

Director's Report for September & October 2008

CHILDREN'S ACTIVITIES

September

Story hours

Registration for the fall session of preschool story hours was taken from September 22-27. Story hours for children ages 1 1/2-2 1/2 years accompanied by a caregiver will be held on Monday mornings 10:15 or 11:15 am, toddlers ages 2 1/2-3 1/2 years accompanied by a caregiver on Friday mornings at 10:15 or 11:15 am, and preschoolers ages 3 1/2-5 1/2 years on Wednesday mornings and afternoons at 10:30 am and 1:15 pm.

Programs

September 4, 11, 18, 25: **Homeschoolers Art Class**-presented by Adele Karbowski, organized by the homeschoolers themselves. Morning session for ages 5-7; afternoon session for children ages 8-12. 104 children in total (26 per week).

September 8: **Getting Ready for Kindergarten** presented by Pauline Leaver for parents and children entering kindergarten in 2009. 6 participants.

September 10: **Decorate a notepad and pencil** presented by Cara DelSesto for children ages 6-10. 9 children/1 adult/1 helper.

September 19: **Music Together Demo Class** presented by Anne-Marie Forer for families with children ages 4 and under. 15 children/13 adults. A thank you note was sent to Anne-Marie.

Bryant University Tutoring

The Library has once again teamed up with Bryant to offer tutoring sessions to children in one-on-one sessions. The children have been registering for the program since the middle of August. Two of last semester's tutors have returned and one or two new ones will be added. Tutoring began on September 8.

Sept. 8-11: 1 tutors—11 students

Sept. 15-18: 2 " 19 "

Sept. 22-25: 2 " 19 "

Meetings attended by Pauline Leaver:

Sept. 25: Department Head meeting

Sept. 26: Interviewed two new potential tutors from Bryant.

October

Storyhours:

Mondays, ages 1 1/2-2 1/2 with a caregiver:

10:15 am Sept.29- 7 children/7 adults

11:15 am 9 " 7 "

10:15 am	Oct. 6 --	6 children/6 adults
11:15 am	9 "	7 "
10:15 am	Oct. 20---4	" 5 "
11:15 am	5 "	4 "
10:15 am	Oct. 27---6	" 6 "
11:15 am	7 "	6 "

Wednesdays, ages 3 1/2- 5 1/2.

Oct. 1	am---14 children
	pm--- 4 "
Oct. 8	am---14 "
	pm--- 2 "
Oct. 15	am---13 "
	pm--- 6 "
Oct. 22	am---14 "
	pm--- 4 "
Oct. 29	am---12 "
	pm--- 7 "

Fridays, ages 2 1/2-3 1/2 with a caregiver, a second session was combined with the first due to lack of numbers.

Oct. 3---	9 children/9 adults
Oct. 10--	8 children/8 adults
Oct. 17---	7 children/7 adults
Oct. 24---	8 children/8 adults
Oct. 31--	10 children/9 adults

Programs

October 2: A Kindergarten class from the Children's Workshop visited the library. A card was issued to the teacher, Pauline Leaver read a story and explained how to find books to the children, and books were checked out. 10 children/2 adults.

October 2, 9, 16, 23. 30: **Homeschoolers Art Class**-presented by Adele Karbowski, organized by the homeschoolers themselves. Morning session for ages 5-7; afternoon session for children ages 8-12. 92 children in total (25 per week for the first two weeks; 14 per week for last three).

October 15: **Pumpkin Painting**, ages 6-10. Cara DelSesto presented this program. 6 children/2 helpers.

October 25: **Halloween Village** presented by Library Teen group— 18 children/14 adults attended.

Bryant University Tutoring:

October 6-9:	3 tutors, 24 students
October 14-16:	3 tutors, 13 students
October 20-23:	3 tutors, 24 students
October 27-30:	3 tutors, 24 students

Meetings attended by Pauline Leaver:

- October 6: Children's Summer Reading Planning Session for next summer.
CE program—Explore! Fun with Science
October 9, 23: Department Head Meetings
October 14: Focus Group meeting with Dick Waters

Other:

October 9: Pauline Leaver met with a sales representative from Gumdrop Books to preview children's books for purchase.

Pauline and the Children's staff would like to thank the Library Trustees for having the Children's Room painted. The room is brighter and cleaner now, which is much appreciated.

