

Uxbridge Free Public Library  
Board of Library Trustee  
August 21, 2018

*Carol Parker*  
*M. Francis*  
*M. Anderson*  
*Judith Lynch*  
*E. Kroll*  
*D. Donovan*

Call to Order: 7:00

**Attendees:** C. Parker, J. Lynch, E. Kroll, B. Hall, M. Anderson, M. Francis, G. Keegan, E. Kroll, D. Donovan, M. Bazarian Murray, C. Silva, Director D. Hinkle

**Old Business:** Motion made by B. Hall, 2nd by J. Lynch to approve minutes from June 22, 2018. Motion passed with 1 abstention

*[Signature]*  
*Mary Anderson*

**Next Meeting -** Next meeting is September 18, 2018

**New Business:**

**Friend's Report** -no report Book and Bake sale September 22, 9-1

**Treasurer's Report** - written report provided.

**Director's Report** - written report provided.

**Real Property Committee** – no update

**Other Business**

Landscaping volunteer Lynne Galluzzo to make proposal for garden upkeep.

Foxy Travel joint venture to Sturbridge Village for holidays and to Six Flags for Fright Night in October.

Motion made by B. Hall, 2nd by M. Bazarian Murray to fund a \$60 continuing education for the Director, Motion passed unanimously

Authors open house Saturday, Sept 8th at noon with light refreshments

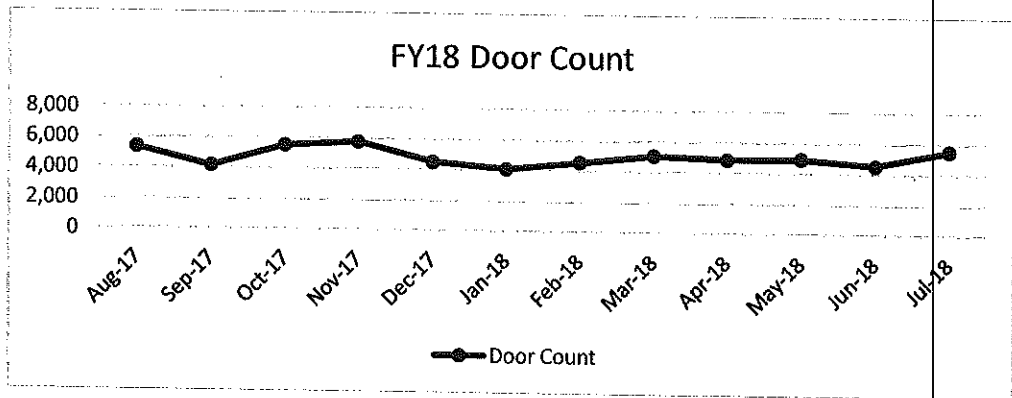
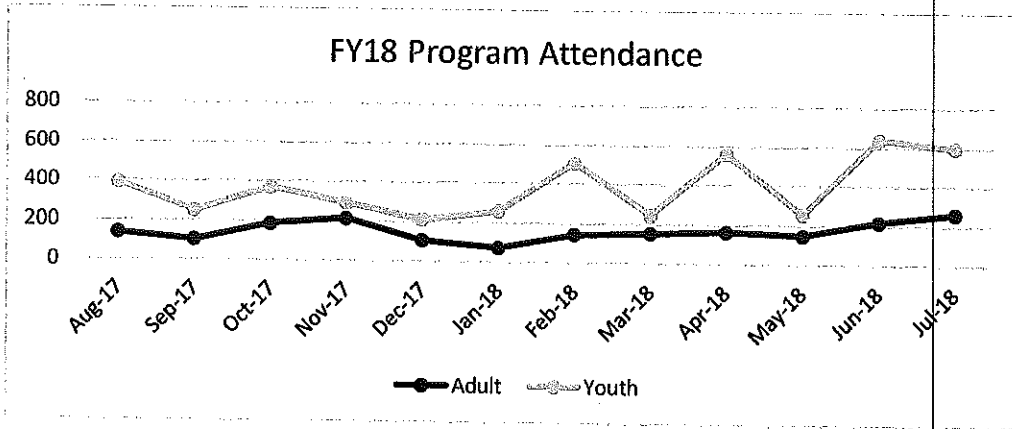
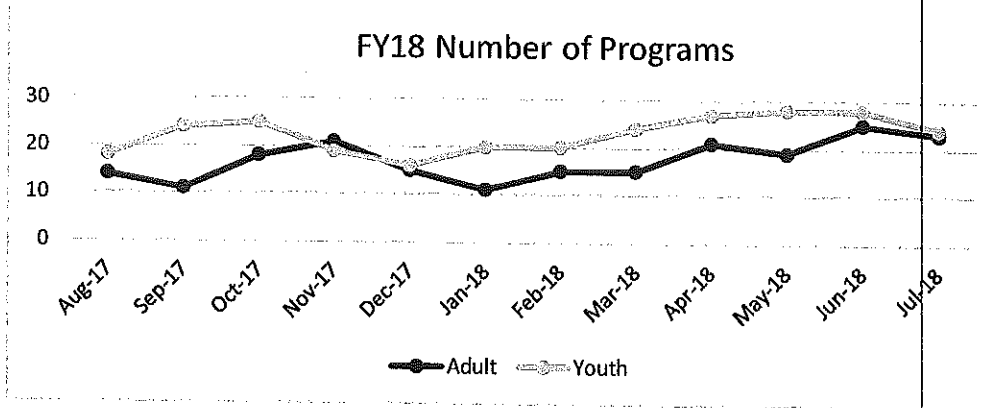
Long Range Plan - action plan due Dec 1, 2018. The long range plan is due Oct 1, 2019. First draft of the Long Range plan survey was reviewed. The first meeting will be August 29<sup>th</sup>, the second will be run by Christy Chadwick. The survey will go live on September 1<sup>st</sup> on Survey Monkey with a link on the Library page.

