



2011 MORRILL MEMORIAL LIBRARY ANNUAL REPORT

LIBRARY TRUSTEES

Stuart R. Plumer, Chair
Patricia J. Fanning, Vice Chair
Sarah E. Begg
Patricia Hines
Susan Pipes
Cashman Kerr Prince
Charlotte L. Canelli, Director

On June 26, 2011 the Morrill Memorial Library hosted a celebration of its tenth year since the 2001 renovation.

The Library's goal is to provide residents with access to information, education and entertainment. We help you find and evaluate sources of information ranging from print to the Internet. We supplement your educational endeavors whether you are enrolled in school or just interested in learning. We provide a comprehensive selection of popular material (books, music, movies) in a variety of formats.

The **Long-Range Plan** of the Morrill Memorial Library was accepted by the Massachusetts Board of Library Commissioners (MBLC) in 2011. A **2012 Action Plan** was submitted to the MBLC on December 9, 2011.

The trustees, the director and the custodial staff of the library continue to take excellent care of the **library facility** which is 115 years old. Many, many patrons tell us that they come to our library for its grace and beauty in addition to its comprehensive collection and welcoming staff.

The Morrill Memorial Library applied for **certification** from the Massachusetts Board of Library Commissioners in October 2011. Because the Library did not comply with all financial and regulatory requirements it was necessary to submit a Petition for Waiver from the Massachusetts Board of Library Commissioners. The library received \$28,000 in **State Aid** funding through the Massachusetts Board of Library Commissioners in 2011. Without the additional funding from public grants and private foundations, the library would not be able to provide the Norwood community with excellent services, materials and programs.

The **Morrill Memorial Library Staff** consists of approximately 17 full-time and 33 part-time employees who provide excellent library service to everyone who uses the library in Norwood. Fifteen staff members have graduate degrees in Library Science from accredited master's degree programs around the country. Library employees are a dedicated group committed to the Norwood community and to library users of all ages.

Arthur Gearty, Library Trustee for twelve years retired from the Board in April 2011. **Ms. Patricia Hines** was elected to fill the vacancy on the Board in the April 2011 Town election.

Henry Gallant, Senior Custodian, retired from the library after 10 years of service to the Town of Norwood in February and was replaced by **James Croak** in February 2011.

Judith Koncz, Technical Services Librarian, retired from the library after 10 years of service in June. **Diane Phillips** replaced Mrs. Koncz. Ms. Phillips, a 1996 graduate of Simmons College Graduate School of Library and Information Science in Boston, was most recently the Content Management Specialist for Wilmer Hale in Boston, MA before joining the Morrill Memorial Library staff in June 2011.

Part-time library assistants, **Mary Donnelly** and **Kathy Markhan**, left the library in 2011 after many years served.

Brian Samek, a 2011 graduate of Simmons College Graduate School of Library and Information Science, in Boston, MA, was hired as **Technology/Information Services Librarian** at the Morrill Memorial Library in November 2011. Brian is a 2008 graduate of NYU. He is responsible for all Technology services at the Library. Mr. Samek replaced Jenna Hecker.

The Library could not operate without many dedicated **volunteers**. Over 100 volunteers work in the Literacy and Outreach departments but many more work in other library departments such as Technical Services and Children's. Call or come to the library for information about volunteer opportunities at the Morrill Memorial Library.

The **Musical Sundays Series** is made possible by the **Endowment Fund**. Three free concerts were held in 2011 with up to near-full capacity of 75 attendees. The Series was discontinued in September 2011 when the determination was made to close the Library on Sundays due to budget restrictions.

324,000 books, DVDs, music CDs, audio books, eBooks and other materials were borrowed from the Morrill Memorial Library in 2011. Norwood's residents had access to a total of over 6.5 million items in the Minuteman Library Network. The library is sometimes visited by 1000 people per day and over 680 on average.

There are over 120,000 items in the Morrill Memorial Library's collection.

Norwood patrons borrowed over 36,000 items that were delivered to Norwood from other libraries in the Minuteman Library Network. Additionally, Norwood patrons checked out 22,836 during visits to neighboring libraries in the Minuteman Library Network.

Over 323,000 items were checked out to Norwood patrons at our Library in 2011.

Items Checked Out in 2011 at MML		Items Checked Out in 2011 at MML	
Adult print books including <i>Speed Reads</i>	130,873	Audiobooks on CD and cassette	12,439
Children's print books	89,424	Playaway audiobooks and software	1,223
eBooks and eAudiobooks	1,816	Music CDs	17,447
Adult DVDs and videotapes	40,107	Magazines and journals	2,570
Children's DVDs and videotapes	26,122	Museum Passes	1,330

The library's circulation increased in 2011. These increases were in children's books, music CDs, downloadable audiobooks, adult eBooks and eAudiobooks and large print materials.

