

The logo features two stylized, overlapping red curved lines that resemble the pages of an open book, arching over the text.

GUILFORD FREE LIBRARY



Annual Report

2008 - 2009

Guilford Free Library • 67 Park Street • Guilford, CT 06437
(203) 453-8282
www.guilfordfreelibrary.org

Board of Directors

2008 - 2009

Kate Summerlin

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*Friends of the Library
Representative*

GUILFORD FREE LIBRARY
Staff
2008 - 2009

Administration -

Sandra Ruoff, *Director*
Stephanie Johnson, *Associate Librarian*
Doris Andrews, *Senior Administrative Assistant*

Reference Department -

Patricia Baldwin, *Reference Supervisor & Historical Room Specialist*
Robert McCoole, *Senior Reference Librarian*
Thomas Piezzo, *Senior Reference Librarian*
Katie Fargo, *Reference & Teen Services Librarian*
Pamela Knowles, *Reference Librarian**
Janet Lindsley, *Reference Librarian**
Judy Haggarty, *Senior Library Assistant*
Philip Deegan, *Library Assistant**

Circulation Department -

Nancy Wardell, *Supervisor*
Ellen Bernstein, *Library Assistant**
Leticia Carter, *Library Assistant**
Abbey Kent, *Library Assistant**
Ellen McFarland, *Library Assistant**
Jonathan McNicol, *Library Assistant**
Gina McQuilken, *Library Assistant**

Children's Department -

Suellen Heinrich, *Supervisor, Children's Services*
Peggy Day, *Administrative Assistant*
Sherrill Canning, *Library Assistant**
Katy Dillman, *Library Assistant**
Barbara Flanigan, *Library Assistant**

Technical Services -

Virginia Tietjen, *Library Assistant**

Building Maintenance -

Sheldon Andrews, *Senior Custodian*
Mark Thompson, *Custodian**

Seasonal Staff -

Bonny Albanese*
Kim McCabe*

*denotes part-time

Executive

Reports

Dear Friends,

This past year has been one of the most exciting in the history of the Guilford Free Library. After more than ten years of preparation and effort, the Library expansion/renovation project was at last completed. The building is now 34,000 square feet in size, and the 1933 and 1977 sections are completely renovated. The three buildings have been integrated into one that offers shelving and display units for the 120,000 items in our collection, meeting areas for the public and for library programs, and varied spaces for sitting, reading, and relaxing (perhaps with coffee from one of our two coffee bars). Our children's play area is a popular destination, our forty-two public computers have been in almost constant use, and many take advantage of our complete wireless environment to use their own laptops.

It has been a year of many accomplishments. On September 4, 2008 we held a major fundraiser, the "Sneak-a-Peek" preview. One hundred and seventy people attended, to see the new library before it opened to the public the next day. The event netted \$8,200.00, all of which went to the Capital Campaign. By the end of this year (June 30, 2009) the campaign had earned \$910,000.00 for Furniture, Fixtures and Equipment for the new library. We continue to sell donor bricks for the front walkway as part of this ongoing fundraising effort.

Just three weeks after we opened, the Friends held their 27th Annual Book & Bake Sale, on the last weekend in September. Sales were brisk in spite of heavy downpours both days. The Friends earned more than \$40,000.00 in book sale profits this year (this figure includes online and paperback book sale earnings).

By last October we had resumed regular library programming, and we were busier than ever. Program attendance continued to increase throughout the year, with excellent attendance at our Book Discussion and Lunch & Learn series, Monday Night Movies and many popular programs for teens and children. Our group computer classes are fully booked, and queries in the Historical Room are at an all-time high. The new library has proved to be a center of town activity! As one patron remarked in June, after admiring the newly renovated building. "This building says such wonderful things about us as a community. It's a symbol of the things Guilford values, the values that have sustained us for more than 350 years."

We thank all those in this community who have given so generously of their time and resources during the past year. We extend special thanks to retiring board members Jane Marshall, Winnie Seibert and Kate Summerlin.

Sandra J. Ruoff
Library Director

Kate Summerlin
President

July of 2008 found us preparing for our move back into our newly renovated and expanded library. Our summer reading game was "Dragons, Dreams and Daring Deeds" and was sponsored by the Guilford Civic Women. Phil Rosenthal preformed his "Animal Songs." We had the Nutmeg Book Discussion, stories, crafts. There were also outreach stories for Day Care and Park and Rec. campers. We ended our stay at our temporary location with a "Teddy Bear Picnic."

