

**KEENE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES ANNUAL MEETING**  
**Tuesday, August 25, 2015 at 5:00 P.M.**

**AGENDA**

1. Call to order
2. Approval of the August 26, 2014 Annual Meeting minutes
3. Annual Reports
  - a. President's Report (page 5)
  - b. Treasurer's Reports
    - Primary Account Expenditures (page 6)
    - Encumbered & Restricted Funds (page 8)
    - Donations & Distributions (page 10)
    - Portfolio Changes (page 13)
    - Trustee Budget (page 18)
  - c. Finance (page 20)
  - d. Building and Grounds (page 23)
  - e. Policy (page 24)
  - f. Fine Arts (page 25)
  - g. Community Outreach (page 26)
  - h. Long Range Planning Committee (page 27)
  - i. Friends of the Keene Public Library (page 29)
  - j. Cheshire County Literacy Coalition (page 31)
  - k. Horatio Colony Museum (page 32)
  - l. Nominating Committee (page 33)
  - m. Director's Report (page 34)
  - n. Staff Reports
    - Youth Dept. (page 36)
    - Community Services (page 39)
    - AV (page 42)
    - Reference, Interlibrary Loan, Internet (page 43)
    - Technology (page 45)
    - Technical Services (page 47)
  - o. Statistical Reports
    - Library Statistics (page 48)
    - Circulation (page 49)
    - Database Usage (page 51)
    - Acquisitions (page 52)
4. Adjournment



**KEENE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
ANNUAL MEETING  
Tuesday, August 26, 2014**

**Present:** William Stroup, Charles Redfern, George Scott, Judy Noonan, sally miller, David Meader, Paul Henkel, Kenneth Jue, Nancy Vincent, Judy Putnam, Tom Mullins, Kathleen Packard, Jane Pitts, Nat Stout

Called to order at 5pm,

**Minutes of 2013 annual meeting:**

**Motion** to approve minutes by Judy, seconded by Ken, approved unanimously

Went through annual report: see attached annual report

**Treasurer's Report** emphasized return of NHCG, Proper bequest, and other major gifts that haven't yet been invested.

**Motion** to accept finance report by Ken, seconded Charles, passed unanimously

**Finance Committee.** On page 19. Eliminate NH charitable foundation.

**Motion** by Sally Miller to pass as corrected, seconded by Judy, passed unanimously.

**Motion** by Sally to accept all gifts given to KPL this year, seconded by Ken, passed unanimously.

**Buildings and Grounds.** No changes from printed report.

**Policy.** No changes from printed report.

**Community Outreach** No changes from printed report.

**Long Range Planning.** Special thanks from Sally to Nancy Vincent and Jennifer Bone for keeping our project rolling

**Friends.** Jane Pitts. Two record-breaking book sales from spring and from Fall. Major purchase of the 3-D printer for the library. Special thanks from Paul to the friends for help with moving forward. Colony listed upcoming activities.

**Nominating Committee** offered Paul Henkel, President; Kathleen Packard, Vice President; Judy Putnam, Treasurer, Bill Stroup, Secretary

**Motion** to accept by Sally, seconded by Ken, passed unanimously.

**Director's Report** Nancy spoke to her report about staff and volunteers, because of splits of full time positions (2) into part time positions (4) We have 17 FTEs, 8 full time, 19 part time, so difficulty in retaining qualified candidates. Looking for career-building positions. This year has been unprecedented in volunteer hours. Great community support. Great opportunities here in Keene to be a leader in national library discussions.

Question about what state library does with data about circulation.

**Motion** by Ken second by Judy, Annual Meeting adjourned at 5:24.

## **Report of the President of the Trustees**

Nancy Vincent and the outstanding staff she has in place at the Library continued to provide the excellent services they are recognized for in the community.

Trustees, Friends, Library Staff and City Management continued to work on plans for renovating the Library Annex, constructing a connector, providing a West Street entrance, and doing some minor renovations and reorganization in the existing library.

Sally Miller has led the Keene Library Annex Advisory Committee (KLAAC). Working groups have been established to conduct and support fundraising.

Jeff Hoover of Tappé Architects completed the first phase of conceptual design. Review of the design with the Heritage Commission jointly with the Historic District Commission was done. Positive comments were received. Review with the Planning Board was done.

In early July a report was made to City Council which included presenting preliminary costs as we understand them at this point midway through the design process. Funding was described as having three parts. The first part is to be provided by the fund raising efforts of the Friends and the Trustees. Our campaign goal is to raise \$ 5 million. The second part is appropriate funding through the City's CIP process for the necessary infrastructure improvements and to bring the Library Annex into code compliance. Prior public discussion about the public-private partnership and past memos of understanding were recalled. The third part is tax credits. We are working with City Management and Jack Duggan to maximize the potential for New Market and state tax credits. Later in that meeting City Council approved establishment of a trust fund for receiving donations for the project.

It has been a pleasure working with the Friends, Staff and City Management. Much has been accomplished. Much is yet to be done. The enthusiasm we have encountered and support we have received has been strong and we can look forward to the coming year.

Paul Henkel

**Keene Public Library Trustees  
Treasurer's Annual Report, Account #48-1-2  
2014-2015**

**Opening Balance** **\$91,426.63**

**Income**

Bequests	
Muriel LaBrie	20,000.00
Bernice Clark	67,210.46
Philip Faulkner	10,000.00
Donations for Books and Materials	850.00
Lipsky Book Fund	910.00
Memorial Gifts	690.00
Rotary Gifts	225.00
Donations for Outreach Programming	
In Honor of Lynn Simington	420.00
For Summer Reading Program 2014	800.00
NHCF Endowment for Outreach	5,233.68
Grants	
Keene Rotary/Astronomy	250.00
Target/Ready for Reading	2,000.00
Dollar General-ALA/Teen Read	1,000.00
Investment Income	3,980.02
Capital Gains	10,372.95
Money Market Interest	9.79

**Total Income** **123,951.90**

## Expenses

Books and Materials	205.09
Outreach Programming (including summer reading)	8,336.78
Staff Conference	1,223.90
Furniture Repair	2,400.00
Grants Expended	
Chautauqua 2014	2,975.65
YALSA	916.03
Target	1,300.90
Created Equal	702.93
Membership NHLTA	390.00
Transfer cash to open checking account 72-1-5	95,000.00
Transfer dividends to new checking account	1,827.17
Transfer Elizabeth Jones Faulkner Fund to Restricted Funds account 86-1-1	20,000.00
Transfer Lipsky gifts to Restricted 86-1-1	1,000.00
Transfer Putnam Foundation Grant for Library Expansion Project to City	20,000.00
Securities Purchased	
New Investment	10,000.00
Reinvest Capital Gains	9,399.22

**Total Expenses** **175,677.67**

**Closing Balance** **\$39,700.86**

KPL Trustees  
**Encumbered and Restricted Funds**  
 June 30, 2015

	<b>Balance</b> 6/30/2014	<b>Changes</b> 2014-2015	<b>Balance</b> 6/30/2015
<b>For Books and Materials</b>	3,031.57		
Memorial Gifts		690.00	
Rotary Donations		375.00	
Other Donations		850.00	
Thayer Fund Investment Income		500.00	
Purchase of books		-205.09	
			5,241.48
<b>For Outreach Programming</b>	381.69		
Donations for Outreach Programs		2,350.00	
From Choe Fund for Summer Reading		100.00	
From Endowment		4,627.11	
Gifts honoring Lynn Simington		420.00	
Spent on all Outreach Programming		-10,331.98	
			-2,453.18
<b>For Staff Training</b>	1,193.34		
Trustee Budget 14-15		6,000.00	
Used in 14-15		-2,376.42	
			4,816.92
<b>From Sale of KPL History</b>	274.31		274.31
<b>Landscaping project (trustees pledged)</b>	594.42		594.42
<b>Hanna Fund</b>	1,265.45		1,265.45
<b>Fox Memorial</b>	1,004.00		1,004.00
<b>Millenium Clock</b>	100.00		100.00
<b>Faulkner Framing</b>	-1,153.48		-1,153.48
<b>Dollars for Doers</b>	350.00		350.00
<b>Lipsky Book Fund</b>	164.36		
Donations		1,100.00	
Moved to restricted investment account		-1,200.00	



			64.36
<b>Grants</b>	21,577.63		
Grant Income			
Keene Rotary/Astronomy		250.00	
Keene Rotary/Success by Six		1,000.00	
Target/Ready for Reading		2,000.00	
Dollar General-ALA/Teen Read		1,000.00	
Grant Expenses			
Chautauqua 14		-2,975.65	
YALSA		-916.03	
Target		-1,300.90	
Transfer Putnam Foundation Grant to City/Project		-20,000.00	
			635.05
<b>Reserve for Long Range Planning</b>	3,750.00		
Trustee Budget		750.00	4,500.00
<b>Reserve for Furniture Replacement</b>	735.18		
Trustee Budget		500.00	
Used in 14-15			
			1,235.18
<b>Unrestricted Gifts</b>			
Palone Bequest	2,886.70		2,886.70
Curtis-Cherkassaky bequest	5,000.00		5,000.00
Proper Bequest	11,500.00	1,058.40	10,158.40
(used for chair refurbishment)		-2,400.00	
Clark Bequest		67,210.46	67,210.46
Faulkner Bequest		10,000.00	10,000.00
LaBrie Bequest		20,000.00	20,000.00
<b>Endowment Returned/NHCF</b>	35,243.36		
Moved to restricted investment account		-20,000.00	15,243.36
<b>Total Restricted Funds</b>	87,898.53	59,074.90	146,973.43
<b>Cash in Checking Account</b>			97,521.22
<b>Cash in Investment Account</b>			39,700.86

