



Winchester Public Library Annual Report 2018

2018 LIBRARY STAFF

Permanent employees. Temporary and substitute employees are listed separately.

Library Services

Rosanne Barrow
Joanne Brady
Georgia Cameron
Anita Colasante
Daphne Costa
Mary Giglio – retired August 2018
Charles Gillis
Elaine Karp
Mary McAteer
Paulina Picerno
William Pelosky
Melissa Roderick*
Mary Sherburne
Wanda Vitti

Information Services

Jenny Arch
Paula Cerrato
Andrea Cronin *
Amanda Gogel
Elaine LeGendre
Katherine May
Robin Rapoport.

*Department Head

Children's Services

Brittany DeLorme
Karen Chmielewski
Denise Robinson
Stephanie Wolfink*

Technical Services

Michelle Beau *
Judith Holland
Barbara Jean Mirabile
David Strugnell

Library Administration

Linda Bohan
Theresa Maturevich
Ann Wirtanen

Maintenance Department

Robert Black –resigned June 2018
Stephen DeMaio
Joe Donahoe
Alfred Miola*
Billy Yore

LIBRARY TEMPORARY STAFF

Temporary staff work fewer than fifteen hours per week or work only occasionally. Some of these staff members work Sundays only.

Karen Boodakian
Michelle Carta
Sarah Cognata
Douglas Cromwell
Courtney Dalton
Judith Donaldson
Thomas Gilchrist
Hilary Grant

Nathalie Harty
Lisa Hill
Leslie Anne Kennedy
Julie Kinchla
Mary Renee LaFontaine
Theresa Lamb
Stephen Lenhardt
Veronica McCarthy

Margaret Murphy
Janet Nelson
Gerry Pothier
Myroslava Shryprykevich
Jason Soohoo
LeeAnne Toner
Justin Wang
Ellen Wendruff

BOARD OF TRUSTEES

The Board of Trustees is the governing body of the Winchester Public Library as established under Massachusetts General Laws Ch. 78, Sec. 10-13, and 21. The Board exercises powers and authority and assumes the responsibility delegated to it under this statute and the Winchester Home Rule Charter Section 3-6. The Board consists of five members elected for three-year terms.

Elizabeth Cooper, Chair
Appointed 2012, Elected 2013
Term expires 2019

Angela Murdough, Vice-Chair
Elected 2017. Term expires 2020

Jon French
Elected 2001. Term expires 2019

Ingrid Geis
Elected 2014. Term expires 2020

Jane Murray
Elected 2009. Term expires 2021

LIBRARY DIRECTOR

Ann Wirtanen

The Strength of Paper Chains....

2018 will be remembered sadly for the tragic loss of the life of Deane Kenny Stryker in February. Deane was a Winchester resident and medical school student that came to the library to study on a Saturday morning. Her violent death deeply affected the kind bystanders who tried in vain to help, as well as countless others. The year will also be remembered for the incredible outpouring of support by the Winchester community.

Paper chains were the idea of Kathleen Zagata of the First Congregational Church. She envisioned the Winchester community showing their love and support to the Library through an installation of paper chains in the Children's Room. Kathleen brought together the interfaith communities, nursery schools, town businesses, Winchester School of Chinese Culture, Winchester for Peace, Winchester Coalition for a Safer Community, the Jenks, and various neighborhoods. The messages

written on each link of the chains were wonderful, but they were only one long but small sign of the strong support we received from so many. One sad event revealed how much support we had from not only Winchester communities and fellow workers, but from other libraries and patrons in our network and even outside of Massachusetts. There were so many letters and so much food for so long it was almost overwhelming. We were not only grateful but surprised by the quantity and the depth of the support. It reflects the health of the community that patrons, staff and programs returned to our library so quickly.

It is truly our privilege to serve the residents of Winchester and all our library patrons that use our facility as their library of choice. We are grateful to our donors, volunteers and the members of our Friends of the Library who are so generous to us. We look forward to 2019 when a new heating and air conditioning system is installed and two additional study rooms are added to the main floor.

