

Director's Report to the Griswold Memorial Library Board of Trustees

28 October 2019

Section 1: Inputs

- Program planning:
Preparations for the Jo Comerford visit have gone well, thanks to the Board for your planning! Also this November, we'll be meeting with Amy Donovan, the Program Director for Franklin County Solid Waste Management District, to plan some programming for the winter/spring on the subjects of sustainability and recycling. We'll also be taking place in the 2020 "Libraries of the Woods" multi-library community read—title TBD! (No surprise that I nominated *Braiding Sweetgrass*!)
- We'll have at least two class visits this coming month, welcoming both the preschool and the fifth grade.
- As you'll see (noted on the agenda also) we are working towards some branding—to include fonts, colors, and a logo, for use on marketing materials.
- Evan Knight, the Preservation Specialist for MBLC met with Chelsea via phone on October 16th to discuss next steps for our local history collection. There are two potential grants that the library might apply for: the preservation assessment grant, in which MBLC provides a framework for next steps, after evaluating our collection and library. Examples of potential recommendations could relate to humidity control, UV exposure, and disaster preparedness, or the Collection Level Assessment Grant, which is intended for a specific collection. We will need to submit a letter of intent to apply for either grant by the end of the year.
- Chelsea is signed up to write an article for the Greenfield Recorder in December, on the topic of how public libraries bridge the digital divide.
- Nancy and Chelsea met with the Town Coordinator on October 24 to discuss the Board's inventory of building maintenance issues, budget season, and safety at the Library.
- Chief Lannon met briefly with Chelsea on October 26th, and will meet with her again on November 1 to draft a safety plan.

Section 2: Outputs

- Statistics:
As of the date this report was written (Oct. 28), there were more than 450 visitors to the library in October, and we had answered close to 150 reference questions, either in person or by phone. We hosted at least 25 computer sessions.

Library programs, including the Agricultural Committee meeting, brought more than 30 visitors to the library in total.

- Per our conversation in our last meeting, the sign out front, with a message encouraging people to ask for materials they would like to borrow: “Don’t see what you like? We take requests!” The other side of the sign advertises digital resources.
- Our new fine free and unlimited renewals policies are officially in place. The total of fines waived for Colrain residents was around \$689, and \$308 owed by non-Colrain residents. Kate and Chelsea are working to clear these balances out, bit by bit.
- Anna Turkle has pulled together some great evaluation tools, as part of a service learning project she is doing for her program. As well, Chelsea almost has ready a draft survey.
- We created posters to advertise the Jo Comerford event. These were shared with the school, and posted at Catamount, town hall, and in the library.
- News of fine free, and upcoming programs, was posted to the Clarion.
- Changes around the building include opening up the children’s area, in preparation for Jo Comerford’s event, and shifting all of the DVDs to the front of the library. The card catalog near the basement door can be used for the seed library project this spring.
- Chelsea developed a story time template, and delivered the first “Stories and Songs” hour. Four people attended.
- We’ve purchased our Dell discount, which can then be applied to the new color printer, once it has been processed.

Section 3: Outcomes

- A patron got help creating an invoice.
- Another patron learned how to use Drop Box to share files with the committee he serves on.
- We’ve received several positive comments about going fine free, and about auto-renewals.