MEETINGS ATTENDED BY THE DIRECTOR

- 9-2 Attended Library Council meeting with Domine R. and East Smithfield representatives at East Smithfield Library.
9-8 Attended a Library Board meeting.
9-11 Attended an OSL (Ocean State Libraries) meeting in Exeter. A new budget formula was proposed.
9-19 Participated in staff training for the new self-checkout machine.
" Attended new community development workshop at the town hall.
9-23 Met with Jason Parmelee of Parmelee & Poirier, the town's auditor.
" Met with a representative from Océ copiers.
" Met with Richard Waters, the consultant working on the long range plan.
9-25 Attended a Chamber Business After Hours session at Stella Maris with Dorothy
9-29 Met with Bryant Univ. student Kevin Gardner to discuss his team's assistance with the long range plan.
10-2 Attended OSL Steering Committee meeting to request a budget item for the E-Zone (downloadable audio books).
10-6 Attended the Trustee focus group and Board meeting.
10-7 I chaired a RILA Board meeting held in the Cumberland Library
10-15 Attended a directors' meeting held at the East Providence Public Library. A plan to have public libraries supported 100% by state aid, was discussed.
10-18-21 I attended the New England Library Conference in Manchester, NH
10-22 Met with Jason Parmelee, the town auditor, to answer questions and supply information.

Attended regular Town dept. head meetings, chaired regular library dept. head meetings, participated in regular media selection sessions, and had weekly discussions with the Board President, Domine Vescera Ragosta.

ASSISTANT DIRECTOR MEETINGS

- 9-2 – attended a Town Dept. Head Meeting.
9-9 – attended an Ambassador Meeting of the North Central Chamber of Commerce.
9-16 – attended a Town Dept. Head Meeting.

- 9-16 – met with Heather Grogan at BankRI for a Holiday Silent Auction meeting.
- 9-18 – was interviewed by a Library School Student.
- 9-23 – attended a meeting regarding villages in the town.
- 9-25 – attended a Chamber Business After Hours session at Stella Maris with Chris.
- 9-26 – attended a meeting regarding villages in the town.
- 9-30 – attended a Town Dept. Head Meeting.
- 9-30 – met with Heather Grogan at BankRI for a Holiday Silent Auction meeting.
- 10-3 – attended the Friends Focus Group.
- 10-14 – attended a Dept. Head Focus Group.
- 10-14 – attended a Town Dept. Head Meeting.
- 10-21 – attended a Town Dept. Head Meeting.

YOUNG ADULT MEETINGS

Other

Aaron was appointed to serve on the new Young Adult Services Steering Committee that will help coordinate such services across the state. This committee is coordinated by OLIS.

Outreach

School Visit to High School	Friday, 9/26	Aaron	844/10
For Library Card Registration Month			

Meetings

- 9/17 Young Adult Services Steering Committee Meeting at Cranston Public Library at 2:30 pm.
- 9/24 Rhode Island Teen Book Award Committee Organizational Meeting at Cranston West High School at 4:00 pm
28 Librarians, Teachers, and School Library Media Specialists were in attendance
- 10/10 Young Adult Services Steering Committee Meeting at Cranston Public Library at 2:30 pm.
- 10/30 Rhode Island Teen Book Award Committee Middle School Meeting at Cranston Public Library at 4:00 pm
13 Librarians, Teachers, and School Library Media Specialists were in attendance

PROGRAMS

Young Adult

<u>Program</u>	<u>Date/Time</u>	<u>Presenter</u>	<u>Participants</u>
Wii Fun	Tuesdays, 2-6pm	Aaron	
	9/2		6/1
	9/16		9/0
	9/23		9/1
	9/30		<u>13/3</u>
			<u>37/5</u>
Back 2 School Locker Mirror Fun	Wednesday, 9/3	Aaron	4/0

