

C. H. Booth Library Minutes  
Regular Board of Trustees Meeting  
October 13, 2015

**Present:** Tom D'Agostino, Bob Geckle, Laura Goldstein, Colleen Honan, Ray Irrera, Bill McCarthy, Brenda McKinley, Matt Mihalcik, Joan Petersen, Mark Principi, Anne Rothstein, Julie Starkweather, Michelle Rosenthal

**Absent:** Geri Carley, Walt Motyka, Carolyn Signorelli, Mike Talluto

Meeting called to order at 7:05 pm

**Consideration of Minutes:** *Julie Starkweather motioned to accept the September 8, 2015 minutes. Bill McCarthy seconded the motion, all approved. Motion passed.*

**Public Participation:** None

**President's Announcements:** None

**Treasurer's Report/Budget Process:** Bill McCarthy, treasurer, presented and the Board discussed the C.H.Booth Library Treasurer's Report, 10/13/15. See attached.

**Report of the Library Director:** Brenda handed out and discussed the monthly report. See attached.

**Committee Reports:**

**By-Laws:** Bob reported that a draft of the new By-Laws for Board members to review may be available as early as next week. Members noted committee preferences. Committee members will be assigned after the new By-Laws have been approved.

**Policies and Personnel:** Ray and Laura presented and explained the new Volunteer Policy. The policy was discussed. *Joan Petersen motioned to approve the new Volunteer Policy, Julie Starkweather seconded the motion, all approved. Motion passed.*

**Fund Raising:** Turkey Trot: Joan and Julie presented and the Board discussed: 1. Marketing Plan, 2. Turkey Trot Trustee Guide, and the 3. Sponsorship Packet (logos need to be in by 11/1).

**Building, Grounds, and Interior:** Julie reported on a very successful holiday weekend as "volunteer gardeners" clipped, trimmed, weeded and cleaned up the grounds around the Library. Tom reported that the building management system was up and running, and the third floor carpet is down. Future needs include: an independent computer/printer for mechanics working on the systems in the Library so they don't need to interrupt business in order to complete their work (Nov. 2 training on operating computers), winterizing back entrance, LED lighting (CT offers rebate lighting program the Library can take part in), and the Library's windows project will take place in the spring.

**Long Range Planning:** Bob reported that RFP went out at the beginning of October to half a dozen consultants. There have been two responses for clarification. Proposals due 11/2.

**“Friends of the Library” Liaison:** Julie reported that this coming weekend, Oct. 18, is Book Donation Day at the Library.

**Art/History Liaison:** Michelle reported on coming showings at the Library, Kate and Andy attended a archivist workshop to continue their education in this process, and the Library inventory continues to be logged. A library student intern will help to input data. The Gift Policy is been worked on and should be ready for the Board to review at the next meeting.

**Nominating Committee:** Colleen and Mark reported that “Community Involvement” was added to the Skill Matrix and the committee is drafting a Board member self-assessment form. On November 6, 2015, the Association of Connecticut Library Boards will hold the 2015 Trustee Leadership Conference in West Hartford from 10AM to 2:30 PM. Please let Bob or Brenda know if you’re interested in attending.

**Old Business:** None

**New Business :** None

*Move to adjourn by Julie Starkweather, seconded by Tom D’Agostino the motion, all approved.*  
Meeting adjourned at 7:35 pm.

Respectfully submitted,  
Michelle Rosenthal  
Vice President, CH Booth Library Board of Trustees

**C.H. Booth Library  
Board of Trustees Meeting  
October 13, 2015**

**Treasurer's Report**

A) Statement of Income & Expense - Director's Budget for the Three Months Ending September 30, 2015

B) Statement of Income & Expense - Friends of the Library Budget for the Three Months Ending September 30, 2015

CYRENIUS H. BOOTH LIBRARY  
 STATEMENT OF INCOME & EXPENSE - DIRECTORS BUDGET  
 THREE MONTHS ENDING SEPTEMBER 30, 2015 - COMPARISON TO BUDGET

Note- Income and Expense Items Relating to the Insurance Claim are Broken Out Separately at the Bottom