Keene Public Library Trustees  
 Annual Report  
 July 1, 2014- Jun 30, 2015  
**Donations, Bequests, Grants**

**Bequests**

Bequest of Muriel LaBrie	\$20,000.00
Bernice Clark	67,210.42
Philip F. Faulkner	10,000.00
David Proper Estate (additional)	1,058.40

**Total Bequests** **\$98,268.86**

**Donations For Books and Materials**

Alex and Colleen Kossakoski	125.00
Life Line Screening	50.00
Jacob Lichman Memorial Trust	250.00
Douglas and Paula Smith	25.00
Fraternal Order of Eagles	400.00

**Memorial Donations**

In memory of Philip Faulkner	
Edward and Cornelia Saradarian	25.00
Ernest and Jean Newcombe	25.00
Margaret Green	15.00
Mary G. Goodnow	50.00
Judy and Jim Putnam	50.00
Jeanna Hamblet	25.00
In memory of Joy Barrett	
Dorothy and Herbert Howard	50.00
In memory of Barry Cohen	
Frank and Cathy Behrens	100.00
In memory of James Stroup	
Kirsti Sandy	75.00
In Memory of Elwood Borger	
KPL Staff	20.00
In Memory of Elizabeth Digiulio	
Beth Digiulio	50.00
In Memory of Jonathan Powers	
Walter and Marjorie Clark	25.00

Jean and Keith Chesser, K Johnson	50.00
Securboration	100.00
Carol and Jerry Bear	20.00
In Memory of George Halpin	
KPL Staff	10.00

**Donations to the Florence Aliber Lipsky Book Fund**

Aaron Lipsky	50.00
Dorothy and Nelson Saks	100.00
Paul and Shirley Bartashevich	25.00
Margaret Barrett	25.00
Jean and Douglas Watson	25.00
Rachel Saks Aronis	25.00
Jeffrey and Donna Smith	25.00
Robert and Shirlie Doherty	100.00
Aaron A. Lipsky	50.00
Martha and Susan Zimmerman	50.00
Mary Lou and Stanley Yarosewick	100.00
Richard and Sandy Whitney	20.00
Paul and Sussan Henkel	50.00
Ruth and Ted Parent	100.00
Elizabeth Cherney Shidler	165.00
(on behalf of co-workers of D Lipsky Saks)	
Arthur and Lynn Simington	50.00
Howard and Elaine Lane	100.00
Bernard and Gloria Kaminski	50.00

**Rotary Gifts**

William Stevens	25.00
John Harper	25.00
Paul Vincent	25.00
Robert Mucha	25.00
Stephen Felder	25.00
Thomas Ewing	25.00
Charles Prigge	25.00
Jane Lane	25.00
Louise Zerba	25.00
Lee Robator	25.00
Ryan Watterson	25.00
Peter Hansel	25.00

Robert Farrar	25.00
David Stabler	25.00
Allan Freeman	25.00

**Donations for Outreach Programming**

In honor of Lynn Simington

George Scott	50.00
Judy Putnam	50.00
Sally Miller	50.00
Paul Henkel	20.00
Ken Jue	20.00
Gail Zachariah	100.00
Bill Stroup	30.00
Nat Stout	25.00
Kathleen Packard	25.00
Charles Redfern	25.00
Beth Truman	25.00

**Donations for Summer Reading**

Stage Hands	200.00
MacMillin	400.00
Keene Kiwanis	200.00
C&S Wholesale Grocers	400.00
Stingray Optics	200.00
Stage Hands	200.00
Clarke Distributors	100.00
Mascoma Savings Bank	400.00
Chroma Technology Corp	250.00

**Total Donations** **\$5,795.00**

**Grant Income**

Keene Rotary Club/Galileo/astronomy	250.00
Target/Ready for Reading	2,000.00
American Library Assoc/Teen Read	1,000.00
Keene Rotary/Success by Six	1,000.00

**Total Grants** **\$4,250.00**

**Keene Public Library Trustees  
Annual Report, June 2015  
Portfolio Changes**

	<b>6/30/2014</b>	<b>6/30/2015</b>
<b>Account 48-1-2 (Investment Account)</b>		
Mutual Funds	218,932.79	234,836.24
Cash and Money Market	91,526.63	39,700.86
<b>Account 86-1-1 (Restricted Funds Account)</b>		
Mutual Funds	25,435.53	45,215.88
Cash and Money Market	1,035.36	1,303.47
<b>Account 72-1-5 (Checking Account)</b>		
Cash	0.00	97,521.22
<b>Total Value</b>	<b>336,930.31</b>	<b>418,577.67</b>

**Account 48-1-2** is the original investment account which also held cash which was used to pay regular expenses. This year we separated the cash out to a checking account. This account, 48-1-2, is now an investment account for funds that have no restrictions as to use.

During this year, \$9,399.22 of long-term and short-term capital gains were re-invested in the mutual funds that generated the gains. A decision was made to separate cash for general expenses into a checking account and \$95,000 was taken from this account to open a checking account. In addition, by vote of the Trustees, \$20,000 of the Elizabeth Jones Faulkner Fund, which was held but returned by the NH Charitable Foundation, was moved to Account 86-1-1 and invested as a permanently restricted fund. Also, \$1,200, an accumulation of gifts to the Florence Aliber Lipsky Book Fund, was transferred to 86-1-1 for investment. A new investment of \$10,000 of undesignated cash in 48-1-2 was made in the Europacific Growth Fund, in May, after a portfolio review with our investment advisor.

**Account 86-1-1** is the account that holds funds whose use is restricted to use of the income only. Included in this set of funds are the Florence Aliber Lipsky Memorial Book Fund, the Euguen Choe Fund for Summer Reading and the Thayer Fund.

**Account 72 -1-5** is the new checking account. It was opened in March, 2015 with a transfer of \$95,0000 from Account 48-1-2.

KPL Trustees  
 Annual Report  
 Account 86-1-1 Restricted Funds  
 July 1 2014 - June 30, 2015

<b>Opening Cash Balance</b>		<b>\$1,035.36</b>
<b>Income</b>		
Gifts To Lipsky Book Fund	1,200.00	
EJFaulkner Funds from NHCF	20,000.00	
Income to Lipsky Fund	104.48	
Income to Choe Fund	58.67	
Income to Thayer et al Fund	558.52	
Income to Faulkner Fund	21.23	
Money Market Interest	0.36	
<b>Total Income</b>	<b>21,943.26</b>	
<b>Expenses</b>		
Purchase of Securities/Lipsky	1,275.15	
Purchase of Securities/Faulkner	20,000.00	
Transfer to -1-5/Choe	100.00	
Transfer to -1-5/Thayer et al	500.00	
<b>Total Expense</b>	<b>21,875.15</b>	
<b>Closing Cash Balance</b>		<b>1,103.47</b>

Notes: This year the NHCF returned the Elizabeth J Faulkner Fund which we had established there in 1999. By vote of the Trustees, \$20,000 will be permanently restricted as an income only fund. Also this year, Mrs Florence Lipsky died, and gifts in her memory amounted to \$1,200. That amount, plus other income to the fund has been invested.

Cash in each restricted account

	6/30/2014	#####
Cash Balance Choe	449.09	407.85
Cash Balance Lipsky	6.96	36.38
Cash Balance Thayer	579.31	637.92
Cash Balance Faulkner	0.00	21.32
	1,035.36	1,103.47

**Keene Public Library Trustees  
Checking Account**

Q4 2014-2015

March 1 - June 30, 2015

Library Checking 72-1-5

**Opening Balance** **\$0.00**

**Income**

Transferred from 48-1-2 to open account	95,000.00
Donations to Summer Reading	1,550.00
Rotary Donations	150.00
Thayer Fund Income	500.00
Choe Fund (summer reading)	100.00
Grant Income Keene Rotary/Success by Six	1,000.00
Donations to Lipsky Book Fund	200.00
Bequest of David Proper	1,058.40
Investment Income	1,827.17
Money Market Interest	1.77
<b>Total Income</b>	<b>101,387.34</b>

**Expenses**

Outreach Programming	1,995.20
Staff Conferences	1,152.52
Transfer Lipsky gifts for investment	200.00
<b>Total Expenses</b>	<b>3,347.72</b>

**Closing Balance** **98,039.62**



Notes: This account was opened on March 27,2015, to separate the investment account from the account used for regular income and expenses. It was opened with \$95,000 which was transferred from the investment account. Dividend income from the investment account will flow into this account for use in the annual trustee budget.