BIBLIOGRAPHIC SERVICES

Michelle Beau, Department Head

Bibliographic Services added 1.33% more material to the library in 2018 as compared to 2017. The increase was mainly due to an 11.52% increase in children's material. The amount of children's fiction added was roughly the same as in 2017 with just a 1.69% increase but nonfiction increased by 32.99% (445 more books). The overall amount of adult material added decreased by 4.67% in 2018. Some areas saw an increase though, such as young adult books (172 more) and audiobooks (24 more), and adult audiobooks (47 more). We also revived the adult console games collection and added 23 new games in 2018 as compared to only 1 in 2017. One significant decrease was in the addition of adult reference material, which dropped from 85 items in 2017 to only 47 new items added in 2018.

I began working as the new department head on February 5th. There were no other changes in staffing during the year.

Three re-classification projects were started and finished during the summer



I am so grateful for the library here in Winchester, and for all the libraries that have given me so much joy and inspiration and quiet in my life. Public libraries are a blessing!

Thank you for making me feel welcomed!

The library is really cool

Attention is the purest and purest form of generosity and you spell at this

The library is one of our all time favorites!

EVERYONE IS VERY HELPFUL

My happy place

Every time I come in I feel happy! ;)

I LOVE LOVE BOOKS! SOOOO

I am grateful for our lovely Winchester Public Library, all the staff, resources and programs. And for our community.



months. First, the young adult nonfiction books were separated from the fiction young adult books. The nonfiction titles were assigned Dewey Decimal or biography classification numbers, relabeled, and re-shelved by subject versus by the author's last name. Secondly, the adult anime DVD collection was relabeled and interfiled with the adult feature films, and finally, the Chinese language DVDs were also relabeled and interfiled with the other adult feature films.

Our equipment collection continued to grow with the addition of two more hotspots, a second Philips Picopix projector, three equipment bags for the small meeting room presentation system, and three noise cancelling headphones.

With the fiscal year changeover in July, we began moving our periodical subscriptions to a new subscriptions agent, W.T.Cox. Cox currently has the state contract. They offered competitive pricing plus a 5% discount.

There was also a change in acquisitions and selection workflow. We began using Baker & Taylor's "one-click" feature for batch importing order records into Sierra versus manually adding each order record. The selectors also began using B&T's online system for submitting carts filled with materials ready to be ordered by Judi versus submitting paper requests.

A detailed summary of collection activity and holdings follows.

	2017 HOLDINGS	2018 HOLDINGS	% CHANGE	ITEMS ADDED 2018	% COLLECTION ADDED IN 2018
ADULT					
Circulating Print					
Fiction	17,112	17,059	-0.31%	1,965	11.52%
Large Type	1,250	915	-36.61%	161	17.60%
Young Adult	3,757	3,666	-2.48%	809	22.07%
Non-fiction	29,592	29,747	0.52%	2,674	8.99%
Total	51,711	51,387	-0.63%	5,609	10.92%
Circulating Audiovisual					
Video	9,524	8,950	-6.41%	919	10.27%
Music	2,978	2,882	-3.33%	198	6.87%
Books on CD	2,980	2,854	-4.41%	356	12.47%
Spoken Playaway	461	472	2.33%	24	5.08%
CD-ROM	3	3	0.00%	0	0.00%
Console Game	138	149	7.38%	23	15.44%
Young Adult Books on CD	142	143	0.70%	31	21.68%
Young Adult Spoken Playaway	18	16	-12.50%	1	6.25%
Total	16,244	15,469	-5.01%	1,552	10.03%

