

# Sutton Free Public Library

## Annual Report

The Board of Library Trustees and Director of the Sutton Public Library respectively submit a report for Jul 1 2009 to Jun 30 2010 to the Honorable Town Administrator, Board of Selectmen and Citizens of Sutton.

The Board of Library Trustees consists of three elected members: Jane Anderson, Chair, Susan Robsky, Secretary and Rachel Tufts, Member-at-Large. The Board and the Library Director meet monthly to ensure that library operations run efficiently and to review and update library policies.

### Statistics

Library statistics continued to increase in FY10 which illustrates that the library continues to be an integral part of the educational resources of the community.

	FY06	FY07	FY08	FY09	FY10
Library materials owned	25,287	26,590	28,828	31,928	35,174
Circulation Transactions*	87,423	91,023	94,854	98,535	100,025
Interlibrary Loans	7,759	8,930	9,394	9,378	9,333
Borrowers	2,313	2,661	3,008	3,303	3,475
Programs	163	184	264	376	409
Program attendance	3,711	4,945	5,364	6,541	6,193
Library visits	21,008	22,507	31,597	34,430	46,805
Library Website Hits	3,657	8,165	12,387	19,597	26,874

\*Circulation transactions include checkouts, checkins, renewals and patron registrations.

### Library Worth to the Community

The library budget for FY10 was \$168,979 with the annual cost to each town resident equaling \$17.48. As you can see from the spreadsheet the library gives back in service the equivalent of \$199.11 per resident.

The following spreadsheet illustrates the amount of materials taken out by library patrons and the amount of money patrons save by utilizing the Sutton Library and in-state and out-of state Interlibrary Loan service which is offered by the library through the CWMARS network and the Massachusetts Library System.

<b>Library Service</b>	<b>Use</b>	<b>Avg Cost of Item</b>	<b>Cost</b>
Books	35,028	\$20.00	\$700,560.00
Magazines	2,093	\$4.00	\$8,372.00
Music CDs	1,786	\$14.95	\$26,700.70
Audiobooks	3,532	\$50.00	\$176,600.00
Downloadable Audiobooks	270	\$50.00	\$13,500.00
Videos	16,586	\$19.99	\$574,452.63
Games	1,445	\$50.00	\$72,250.00
Inter-Library Loans	5,242	\$35.00	\$183,470.00
Out of state ILLs	195	\$75.00	\$14,625.00
Internet Use	6,240	\$12.00	\$74,880.00
Reference Transactions	1,243	\$25.00	\$31,075.00
Database Searches	1,932	\$20.00	\$38,640.00
Children's Programs	357	\$10.00	\$3,570.00
Young Adult Programs	28	\$10.00	\$280.00
Adult Programs	25	\$10.00	\$250.00
<b>Total Worth of Library</b>			<b>\$1,924,625.33</b>

### **Grants:**

The Circle of Friends Community Partnership Council for Children and the Beginning Years Network provided grants worth \$750 to the library. This money was utilized to provide two sessions of the music and movement program offered by Apple Tree Arts as well as a Greek Myths storytime with a guest storyteller. We also received \$500 from Wal-Mart which we used to fund the Atwater-Donnelly concert which was the closing program for our very successful Summer Reading Program. The Sutton Cultural Council granted the library \$955 which funded storyteller Mary Jo Maichack and Peter and Ellen Allard, musicians. Before the Central Massachusetts Regional Library System was subsumed into the new Massachusetts Library System we received a grant of \$1,000 for joint programs with the Millbury Public Library.

Carol Geary and Roberta Rothwell completed an application for a Library Services and Technology Act 'Teen and 'Tween' grant. This grant is intended to fund equipment, books, audiobooks, magazines, video games and programs to enhance our collection and provide programs for fourth to twelfth grade students. In addition, the grant will allow us to hire a space consultant to give us advice to use our very limited space more efficiently. We have been informed that our grant has been approved and will receive half of the money in October 2010. The other half of the money will be spent in October 2011.

### **Children's Programs**

As usual, the astronomy program offered by the Aldrich Astronomical Society was very well attended. The Society graciously donated more books to the library. We appreciate their continued generosity.

The Summer Reading Program for the 2010 calendar year was another success. Over 437 people participated in the program. Circulation statistics for the summer showed a 34% rise over FY09.

Massachusetts businesses and attractions provided passes or gift certificates as prizes for the program. Cold Stone Creamery at the Blackstone Valley Shoppes, Pleasant Valley Country Club, Target, Breezy Waterslides, The Worcester Tornadoes, The PawSox, New England Revolution and other regional businesses donated prizes which were awarded weekly and at the end of the summer reading program to the raffle winners.

### **Young Adult Programs**

Eighty-five teens participated in the Teen component of the Summer Reading Program. Cold Stone Creamery donated weekly prizes as well as a grand prize for this group. Also, we had several teen video game nights which were well attended.