Gifts,Grants, Donations  
March 1 - June 30, 2015

David Proper Estate	\$1,058.40
Lipsky Book Fund	
Arthur and Lynn Simington	50.00
Howard and Elaine Lane	100.00
Bernard and Gloria Kaminski	50.00
Summer Reading Progam	
C&S Wholesale Grocers	400.00
Stingray Optics	200.00
Stage Hands	200.00
Clarke Distributors	100.00
Mascoma Savings Bank	400.00
Chroma Technology Corp	250.00
Grant Income	
Keene Rotary/Success by Six	1,000.00
Rotary Donations	
Lee Robator	25.00
Ryan Watterson	25.00
Peter Hansel	25.00
Robert Farrar	25.00
David Stabler	25.00
Allan Freeman	25.00

**Keene Public Library  
Trustee Budget July 1, 2015- June 30, 2016**

**Income**

Trustee Held Investments	5,500.00 *
Donations for books and materials	
Memorial Gifts	500.00
Rotary	500.00
Other	500.00
Thayer Fund	500.00
Outreach Projects	
From KPL endowment at NHCF	5,233.68
From Eugene Choe Fund	50.00
Staff Training/Workshops	
Encumbered from 2014-2015	4,500.00 estimate
Reserved from Bequests for Phase II Schematic	87,000.00
Bequests 2012-2015, remaining unspent	36,898.92
Landscaping (encumbered from previous year)	594.42
Hanna Fund	1,265.45
Millenium Fund/ clocks	100.00
<b>Total Income</b>	<b>143,142.47</b>

**Expenses**

Books and materials	2,000.00
Outreach	
From Endowment NHCF	5,233.68
From Eugene Choe Fund/Summer Reading	50.00
Staff Conferences and Workshops	
From investment income	3,500.00 *
Encumbered from 2014-2015	4,500.00 estimate

Phase II KLAAC Schematics	87,000.00
Reserve for special Trustee Projects	36,898.92
Fine Arts	
Green and Price Room Enhancements (Hanna)	1,265.45
Millenium Fund/clocks	100.00
Other fine arts	200.00 *
Landscaping Project	594.42
Reserve for long range planning	750.00 *
Reserve for furniture replacement	500.00 *
Miscellaneous	550.00 *
<b>Total Expenses</b>	<b>143,142.47</b>

\* denotes anticipated income from investments at Edward Jones and its uses.

## 2015 Keene Public Library Finance Committee Annual Report

August 11, 2015

In terms of the Library's operating budget this year, there were no unusual occurrences. The budget was similarly conservative as compared to previous years. The approved budget for the coming 2015/2016 fiscal year shows no significant departure from the immediate past year. However, we were surprised by the number and size of bequests that the Library received this year, which put us in a strong position with available cash. The description of these bequests are contained in detail in the Treasurer's Report, so I refer the reader there. We also experienced an increase in the capital gains from the trustees' trust funds and designated them to the staff development fund for the library staff. The New Hampshire Charitable Foundation also returned some funds to the Library that it determined were not appropriate for them to administer. These funds derived from the sale of donated to the Library by the Faulkner family. Further details as to this transaction are also contained in the Treasurer's Report. With all this activity the committee and the full Board of Trustees worked closely with our investment firm representative, Mr. Allen Mendelson, on how to invest the cash and keep a sufficient amount available for our interests in order to support the renovation of Heberton Hall.

The potential renovation of Heberton Hall was the major topic for the committee this year. The Trustees were able to provide a total of \$87,000 from its trust funds to fund the Design Development Phase with the addition of another \$25,000 from the Heberton Hall Cost Center. The Friends of the Keene Public Library organization has made it possible to contract with Mr. Al Cantor, fundraising consultant, to assist the Keene Library Advisory Committee to conduct a fundraising feasibility study and to organize a fundraising effort to raise the necessary funds for the renovation of Heberton Hall. We have also had a series of meetings with the Monadnock Economic Development Corporation (MEDC) staff to learn about accessing tax credits to help support the renovation effort.

We will continue to collaborate with staff representatives of the City of Keene, those of the Friends of the Keene Public Library and MEDC toward the eventual renovation of Heberton Hall.

Submitted by,



Kenneth Jue, Chairperson

KPL Board of Trustees  
Overview of Library Finance  
2014-15 Report

City of Keene Annual Operating Budget – Library

Provides for staff and operating expenses and is approved by the City Council in June for the next fiscal year. The figure approved for FY 2015-16 is \$1, 323,799. This year's approved Books and AV materials budget is \$141,550.

Each year, the staff prepares an analysis of the collection, including current size by item, quantity to replace at a 5% ratio, and assumed price per item using fair generic cost estimates. The annual acquisition rate of approximately 5% which includes new titles as well as the replacement of worn-out and dated materials has been accepted as a standard measure to keep the collection current and relevant. This analysis leads to a projection of the annual budget figure for Books and AV materials.

To support a 5% replacement target, \$169,800 is needed. During these difficult economic times, the Friends of the Library continue to supplement city funding which sustains 4.2 % of the target goal.

City Held Trust Funds

A portion of the annual budget is funded by income from City Held Trust Funds. The income from City Held Trust Funds is spent in accordance to the directive of each trust – books, magazines, library equipment, etc. The figure approved for FY 2015-16 is \$3,500.

City of Keene Annual Operating Budget – Library Facilities Maintenance

The Facilities maintenance budget is under the Parks, Recreation and Facilities Department which during FY 2014-15 was administered by Med Kopczynski, Assistant City Manager and Health director who was serving as Interim Director of Facilities. Andy Bohanan, Director of Parks, Recreation, Cemetery and Facilities has assumed those responsibilities. Facility issues are also reviewed by the Trustee's Building and Grounds committee which consists of City Staff, Trustees and Friends.

City of Keene Annual Operating Budget – Library Maintenance

The Library Facilities Maintenance Budget is approved by the City Council in June for the next fiscal year. The budget figure approved for FY 2015-16 is \$247,945.

City of Keene Annual Operating Budget: Library Annex Maintenance

The Public Library Annex Budget is approved by the City Council in June for the next fiscal year. The figure approved FY 2015-16 is \$24,580.

City of Keene Capital Improvements Projects Budget (CIP)

The 2016-2021 CIP includes the Library Campus Development project. It describes needs in both the Library and the Library Annex that need addressing. Included for the Library are the first and second floor windows of the Library Mansion. There are some other condition issues such as flooring and minor roofing etc. For the Library Annex, the

building envelope, except for the flat roofs, is in poor condition. This includes brick mortar, sills and headers for the windows and the windows themselves in addition to the mansard. The building will need an additional exit, an elevator, a heating and air conditioning system to make the Annex more functional. The CIP project description anticipates that the issues will be addressed as part of the Campus Development project proposed for this site. For planning purposes, project construction beginning during FY2017 is assumed. This replaces separate CIP projects included in the previous CIP 2015-2020 that included Library Window upgrade for the first and second floors of the Library Mansion –designated for 2016 with a budget estimate of \$100,000, the repair of the Library Annex Mansard designated for 2016 with a budget of \$219,000, and the replacement of the 20 year old carpets in the library designated for 2017 with a budget estimate of \$35,000.

#### KPL Trustee Budget

The proposed budget for FY 2015-16 as adopted by the trustees is \$143,142.47. This reflects the anticipated income from investments as well as monies encumbered for specific purposes that will be used for those purposes this year.

It should be noted that all grants that are given directly to KPL are monitored and administered by the treasurer of the trustees under the supervision of the library director. A record of all grants given directly to the library is part of the treasurer’s report. (See Treasurer’s Annual Report)

#### KPL Trustee Held Funds

The total value of the investments held by the Trustees at Edward Jones as of June 30, 2015 is \$418,597.67 versus last year’s value of \$336,930.31.

#### New Hampshire Charitable Foundation

The NHCF now holds only one fund for the benefit of the Keene Public Library. It is the “Keene Public Library Endowment Fund” and on June 30, 2015, the fund was \$135,220.67 versus last year’s value of \$133,908.08.

The NHCF no longer holds the “Elizabeth Jones Faulkner Memorial Trust”. The value of the fund was returned to the Keene Public Library Trustees as of 12/21/13. The value on that date was \$35,243.36. The “Elizabeth Jones Faulkner Memorial Trust” was established on 3/17/2000 as an agency fund. Since that date, a change was made in NH State Statute: RSA 31:25 regarding agency funds that required the return of the fund.

The Trustees voted to establish the Elizabeth Jones Faulkner Fund as a restricted fund using \$20,000 of the returned fund. The remainder will be used for other library purposes.

## **Buildings and Grounds Annual Report August 2015**

Members: Jennifer Bone, Yvonne DeMay, Paul Henkel, Medard Kopczynski, Scott Martin, Kathleen Packard, Nancy Vincent

The junction of the roof drain pipe near Winter Street was redone so it is insulated and under a manhole cover. This addressed the problem that occurred in February 2014 when the pipe froze and the basement flooded. Concrete slab misalignment at the entrance caused by frost heaves was addressed by grinding down the raised portions.

The landscaping gift policy was adopted by the Library Board

In the fall urns at the entrance were provided with an arrangement of greens by The Old Homestead Garden Club. They were planted with flowers by the High School horticulture group in the spring.

A two year snow removal and basic landscaping contract including spring raking, weeding and mulching and fall clean-up was established by Andy Bohannon, Director of Recreation, Parks and Cemeteries. This was supplemented by using Friends funds to contract with Sarah Mustin Stockwell to provide landscaping services throughout the growing season. This provided for careful attention to the vinca garden, the narrow strip at the base of the disabled persons ramp and the area adjacent to the book drop, to preserve and improve the plantings.

Kathleen reported on damage to Arbor Vitae trees. Library staff followed up with the City and arranged replacement trees.

Scott Martin, the new City of Keene Facilities Manager joined the committee.

Ceilings under the Green Room and the Library Director's office were damaged by water from a janitorial closet. Scott explained planning for repair of the ceilings which were repaired with good workmanship and in a timely manner.

Vents and lights in the barrel vault area near the circulation desk have been cleaned.

Mats were replaced at the Winter Street entrance. Significant rust at the base of the white metal columns will be addressed to prolong the life and improve appearance.

Med reviewed work which has been done to repair and recertify the HVAC system.

