

Uxbridge Free Public Library
Board of Library Trustee
December 18, 2018

David P. Deen
Cecily Parker
Mary Anderson
Judith Lynch
Ellen Susan Kroll
[Signature]

JAN 22 19 PM 1:58

Call to Order: 7:00

Attendees: C. Parker, J. Lynch, E. Kroll, M. Anderson, M. Francis, D. Donovan, M. Bazarian Murray, C. Silva, L. Bertonazzi, G. Keegan, M. Wickstrom, Director D. Hinkle, Asst. Director Lindsey Centrella

Old Business: Motion made by J. Lynch, 2nd by E. Kroll to approve minutes from November 20, 2018. Motion passed with 1 abstention

Next Meeting - Next meeting is January 15, 2019

New Business: Friend's Report - there were 550 visitors on First night and the raffle basket made \$180. The Friends will be having their "New Year New Friends" party in January.

Treasurer's Report - written report provided.

Director's Report - written report provided, Long range plan will re-meet in February to consolidate the different aspects the members are working on solo.

Assistant Director's Report - L. Centrella is doing a monthly story time with preschoolers and at the senior center. She is meeting with the principal to discuss future projects. The Children's room needs a work station and would like a round table and 2 chairs from Demco for work space for employees. Motion made by M. Bazarian-Murray, 2nd C. Silva to purchase the table and chairs, purchase not to exceed 1100.00, motion passed unanimously

Other Business:- Long Range Plan update

Cultural Commission- needs 2 more members to sustain their committee.

Motion made by E. Kroll. 2nd by G. Keegan to adjourn at 7:50pm, Motion passed unanimously

Received by
Uxbridge
Town Clerk



Do Not Write in this Space

Town of Uxbridge

Meeting

Cancellation

Board or Commission Library Trustees

Meeting Date Tuesday, December 18, 2018

Time 7:00pm

Place Uxbridge Public Library

Authorized Signature Cathy Parker

I. Real Property Committee meeting at 6:00pm
Board of Library Trustees meeting to commence at 7:00pm

II. Call to Order
Approval of Minutes from November 20, 2018
Next meeting January 15, 2019

II. Old Business

III. New Business
Reports – Friends, Directors, Treasurers, Real Property
Capital Planning

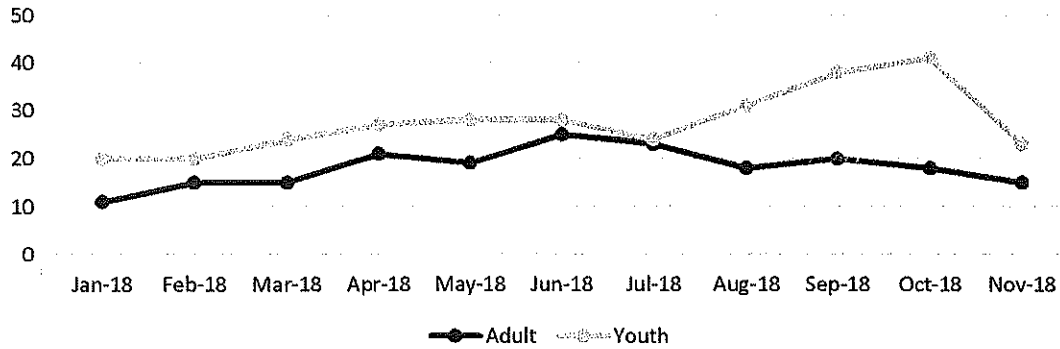
IV. Other Business
Long Range Plan update

V. Adjournment

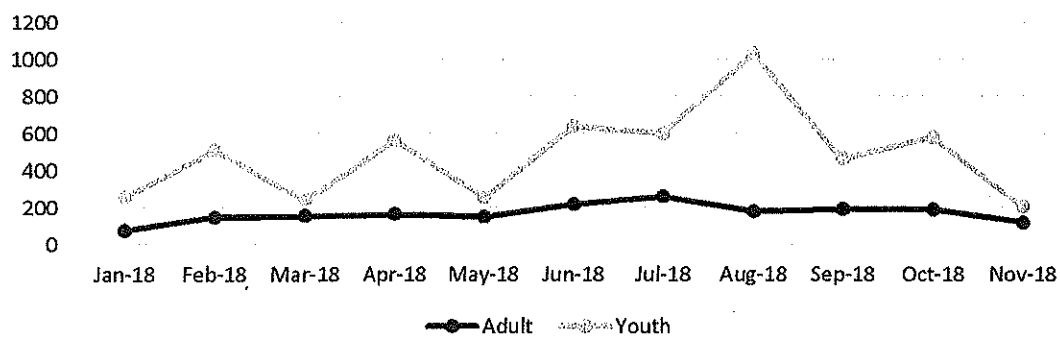
Meeting Postings:

- * Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays and legal holidays.
- * "Emergency" is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- * In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting.
- * Notice must include date, time and place of meeting.
- * Must include listing of topics the chair reasonably anticipates will be discussed at the meeting.
- * Topics must give enough specificity so that the public will understand what will be discussed.
- * Public Bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting.
- * Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting.

