



## Brookfield Library

### Annual Report

2015 -2016

#### We've been busy!

- **Technology:** A Town capital appropriation allowed the library to continue to replace heavily-used staff and public computers, and to add an iMac for public use. The iMac has the full Adobe Creative Suite. We also added a self-check computer for use by patrons. We began using the Bibliomation Acquisitions module, which adds a record for an item to the online catalog as soon as it's been ordered, allowing holds even before we receive the item.
- **Grants:** A major grant of \$8,580 from the Brookfield Education Foundation (BEF) at the end of the fiscal year allowed the library to create a Mobile MakerSpace. MakerSpace equipment allows patrons to make and create things. We purchased a 3D printer, a laptop to program it, and Arduino circuit boards; these products teach coding and programming. We also purchased six sewing machines for our MakerSpace. We will continue to add hardware and classes as the budget (and public interest) allow.

Other grants we received:

- A Community Mini-Grant from BEF funded a performance by Ginger Grace as Emily Dickinson.
  - A grant from Created Equal allowed us to offer three programs on civil rights.
  - We received annual grants from the Connecticut State Library: State Aid to Public Libraries and ConnectiCard reimbursement (for lending items to non-residents).
- **E-books:** The use of digital resources continues to grow. We offer downloadable ebooks and audiobooks with **OverDrive** through Bibliomation, digital access to 48 downloadable magazine titles through **Zinio**, and access to streaming music, audiobooks, movies, and TV shows with **hoopla**. Total digital checkouts for the year were 13,566, up from 10,011 the previous year.
  - **Online Resources:** We subscribed to Ancestry.com, Encyclopedia Britannica, Consumer Reports Online, Mango Languages Online (over 40 languages), and Little Pim, an online language-learning service for children. The library continues to promote the use of iConn, the Connecticut Digital Library. All of our electronic resources can be accessed from home, work, or school except Ancestry.com (their restriction, not ours).
  - **Memberships:** The library is a member of Bibliomation, a sixty-member consortium which provides our online integrated library system. We are a member of the Connecticut Library Consortium, which negotiates substantial discounts and free shipping on books and other materials, provides continuing education for staff, and coordinates a performer's catalog. We belong to the Brookfield Chamber of Commerce and participate in the Chamber's annual Best of Brookfield event. The library board is a

member of the Association of Connecticut Library Boards. Various staff are members of the American Library Association and the Connecticut Library Association.

- **Staff Activities:** The Library Director is the liaison to the Brookfield Education Foundation. The library's Assistant Director serves as a member of the town's Safety Committee. Three staff members are Notaries Public.

The entire staff and many volunteers completed an inventory project in 2015-16. The previous inventory was done in 2008. The Children's Department staff weeded the entire children's nonfiction collection, making it more current and easier to use.

- **Capital Projects:**
  - 1) The parking lot was repaved.
  - 2) A new roof was installed.
  - 3) A handicapped-accessible restroom on the main floor was completed.
- **Interior Renovations:** The Library Board approved the expenditure of a small portion of the library's investment fund to replace some of the library's furnishings. Library staff selected new computer carrels, a Reference/Information Desk, a display table, and music CD display units. A portion of the space was reconfigured to allow space for six comfortable armchairs. A power pole was added for patrons to charge their devices, and a Keurig coffee station was added. Patron response was extremely positive.
- **Moving Toward a New Library:** We were awarded a \$1 million Construction Grant from the Connecticut State Library in 2008. In early 2015, we were notified that the grant had been rescinded because we had not been able to begin a project. We reapplied and were awarded the grant again, with the provision that Town funding be in place by March 1, 2018.

A New Library Committee, a committee of the Library Board, is chaired by Board member Christina Cumberton. The Committee has been charged with selecting a location for the new library. Additional activities such as community surveys will be undertaken in the upcoming year.

- **Friends of The Brookfield Library:** As of August 2015, the Friends moved their annual book sale to Center Elementary School. The Friends set up a table at the Brookfield Farmers Market to sell books throughout the summer. All of the funds raised by the Friends at the book sale and through memberships are used to support programs and services the library couldn't otherwise afford.

