



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

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

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

### Staff

- 12 staff members attended the first Spring Symposium offered online by the Public Library Association. The four tracks throughout the day included technology, youth services, adult services, and administration/leadership.
- I took part in the first session of a 3-part webinar on planned giving.
- Susan Taylor was able to negotiate with Sage (our fundraising software company) and complete compliance modules in order to reduce our credit card fees. Starting April 1st we will begin on a new rate plan that should save us between \$1,500 and \$2,000 per year.
- Andrea trained on bringing records over from request so that we have redundancy on this front in the Children's Library.
- Carolyn, as Region 4 Representative, attended the CLA Executive Board meeting, reviewed applications for CLA's annual awards, and promoted Snapshot Day 2011 to regional publicists and library directors.

### Program & Service Highlights

- Our new train table was assembled and installed in the Children's Library – we are grateful to Melissa & Doug for its donation!
- We relocated our Blu-ray collection so that it is more visible at the beginning of the DVD collection.
- Quick Pick DVDs are flying out the door! In the first month of having the collection, the original 10 titles circulated 103 times!
- Large print and adult nonfiction collections were weeded in March and many basement reference items were removed from the collection
- During February we had 37 adult programs (1,270 attendees), 13 teen programs (551 attendees), and 37 children's programs (672 attendees), for a total of 87 programs with 2,493 attending. Highest attendance figures were tallied for a Hot & Cool Jazz performance by Mimi Fox (140), the final America's Civil War lecture (130), a Connecticut's Own concert with Larry Shiller and Olga Gurivich (94) a talk by landscape photographer Rob Cardillo (80), the film Mary Silliman's War (88) and the art reception for Pow, Punch, reZOOM! (85). For kids, St. Patrick's Day Crafts were popular (56) and our Wonderful Ones and Twos Story Time continues to draw close to 50 adults and children. Teens were fully involved in rehearsals and performances of this year's Poetry in Motion throughout the month.
- Our Poetry in Motion book for 2011 was created and printed. It is now offered for sale.

### Circulation and Usage Statistics

- Circulation for July through March was down 10% from last year for the same period. Our teen collection went out 4% less, children's materials circulated 12% 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 (654,584 year-to-date) are up 19% from July-March this year over last.
- Library visits totaled 202,613 for July through March, down 10% from the same period last year.
- We had 606 drive-thru visits during March, averaging 19.5 visits per day.
- Rentals of our rooms brought in \$2,200 in March, plus \$200 from study room charges. Rentals by the Greater Danbury Nonprofit Resource Center, Charles Grodin and the Lend a Hand Foundation, the Wilton Moms Group, and several condominium associations brought in the bulk of the revenue.
- We completed 23 notary transactions during the month.
- Our Facebook page had 256 visits in March with a record 19 posts and comments and a record 123 likes. Monthly active users climbed back up to 101. We now have 305 followers on Twitter!

## **Technology**

- We purchased and installed a new overhead projector for the Children's Library.
- We purchased two and were donated one large screen monitors for use at the Beyond Words benefit and for programs going forward as needed.
- New sound equipment was installed in time for this year's Poetry in Motion and lighting in the Brubeck Room was upgraded to include more "scenes" including one that allows lighting on the speaker only in situations where low light is needed on the rest of the stage when slides are shown.

## **Building & Grounds**

- Quite a bit of time was spent managing the level of flood water in the lower basement. Dave prepared and implemented an emergency plan which utilized our new gas and electrical pumps that were on site but not yet operational when the flood occurred. Although we needed to call in the septic company to add to our pumping capacity, together all these measures meant that water never reached the main basement floor. We revised the sump pump project based on information learned during the process and will complete the project with vastly more pumping capability and reliability. An insurance claim has been filed for the emergency work required to keep the water level down.
- The ceiling in the Brubeck Room was painted to remove water stains that had developed.
- We added a second book bin (free of charge) that was offered by another library. Our original plan had called for two, but the second concrete pad has been empty for 5 years because we had no funds for the purchase. Now folks entering off Godfrey Place can pull up and drop off, just as those coming from Old Ridgefield Road have been able to do.
- The new plexi and metal sign holders for our picture book bins arrived and were installed.

## **Development**

- Preparations for Beyond Words included intensive work by the Development and Technology teams to get Bid Pal up and running and the Access database for receipts and fundraising. The Development Department worked closely with committee chairs and members to make sure that invitations, reservations, auction booklets and webpage, lighting, and many, many other details were taken care of for the benefit.
- We created a video for fundraising purposes.