**Motion made by J. Lynch, 2nd by M. Anderson to adjourn at 7.59pm, Motion passed unanimously**

SEP 19 '18 PM 1:04

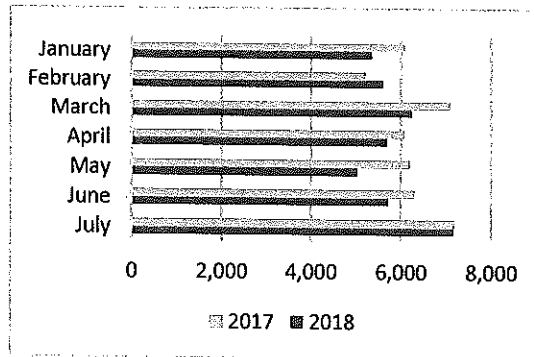
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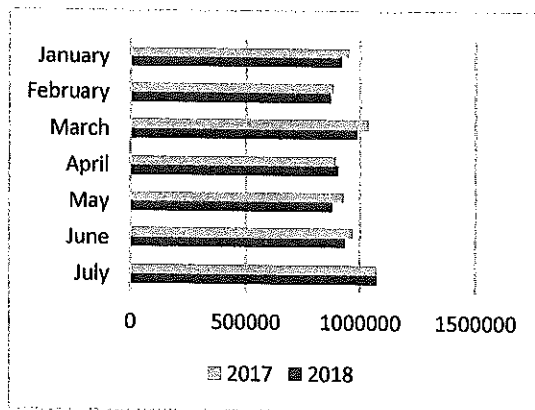
**Uxbridge Circulation Statistics**  
2017 2018

	2017	2018
January	6,081	5,346
February	5,212	5,601
March	7,099	6,229
April	6,076	5,684
May	6,187	5,019
June	6,306	5,716
July	7,197	7,167



**CW MARS Network Circulation Statistics**  
2017 2018

	2017	2018
January	948,640	917,284
February	884,269	869,288
March	1,035,377	983,689
April	892,758	903,942
May	928,601	878,344
June	968,496	933,568
July	1,070,987	1,072,391



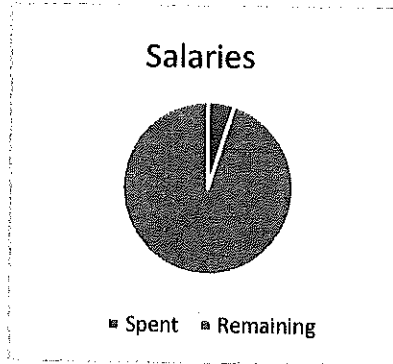
**Library Administrative Statistics**

New Patrons Registered: 45  
 Lost Items Recovered: 31  
 Adult Reference: 521  
 Youth Reference: 396

