

Lynnfield Public Library Annual Report 2015

The Building Project absorbed substantial energy in 2015 as we began to meet the requirements of the Planning and Design Grant that we were awarded in June 2014. Our Building Consultant Mary E. Braney was tasked with meeting different constituencies, speaking with staff members, trustees and Friends' members, gathering data and developing a library building program that would describe for our community what we needed in a 21st century library. To further our understanding, on January 29 members of our Friends group, staff and trustees went by van to see the East Boston Branch of the Boston Public Library and the Cambridge Library (Central) - both designed by William Rawn Associates, Architects. We were greatly impressed with Rawn's concepts and open floor designs.

A Library Building Committee was formed in late winter and received a charge from the Board of Selectmen. The Library Building Program was completed in May and submitted to the MA Board of Library Commissioners as part of the requirements for the Planning and Design Grant. Assistant Director Samantha Cabral - with invaluable contributions from the staff and department heads - determined the future space requirements of a new or renovated library, estimating the area size and providing photographic evidence of current building issues and inadequacies. After devoting more than a hundred hours to the Building Program, the Assistant Director - again with assistance from the Department Heads - resumed work on our new Library website necessitated by a design theme no longer supported by the software developer. The new website went live on September 25, 2015 to numerous compliments about its ease of navigation, style and great visual appeal.

During the summer months we prepared the staff and patrons to transition from mailed print versions of our newsletters and calendars to delivery by email only in September. We estimated that it would save the Friends of the Library an average of \$11,000 per year.

In late June, after interviewing three Owner's Project Managers' firms, the Building Committee and the Trustees selected John Sayre-Scibona of Design Techniques, Inc. of Newburyport. With John Sayre-Scibona's assistance and guidance, we developed an RFQ, published it, interviewed candidates and in September selected William Rawn Associates, Architects of Boston, MA as architect for the project. The first of three community forums occurred on November 19 and a second and third were scheduled for January 7 and March 10, 2016. Rawn Associates worked with the staff, trustees, town officials and board members gathering their thoughts and ideas on how and what a 21st century library should be.

In August after almost twenty years of service to the community and eight as Director, Library Director Nancy Ryan announced her retirement for the end of April 2016. A Search Committee was formed and the position was posted at local, state and national levels. In October Laura Brosnan our Head of Youth Services left to take a position at the Salem Public Library (MA) and the job description was posted.

Programming experienced a setback in spring due to abundant snowstorms. Three programs in April (six were canceled) enjoyed a modest attendance of thirty-five patrons. Fall programming fared better with eleven programs offered with an attendance of 252. Program topics ranged from Opera to the Beatles, World Travel, and places and people that are uniquely New England. The Curious about Cuisine series, BookLovers, a non-fiction library book group, and Art in Bloom enjoyed twenty-five meetings with 276 participants. With careful use of our capital monies, a good percentage of our tables, chairs and cabinets were replaced with much needed new furniture. Our patrons and staff enjoyed an upgrade to the wireless printing system that allowed printing from their laptop or smartphone within the building or from home; the older system only allowed patrons to print from their laptops from within the building. The Assistant Director created instructions on how to use the improved service and those instructions were made available on our website and in print at the Library.

Our application to the Boston Public Library to digitize a selection of items from the Marcia Wiswall Genealogy and Local History Room collection at no cost has been accepted. The Boston Public Library has a small backlog of requests from libraries and organizations around the state, but they will contact us in the first half of 2016 to pick up, scan/digitize, and return our items to our collection.

Nancy D. Ryan, Library Director
Samantha Cabral, Assistant Director and Head of Public Services

The Circulation Services Department strives to provide our patrons with a welcoming and engaging library experience, whether they are stopping by to pick up materials, or enjoying a longer visit to the Library. Our Circulation staff members are ready to assist patrons in locating materials, selecting the next book to read or film to watch, assisting with reservations for our popular Museum Pass Program, and providing customer service at the check-out desk.