The cigarette disposal receptacle has been moved from being attached to the building to a new location to the left and below the stairs. "No smoking in this area" signs are in place and smokers have been cooperative when asked to move away from the entrance.

Tree markers were installed honoring Yvonne DeMay and Jean and John Hoffman.

Paul Henkel

Policy Committee  
2014-2015 Annual Report

The Policy Committee met as needed this year. The Committee's major accomplishments included creating the Landscaping Gift Policy as well as adding language to the unacceptable behaviors policy to address patrons concerns over smoking in the front of the library.

The Policy Committee created the Landscaping Gift Policy and corresponding Landscaping Gift Proposal Summary form to address the director's and Building & Grounds Committee's concerns regarding authority for this type of donation to the library. The policy gives the authority of approval for donations to the Board and the form provides the information the Board needs to approve or deny donations. The Policy was added directly after the existing gift policy 8.004 GIFTS and states:

“Landscaping

The Board of Trustees shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness the offered gift to the existing landscaping, cost of maintenance and consideration of any future building expansion, renovation or similar circumstance.“

The Board approved both.

The Policy Committee decided that the current language of the unacceptable behavior policy covered smoking and that better signage and official Board approval of this new signage was the best way to address this recurring issue at this time. The committee recommended that

- 1) a new sign be added to the front of the main entrance that reads “Please no smoking in this area”
- 2) the current smoking receptacle would be removed from this area.
- 3) wording would be added to the Library rules signage. The recommendation is that it would add the following:
  - a. Rule #2: “This includes keeping entrances accessible and smoke free.”
  - b. A statement at the bottom that reads “Approved by the Board of Trustees” and include the date.

The Board approved this and the new signs were created and the smoking receptacle was relocated.

Respectfully submitted,  
Policy Committee of the Keene Public Library  
Kathleen Packard, Chair



Fine Art Committee  
Annual Report 2014-15

The Fine Arts Committee is overseeing the reupholstering of 17 arm chairs using money from David Proper's bequest.

The trustees accepted the gift of a quilt made by the Tuesday Morning Quilting Group. The Fine Arts Committee will oversee the hanging of the quilt in a public place.

Judy Putnam

KEENE PUBLIC LIBRARY  
COMMUNITY OUTREACH ANNUAL REPORT  
2014-2015

See Community Services Report, page 40.

**KPL Board of Trustees**  
**LONG RANGE PLANNING COMMITTEE**  
**ANNUAL REPORT**  
**FISCAL YEAR – 2014-15**

The Keene Library Annex Advisory Committee (KLAAC) consisting of representatives from the Library trustees, Friends of KPL, library and city staff , along with architect, Jeff Hoover, from Tappé Architects, is moving forward with renovation plans for both the main library and the Annex.

Preliminary planning continued as well as a review of existing facilities and services. The architect examined working processes and library use in order to take into account programming and changing facility needs. The first phase of the project, Schematic Design, was completed, a cost figure for the entire project was determined, and the second phase of the project, Design Development, has begun, funded by the Trustees and the Heberton Hall Cost Center. “Advice and Comment” presentations were made to the trustees, the Friends, the City Council, the Planning Board, the Historic District Commission and the Heritage Commission.

Two community meetings and tours of the Annex were held in the fall of 2014 by the Fundraising Group. The goal was to inform the public about the project and gather public input. Jeff Hoover gave presentations discussing basic goals and presented comparable library projects to illustrate ideas. These community meetings attracted many stakeholders and were well received by the public in general. Estimated attendance at the first meeting was over 100.

After interviewing several consultants, the Fundraising Group contracted with consultant, Al Cantor, for a fundraising feasibility study underwritten by the Friends of KPL. A Case Statement was completed, people interviewed and the outcome was positive. Given this information, the Fundraising Group will move forward with a capital campaign in the fall of 2015.

After a Memorandum of Understanding was passed by the Trustees, the Friends and the City Council, a small group from KLAAC worked together with the City Attorney, the City Finance Director, and the Manager of the City Held Trust Funds as well as the NH Attorney General’s Office to set up a temporarily restricted city-held trust fund to receive donations to the library renovation project. The trust was established by vote of the City Council on the resolution.

A small group from KLAAC is currently meeting with the City Manager and the Monadnock Economic Development Corporation to discuss the possibility of seeking New Market Tax Credits for the library renovation project.

The Keene Library Annex Advisory Committee is fortunate to have several dedicated members:

City Representatives: Med Kopczynski, Assistant City Manager/Health Director  
Carlotta Pini, City Project Manager  
Scott Martin, City Facilities Manager

Friends Representatives: Jane Pitts, President – KPL Friends  
**Co-Chair of Fundraising Group**  
Jill Cielinski, Vice-President –KPL Friends  
Paul Ledell, Heberton Fund --KPL Friends

Trustee Representatives: Paul Henkel, President – KPL Board of Trustees  
Judy Putnam, Treasurer – KPL Board of Trustees  
**Co-Chair of Fundraising Group**  
Ken Jue, Finance Committee Chair –KPL Board of Trustees  
Sally Miller, Long Range Planning Chair-- KPL Board of Trustees  
**KLAAC Chair**

Library Staff Members: Nancy Vincent, Library Director  
Jennifer Bone, Assistant Library Director/Head of Technical Services  
Sean Wiley, Administrative Assistant

The above group supported by other members of the Trustees, Friends, and City Staff have contributed many hours towards this project. Their dedication continues to move the project forward.

Respectfully submitted,

Sally Miller, Chair, Long Range Planning  
Keene Library Annex Advisory Group

## **Friends of Keene Public Library President's Annual Report 2014-2015**

Members of the Friends of the Keene Public Library, Representatives from the Trustees and Library, and fellow Board Members:

I am delighted to report on another busy, productive, and successful year for the Friends.

### New Friends:

This year we welcomed one new Board member – Jean Kostick – who immediately and seamlessly assumed the role of Board Secretary. We are happy to have her join us on the team. The Board also welcomed the indomitable George Scott as our new liaison from the Trustees. We welcome George as our link to our library trustee partners.

### New Purchases:

A healthy and consistent investment climate, two extremely successful book sales and the generosity of our membership donations have provided the Friends with the means to fulfill our mission of supporting the library collection, programming and staff in areas not funded by the city budget. We have been able to make purchases large and small for our lovely library: New book carts, materials and supplies for the Maker programs, new video cameras, aquarium supplies, and one very significant purchase of a new replacement microfiche machine. Once again we were happy to sponsor Mr. Gemmell's Reading with Ribby literacy program for an 11<sup>th</sup> year. To our delight, elementary school participation in this program continues to grow each year. We were able to continue our yearly commitment to develop the library's collection, maintain 18 museum passes for patrons, and make support additions to Youth and Adult programming such as Family Dances and the beloved Summer Reading Program. We made a contribution to the landscaping initiative again, and were thrilled to have the funds to support two summer internships. Last but not least is the important financial role the Friends have played in the planning for the Library's expansion and renovation project. We have made significant contributions to help fund the development of a preliminary schematic design by an architect, contracted to conduct a feasibility study for the project, and covered the expenses for one of the informational community meetings.

Those are all the things the money can do, but the heart of this organization lies in the quiet, hard-working, and dedicated efforts of it's volunteer Board members, book sorters, book sale helpers, and general membership. Here's what they have done this year:

### Two phenomenal Book sales:

Physically transported over 30,000 donated books from the main floor of the library to the basement sorting area. Recruited and trained volunteers to sort, price and sell each one. Organized space, volunteers and coordinated two three-day weekend sales that grossed the Friends just over \$30,000 – a 15% increase from last year.

### A newsletter par excellence:

Engaging written submissions from Board members and library staff keep the publication of these bi-monthly newsletters informative, entertaining and visually interesting for our membership.

Diligent financial oversight and recording keeping:

Our Treasurer, Heberton Funds Chair, Finance Committee, and Board Secretary have worked to streamline our reporting and review processes to promote transparency and simplicity. We have transitioned from our Treasurer of three years – Hope Therrien – to Marilyn Gemmell. We thank Hope for her conscientious and thoughtful financial reporting and many hours spent recording, performing disbursements and reports. Thank you Hope! We welcome and thank Marilyn for her willingness to accept this new role with our Board.

Marvelous membership management:

Meticulous attention to ensuring that our membership information remains current and that donations are acknowledged in a timely manner, combined with the generosity of our members, has yielded a 25% increase in contributions and a growing list of new members to the Friends organization.

Partnered in the planning for the Library Expansion and Renovation project:

Members of this Board have given a tremendous amount of their time towards the research and planning for an enhanced future space. Numerous meetings have been attended alongside our City of Keene and Trustee partners. Board members have actively provided input to the design architect, hired a consultant to conduct a feasibility study in this community, and have hosted two community meetings to raise awareness and input for the project.

Produced another Annual Speaker Event:

To cap off this banner year, a resourceful hospitality committee has once again worked hard to coordinate all the pieces required to create an enjoyable evening in Heberton Hall in the upcoming month of June. The committee was thrilled to secure best-selling author Chris Bohjalian to headline our annual member event. Chris will lead a presentation on his literary process, followed by a book signing and refreshments for all attendees from Kristin's Bakery.

So as I have recorded above, another significant year for our organization and also a lot of good work. So why do we do what we do? A Board member recently forwarded to me an article entitled "In Praise of Libraries" by Joe Queenan that provides some insight into the answer to this question. He writes "Yes, public libraries are a place to learn, but they are also a place to play. They are a place to experiment, a place to go hither when one is expected to go yon. Not all work conducted in the library is rewarded, not all efforts bear fruit, not every pathway leads where you might expect it to go. So what? The journey is what matters, not the destination."

