



To: Library Commission
From: Robert Coleburn
Date: November 14, 2016
Re: November Director's Report

- 1) The Library's new brand roll out has begun! The Library recently signed a contract with Solidarity for Phase 2 of our rebranding process. Phase 2 is the roll out and includes design of business papers (letterhead, business cards, etc.), new library cards, our annual appeal collateral for FY17, a website landing page until we redesign the website, and merchandise (tote bags, mugs, bookmarks, etc.). Annual appeal assets and library cards designs will be ready by 12/5 and the remainder of the design work will be done by 12/22.
- 2) **BoomVT!** Over 400 people attended the drum festival held at the library on Sunday, October 16th. Almost every public room in the library was devoted to this event. Feedback from the attendees was very positive and our co-sponsors, Very Special Arts Vermont, loved the venue. The noise level did not seem to bother our regular library visiting public as I did not receive any formal complaints. That being said, staff on duty in the public areas did have a problem with the noise. It was simply too loud for too long for the circulation desk workers. If the event is held again here next year we will seek accommodations for staff.
- 3) The library was a polling place for Ward 8 on Election Day, November 8th. By all accounts voting went smoothly and the increased activity in the building was not disruptive to regular library activities. Additional library staffing was needed that day to accommodate poll workers and voters. The library was accessible to poll workers from 6am – 10pm, actual voting hours were 7am – 7pm.
- 4) Restroom and Meeting Room Policies were recently approved by the City Attorney and posted to the Library website. Being shared with Commission at this meeting.
- 5) Preparation for Exploring Human Origins is full steam ahead. Two teacher workshops were held in October. The exhibit website is ready (www.humanoriginsbtv.com). A social media campaign for use with students, teachers and the general public is in final stages of development. Programs are being booked. School tour reservations have been announced to school in BSD, opening up to Chittenden County later in December. A comprehensive calendar of programs and activities will soon be available.

FRIENDS REPORT – November 15, 2016

REVENUES AND EXPENDITURES REPORT FOR THE NINE MONTHS ENDING 9/30/16:

Following are some highlights from a recent report received from MGV accounting which lists current figures and those of a year ago at this time:

Our Book Sales revenue remained about the same as last year at this time at nearly \$11,000. Book Stall sales also remained at about \$9000. Grant revenue increased significantly from \$0 to \$44,000. Total revenues increased from \$28,000 to nearly \$68,000 primarily as a result of grant funding.

Organizational support distributions to the Library were slightly over \$16,000, or about \$3000 less than total allocations at this point last year. Total expenditures decreased from \$24,000 to \$20,00

Total assets were \$136,677.42. This included slightly over \$74,000 in encumbered funds such as \$27,000 in Organizational Support funds to the Library, \$10,000 to the Children's Library, and the Jean T. Walsh bequest of nearly \$37,000.

OTHER:

- Group is meeting to expand the Book Stall.
- Meetings with Commissioner McRae and with the City Attorney have resulted in a process to formalize, simplify and document the fiscal relationship between the Friends and the City. A Memorandum of Understanding is being drafted by the City, and the Friends will also be meeting with an attorney to review proposed agreements.
- The Fall Book Sale raised \$9000.
- The December Holiday Book Sale is scheduled for December 3 and 4.
- Efforts are underway to expand book donations to service organizations such as COTS, Boys and Girls Club, King Street Youth Center, Lund Home and others.

Fletcher Free Library Meeting Room Policy

The Fletcher Free Library welcomes the use of its meeting rooms by responsible individuals and groups. The mission of the Library is to help the community connect, learn and grow. The rooms are provided to help accomplish this mission.

WHO CAN USE LIBRARY MEETING ROOMS

The meeting rooms are available for non-commercial and non-profit purposes such as civic, community, cultural, or educational activities compatible with Library use. In allowing use of its rooms, the Fletcher Free Library does not discriminate against individuals or groups because of their race, color, religion, national origin, ancestry, place of birth, age, sex, sexual orientation, gender identity, political affiliation, marital status, veteran status, disability, HIV status, genetic information, physical or mental impairment, or receipt of public assistance. All reserved meeting rooms must be open to the public and may be monitored by Library staff to ensure compliance with this policy. The Library meeting rooms are not for private meetings, personal or family parties or purely social functions unless approved by the Library Director.

1. Minors using a meeting room must be supervised by at least one adult. Only adults may reserve a meeting room and the adult reserving the room will be responsible for the behavior of the minors attending the program.
2. If children are brought to a meeting, the accompanying adult is responsible for the children's behavior throughout the building. If children create a disturbance in the Library, they will be required to stay with the adult in the meeting room.
3. When not already reserved, the meeting rooms are available for walk-in use by tutor teams and study groups provided that they check in with the front desk and do not interfere with any subsequently reserved activities.
4. Please notify a librarian as soon as possible if any individuals with disabilities require accommodation to access or use the meeting rooms, and Library staff will work with the appropriate individuals to address the request.