August and September were devoted to setting up the Children's Department at the new library. We went from no desks, computers, or book shelves to seeing all of these items in place by the first week in September. Day Care children were the first to come for a tour and stories in the newly renovated library.

In October, we had our "Grand Opening Celebration" with magicians, a trackless train, and a bouncy house. David Alpert and Bill Gohrd sang for the children at this event. Gerry Parent performed "Weird and Terrible Tales." Suellen Heinrich had a session of "Book Nibblers." Christina LaVaughn did a two-part program on "Making Balloon Animals."

November included a "Thanksgiving Story and Craft" program where staffer Peggy Day read and volunteer, Linda Srebnik helped children make a centerpiece. Paula Milnes led the "Paws and Read" program, where children practiced reading to her therapy dog, Sirius. Special Education students from Baldwin came for a tour of the renovated library.

In December, David Alpert, conducted a musical program before the Guilford Tree Lighting. The Annual Preschool Sing-a-Long was also held. The Keynotes from Adams Middle School sang to a crowd of preschoolers. Then, of course, Santa arrived!

In January and February, 2009: Community Nursery School, Cradles to Crayons, and Day Care classes came to the library for stories, and Mike Michael's of Guilford presented his musical program, "Roots and Wings." The Friends of the Library sponsored this program and several others in the Fall, Winter and Spring.

In March, Kathleen Kudlinski, volunteer and Guilford author presented a program with her book: "Boy, Were We Wrong About the Solar System," Maria Terese Ayele and Olfa Zephirin conducted Spanish Stories for children. Marion Roy presented: "Helping Your Child Fit In," Adam Harris brought his "Bugs Alive" program, and Brigitte Riga did "Passports Around the World."

April and May were busy with "Karate Kids," "Singing on Saturday," "Baby Ducks," and "Teddy Bear Sleepover." The North Guilford Nursery School had a chance to visit the new library. The Graphic Book Club and "Preschool Fun with Spanish" were also held during this time. The Children's Department staff visited Guilford schools grades 1-4 to promote the summer reading game. Christina the Magician performed for the Friends Outreach program for Clinton Avenue School in New Haven and Guilford Lakes School.

June brought the Calvin Leete Kindergarteners, and second-graders from Cox to the library for tours and stories. Ed Popielarczyk brought his "Fantastic Flea Circus" to the library for a hilarious performance.

We've been in our renovated library since September and have seen children's department attendance increase each month. In this computer age, there is still something magical about all those books! Children's services are a key component in today's library as they help to create life-long library users.

Suellen Heinrich
Children's Librarian

In Summer 2008 we initiated a Nutmeg book discussion group for teens. We met for 5 sessions, had pizza for lunch, and discussed two books per week. In January teens all over the state voted on these nominees and *Elsewhere* by Gabrielle Zevin was selected as the 2009 Nutmeg Winner for teens. We also hosted a teen movie program called "Books to Movies Matinees." We watched 4 movies that were based on great teen books.

In the Fall 2008 we got into the swing of things with teen programs. By partnering with Kaplan Test Prep and Admission we were able to offer several programs on SATs, college admissions, and financial aid throughout the year.

In March we celebrated The American Library Association's Teen Tech Week by inviting Shannon Gale of GCTV to run a video editing workshop. Participants got hands-on experience using video cameras and video editing equipment. Their final drafts aired on Guilford Community Television. Also in March we hosted young author Rachel Kauder Nalebuff, editor and contributing author of *My Little Red Book*.

In April we teamed up with The Women and Family Life Center and Guilford Youth and Family Services to offer a screening of the documentary film *American Teen*. This movie followed 5 high school seniors for one year to get a glimpse into what high school life is really like for teenagers today. We were lucky enough to have one of the producers of the film come for a question and answer session. This collaborative program was the first of many, as we meet bi-monthly with the WFLC and GYFS to plan programs together for children and teens.

In May, Kate Summerlin, librarian at Cox Elementary School, brought her fourth grade classes to the library for an introduction to our teen area. We toured the whole building and had an in-depth look at the teen zone by having a scavenger hunt. This led to scheduling other Guilford 4th grade classes for this field trip next year.

Our 2008-2009 year ended with a wonderful program to kick-off summer activities. Chef Katie Wilton, of Cooking with Katie, returned to teach teens some basics of cooking. The response was so high that we added a second session. A total of 36 kids participated in this hands-on cooking class.