For another year, my journey has been made infinitely easier with the enthusiastic and thoughtful support of this Board, and the sage advice of the wonderful library staff. So Jill, Pam, Barry, Don, Paul, Jenn, Hope, Marilyn, Laurie, Jean & Nancy: thank you for being the team that makes the journey a compelling one to take.

**Cheshire County Literacy Coalition**  
**Annual Report to the Keene Public Library Board of Trustees**  
**August 2015**

The Coalition did not officially meet, but did support its annual activities:

- The Success-by-Six committee, a joint committee of both Keene rotary clubs, made a contribution of \$1,000 to the Cheshire Health Foundation designated for the Reach Out & Read program of DHK/CMC.
- The Coalition awarded two Betty Cox award to an outstanding student in the Adult Diploma program.

## **Horatio Colony Museum and Nature Preserve**

### **Keene Public Library Annual Report 2015**

The museum offers exhibits, tours, lectures, and special programs to educate residents of and visitors to Keene about the history of the Colony family and the social and natural history of the area, through a focus on the property of Horatio Colony.

The Horatio Colony House Museum is a stately 1806 Federal house that was the home of Horatio Colony II, descendent of one of Keene's prominent industrialist families. The house features original furnishings and decorative arts exactly in place, just as when the family lived here.

The Horatio Colony Nature Preserve, located on Daniels Hill Road, is comprised of 645 acres of woodlands, streams and upland swamps. Five miles of hiking trails are open to the public daily from dawn to dusk for nature study and recreation.

The Museum cooperates with the library in production of Chautauqua and other programming. Two Chautauqua related book discussions will be held at the Museum. They are on successive Wednesday nights, August 26 and September 2, both at 7:00 PM.

Other programs include:

Invasive Species Workshop, demonstrating how to eradicate Japanese Knotweed, for Wednesday, August 26. This program was requested by landowners and neighbors to the Nature Preserve on West Hill...but it is open to the public as well.

Programs to celebrate the 200th anniversary of the Faulkner & Colony Woolen Mill.

Information about the Horatio Colony Museum and Nature Preserve including programs and hours can be found at the website:

<http://www.horatiocolonymuseum.org/>



## **Nominating Committee Report**

The Nominating Committee presents the following slate of officers for 2015-2016:

President - Kathleen Packard

Vice-President – Paul Henkel

Secretary – William Stroup

Treasurer - Judith Putnam

## **LIBRARY DIRECTOR'S REPORT 2014-15**

TO THE TRUSTEES OF THE KEENE PUBLIC LIBRARY, THE 140th ANNUAL REPORT IS HEREWITH SUBMITTED:

By any measure, this has been an exceptional year. The partnership of the Friends, Trustees, and City has moved the Library Renovation and Addition project forward. While every major project has its complexities, this one includes the additional responsibility of raising much of the funding. Our success to date has been made possible by the dedication of all the groups and individuals involved. Although the activities of the several organizations are well documented in other reports, no report truly mirrors the depth of the commitment generated to meet our vision of a facility that comprehensively serves the library needs of each and every person in our community both now and well into the future. To quote Paul Henkel in his recent presentation to the City Council, the "Library's mission remains the same: serving all people regardless—those having great assets and those with none—serving all ages—families with young children, teens, young adults, middle aged, and older adults—including those with vision or hearing challenges, or with [other] disabilities. We know that as we put in place tools to make the library resources ever more accessible, everyone benefits."

Given our excellent staff, daily library services have retained an exceptional quality throughout these changing times. Please devote the time to read the staff reports that document the breadth and depth of those services. Our guiding principle is to provide the resources that people seek in a welcoming environment that they recognize as "their place."

In terms of personnel, the past year has witnessed the following staff changes:

In Circulation, Melinda Maguire and Cass Johndrow joined the staff as Library Aides. Judy Koopman, who has served the library in several capacities since 2004, assumed our Collection Development Librarian II part time position. Brantley Palmer became the new part-time Young Adult Librarian I. Both Judy and Brantley have library degrees and both bring experience from other libraries. Judy has worked in the Brattleboro Public Library and Brantley continues in a part-time archivist position at Keene State College's Mason Library. By way of surveys, program evaluations, and informal comments, the public informs us that they appreciate our skilled and friendly staff, and that it impacts their personal lives to have easy access to our materials and programs.

There are, in addition, many volunteers to thank. Especially noteworthy are those engaged with the Renovation and Addition Project, those assisting with the library's daily services, and those who devote so much time and energy to the Friend's biannual sale. It is easy, in fact, to take the book sale for granted, as if "it just happens." But it would be impossible without a dedicated corps of book sorters and book-sale volunteers. The past year brought an inordinate quantity of donated materials, each item of which required individual attention: distribution to the sorting area, transfer to the pricing area, relocation to the "waiting area," where it remained until its final placement in the sales area. The process requires countless hours of volunteer effort and almost daily attention. But a successful book sale brings

earnings that are vital to our youth and adult programs, and to other activities not funded by the city.

So, on behalf of the staff and the community-at-large, I extend a special “thank you” to Trustees, Friends, and individual citizens who devote time, energy, and resources to make our library the very best it can be and who so often work together on behalf of the Library Addition and Renovation project. With full cooperation and commitment from Trustees, Friends, Staff, and the City of Keene, we look forward to the realization of the project.

Despite some needed repetition, each of the following all deserve recognition for providing enormous help in ensuring this past year an excellent library facility and stellar service: Library Trustees and Staff, the Library Friends and Volunteers, the City Manager, the City Attorney, the Mayor and City Council, the City Council Liaison to the Library, the City Purchasing Department, the Keene State College Library Staff, the Old Homestead Garden Club, and the Keene High School Horticulture Class.

It remains a special privilege for me to serve a community that places so high a value on the role of its public library. I extend my sincere thanks and appreciation to all. In particular, I should like to express my deepest respect and appreciation for John MacLean who, as City Manager, has for over 20 years assisted us in upholding the importance of library services to the local community.

Respectfully submitted,

Nancy T. Vincent, Director  
Keene Public Library

## Youth Services Annual Report 2014-2015

As it does every year, the Youth Services Department provided fun and popular services and programs designed to promote early reading, creativity, and library use.

### PROGRAMMING

This year, the youth services staff held 559 events for youth from birth to age 18 with 9,406 people in attendance.

Reporting Period: July 1, 2014-June 30, 2015

### Library Sponsored Youth Events

Age Group	Events	Attendance	Average Attendance per Program
Community Outreach for Kids and Parents	40	2,236	55.9
Infants/Toddlers	60	1,141	19.01
Preschool	102	1,162	11.39
School Age	177	3,545	20.02
Tweens	80	502	6.27
Teens	100	874	8.74
<b>TOTALS</b>	<b>559</b>	<b>9,460</b>	<b>16.92</b>

#### **2014-2015 programming highlights included:**

- ✓ Weekly storytimes incorporating Every Child Ready to Read 2
- ✓ School vacation week programs for school age kids focusing on engineering and science
- ✓ A monthly family dance series from November through May
- ✓ A monthly Lego club facilitated by volunteer Brenda Garozzo
- ✓ Technology programming including soldering, e-sewing, 3D printing & CAD workshops. To date, the 3D printer has been used 343 hours.
- ✓ Regular movies, gaming programs, and gaming tournaments
- ✓ A Library Card Party for National Library Card Sign-up Month with a visit by Nate the Great
- ✓ Monthly programs for Homeschool families
- ✓ A hands-on science celebration in honor of Benjamin Franklin's birthday
- ✓ A four-part SAT test prep program in March
- ✓ Four sessions of Crazy 8 Math Clubs programs

Not all library programs happened in the library. Colleen Swider made regular story time visits to First Steps Preschool. She also presented at the Ready for Kindergarten programs held at Keene

High School. Donna Straitiff visited Robin Hood Park for a story writing activity. We also visited Jonathan Daniels, Fuller, Franklin, Wheelock, Symonds, Trinity Christian, St. Joseph, Keene Middle School, and River Valley Community College.

All of our programs are co-sponsored by the Friends of the Keene Public Library. Without the financial support of the Friends and of the Endowment Fund of the Keene Public Library, we would not be able to provide the programs that we do.

### **SUMMER READING**

The annual Summer Reading Program was a popular as ever, promoting reading and library use while school was out during the summer months. Many community members contribute to the success of Summer Reading. We received donations from Stage, MacMillin, Keene Kiwanis, C&S Wholesale Grocers, Stingray Optics, Clarke Distributors, Mascoma Savings Bank, Chroma Technology Corp, Fritz's, The Works Café, Life Is Sweet, The Monadnock Food Coop, Twinkle Town, Ramuntos, Creative Encounters, and Bed Bath and Beyond. As part of this program, fun and educational events and reading games took place in the library thanks to support from the Friends of the Keene Public Library, the Endowment Fund and other generous funders. New Hampshire continues to participate in the Collaborative Summer Library Program. We use Evanced Summer Reading to register and keep track of summer reading. With the software, patrons can register and log reading from home or in the library. Some readers do participate this way but others report all of the reading in person. Either way there, we encourage library visits and interaction with staff by distributing reading prizes throughout. A big part of our program includes free books. Each participant receives at least one free book during the course of the program.

Last year, we also offered a modest Winter Reading Program and we launched a 1,000 Books by Kindergarten Program. The program developed and coordinated by Youth Librarian Colleen Swider has been very successful. In May, the Rotary Clubs Success by Six Committee awarded the library funds to expand the program.