	2017 HOLDINGS	2018 HOLDINGS	% CHANGE	ITEMS ADDED 2018	% COLLECTION ADDED IN 2018
Non-Circulating					
Reference	1,505	965	-55.96%	47	4.87%
Local History	882	887	0.56%	1	0.11%
Total	2,387	1,852	-28.89%	48	2.59%
Adult Total	70,342	68,708	-2.38%	7,209	10.49%
JUVENILE					
Circulating Print					
Fiction	21,532	21,397	-0.63%	2,888	13.50%
Non-fiction	18,818	18,732	-0.46%	1,794	9.58%
Total	40,350	40,129	-0.55%	4,682	11.67%
Circulating Audiovisual					
Video	1,783	1,719	-3.72%	105	6.11%
Playview	18	18	0.00%	0	0.00%
Music	245	241	-1.66%	0	0.00%
Books on CD	1,138	1,301	12.53%	126	9.68%
Spoken Playaway	127	154	17.53%	24	15.58%
CD ROM	1	1	0.00%	0	0.00%
Launchpad	12	11	-9.09%	0	0.00%
Total	3,324	3,445	3.51%	255	7.40%
Non-Circulating					
Reference	110	112	1.79%	13	11.61%
Professional	138	114	-21.05%	15	13.16%
Total	248	226	-9.73%	28	12.39%
Juvenile Total	43,922	43,800	-0.28%	4,965	11.34%
Grand Total	114,264	112,508	-1.56%	12,174	10.82%

CIRCULATION SERVICES

Melissa Roderick, Department Head

Circulation by the numbers 2018

- Welcomed 236,982 visitors
- Checked out 453,869 items
- Registered 1,245 new cardholders for a total of 15,746 registered borrowers
- Processed 60,480 incoming and 46,385 outgoing reserves

Highlights

The library had 236,982 visitors in 2018, a decrease of -6.76% from 2017. Overall circulation was also down -2.97%. We registered 1,245 new cardholders, which was 140 more than last year, bringing our total registered borrowers to 15,746, up 16%. We saw an increase in both our incoming and outgoing network transfers of reserved items. We processed 60,480 incoming, up 3.8% and 46,385 outgoing reserves, up 5%.

Our library of things continues to expand with the addition of more hotspots, which are by far our most popular item in this class. Increased interest in these non-traditional items is reflected in the growth we see in the circulation statistics for the category of equipment, which shows an increase of 53.5% compared to last year. The other area of development is evident in e-book and e-audio usage up 41% and 62.5% respectively. The rest of the categories noted have been trending downward for several years. In spite of the expansion in electronic usage, print materials continue to command the majority of our circulation, at least four times the amount of any other format.

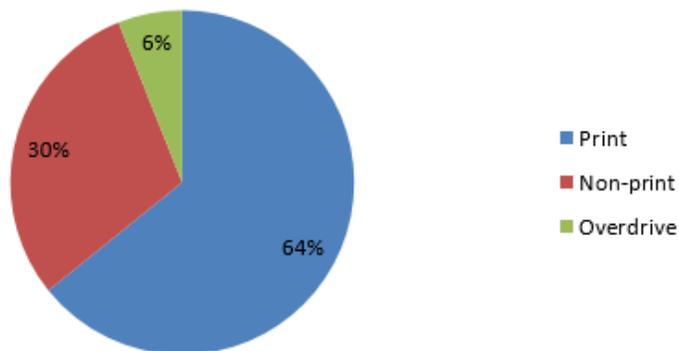
Check out what's circulating

	2017	2018	% of change
Print	318,153	310,092	-2.53%
Films	93,043	79,140	-14.9%
Music	11,011	10,509	-4.6%
Audiobooks	20,814	19,477	-6.4%
Software	771	698	-9.5%
Kits	15	16	+7%
Museum Passes	2,396	2,315	-3.4%
Equipment	1,449	2,225	+53.5%
E-Books	14,767	20,851	+41%
E-audio	5,147	8,369	+62.5%
Streaming Video	204	177	-13.2%

Staffing

Staffing changes included the retirement of Mary Giglio after 30 years of dedicated library service. Bill Pelosky, one of our pages, was promoted to a permanent desk position as a result.

Circulation by Format 2018



VOLUNTEERS and ADULT PROGRAMMING

Theresa Maturevich, Assistant Director & Volunteer Coordinator

The Library's volunteers are a dedicated group who complete tasks both in and out of the library. In 2018, 93 adults and teens donated 2,650 hours of their time to help bring library services and programs to Winchester. Volunteer duties run the gamut from carefully selecting the artists who show their work in monthly exhibits to keeping the bookshelves organized or hand delivering books to those who cannot visit the library, but each person provides valuable time and energy to our operations.