In 2015, patrons visited the Lynnfield Library more than 89,600 times to take advantage of our growing collection of books, films, audiobooks, music, newspapers, magazines, and more. Over 340 new patrons registered for library cards, and over 114,000 items were checked out for use at home (that's an average of 390 per day open!). Our visitors represent a large segment of the population who continue to find value in the public library in the midst of the digital age.

Patrons no longer even need to step foot in the Library building to use or borrow our materials – online databases and reading recommendation services are available through our website, and eBooks and eAudiobooks can be downloaded from our OverDrive system and enjoyed on a variety of devices and eReaders, including the Amazon Kindle, iPad, and Barnes & Noble Nook. Our OverDrive service remained extremely popular in 2015, with 4,200 downloads of eBooks and 1,000 downloads of eAudiobooks among Lynnfield residents alone!

The members of the Circulation Services Department wear many hats in their daily duties. In addition to checking library materials in and out, signing up new patrons for library cards, shelving and organizing library materials, and managing the Museum Pass Program, our Department also promotes and markets library programs and services, creates themed displays of Library materials, and develops programs and services in support of community needs. In efforts towards community outreach, we held our annual Food for Fines drive in support of Haven from Hunger in Peabody, collecting over 275 emergency food items for individuals and families in Peabody, Salem, and Lynnfield. Additionally, we continue to offer and expand our Homebound Services program, which provides delivery service to local residents who are unable to visit the Library in person due to a temporary or long-term condition or illness.

Our Museum Pass Program remained one of our most popular services throughout 2015, with 761 passes checked out for a reduced or waived admission fee to some of the area's most popular museum and attractions. This year we added the New England Aquarium to our collection of passes, which also includes the Boston Museum of Fine Arts, Stone and Franklin Park Zoos, Peabody Essex Museum, Isabella Stewart Gardner Museum, Boston Museum of Science, and many other local cultural institutions. Our patrons saved an average estimate of \$21,278 (and potentially as much as \$34,100) on admission to these local attractions in 2015! All of our museum passes are graciously funded by the Friends of the Lynnfield Library.

Elizabeth Hollin Pagos
Head of Circulation Services

The Reference staff answered 9,702 questions in 2015 ranging from simple title look-ups to complex reference questions. The Reference Desk is staffed all the hours the library is open. The department is comprised of one full time and two part time librarians; other Department Heads and the Assistant Director assist with shift coverage. The majority of our transactions occurred in the library with one-on-one interactions with our patrons; we also answered a substantial number of questions via phone and e-mail. Our interlibrary loan service continued to be extremely popular with our patrons. We borrowed approximately 925 items from libraries outside the NOBLE library system on behalf of our patrons. We loaned approximately 141 items to libraries outside the NOBLE library system.

Reference staff member Irene Gorevitz updated her *Lynnfield Housing, Rental, and Realtor Information* brochure. This brochure and her other local information brochures - *Local Food Markets and Specialty Food Markets in the Lynnfield Area*, *ESL Resources in the Lynnfield Area*, *Lynnfield Preschools & Licensed Day Care Providers* - are heavily used by patrons. These handy brochures are available on the library information table between the reference and circulation desks. Irene also continued producing her popular book lists on various genres, as well as maintaining a display of these suggested titles.

Reference staff member Marilyn Graves created displays on various timely and literary topics such as: Botany for the Artist, Vacation New England, Black History Month, Celebrate Aviation, Books that Make You Think, and Giving Thanks.

We continued our ongoing collection evaluation project by analyzing a majority of the non-fiction collection. Subject areas covered included history, gardening, cooking, religion, art, literature, health, computers and technology. In each subject area, we take note of what we have, weed out of date materials, and purchase new materials to fill holes in the collection. A significant number of new materials were purchased for our business, investing, career, and computer collections.

During the month of August, the Reference Department and the Technical Services department collaborated on a project to make the Travel book collection more easily browsable and accessible. We pulled all the Travel books from our non-fiction collection and shifted the non-fiction collection. This freed up an area where all the Travel books could be shelved together. A distinctive blue 'Travel' sticker was applied to each book, and the collection was re-shelved. All Travel books – both new and older – are now together! Please check out this bright and up to date collection. (As a bonus, they are shelved next to the foreign language audios; if you're traveling to Italy you can easily grab a guide book and an Italian language learning audio at the same time!)