FEES AND CHARGES

1. The rooms are available without charge; however, donations are accepted.
2. No admission fees may be charged. Generally, no buying or selling is permitted, although exceptions, such as the sale of books incidental to a book reading and signing, may be approved by the Director, if determined compatible with Library uses.

SCHEDULING OF ROOMS

1. Reservations of meetings rooms can be made: online at Reservation Request Form or by filling out a paper copy at the Library. Reservations must be made at least one week prior to the event date. All reservations are on a first come, first served basis. Reservations are not accepted more than three (3) months in advance of the meeting.
2. Rooms available with the following limitations:
 - Main Reading Room: maximum occupancy 299 (Director's approval only)
 - Fletcher Meeting Room: maximum occupancy 72
 - Pickering Meeting Room A: maximum occupancy 60
 - Community Meeting Room: maximum occupancy 50
3. Standing reservations for monthly meetings may be scheduled for a three-month time period. Weekly meetings may be scheduled for a one-month time period with the approval of the Director. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period.

4. No group or individual may assign its reservation to another group or individual.
5. Library-sponsored activities will take precedence over all other activities, and the Library reserves the right to cancel any scheduled use of a meeting room if, in the Director's discretion:
(1) It conflicts with the operation of the Library; (2) The room is needed for a Library-sponsored activity; or (3) The individual or group fails to comply with Library policy.

USE OF THE ROOMS

1. The meeting rooms are available during the hours in which the Library is open to the public. All programs outside of public Library hours must be arranged with programming librarian or Director.
2. Reservations must include set-up and clean-up times by the group.
3. Early admittance to the building prior to public opening time is permitted if adequate Library staff is on hand to provide access to the building. All groups are expected to vacate the room 15 minutes before the Library closes or must make previous arrangements for use after Library closing.
4. The scheduling party may arrange the chairs and tables to suit their needs. Following the meeting, and the room should be left in good order. Any special cleaning needed after the meeting will be paid for by the scheduling party. If a user fails to leave a meeting room or equipment in its original condition, the person who made the reservation will be charged a fee based on the following rates:
 - Maintenance (reset room, clean carpet, repair furniture): \$25/hour
 - Equipment damage or replacement: Cost plus \$25 service fee
5. Light refreshments may be served in the meeting rooms. The Library does not provide supplies for refreshments. No alcoholic beverages are permitted without the approval of the Director, except for special Library events, and programs must have received the appropriate license.
6. No provision can be made for the storage of equipment and supplies to be used by anyone using the meeting rooms.
7. Special arrangements must be made in advance to use the Library's audio-visual equipment (minimum 7 days).
8. The Director or designee has the power to terminate any meeting or event disruptive to Library operations or incompatible with Library uses.
9. Room temperature is pre-set and cannot be adjusted by Library staff.
10. The Library does not guarantee parking facilities for those attending a meeting.
11. All participants are required to follow all Library rules or policies and to engage in no illegal activity on Library grounds. Library staff may ask any individual to leave the premises for any failure to abide by this policy.

RESTRICTIONS

The Library does not assume any responsibility or liability for loss, damage or injury to any person or property occurring as a result of the activities of any person using the meeting rooms.

1. Use of the meeting rooms does not constitute Library endorsement of the viewpoints expressed by participants in the programs.
2. Publicity for an event that is not sponsored by the Fletcher Free Library or the City of Burlington must not be worded in a manner that would imply Library sponsorship of the group's activities.
3. The name, address, and/or telephone number of the Library must not be used as the official address or headquarters of an organization.
4. The party scheduling the meeting room shall be responsible for any injury to any participant and for any damage caused by any participant to the Library or other person.

Fletcher Free Library Restroom Policy

The Fletcher Free Library has established certain standards of acceptable behavior on Library property in order to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the Library, promotes the safety of the general public and the Library staff, and protects the building, furniture, equipment, and materials of the Library.

Any activity that interferes with the rights of other patrons to use the Library, disrupts the normal functioning of the Library, could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, or materials is considered disruptive and unacceptable behavior.

Restrooms for the general public are located on the Mezzanine level. In order to access the general restroom the user must go to the Main Circulation Desk and exchange their Library Card or ID for the restroom key. At the discretion of staff, other forms of collateral may be accepted, such as a phone or keys. Staff cannot accept large forms of collateral such as backpacks or groceries.

The restrooms located in the Basement level are restricted for use by those attending meetings in the Community Room and Library users requiring ADA accessibility, who can request access at the Main Circulation desk.

The restrooms in the Children's area are restricted to children, parents and/or caregivers accompanied by a child, or users requiring ADA accessibility.