Director's Report  
 August 2018  
 Finances as of August 15, 2018

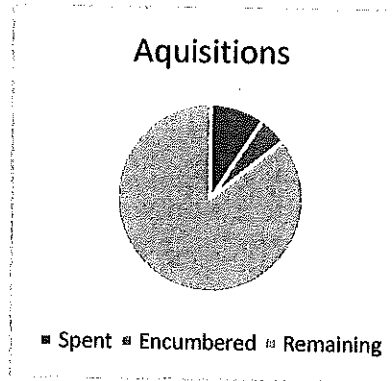
Salary Expenditures

Spent - 5%	\$14,155
Remaining - 95%	\$271,851
Total Budgeted	\$286,006



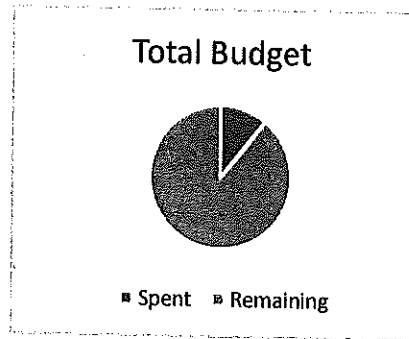
Acquisitions Expenditures

Spent - 9%	\$5,966
Encumbered - 5%	\$3,106
Remaining - 86%	\$54,428
Total Budgeted	\$63,500



Total Budget Expenditures

Spent - 11%	\$43,177
Remaining - 89%	\$353,377
Total Budgeted	\$396,554



Sept 22 Booked Bake

Director's Report  
August 2018

**Requested Financing**

Program/Purpose	Date	Recipient	Amount
Continuing Education*	September 6	Reimbursement	\$60
Author Open House	September 8	Reimbursement	
Kids Yoga	September 10	Alison Goldenberg	\$25
Music & Movement	September 11	Deb Hudgins	\$55
Yoga	September 13, 20, 27	Marise Nazarro	\$150

**\*36 Adult Program Ideas in 90 Minutes Workshop**

This 90-minute workshop sponsored by the American Library Association will provide monthly programming ideas for adults that are low-cost and require minimal staff time. Enrolling in this online workshop would allow the Library Director to increase the amount of quality programs offered at the library throughout the entire fiscal year by learning from other successful programs across the United States. The Director will be able to gain at least 40 new program ideas for adults that will increase the diversity of topics available for future programs to the adults served by Uxbridge.

**Skylight**

When skylight construction began at the beginning of August, asbestos was found under the flashing; for the safety of all, the project was halted. Asbestos abatement will substantially increase the cost required to complete the project. Capeway has provided us with the change order and filed an emergency abatement notice with the Environmental Protection Agency. The total project expenditure has increased to \$13,615, and the Town Manager has given her approval to move forward. Library hours should not be impacted.

**Landscaping**

Uxbridge resident Lynne Galluzzo has expressed interest in volunteering her time to assist with landscaping upkeep of the library's grounds. She would only require funds to for landscaping materials, not for her time spent working. If the board would like to pursue this option, she can be contacted by phone (508-779-0193) or email ([lgalluzzo@verizon.net](mailto:lgalluzzo@verizon.net)).

**Foxy Travel**

The Boston Harbor Cruise trip sold out and we have received much positive feedback from patrons in attendance. If the board is interested in sponsoring another trip, we have the opportunity to partner with Foxy Travel for a trip to Old Sturbridge Village during the holiday season.

**State Aid and ARIS**

The state aid program Annual Report Information Survey (ARIS) was submitted at the beginning of August. The subsequent parts of the state aid application will be submitted in October.

The FY19 Municipal Appropriation Requirement (MAR) was calculated at \$373,704. The FY19 Total Appropriated Municipal Income (TAMI) is \$396,554. The projected FY20 MAR is \$387,047.

**Summer Reading Program**

The "Libraries Rock" summer reading program officially ended on Friday, August 17.