	YTD Actual	YTD Budget	Variance	Last Year YTD Actual	Memo: Full Year Budget	Forecast
<b>INCOME:</b>						na
(1) *** Town of Newtown	300,952	300,951	-	287,107	1,203,806	(1)
(2) Other Grants	-	-	-	2,500	10,500	(2)
(3) Operating income	8,399	8,375	24	8,709	33,500	(3)
(4) Fund Raising	5,714	3,000	2,714	4,101	135,000	(4)
(5) Investment income	18,030	18,188	(158)	33,928	73,834	(5)
(6) <b>TOTAL INCOME</b>	<b>333,095</b>	<b>330,514</b>	<b>2,580</b>	<b>336,345</b>	<b>1,456,640</b>	(6)
<b>EXPENSES:</b>						
(7) <b>Library personnel</b>	<b>225,518</b>	<b>278,715</b>	<b>(53,197)</b>	<b>185,149</b>	<b>1,048,014</b>	(7)
<b>Library operations:</b>						
(8) Bibliomation	21,479	21,847	(368)	20,748	43,693	(8)
(9) Contractual services	9,083	11,000	(1,917)	14,595	44,000	(9)
(10) Books	9,822	15,125	(5,303)	8,453	61,582	(10)
(11) Programs	2,046	4,150	(2,104)	2,221	11,400	(11)
(12) Data bases	11,288	14,500	(3,212)	10,124	18,300	(12)
(13) All other	13,446	13,250	196	9,010	50,100	(13)
(14) <b>Total Library Ops.</b>	<b>67,165</b>	<b>79,872</b>	<b>(12,707)</b>	<b>65,151</b>	<b>229,075</b>	(14)
<b>Occupancy:</b>						
(15) Contractual services	2,582	7,250	(4,668)	5,966	29,000	(15)
(16) Electricity	10,763	17,066	(6,303)	15,910	55,600	(16)
(17) Heat	1,176	1,761	(585)	1,505	15,000	(17)
(18) Telephone	1,143	1,750	(607)	967	7,000	(18)
(19) All other	2,939	2,375	564	2,167	9,500	(19)
(20) <b>Total Occupancy</b>	<b>18,603</b>	<b>30,202</b>	<b>(11,599)</b>	<b>26,535</b>	<b>116,100</b>	(20)
<b>Administration:</b>						
(21) Supplies	2,443	2,000	443	2,331	8,000	(21)
(22) Postage/petty cash	196	375	(179)	78	1,500	(22)
(23) Fund raising	250	-	250	700	24,000	(23)
(24) *** Professional Services	-	-	-	8,078	29,000	(24)
(25) All other	708	240	468	664	950	(25)
(26) <b>Total Administration</b>	<b>3,597</b>	<b>2,615</b>	<b>982</b>	<b>11,851</b>	<b>63,450</b>	(26)
(27) <b>TOTAL EXPENSES</b>	<b>314,883</b>	<b>391,404</b>	<b>(76,521)</b>	<b>288,686</b>	<b>1,456,639</b>	(27)
(28) <b>NET INCOME/(LOSS)</b>	<b>18,212</b>	<b>(60,889)</b>	<b>79,102</b>	<b>47,659</b>	<b>0</b>	(28)

\*\*\* Additional \$20,000 approved by the Legislative Council for the 15-16 budget added to the Town of Newtown revenue line and slotted on the Professional Services expense line for budget purposes.

Insurance Claim Income	100,000
Insurance Claim Expense	(44,650)
Net Claim	55,350

C.H. BOOTH LIBRARY  
 BUDGET FISCAL 2015/2016  
 FUNDS PROVIDED BY THE FRIENDS OF THE LIBRARY  
 REVENUE AND DISBURSEMENT

