



## Building Committee Report: Annual Meeting, West Woodstock Library Association

### Project: John F. Williams Law Office

Peter Hamm is completing his exceptional work on the reconstruction of the Law Office. Through his skill, he was able to conserve approximately 40% of the original material.

To date: \$10,369.00

Outstanding: \$5,100.00

### To Complete Project:

Paint: estimated \$600.00 - grant funded

Electric: estimated \$1500.00 - grant funded

Plaster: estimated \$2,000.00 - grant funded

Security: estimated \$450.00 - grant funded

Landscape: estimated \$300.00 - \$150.00 is grant funded

Because of the delay in the project, I am requesting an extension on the grant from the Quinebaug-Shetucket Heritage Corridor of 3 months.

The Building Committee will be soliciting bids for the remaining work beginning in July.

### Remaining Item: Creation of information card for the Law Office

We had originally decided upon a rack card to provide information on the Law Office project. It would be available in the library, at other spots in Woodstock, and from a plexi display box outside the Law Office.

Because of recent developments in library funding, we should reconsider the format of that informational piece. Perhaps we should produce a bi-fold or tri-fold brochure that would contain more information about the library itself: history, collection, hours, services, etc. in addition to the information about the Law Office.

*Please discuss this. It does not require a vote, merely commentary. I recommend the brochure to promote the entire Library.*

FYI: It appears that the original color of the Law Office was Spanish Brown, a color similar to my house. We are still finalizing that paint color. Please be aware that the Law Office will be painted a color, either a "colonial" red or the Spanish Brown, as determined by the original color. This is per the recommendation of the Connecticut Historical Commission. They want the Law Office to remain as distinct from the library as possible because it stood by itself in its original location.

### Project: The Connector

The town building official has given his approval to use native lumber, appropriately prepared, in the building of the connection. We have located two sources of lumber. One source is still determining the extent of the material he can contribute. The other source, Gail White family, will be consulted as soon as

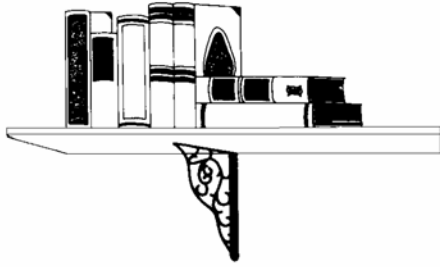
we get information from the first. The building committee has made the decision to use a combination of donated and purchased materials. We will purchase critical materials from local lumber yards to insure the structural integrity of the connection.

Doors and windows have been purchased.

By July 1 we will know our costs for materials and receive final reimbursements from the Quinebaug Shetucket Heritage Corridor for completed costs and purchases. This information will determine our available funds and provide us with the information necessary to plan and raise money for the next stage - raising the connector frame.

The project is very successful. The building committee is approaching the project in a stage by stage process, ensuring that the project is completed cost effectively, without creating a stress on the operation and continuance of the library itself - which is our priority. This also allows us to take maximum advantage of donations and community involvement and presents a prudent image to a community that is, because of the current economy, skeptical of extravagances and reckless spending. Our goals are to complete the project and bolster the image of the library in the community to better position the library for longevity and to seek support in Woodstock.

Gail White  
Sam Hunter  
Paul Lynn  
Jeff Usher



5 Bungay Hill Connector  
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## **West Woodstock Library Association**

### **Community Committee Report – June 18, 2005**

The committee published two newsletters during the past year, one in August and one in November. These were distributed by email, handed out at the library and posted at the town hall. We did not however publish a winter and spring newsletter as planned. Our goal for the coming year is to publish on a quarterly basis. This may also take the form of a joint, 4-library newsletter as there has been some discussion of doing this at recent 4-library association meetings. Again, we are always looking for articles and topics of interest and welcome input from all.

At last year's annual meeting we proposed computerizing the library's collection and we were allocated funds to begin this. We purchased the necessary software, hardware, barcode reader and barcode labels and began to catalog last October. To date, we have cataloged just over 3,000 volumes. This consists of about 1,000 juvenile fiction books and 2,000 adult fiction books. We have a few hundred more adult fiction books to complete and then it's on to children's books, adult non-fiction, videos and audio books. Our goal is to continue work with the librarian on computerizing the library collection over the coming year.

Respectfully submitted,  
Craig Tyler



# West Woodstock Library Association

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Library Report: 6/18/05 – Circulation and Patronage Figures 2004-2005 to date