Collection development is an ongoing process. Graphic novels and young adult biographies saw several additions this year. Our total circulation of young adult materials was 6,025 in eleven months compared to 5,201 the previous twelve months, a 10% increase.

We had a very busy and successful year in teen services and look forward to another great year ahead.

Katie Fargo
Reference & Teen Services Librarian

The month of August was wholeheartedly devoted to packing and moving back to 67 Park Street. Computers were disconnected, contents of desks were packed, and in a matter of days we were in our new building, installing and learning new software for computer and print management. On September 5 the Library reopened to the public. Our first priority was to reinstitute basic library services. Our favorite activity was showing patrons around the new building.

While the library functioned smoothly from the public's vantage, behind the scenes the Reference staff was busy learning new software, new audio-visual equipment in meeting rooms, the new telephone system, and new opening and closing procedures. The next step was to figure out how to incorporate all the new technology into everyday life—computer classes, information for public on televisions, and the new microfilm reader/scanner/printer, which provides instant access to local history.

Pride in the building as well as scheduled celebrations and tours provided opportunities to fine tune space use, displays, and work areas. Visits to the newly renovated Darien and Wallingford public libraries provided more grist for the mill. Additional shelves were installed which nicely housed the newly resurrected oversize collection for art and history. It also allowed the creation of a Connecticut history and travel section. The larger Young Adult area incorporates a College Prep section. Affixing temporary signs to the shelves assisted staff and patrons learning our way around the new layout.

Several months of active use gave us experience in evaluating existing policies to control crowds, for reserving reading/study rooms, for training new volunteers and for supervising students needing to fulfill community service requirements.

After several months of tweaking and refining, the Reference department found the daily rhythm of the basics: readers' advisory, reference help, computer classes, programs, exhibits, homebound service. New offerings in the new space, such as Monday Evening Movies, were very popular. In response to difficult economic times, the Library availed itself of all possible resources to offer an integrated approach of evening programs, one-on-one computer classes, and online and print materials to patrons seeking job help. A visit from the state's Career Bus was so successful that a return visit is planned for the fall. Our fourth annual adult summer reading kickoff, Red Hot Reads, was given an additional boost by an outdoor "online mini library," bringing the busy year to a satisfying close.

Patricia Baldwin
Reference Department

The highlight of the year came on July 22: the celebration of “1st librarian” Edith B. Nettleton’s 100th birthday. Chocolate cake and coffee ice cream were enjoyed by over 100 guests, all eager to pay tribute to the woman whose legendary dedication to Guilford and the preservation of its historical resources has set the bar for local history collections.

Much care and consideration was given to moving the collection back to the Historical Room. Replacement of the drawer slides, coupled with new labels on the files, makes access to the pamphlet files much easier. Arrangement of the collection on the shelves was altered slightly to allow for future growth. Space was made for the return of Guilford Keeping Society materials. Town documents dating back to the early 1700s have a permanent home on the topmost shelves. Paintings by Charles Hubbard, some of which are newly framed, circle the elegant Reading Room. Examples of important maps and documents, reproductions of which are available for sale, are visible throughout the building.

It was a gratifying year for programs. Four talks were given on Guilford and the Civil War. Two local authors gave presentations on new publications. Joel Helander, author of *A Treasury of Guilford Places*, and Dan Deluca, author of *The Old Leatherman*, were well received. All of these were held in the meeting room which was often filled to capacity.

Librarians from Ledyard and Ivoryton came to see the Historical Room and to discuss establishing a local history collection. Members of a State of Connecticut pilot program came to describe participation in a digitization project.

We are grateful to high school volunteers Cody Weimer, who transcribed several historical documents, and created a database of historic houses; and Christopher Durham, who assisted in creating a broad timeline of Guilford history. The ongoing efforts of volunteers Robin Charney, who helped reorganize the map case and its contents, and Teresa Dolan, who assists in identifying and labeling photographs, are much appreciated. Of course, most heartfelt thanks go to Edith Nettleton, whose knowledge and constancy are unparalleled.

Patricia Baldwin
Reference/Historical Librarian

The Friends of the Guilford Library began another great year with the 27th annual Book and Bake Sale, held at the newly expanded and renovated library just three weeks after it opened! We raised more than \$45,000 when the profits from the 10th annual spring Paperback Book Sale and online sales were included. The funds allowed us to purchase hundreds of books and non-book materials, and to provide essential equipment beyond the library's budget. We were able to fund dozens of programs, library-related community services and professional educational grants for the library staff.

