

Greenwich Free Library Annual Library Director Report for 2010

The year began for me, officially, in March of 2010. I have enjoyed the position immensely.

Annual Circulation: 2010: 35,415 **2009:** 30,303. Percent increase for the year: **16.9%**

New Staff/Continuing Staff: We couldn't do what we do without our staff & volunteers!

New: Deb Sgambelluri, Andrea Grom, Annie Miller.

Continuing: Nancy Battis, Grace Skiff, Alan Benoit (made an employee this year), Anna Grom, Becky Wright-Sedam.

New/Continuing Volunteers in 2010:

New: Carol Adair, Verna Bink, Sara Davis, Pam Keniry, Bettie Lyons, Roger Sherman (Gill Room), Dave & Deb Wever.

Continuing: Claudia Blackler, Margaret Cartwright, Bonnie Davis, Walter Grom, Stella Johnson, Karen Maiurano, Bob Page, Wallace Paprocki, Theresa Scully, Jon Stevens, Betsy White, Karen White.

New Teen Volunteers in 2010:

Nate Blomgren, Keesha Maynard, Meko Peregrin, Warren Wright-Sedam

Workshops Attended:

March 2, *NYLA Legislative Day* in Albany

March 4, Summer Reading Workshop at Round Lake

March 10, Central Library Meeting & Report Workshop in Glens Falls

March 12, Privacy Rights in a Digital Age Workshop at Saratoga Springs Public Library

April 10th *Empire State Book Festival* in Albany

April 28 and 29: *Management of Technology*, at Saratoga Springs Public Library.

May 26, *Libraries & Autism* (Deb attended).

June 3: Managing Stress Workshop at Greenwich, sponsored by SALS.

August 26: Demonstration of Early Literacy Stations at SALS.

September 14, Census at Crandall Public Library

September 28, Plan of Service Meeting, with Char at Clifton Park-Halfmoon Library

September 29 & 30: Budget & Finance at Saratoga Springs Public Library

October 27, Library Safety & Security at Saratoga Springs Public Library

November 3-November 6, NYLA in Saratoga Springs

December 1: *What Teens in Greenwich Need*, Council for Prevention with Greenwich High School Students at Christ the King Spiritual Life Center

Publicity:

- Weekly press releases in two newspapers (*The Journal* and *The Eagle*). Focuses on funding, programs, new equipment/furniture, and acquisitions of library materials, Garden Group, Gill Room...etc.
- Website (greenwich.sals.edu). The new website, grntest.sals.edu was created by Catherine Littell, and content is still being added. It can be viewed. Suggestions welcome.
- Facebook (please go and "like" our page).
- Starting to send to other area papers, as well, including Post Star, Bennington paper, Free Press, etc.
- New Signage, in cooperation with Friends and Garden Group (Large front sign, entrance and exit only, no parking signs)

Stationary and Business Cards: Mary Ann Fauler designed some beautiful stationary, bookmarks and business cards for the library.

Chuchay Stark, a photographer, has started taking shots of library functions and the physical space for our website.

Outreach—

- PVI, Cambridge Guest Home, (large type books donated to both groups).
- Interfaith van now bringing seniors to library every 2 weeks.
- Scholarship for Graduating Senior-\$125 from library; \$125 from Friends for a senior going into the fields of library science, journalism, or creative writing.
- Food for Fines (80 items collected).

“New” Furniture: In March, a crew of board members, friends, and staff moved library furniture we purchased for \$400 from the Saratoga Springs Public Library to our library. Furniture included:

- 1 large shelving unit (audio-visual shelving in Children’s Room)
- 2 large rectangular reading tables & chairs (Study area)
- A large display table (presently housing the coffee service)
- A refreshment and flier table (in the Community Room)
- 2 café tables & chairs (Reading Room)
- A coffee table and 2 end tables (Community Room)
- A work table (in basement lobby)
- DVD spinner

New Equipment

- Photocopier (with Friends).
- Desktop Video Magnifier (WCHAW grant)
- Three Early Literacy Learning Stations were added to the children’s room. (Friends/Bill Skiff estate). These are heavily used (1,621 times since Nov 5 installation)!
- Computers-Three 8-year-old staff computers were replaced. Second circulation computer added and heavily used. Added receipt printers and additional bar code scanners (Budgeted).
- Replaced 2 public computers. Presently have 8 public computers (we are using the 2 older machines we replaced until they don’t work anymore). All headphones replaced, as they were broken (Budgeted).
- Laminating/sticker maker machine (Stewarts Grant).
- Dymo Label Maker for spine labels.
- Kitchen Microwave (donated by Char).

New Day Open-In April, we reshuffled staff and volunteers and opened on Monday from 10-5, a day we were previously closed, due to popular demand. This extra day open has been very well received by the public.

