



# Brookfield Library

## Annual Report

2016 -2017

### We've been busy!

- **Technology:** A Town capital appropriation allowed the library to continue to replace heavily-used staff and public computers. We installed a new projector in our community room. We were able to add wireless printing services for our patrons so they can print from their devices. We also added a VHS to DVD converter as a free service and it has been very popular! Makerspace classes continue to be popular as well with sewing, embroidery and 3D printing, all equipment made possible by the prior grant from the Brookfield Education Foundation.
- **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, TV shows, and graphic novels with **hoopla**. Total digital checkouts for the year were 14,330, up from 13,566 the previous year.
- **Online Resources:** We subscribed to Ancestry.com, Consumer Reports Online, Dear Reader and Novelist (both reader's advisory info). 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, the Connecticut Library Association, and the Public 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.
- **Capital Projects:**
  - No capital improvements were made to the building this year in anticipation of building a new library.
- **Interior Renovations:** The stairwell drywall sustained some water damage from a leak. This was repaired and the drywall was replaced and painted. The main entryway was cleaned by staff and a new bulletin board was installed which enabled us to organize notifications for the public. A new spinner was purchased to organize the informative leaflets for the public. A new digital display was also added to the lobby. The community room kitchen and the staff kitchen were both deeply cleaned and organized as was the lobby at the bottom of the stairs.

- **Moving Toward a New Library:** We were awarded a \$1 million Construction Grant from the Connecticut State Library, which expires in March 2018. A Town referendum is scheduled for February 27, 2018. A town wide community survey was done and had 1,036 responses. Focus Groups were open to the public along with Design workshops. Doyle Coffin Architecture has been contacted for phase one which is pre-referendum services. This includes concept designs and floor plans. Numerous presentations to the Board of Selectmen and Board of Finance have been done and many public information sessions have been held.

**Programs: We spent \$7,800 on programs in FY16-17. 14,111 people attended those programs. That's 55¢ 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 27 adult films attended by 1,283 people.
- **Programs for adults:** We offered a total of 82 programs for adults, with attendance of 1,320.  
Programs:
 

Adult DIY: Smudge Sticks	The Best of Us: Taking Care of Ourselves
Alliance Francais – Parlons Francais and French Film Series	Big Data
AARP Smart Driver – 5 sessions	Talking to Strangers
AARP Fraud Watch Network	Irish Dancing
Arctic Explorer Moki Kokorus	Knitting for Beginners – two sessions
Author Visit: Janet Barrett	Medicare 101
Author Visit: Chris Kukk	Monthly Color Your World coloring book sessions
Author Visit: Michael Zacchea	Online Privacy and Safety
Author Visit: Stephen Spignesi UFO's	Performance of Frankenstein
Brookfield Writers Group	Ready, Set, Go: series and partnership with the Small Business Association
Changes in Social Security for Retirement Planning	Rise and Fall of the Opioid Epidemic
Cooking with Chef J	Rock Painting for Adults
Herbal Reed Diffusers	Small Business Saturday
Cigar Box Planters	Socrates Café: A forum for discussion
Cutting the Cord: How to end the high cost of cable	Spring Wildflowers of the Northeast
Declutter – learn how	Strategic Significance of the Japanese: Professor Albertson
Diabetes Prevention Info Session	Your Sensational Shift with Loretta Donovan
Diggin Deeper: Archaeologist Series	Volleybounce
DNA Testing and Family History Research	
Dream Sharing	
Golden Girls Afternoon at the Movies	
Golden Girls Trivia Night	
TEDx Brookfield Salons:	
- **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.
- **Friends of The Brookfield Library:** The Friends hold their annual book sale at 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.
- **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: Escape Rooms, Mystery Party, Improv

workshop, Decorating cookies, Random Fandom, Makers Club, Instagram Scavenger Hunts, Hour of Code Events, Milk and Cookies Party, Teen Coloring, Cupcake Wars, Teen Read Week, Costume Party, Inklings Writers' Group, Ferris Wheel Science, No Bake Treats, Mini Masters of Library Science, and Teen Advisory Board.