This year we were pleased to receive from *The Friends of Connecticut Libraries* the **2009 Focused Project Award**, given in recognition of our outstanding contribution to the library's capital campaign. As a group we contributed the largest gift from a non-profit toward the Expansion/Renovation project. The remarkable fact is that we did this while also maintaining our annual funding commitment to the library.

The major part of the Friends' budget is devoted to the purchase of books and non-profit materials for the Library, augmenting the town-funded book budget. This year we purchased and/or funded:

- Books on CD and a variety of DVDs
- Blog and Website development
- Free passes to regional museums
- Red Hot Reads – materials and refreshments
- Computers, monitors, and printers for the public and staff
- “SoftBlocks” educational toy for the Children's Department
- Nintendo Wii system with sports and fitness programs

We also offered a variety of programs during the year including:

- Author talks
- Eight Lunch and Learn presentations
- Book Discussion Series with Mark Schenker
- Galleries in Motion – in cooperation with Friends of the Scranton Library
- Two Bus Trips: Boscobel, NY and December New York City Trip
- Programs for Children and Teens
- Night of a Thousand Stars with The Mud Flats
- Annual Outreach Program with second graders from Clinton Avenue School, New Haven, and Guilford Lakes School, Guilford
- Book deliveries to the homebound
- Participation in the Guilford Citizens Parade
- Sing-along program on the evening of Tree Lighting on the Green

The Friends continue to serve as a group with a mission to foster community relations, promote knowledge of library services and develop activities compatible with the library. As always, we appreciate the generous support of the library director and staff.

Donna D. Funteral
President

Statistical Reports

DAYS OPEN - 305

HOURS OPEN PER WEEK - 64

CIRCULATION

Books, magazines, pamphlets, compact discs, audiocassettes, videocassettes, etc.	277,581
Circulation of adult materials - 154,264	
Circulation of children's materials - 123,317	

REFERENCE SERVICES

Reference inquiries recorded	25,565
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GFLWEBSITE HITS

95,906

INTERNET/WORD PROCESSING ADULT COMPUTER USERS

38,063

MATERIALS LOANED/BORROWED INTERLIBRARY

Interlibrary loans to Guilford citizens	16,480
Interlibrary loans to other libraries	16,797
Connecticard loans to out-of-town borrowers	38,839

TITLES RESERVED FOR ADULT AND JUVENILE PATRONS

19,651

HOME SERVICE

Titles selected, delivered and picked up by staff & volunteers	669
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INDIVIDUAL USES OF THE HISTORICAL ROOM FOR RESEARCH

542

VOLUNTEER HOURS DONATED (adult and children's departments)

710

NEW BORROWERS REGISTERED

Adults - 1,248	Children - 432	1,680
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REGISTERED GUILFORD BORROWERS

16,485

MEETINGS AND PROGRAMS (Adult)

	<u>NUMBERS</u>	<u>ATTENDANCE</u>
Library sponsored or related	408	5,571
Guilford community groups	<u>1,075</u>	<u>4,843</u>
Total	1,483	10,414

BOOK DISPLAYS AND BOOKLISTS

Guilford Fair; Shoreline Institute for Lifelong Learning; National Book Awards; Presidential Election; Halloween; Tony Hellerman; Noah Webster's 250th Birthday; Studs Terkel; Election 2008; Veteran's Day; Managing Your Finances; Books for Holiday Giving; New Year's Resolutions; Bird Watching; Celebrity Chefs; Winter Sports; Lincoln and Darwin; Hilary Waugh; John Updike; Edgar Alan Poe 200th Birthday; Obama's Inauguration; Civil War; Guilford Conservation Commission; Valentine's Day; Amy Bloom; Oscar Winners; Celebrity; Winter Sports; Black History Month; Women's History Month; Personal Finance; Irish Culture; Spring; Job Searching; Reader's Suggestions; Earth Day; Poetry Month; Baseball; Mother's Day; Voice of the Poet series; Mental Health; Exploring Nature; Baseball; Tastes of Summer; Memorial Day; D-Day; Trails Day; Staycation; Affordable Pleasures; Summer Travel; Read a Good Movie.