**Programs: We spent \$8,257.476 on programs in FY15-16. 10,417 people attended those programs. That's 79.2¢ per person for programs.**

- Films:** The library shows two to four free films for adults each month, utilizing two public performance licenses. We again showed Oscar contenders this year, as well as new releases. Movies for teens and children, as well as for adults, are scheduled each month. We showed 32 adult films attended by 1,146 people.
- Programs for adults:** We offered a total of 68 programs for adults, with attendance of 1,587.

Programs:

Created Equal series	Life, Language and the Pursuit of Happiness: Ernest Hemingway Live! with Richard Clark as Ernest Hemingway
Alliance Francais – Parlons Francais and French Film Series	Whispers in the Dark: Demonology, the Occult and the Metaphysical During the American Civil War with Civil War Historian Matthew Bartlett
AARP Smart Driver – 5 sessions	Flower Essences with Ehris Urban of Grounded Holistic Wellness
GMO-OMG film	Preparing For a Safe Retirement
Morocco: From Sea to Sahara with World Traveler David Roberts	Map It to Wrap It: A Craft Workshop
Songs of Pete Seeger and More: Folk and Bluegrass with Phil Rosenthal	An Informational Session: The 12 Month YMCA Diabetes Prevention Program
Sherlock Holmes: An Evening with the Gillettes	Brazil: South America's Giant with David Roberts
Rock Painting for Adults	Art Deco Card Printmaking with Carol Solinger
The Not-So-Good Life of the Colonial Midwife with Author Velya Jancz-Urban	What's Cooking: Winter Whole Grain Salads
The Secrets of Old Cemeteries and Gravestones	A History of the Danbury Fair
Herbal Sleep Pillow Workshop	Hatch an Idea and Rule the Roost—From Chicks to Omelettes
Life in the Connecticut Woods	Butterflies in My Backyard
Sleep Lecture	Maple Sugaring
TEDx Brookfield Salons:	Tax-Free Retirement
Intersection: Community + Design + You	Designing Gardens with Native Plants: Gardening with Master Gardener Donna Katsuranis
Passion in Three Parts: Defining, Pivoting, Applying	Attracting Summer Birds with Margaret Robbins of Wild Birds Unlimited, Brookfield
Through Their Lens	Monthly Color Your World coloring book sessions
An Evening with Pat Wright, Dog Listener	
Knitting for Beginners – two sessions	
Connecticut Witch Trials: The First Panic in the New World with author Cynthia Wolfe Boynton	
- Book Groups:** We offer four different monthly book groups: fiction, mystery, nonfiction, and an evening group that reads a variety of genres. In addition to our own book groups, we also borrow books for several other book groups in town.
- Teen Programs:** We offered a variety of teen programs, both as part of our summer reading program and during the year. Ongoing and one-time programs included a Mystery Party, Improv workshop, Decorating cookies, author Marc Tyler Nobleman, Makers Club, Teen Iron Chef, Scavenger Hunts, Hour of Code Events, Milk and Cookies Party, Teen Coloring, Cupcake Wars, Snack Food Taste Test, and BrushBot Races.
- Children's Programs:** We offer story times for children as young as six months. In addition to these ongoing storytimes, we offer special programs throughout the year. Our summer reading program registration and tracking is now online. The theme for 2015 Summer Reading was Mission Kindness, and several of our summer programs reflected that theme. Programs included: Summer Volunteer Orientation and Ice Cream Party, The Brookfield Builders (Lego) Club, Great CT Caper (final two chapters in the on-going mystery), Write On! Journaling Group, Improv Club, InnerAct Theatre: It's a Bird! It's a Plane! It's You! (Mission Kindness theme), Ben's Bells Painting Workshop, Card-Making Class, Eric Girardi in "Bending Gravity," Animal Embassy, Annual Halloween Costume Party and Parade, Science Explorers (STEM-based book and activity club for ages 4 through grade 2), Therapy Dog, Take Your Child to the Library Day, and several Kids' Afternoons @ the Movies.

