** usage Dec 2015= 277 downloads, 28 patrons

Freegal usage Dec 2014= 129 downloads, 14 patrons

**Up by 114%**

**Morningstar** Dec 2015=0 Dec 2014= Logins=36, pageviews=149

**Down by 100%**

**Consumer Reports** Dec 2015=5 users, page views= 77 , Dec 2014= 4 users, 52 page views

**Up by 48%**

**Mango** Dec 2015=0 sessions, 0 languages – Dec 2014= 26 sessions, 14 languages

**Down by 100%**

### **Ancestry/Heritage Quest**

Dec 2015=106 /items(usage)

Dec 2014= 2 sessions/items(usage)

#### **Up by over 5200%**

Ancestry Heritage breakdown Dec 2015

Ancestry =0/ items(usage)

Heritage Quest= 106 items(usage)

Ancestry Heritage breakdown Dec 2014

Ancestry =2/items(usage)

Heritage =0/items(usage)

### **Program Attendance**

Total special programs=22 Total attendance=304

Regular Weekly Children's programs=10, attendance=184

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-11, attendance=107

Adult programs=1 , attendance=13

#### **Down from 2014 by 5%**

**Last year we had a big "Toy Making Workshop" - at which we had 92 participants- Chris did not have big holiday event this year. We relied more on small programs during regular hours.**

### **Overall 2015 Circulation Statistics Summary**

Circulation of books and materials=76,257 (Print=70,448 E-Books=5,809)

#### **Down from 2014 by 0.12%**

Databases:

Freegal=2,462 (up from last year by 92%)

Mango=28 (up from last year by 21%)

Heritage Quest/Ancestry=3,708 (up from last year by 457%)

Morningstar=16 logins, 58 page views (down from last year by 61%)

Consumer Reports=37 logins, 607 downloads (down from last year by 2%)

Total databases activity 2015=6,863

**Total Circulating materials for 2015=83,120**

Up from last year by 5%

#### **Comparison to 2014**

Circulation of Books and materials 76,350 (Print =71,205 E-Books=5,145)

Databases:

Freegal=1,279

Mango=23

Heritage Quest/Ancestry=644

Morningstar=19 logins, 149 pageviews

Consumer Reports=34 logins, 621 downloads

Total Databases activity 2014=2,716

**Total Circulating materials for 2014=79,066**

#### **Attendance comparison 2015 to 2015**

**2014=41,668**

**2015=43,899**

Up by 5%

#### **Notes:**

RFQ currently has had <sup>30</sup>23 request for document- Please keep in mind that the site visit is Wednesday, January 20<sup>th</sup> at Noon.

Bills for emergency air conditioning and heating issues since 7/1/2015-10/22/2015=\$4,795.13. Should this be a Reserve Fund Transfer from FinCom or should I burn through the budget and hope nothing else "blows up"?