	4:00 pm		
Lighten Up! Light Switch Craft	Wednesday, 9/10 4:00 pm	Aaron	6/1
Teen Advisory Library Council	Saturday, 9/13 11:00 am	Aaron	4/0
Scene-It? for Teens	Thursday, 9/18 4:00 pm	Aaron	6/2
Young Writers Group Starter Session	Thursday, 9/25 4:00 pm	Aaron	4/0
Drag Art	Wednesday, 10/1 4:00 pm	Aaron	6/0
Win, Lose, or Draw: Pictionary	Thursday, 10/2 3:00 pm	Aaron	10/0
Wii Fun	Tuesdays, 2-6pm 10/14 10/21 10/28	Aaron	9/0 10/0 <u>18/0</u> 37/0
Take a Bite Out of Life: Healthy Snacks	Wednesday, 10/15 4:00 pm	Aaron	6/0
Teen Taste Test	Thursday, 10/16 4:00 pm	Aaron	10/0
Teen Read Week Book Cover Contest	10/12-17	Aaron	71/0
Young Adult Writers Group	Thursday, 10/23 4:00 pm	Aaron	3/0
Halloween Village Set-up	Fridays, 10/24 2:00 – 5:00 pm	Aaron	6/0
Halloween Village Helpers	Saturday, 10/25 2:00 – 4:00 pm	Aaron	9/0
CD Jewel Case Craft	Wednesday, 10/29 4:00 pm	Aaron	5/0
Halloween Party	Friday, 10/31 2:00 – 4:00 pm	Aaron	7/0

Teen Read Week Reading Race 10/1-31 Aaron 78/0
Aeriel Mendence won the race and chose a gift card left over from the summer reading program. The readers read a combined total 58,955 pages as part of the reading race.

Adult

September

Basic Computer Literacy Class –	73 participants – Milo J. St. Angelo
Mystery Book Club –	10 participants – Dorothy Swain
MetLife Program on Elderly Concerns –	6 participants – Steven V. Ceceri
EFT Emotional Freedom Techniques Program –	3 participants – Valerie English
Cesareo’s Circle –	11 participants – Patti Folsom
Orchards in the Ocean State –	7 participants – Dr. Michael Bell, PhD.
Customize your Computer (Quick Start Computer Class) –	4 participants – R.Hetherington

October

Basic Computer Literacy Class –	73 participants – Milo J. St. Angelo
Mystery Book Club –	11 participants – Dorothy Swain
EFT Emotional Freedom Techniques Program –	3 participants – Valerie English
Cesareo’s Circle –	11 participants – Patti Folsom.
Internet Basics –	6 participants – Ray Hetherington
Word I –	2 participants – Ray Hetherington
Renewable Energy program –	9 participants – Marion Gold, Ph.D
RI Housing HomeBuyer Education Class-	35 participants – Bob Silva
Flu Shot Clinic –	89 participants – The Wellness Company
Recycle, Recycle program –	3 participants – Gina Barbeau
Prisoner of My Own Beliefs – Dream Builders/Dream Stealers –	2 participants – Gary Parent
Blue Chip For Medicare –	4 participants – Susan Saccoccio Olsen

DISPLAYS AND EXHIBITS

Adult

September

Mr. Jim Ignasher exhibited items from the Smith-Appleby House in the Castle Display Case.

Becky Tremblay displayed her photographs.

October

Aaron Coutu displayed his Halloween Village in the Castle Display Case.

Sally Ann Martone exhibited her watercolors.

Non-Fiction Books: True Crime, Home Improvement, Fall Seasonal Titles, Banned Book Week, 9/11 display, staff-choice fiction, Halloween/Spooky Reads, Home Improvement, and Fall Seasonal Titles.

Fiction displayed were: Staff Choice and Women Overcoming the Odds.

Young Adult

Fiction: Get Election Fever!: Political-themed Novels

Non-Fiction: Happy Halloween: Costume Books

Children's

September

Displays-Children's Room

A Back-to-School book display, hat books for National Hat Month. Bulletin boards decorated for fall by staff.

Lobby tree decorations-Diane Maione's Girl Scout Troop #544.

Children's Bubble-Jesse Greene displayed his Ninja Turtle collection

October

Displays-Children's Room

Book displays: Columbus Day, Halloween, Shel Silverstein books, RI history books for St. Philip assignment

Bulletin boards decorated by artwork of children from the Greenville Nursery School.

Lobby tree decorations-Diane Maione's Girl Scout Troop #544.

Children's Bubble- Sarah Levesque's collection of horses.

VOLUNTEERS

Volunteers for the month of September included Janice Ward, Mary Romano, Michael Holland, Kathy Flynn, Anna Martin, Kyera Shea, Stephen Croteau, Chelsea Lawless, Jim Murphy, Kerrin Maione, Joe Mello, Rebekah Sutherland, Sarah Sutherland, and Deanna Zarra. Total hours volunteered were 98 hours.

Volunteers for the month of October included Janice Ward, Mary Romano, Michael Holland, Kathy Flynn, Anna Martin, Kyera Shea, David Courtemanche Chelsea Lawless, Jim Murphy, Kerrin Maione, Alyssa Schiano, Rebekah Sutherland, Sarah Sutherland, Deanna Zarra, Natalia Turchetta and Barbara Glitton. Total hours volunteered were 84 1/4 hours.