Reporting Period: July 1, 2014-June 30, 2015

### **Reading Programs**

<b>Program</b>	<b>Participants</b>	<b>Hours Reading</b>	<b>Books</b>	<b>Reviews</b>	<b>Library Visits</b>
Summer Reading: Early Literacy	126	683.75	n/a	177	n/a
Summer Reading: Children	500	4,631.5	n/a	109	n/a
Summer Reading: Teens	108	1,186	n/a	29	n/a
Summer Reading: Adults	127	n/a	328	146	n/a
Kids Winter Reading	27	n/a	27	6	34
Adults Winter Reading	8	n/a	8	2	13
1,000 Books Before Kindergarten	68	n/a	7,477	n/a	n/a
<b>TOTALS</b>	<b>964</b>	<b>6,501.25</b>	<b>7,840</b>	<b>469</b>	<b>47</b>

## THE COLLECTION AND CIRCULATION

The Youth Collection is made up of materials for children, tweens, and teens. Last year, these collections were 42.39% of our total circulation of physical objects. Overall, youth material circulation saw a small decrease. However, two youth collections were the only physical items to see increases in fiscal year 2014-2015. These collections are Youth/YA Dvds and gaming.

		<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>
Juvenile & YA Fiction	62,641	56,093	61,446	64,835	61,450
Juvenile & YA Non-Fiction	24,428	16,245	13,842	12,585	12,108
Juvenile/YA Magazines	1,129	944	732	693	568
Juvenile/YA Media	28,770	25,034	24,105	25,456	27,029
<b><u>Total Juvenile &amp; YA Materials</u></b>	<b><u>116,968</u></b>	<b><u>98,316</u></b>	<b><u>100,125</u></b>	<b><u>103,569</u></b>	<b><u>101,155</u></b>

The Youth and YA collection totals 55,716 materials. Using a population of 4,725 young people (the 2010 census figures for young people living in Keene) our collection had a per capita circulation rate of 21.40 and turnover rate of 1.81. Currently, 78.5% or 3,710 young people living in Keene hold active Keene Public Library cards. An additional 727 nonresidents, many of which go to school in Keene, have active Keene Public Library cards.

## PERSONNEL

In January, we hired a new Teen Services Library Brantley Palmer who reports that YA section of the library saw some noticeable changes over the last fiscal year. He made a number of changes to the physical YA area including getting rid of the table and chairs that impeded patrons' abilities to retrieve material, the shelving area was expanded and he shifted our collection, thanks to weeding done in the Adult Non-Fiction area, Teen rated video games have been moved from the 2<sup>nd</sup> floor Youth Department to the first floor YA section, and the YA Dvds have been put in locking cases to prevent theft. He held a number of successful programs as well. Along with weekly teen programs, he offered Teen Robotic Workshops, a Star Wars Day event, a number of gaming tournaments including Magic, Yu-Gi-Oh, Super Smash Bros., and Madden, and Open Hack nights where he teach patrons to use the 3D printer and other library technologies. Circulation stats in YA have been on the uptick leading into the end of the fiscal year and I'm happy to report that in July, 2015 YA fiction circulations surpassed 1,000, more than any month in the 2014-2015 year. According to Brantley, "things are looking bright for the YA area, programs, and circulation for this upcoming year."

Respectfully submitted,  
Gail Zachariah, Head of Youth and Community Services

## Community Services Annual Report 2014-2015

The Keene Public Library offers free public programs that enrich the cultural fabric of our city. All programs are funded by the Friends of the Keene Public Library or through grants and community donations. In 2014-2015, the library presented 952 events including author talks, story times, book discussions, craft and DIY workshops, musical performances, book celebrations, author visits, storytimes, film screenings, and many other events that attracted 13,946 people from babies to senior citizens. These numbers represent a 2.5% increase in events and a 8.5% increase in attendance.

Reporting Period: July 1, 2014-June 30, 2015

### Library Sponsored Events

<u>Age Group</u>	<u>Events</u>	<u>Attendance</u>	<u>Average Attendance per Program</u>
<u>Community Programs</u>	38	2440	64.21
<u>Class Visits to KPL</u>	15	293	19.53
<u>Children's' Programs (birth-tweens)</u>	419	6,350	15.15
<u>Teen Programs</u>	100	874	8.74
<u>Adult Programs</u>	<u>380</u>	<u>4,259</u>	11.20
<b>TOTALS</b>	<b>952</b>	<b>14,216</b>	<b>14.64</b>

Some of the programs that were offered required registration and some did not. But we can report that a total of 447 unique people registered for programs during the 2014-2015 fiscal year. In addition to keeping track of program attendance, we distribute an evaluation form which is both online and in physical form. We also surveyed 256 people who attended programs during the year. From this group, 33 people responded. We found that 78.79% are very satisfied with library programs; 15.15% are somewhat satisfied; 3.03% are neither satisfied nor dissatisfied with library programs; 3.03 % are dissatisfied with library programs. \*\*\*

Some of the comments received from visitors during 2014-2015 include:

“The Keene library is the heart of this community and its surrounding towns. Cultural and educational programs broaden the local knowledge base, and infuse exposure to the greater world at whole.”

“I like the library. It is very fun and I love the programs that they have for me.” *from an 11 year old boy.*

“There is always something fun and new at each program.”

\*\*\* ““The lock-in was a big hit, and I think would be even bigger hit if you did an overnight lock-in,” *from a teenage guest who was the only person to reply that he or she was dissatisfied with library programs.*

“The children's programs are great and seem to improve every time.”

At many of our programs, we give out free books. We estimate that during the period we gave out 2,500 books during our summer reading program, Library Card Sign-Up Month, and All Hallows Read.

## **GRANT WRITING**

This year we did not submit many grants as we were managing grants from previous years. We continued a series of film and discussion programs called ***Created Equal: America's Civil Rights Struggle*** funded by The Gilder Lehrman Institute and the NEH. We also hosted the NEH for a traveling exhibition ***Changing America: The Emancipation Proclamation, 1863 and the March on Washington, 1963***. Last year, we received a grant from the Young Adult Library Services Association, a division of Dollar General grant through ALA for Teen Tech Week programs and in October we put on a multi-media Readers' Theater production of *Kill Shakespeare*. Once again, the library was selected as a Maker Corps Site. We solicited community donations to hire two interns to develop and offer Maker Corps programs. A major part of this opportunity included workshops, mentoring, and support from The Maker Education Initiative. Last summer, we received a grant from the Rotary Club and this grant allowed us to host an historical program with an actor portraying Galileo. New grants for this year include an early childhood initiative which was funded by the Rotary Clubs' Success by Six Committee, a grant from the New England Foundation for the Arts for a historical musical performance presented by The Proper Ladies, and a volunteer program with Kohl's.

## **OUTREACH AND COMMUNITY COLLABORATIONS**

During the 2014-2015 fiscal year, the library was actively involved with many other Keene community groups and organizations. The library continues a relationship with the Hourglass Players, the Edge Theatre, the Monadnock Area Art Association, the Keene Music Festival, the Waldorf High School, and the Pi Delta Kappa, Education Honor Society. Several scout groups, Head Start classes, and YMCA camps visited the library for tours and presentations. The library provides the Cheshire Medical Center with packets for new parents containing information and new books. We also provide informational bookmarks to the Cheshire Medical Center Pediatric Clinics. The clinic participates in Reach Out and Read and gives new books to children at well-child visits. Youth Librarian Colleen Swider went to the Footsteps Daycare once a month and offered story programs. She also made three presentations at SAU 29's Ready for Kindergarten Program. Youth Librarian Donna Straitiff offered a story writing program at City of Keene's Summer Camp at Robin Hood Park. Digital Services Librarian Cary Jardine offered how-to presentations on downloading e-books at the Keene Senior Center and Bentley Commons. Presentations were also made at the Keene Rotary Clubs, River Valley Community College, Keene Middle School, St. Joe's, Trinity Christian, and all five Keene elementary schools. We planned and co-sponsored a variety of programs with the Monadnock Area Art Association, the Keene Senior Center, Redfern Arts Center, the Historical Society of Cheshire County, and the Horatio Colony House Museum.

## **PR AND PUBLIC RELATIONS**

During the year, the Community Services Librarian wrote weekly press releases and maintained the front page of the library's website. The library has a presence on Facebook, Twitter, Foursquare, Good Reads, Flickr, WordPress, Instagram and Tumblr. We have 1,563 fans on Facebook and 747 followers on Twitter. Engagement with our Facebook posts varies but approximately 300 to 600 people see our posts each week. Our highest organic reach occurred in May 30. In the last year, we paid \$197.59 for 49 paid Facebook campaigns reaching 17,996 people. Our Facebook fans are 75% women and 23% men. Currently, 22% of our fans are between the ages of 25-34 while 21% of our fans are between the ages of 35-44; 13% of our fans are between the ages of 45-54; 8% of our fans are between the ages of 18-24; 7% of our fans are between the ages of 55-64; and 5% of our fans are 65-years-of-age or older. Finally, 1% of our fans are between the ages of 13-17.