The Reference Department continued our collaboration with the Lynnfield Middle and High Schools to keep our textbook collection up to date. The textbooks are available for use in the library only and are being heavily used by students and tutors. In June we collaborated with the Children's Department to host 107 fourth graders from the Summer Street School. The students were introduced to the many resources the Lynnfield Public Library has to offer: we look forward to many return visits by these students!

Our always popular community art display program continued in 2015. The library was brightened by dramatic and beautiful works of art in a variety of mediums: oils, watercolors, pastels, and graphics.

Thirteen students participated in community service at the library in 2015 under the direction of the Reference Department. These volunteers contributed a total of seventy five hours to the library! Projects tackled by these enthusiastic volunteers included shifting collections and cleaning and straightening shelves.

The Reference Department is responsible for selecting the majority of the adult non-fiction and reference materials. In 2015, approximately 25% of the non-fiction materials purchased was in direct response to patron requests. We also purchased 232 fiction and non-fiction Large Print titles to support our patrons who enjoy reading in a larger than usual font.

Patricia Kelly
Head of Reference Services

The Technical Services staff added 4,058 new adult items and 1,957 new children's items to our collections this year, as well as sixty-two gift items to the adult collection and forty gift items to the children's collection.

The Technical Services department is responsible for the care and maintenance of the information technology in the library. There have been several improvements in this area that have had a great impact on how the public uses our computers and printers. We updated our Wifi access points to provide greater capacity to serve more users throughout the library. We instituted a new Wifi printing app, PrinterOn, that can be used from a laptop or smartphone or other smart device within the library to print to our central printer, and can even be used to send a printing job from a remote location (say, one's home) to the library to be printed out when the patron comes to the library.

We also researched, purchased and installed a new printer for public printing that is both black/white and color. This way, the public only has to go to one printer for their print jobs rather than two printers in two different places.

Working with the Reference Department, we created a new "Travel" section, putting all our travel guides in one place on the shelves, rather than spread out through the Nonfiction section. These were shelved next to the Language Audiobooks, so the savvy traveler can check out their travel guide and a language audiobook to help them speak the language when they get to their destination!

The Technical Services department also hosted some librarians from the Lucius Beebe Library in Wakefield who were interested in learning how we process our books that have maps on the end papers—allowing for the covers to open up and show those maps, but still being attached to the book so the cover doesn't fall off. The Head of Technical Services also traveled to the Merrimack Valley Library Consortium (MVLC) headquarters to talk to their Technical Services people about how we do a fiscal close in Evergreen, our new library system. They have just started using the Acquisitions part of Evergreen and needed some extra training.

And, on a final note, our loyal volunteer mended 150 items for us, in spite of her having had her kitchen ruined from the snow last winter! We appreciate her efforts that ensure Lynnfield's items are the best looking items in the entire NOBLE consortium.

Laurel Toole
Head of Technical Services

Youth Services served 4,150 young people in 2015 through 185 programs. Most of the programs were run by the department's two full time staff members, though a few outside performers visited in 2015 as well. Those same staff answered 905 questions (over sixty-five per month) from children, their families and caregivers, and their teachers.

Children's Programming

Youth Services was very pleased to offer a number of special programs in 2015. They included

a jointly sponsored program - "Mad Science of Greater Boston" - with the Summer Street School, and the Scott Jameson Magic Show jointly sponsored with Huckleberry Hill School. The Summer Reading Kickoff - Hampstead Theater Robin Hood – was co-sponsored with Lynnfield Cultural Council. Lastly, the very popular Singing & Signing returned for a second year.

In 2015 we partnered with the Boston Bruins and Cradles to Crayons Program for "Ice Cream For Breakfast PJ Party" as a kickoff to the "Pajama Drive : Lynnfield Library Partnering with the Boston Bruins and Cradles to Crayons."

