



## Director's Report to Wilton Library Trustees February 2011

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

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

### Staff

- We interviewed and hired three part-time Technology Assistants to replace Karen Tatarka (now the Weston Public Library Director) and Oliver Caner (now working in California at Progenitor Cell Therapies as a Cellular Therapy Specialist). All three are currently in training: Mike McLaughlin, Rich Hamel and Alex Eustice.
- Marnie Ruane and Casey McKenna were hired as Circulation Assistants and began work at the beginning of the month and we are now fully staffed at the front desk.
- Susan Taylor and I reviewed 403b fund performance with our consultant and will schedule a meeting to speak to staff members who are enrolled to review adjustments in the funds offered for investment.
- Karen Zeibak, Susan Taylor and I worked on suggested revisions to the Personnel Policies Manual to reflect recent changes in practice and expectations with regard to time off for part-time employees and weather related closures. These suggestions will be presented to the Library's HR Committee.
- The staff in Teen Services attended a webinar on upcoming Teen titles presented by *Booklist*.
- Our Reference staff attended a talk by Colleen Fawcett of Wilton Youth Services about how to develop positive relationships with our teen patrons while coaching them on appropriate behavior.

### Program & Service Highlights

- The Quick Picks DVD collection was launched. These "hot" titles circulate for one night and may not be reserved or renewed. Circulation of Quick Pick books and DVDs is robust and fulfilling our expectations. Thanks to good signage and communication from the front desk staff at time of check out, there have been no issues with misunderstood policies with regard to these collections.
- Lauren McLaughlin has finished weeding the adult non-fiction collection, withdrawing worn and little-used items. Our relabeling project is up to the 745s in adult non-fiction, thanks to our volunteers.

### Circulation and Usage Statistics

- Circulation for July through February was down 10% from last year for the same period. Our teen collection went out 5% less, children's materials circulated 11% less, and adult materials went out 10% less. Use of the self check machines has doubled since last year, although those checking out locked DVDs and CDs still may not utilize the stations.
- Our website visits (582,011 year-to-date) are up 22% from July-February this year over last.
- Library visits totaled 178,902 for July through February, down 7% from the same period last year, some of this decrease due to weather closings.
- We had 506 drive-thru visits during February, down from February 2010 – bad weather was an influence, as the Library was open one day less in February 2011 and the drive thru was closed a second day as snow was cleared from our roof.
- Rentals of our rooms brought in \$1,230 in February, with \$140 of that from study room charges. Rentals by the Perrin Family Foundation, the Wilton Garden Club, several condominium associations, and a real estate class brought in the bulk of the revenue.
- We completed 30 notary transactions during the month.
- During February we had 27 adult programs (1,218 attendees), 3 teen programs (192 attendees), and 44 children's programs (945 attendees), for a total of 74 programs with 2,355 attending. Highest attendance figures were tallied for the New Perspectives film, *Joan Rivers – A Piece of Work* (130), America's Civil War lectures (146 and 180), David Pogue (200), and the robotic surgery demonstration (82). For kids, the Library Luau drew 70, Beach Week (school vacation week) crafts and movies were popular. Teens and their families celebrated their accomplishments at the reception for Wilton Up Close, the outstanding photography program.

- We tweeted 20 times in February and now have 276 followers on Twitter.
- Our fan base on Facebook has grown to 119 active monthly users and we had 166 visits to our page in February.

### **Technology**

- Several staff members attended a full day demonstration of Symphony, one of the integrated library systems we are considering (Symphony is a Dynix product that the company intends will be a replacement for Horizon). We hosted representatives from Milford, Weston, and Stratford libraries for this demo.

### **Building & Grounds**

- The sump pump project contract process was completed and work began to increase our ability to pump water out of the new basement.
- The contract was signed for purchase and installation of the generator that will keep the pumps and fishtank powered during an outage.
- A sprinkler system leak was repaired, as was a main water supply low pressure problem that had generated many false alarms during the month.
- We made minor changes based on recommendations of the Fire Inspector and have now passed inspection.
- We reworked the administrative supply closet (at no cost) to make a private office for the rentals manager, wiring it for phone and computer access.

### **Development**

- The Gina Barreca luncheon was a success, with 80 people enjoying food, talk, and company. We netted \$1,500 and have discussed improvements for next year.
- Beyond Words sponsorships and ticket sales began. Auction items poured in during the month. The video production was in process.
- Gifts were received for the Annual Appeal, Poetry in Motion, the Art Fund, and Curran Teen Program Fund.