

Greenwich Free Library Annual Library Director Report for 2011

As I conclude my second year at the library (officially in March), I am happy to provide the following report.

Annual Circulation: 2011: 40,517 **2010:** 35,415. Percent increase for year: 14.4%. This is the second year in a row we have seen double digit increases (2010 was 16.9%)!

New Patrons: 2011: 378 **2010:** 262. This is a 44.3% increase in new patrons!

Staff & Volunteers: The staff and volunteers make a great team and help make what we do possible.

Staff:

Nancy Battis (12 hrs/wk) Cataloging, Desk
Andrea Grom (3-6 hrs/wk) Cataloging, Desk
Anna Grom (4-7 hrs/wk) Overdues, Desk
Mindy Hewitt (11 hrs/wk), Custodian
Annie Miller (9-12 hrs/wk) Cataloging, Desk

Deb Sgambelluri (6 hrs/wk) Youth Services, Desk
Grace Skiff (6 hrs/wk) Magazines, Desk
Becky Wright-Sedam (30 hrs/wk)
Administration, Desk

Volunteers:

Patrice Abate (3 hrs/wk)
Margaret Cartwright (3 hrs/wk)
Jane Dudley-Ruel (3 hrs/wk)
Ned Dunham (2.5 hrs/wk)
Pam Keniry (2 hrs/wk)
Tom Lapham (fill-in only)
Bettie Lyons (2 hrs/wk)
Karen Maiurano (8 hrs/wk)
Linda Mead (5 hrs/wk)
Cliff Oliver (3-4 hrs/wk)
Katherine Rogers (4 hrs/wk)
Theresa Scully (3 hrs/wk)
Kelly Stone (occasional help with publicity).
Betsy White (5 hrs/wk)
Karen White (3 hrs/wk)
Jayme Wood (fill-in hours)

Gill Room Volunteers

Claudia Blackler
Renee Johnson
Stella Johnson
Karen Mauriano
Sandy McReynolds
Robert Page
Wallace Paprocki
Roger Sherman
Jon Stevens

Teen Volunteers:

Celia Merrill, Daniel Minkel-Miller, Warren Wright-Sedam

Workshops Attended

March 1, New York Library Association (NYLA) Legislative Day in Albany, with Director's Council Meeting

March 16, Summer Reading Program Workshop, with Deb, in Saratoga Springs.

March 16, Teen Library Behavior 101 Workshop, in Saratoga Springs, with Beth Galloway. Cliff & Nancy also attended.

April 2, Empire State Book Festival in Albany.

April 27: Keeping Your Library Relevant Today & Tomorrow, with Carson Block, Clifton Park.

May 17: Fresh Practices for the Community Focused Library with Joan Fry Williams & George Williams, Clifton Park.

October: Ebook explosion, with Nancy Battis, Annie Miller.

November 2-5, NYLA Annual Conference

November 9: Director's Council

Furniture:

- Easy Reader Bookshelf in Children's Room (\$86, made by Shop Class at High School).
- Conference table in basement (Free, from Malta Library)
- Children's New/Popular Shelving Unit in rear entry (\$100-Saratoga Springs Public Library)
- 2 Magazine Display Racks in Children's Room, donated by Barbara Kestler.
- 2 Large Shelving Units in basement storage room, (\$50, Saratoga Springs Public Library)
- Magazine shelving finished by Bob Lyons, in Quiet Reading Room (\$42).

Equipment:

- Fax machine/copier (\$433)
- Ellison Die Cutter & Shapes (funded by Stewarts Holiday Match)
- 2 Shelving Trucks (\$455)
- Lockers in Basement (\$309)
- Locking File Cabinet (\$159-office)
- Vacuum & Steam Cleaner
- 2 Tall Chairs for Circulation Desk (\$10-Saratoga Library)

Computers, Printers & Software

- 3 Public Computers Replaced
- CASSIE Computer Management System Installed
- Color Laser Printer (\$350)
- Laptop wiring of 2 rectangular tables and the carrels in the Quiet Reading Room.

Aid, Grants & Donations:

Town: \$40,000

School: Not yet received. (\$30,000 this year + \$30,000 last year)

Village: \$14,000

Local Library Services Aid (LLSA): \$1,188

Stewart's Grant: \$500 for products and services for children. We used it to purchase an Ellison Die Cutter machine & shapes, which has proved handy for us and patrons like using it, as well.

Washington County Home for Aged Women Grant: \$1,000 for purchase of Large Type & Books on CD.

Kellogg's Matching Grant: \$250 from patron Michael Smialek and \$250 from Kellogs.

Skiff Estate, \$4,000 (which was used to purchase Early Literacy Stations last year, in conjunction with support from the Friends).

Memorials: \$345

SALS Grant for Graphic Novels: \$259.89.

SALS Summer Reading Program Grant: \$193.55

SALS Public Library Association Conference Grant: \$215.

Phantom Laboratory: \$441.

