

CAROLINE COMMUNITY LIBRARY

YEAR-END REPORT

2011

To:
Town of Caroline Supervisor
Caroline Town Board members
Tompkins County Public Library
Caroline Community Library Advisory Committee

CAROLINE COMMUNITY LIBRARY YEAR-END REPORT FOR 2011

The Caroline Community Library provided a place for community members to access updated and classic reading materials as well as videos, DVD's, and books on tape or disks in a new and much improved space.

Two (2) new shelves were constructed, stained and set in place in the library. We obtained books from the Friends of the Tompkins County Public Library Book pre-Sale and many donations. Duplicate items were donated to the Brooktondale Community Center's Book Sale or given to trick-or-treaters who stopped by CCL on Halloween. Much of the CCL book collection is paper backs, but the number of hard cover books on the shelves is increasing.

The Caroline Community Library increased its contact with the community through announcements in the Brooktondale Community Center Newsletter and Town Talk articles in the Ithaca Journal, and by updating its bookmarks. New volunteers stepped forward and CCL is open every day of the week for a total of 20 hours per week.

The circulation of the library increased by 783 items -- from 2627 in 2010 to 3014 in 2011. The McNaughton Book Service was discontinued in 2010 and an agreement with Barnes & Noble was instituted. The purchase price of new books and DVD's is paid by the Town of Caroline. There are a number of patrons who belong to book clubs who donate their newly purchased books to CCL.

A newer MacIntosh computer was donated by Cornell University and installed at CCL, replacing the oldest and slowest ones. The Town of Caroline provides maintenance, virus protection, wireless access, and updated programs for the CCL computers. Written rules for computer use are posted near the computers.

The Library Maintenance program, "Bookcat", which had been installed on the Librarian's computer, enables us to inventory and check out and in our books. The process of entering the books into the computer is being done by volunteers as they have time. This is a slow process, as many of our older volunteers do not want to deal with the computer, but we hope to have it completed by the end of 2012. At that time we can begin checking books in and out through the computer. We hope this will help us keep better track of our over-due items. The "Bookcat" program was chosen because of its affordability and the fact that it did not require specialized equipment. Although it is not compatible with the TCPL or FLLS inter-library system, it should be easier to find items in our collection if the need arises.

A total of 1,468.75 volunteer hours were recorded at CCL. This total does NOT reflect the number of hours for volunteers who spent time choosing collections at TCPL, FLLS, Barnes & Noble's, or at the Friends of TCPL Book Sale. An estimated 48 hours of unrecorded volunteer hours are spend choosing books for our library.

Respectfully submitted,

Barbara B. M. Kone, Chair
Caroline Community Library Advisory Committee

CAROLINE COMMUNITY LIBRARY
2010 LONG RANGE PLANS

(Prepared by the Caroline Community Library Advisory Committee)

Continue to provide a place for community members to access updated recreational reading materials as well as other materials (videos, DVD's, books on tape or CD) through our permanent collection or Tompkins County Public Library.

Continue to increase the Caroline Community Library's permanent collection of recreational reading materials through grants, donations and Friends of the Tompkins County Public Library's pre-Book Sale.

Provide current computer technology.

Increase the number of volunteers available to staff the library.

Increase the number of hours the Caroline Community Library is open *if needed*.

Increase the circulation of the Caroline Community Library.

Provide literary programming which reflects what the community desires.

Continue to itemize the inventory of the Caroline Community Library in the "Bookcat" computer system so we may provide faster answers to patrons regarding our inventory.