COMPUTERS and DATABASES

The new self checkout machine was installed and the staff trained. Patrons seem to enjoy the convenience of being able to check out their own DVDs and CDs for the first time. These items are in security cases that used to have to be opened by staff. This self-checkout instructs patrons on how to unlock the case after the item has been checked out.

The older self-checkout machine was moved into the Children's Room, where it is continuing to be used.

EQUIPMENT

A security camera was replaced by American Protective.

The Xerox C2424 copier/ printer was repaired under its maintenance agreement.

The timer and light sensors on the parking lot lights were replaced after the lights failed to come on or go off at the appropriate times.

BUDGET

The Town Council passed a resolution requesting the agencies in the town look at reductions to their budgets, in light of the fiscal condition of the state. I have been reviewing service priorities and areas of cost savings or containment. It is difficult to do anything else until we know the amount of the reduction to be imposed.

REPAIRS and MAINTENANCE

Don Ihlefeld put out a request for proposal to have the flat roofs and shingled roofs re-covered. Four companies submitted quotes and it was determined that the shingled roofs did not need to be replaced, only repaired. Wiesemann Roofing was selected as the roofer with the lowest quote.

The Children's Room was painted. It was closed for three days while the painting was being done. Children's services were offered from a desk outside the room.

Josephine Saltzmann has offered to do the Library's required three-year radon test for free again this year. Mrs. Saltzmann, Ph.D. is a library patron and has been doing the radon tests for us since the current building was completed in 1991.

Water damaged ceiling tiles were replaced.

OTHER

The Library and the North Central Chamber of Commerce co-sponsored the Rhode Island Blood Center Coach on Tuesday, September 23. Ten people gave blood.

I discussed evaluations with the professional staff.

The annual report to OLIS was submitted electronically on September 3.

The 5500-retirement tax return was mailed to the IRS on Sept. 15.

The terms of a contract were worked out for Richard Waters of Godfrey Associates, defining the scope and cost of consulting work on the long-range plan. The contract was signed and work began in October. Eight focus groups were held in October. Trustee Elaine Farley called those invited to remind them of the focus group, as well as get an updated list of those planning to attend. The teen focus group is going to be held again on November 12, because of a poor showing.

Five students in the business management program at Bryant University volunteered to assist with handing out surveys in the Library and taking notes at focus groups for the long-range plan. They have also been trained on how to use the self-checkout machine, and assist the public with its use as well as creating a handout for patrons.

I submitted a Letter to the Editor of the *Providence Journal*, concerning assistance the public library can offer to those who are looking for jobs, and it was printed.

I attended the NELA conference, which was held in Manchester, New Hampshire, from Saturday, October 11 through Tuesday, October 14. I set up a blog so I could share notes from the programs I attended with the department heads.

The state has paid off the balance of the construction bond owed to the Town, two years early. Both the USDA and the town have been paid off for their loans

Output measures were done the week of October 5 through the 11. Statistics are compiled annually in April and October that measure items used in the building that are not checked out, patrons entering the building by hour, reference requests by hour, and use of equipment. This information is used to determine days and times of most and least usage, as well as peak times for reference questions and in-house materials use. The results assist with planning staffing and hours of operation.

The Friends purchased the Institute of Contemporary Art Museum Pass.

A new language instruction database and literature database were purchased.

CLOSINGS

The Library was closed on Monday, September 1 for Labor Day, and on Monday, October 13 for Columbus Day.

ROOM BOOKINGS

September

Quilters-Monday morning –	2 uses
Songwriter’s Club –	1 use
Northwest Community Health Care Board Meeting –	1 use
Home and Hospice Care of Rhode Island –	4 uses

October

Quilters-Monday morning –	2 uses
Songwriter’s Club –	1 use
Northwest Community Health Care Board Meeting –	1 use
Home and Hospice Care of Rhode Island –	4 uses
Shooting Star Theatre Group –	3 uses
Friends of the Greenville Public Library Focus Group –	1 use
Staff Focus Group –	1 use
Dept. Head Focus Group –	1 use

Teen Focus Group –	1 use
Seniors Focus Group –	1 use
Library Users Focus Group –	1 use

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Christopher La Roux". The signature is fluid and cursive, with the first letter of each word being significantly larger and more stylized than the others.

Christopher La Roux
Director