	Year to Date 9/30/15	1st Installment Breakdown	Variance	Full Year Request 2015/2016
<b>Revenue</b>				
Donations from Friends- General	46,783.00	46,783.00	0.00	110,000.00
Directors Reserve	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<u>46,783.00</u>	<u>46,783.00</u>	<u>0.00</u>	<u>110,000.00</u>
<b>Disbursements</b>				
<b>Audio Books:</b>				
Children's Department	506.70	500.00	6.70	1,250.00
Adult	1,808.78	1,800.00	8.78	5,000.00
YA	314.92	300.00	14.92	1,000.00
<b>Total Audio Books:</b>	<u>2,630.40</u>	<u>2,600.00</u>	<u>30.40</u>	<u>7,250.00</u>
<b>Books:</b>				
Adult	2,589.39	4,500.00	(1,910.61)	12,000.00
McNaughton	1,830.00	3,333.00	(1,503.00)	10,000.00
Downloadable Books		1,000.00	(1,000.00)	3,000.00
Juvenile	235.45	2,000.00	(1,764.55)	9,000.00
Reference	5,600.76	6,000.00	(399.24)	16,000.00
YA	1,544.25	2,000.00	(455.75)	6,500.00
<b>Total Books:</b>	<u>11,799.85</u>	<u>18,833.00</u>	<u>(7,033.15)</u>	<u>56,500.00</u>
<b>Databases:</b>				
OverDrive (eBooks)	2,772.00	3,000.00	(228.00)	3,000.00
OneClick Digital		5,000.00	(5,000.00)	5,000.00
<b>Total Databases:</b>	<u>2,772.00</u>	<u>8,000.00</u>	<u>(5,228.00)</u>	<u>8,000.00</u>
Director:s Reserve	0.00	0.00	0.00	0.00
<b>DVD's:</b>				
Adult	930.07	1,800.00	(869.93)	5,000.00
Juvenile	22.99	500.00	(477.01)	1,500.00
<b>Total DVD's:</b>	<u>953.06</u>	<u>2,300.00</u>	<u>(1,346.94)</u>	<u>6,500.00</u>
<b>Technology:</b>				
Workstation & printer replacements	0.00	2,500.00	(2,500.00)	5,000.00
Printer for 3rd floor public internet computers	889.99	1,000.00	(110.01)	1,000.00
<b>Total Technology</b>	<u>889.99</u>	<u>3,500.00</u>	<u>(2,610.01)</u>	<u>6,000.00</u>
<b>Programs:</b>				
Adult	725.00	1,500.00	(775.00)	5,000.00
Juvenile	3,674.00	4,200.00	(526.00)	7,000.00
Reference	0.00	200.00	(200.00)	600.00
YA	1,430.00	1,000.00	430.00	3,500.00
<b>Total Programs:</b>	<u>5,829.00</u>	<u>6,900.00</u>	<u>(1,071.00)</u>	<u>16,100.00</u>
<b>Supplies:</b>				
Materials Processing	401.21	1,300.00	(898.79)	4,200.00
YA	93.54	1,000.00	(906.46)	2,500.00
Reference-bookends, book easels	0.00	300.00	(300.00)	900.00
Outdoor maintenance equipment-gas trimmer, pruning shears/saw	0.00	250.00	(250.00)	250.00
Furniture-Board Room chair replacement	0.00	1,800.00	(1,800.00)	1,800.00
<b>Total Supplies:</b>	<u>494.75</u>	<u>4,650.00</u>	<u>(4,155.25)</u>	<u>9,650.00</u>
<b>Subtotal - Current Disbursements</b>	<u>25,369.05</u>	<u>46,783.00</u>	<u>(21,413.95)</u>	<u>110,000.00</u>
<b>Revenue less Disbursements</b>	<u>21,413.95</u>	<u>0.00</u>	<u>21,413.95</u>	<u>0.00</u>
<b>Donations-Restricted</b>				
<b>Vision Project-</b>				
* June 2015 Vision Projects- Summer Reading Prizes	<u>720.00</u>			
Reference				
Carrels	1,241.99	#		
Childrens				
Lego programs	400.00	#		
<b>Total Additional Donations</b>	<u>1,641.99</u>			

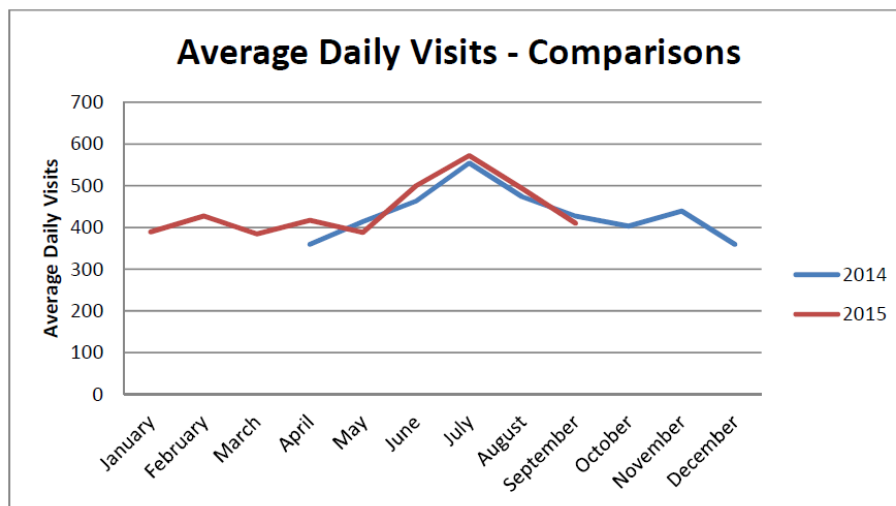
\* Reimbursement of \$720.00 received in July 2015 for June 2015 YA Vision Project purchases

