

WALKER MEMORIAL LIBRARY
Board Meeting Minutes
September 20, 2018
4:00 PM – Library Local History Room

In attendance: Judith Reidman, Fran Fritzsche-Jensen, Marian Peterson, Jane Cote, Dawn Levesque, Roy Leighton, Alice Persons. Kerri Frazier, co-president of the Friends of the Walker Library, also attended.

The meeting was called to order at 4:00 PM.

The August meeting minutes were unanimously approved.

Director's Report/Updates

Becky discussed the monthly statistics. The final tally of summer reading participants is not in.

The Local History Room (to be renamed Westbrook Room) is more cleared out. The Westbrook Historical Society will take the map case. Some pictures and maps are being reframed. Details about the disposition of other items are in Becky's report.

The request before the City Council for furnishings for the Westbrook Room and Gathering Room passed the first reading. The room divider request also passed the first reading.

Unfinished Business: Board vacancies remain unfilled. Soft furnishings for the Westbrook Room and Gathering Room will arrive in October. The tall clock will be repaired next week. Matthew has a catalog of choices for Walker Library logo items that can be ordered, including shirts.

New Business: Becky is investigating costs for a new router and firewall for the public computers. We have city resources for the staff network, not the public network. The wiring needs to be figured out and labelled. Enica needs more control of who can use our WiFi. People use it outside the building. Eric will be asked about the lighting; it is too dark in parts of the parking lot.

Becky will look into whether the microfilm can be used with a computer or printer. Digitizing is very expensive.

The library has a shared borrowing agreement with Gorham, Scarborough, South Portland and Cape Elizabeth. We would like to add Windham and Gray.

The Paint Westbrook Plein Air event took place recently and several artists painted the library. The Friends could possibly buy one or more of the works of art for the library.

We will have a tree at the Festival of Trees this year as we usually do.

Fran noted that the Bangor Savings Bank investment people are invited to our October meeting at 4:00 PM. Please look at the statements we are sent and be prepared with questions.

The meeting was adjourned at 5:20 PM. The next meeting will be October 18.

Respectfully submitted,

Alice Persons, Regent

WALKER MEMORIAL LIBRARY
DIRECTOR'S REPORT
September 20, 2018

1. Monthly Statistics

- a. Comparison of summer reading activities attendance:
 - i. 2018: attendance 775 at 39 programs = average 20 per program
 - ii. 2017: attendance 763 at 29 programs = average 26 per program
- b. Still no tally of summer reading participation from the schools

2. Updates

- a. Local History Room progress
 - i. Scrapbooks are in old bookcase; Julie is looking for appropriately sized archival boxes for them
 - ii. Map case and everything on top of it is for Wbk Hist Soc
 - iii. Some pictures/maps are being re-framed; I have some in my car to get pricing for reframing
 - iv. No word yet from antiques dealers & auctioneers re table, desk, mirror, chairs, old books
 - v. Requested that Jimmy put a lock on door between LHR & attic stairwell
- b. City Council requests:
 - i. Meeting room furnishings for GR/LHR – passed 1st reading
 - ii. Room dividers for IT area and staff work area – passed 1st reading

3. Unfinished Business

- a. Board vacancies – no report
- b. Digitizing microfilm – no report
- c. Furnishings will arrive at Hub warehouse on October 13
- d. Clock repair – he will be here on Monday, the cost is \$150
- e. Placing second order for shirts, at own cost; let me know if you want one (\$18)
- f. Parking update: meeting w/apartment tenant

4. New Business

- a. Tech equipment needs
 - i. New router & firewall (possibly \$5,137 plus \$2,308 annual fee)
 - ii. Waiting for consultation re original setup from TPX, city IT vendor