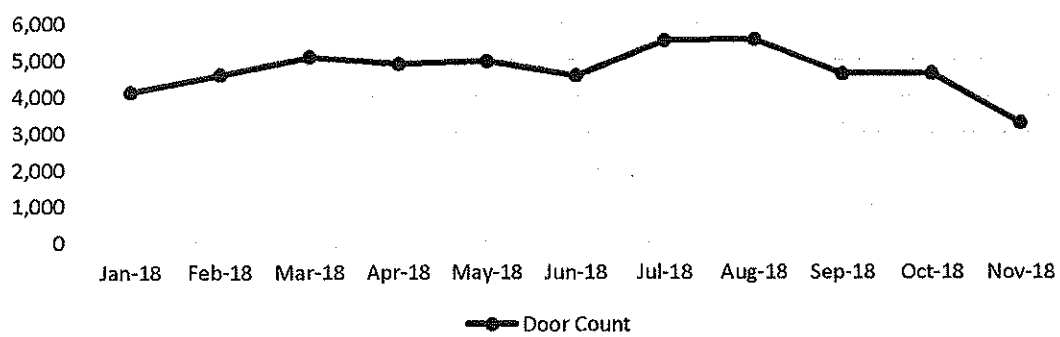
Number of Programs



Program Attendance



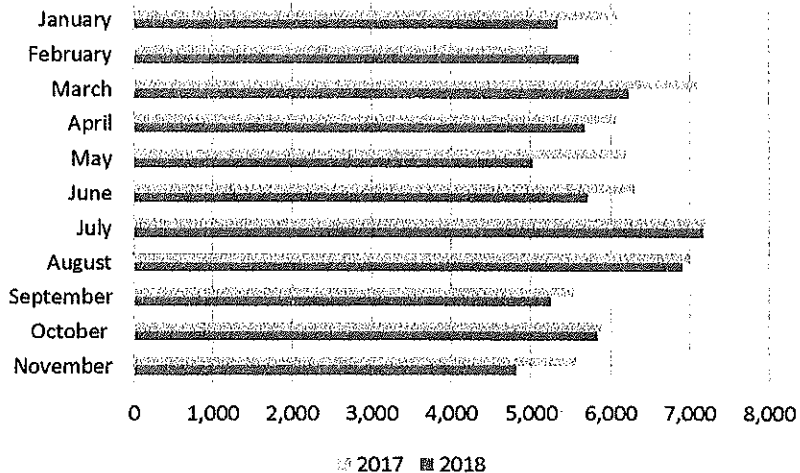
Door Count



Director's Report
December 2018

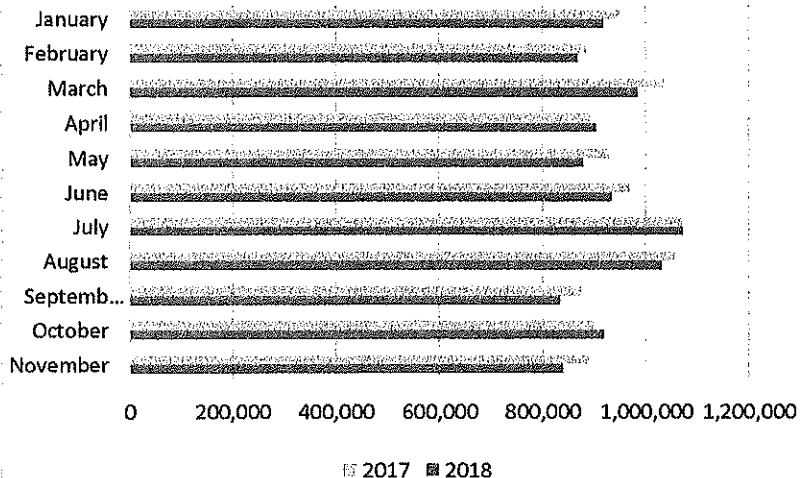
Uxbridge Circulation Statistics
2017 2018

	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
August	7,013	6,912
September	5,539	5,246
October	5,889	5,830
November	5,570	4,811



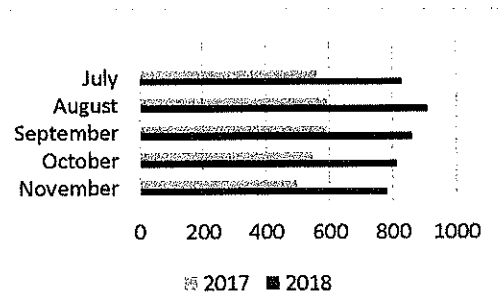
CW MARS Network Circulation Statistics
2017 2018

	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
August	1,057,604	1,031,027
September	874,777	833,891
October	899,314	917,427
November	889,179	839,103



OverDrive* Uxbridge Circulation Statistics
2017 2018

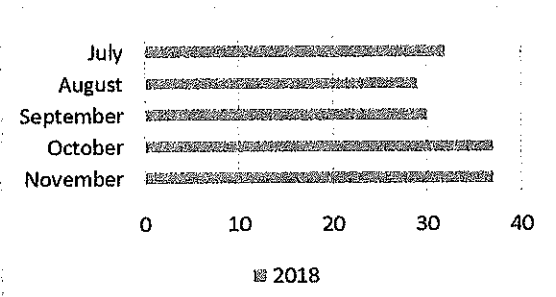
July	561	828
August	593	910
September	593	860
October	547	811
November	498	793



*As of July 2018, the Commonwealth eBook Collections has selected OverDrive as its new eBook platform. OverDrive replaces Axis 360. Most Axis 360 content will move to the new OverDrive service. This consolidation project means that more circulation in 2018 through OverDrive is anticipated in comparison to 2017.