EXHIBITS

Display Case: Book display of children's books about libraries; Seniors Holiday Craft Show; Pottery of Marcia Kindlemann; Silver and Beaded Jewelry of Judy Babin and Suzanne Kiertianis; Japanese Silk Embroidery of Nupur Heise; Daniel Garitta's WWII Memorabilia; Hyland House Antiques; Soap Stone Carving by Stanley Barnes; Guilford High School Art; Guilford Art Center.

Meeting Room: Nature Photographs of Deanna Broderick; Land Trust Photographs of Peter Otis; Sisters in Cloth: a Quilting Exhibit; Dr. Paul Marra, Watercolors; Guilford Senior Art Show; Guilford High School Art; Brendan Loughlin, pastac paintings.

Gallery: Dragons for the Summer Reading Game; Shirley Gonzales: Watercolors and Oils; African Photographs of Mark Janke; Rosemary Palmer – photographs of Ireland and Paris; Christine Drago – Watercolor and Oil Paintings; Carol Grave, Textiles; Watercolors of Suzanne Siegel and students; Guilford High School Art; Sally Tucker Bell, watercolor illustrations.

Main Bulletin Board: Summer Reading Game; Paul Marcarelli; Carl Zimmer; Sing Along with Elmo and Spanky; Music with David Alpert; Bus Trip to New York; Teens Screen Movies; Teens Vampires; Financial Aid 101; Remembering; Poor Pluto; Wednesday Wii@GFL Teen; Galleries in Motion; December 2008 Children's Programs; Annual Preschool Sing-a-Long; Remembering Paul Newman Film Series; Teens Screen; Wednesdays Wii Teen; Inauguration of Barak Obama; Clique – the Movie Teen; Books You Thought You Knew – Mark Schenker; Sandi Kahn Shelton – Kissing Games of the World; Lynn Haney – How to Write an Intriguing Memoir; Brian Shaughnessy – Man Under; What Does Your PSAT Score Mean Teen; Boots & Wings – Mike Michael's Musical Children's Program; Foreign Films at the Library; 3 part Computer Course for Job Hunters; Roots and Wings; Bugs Alive-Adam Harris; Lunch and Learn; Amy Bloom; Guilford and the Civil War; SAT Preparation; Wii for Adults; Video Editing; Rev Up Your Resume/Inside Info on Interviews; Girls Night Out; Night of a Thousand Stars – The Mud Flats; American Teen (Movie); I.O.U.S.A. (Movie); Karate Kids; Singing on Saturday; Duck Who Dives; Teddy Bear Sleepover; Be Bear Aware; The Old Leatherman; Monday Night at the Movies; Friends Bus Trip to Hartford; Paul Olchvary – the Art of Translation; Donate Life – Organ Donation; Cooking for Tweens; Red Hot Reads; Twitter; Career Express Bus; Cooking with Katie Wilton; Learn Calligraphy (Teen); Summer Writing Camp for Teens; Summer Staff or Teens; Fantastic Flea Circus; Teen Movie Series.

THE COLLECTION

Our collection totals 106,213.

Newspapers - 13; Periodicals - 191; Microfilm (2 titles) – 250 reels; Audiocassettes - 1,564; Compact musical discs – 1,472; Book Compact Discs – 2,046; Videocassettes – 2,224; Digital Video Discs (DVDs) – 2,533; CD-Rom software – 103.

STAFF ACTIVITIES

This year, library staff attended dozens of professional and educational programs – from the annual Connecticut Library Association Conference to specialized workshops on advanced Microsoft programs, and customer planning.