September is back-to-routine month across town as our young patrons head back to school, book groups and other clubs that take the summer off start their meetings again and our regular library programming picks back up after the hectic summer months. Highlights from the month include, book discussions, creative writing and Story Times, technology, art appreciation, poetry readings, staff training, new carpeting on the 3<sup>rd</sup> floor, HVAC work, and yoga to de-stress! Please take a moment to read all of the department reports for a more complete picture of everything that is happening in the library.

**The Numbers: Highlighted Library Use Statistics**

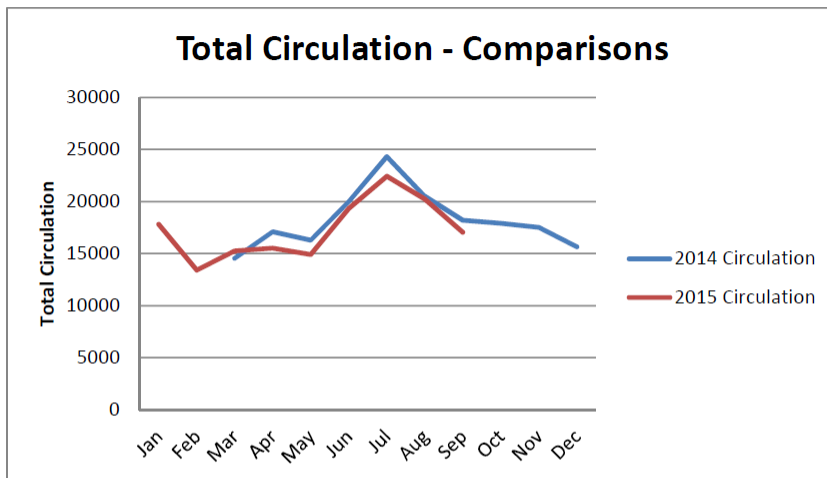
- **Library Visits**

Our door counters show that we enjoyed 11,476 patron visits to the library in the month of September. This is an average of 410 visits per day for the 28 open days of the month. The following is a comparison chart of average daily library visits 2015 compared to 2014. (Please note: the library was closed due to flooding early 2014):



- **Circulation Statistics**

For the month of September, the library circulated 15,902 physical items, 687 eBooks and 468 eAudiobooks for a total circulation of 17,057. The circulation numbers continue to follow the pattern from 2014, though slightly below. In addition to weeding and purchasing projects to update collections, library staff are discussing organization and display to increase circulation. Additionally staff are rapidly closing in on the final replacement of all flood damaged books in the Children's Department. The following chart is a comparison of overall circulation this year to date compared to the prior year, (please note that there was no circulation reported during the flood closure of early 2014.)



- **Online Library Use FY14-15 numbers**

The full set of library statistics for FY14-15 will be submitted to the state mid-November. I will report on that, including a link to the state statistical report when that is available. However, when preparing the library annual report for the town of Newtown, a couple of stats on the library's electronic presence were compiled. In FY14-15 there were over 160,000 website page views and over 39,000 uses of library databases/electronic resources. Connecting to C.H. Booth and our resources from home is obviously popular with our patrons. Investment of time and money into these services allows the library to be available 24 hours a day, 7 days a week.