- **Concerts:** We held nine concerts this year, ranging from big band to classical to jazz. We encourage donations at our concerts, and were able to fund our August Annual Jazz Party with those donations. 2015-16 concerts included: Jerry Malkin Jazz Collective, Litchfield Hills Brass Quintet, Annual Jazz Party, Rosewood Chamber Ensemble, Jeff McGill Jazz Ensemble, Alturas Duo, The Kerry Boys, and Center Stage Big Band.
- **Computer Training Classes:** Using our laptop computer training lab funded two years ago by the Brookfield Education Foundation, 406 people took part in 77 classes:
 

Excel – intro & intermediate	Intro to Android tablets
PowerPoint	Microsoft Word Online
Windows 8.1	Google Apps – Drive, Calendar, and Maps
Getting Started with Facebook	Using our downloadable services
I’m on Facebook, Now What?	Build Your Own Website series
Intro to iPad	Express Excel
Intro to eBay	Digital Photo Editing with Picasa series
Intro to Windows 10	

**Other**

- **Cooperative Endeavors:** We worked with Wild Birds Unlimited to present a screening of *Poached: A Documentary*, about the illegal collecting of wild bird eggs.
- **PR** – Library staff again had a booth at the Chamber of Commerce’s Best of Brookfield event. The library has an active Facebook page, and uses Twitter and Pinterest to publicize activities, in addition to the constantly-updated website.
- **Parade:** Library staff participated in the town’s Memorial Day parade, with expenses paid by The Friends of The Brookfield Library.

<b>Library Staff</b>		<b>Library Board</b>	
Director	Anita Barney	Chairman	Betsy McIlvaine
Assistant Director	Katherine Van Leeuwen	Vice Chairman	Chris Landelius
Children’s Librarian	Mary Proudfoot	Treasurer	Cathy Lasser
IT/Teen Services Librarian	Jennifer Doyon	Secretary	John Voris
Children/Teen Program Assistant	Abbey Lynch		John Barbosa
Circulation Supervisor	George Grumman		Christina Cumberton
Reference Librarian	Elizabeth Oedel		Maizie Jaffe
Checkout Desk Staff	Soma Mitra		Natarajan Nellicherry
	Karen Murcott		Ilga Parris
	Kristen DiSiena Roberts		
	Sharon Santi		
Technical Services Assistant	Dawn Cioffi		
Administrative Assistant	Debbie Brooks		
Homebound Services	Lynn Harrison		
Shelvers	Emily Lauri		
	Ruth Quattro		
	Michele Vetterino		

### The Numbers:

Total collection at 6/30/16	63,133
Items added	5,267
Items deleted	5,564
Total Items borrowed	143,119
E-books downloaded	5,183
Audiobooks downloaded	3,077
Zinio magazines downloaded	1,580
hoopla digital checkouts	2,171
Registered borrowers	8,946
Visits to the library	95,363
Reference questions	3,478

### Program attendance

Adult	4,243
Children and Teens	6,174
	<b>10,417</b>

### Computers and electronic resources:

Consumer Reports searches	874
Email newsletter subscribers	2,478
Ancestry.com searches	7,780
Library computer users	6,203
Computer sessions	10,849
Computer minutes used	574,531
Website hits	111,369
Interlibrary loans borrowed for our patrons	7,785
Interlibrary loans sent to other libraries	6,856

### The Money:

#### Income\*

Town Appropriation	\$658,949
Fines and fees	\$9,440
State of Connecticut grants	\$3,311
Community Room rent	\$2,990
Misc. income	\$1,145
Donations/Concert	\$3,524
Sponsors	
Grant income	<u>\$8,580</u>
	<b>\$687,939</b>

#### Expenses\*

Personnel	\$486,205
Maintenance & utilities	\$27,160
Facilities improvement	\$1,550
Office Expense	12,230
Automated Services	\$38,006
Books & Materials	\$80,320
Programs & Concerts	\$8,257
Donation Expense	\$2,550
Grant Expense	\$8,409
Equipment	<u>\$2,390</u>
	<b>\$667,077</b>

\*Figures from MUNIS reports, 6/30/16