Youth Registrations: 243  
Youth Programs: 45  
Youth Attendance: 1,501

Adult Registrations: ~~113~~ 121  
Adult Programs: 38  
Adult Attendance: 391

Director's Report  
August 2018

**August Programming**

Adult

Yoga – Mondays and Thursdays  
Sewing Machine 101- Thursday, August 2  
Steampunk Symposium – Monday, August 6  
Sit and Knit – Thursdays  
Recycling and Sustainability – Monday, August 13  
Page Tuners – Tuesday, August 14  
Bookies Book Club – Monday, August 27

Youth

Summer Reading Guessing Game Raffles  
Reading Rocks: Petting Zoo – Wednesday, August 1  
Cookie Decorating – Monday, August 6  
Reading Rocks: Read, Swap and Play – Wednesday, August 8  
Decorate a Library Bag – Thursday, August 9  
Kids Yoga – Monday, August 13  
Reading Rocks: Family Concert – Wednesday, August 15  
Outdoor Movie Night – Thursday, August 16  
College Prep Class – Thursday, August 16  
Slime Party – Friday, August 17  
Kindness Rocks! – Monday, August 20  
Reading Rocks: D.W. Counts Down – Tuesday, August 21  
Music and Movement – Tuesday, August 21  
PJ Story Time – Thursday, August 30  
Story Time – Wednesdays  
Crafty Wednesdays  
Lego Thursdays  
Book Buddies

**September Programming**

Adult

Yoga – Mondays; trial Saturdays  
No Falls in the Fall – Tuesdays  
Sit and Knit – Thursdays  
Chi Running Clinic – September 6  
Author Open House – Saturday, September 8  
Card Making – Thursday, September 13  
Bookies Book Club – Monday, September 17  
Senior Book Club – Tuesday, September 18  
So You're an Empath – Thursday, September 20  
Book & Bake Sale – Saturday, September 22  
Appalachian Trail Hiking – Thursday, September 27

Youth

Imagining I was There: Coloring Contest  
Kids Yoga – Monday, September 10  
Music and Movement – Tuesday, September 11  
Pet Rocks – Thursday, September 13  
Animal Adventures – Saturday, September 15  
Origami Bookmark Making – Saturday, September 22  
PJ Story Time – Thursday, September 27  
Spectacular Science Show – Saturday, September 29  
Read to Lexi – Mondays  
Baby & Me – Mondays  
Crazy Colors - Tuesdays  
Story Time – Thursdays  
Crafty Wednesdays  
Lego Thursdays  
Homework Help Thursdays  
Book Buddies



BILL TO: CHRIS MUSOROFITI  
 TOWN OF UXBRIDGE  
 21 SOUTH MAIN STREET  
 UXBRIDGE MA 01569

WORK DONE AT: UXBRIDGE PUBLIC LIBRARY  
 15 NORTH MAIN STREET  
 UXBRIDGE, MA  
 Skylight Abatement

CUST# 17260



Abatement of Asbestos containing material in the skylight mullions.

1	Interior Containment Installation	800.00EA	800.00
3.00	Air Quality Monitoring	1500.00DY	4500.00
1	Interior Containment Removal/Clean-up	1000.00EA	1000.00
1	Disposal Costs	1000.00EA	1000.00
	Boomlift Rental	EA	
1.00	Air Monitor Rental	300.00EA	300.00
1.00	Hypervac	100.00EA	100.00
48.00	Labor - 2M x 3D	69.61HR	3341.28
	Labor Burden - 39.96%	EA	1335.18
			<hr/>
	OVERHEAD		12376.46
			1237.65
	SUBTOTAL		<hr/>
			13614.11
	C/O REQUEST TOTAL		<div style="border: 1px solid black; padding: 2px; display: inline-block;">13,614.11</div>

*Chris Musorofiti*



## Using the Library

1. How often did you visit the Uxbridge Free Public Library during the last year?

- Frequently (daily, weekly, twice a month)       Rarely (once or twice a year)
- Once in a while (monthly)       Not at all
- Every few months

2. If you didn't use the library often during the last year, please tell us why.

3. If you used the library in the past year, what did you or your family do there? Please check all that apply.

- Borrowed books or other materials (DVDs, audiobooks, etc.)
- Borrowed a museum pass
- Asked a question or got assistance
- Attended a program, storytime or meeting
- Conducted a job search
- Used library resources (internet computers, wireless access, printer, copier, fax machine)
- Used as a place to work, study or read
- Researched genealogy or local history
- Took advantage of tutoring
- Took advantage of homebound delivery services
- Used as play time for children