We subscribe to a service called Dear Reader that sends patrons an email with a portion of a book. Each week, the patron can try out a different book and then come to the library to check out the book to finish the title. We also subscribe to Library Aware, which we use to create and manage our PR campaigns and email publications. Currently, there are 2,542 active subscribers who receive emails through Library Aware. Last year, we also use Library Aware to design our 289 printed materials including flyers, posters, shelf signage, pamphlets, and bookmarks. Through Library Aware we sent out 108 e-blasts to 214,605 emails address. There was a 16% open rate with 2,046 clicks on web links in the emails. We created and placed 78 rotating widgets on our website. The web links in these widgets were clicked 279 times. Each month, we send out several book related newsletters using Library Aware. Last year a total of 322 newsletters were sent to 3,873 emails and were opened 919 times. Finally, there were 25 posts to Facebook using Library Aware. The links in the Facebook posts were clicked on 372 times. Library Aware was also used to design the promoted ads, which were broadcast on Cheshire TV.

We are fortunate that the Friends of the Keene Public provided the financial support so that we could place several ads in the Shopper News, an ad in a map printed by uaai.com, and the phone book.

### **LOOKING FORWARD**

The library will participate in the national library promotion campaign "Outside the Lines." It is a weeklong celebration – Sept. 13-19, 2015 – demonstrating the creativity and innovation happening in libraries.

Respectfully submitted,  
*Gail Zachariah, Head of Youth and Community Services*

## 2014-2015 Audio-Visual Report

The Adult Audio-Visual collection currently comprises 7.7% of the total library material holdings and is 26% of the total library circulation.

1129 items were added to the collection this year, with generous donations of DVDs and music CDs from our patrons.

The New Hampshire Downloadable Books are still growing in popularity. 272 of our patrons joined this year, increasing the number of Keene users to 3017, a 10% increase. Patrons are adapting to the wide variety of devices that can utilize this service, downloading 18,089 audio and ebooks over the course of the year, an increase of 27% over last year. The consortium added a magazine component in March, and our patrons have downloaded 315 copies in the first four months of operation.

The Audio-Visual department is committed to providing our public with quality materials in all audio and visual formats in a timely manner to support our patrons' requests.

Format	Number of items added this year	Total format holdings	Number of circulations this year
DVDs	759	6884	43,968
Books on CD	271	2480	9977
Music CDs	99	1877	3957
Framed Art	0	91	23
TOTAL	1129	11,332	57,925

Respectfully submitted

Sheila Williams, AV Librarian

**REFERENCE STATISTICS  
FY 14 – 15**

At various times during the year, library staff keep track of the number and type of questions being asked at both the reference and youth desks. The types of questions tracked are Directional, Information, and Reference. This sampling, extrapolated out over a year, yielded:

	REFERENCE	YOUTH	
DIRECTIONAL	1846	1664	
INFORMATION	2028	1144	
REFERENCE	5720	3354	<u>TOTAL</u>
	9594	6162	15756

John Johnson

**INTERLIBRARY LOAN STATISTICS  
FISCAL YEAR 14 - 15**

The library participates in interlibrary loan with libraries in New Hampshire and throughout the country. Our patrons may request material we do not have and we will attempt to borrow this material from another library. We loan our material to other libraries with the exception of new materials and reference items.

During the past year, the library was able to fill 73.4% of our patron requests for library materials not owned by the library or Keene State. Library patrons requested 2,132 items from other libraries. Of these requests, 1,565 were filled.

The library was able to fill 61.87% of the requests from other libraries to borrow our materials. We received 4,275 requests from other libraries for items in our collection. Of these requests 2,645 were filled.

John Johnson

**INTERNET & COMPUTER TRAINING STATISTICS  
FISCAL YEAR 14 – 15**

The library continues to offer internet access to the public through library computers as well as Ethernet and Wireless connectivity for patrons with their own computers. Over the past year the library's 13 internet computers were used 22,241 times. Our 2 laptops circulated 1,143 times.

In addition to offering internet access the library continues to offer one on one computer training on various topics. Over the past year the librarians have taught 62 training classes.

John Johnson

## **Technology Report 2014-2015**

Library services continue to involve technology in ever-increasing ways. Library staff strives to keep up with the technology landscape through reading and attending workshops, online classes, and webinars. More and more, library patrons look to the library for assistance with learning about our online services as well as help with their own devices. It is an exciting and challenging time for us all.

### **DIGITAL COLLECTIONS/SERVICES**

- As more and more resources become available to our patrons online, our challenge is to make people aware of all that we offer that is not available to them for free otherwise. The Library website is the gateway to these valuable information sources and services, and we continue to look for ways to promote these valuable resources to our patrons. One new initiative has been to put more information about online resources which complement print resources right on the shelves where patrons can find it as they're browsing books on languages, technology, and auto repair. Our front page widget continues to feature a variety of online resources and services.
- This year saw 168,291 page views of our website. Statistics show visitors to the website from around the world and from nearly every imaginable kind of device.
- As the popularity of mobile devices grows, so do visits to our website from those devices, and we continually work to make the information on our site more mobile-friendly. 2014-15 saw 22,411 visits to our mobile site from a variety of devices. Users of our mobile site overwhelmingly access the site from an app available for download for both android and Apple devices.
- A further 132 historical photos were scanned and posted to the Keene Public Library/Historical Society of Cheshire County Flickr site, and the remaining available Keene vital statistics were scanned and posted to the library website.
- Our public wireless network continues to be heavily used, by patrons with laptops, tablets, smart phones, and other devices.

### **TRAINING & INSTRUCTION**

- We continue to offer one-on-one public computer training classes and had 62 sessions last year. More and more people are looking for "on demand" training rather than scheduled classes, and call or come in with questions.
- Cary Jardine, the Digital Services Librarian, offered 20 public ebook training classes this year, each capped at 5 students per class. 58 people attended. In addition, she had 75 instruction appointments with 91 patrons attending, and helped approximately 60 patrons with drop-in technology-related questions. She brought technology assistance to 8 sessions at Keene's Senior Center, meeting with 10 of their members; and went to Bentley Commons 3 times and spoke with residents about ebooks and e-readers, tablets, and other current technologies. The Youth Department offered another 57 computer and technology workshops on topics such as 3D printing, computer coding, robotics, circuits, and e-sewing to 129 people.

- Library staff continue to enter training goals when completing their annual self-evaluation. Increasingly, these are technology related.
- Library staff attended the Innovative Users Group Conference, the CHILIS (Children’s Librarians) Conference, the New Hampshire Library Association Conferences, the New England Library Association Conference, and the ALA conferences.
- Library staff meets regularly with colleagues at Keene State College as well as other New Hampshire libraries which use Innovative Interfaces for their online library system.
- Staff members attend meetings of the Nubanusit Library Co-op, the Urban Libraries group, CHILIS, YALS (Young Adult Librarians), and the Information Technology Group of NHLA.
- Library staff participated in many online webinars on a variety of topics and took online classes through Lynda.com which offers a variety of technology training classes.
- 4 library staff members continue to serve as “Tech Liaisons” to the City IMS department, assisting with maintaining all of the Library’s computers and printers.

## **HARDWARE/SOFTWARE**

- The library has 50 computers, with 28 of those being for public use. This year, 2 of the staff computers were replaced with Microsoft Surface tablets. Most of the computers are on a 5-year replacement cycle (4 laptops and the 2 Surface tablets are on a 3-year replacement cycle). We continue to use Centurion’s Smart Shield software to “lock down” the public computers.
- One of the 50 computers is a new laptop for staff use (for instruction and programming).
- Staff has made the switch to new calendar and meeting room software. This provides better integration with our PR software and Summer Reading Program software.
- The library acquired a new digital microfilm reader.
- We have moved to a hosted server for Millennium, the library’s ILS (Integrated Library System).

## **LOOKING FORWARD**

- Staff members and committees continue to consider what new technology services and equipment might be included in the Annex expansion. These include more assistive technologies, more instruction space, and spaces where patrons can use their own electronic devices/computers individually as well as in groups.
- Windows 10? Possibly. Currently all of the computers in the library except the Surface tablets are using Windows7 (the tablets use Windows 8).
- Discussions have begun with Keene State College about a “next generation” library system.

## **Technical Services Annual Report 2014-2015**

This year, the staff in technical services cataloged and processed 7,429 items and withdrew 6,768 items from the collection. We also added 2,204 catalog records for new downloadable audiobooks & ebooks.

We continue to add series number information to the catalog and to the spines of items for adult, juvenile, and young adult fiction. This has been extremely popular with patrons and well worth the effort involved.

To save staff time, we have moved to having books arrive with ownership stamps and pockets already in the books.

We connect regularly with our colleagues in Technical Services at Keene State College so that the catalog runs smoothly in both institutions.

Respectfully submitted,

Jennifer Bone

**KEENE PUBLIC LIBRARY**  
**July 2014 - June 2015**  
**Statistical Report**

*Population Served* 23,409

*Total number of active borrowers*

*Cards as of 6/30/14* 17,615

        Adult resident cards 11,248

        Adult non-resident cards 1,749

        Youth resident cards 3,710

        Youth non-resident cards 727

        Business/Organizations 146

        KPL Outreach 35

*Hours of service :*     9:00 a.m. - 9:00 p.m. Monday - Thursday  
                            9:00 a.m. - 6:00 p.m. Friday  
                            9:00 a.m. - 5:00 p.m. Saturday (September - May)  
                            9:00 a.m. - 1:00 p.m. Saturday (June - August)

*Collections circulated to nursing homes, shut-ins, Project Outreach :*  
     During July 2014 - June 2015 - 1,382

*Total weekly library staff hours :* 653

    FTE (full time employees) : 8

    (part time equivalent) : 9

    Total FTE : 17

*Average weekly volunteer hours :* 6

*Meeting Room Use :* (includes Heberton Hall, Trustees Room, Green Room, Price Room, Auditorium, and Kay Fox Room)

    704 times by the Keene Public Library for programs with  
     8,332 people in attendance. \*\*\*this is not the same as entire library programs - it does  
     not include programs in the storyroom, programs on the main floor the youth department,  
     or off-site programs

    50 times by City Groups  
     711 people in attendance.