**From the Director's office:**

- **Flood recovery.** Meg and Darlene have taken over the herculean task of completing the packing slip, invoice and order confirmations for the flood replacement orders. Lisa Cohane is commended for the massive amount of work she contributed to this effort. Completion of this will allow for finalizing FY14-15 payables, updated reporting to the insurance company as well as a check for Lana on order completion indicating items that were not received, back ordered or cancelled. This is critical information as she finishes up the replacement orders.
- **Meetings.** Brenda attended the Board of Trustees monthly meeting as well as the Board Policy and Strategic Planning committee meetings. Bob Geckle, Board President, met with Brenda to check in on library management and operations. Brenda attended the Friends of the Library Board meeting and the Bibliomation Board meeting. News from the consortium includes the recommendation that consortium annual assessment levels for FY16-17 be held flat. Cost controls to enable this were discussed. Additionally outreach to potential new member libraries, the work on the new statewide interlibrary loan system and the planned October upgrade to the Evergreen software were discussed. Brenda attended the September FLAG (Fairfield Library Administrators Group) meeting held at the Milford Public Library. The meeting's program was a Harwood Institute-modeled focus group on the future of the Connecticut Library Consortium (CLC). CLC provides professional development opportunities,

round tables and discount purchasing for CT libraries. The meeting also included a general discussion of the American Library Association's partnership with the Harwood Institute on community engagement for libraries. While attendance at the full training sessions is quite expensive (\$1,500 + travel & lodging), ALA has made workbooks, videos and other resources available to libraries looking to increase their community engagement. Brenda will be reviewing the information and encouraging library staff to do the same.

- **Staffing.** Long-time library employee Dylan Jones has been hired as the new morning custodian. He began on September 8<sup>th</sup> in this position. Dylan and Adam have been working well together, both are very hard-working. They are excellent with staff, Friends and the public. They are always willing to lend a hand, take on a new project and are taking great care of the library.
- **CIP Building Projects.** As reported the carpeting on the 3<sup>rd</sup> floor was replaced over the weekend of September 11<sup>th</sup>. Trane continues to work on the HVAC system, September saw the replacement of valves in the air coil units throughout the building, the technicians were working through library open hours and were very conscientious of reducing noise, disruption to our patrons and mess.

#### **Initiatives – a few focus areas**

- **Staff Professional Development**
  - There is increased planning of programs for in-house staff development. Brenda and Kate are currently looking into presenters on dealing with difficult patrons, patron service, and emergency preparedness (including refresher defibrillator training). Brenda will be exploring the feasibility of a full “staff day” for training and team building.
  - Candice and Kate are developing an Evergreen refresher on patron holds for the October staff meeting.
  - Andy and Joann attended the “Access to Justice Fair” on legal resources.
  - Kate attended a reader’s Advisory roundtable and both she and Candice participated in an Evergreen receipts template webinar.
- **Marketing – telling the library’s story in a meaningful way**
  - **New Website.** Kate has done initial training on the new website software with the department heads. Another meeting will be held in early October with the plan for a November launch prior to the Maker Space open house.
  - Kim will be spearheading the daily “Instagram challenge” for the month of October designed to increase the library’s social media presence while marketing library services and programs. There will be more to report next month.



- Brenda and department heads have discussed the issue of library statistics. What is reported and what should be to tell the full story of the library's impact and service to our community. We will continue to rethink this and explore how other libraries and nonprofits address this issue.
- Newsletter. Once the website is launched work will begin on developing a quarterly library newsletter. Planning includes layout, content and distribution.
- Maker Space
  - Work is nearly complete on rearranging the area for the maker space. After a great deal of work from the tech services and circulation staff, the collections in the area to be our future maker studio have been moved. Dylan has moved the physical pieces of furniture, taken down shelving, patched and painted the walls. We now have the maker cart "living" in its new spot.
  - With Kim & Lana spearheading, the program of activities for the 2<sup>nd</sup> Maker Open House to take place on November 14<sup>th</sup> is taking shape.
- Fundraising/Development – library staff assistance with Board development initiatives
  - Annual appeal – Kate has contacted the town Assessor's office for the town's residential grand list. She has nearly completed editing the large excel spreadsheet so that the address files will be prepared for the annual appeal printer when called for. Brenda sent a list of FY14-15 highlights to the Board to assist in the drafting of the appeal letter.
  - Turkey Trot – Brenda, Meg and Darlene met with Joan Petersen to discuss Turkey Trot needs and workflows. Joan has sent Darlene the letter to be sent to residents along the race route, Darlene will do this mailing. Kate has added the Turkey Trot link to the library's website. Kim has been promoting the race on the library's Facebook page.