2004- 2005 Month	Circulation							Patrons			New Cards Issued	
	Audio	Visual	Junior		Adult		Totals	Adult	Children	Totals		
			Easy	Fiction	Non-Fict	Fiction	Non-Fict					
July	11	55	186	114	45	320	37	768	111	58	169	12
August	4	59	195	121	33	298	55	765	114	61	175	23
September	3	36	193	50	47	263	27	619	84	49	133	17
<b>3rd Q, 2004</b>	<b>18</b>	<b>150</b>	<b>574</b>	<b>285</b>	<b>125</b>	<b>881</b>	<b>119</b>	<b>2152</b>	<b>309</b>	<b>168</b>	<b>477</b>	<b>52</b>
October	8	38	96	93	32	216	14	497	97	4	101	1
November	16	51	162	32	46	172	13	492	69	37	106	2
December	2	19	103	36	11	126	1	298	51	16	67	2
<b>4th Q, 2004</b>	<b>26</b>	<b>108</b>	<b>361</b>	<b>161</b>	<b>89</b>	<b>514</b>	<b>28</b>	<b>1287</b>	<b>217</b>	<b>57</b>	<b>274</b>	<b>5</b>
January	4	41	106	63	21	208	19	462	86	31	117	1
February	1	27	140	40	39	197	17	461	80	28	108	1
March	0	33	81	29	28	162	24	357	70	29	99	5
<b>1st Q, 2005</b>	<b>5</b>	<b>101</b>	<b>327</b>	<b>132</b>	<b>88</b>	<b>567</b>	<b>60</b>	<b>1280</b>	<b>236</b>	<b>88</b>	<b>324</b>	<b>7</b>
April	0	39	110	36	43	228	18	474	92	35	127	1
May	12	39	134	82	72	217	41	597	77	46	123	10
June								0			0	
<b>2nd Q, 2005</b>	<b>12</b>	<b>78</b>	<b>244</b>	<b>118</b>	<b>115</b>	<b>445</b>	<b>59</b>	<b>1071</b>	<b>169</b>	<b>81</b>	<b>250</b>	<b>11</b>
<b>Fiscal Totals</b>	<b>61</b>	<b>437</b>	<b>1506</b>	<b>696</b>	<b>417</b>	<b>2407</b>	<b>266</b>	<b>5790</b>	<b>931</b>	<b>394</b>	<b>1325</b>	<b>75</b>

Comparison of Circulation and Patronage Figures 2002 to 2005											
	2002-2003		2003-2004		2004-2005		2003-2004 versus 2002-2003		2004-2005 versus 2003-2004		
	Circulation	Patrons	Circulation	Patrons	Circulation	Patrons	Circulation	Patrons	Circulation	Patrons	
3rd Q	1787	510	1658	410	2152	477	93%	80%	130%	116%	
4th Q	1298	312	1489	359	1287	274	115%	115%	86%	76%	
1st Q	1536	359	1457	380	1280	324	95%	106%	88%	85%	
2nd Q YTD	1048	254	1048	254	1071	250	100%	100%	102%	98%	
<b>Totals</b>	<b>5669</b>	<b>1435</b>	<b>5652</b>	<b>1403</b>	<b>5790</b>	<b>1325</b>	<b>100%</b>	<b>98%</b>	<b>102%</b>	<b>94%</b>	

## **LIBRARIAN'S REPORT JUNE 2005**

**CLSC- Great resource for the small library. I was able to borrow 128 books that supplement our collection for the Woodstock Summer Reading Program. We are able to offer our patrons an excellent selection of the suggested authors for reading.**

**We have all the 2006 Nutmeg Books available.**

**I can usually get book requests within a few days, a week at the most.**

**One of my goals for 2004-2005 was to increase the JF and JNF circulation. This goal has been met.**

**Need to develop a Friend's of the Library Group. This group helps to promote our library by playing a leadership role in the planning and development of special programs and public relations.**

**Welcome to the neighborhood basket.**

**Need to purchase bookmarks with WWL hours, e-mail address, and phone number.**

**Video rack!**

**A weekly children's story hour needs to be formed this summer. (ASAP) We will rotate the weekly readers. Every 6-8 weeks have a special event that correlates with the story hour such as a reading of *Jackson the Adopted Owl* and a wildlife rehabilitator doing a presentation with an owl.**

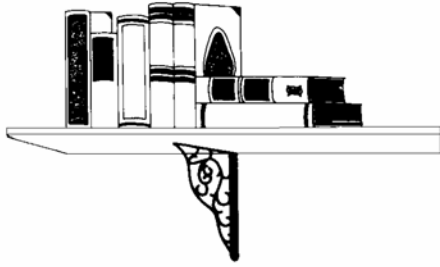
**The first special event will take place either the third or fourth weekend in September. Liz Heckler will read the story, *Is Your Mamma a Llama?* I will supply mamma llama and her offspring. We will have books available about llamas starting in mid-August. Suggest that we send llama invitations to our regular patrons. Some ideas- -have a display showing the raw fiber and then the processed fiber made into a sweater. Llama cookies for snacks- a craft for the kids to do. I will**

**check with other llama owners for additional ideas to make this event a success.**

**Fall 2005 would like to open the library another day staffed by volunteers.**

**Have a book, bake and tag sale yearly, the first weekend in October.**

**Want this book sale to become an annual event that people look forward to attending. Needs to be well organized and heavily advertised. Start talking it up in the middle of August- by September fliers should be posted throughout the town- then advertise in all the local papers one week before the event.**



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## West Woodstock Library Association

### Nominating Committee

The following individuals were elected at last year's association meeting to 1-year terms and their terms are now ending. I've contacted them and they have all indicated they would like to continue to serve. They are:

Marjorie Ellsworth  
Laurel Garry  
Cathy Lewis  
Paul Lynn  
Gail White  
Dave Wright

We also have 2 new persons who have indicated they would like to join the board and they are:

Liz Heckler  
Russ Castello

The term for new elections is 3 years; although we do have a vacant 2 year position (with 1 year remaining) available if someone would prefer to serve that term out.

Respectfully submitted,  
Craig Tyler