Whether you are visiting the library website or visiting the library in person, we encourage you to learn to use the online catalog and request system. You may ask for help with using the online catalog when you are in the library or when calling by phone. Brochures are available to help library card holders make requests online or to log in to databases from home or work.

Card holders	15,069	Building traffic (visitors to library)	205,224	(681 per day)
Days open	308	Meetings held in library	2,530	(8 per day)
Saturdays	40	Library programs for children	275	(5 per week)
Sundays	20	Library programs for adults	124	(2.4 per week)
Hours after 5 pm	715	Community programs held in library	141	(2.7 per week)
Reference questions	20	Public Internet computers	16	
Staff in FTEs	23	Wireless Internet access	yes	
		Uses of library's public computers	31,000	(101 per day)

Story times, including pajama story times, are held year-round for preschool children, including toddlers. Area nursery schools and local scout troops visit the library for requested visits.

The 2011 Massachusetts Statewide Summer Reading Adventure, "One World, Many Stories" was held June – August. Throughout the summer, the Children's Department offered 22 programs, attended by 456 children and caregivers. In addition, over 580 children enrolled in the Summer Reading program, read 7,352 books, and contributed 4,157 online reviews.

Scrabble Club for children is held Tuesday nights at 6:30.

Program Highlights –

Lucy the Read Dog and the **Music Lady** made appearances nearly every month.

- **Norwood Young Readers Award** - book discussions for 4th and 5th graders with parents and librarians.
- Special performances and programs during vacation weeks all year.

Norwood School Students' artwork is regularly displayed in the Children's Room and in the display case.

The 13th Annual Literary Lunch was held at the Coakley Middle School. 6th graders, members of the library staff and senior citizens read and discussed *Milkweed* by Jerry Spinelli in 2011.

Did you know ... the library display case is available for displays on a monthly basis?

Did you know ... the Simoni Room or Trustees Room can be booked by local non-profit organizations?

Did you know ... you can always have your library card handy? Request a keycard replacement for \$1.

Morrill Musings, the library's monthly newsletter, is complete with the library calendar and is available in print at the library or online in PDF format. The library publishes monthly **e-News** delivered through e-mail. Free subscriptions are available through a sign-up box on the library's website. Librarians at the Morrill Memorial Library write a weekly column, **From the Library,** published in print in the Norwood Transcript & Bulletin and online at *Wicked Local Norwood*. Librarians have written over 190 columns which are archived at www.fromthelibrarycolumn.blogspot.com.

The Morrill Memorial Library Staff attended an all-day Staff Development Day in June 2011. The staff attends a monthly book discussion group and other workshops provided by professional organizations.

Adult Programs

- **Computer Classes** – Basic, Internet and E-mail and Library Catalog.
- **First Thursday Book Discussion Group** – October through May in morning and evening sessions.
- **Downloadable eBook workshops.**
- Adult **Scrabble** held every Tuesday night.
- The Library had over 124 adult programs in 2011.
- Three **Monday Night at the Movies Film series** were held in 2011. Each themed series includes 4 to 8 films.
- **The Friends of the Library** presented **ESPN Sports Reporter Mike Reiss** and author **Dyan DeNapoli**.
- **Fireside and Beach Reads** - Margot Sullivan and Beth Goldman share books for all seasons and all reasons.
- Many other programs sponsored by the library, the Cultural Council and the Friends of the Library.
- **First Thursday Book Discussion Group** – October through May in morning and evening sessions.

Keep up to date with **The Library Show** on **NPA-TV**. This monthly show features news and information from the library – new books for adults and children, upcoming programs, tips on how to use the computer, behind the scenes with library staff, and is something for the whole family to view. This year, the Library and NPA-TV produced a special video featuring the library's history and architectural details.

Norwood patrons accessed the online resources available to the community over 45,000 times in 2011. Our website, www.norwoodlibrary.org, is your portal to library services including databases such as:

- *Kids InfoBits* - A great place for younger children to do research on the web.
- *Junior Edition* - Designed for junior high and middle school students. Includes mainly full-text magazines, newspapers and reference books covering current events, the arts, science, popular culture, health, people, government, history, sports and more.
- *Books and Authors AND NovelList* - If you love to read this will help you find great new authors and titles.
- *OverDrive* - Downloadable audio books and e-books downloadable to many devices such as the iPad, iPhone, Nook, Kindle and Sony e-Reader.
- *Massachusetts History Online* - Use this collection for full-text articles from 50 magazines and local newspapers for coverage of Massachusetts people, places and historical events.
- *Ancestry Library* and *Heritage Quest Online* to begin your genealogy research.
- *Mango Languages* - designed to equip you with conversational abilities in more than a dozen languages.
- *Consumer Reports Online* enables consumers to make better purchasing decisions on products.
- *Massachusetts Newstand* - Full-text coverage of major Massachusetts newspapers including the Boston Globe and the Worcester Telegram & Gazette, plus selected coverage of other regional sources.

