

## **Sutton Free Public Library Annual Report**

The Board of Library Trustees and Director of the Sutton Public Library respectfully submit a report for July 1, 2013 to June 30, 2014 to the Honorable Town Administrator, Board of Selectmen and Citizens of Sutton.

The Board of Library Trustees consists of three elected members: Elizabeth Fritz-Keyes, Chair, Elizabeth Kane, Secretary and Cynthia Rielley, 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**

	FY10	FY11	FY12	FY13	FY14
Library materials owned	35,174	36,973	43,975	37,537	32,820
Circulation Transactions*	100,025	105,068	80,571	72,771	70,215
Interlibrary Loans	9,333	9,578	14,940	15,812	19,291
Borrowers	3,475	3,648	3,826	4,030	3,965
Programs**	409	397	178	201	373
Program attendance	6,541	7,046	2,771	2,667	3,339

\*Circulation transactions include checkouts, check-ins, and renewals. FY12 and forward reflects that a new circulation system was installed in mid-FY12 and a different manner of tracking statistics began.

\*\*In FY12 and after we stopped counting the weekly Drop-In Crafts as programs, thus the number of programs and program attendance dropped significantly.

### **News**

During August 2013 and February 2014 the Library offered “Food for Fines” when patrons could bring in non-perishable food items for the Sutton Food Pantry in lieu of fines. Patrons were very generous in their donations and a significant amount of food was given to the pantry.

In October 2013 we updated our website to a new format with a standard layout and navigation for every page. The top of each page includes quick links to our most used features and our social media accounts on Facebook and Pinterest.

In January and February we had a ‘Blind Date with a Book’ event where patrons could take out a book whose identity was a mystery. Patrons had an opportunity to rate their book and win prizes.

This year we began to publish bimonthly newsletters starting with September/October 2013. The newsletters are available on our website as well as in paper copies available at the Library, Senior Center, and schools.

### **Grants**

- A generous grant from UniBank provided summer reading programs for children, teens and adults.
- The Library received a grant from Target for storytime supplies, a storyteller performance, and a family concert.
- Beginning Years Family Network donated grant money which was used for Apple Tree Arts programming.
- The Sutton Cultural Council sponsored our summer reading kick-off program: Jungle Jim's Jedi Knight Training show on June 26.
- The Library received a \$50,000 grant from the Massachusetts Board of Library Commissioners for the Planning and Design of a new library facility. The grant was matched with \$25,000 from the Library's state aid and trust funds.

### **Monies Collected**

The Library collected \$2773.29 in fines and received \$6003.86 in donations.

### **Children's Programs**

281 children participated in the 2014 summer reading program. Summer reading raffles included items donated by West End Creamery, Cold Stone Creamery of the Shoppes of Blackstone Valley, Breezy Waterslides, Target, Wal-Mart and other regional businesses and museums.

Highlights this year included a visit from Toto the tornado kitten and his owner Jonathan Hall, cookie decorating classes, and a Star Wars day celebration.

Year round programs included seasonal and regular storytimes, Apple Tree Arts music and movement programs, school vacation week activities, Lego club, chess club, and book discussion groups.

### **Young Adult Programs**

89 teens participated in the 2014 summer reading program. Year round programs included a yule ball, geek club meetings, teen crafts, and book discussions. We partnered with the American Red Cross to offer a babysitter training course. We held several babysitter job fairs to enable the newly certified babysitters to meet prospective clients.

### **Adult Programs:**

138 adults participated in the 2014 summer reading program. Other programs for adults included book discussions at the Library and at the Sutton Senior Center, Zentangle workshops, a weekly knitting group, author visits, and craft classes.

### **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 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 passes are for the Ecotarium, Roger Williams Park Zoo, and Worcester Art Museum. 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. The Sutton Lions Club donated a pass to Davis Farmland this year which was enjoyed by many families. We thank these groups for their generous donations.

### **Library Staff:**

This year saw the retirement of two long time employees from the Library. In October 2013 we said good-bye to Judy Peladeau. In May 2014 we said farewell to longtime employee Carole Anderson. We wish them all the best!

The start of FY14 saw the reinstatement of the Library Page position. We welcomed high school senior Gabrielle Tulloch to the staff as our first Page in several years. In May 2014 we welcomed Katarina Keown onto staff as another Page.

In the summer of 2014 we were joined by two interns for the summer: Shannon Duffy, who is working on her Master's Degree in Library Science at Simmons College and Faith Lane who holds a Masters in Library Science and was interested in obtaining public library experience. We appreciate the energy and enthusiasm that these two ladies brought to our summer.

This year Library staff attended the Massachusetts Library Association Conference in Worcester and Book Expo American in New York City. We are grateful to the Trustees and Town of Sutton for supporting us in our professional development.

The Library continues to be served by enthusiastic and dedicated staff members Ali Beaudette, Pamela Johnson, Betsy Rajotte, Amanda Thornton and Neetha Vuppala.

**Trustees:**

This year the Board said farewell to Rachel Tufts. Mrs. Tufts served several terms on the Board of Trustees and will be missed. Elizabeth Kane was elected to the Board of Trustees in May 2014.

The Board of Library Trustees met 11 times during FY14.

Meetings were held on the following dates:

July 15, 2013	February 24, 2014
September 16, 2013	March 24, 2014
October 28, 2013	April 28, 2014
November 25, 2013	May 19, 2014
December 30, 2013	June 23, 2014
January 27, 2014	

Elizabeth Fritz-Keyes attended 11 meetings

Rachel Tufts attended 10 meetings

Cynthia Rielley attended 10 meetings

Elizabeth Kane attended 1 meeting

Check out the library website at [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 reserve a museum pass. You can click over to the CWMARS catalog to check your account, renew materials, and request items. 'Like' the Sutton Library on Facebook at [www.facebook.com/sutpublib](http://www.facebook.com/sutpublib) to keep up with the latest happenings at your Library.

Betsy Rajotte, Library Director

Elizabeth Fritz-Keyes, Library Board, Chair

Elizabeth Kane, Library Board, Secretary

Cynthia Rielley, Library Board, Member at Large