-Brenda McKinley, Director

### **Assistant Director's Report**

Thanks to Julie Starkweather the library landscaping is undergoing a transformation. She arranged for landscape designer Brid Craddock to assess the grounds and provide us with a comprehensive plan for pruning, removal and replacement of shrubs and trees, with particular attention to safety issues in the handicapped parking area and more outdoor seating and gathering places for patrons. She organized a volunteer cleanup for Friday, October 9<sup>th</sup> and Sunday, October 11<sup>th</sup> to accomplish many of the tasks. We are looking forward to much improved grounds and the addition of a patio area by spring.

The annual fire inspection went well. Custodian Dylan Jones accompanied the inspector on his tour of the building.

Trane is completing their upgrade of the HVAC system and both staff and patrons look forward to a more balanced heating/cooling system after many years of poorly functioning equipment.

We have contacted Jack Whittle about de-icers to repair existing ones and propose additional placements to prevent the serious icing issues we had last winter. When this work is completed, we expect the library and grounds to be in excellent condition for the coming winter. The custodians are prepared to keep the walks and entrances clear and the Town will provide plowing.

-Beryl Harrison, Assistant Director

### **Adult Programs**

September's programs included the second annual "Voices of Poetry" with three poets reading from their work. We also had "American Artists Abroad," an ArtScapades lecture on the expatriate artists Whistler, Cassatt, Sargent, and West. This series of art lectures has an enthusiastic and loyal following.

The FiberWorks show was mounted on the second floor, and we had another popular Needle Felting Class with Katie Stevenson, as always with full attendance. There was also an informational program, "Understanding Medicare," which drew over 20 people. The library book groups continue to be well-attended.

Upcoming programs are: author talks; a lecture on what it was really like being a colonial woman; a NASA scientist presenting an astronomy program; the Hudson River School of Art; a Mind Reading program for Halloween; a Yoga and Meditation series and more. -Lucy Handley, Program Director

### **Tech Services and Systems**

September is a big month in publishing, and our new book area is crowded with shiny novels and mysteries. I've written before about building up our Science Fiction collection – we get periodic requests for more sci-fi and more books that can serve as a bridge from YA's apocalyptic reads to adult titles. We have a genre sticker that marks sci-fi, but we interfile it with fiction. Naturally, we wonder if we should create a sci-fi section, as we have with mysteries. Bookstores shelf by genre, so librarians tend to assume it's a good idea. After all, book stores wouldn't do it if it didn't increase sales, right? But libraries aren't bookstores and emulating for-profit institutions isn't always the best path (I'll note here that grocery stores frequently rearrange because confusing customers can actually increase sales). Book stores have different shelving, different layouts, and (perhaps most importantly) multiple copies of books that cross genres. They also have different goals.

Every time we discuss genre shelving, we touch on a few points. Heavy genre readers often want genre shelving. Those who read exclusively sci-fi or mysteries don't want to waste time looking at domestic fiction or literary novels. However, there are limits to how much we can subdivide. Romance and sci-fi in particular have endless subgenres and lots of passionate discussion about which books belong to which subgenre. Genre shelving is especially useful for a particular type of user: a genre-reading browser. Genre readers who come in looking for specific authors or titles can find them by searching the catalog. We frequently end up discussing our current single division: mysteries. Traditionally, mysteries are those that follow a single detective, often through a series. Think Janet Evanovitch's Stephanie Plum series or Sue Grafton's alphabet series. Bu the current wave of Scandinavian thrillers often ends up in fiction, even if they feature a primary character. We usually rely on the Library of Congress subject heading to determine if something is a mystery, but those aren't always consistent. It's easy to end up with authors or even series split between fiction and mystery. Multiply this by however many genres we might shelf in (fantasy vs. sci-fi is a topic for another day), and findability could easily suffer. At a rent staff meeting, we wondered if we should interfile e3verything, rather than subdividing more. Genre shelving can stigmatize for general readers. We

currently interfile graphic novels for adults precisely because we want to entice a reader who might eschew a graphic novel section. Maybe mystery readers are missing out on newer thrillers they'd enjoy and maybe fiction readers never wander into mystery to see what delights are shelved there.

Strangely, the idea to interfile seems radical. Most libraries separate out mysteries and it's easy to imagine furious mystery readers. Still, the idea appeals – retain genre labels, interfile all fiction. Maybe increase the use of the genre sticker, marking more of those bleak Swedish thrillers for mystery readers. Fortunately, front desk clerk/Friends hybrid Fran offered an excellent idea – a test run in the new area. This has the added benefit of alleviating some of the tightness of those shelves. We've interfiled just in the new area and will be tracking the circulation carefully.