Friends: Holiday Party: \$200

Joe Donahue: A number of cartons of books were received from Joe Donahue.

Rob Grom: A number of cartons of books were received from Rob Grom.

First Grade Classes (5) donated 130 picture books.

Scholastic Donation: One dozen titles by Peter Benoit

Local Author Apple Jordan: 15-20 of her titles.

New York Times & Post Star are both donated.

Fundraisers:

Elizabeth Cockey fund raiser (books & notecards): \$369.80

Totebags: \$60

Publicity:

Print:

-Weekly press releases in *The Journal* and *The Eagle*. Binder of all press releases kept at front desk.

-Bookmarks with our hours and services are available at library and selected areas around town.

-Friends' newsletter printed & distributed by Friends' Group twice a year.

Web:

-New web page designed in conjunction with Catherine Littell. Released in August. Press Releases are posted on the website (greenwich.sals.edu) every week.

-Facebook page

Collection Management: The collection size is presently at 35,603 items, an 11.1% increase over 2010 (32,038).

- **Weeding the Collection:** 2,518 items were withdrawn from the collection, from Non-Fiction, Videos, Audiocassettes, and Children's materials.
- **Additions to the Collection:** A total of 5,315 items were added to the collection, an 86.5% increase over what was added last year. Much of this increase is from donations, buying items at great discount from the Saratoga used book store, and they also are providing a substantial amount of donations to us through their Outreach program. Yard sales also are a good source for us. SALS added 1,618 e-book and e-audio titles to our collection, as well.

Policy Changes:

- Quiet Reading Room only available for adults. One child per computer.
- Internet policy changed to reflect Cassie policies.

Youth Services: Children's mural painted over the Early Literacy Stations by Brenda Heller.

Regular Programming:

- Tuesdays, 6:30 PM, *Pajama Time* Story Time with Deb Sgambelluri discontinued because of low attendance.
- Wednesdays, 10:30 AM, Story Time, with Deb Sgambelluri. 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:

January 11: Adirondack Phantoms Visit. 75 attendees.

January 13: Create Your Own Poster illustration workshop with Don Cook.

January 19, January 26, February 10: *Meet the Youth Center Director*.

January 26: "Snowball" (Willard Mountain Skiing "Snow Tiger") visits for Story Hour.

March 3, 10 & 17: "Vlogging at the Library" workshops, with Lili Loveday and Oren Cook.
with Poster Contest

April 28: Poetry workshop, with Joe McGee

June 18: Ice Cream Social (Summer Reading Kick-off). 100 attendees.

June: Kindergarten visit to the library-with Deb Sgambelluri

July 13: Dazzle Dogs Entertainment, 50 attendees.

July 18: Magic Show with Chris LaBarge

July 20: Alan & Bonnie Epstein Family Concert

August 12: Children Sing & Celebrate Around the World, Emily Ellison.

Special Programming for Youth (continued):

August 16 & 18: All Girls Bullying Prevention program.

August 17: Tang Story Tower program.

September 21: Music & Movement with Autumn theme, Lili Loveday.

October: 7-week *Nurturing the Creative Side of Your Child* art program with volunteer Betsy Brander.

Very popular, with 17-29 attendees at each. \$5 suggested donation for program.

October 26: Halloween Card Making Class, with LIFTS instructor Christa Campbell.

October 31: Trick or Treating at the Library, with 432 visitors, who received a free book and cider & doughnuts.

November 7, 14, 21: Infant Massage with Linda Addario. Cancelled, family emergency.

Adult Programming:

February 23: Backyard Birds, sponsored by Garden Group

February 26: Showing and discussion of "The Secret."

March 23: Organic Vegetable Gardening, sponsored by Garden Group, 68 attendees.

March 24 or 31: Youth Center Training for adults

March 26: Recycling workshop, sponsored by Greenwich Citizens' Committee

April 6: Ten Warning Signs of Alzheimer's, by the Alzheimer's Association

April 7: The Art of Interviewing Revealed, with Joe Donahue, 30 attendees.

April 21: *Dirt! The Movie*, in collaboration with the Greenwich Citizen's Committee, 60 attendees.

April 28: Poetry workshop, with Joe McGee.

May 5: What in the World Are They Spraying? Bonnie Hoag.

May 19: Cancer Prevention Study Information Session, with Marie Buckley.

May 25: Extending Beauty in Your Gardens, Sponsored by the Garden Group

June 8: Young Living with Essential Oils.

June 21: Multiple Intelligences in Children, with Dr. Donna Brent, Skidmore College

June 23: Gasland Screening & discussion with Roger Downs, Sierra Club, in collaboration with Greenwich Citizens' Committee, 55 attendees.