New Policies:

Internet Policy: Formulated after a patron complaint regarding viewing of pornography on computers.

Library Use Policy: Formulated after pre-teen and teen behavior issues surfaced.

Both policies reviewed by our lawyer, Andrew Kelly.

New Procedures, some of which are:

- DVDs stored in back room
- Moving held items to back room
- Adjusting the length of time items stay on the “new” shelves from 3 months to 1 year (to match what Saratoga is doing and give us more items on the new shelves). Re-adjusted the period again to 9 months, as we found we had too much material on the new shelves. It seems to be working well now.
- Tracking categories of cash in drawer

Grants: Stewarts Grant--\$500 for products and services for children. We used it for childrens’ programming, materials, supplies for craft programs and the purchase of a laminator and magnet maker. **Washington County Home for Aged Women-2** grants, one for \$2,895 for a new desktop video magnifier for persons with low vision issues, and a second grant for \$2,000 for the purchase of additional large-type and books on cd.

New York State Construction Grant-Applied for under previous director, but received in March for \$3,950, used to install insulation in the attic and around the HVAC ductwork, to help reduce heating and cooling costs. **Poets & Writer’s Grant:** \$400 for Writer’s Retreat at the Dionondehowa Wildlife Sanctuary and School, July 17-18.

Kellog’s Matching Grant: \$250 from patron Michael Smialek and \$250 from Kellogs.

Senator Betty Little Patron Grant: \$1,000 from Senator Little for materials purchased in the previous year. Sara Dallas at SALS applied for the grant on behalf of the libraries in Senator Little’s district.

Collection Management:

Weeding the Collection: 3,419 items were withdrawn from the Adult fiction, Large Type and Children’s collection. Non-fiction weeding began.

Additions to the Collection: A total of 2,850 items were added to the collection, so the collection is fairly stable at a present size of 32,503 (Collection size on January 1, 2009 was 32,674).

New collections: graphic novels and video games. Both are very popular!

Youth Services:

- More programming.*
- 3 Early Literacy Learning Stations added. Lots of positive feedback has been received. Some kids don't even want to go to story hour, because they are having so much fun on the computer.
- Thomas the Tank Engine Table added. Some kids are "scheduling playdates" at the library to use the table.
- New Shelving for audio-visual materials.
- Increased holdings of picture books, board books...
- Collection weeded.
- Spinners removed from children's room, as they were difficult to use and took up space.

***Programs -Weekly, with a theme.**

- Tuesdays, 6:30 PM, *Pajama Time* Story Time with Deb Sgambelluri and Apple Jordan, a local author. The group is frequently joined by Tess the Therapy Dog, and her owner, Karen Sideri, as well. 6-10 participants.
- Wednesdays, 10:30 AM, Story Time, with Deb Sgambelluri and Alan Benoit. Stories, songs, crafts. 15-25 participants
- Fridays, 10:30 AM, Playgroup with parents or caretakers. A great opportunity for young children to play together, have books read to them and for adults to connect with other adults. 5-20 participants.

***Special Programming for Youth:**

- May 12, Live baby chicks visited the library (courtesy Grace Skiff), 12 participants.
- June 12-July 24: *Sound Waves: Totally off the Scale*, an educational 6-week musical instrument program run by volunteer Bonnie Ross. The *Post Star* covered the series.
- June 19: Whipple City Ice Cream Social: 150 participants.
- July 13: *Wildlife* Program with Bernadette Hoffman (Pember), 46 participants.
- July 20 & July 22: *Stand Up for Yourself & Your Friends: Stop the Bullying*, Council for Prevention. 16 participants.
- July 23: *Take a Tromp Through the Swamp & a Break by the Lake*, Tom Sieling, 26 participants.
- July 27: *Flip Flop Flippers*, Tang Teaching Museum, 12 participants.
- August 16: *Kids Cooking Club*, Price Chopper. 13 participants
- Oct. 31: Halloween Party. Served cider and donuts and gave away free books. 300 participants.
- Nov. 19: *Avatar* film shown. 17 participants. (mostly pre-teens and teens)
- Dec. 8: *Holiday Card Making* workshop, 8 participants.
- Dec. 21: *Shadow Games*, Lili Loveday, 10 participants.
- Dec. 29: *Seasonal Story Hour with Lili Loveday*. 25 participants.

Homework Help with Ellie Arbogast. Although Ellie said that she had done Homework Help in the past at the library, we were not successful in getting kids to accept help from her. They didn't really know who she was. I am working with the school to see whether they could provide someone who is known by the children.

Young Adult Writing Contest: A young adult writing contest was held in October/November, but did not generate much interest from the teens. The few entries we received were not "award worthy."