Biweekly storytimes, held year-round, continued to be our most popular program offerings. The tiered age groups offer programming for parents and caregivers of children of different ages: Mother Goose serves the youngest patrons, birth-2, while Time for Stories serves the 2+ preschool crowds.

Programs that support cultural and artistic literacy also enjoyed continued popularity with patrons. Some of the favorite holiday celebrations in 2015 were Chinese New Year, Mardi Gras, Cinco de Mayo, and St. Patrick's Day. There was also a great turnout for winter holiday events like the annual Hanukkah Party run in conjunction with the Lappin Foundation of Salem and a Cookies & Cocoa Party with the annual reading of the classic *The Polar Express* by Chris Van Allsburg. Some favorite literary celebrations throughout the year included birthday parties for authors Doreen Cronin, Susan Meddaugh, and Jez Alborough

Young Adult Programming

The Library hosted fifteen programs serving eighty-four teens. Teen Cuisine and Teen Trivia continued to be very popular.

Summer Reading

The Summer Reading theme was "Every Hero Tells a Story" and the Kickoff program was Hampstead Theater Robin Hood. Superhero-themed programs ran throughout the summer. Thirty-eight children won tickets to the Topsfield fair for completing thirty days of reading over the course of the summer.

School and Community Organization Support

Youth Services continued outreach efforts to Lynnfield Public Schools in 2015 through several initiatives.

First and foremost, the Library supported teachers and students by providing year-round assistance on assignment-based reading and research needs, including biography reports, the Gail Gibbons nonfiction reading assignments, science fairs, free reading assignments, and, of course, summer reading assignments. The Library was able to obtain nearly all of the titles on the required and recommended lists for Lynnfield students. For the convenience of students who travel or are otherwise unavailable to come to the Library during the summer, many of the Summer Reading titles were also added to our electronic eBook and eAudiobook collections on

Overdrive in addition to the print collection available in-house, where students could check them out twenty-four hours a day from anywhere in the world they had an Internet connection.

Additionally, youth and reference librarians collaboratively offered bibliographic instruction to four groups of fourth grade students from the Summer Street and Huckleberry Hill Schools. Students are instructed in use of Reference materials, the online public access catalog, and are offered an opportunity to browse and select material from the Children's Room. For many students, this is when they first get their own library cards!

The Educator Resources Collection grew in 2015 with the addition of several workbooks with practice problems for use by teachers and families alike. Bibliographies of suggestions for excellent nonfiction reads were also added.

Kindergarten classes from the neighboring Tower Day School continued to visit. In 2015, six classes walked to the Library to hear youth librarians read about and to select books for home reading about a variety of topics like space, the human body, and backyard animals.

North Suburban Child & Family Resource Network held two storytimes in the summer.

Conclusion

The Youth Services Department continues to offer children and teens and their families, caregivers and educators a safe, vibrant place to explore play, learning, and reading. We look ahead to witnessing another year of discovery in 2016.

Laura Brosnan
Head of Youth Services
January 1, 2015 – October 1, 2015

Pamela Griswold
Youth Services Assistant

Friends of the Lynnfield Library

2015 proved to be a memorable one for the Friends of the Lynnfield Library. As with so many organizations, our winter schedule of meetings certainly met with many challenges presented to us by the historic snows of January and February! The Executive Board was able to accomplish a great deal despite what meteorological surprises came our way. The Friends' Board held eight regular meetings and one Annual Meeting during 2015.

Our May Annual Appeal reached out to all households in Lynnfield and received an excellent response from new members and returning members as well.

2015 was a year of collaborations. On May 16th, the Friends of the Library held its Spring Used Book Sale on the Common, sharing space with Centre Congregational Church's "Crafters on the Common" event as well as the Lynnfield Art Guild's show in the Meeting House. Townscape's

Geraniumfest and Field Day at the Middle School nearby added activities for a great day of community fun.

The Annual Meeting of the Friends of the Library was held on May 18th. The members voted in the slate of officers for 2015-2016. Officers beginning their new terms on July 1st included Ann Decker, President, Lauren George, Secretary and Linda Burns, Treasurer. The post of Vice President/President-Elect remained vacant.