### Cyrenius H. Booth Library Public Internet Computer Usage Statistics

Month	Number of Sessions (18 public internet computers)	Average # Users/Day (calculated using number of days open for the month)	Average Session Length* (in minutes)
7-2014	1557	62	45
8-2014	1636	65	44
9-2014	1856	64	47
10-2014	1685	56	48
11-2014	1440	56	49
12-2014	1219	41	51
01-2015	1193	48	48
02-2015	976	44	51
03-2015	1406	47	49
04-2015	1436	52	47
05-2015	1375	46	48
06-2015	1483	53	45
07-2015	1254	50	42
08-2015	1362	52	47
09-2015	1258	45	51

Sessions are limited to 60 minutes. Patrons are limited to 3 sessions per day. N.B.: Number of sessions was adjusted in July for Feb-June. Previous reports had only included the number of sessions on the 10 adult machines, without the usual calculation for the rest of the library's internet computers.

**Wireless System Usage:** Because the library does not require individual users of the wireless system to login, the wireless usage tracking software is tracking bandwidth usage.

Month	Total Wireless Bandwidth Usage	Average Bandwidth Usage per day
6-2014	254.06 GB	9.4 GB
7-2014	305.25 GB	12.21 GB
8-2014	**	**
9-2014	**	**
10-2014	**	**
11-2014	377.41 GB	14.52 GB
12-2014	468.92 GB	15.13 GB
01-2015	759.82 GB	30.39 GB
02-2015	389.21 GB	17.69 GB
03-2015	563.9 GB	18.80 GB

04-2015	423.0 GB	15.11 GB
05-2015	**	**
06-2015	380.46 GB	13.59 GB
07-2015	**	**
08-2015		

\*partial month, 10/11/13-10/31/13

\*\* wireless reporting module not working, it is being worked on, the stats will be reported when available.

**Public Printing:** For 2015 so far, the public printed 22296 pages. An additional 3821 pages were not printed.

Selected Items Added September 2015

Children's books include flood recovery.

Adult books	529
Adult DVDs	87
Children's Books	744
Children's DVDs	6
Young Adult Books	109
Books on CD	44

-Kate Sheehan, Head of Tech Services & Systems Librarian

**Circulation Department**

Throughout the month of September, I focused on training our new staff members hired in at the end of August. Both the new clerks and new pages have received further training in Evergreen and library protocols. We also hired another new page, Kate Luongo, to replace Natalie Zimmerman. Natalie left the library mid-September, Kate started on Friday, October 2<sup>nd</sup>.

Kate Sheehan and I have collaborated on shifting collections. From a circulation perspective, both the staff and the public have expressed concern over shelving space and location of items. Our problem areas are primarily the mystery section and the DVDs. The staff has had issues with shelving based upon the shelf set up. There are often too many books on a shelf to add in recently returned items. The staff struggles affect patron experience at the library. Patrons cannot find books based upon creative shelving due to limited resources or need help taking a book from the shelf because the books have been packed in too tightly.

In order to create more space in our problem areas, Kate moved the short story collection into fiction which freed up two bays of shelves. Our plan is to shift mysteries into the former short story area. In order to shift the DVD collection, I did a round of pulling double copies of DVDs and moving titles into storage. Both measures have opened up more space for items to be shelved.

Moving forward, we are testing the integration of fiction and mystery books with the new book section. Fran Ashbolt, a circulation clerk, suggested that we try the new book section first before integrating fiction and mystery together to see reactions from patrons. We have received only two comments regarding the integration of books: one patron did not like the fact that we were shelving books on bottom shelves because she cannot comfortably reach the items, and another patron did not like the idea of mixing fiction with mysteries because the separation of the two genres makes it easier for hard core mystery lovers to find mystery books.

-Candice Woods, Circulation Supervisor

### **Reference/Adult Nonfiction Department**

The new carpet in the Reference area looks terrific and, happily, the installation went very smoothly. We were able to offer Reference services in the Genealogy room for the few days that the Reference area was inaccessible to patrons and library staff.

Inventory of the library's historical materials and archives continues. The next step in this long-term project is the creation of a master spreadsheet to contain all data related to each individual item, including DACS (describing archive contents standards) fields, which are necessary for the development of a digital archive.