4. How do you most often find out about what is happening at the library?

- Friend or teacher       Library website
- Library staff       Library Facebook
- Signs at the library       I don't know what's happening at the library
- Newspaper

5. Which of the library services and resources do you consider MOST important? Please choose up to three items.

- Providing books, DVDs, audiobooks and other materials to loan
- Providing access to electronic materials (Universal Class, Ancestry, Hoopla, OverDrive, etc.)
- Providing interlibrary loan services
- Providing programs, workshops, classes
- Providing early childhood experiences
- Providing space for community residents to gather, meet, socialize
- Providing Internet, printing, copying and fax services

6. Why do you visit the library's website?

- |   |  |
|---|--|
| <input type="checkbox"/> To check my library account              | <input type="checkbox"/> To find out about programs  |
| <input type="checkbox"/> To search the catalog                    | <input type="checkbox"/> To download electronic materials (Hoopla, OverDrive, etc.)        |
| <input type="checkbox"/> To reserve materials (books, DVDs, etc.) | <input type="checkbox"/> To use electronic resources (Universal Class, Ancestry.com, etc.) |
| <input type="checkbox"/> To reserve museum passes                 | <input type="checkbox"/> I don't use the website   |

7. Do you use your Uxbridge library card at other libraries in the C/W MARS network?

- Yes
- No

8. If you answered "yes" to question #7, please tell us why you use another library.

## How Are We Doing?

### 9. How would you rate each of the following library services?

	Excellent	Good	Fair	Poor	I don't know
Customer service from staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collection (books, DVDs, audiobooks, music, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Programs (classes, story times, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online services (website, catalog, databases, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ILL (interlibrary loan)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computers and printers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internet access/wifi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Condition of facility/building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanliness of facility/building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hours of operation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, how would you rate the library?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 10. When you would like to borrow a recently released item from the library, is it usually available?

- Fairly quickly
- Within a reasonable amount of time
- Too far in the future

## How Can We Serve You Better?

11. What should be the TOP priorities for the use of the library's resources in the future? Please choose the three items that are the most important to you.

- |   |   |
|---|---|
| <input type="checkbox"/> More materials (books, DVDs, audiobooks, music, etc.)                                  | <input type="checkbox"/> More electronic resources (including downloadable and streaming media) |
| <input type="checkbox"/> More technology (increased computers, laptops, and tablets available for use and loan) | <input type="checkbox"/> Improved spaces to meet, gather, study or read                         |
| <input type="checkbox"/> More programming (including expanding the types of programs offered)                   | <input type="checkbox"/> Email-a-Librarian reference service                                    |
| <input type="checkbox"/> Other (please specify)   |   |

12. How can we improve the usefulness of the library for you and your family?

## Please Tell Us About Yourself

13. Which of the following electronic devices do you have? Please check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Desktop computer                   | <input type="checkbox"/> Smartphone (iPhone, Android, etc.)                         |
| <input type="checkbox"/> Laptop computer                    | <input type="checkbox"/> Blu-ray / DVD player                                       |
| <input type="checkbox"/> Tablet                             | <input type="checkbox"/> Streaming media device (Roku, Apple TV, video game system) |
| <input type="checkbox"/> E-book reader (Kindle, Nook, etc.) | <input type="checkbox"/> I don't use electronic devices                             |

14. How long have you lived in Uxbridge?

- |  |   |
|--|---|
| <input type="radio"/> 20 years or more | <input type="radio"/> 1-3 years                 |
| <input type="radio"/> 10-19 years      | <input type="radio"/> Less than 1 year          |
| <input type="radio"/> 4-9 years        | <input type="radio"/> I do not live in Uxbridge |

15. Do you currently have an Uxbridge Free Public Library card?

- Yes
- No
- I have a card from another library
- I do not have a library card

16. What is your age group?

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="radio"/> 18 or under | <input type="radio"/> 45-64       |
| <input type="radio"/> 19-24       | <input type="radio"/> 65 or older |
| <input type="radio"/> 25-44       |                                   |

17. For how many children are you the parent, guardian or caretaker?

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="radio"/> One or two | <input type="radio"/> More than four |
| <input type="radio"/> Three      | <input type="radio"/> None           |
| <input type="radio"/> Four       |                                      |

**Thank You!**

**Thank you for your time! If you have questions about this survey or the library, or if you would like to provide additional feedback, please contact us at 508-278-8624 x101.**