October 24: Introduction to Word Processing, with volunteer Jane Dudley-Ruel

October 27: *Killer Angels* discussion, with historian Michael Russert

November 17: *Adventures & Misadventures as a Book Reviewer*, with Michael Russert

Outreach:

- Ugandan Book Drive, in collaboration with the school.
- Scholarship for Graduating Senior-\$125 from library; \$125 from Friends for a senior going into the fields of library science, journalism, or creative writing. Recipient: Japhid Moses.
- Food for Fines (130 items collected-a 62.5 % increase over what we collected last year).
- Food for Kids Program: Deb read to 20-25 kids weekly during the Food for Kids program.
- Deb read to 5 first grade classes at the school during December.
- Tour of Library for Tiger Den Cub Scouts, by Director. 17 in attendance.

Gill Room Report: Submitted by Wallace Paprocki

The Gill Room has five regulars who work together and separately in a caring, supportive way. BOB PAGE and David DeVries are engaged in an oral history project, conducting interviews (eight so far) with longtime residents of Greenwich and surrounding areas and gathering many interesting stories of the early years. They are aided by transcription volunteers Jane Dudley-Ruel and Renee Johnson. WALLACE PAPROCKI has been handling genealogy requests from all over the United States and cutting, copying, and cataloging the past year events as reported in the *Greenwich Journal*. CLAUDIA BLACKLER has been transcribing notes from I.V.H. Gill, which were given to the Greenwich Historical Association and now housed in the Gill Room, and labeling and filing various items to aid the many researchers. ROGER SHERMAN has been searching out old photographs that have found their way into the Gill Room and then labeling and storing them in archival sheets and creating indexes so they can be found again. SANDY MCREYNOLDS has been researching long forgotten parks and mills in and around the village of Greenwich and helping with the genealogy requests pertaining to those subjects. JANE WHITAKER and JON STEVENS, the previous (and long serving) Gill Room volunteers, periodically check in to guide and advise the rest of the volunteers.

Gill Room Undertakes Two Projects

Digitization Project, led by volunteer Karen Maiurano, Bob Page & Roger Sherman. Ten postcards now appear on the New York Heritage website (<http://www.newyorkheritage.org/greenwich.php>).

Oral History Project: Led by Bob Page and local documentarian, David DeVries.

Building & Grounds Report

- Exterior trim repainted by Keith Wagar.
- Building re-keyed by Joseph Mangione Lock Smith.
- Roof examined and new drawings made by Butler, Rowland & Mays.
- Quote obtained for sealing Gill Room to prevent further water damage.
- Japanese Maple Tree planted in garden, through donations to the Garden Group by the Friends Group & the Library

Exhibits:

January: Class of 2011 Photos, Cliff Oliver

February: Paintings, Colleen Mason

March: Photographs, Chai Stark

April: Bicycle Show

May: Bicycle Show

June: Paintings: Elizabeth Cockey, with artist reception

July: Illustrations: Donald Cook, with artist reception

August: Pastels: Virginia McNeice

September: Oils, Barry Targan

October: Oils: Arleen Targan

November: Paintings: Ken Perry

November-April: The infamous "Bicycle Rack Sculpture," LARAC grant to Zac Ward.

December: Mandalas, Robert Nottke. Piece featuring Greenwich Free Library purchased for library.

Displays:

February: Carved bird collection, Mimi & William Boyd; Presidents Display.

March: Celtic Objects, Theresa Scully

April: Lost & Found, Library

May: Stony Jackson carvings, Skiff family

June: Friends' Book Sale

July: Japanese Carvings, By Lapham; 4th of July (staff)

September: Fiesta Ware, Kathy Nichols-Tompkins. Back to School display (staff).

October: Halloween (staff). Turkey related display, T.J. Jordan

November: Thanksgiving (staff) Turkey related display, T.J. Jordan

December: Holiday display

Groups Meeting in the Library in 2011:

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

Battenkill Community Services, Thursdays, 10 AM

Battenkill Pines Association

Battenkill Transition Community

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

Blue Shield

Boy Scouts

Cancer Support Group

CDPHP

Chess Club

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Groups Meeting in the Library in 2011, Continued

Community Weight Loss

Cornell Cooperative Extension

DAR Group

Defensive Driving, (2 x a year, full day on a Saturday)

Dungeons & Dragons

4H

Garden Group

Girl Scout Leaders, first Wednesday of month, 6:30 PM

Girl Scout Troop

Greenwich Citizen's Committee (1-2 times per month)

Greenwich Scholarship Committee

High School Spanish Trip, with Joy Gordon

Just the Right Note Music Group

Knitting Group, every other Tuesday, 6:30 PM

LARAC

Lego Group

Osteo Exercise, Tuesday & Thursdays, 8:15 AM

San Damiano (once a month)

Thunder Mountain Travel Group

Tiger Den Scouts, meeting twice a month.

Time Traders

Town of Greenwich, Block Grant Public Hearing

Tutoring Groups

Voices of the Heart

Village Mayor's Meeting (with Assemblyman Jordan)

Washington County Recycling Board

Wells Fargo Financial Strategies for Retirement

Individuals also use the meeting room spaces a lot.