Volunteers were honored on September 1st at a reception held at the Meeting House. Phil Crawford, Tom Terranova and Chris Barrett from the Board of Selectmen joined the Friends Board in expressing our appreciation for the support that our volunteers provide to the Library and the community of Lynnfield as a whole.

October 16th and 17th brought the Annual Fall Used Book Sale at the Meeting House. Sunny and crisp fall weather helped attract sales that set a new high in the amount of funds raised. A wonderful new collaboration between the Friends of the Lynnfield Library and the Wakefield Lynnfield Chamber of Commerce had its beginning in November. “Laughter in the Lynnfield Library” debuted on November 14th and featured professional comedians, food, beverages and great conversation - all within the Library’s walls. It was a tremendous success!

As 2015 came to a surprisingly warm and pleasant close, it is important to reiterate the importance of the countless hours of volunteer time and support given by members of the Friends organization. Additionally, the Friends could not succeed in its mission to provide support for the many programs and services offered at the Library without the enthusiastic participation of members of the community of Lynnfield. It is most appreciated.

Ann Decker, President
Friends of the Lynnfield Library

Our Garden Clubs: Flower Workshop of Lynnfield and the Village Home & Garden Club

One of the collaborations that provide the Library staff, the Trustees, our patrons and community-at-large a great deal of pleasure is our relationship with Lynnfield’s two garden clubs. For many years, the efforts of the club members contribute to the celebration of the Christmas holidays with the vivid red poinsettias donated by the Flower Workshop displayed throughout the first floor of the library and the garlands, fashioned by the Village Home & Garden Club, that festoon the front of the library. The members of the Flower Workshop are also responsible for the plantings and the shrubs and their maintenance on the Library grounds as the seasons move from planting pansies in the spring to mums in the fall months. In the spring we welcomed the Village Home and Garden Club’s collaboration with the Lynnfield Art Guild, and Middle and High School students to bring us Art in Bloom – a week-long festival that honors the creativity of our artists and flower arrangers and the coming of spring.

Board of Library Trustees

Robert D. Calamari, Jr., Chair
Faith Honer-Coakley, Vice-Chair
E. Seavey Bowdoin
Kerry E. Haughney*
Russell Boekenkroeger*
Ann Miller

Library Staff

Administration:

Nancy D. Ryan, Library Director
Samantha Cabral, Assistant Director and Head of Public Services
Patricia Nutile, Administrative Assistant and Secretary, Board of Trustees

Youth Services:

Laura Brosnan, Head of Youth Services**
Pam Griswold, Children's Assistant

Reference Services:

Patricia Kelly, Head of Reference Services
Irene Gorevitz, Reference Staff Librarian
Marilyn Graves, Reference Staff Librarian

Technical Services

Laurel Toole, Head of Technical Services
Pauline Silva, Technical Services Librarian

Circulation Services

Elizabeth H. Pagos, Head of Circulation Services
Katherine Decker, Circulation Assistant
Jane Doherty, Circulation Technician
Allison Gallagher, Circulation Technician
Dawn Mayerson, Circulation Technician
Margaret O'Keefe, Circulation Technician
Beverly Lenehan, Circulation Technician

Circulation Technician Substitutes

Mary Kraft
Carolyn Savio
Christine Rutigliano

Library Pages

Andrew Decker
Josephine Hilty
Nathalie Lilley

Tim Fahey***

Library Building Project Committee

Russell Boekenkroeger, Chair and member of the Board of Trustees
Board of Selectmen – liaison – Christopher Barrett
Board of Appeals – liaison - Brian Shaffer
Planning Board – liaison - Heather Sievers
Finance Committee – Christopher Mattia
Nancy D. Ryan – ex-officio
Members-At-Large - Steven Todisco and Ted Caswell

Respectfully submitted,
Nancy D. Ryan, Library Director
March 1, 2016

*Kerry Haughney retired in April 2015. Russell Boekenkroeger was elected to fill that slot.
**Laura Brosnan left on October 1, 2015 to take a position at the Salem Public Library (MA).
*** Tim Fahey left and was replaced with Abby Zarakovich