Did you know ... you can find current music CDs in the Minuteman collection? Visit the Minuteman catalog.

Did you know ... that the Library has a Facebook presence? Remember to Friend us for current news.

Museum Passes can be reserved online via the library webpage.

The **Women's Community Committee** donates memberships to the Children's Museum, Easton Children's Museum, Isabella Stewart Gardner Museum, JFK Library, Museum of Fine Arts, Museum of Science, New England Aquarium and the Roger Williams Zoo.

The **Norwood MOMS Club** donates memberships to the Franklin Park and Stone Zoo and the Providence Children's Museum.

The **Norwood Woman's Club** and the **Friends of the Library** also contribute to the New England Aquarium and Museum of Fine Arts memberships. Altogether, the memberships donated by these organizations total over \$4,000.

These museum passes were used **1,330 times** in 2011, saving Norwood residents thousands of dollars.

Sastavickas Scholarship: In 2006 a donation from the family of Viola Sastavickas established a scholarship fund which awards \$500 each year to a library employee or volunteer. The Sastavickas family and a private donation supplemented the scholarship fund once again in 2011. The 2011 award was given to **Samantha Sherburne**, library intern and student at Simmons College Graduate School of Library and Information Science.

Morrill Memorial Library is a WiFi Hotspot – It is easy to access the Internet at the library on one of the library's 16 public computers or on a personal laptop or device. Wireless Internet is provided by **Norwood Light Broadband**. Many visitors per day access the Library's free WiFi. The **Town of Norwood Technology** department assists the library with its technological needs as necessary.

The Boch Fund partially funds the Literary Lunch and provides money to index the local newspaper collection.

The Norwood Cultural Council, as funded by the Massachusetts Cultural Council, provided library programs.

The Simoni Foundation and the **Department of Education, Literacy Volunteers of Massachusetts** partially fund the Literacy Program. **The Dedham Institution for Savings Foundation** provided the Outreach Department with a grant in 2011.

Outreach Department

- Delivers more than 6,000 items to people unable to visit the library or use its resources without help.
- Volunteers and library staff take material to people in their homes, in nursing homes, at the Senior Center and at housing facilities.
- Thanks to private donors for additional funding in 2011.

Assistive Technology

- Equipment and software are available for use by individuals with special needs. Call 781-769-0200, x 228 for Outreach Services, assistive technology or to volunteer.

Literacy Volunteers of America at Morrill Memorial Library

- Free, confidential tutoring in Basic Literacy and English as a Second Language.
- 152 adult learners, 80 active tutors, nearly 5,000 hours of instruction in FY11.
- Conversation groups for ESOL students.
- The Literacy program receives additional funding from the **Department of Education**.
- Thanks to the **Simoni Foundation** for their generous support and other private donors.
- The annual **Harvest Dinner** is held for all volunteers and tutors each year in October.

Literacy Volunteers are always looking for new tutors and students. Call Literacy Volunteers at 781-769-4599.

Morrill Memorial Library Affiliations

Minuteman Library Network

- 44 public and academic libraries.
- 6.5 million items owned and over 17 million items circulated in FY11.
- Non-profit private cooperation, run by its members.
- Provides automated services to member libraries.
- Periodical and reference databases.
- OverDrive downloadable eBooks and audiobooks.

Massachusetts Library System

- State agency provides daily interlibrary delivery (nearly 80,000 items were loaned to or from Norwood in FY11).
- Periodical and reference databases.
- Purchasing cooperative for supplies and material.
- Continuing education and consulting.

The Friends of the Library

- Raise nearly \$4,000 from two book sales in April and October, 2011.
- Provide generous donations to purchase equipment, DVDs and audio books and CD-cleaning equipment.
- Support most adult and children's programming at the library.
- Provide a film screening license necessary for showing adult Film Fests.
- Support staff development and staff events.
- Promote the library at **Norwood Day** and with notices in the electric bills.
- Hold **General** and **Annual Meetings** each year.
- Sponsor of the **First Thursday Book Discussion Group**, **Beach Reads** and **Fireside Reads**.
- Meet monthly at the Board meetings in the library.
- Mail "Friendly Notes", a 3-times a year newsletter to members' homes.
- Membership is affordable at all levels.

Morrill Memorial Library Board of Trustees, 2011-2012

Seated left to right: Elizabeth Dickson, Corresponding Secretary; Stuart R. Plumer, Chair; Charlotte Canelli, Library Director. Standing left to right: Cashman Kerr Prince; Sarah E. Begg; Patricia Hines; Susan Pipes; Patricia Fanning, Vice Chair.



Judith Koncz, retired librarian served 10 years at the Morrill Memorial Library.



Henry Gallant, retired Senior Custodian, served the Town of Norwood for 10 years, 8 of them at the Morrill Memorial Library.