5. Public Comment

6. Adjournment

Next meeting: October 18, 2018

Walker Memorial Library 2018 Monthly Statistics	January	February	March	April	May	June	July	August	Totals
Attendance	4679	5135	4860	5282	5162	5462	6580	6585	43745
Hours Open	184	171	185	184	202	196	193	209	1524
Items checked out	5015	4976	5628	5505	5418	5529	6406	6363	44840
Renewals	827	794	946	752	879	547	723	793	6261
AV circulation									
Adult Services Checkouts	1466	1500	1586	1578	1453	1274	1393	1395	11645
Adult Services Renewals	276	222	230	211	244	81	120	98	1482
Youth Services Checkouts	429	506	508	508	449	503	706	685	4294
Youth Services Renewals	73	74	124	83	97	34	47	37	569
Magazine circulation									
Adult Services Checkouts	152	152	213	146	223	185	187	225	1483
Adult Services Renewals	24	42	45	18	30	9	19	8	195
Youth Services Checkouts	13	9	12	19	6	8	33	17	117
Youth Services Renewals	2	1	0	0	0	4	4	2	13
CloudLibrary circulation									
ebooks	213	235	219	215	239	195	218	216	1750
audiobooks	183	161	171	192	198	206	215	192	1518
new patrons	19	13	21	11	13	19	13	22	131
ILLs Borrowed from other libraries	912	818	1054	864	905	905	862	980	7300
ILLs Sent to other libraries	1024	953	1058	1051	980	929	1193	1103	8291
New Cards	43	45	41	42	50	135	68	65	489
Museum Passes									
CMM	2	2	5	2	2	2	3	5	23
MWP	0	0	0	3	2	4	9	1	19
MSPP	0	0	0	7	0	1	1	4	13
Checkouts from Baxter patrons	25		7	50	18	5	25	7	137

Walker Memorial Library 2018 Monthly Statistics	January	February	March	April	May	June	July	August	Totals
Checkouts from Scarborough patrons	0		0	1	0	11	20	8	40
Checkouts from South Portland patrons	1		1	0	1	1	18	0	22
Checkouts from Thomas patrons	0		0	0	0	0	0	0	0
Total # of items in the collection			40553	40489	40609	40737	40544	40638	
Adult Services									
Patron General Questions				920	1032	1092	1316	1317	5677
Patron Printing/Photocopying/Scanning Questions				150	206	218	263	263	1100
Room Reservations				109	135	166	175	227	812
Programs				10	15	14	9	11	59
Adult Services Collection - Material Additions (regular print books/large print books/graphic novels/DVD Blu-ray/audiobooks/periodicals)			229	294	200	236	399	347	1705
Youth Services									
Programs	19	16	16	18	19	15	37	11	151
Attendance	384	441	351	556	475	466	735	131	3539
Technology Statistics									
Wi-fi sessions			1984	2010	2232	2070	2139	2201	12636
Computer sessions			1127	1121	1019	1100	1626	1741	7734
Printing									
Print jobs			544	556	703	708			2511
Total pages			1402	1295	2017	1622			6336
Total sessions			209	233	248	235			925
Revenue			\$223.35	\$209.40	\$317.40	\$ 259.05			\$1,009.20
Website									
Views			5434	4938	4209	4828	5990	5831	31230
Visitors			978	957	922	1072	1,135	1116	6180
Calendar			279	325	219	384	425	333	1965
Read, Watch, Listen (Adult Services)			216	133	131	118	179	201	978
Youth Services			174	140	135	183	207	197	1036

Walker Memorial Library 2018 Monthly Statistics	January	February	March	April	May	June	July	August	Totals
Google Business									
Google Searches							2059	2798	4857
Visits to website							298	302	600
Requests directions							127	144	271
Calls							58	49	107
Incidents			1		1	1			3
Fees collected									
Fines	\$429.10	\$333.10	\$514.95	\$450.90	\$397.60	\$410.90	\$416.70	\$519.10	\$3,472.35
Book sale	\$78.00	\$54.00	\$99.00	\$71.50	\$54.00	\$43.00	\$76.00	\$115.00	\$590.50
Fax	\$106.55	\$111.50	\$53.60	\$89.25	\$89.50	\$82.00	\$108.40	\$139.25	\$780.05
Copy/Print	\$494.50	\$397.50	\$429.50	\$414.00	\$460.00	\$349.00	\$273.50	\$478.00	\$3,296.00
Non-Resident Fees	\$0.00	\$50.00	\$50.00	\$50.00	\$100.00	\$50.00	\$75.00	\$25.00	\$400.00
Donations	\$0.00	\$25.00	\$130.00	\$50.00	\$46.29	\$171.00	\$250.00	\$283.70	\$955.99
Lost & Paid for Items	\$129.89	\$193.95	\$70.99	\$195.94	\$212.43	\$0.00	\$73.78	\$139.22	\$1,016.20
Collected for meeting room use (included in Donations Total)									
Carriage House Mortgage						\$50.00			\$50.00
Pica Energy				\$50.00		\$50.00			\$100.00
Riverfront Lofts Condo Assn					\$30.00				\$30.00