Both the teen and adult Rush Out and Read (R.O.A.R.) programs continued with major support from the Winchester Co-operative Bank. Under the guidance of program coordinator Dennis Kronenberg, teen volunteers spent 928 hours reading to over 4,300 children this summer. Adult R.O.A.R. volunteers donated 240 hours selecting poems, short stories, and articles and reading them to residents at the Gables, the Winchester Nursing Center, and Aberjona Nursing & Rehabilitation Center.



The Friends of the Library plan and host multiple programs throughout the year and have increased funding for adult programs. In addition to the beloved author visits and lecture series they continue to provide, they now fund a new art instruction series as well as a new cookbook-based book club which are run by library staff.

The One Winchester, Many Traditions committee has continued organizing an international film series which runs November through April. Supported by the John and Mary Murphy Educational Foundation, the series showcases films and activities that promote the recognition, understanding, and appreciation of diversity. The committee selects each film shown, taking hours to screen and discuss the possibilities.

Library staff is grateful for the commitment and care shown by each of our volunteers. Without them, we would not be able to maintain the current level of programming and outreach services.

CHILDREN'S SERVICES

Stephanie Wolfink, Department Head

Programs and School Visits

Total number of children's programs (in the Library)	306
Total attendance by children	8,013
Attendance by adults	3,495
Total number of visits to elementary schools & preschools	45
Total visits attendance	734
Total of both adult & children (both in library & visits)	12,242

Programs in Series

Pattycake Place	1 session every week
Itsy-Bitsy Readers	2 sessions every week
Step Into Storytime	2 sessions every week during school year
Preschool Storytime Club	1 session weekly during school year
Family Storytime	6 sessions every year
Drop In Crafts	1 program per month
Family Food Club	6 times per year
Tech Take Apart	4 times per year
Legopalooza	1 time per month
Lego We Do	8 times per year for second to fifth graders

Sampling of stand-alone programs

Mary Poppins Party, Yoga, Magicians, Puppets, Wild About Turtles, Junior Builders/Woodworking Workshop, Origami, Whalemobile, Sing-Alongs for Children under 6, Kung Fu, Dog Training Workshop, Introduction to Ukulele, Rainforest Reptiles, Author Tui Sutherland, Authorfest, Mystic Drumz, and Kidstock.

Summer Reading Program

The theme and structure of our Summer Reading Program "**Libraries Rock**" continued to be a success. The small changes we make to simplify the program from year to year have never changed the large numbers of children signing up, number of children finishing the program or attending the party. This year we used fewer small prizes and were able to have an outdoor party for program finishers and their families. The outside party was so much easier and comfortable than using Town Hall that we hope we will be able to always do the party outside. We had **459 children** sign up for the program. More than half of the children finished the program and about a third of these children went on to fill their entire reading grid. There were also more than **600 raffle tickets** given to children checking out a book or audiobook and then playing one of the seven games created for this program.

Rush Out and Read (ROAR)

Total number of children read to by ROAR teen volunteers 4,351
Total number of sites visited every week 13

There were only two changes to the ROAR program this year. We added a new site and it is now required that all new ROAR students attend a preliminary training. The new site is the Preschool Social Academy. The required training is not for returning ROAR students, although they are welcome to attend. The training not only gave the new students a few storytelling skills, but also let them know what to expect in terms of ages of the children and group size. We had a growing number of students not fully realize what the program requires. There were two training sessions. The questions at these two sessions revealed to me how much they learned and what they already knew. We did have three students surprised by what they learned in the training session and two of those students did drop out as a result. In all three cases the student had been signed up by a parent. While there was more than one reason given for dropping out in all cases they were uncomfortable knowing that they would not always be given a group of listeners, but that sometimes they would have to recruit listeners.

Reference and Readers Advisory

We were excited that Ran introduced a new system beginning in August 2018. There are many benefits to Gimlet. The numbers below reflect Gimlet from August through the end of December added to what used to be a biannual count taken usually in March and October. Gimlet is more accurate and next year the entire count will be done with Gimlet.