- **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 2017 Summer Reading was Build a Better World, and several of our summer programs reflected that theme. Programs included: Summer Volunteer Orientation and Ice Cream Party, Newspaper Tower Challenge, The Brookfield Builders (Lego) Club, Write On! Journaling Group, Improv Club, Ben's Bells Painting Workshop, Egyptology, Unicornology, Card-Making Class, Animal Embassy, Start with the Arts, 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 eight 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. 2016-17 concerts included: Sambeza Latin Jazz, Revolutionary Brass, Judy Handler & Mark Levesque, Phil Rosenthal, Vladimiroff and Friends, New Addition Big Band, and Rhonda Denet.
- **Makerspace Classes:**
  - Embroidery Classes – adults
  - Sewing Classes
  - Television Production Classes
  - Quilting Classes
  - Terrarium Workshop
  - Family Art Night
  - Valentine Cup Workshop
  - 3D printing: Make a Hand
- **Computer Training Classes:** Using our laptop computer training lab previously funded by the Brookfield Education Foundation, 279 people took part in 40 classes:

Excel – intro & intermediate	Google Apps – Drive, Calendar, and Maps
PowerPoint	Using our downloadable services
Getting Started with Facebook	Google Photos
Intro to iPad	Digital Photo Editing
Intro to eBay	Twitter Classes
Intro to Windows 10	Arduino Microcontroller Classes
Intro to Android tablets	Little Bits circuitry
Intro to iPhone	Skype Classes
Microsoft Word Online	

## Other

- **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, Instagram, Snapchat and Pinterest to publicize activities, in addition to the constantly-updated website.
- **Partnership with Brookfield Public Schools:** All students at Huckleberry Hill Elementary School participated in our summer reading program this year.

Library Staff		Library Board	
Director	Yvonne Cech	Chairman	Betsy McIlvaine
Assistant Director	Katherine Van Leeuwen	Vice Chairman	John Voris
Children's Librarian	Mary Proudfoot	Treasurer	Cathy Lasser
IT/Teen Services Librarian	Jennifer Doyon	Secretary	Maizie Jaffe
Children/Teen Program Assistant	Abbey Lynch		John Barbosa
Circulation Supervisor	George Grumman		Christina Cumberton
Reference Librarian	Elizabeth Oedel		Jennifer Choi
Checkout Desk Staff	Sharon Santi		Jessely Pineda
	Karen Murcott		Ilga Parris
	Noreen Urbanski		
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 6/30/17	64,709
Items added	4,626
Items deleted	2,914
Total Items borrowed	136,844
E-books downloaded	7,104
Audiobooks downloaded	3,927
Zinio magazines downloaded	1,203
hoopla digital checkouts	3,035
Registered borrowers	8,639
Visits to the library	98,872
Reference questions	3,398
Program attendance	
Adult	4,157
Children and Teens	9,954
	<b>14,111</b>

### Computers and electronic resources:

Consumer Reports searches	847
Email newsletter subscribers	3,215
Ancestry.com searches	1,724
Library computer users	5,851
Computer sessions	10,798
Computer minutes used	582,149
Website hits	126,571
Interlibrary loans borrowed for our patrons	6,223
Interlibrary loans sent to other libraries	4,209

### The Money:

#### Income\*

Town Appropriation	\$719,592
Fines and fees	\$10,257
State of Connecticut grants	\$2,058
Community Room rent	\$2,725
Misc. income	\$1,155
Donations/Concert	\$7,542

**\$743,329**

#### Expenses\*

Personnel	\$534,208
Maintenance & utilities	\$26,296
Facilities improvement	\$676
Office Expense	13,777
Automated Services	\$36,666
Books & Materials	\$71,405
Programs & Concerts	\$7,800
Donation Expense	\$6,217
Grant Expense	\$22,153
Equipment	\$3,570
	<b>\$722,768</b>

\*Figures from MUNIS reports, 7/5/17

Yvonne Cech, Library Director

1/11/18