<u>PROGRAMS</u>	<u># OF SESSIONS</u>	<u>ATTENDANCE</u>
Adams Students read Dr. Seuss	1	10
Baby Ducks	1	80
Baby Time	14	121
Baldwin Tour	1	20
Bedtime Films	3	8
Bedtime Stories	19	111
Bill Gohrd	1	65
Board Games	22	147
Book Nibblers	3	12
Bouncy House	1	200
Bugs Alive	1	150
Christina the Magician (Outreach)	1	200
Community Nursery School	3	128
Cox Second Grade visits	2	80
Cradles to Crayons	1	52
Dance the Afternoon Away	1	33
David Alpert	1	55
Day Care Tour & Story	1	40
Day Care visit	4	119
Drop in Story Time	16	162
Drop-in Craft	1	30
Drop-in Snowflake Craft	1	6
Drop-in stories	14	191
Elmo and Spanky the Dog	1	143
Evening Videos	9	106
Exhibits Committee	1	6
Fantastic Flea Circus	1	93
Films	7	194
Friday Flicks	3	20
Gingerbread Workshop	1	20
Graphic Book Club	4	19
Karate Kids	1	25
Kathleen Kudlinski	1	65
Kiddie Kollege Nursery School visit	1	35
Knitting Club	18	30
Leete Kindergarten visits	2	77
Making Balloon Animals	2	30
Monday morning videos	5	30
Music on Saturday	1	32
Music with David Alpert	1	125
North Guilford Nursery School	4	96
Nutmeg Discussion Group	4	50
One on One's	26	337
Parenting Program	1	20
Passport Around the World	2	37
Paws and Read	19	131
Phil Rosenthal	1	65
Pop-in Playtime	29	551

Preschool campers	7	80
Preschool Sing-a-long	1	158
Preschool Spanish	8	144
Roots and Wings	1	85
School visits	70	1750
Spanish Stories	16	95
Stories and craft	3	32
Storytime Films	55	519
Storytime for 3,4 and 5's	12	125
Sunday morning videos	1	5
Teddy Bear Wake-up	1	45
Teddy Bear Picnic	1	25
Teddy Bear Sleepover	1	45
Thanksgiving Story and Craft	1	16
Time for Two's	24	298
Tom Heinrich	1	55
Train ride	1	150
Tuesday morning stories	7	50
Vacation Drop-in Stories	2	25
Valentine Story and Craft	1	19
Weird and Terrible Tales	1	25
Zach Ivins	1	45
TOTAL FOR CHILDREN'S PROGRAMS	474	8,148

Volunteer Hours: 177

Reference Questions: 14,408

EXHIBITS

Dragons, Dreams and Daring Deeds Summer Reading Game; CT Nutmeg Children's Book Award – 2009 Candidate; Thanksgiving Books; 2009 Nutmeg Candidate Books; Christmas Books; Hanukkah Books; Kwanzaa Books; Valentine Books; Winter Stories; Community Nursery School's "An Ocean of Art" bulletin board; Groundhog Day books; Cradles to Crayons Nursery School – "Winter Wonderland"; Guilford Center for Children decorated the Children's bulletin board with kites that features books about "Wind"; North Guilford Nursery School's Spring Artwork; Spring Animal Mosaics for craft room; Nutmeg Children's Books – 2010; Spring books; Passover and Easter books; April is Poetry Month; April is Autism Month; Opening Day – Baseball books; Children's Books about Gardens, Poems, and Award Winning Children's Books; "*Be a Reading Star Summer Reading Game* – Summer reading game sign-up sheets, suggested web sites, game pieces and certificates; Poetry books; Art books; Dance books.

BOOKLISTS

2009 Nutmeg Children's Book Award Candidate; Summaries and Book Discussion Schedule; Guilford Public Schools Summer Reading Lists; Children's Department Summer Reading Game Reading Records; GFL Bibliographies for Preschool, Beginning, Middle and Older Readers and suggested Websites; Halloween and Fall Book display; Poetry and Columbus Book display; Back to School book display; Halloween; Thanksgiving; Day of the Dead; Election Book displays; 2009 Nutmeg Children's Book Award Bibliography; Baby Time book list; 2009 Nutmeg Book Award Bibliographies; Best Books for Babies and Toddlers; Best Books for Young Listeners age 3-8; Best Books for Middle Readers age 8-12; 2010 Nutmeg Intermediate Book Award Nominees; "CT Intermediate Nutmeg Nominees – 2010 Candidates" and the 2009 winner: "MVP"; Passover, Spring; Poetry and Baseball books on display; Autism Bibliography; Guilford Public Schools Summer Reading Lists; Guilford Free Library Suggested Bibliographies.