January -July

Total questions: 5,911
Total readers advisory questions: 689

August -December

Total questions: 4,465
Total readers advisory questions: 456



School Visits

Most of our outreach was to the public and private schools. In addition to the five Winchester public elementary schools we also visited St. Mary's and made regular visits to KidConnection and United Methodist Nursery School. Most of our visits to the elementary schools were made to the kindergarten and first grade classes. Almost as many visits were made for the Fifth Grade Transition at the end of the school year. Once again we saw very few second and third grade classrooms. Classroom visits introducing library services or reading stories were not the only outreach.



We worked with the school librarians to create the Reading Rocks list, held our annual gathering of the new teachers and did our best to keep ahead of school projects and teacher requests. We also attended the Battle of the Books, the Science Fair, and the Multicultural Potluck for ESL learners and their families.

New this year...

Working with Jennifer Levatino, Art Coordinator for the Public Schools

Sixteen student artists from the Winchester Public Schools now have artwork hanging in the Children's Room. The student work comes from the elementary, middle and high school. This was exciting because the Children's Room had not seen new art on the walls for more than a decade. Jennifer actually copied the student art so the originals were returned to the students. The library had each piece professionally framed. We will now work with Jennifer to select new student artists every two years.

Other community organizations we supported or worked with were ENKA, Winchester Foundation for Excellence in Education (WFEE), Girl Scout Troops, the Winchester Farmers Market, and Community Music School. We marched in the ENKA Parade in May and hosted the Author Luncheon for Authorfest for WFEE in October. This was the first time that Authorfest was held in the Fall instead of the Spring. The Summer Expo organized by Laurie Russell at the Music School has had a small increase in families visiting this year. Most of those families were new to Winchester.

Children's Staff & Professional Development

Children's staff attended a number of conferences and workshops. Both Denise and I attended Building Inclusive Collections in Malden sponsored by the Massachusetts Library Association. Jenny attended the PLA(Public Library Association) Conference.

I attended two Performers Showcases. WFEE invited me to the Young Audiences Showcase featuring more than twenty performers. The NOBS (North of Boston Children's Services) new performers sampler was especially helpful in that the cost of most of those performers was within our budget. I continue to attend the monthly meetings at the Robbins Library in Arlington about new literature for ages 3-15, but this year I also attended a STEM strategies Workshop in Malden sponsored by the Bureau of Education and the Day of Dialog at the Cambridge Library sponsored by School Library Journal.

Collections

We started and will continue to buy educational toys to use in the library for children under five. We have more and more patrons spending over an hour in the Picture Book Room and young children looking for something to do. This is one way we can make it easier for children to spend a little extra time in the room, when their adults are not reading to them. It may be time to consider circulating a few dozen toys in 2020.

TECHNOLOGY AND INFORMATION SERVICES

Ran Cronin, Department Head

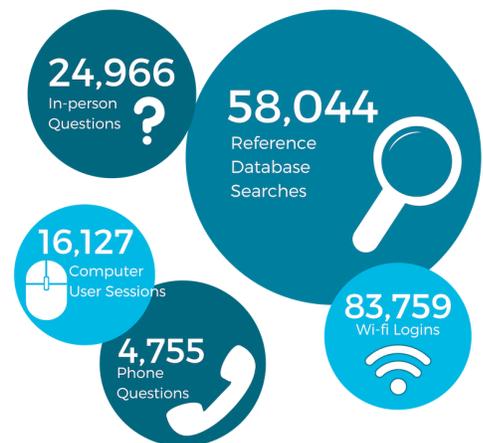
Public demand for study rooms, instruction appointments, and loanable technology continued steadily in 2018. Digital lending continues to be popular through library apps such as OverDrive, Libby, and Hoopla. Database searches increased with the addition of the Winchester High School Yearbooks (1929-2017) to the Library's Internet Archive materials.

New tech items have been added to the list of items available for the public. We now have more Apple phone chargers, MicroUSB phone chargers, Chromebooks, universal laptop chargers, Macbook Air chargers, and more hotspots. In November, the small meeting room made available a presentation screen to group using the room. This year staff spent 60 hours in technology training to strengthen their skill sets.

Staffing

In January, the Library welcomed Jenny Arch to the team to help with reader's advisory, programming, and social media. In February, Amanda Gogel joined the team as the Young Adult Librarian to provide programming and special events for teens.