Our Teen Advisory Council meets monthly the first Thursday of the month at 3 PM in the Local History Room. The Book Discussion Group has also continued. The purpose of the advisory council is to get input from the teens in the community regarding what additional services and programming we can do for this age group. We encourage all interested teens to participate.

Other workshops we offered included another cartooning workshop as well as a jewelry-making workshop. We plan to offer more craft, cooking and movie programs in FY 11. In concert with the Millbury Public Library we offered a Financial Literacy for Teens series which was very well attended and intend to repeat it in FY11.

### **Adult Programs:**

The Library Director facilitated a book discussion group at the Senior Center library/computer room which meets on the first Thursday of each month at 12:30 pm.

The Library Director also offered a series of genealogical programs which covered topics from "Getting Started", Ancestry.com; Familysearch.org; Finding your Military Ancestors; Organizing your Data and a review of various genealogical software programs.

### **Organizations:**

The Friends of the Sutton Library is a non-profit group consisting of individuals, families and organizations committed to supporting the library through an annual membership drive and several fundraising events. Ongoing sale items include the book sale in the library foyer, canvas tote bags and unique greeting cards. The Friends utilize these monies to support the children's programs and other library needs. The Friends also purchase discounted passes to museums and attractions which are available for use by all Sutton residents. These institutional passes are for Higgins Armory Museum (\$200); Ecotarium (\$200), Mystic Aquarium (\$75) and Roger Williams Park Zoo (\$115). We encourage you to join the Friends Group; membership forms are available at the library's circulation desk.

The Sutton Garden Club once again generously donated the ever-popular Tower Hill Botanic Garden pass (\$150). We thank them for their generous donation. In addition, we also have the Massachusetts Park Pass (\$35) which enables one to park free at all Massachusetts State Parks. Although we have requests for passes to the Boston museums, the cost is prohibitive for our library.

In FY10 the library continued to participate in the Senior Tax Abatement Program. Ms. Jean Sullivan continued this past fiscal year as the facilitator of the weekly knitting group which meets on Wednesday afternoons between 1 and 2:30 pm in the library Reference Room.

### **Library Staff:**

Looking at the statistics of library visits, transactions and interlibrary loans, it is obvious that the library continues to be a center of learning and social interaction for the community. The prevailing idea that libraries will become irrelevant because of Kindles, Nooks and Sony Readers is refuted by the increased use of our collections, participation in library programs and increasing demand for computer access at the library. Due to the economic downturn a larger percentage of library patrons have stopped their cable and internet access and see the library as a resource for entertainment, self-help and educational materials and accessing the net.

We also experience patrons from other communities coming to use the Sutton Library due in large part to the excellent library staff: Carole Anderson, Andrea Baker, Carol Geary, Pamela Johnson, Judith Peladeau, Kathryn Fant and Laurel Welch. Laurel will be leaving for school at the University of Florida in August 2010. We will miss her. The staff's welcoming demeanor, helpfulness and humor is appreciated by library patrons.

Library staff member's tasks go beyond checking out, checking in and taking fines. The staff does so much more: placing in and out-of-state holds, registering new borrowers and entering the information into the network database, registering patrons for library programs, providing reference and readers' advisory services and providing library catalog and computer aid to library visitors. Carole Anderson and Pamela Johnson are responsible for finding the correct title records for new materials, requesting the records if they don't exist, assigning the Dewey Decimal Classification number, typing spine labels, entering each item into the CWMARS database as well as reviewing holds and sending overdue notices. Judy Peladeau and Andrea Baker receive newly acquired materials, check them off the packing lists, identify the materials as Sutton Library items, cover the books, etc. In addition, they put all the returned materials away (**49,471 items in FY10**), and shelf read, i.e. making sure materials are in order on the shelf. In addition to her regular duties, Andrea Baker also creates our wonderful library displays including the every-popular 3-d snowflakes which decorate the library in the winter. Laurel helps prepare for children's and young adult programs

Do you have a talent that you would like to share with others by offering or facilitating a program? We are always looking for ideas for new programs.

Check out the library website [www.suttonpubliclibrary.org](http://www.suttonpubliclibrary.org) to see what events are coming up, find out what new titles we have, register for a program or suggest a title you think we should purchase. You can

link over to the CWMARS catalogue to check your account, renew materials, request items or pay your fines online (\$5.00 or more). If you want to learn how to use the catalogue more effectively, please ask the staff and we will be happy to show you some shortcuts.

Looking down the road the CWMARS network, which includes Sutton, is in the process of reviewing the process of transitioning to a new software product starting in July of 2011 and we are looking forward to the transition and challenge.

Roberta Rothwell, Library Director

Rachel Tufts, Library Board, Chair

Elizabeth Fritz-Keyes, Library Board, Secretary

Jane Anderson, Library Board, Member at Large