Teen Services

<u>PROGRAMS</u>	<u># OF SESSIONS</u>	<u>ATTENDANCE</u>
American Teen documentary	1	20
Books to Movies Matinees	4	6
Cooking with Katie Wilton	2	36
Cox Tour/Scavenger Hunt	2	40
Decoding Your PSAT Score	1	4
Financial Aid 101	1	15
My Little Red Book, author visit	1	30
Nutmeg Book Discussion	4	3
PSAT Practice Test	1	2
SAT Practice Test	1	2
SAT Ten Question Challenge	1	10
SAT Test Taking Tips	1	4
SAT vs. ACT	1	6
Teen Movies	5	19
Video Editing Workshop	2	8
Wednesday Wii for Teens	4	14
TOTALS FOR TEENS PROGRAMS	32	219

Volunteer Hours: 13

DISPLAYS/BOOKLISTS

Nutmeg Book Display; Summer Reading book display; Books to Movies book display; New Book display; Series book display; Halloween book display – Ghosts, Mystery, Horror Stores; New Teen Fiction display; Teens' Top Ten; Twilight Series read-a-like book display; Nutmeg Book Award Voting display; Clique series book display; Valentine's book display; New Fiction display; Cool Non-fiction display; Popular Teen fiction display; National Poetry Month book display; Spotlight on Science Fiction; Don't Judge a Book by Its Cover; Red Hot Reads New Teen Books.

Financial

Reports

GUILFORD LIBRARY ASSOCIATION

Annual Financial Report for 7/1/08 - 6/30/09

I. GENERAL OPERATING FUND - Guilford Savings Bank #101-003-489

Balance on hand 6/30/08		411.54
Receipts:		
Association dues	22,086.80	
Fines/Fees/Copier Income	13,506.09	
State of Connecticut	6,047.00	
*Spencer Estate	10,000.00	
**Invested Funds - Interest	19,000.00	
*Funds Ext. Administered -Interest	2,800.00	
Town of Guilford M/O	179,363.00	
Town of Guilford - Books	25,000.00	
Town of Guilford – Technology	13,000.00	
Town of Guilford – Electronic Material	<u>6,000.00</u>	
	Total receipts	296,802.89
		<u>297,214.43</u>
Disbursements:		
Books/materials	71,000.00	
Electronic Materials	13,500.00	
Supplies	32,679.06	
Maintenance	68,074.15	
Utilities	89,199.61	
Telephone	1,069.77	
Insurance	10,500.00	
Postage	6,135.55	
Staff Development/Continuing Ed.	2,325.42	
Programming	<u>2,397.14</u>	
	Total disbursements	296,880.70
Balance on hand 6/30/09		<u>333.73</u>
		297,214.43

*Funds restricted to purchase of books and so used.
 **Part of these funds restricted to purchase of books and so used.

II. SPECIAL GIFT ACCOUNT. Guilford Savings Bank #501 071 261

Balance on hand 6/30/08		17,229.62
Receipts:		
Income	<u>227,095.98</u>	
	Total receipts	227,095.98
		sub-total 244,325.60
Disbursements:		<u>229,076.55</u>
Balance on hand 6/30/09		15,249.05

III. SPECIAL GIFT ACCOUNT – Money Market Savings Account – Guilford Savings Bank # 701024865

Balance on hand 6/30/08		20,325.87
Receipts:		
Interest	<u>209.70</u>	
	Total receipts	209.70
Disbursements:		<u>8,000.00</u>
Balance on hand 6/30/09		12,535.57

**IV. GUILFORD LIBRARY ASSOCIATION, INC. INVESTMENT PORTFOLIO – CHARLES SCHWAB
BROKERAGE ACCOUNT # 2892-1949**

This account was opened December 21, 2000 by vote of the Guilford Library Association Board. All funds managed by the Guilford Library Association Board of Directors are contained here. Interest and/or dividends are transferred quarterly to a line in the library's Operating Budget.

V. GUILFORD LIBRARY ASSOCIATION EQUITY TRANSFER ACCOUNT # 2987-9727

This account was opened on June 20, 2008 to accept equity gifts. It is the current policy of the Board to immediately sell these equities and transfer the proceeds either to the Capital Campaign Fund or the Investment Portfolio as designated by donor.

**VI. VANGUARD ADMIRAL TREASURY MONEY MARKET FUND – CAPITAL CAMPAIGN FUND
ACCOUNT # 88014264854**

Balance on hand	6/30/08		706,381.22
Receipts:			
Interest		4,710.93	
Other Income		<u>48,816.35</u>	
		Total receipts	53,527.28
Disbursements:			<u>759,908.50</u>
Account closed April 2, 2009			0.00

VII. TOWN OF GUILFORD

Account #1-5660-LIBRARY Full & Part-time salaries	
Library salaries paid 7/1/08 - 6/30/09	806,425.81

Robert J. Hartmann, Treasurer
Guilford Library Association