"Every game is a learning experience"
~ Library chess players in 2018



Professional Development

In May, Jenny Arch and Ran Cronin presented separate programs at the Massachusetts Library Association (MLA) Conference in Framingham. Jenny addressed reader's advisory topics in an age of uncertainty while Ran addressed technology services for older adults. In October, Amanda attended the 10th Annual Teen Summit with the Mass Library System in Worcester. In May, Elaine and Kate attended the Interlibrary Loan User Group meeting.

In November, Robin attended a Legal Reference webinar with Mass Libraries and the Social Law Library. In May, Ran became the chair of the Minuteman Library Network Reference Interest Group. Staff also participated in the MetroWest Programming Planners meetings in September and November.



Teen Services Programs

Amanda organized four programs for teens during 2018, including Family Movie Night (August), Pumpkin Painting Party (October), Great Oreo Taste Test (November), and Bad Art Night (November). The total attendance for all four events was 56.

Tech Services Programs

Ran held 11 Online sessions at the Jenks Center during 2018. Topics included mobile banking, email filtering, file organization, social media, and library apps. The total attendance was 71. The library provided 168 one-on-one tech instruction appointments on-site during the year.

FY 2018 and FY 2019 BUDGETS

	FY 18 Budget	FY 19 Budget
Permanent	1,360,068	1,366,399
Sick Leave Buy Back Non-Union	11,036	13,349
Temporary	113,567	122,850
Overtime	47,240	54,403
Personal Services Total	1,531,911	1,557,001
Office Supplies	15,850	16,700
Printing and Supplies	850	850
Books and Periodicals	250,000	255,000
Cleaning Supplies	1,200	1,320
Household Supplies	3,200	3,500
Electrical Supplies	300	1,500
Hardware	400	500
Painting Supplies	400	550
Small Tools	350	450
Chemicals	1,000	1,200
Food and Groceries	450	450
Total Supplies and Materials	274,000	282,020
Printing and Stationery	4,500	6,500
Postage	2,550	1,550
Telephone	2,200	2,200
Advertising	400	750
Travel	1,500	1,450
Clean and Sanitary	18,000	18,500
Landscaping	10,000	7,500
COM R&M Tools & Equipment	1,450	1,450
R&M Bldg & Structure	15,000	16,000
R&M Furniture/Equipment	800	800
Tuition	500	850
Contractual Service	62,500	64,500
Total Services	119,400	122,050
Dues & Membership	1,085	1,150
Furniture & Fixtures (Computer and Hardware Replacement)	13,500	15,000
Library Total	1,939,896	1,977,221

FY 2018 original appropriation was \$1,905,500 but two supplemental articles were approved by Town Meeting increasing the total appropriation to \$1,939,896. FY 2019 original appropriation was \$1,943,689 but two supplemental articles were approved by Town Meeting increasing the total appropriation to \$1,977,221.

GRANTS AND FUNDS IN TRUST

The Library Trust and Endowment Funds are conservatively invested by the Winchester Commissioners of Trust Funds. The beginning value of our Library Endowment was \$1,917,464 and the ending value was \$1,840,696. Funds were expended from the Endowment Fund for the lecture series and landscaping improvements.

The beginning value of our Trust Funds was \$850,262 and the ending value was \$835,510. Approximately \$8,000 per year is budgeted for new materials from trust funds and does help offset our material expenditure requirement for state certification.

The Winchester Co-Operative Bank has generously supported our R.O.A.R. (Rush Out and Read) program for another year with a gift of \$5,263.

The John and Mary Murphy Educational Foundation continued to generously support Winchester Reads as well as One Winchester, Many Traditions with multi-year gifts. This year they also provided funds toward special events for the Children's Reading Program during the summer.

En Ka and Rotary have continued to support our museum pass program with annual donations of \$2,000.

Memorial/Honor gifts totaled \$4,760, and donations of \$21,278 were received toward the Endowment Fund. The Wiseman Fund received a total of \$2,100 in memory of Jack Wiseman.

Our State Aid Award for FY 2018 was \$32,034, an increase of \$308 from FY 2017. The State Aid award requires state certification and its purpose is to enhance library services and is not used to offset general operating costs.