Summer Reading Program

Make a Splash: We used the statewide summer reading program theme. The program was kicked off at Whipple City with a Dunk Tank, followed by an ice cream social at the library (150 participants). A total of 118 children signed up for our *Make A Splash* Summer Reading program.

Prizes and promotions from Applebees, TD Bank, the library, Borders Books, Assemblyman Jordan, Adirondack Phantoms.

Other Programming:

Movie license acquired to show movies. Cost: \$95.

January 8: Hooking Reception

January 12: Job Fair

February 17: Film on Haiti

March 10: Mushrooms (Agricultural Stewardship Association). Attendance: 33.

April 20: Composting. Attendance: 60.

April 22: Exploring Wellness Panel. Attendance: 14.

April 22: Earth Day Program, Oren Cook. Attendance: 14.

May 10: Library Volunteer Potluck Dinner & Polaris Training, 19 in attendance.

May 17: Tours of library and Underground Railroad Tour (Cliff) for SALS annual dinner.

June 3: Managing Stress (SALS workshop held at our library), 6 participants.

July 17-18, *Writer's Retreat*, Dionondehowa Wildlife Sanctuary

Sept. 21 & 22: *Porch Pieces*, with Bryony Graham. Pajama Time stories held on the porch. Storytime on Wednesday with Lili Loveday leading the children in dancing. Readings and other activities, as well.

Oct. 21: *Under Our Skin*, (Lyme Disease). Film and discussion with Bonnie Hoag. Standing room only. 60-65 participants.

Dec. 9, *Terra Madre (Slow Food)*, with Jennifer Baumstein, 40 participants.

Dec. 30, *Images & Objects from China*, with Caroline Murray. 10 participants.

Other:

- Boy Scouts visited on 4/20 (Gill Room tour with Cliff) & in November (tour with director).
- Denim Drive in September to benefit the non-profit Hudson Crossing, bi-county educational park at Lock 5.

Shows in the Community Room:

January: Hooked Rugs

February:

March:

April: Photographs and watercolors: Helen Ruddock, Cliff Oliver and Kim Littell.

May: *Dockside-Barnside* and *USS Intrepid*, a joint showing of artwork by Anne Ross and Lucille Millarson with a reception for the artists.

June: *The Way We Were: Oils of Ancient Vehicles*, Stu Eichel

July: *Landscapes*, Michael Burke, with artist reception.

August: *Youth Art Show*

September: *Lynne Knobel*

October:

November/December: Festival of Wreaths, Trees, Gingerbread Houses
Photographs, Cliff Oliver

Displays—

January: *Angels*-Char Killam

February: *Boy Scouts*

March: *Around the World Display & Contest*-Char Killam

April: *England*-Char Killam

May: *Teddy Bear Display* (director)

June/July: *Red, White & Blue*-Char Killam

July/August: *Summer Reading Program* (library)

August: *Gardening*-Chamber of Commerce

September: *Fruit Jars* -Helen Woods

October: *Halloween* (library)

November: *Thanksgiving* (library)

December: *Hanukkah, Christmas, Kwanzaa* Holidays (library)

Groups meeting at the library in 2010:

Adult Residential Center (ARC) uses the library meeting rooms and facilities extensively.

Agricultural Business (Town meeting)

Agricultural Stewardship Association

American Cancer Society, *Bark for Life*

Battenkill Community Services, Thursdays, 10 AM

Battenkill Pines Associates

Bereavement Support Group, every other Tuesday, 6:30 PM

CDPHP

Census testers used the 2 meeting areas extensively.

Chess Club, Thursdays, 7:00 PM.

Class of 1960

Composting

Cornell Cooperative Extension

DAR Group

Groups Meeting in Library (continued)

Defensive Driving, (2 x a year, full day on a Saturday)
4H
Garden Group
Girl Scouts, first Wednesday of month, 6:30 PM
Greenwich Citizen's Committee
Greenwich Scholarship Committee
Knitting Group, every other Tuesday, 6:30 PM
Lego Group, Tuesdays, 2:30 pm (2nd group beginning January 10 on Mondays, 2:30 PM)
Maj Jongg
Medicare Education Meetings
Osteo Exercise, Tuesday & Thursdays, 8:15 AM
Relay for Life
Saratoga Farmer's Market
Tiger Den Scouts, meeting twice a month (new group).
Voices of the Heart, Thursdays, 4:30 PM
Washington County Recycling Advisory Board
Young Scholars used the room for a week.

Individuals and small groups also use the meeting room spaces a lot.

Building Report

Dave and Debbie Wever have worked countless hours on a myriad of projects over the course of the year. Most of them have focused on fixing or upgrading the electrical service, or improving the facilities in some way for patrons or staff & volunteers.

Lighting efficiency evaluated by a lighting company on September 13 and they said that we are in good shape.

Submitted by: Becky Wright-Sedam, Director 1/5/11.