Hoopla Circulation Statistics
2018

July	32
August	29
September	30
October	37
November	37



October Library Administrative Statistics

New Patrons Registered: 11
 Lost Items Recovered: 47
 Adult Reference: 278
 Youth Reference: 179

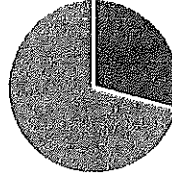
Director's Report
December 2018

Finances as of December 2018: 5 months (42% into FY19)

Salary Expenditures

Spent	\$83,031
Remaining	\$202,975
Total Budgeted	\$286,006

Salaries

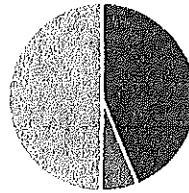


■ Spent ■ Remaining

Acquisitions Expenditures

Spent	\$27,790
Encumbered	\$4,128
Remaining	\$31,582
Total Budgeted	\$63,500

Aquisitions

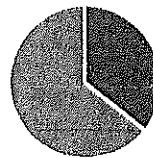


■ Spent ■ Encumbered ■ Remaining

Total Budget Expenditures

Spent	\$141,588
Remaining	\$254,966
Total Budgeted	\$396,554

Total Budget



■ Spent ■ Remaining

Requested Financing

Program/Purpose	Date	Recipient	Amount
Yoga	December 3, 10, 17	Marise Nazzaro	\$150
Kids Yoga	January 10	Alison Goldenberg	\$25
No-Bake Treats	January 14	Sarah Harrison Roy	\$75
Feasting on Soups	January 31	Liz Barbour	\$337.10

Policies

Please bring any comments or concerns regarding the policy proposals for patron behavior and internet usage to this meeting.

FY20 Budget

The Town Manager announced that FY20 budget will be level funded with the exception of union raises. The FY20 MAR is \$387,047 and our projected budget is \$396,554 + union raises.

Staff Update

Collection maintenance projects started before Thanksgiving; they will continue into January 2019. The library sees fewer patrons in the winter due to holidays and inclement weather. Projects include weeding, relabeling, space assessments, and general cleaning.

Building Update

- Heating
- Unitarian Church – No Parking

Friends Report

- First Night – 550 visitors
- Holiday raffle basket - \$180

Director's Report
December 2018

December Programming

Adult

Craft Outreach – Saturday, December 1 and 8 at 10am
Healthy Habits – Monday, December 3 at 6pm
Uxbridge Senior Center Page Turners – Tuesday, December 11 at 1pm
Card Making Workshop - Thursday, December 13 at 6:15pm
Yoga – Mondays at 7pm
Sit & Knit – Thursdays at 1:30pm

Youth

Holiday Coloring Contest – December 1-15
Read to Lexi – Mondays, December 3 and 17 at 4pm
How to Choose the Right College – Tuesday, December 4 at 7pm
Polar Express Story Time – Saturday, December 8 at 10am
PJ Story Time & Stuffed Animal Sleepover - Thursday, December 27 at 6:30pm
Creation Station – Tuesdays at 3:30pm
Crafty Wednesdays - Wednesdays from 10am-4pm
Lego Club - Thursdays at 3:30pm
Little Movers – Saturdays at 10am
Book Buddies

January Programming

Adult

Yoga - Mondays at 7pm
Uxbridge Senior Center Book Club – Tuesday, January 8 at 1pm
Sit and Knit – Thursdays, January 10 and 24 at 1:30pm
No-Bake Treats – Monday, January 14 at 6:30pm
Pleasant Pairing: Tea & Chocolate – Thursday, January 17 at 6pm
Personal Finances – Thursday, January 24 at 6pm
Bookies Book Club – Monday, January 28 at 6:30pm
Feasting on Soups – Thursday, January 31 at 6pm

Youth

Kids Yoga – Thursday, January 10 at 4:30pm
Read to Lexi – Mondays, January 14 and 28 at 4pm
Make Your Own Snow Dough - Saturday, January 19 at 11am
Pajama Story Time & Stuffed Animal Sleepover - Thursday, January 31 at 6:30pm
Crazy Colors – Tuesdays at 3:30pm
Crafty Wednesdays - Wednesdays from 10am-4pm
Lego Club - Thursdays at 3:30pm
Book Buddies
Baby and Me – Mondays and Tuesdays at 10:30am
Preschool Story Time – Wednesdays and Thursdays at 11am