Because of the popularity of our one-on-one computer tutor sessions, and the noticeable increase in patron requests for assistance with many types of technology, I would like to start offering "Book a Librarian" sessions. These would be one-on-one appointments with a Reference librarian on a pre-arranged topic. I will consult with the part-time Reference librarians, Joann Smith and Anne Mastroianni, to develop a schedule that best utilizes the individual skill sets and availability of each member of the department's staff.

Many thanks to Technology/Technical Services Librarian Kate Sheehan for her help with collection development and enhancements of the Autism Resource Center. This special collection was initially created with a donation of materials from Autism Speaks, in remembrance of two educators killed on 12/14/12.

On September 16<sup>th</sup>, Joann Smith and I attended a special "Access to Justice Fair," offered in collaboration with the Connecticut State Library, various branches/offices of the Connecticut court system and non-profit legal assistance groups. The half-day session was the first in a series of events to be offered this year to increase resource-sharing among those who help people looking for legal information.

-Andy Forsyth McCulloch, Head of Reference Department

### **YA/Teen Department**

September has seen an influx of new faces in the YA Department. We have 15 very active volunteers assisting with a variety of clerical and display related tasks throughout the library. Their energy and eagerness to lend a hand is terrific, although at times a bit overwhelming. We also had our first YAC meeting of the school year and welcomed seven new 6<sup>th</sup> graders to the council. We are fortunate to have such a strong and active YAC group. A common concern among many local YA Librarians is how to increase their council numbers. Fortunately for us this is not currently an issue. After playing a quick ice breaker we settled into some important planning for fall programs. This group is full of fantastic ideas.

Halloween seems to be everyone's favorite holiday so YAC will be helping us to celebrate with a drop-in craft program and a Spooky Life-size Candy Land Challenge. On October 30<sup>th</sup> young patrons are invited to visit the Gingerbread Tree, cross the Rainbow Bridge and travel through the Licorice Forest and the Gumdrop Mountains. At each station they will complete a mental or physical challenge to earn a treat. Staff will be sharing in the fun by dressing up as candy or some famous Candy Land characters. Stop by on the 30<sup>th</sup> and you'll be able to have your picture taken with Princess Frostine, Lord Licorice, Lolly, or Gramma Nutt.

In other YA news we're enjoying a great crop of new reads and have reorganized some shelves so as to draw more attention to these popular titles. We are working on more reader advisory brochures and enjoy sharing favorite books with our visitors. We also love to hear their recommendations. Newtown is a town of readers. Creative Writing is going very well with a Coding Club and Pat Martin's Create Club. We've also shifted some furniture in the department in anticipation of the new Makers studio. We like the new arrangement and more importantly so do the kids.

Things are moving in our makerspace corner and the 3D printer continues to be enjoyed by a variety of ages. Our new 3D printer overheated a few Saturdays ago, so we sent it out to be serviced. We have been promised a 7-10 day turn-around time so we are hopeful that it will be back in time for the November 14<sup>th</sup> open house.

-Kim Weber, YA/Teen Librarian

### **Children's Department**

Fall programs are underway and the library shelves are nearly full as we near the end of the flood remediation and the final replacement books arrive from Donohue. We offer four weekly story times for children ages 3-5. This is a registered program reserved for Newtown residents. Mother Goose on the Loose for children under two and Mother Goose II for children aged 2-3 are both open programs. We know that non-residents attend, which drives up attendance. I've asked parents and caregivers if they would prefer a registered program and the majority do not favor registration. The under five population is by far our largest user group. On average, 160 children and adults attend these programs on a weekly basis.

Mimi Morin conducts a monthly "Books and Legos" program on Thursday evening which is very popular for ages 4-6. Valorie Delp takes Lego construction to the next level using the Lego WeDo kits and laptops loaded with Scratch programming software for ages 7-12. The Friends of the Library provided the funding for the Lego WeDo kits, laptops and instructor fees. Valorie and I will continue to monitor the demand for technology based programs for this age group as we plan upcoming programs.

Lisa Cohane is working with the Young Adult Council to plan a drop in Halloween craft workshop for October 19<sup>th</sup> for ages 4-7. Lisa and Kathy Liscinsky will be working on decorations for the Halloween themed "Candy Land" activity that Kim is organizing for October 30<sup>th</sup>.

-Alana Bennison, Children's Librarian