

Frank J. Basloe Library  
Board of Trustees Meeting  
January 11, 2016

#### Librarian's Report

The past month has again been a busy one. We've made some changes to the physical layout of the collection, giving the library a new look and feel, opening up some areas visually and physically. I expect these changes to improve some of our workflows, increasing efficiency and eliminating congestion.

We are expecting to have a new face in-house very soon. Russeen Young will be joining our staff by the end of this month. She will not be employed by the library. Rather, she comes to us from Pathstone and is placed with us through that agency's partnership with the National Council on Aging. Through this program, Russeen has been working for the Historical Society, helping to catalog some of their artifacts and documents. She will work in the library 15 hours a week and follow all the same policies as our regular staff. This is a temporary situation, expecting to last about 10 months. Having an extra person will help alleviate some of the staffing shortages we've experienced since Debra Eisert has been out on medical leave.

In keeping with our intent to offer more services to the Herkimer community, we will be hosting Legal Aid of Central NY. They will be offering free legal clinics at the Library for low income residents of Herkimer County. Since "low income" is defined as up to 200% above the poverty level, the program has the potential to reach a large percentage of the population.

Our Washburn Room is a definite asset and a very valuable service we provide. We've recently received requests from some other groups wishing to take advantage of the space. The Literacy Coalition of Herkimer and Oneida Counties will be meeting here occasionally. They use different sites in the area and feel our space is better suited to their needs than the current location at Herkimer College. Mid York is also considering the space, since they are planning to offer training for Trustees within the county as well.

Mid York will be upgrading all the member libraries' computers to Windows 10 this year. They have selected Herkimer as the beta site, using us to make sure all the interfaces are working according to plan.

We are just beginning the process of a physical inventory of the Library's property. We are starting with the furnishings and will later inventory the collection itself. We've started taking pictures of everything in the building—furniture, art work, equipment, shelving, etc. A master list is being compiled and will eventually be available as a guide for many different purposes, including insurance coverage.

Lastly, although the Library wasn't quite as active with patrons as usual in December, we managed to keep busy. We received a large donation of DVDs, and added 67 titles to our collection. We also added 58 new books, both adult and children's titles. We circulated 3115 items and answered 243 reference questions. We added 14 new users, placed 759 holds and received 595 items from other libraries.

Respectfully submitted,

Christine Fleischer