



February 25, 2009

Director's Report to Wilton Library Trustees

Our vision: *The center for discovery in the heart of our community.*

Our mission: *Informed and inspired minds, enriched and connected lives.*

Staff

- G Our Head of Children's Services, Eileen Caulfield, has had to step down from her position and relocate. We spent the end of January advertising and interviewing for her replacement.
- G Barbara Lyons, Library Media Specialist for Wilton High School, joined our reference team and will be used as a substitute whenever the need arises. Her familiarity with the students and their projects has already proved a plus.
- G The reference staff has instituted a new, more efficient desk schedule that allows for more effective use of off-desk time.
- G Work is ongoing to allocate staff according to need – recently redeploying them away from materials processing and into circulation assistance.

Program & Service Highlights

- G Federal and state tax forms and instructions were made available both on our website and in the reference area.
- G We began charging (\$5) for notary service and have received some feedback that may cause us to drop the charge for seniors. Most people seem to understand our need to cover costs.
- G Video games are now circulating in the teen and children's collections.
- G Our most attended programs were the Gerald Clayton Hot & Cool Jazz concert, the Presidential inauguration viewing, our collaborative Pennies for Peace program (with Cider Mill School), the LWV/WLA "hot topic" panel on lowering the drinking age, our fairy doll workshop for kids, Norwalk Symphony's Not Just for Kids concert, and the college talk by Howard and Matthew Greene.

Circulation and Usage Statistics

- G 478 drive thru visits were logged – roughly 17 per day on average for the month, up 9% from last January.
- G Circulation was up almost 9% from July-January, with teen circs leading the way at a plus 15% over the same period last year, followed by adult and children's circs up 8%.
- G We held a total of 79 programs with a total attendance of 1,611. Year-to-date we have held 434 programs with 14,095 attending.
- G In-house book, newspaper and magazine use is up 21% year-to-date versus the same period last year, computer use is up 17%, room rentals are up 30%, and reference questions are up 28%.
- G Study rooms logged 126 uses during the month (this is a new metric and records only reserved, not walk-in sessions). We will be analyzing these uses to determine who is using the rooms and for what purpose and duration.

Technology

- G A major upgrade to our integrated library system (Horizon) was accomplished without a hiccup.
- G We upgraded our QuickBooks financial software without incident as well.

Construction, Building and Maintenance

- G The new basement cleanout was completed and the space emptied was turned over to our book sale volunteers. We have begun reorganization of materials that remain stored in the old basement.
- G We replaced locks on our interior front doors, substituting simple mechanical locks for the complex and malfunctioning electronic sets previously installed. Work continues on repair of the exterior doors.

Development

- G We received an \$8,582 check from HSBC to underwrite the Nutmeg Award program and book purchases planned by our Children's Library staff.
- G Peter and Joan Kaskell agreed to fund our "Genius of Genesis" lecture series planned for May.
- G We've written a grant application to the National Endowment for the Humanities for the traveling exhibition, "Lincoln: The Constitution and the Civil War."