    864 times by other community organizations with  
     9,743 people in attendance.  
     (Includes 308 tutoring sessions with 555 participants)



**KEENE PUBLIC LIBRARY CIRCULATION STATISTICS -- July 2014 - June 2015**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
<b>BOOKS</b>													
<b>Adult</b>													
Fiction	4821	4152	4019	3603	3401	3751	3959	3479	3869	3719	3677	4372	46822
nonfiction	2673	2533	2603	2349	1870	2462	2510	2190	2557	2579	2062	2273	28661
CD	913	917	939	874	813	876	692	779	824	773	753	824	9977
<b>Youth</b>													
Fiction	6171	4647	4451	4305	4068	3850	4391	4178	4746	4368	3487	5014	53676
nonfiction	1048	792	1252	1152	842	724	1331	943	1273	1030	677	700	11764
CD/cassette/playaway	466	302	161	184	213	201	189	196	225	235	132	228	2732
<b>Young Adult</b>													
Fiction	867	757	630	547	521	499	515	458	531	577	878	994	7774
nonfiction	32	30	29	29	16	32	21	25	44	25	25	36	344
<b>MAGAZINES</b>													
<b>Adult</b>													
Adult	408	328	339	315	258	387	454	330	357	330	277	267	4050
Youth	53	66	66	53	47	30	35	32	34	27	40	37	520
Young Adult	4	3	13	0	2	2	3	2	9	5	1	4	48
<b>MUSIC</b>													
<b>Adult</b>													
Adult	442	401	414	282	309	432	245	241	304	316	282	289	3957
Youth	50	38	47	63	37	36	25	34	71	72	35	42	550
<b>DVDs/VHS/ Playaway View</b>													
<b>Adult</b>													
Adult	3791	3825	3535	3728	3484	4129	4206	3455	3967	3655	2874	3319	43968
Youth	1787	1620	1333	1360	1397	1513	1286	1306	1392	1357	1107	1406	16864
Young Adult	592	465	400	408	364	549	408	406	463	492	443	502	5492
<b>ELECTRONIC RESOURCES</b>													
<b>Ebooks</b>													
Ebooks	759	843	730	791	757	757	824	802	882	815	753	859	9572
Downloadable audio bks	690	738	677	730	718	723	657	647	767	727	714	729	8517
<b>OTHER</b>													
<b>Laptops</b>													
Laptops	89	59	77	131	93	94	113	122	86	90	78	90	1122
<b>Equipment</b>													
Equipment	3	2	0	2	2	3	3	4	7	5	0	4	35
<b>Interlibrary loan</b>													
Interlibrary loan	164	84	122	114	79	133	84	94	138	93	122	119	1346
<b>Museum passes</b>													
Museum passes	104	146	55	72	62	63	68	67	55	76	55	100	923
<b>Renewals</b>													
Renewals	3152	2821	2738	2837	2333	2878	2878	2574	2945	2712	2239	2660	32767
<b>Gaming</b>													
Gaming	86	53	96	90	136	116	111	118	137	122	110	181	1356
<b>TOTAL</b>	<b>29165</b>	<b>25622</b>	<b>24726</b>	<b>24019</b>	<b>21822</b>	<b>24240</b>	<b>25008</b>	<b>22482</b>	<b>25683</b>	<b>24200</b>	<b>20821</b>	<b>25049</b>	<b>292837</b>
<b>Website visits</b>	14431	14125	14416	15942	13375	13167	16573	13882	14351	13603	10949	14801	169615

<b>COMPARATIVE CIRCULATION STATISTICS</b>			
<b>July 2012 - June 2015</b>			
	<u>7/12-6/13</u>	<u>7/13-6/14</u>	<u>7/14-6/15</u>
Adult Fiction	52,919	49,005	46,822
Adult Non-Fiction	33,413	31,044	28,661
<b><u>Total Adult Book</u></b>	<b><u>86,332</u></b>	<b><u>80,049</u></b>	<b><u>75,483</u></b>
Juvenile & YA Fiction	61,446	64,835	61,450
Juvenile & YA Non-Fiction	13,842	12,585	12,108
<b><u>Total Juvenile &amp; YA Book</u></b>	<b><u>75,288</u></b>	<b><u>77,420</u></b>	<b><u>73,558</u></b>
<b><u>TOTAL BOOK</u></b>	<b><u>161,620</u></b>	<b><u>157,469</u></b>	<b><u>149,041</u></b>
Adult Magazines	3,930	4,562	4,050
Juvenile & YA Magazines	732	693	568
<b><u>TOTAL MAGAZINES</u></b>	<b><u>4,662</u></b>	<b><u>5,255</u></b>	<b><u>4,618</u></b>
Adult Books on CD, Cass. & Playaway	11,283	10,653	9,977
Juvenile & YA Books on CD, Cass, &	3,589	2,819	2,732
Adult DVDs & Videos	47,522	46,151	43,968
Juv. & YA DVDs, Videos & Playaway Views	19,914	21,290	22,356
Adult Music CDs & Cassettes	5,059	4,837	3,957
Juvenile & YA Music CDs & Cassettes	602	739	550
<b><u>TOTAL AV</u></b>	<b><u>87,969</u></b>	<b><u>86,489</u></b>	<b><u>83,540</u></b>
Renewals	37,703	36,404	32,767
Museum Passes	759	940	923
Laptops	1,530	998	1,122
Interlibrary Loan	1,180	1,266	1,346
Equipment & Gaming	754	642	1,391
<b><u>TOTAL OTHER</u></b>	<b><u>41,926</u></b>	<b><u>40,250</u></b>	<b><u>37,549</u></b>
Downloadable Audiobooks	5,458	6,910	8,517
Downloadable Ebooks	5,638	7,315	9,572
<b><u>TOTAL DOWNLOADABLES</u></b>	<b><u>11,096</u></b>	<b><u>14,225</u></b>	<b><u>18,089</u></b>
<b><u>GRAND TOTAL CIRCULATION</u></b>	<b><u>307,273</u></b>	<b><u>303,688</u></b>	<b><u>292,837</u></b>

**Summary of database statistics  
July 1, 2014 – June 30, 2015**

**Ancestry.com** 8720 searches; 878 citation images; 2846 text

**Britannica** 263 total sessions  
54 documents retrieved

**Chilton's** 77 'hit count'

**EBSCOHost** (all databases) 33,243 sessions  
450,220 searches  
3825 full text documents retrieved

**Foundation Directory** 91 total searches

**Gale Virtual Ref** 10 sessions  
16 full text retrievals  
16 searches

**Learning Express** 103 sessions  
93 page hits  
24 ebooks downloaded

**Legal Forms** 62 forms retrieved

**Mango Languages** 586 total sessions  
268 mobile sessions

**MorningStar** 16 sessions  
42 searches

**ProQuest (NY Times)** 152 searches  
126 full text documents retrieved

**Safari Tech Books** 49 searches  
613 record views

**TumbleBooks** 9729 book views  
**TumbleBook Cloud** 193 book views  
**TumbleBook Cloud Jr.** 150 book views  
**AudioBook Cloud** 1658 book views

**Tutor.com** 79 Live One-to-One sessions: 79 Skills Center Usage: 13

**ValueLine** Available only for Jan-June 2015 (due to a change in platform at ValueLine which deleted stats from last year): 1708 log ins

<b>ACQUISITION STATISTICS</b>				
<b>2014-2015</b>				
	<u>6/30/2014</u>	<u>ADDED</u>	<u>WITHDRAWN</u>	<u>6/30/2015</u>
<b><u>BOOKS</u></b>				
Adult	68,162	2,841	2,582	68,421
Juvenile	44,989	2,137	3,366	43,760
Young Adult	5,726	683	142	6,267
Pamphlets	220	0	0	220
Paperbacks	1,365	70	180	1,255
<b>TOTAL</b>	<b>120,462</b>	<b>5,731</b>	<b>6,270</b>	<b>119,923</b>
<b><u>AUDIO VISUAL</u></b>				
<b>ADULT</b>				
DVDs	6,790	759	83	7,466
Books on CD	2,591	271	184	2,678
Music CDs	1,666	99	43	1,722
Framed Art	91	0	0	91
<b>Totals</b>	<b>11,138</b>	<b>1,129</b>	<b>310</b>	<b>11,957</b>
<b>YOUTH</b>				
DVDs	2,161	322	71	2,412
Video Cassettes	151			151
Books on CD	902	17	5	914
Books on Cassette	15	0	0	15
Music CDs	451	17	0	468
Puzzles	93	3	7	89
Video Games	92	65	2	155
Playaways	228	6	8	226
CD-ROM	59	0	59	0
Playaway Views	51	9	1	59
<b>Totals</b>	<b>4,203</b>	<b>439</b>	<b>153</b>	<b>4,489</b>
<b>YA</b>				
DVDs	851	123	33	941
Books on CD	183	1	1	183
Playaways	71	6	1	76
<b>Totals</b>	<b>1,105</b>	<b>130</b>	<b>35</b>	<b>1,200</b>
<b>Grand Total</b>	<b>136,908</b>	<b>7,429</b>	<b>6,768</b>	<b>137,569</b>
248 Periodicals				
8 Newspapers				