

Waynesboro Library
Board of Trustees
Meeting Agenda
June 19, 2018 – 4:00

- Call to Order
- Approval of Minutes
- Friends of the Library
- Adult Services Librarian's Report
- Director's Report
- Next Meeting- August 21, 4:00

Waynesboro Public Library Board Minutes

June 19, 2018

The Library Board of Trustees met in regular session at 4:00 p.m. on June 19. Present were board members, Debra Ray, Vice Chair; Ann Colman; Zahir Mahmoud, Library Director; Elzena Anderson, Library Assistant Director. Also present was Rebecca Lamb, Adult Services Librarian.

Debra called the meeting to order and the May minutes were approved.

FRIENDS OF THE LIBRARY:

- FOL Vice President, Joyce Tipton and Zahir have been talking about having a mural painted on the walls in meeting rooms A and B. Joyce will be coordinating the project with the help of library staff. The concept was approved by the City Manager.

ADULT SERVICES LIBRARIAN'S REPORT

- The Adult Summer Reading Game started June 1. Detailed program information was handed out, and has been attached to the agenda minutes email.
- This year, Waynesboro has partnered with the Staunton and Augusta County libraries to offer the same reading game across the board.
- Upcoming programs:
 - August - Evening of Jazz with Daniel Bennett's group
 - September – Build Your Own Cat Castle
 - October – Blue Ridge Tunnel Discussion with Mary E. Lyons
- Ongoing programs:
 - Midday Music, fiction and non-fiction book clubs, knitting and tech classes.

DIRECTOR'S REPORT:

- Circulation numbers were similar to those of last May.
- With available funds, two security cameras were upgraded – the plan is to have all interior cameras upgraded to High Definition.
- Direct reports were recently completed.
 - City employees will be receiving merit increases this year - taking effect in October.

OTHER BUSINESS

- Dr. Amy Tillerson-Brown would like to be considered for reappointment on the board. Dr. Lowell Lemons has served two consecutive terms, and therefore would have to wait one year before he is eligible for reappointment. So far, there is one applicant hoping to fill his seat.

There being no further business, the meeting was adjourned.

The next meeting: We will not be meeting in July.

Respectfully submitted,

Elzena Anderson, Recorder

**Waynesboro Public Library
Monthly Report
June 15, 2018**

Circulation statistics:

	05/18	05/17	YTD18	YTD17	YTD16
Items Checked Out	16,636	16,638			
Items Checked In	20,280	20,035			
Renewals	5,251	4,950			
In-House Use Transactions	1,196	1,049			
Items Borrowed from VLC	1,770	1,681			
Items Loaned to VLC	1,480	1,284			
E-books	612	546			
Audio Books (downloads)	617	368			
Movies (Streamed)	41	47			
E-magazines	28	52			
Total Circulation	26,123	25,279	284,865	283,382	279,672
Borrowers Added	56	137			
Computer Use	2,046	2,227			
Library Visits	11,731	12,222			
Total tendered	\$996				
Total Waived	\$1,096				
Items Added	632	633			
Items Deleted	638	3,866			
Total Collection			123,791	127,230	145,807

Housekeeping:

Vector Security Company upgraded three analog cameras; front desk, public reading area, and local history room to HD. Currently we have five interior and five exterior HD cameras in our security surveillance system.

Personnel:

Library supervisory staff members met with HR staff to complete the performance review of their direct reports. As part of the performance review process, supervisors meet with their direct reports to assess goals and level of achievements and discuss potential concerns. The process was completed in a calibration meeting with HR staff. City FY 2019 budget includes a 2% merit increase for city employees which will be distributed based on performance scores.

Local History/Genealogy (Ms. Karen Vest):

NUMBER OF VISITORS TO LOCAL HISTORY & GENEALOGY ROOM: 59

LOCAL HISTORY/GENEALOGY INQUIRIES: 33

The month of May brought visitors from the local area including Lynchburg, Bedford, Scottsville & Nellysford, Virginia. Requests included obituaries, family records, city directories, local businesses & industries, historical maps, photographs and newspaper articles on microfilm.

We assisted the Waynesboro Historical Commission by providing copies of material pertaining to Waynesboro industries, historical houses and local mills. Waynesboro Redevelopment & Housing Authority was also involved in the project.

We sent thirty four Waynesboro High School yearbooks to Princeton Theological Seminary to be digitized. The project was supported and funded by the Library of Virginia. A link was added to our library website for patrons to view the digital items.

The Library Director signed an agreement for us to become an affiliate library with the Family Search Research Center. Effective May 10, 2018, library patrons were allowed access to genealogical records and images that were not available prior to the agreement. We did not renew Heritage Quest subscription in May because it can now be obtained free of charge through Library of Virginia online database with valid driver's license.

Adults Services (Becky Lamb):

In May, Adult Services reached 197 people through 23 programs.

We celebrated the arts with three programs. Our Mother's Day Craft session reached a capacity of twenty participants who created a framed display of pressed flowers. Midday Music featured students from the Redeemer Classical School of Harrisonburg performing handbells and a theatrical presentation of *Alice in Wonderland* for a mixed-ages audience of 37.

Wayne Drumheller, an author and teacher from North Carolina, led the workshop *Writing as Art: Editing & Publishing a Book* for 24 participants. A native of Nelson County, Wayne coached several of the Author Fest participants as they worked on their books. His program served those who had participated in Author Fest, aspiring writers, and even a minister with writer's block.

In addition to our regular technology classes, I created and presented four hours of Excel training for staff from the City of Waynesboro's Finance Office. In addition, Paul Knear returned to teach *Practical Online Privacy Practices* during the American Library Association's Choose Privacy Week.

Youth Services (Jamie Kollar):

Regular Programs

Swing & Sway: Kids and parents sang, danced, and shook their shakers in this active and engaging music and movement program. Most participants stayed after for Chat & Play.

Avg. attendance: 26.

Story Times: Preschoolers came with their caregivers for stories, songs, and crafts.

Avg. attendance: 6 + caregivers.

Mother Goose: Babies and toddlers enjoyed board books, songs, and shakers with their caregivers.

Avg. attendance: 8 + caregivers.

Story Night: Kids listened to a story, had a snack, and practiced their reading with therapy dogs.

Avg. attendance: 8.

Masterminds: School-age kids built with magnet blocks and experimented with water beads. As expected, with the end of the school year attendance has been lower.

Avg. attendance: 3.

Masterminds Jr.: Toddlers and preschoolers built with Duplo and magnet blocks.

Avg. attendance: 2.

Volunteer Club: Teens checked off their school-mandated volunteer hours and enjoyed a snack while they worked.

Avg attendance: 4.

Note that May had only two weeks of regular programming due to Summer Reading preparation.

Special Programs

No special programs in May (they are typically not well attended).

Outreach

Children: Regular mini-bookmobile visits to Parkway Apartments and the WARM Shelter continued. Kindergarteners from Berkeley Glenn came for a story time and tour. Our regular story time visits from Willow Tree Academy and the YMCA have finished for the season.

Adult: Groups from The Arc and C&C Associates, which serve adults with developmental disabilities, attended a special adult Swing & Sway every other Tuesday.