RAYMOND VILLAGE LIBRARY
YEAR IN REVIEW by NORMA RICHARD, SECRETARY
JULY 2012 – AUGUST 2013

I am pleased to provide the following Year-In-Review for the Raymond Village Library. RVL has had a landmark year with the hiring of library director Sally Holt, library assistant Connie Bouchard and youth services assistant Lisa Davison. Our library staff is dedicated to bringing comprehensive library services to our patrons and the Raymond community. Their work during this past year has been outstanding.

As you can see from the following information, RVL has accomplished a great deal during the past year. We are especially grateful for the dedication and hard work of all of our volunteers who have contributed countless hours at the circulation desk, serving on committees, assisting with fundraising and sharing their time and talents to make this a very successful year.

LIBRARY PERSONNEL

- Sally Holt has completed her first year as library director.
- Connie Bouchard was hired as library assistant on October 15.
- Lisa Davison was hired as youth services assistant on December 3.
- Board Member Transitions – Jessica Fay and Neil Jensen joined the Board of Directors.
- Sally completed an eight-week 2010 Microsoft Word course offered through Windham Adult Education.

CHILDREN'S PROGRAMMING

- A total of 91 children's programs were offered with 1,818 in attendance.
- Babies and Preschool Time on Monday mornings and Storytime on Wednesday mornings with Lisa Davison, youth services assistance, had increased attendance.
- Teen game days with Lisa were introduced for children ages 8 and up.
- Lisa also coordinated the 2013 Summer Reading Program, Dig Into Reading. The program started on June 23 with an ice cream party and ended on August 19 with an awards picnic. 89 children and teens registered for the summer reading program with a total of 350 participants in the weekly presentations (bug and bee, wind, entomology, comic books, straw rockets).
- Pajama Storytime with Jody Fein, supported by the Raymond PTO, was great fun for patrons young and old.
- Dr. Seuss Night, held in collaboration with Raymond Elementary School, was another successful event with over 100 participants.
- The Sparks Ark program, held at the Raymond Public Safety Building on April 17, had over 150 in attendance. Funding for this program came from the Cornerstones of Science grant.
- Library director Sally Holt extended the RVL outreach program to Raymond Elementary School and Jordan-Small Middle School with database instruction, a Career Day presentation on librarianship and ongoing delivery of non-fiction/informational titles for elementary students and teachers.

ADULT PROGRAMMING

- There have been 427 in attendance at 27 adult programs.
- Author programs have included Steve Pinkham, Monica Wood, Don Perkins, Lisa Colburn, Carol Welsh, Judy Paolini and Tom Atwell.

- Wednesday Book Review Group continues to meet monthly
- Jessica Fay of Raymond Village Florist presented a class on flower arranging and a Maine State Library program on downloading free eBooks.
- Norway Savings Bank sponsored and funded a three-part series of financial workshops for entrepreneurs and small business owners.

LIBRARY ACCOMPLISHMENTS

- There have been 14,536 patron visits with 21,709 items checkout out.
- Maine books and Large Print books were moved out of the library office and into the general collection.
- Biographies are now labeled with bright yellow stickers to help patrons locate them more easily.
- Audio books and DVD's have been relocated to better facilitate patron use.
- More than 1570 items have been added to the collection.
- New book carts are in use to increase access to new fiction, large print and non-fiction additions to the collection.
- Ancestry Library Edition continues to be available for in-library use.
- Use of Maine Infonet downloadable audio and Ebook collections continues to grow.
- Volunteer Appreciation Week was celebrated in May with gifts of bud vases or gift certificates to Raymond Village Florist, thank-you letters and special bookmarks given to our dedicated volunteers. In December, volunteers were invited to a luncheon and Chinese auction at the library.
- Volunteer Handbook and procedures for volunteer training have been developed.
- Board members Christine Frantz and Shirley Bloom attended Regional Trustee meeting in May.
- The Raymond Garden Tour, a self guided tour showcasing 11 private gardens, was held on June 29, The Garden Tour Steering Committee, Kim Manoush, Elissa Gifford, Sheila Jacobsen, Sharon Dodson, Fran Gagne, Elaine Keith, Shirley Bloom and Jeri-Keane Dryer, did an outstanding job organizing every detail of this very successful fundraiser. Artist Donna Kantor's donated painting graced the program and publicity materials for the tour. Following the tour, author Judy Paolini gave a talk on gardening at the Strawberry Festival at the Hawthorne House.

PUBLIC RELATIONS

- Community Garden continued its collaborations with RVL to benefit the Raymond Food Pantry.
- The Publicity Committee, chaired by Shelia Jacobsen, continues to promote ongoing programs and special events through the E Newsletter, news articles, posters and the website.
- The E Newsletter, coordinated this past year by volunteer Ellen Gagne, is reaching over 700 patrons.
- News articles and upcoming events are submitted regularly to local newspapers.
- Sally Holt, library director is writing a monthly column about RVL for the Windham Eagle newspaper.
- RVL displays are posted at Town Meeting, voting and other community events. Free books and RVL bookmarks are also given out on voting and election days.
- Annual Tree Lighting was coordinated with the Raymond Lion's Club, with entertainment provided by the Raymond Elementary School Chorus under the direction of Mrs. Patricia Gordan.
- Halloween Candy Collection helped to distribute over 50 bags of candy for Main

Street trick or treating.

FUNDING AND FUNDRAISING

- Library funding request of $37,5000 was approved at the June 2012 municipal town meeting. This was an increase of $2,500 over the previous year's funding request of $35,000.
- The 2012 - 2013 Annual Appeal raised $20,922.
- Plant Sale raised $1,431.55.
- Holiday Bake Sale and Basket Sale raised $886.75.
- Donations to offer a Maine Wildlife Park Community Pass raised $120.
- Donations of can and bottle deposits were made through Clynk at Hannafords for $453.21.
- Summer 2013 Garden Tour and raffles for a Point Sebago vacation and painting by Donna Kantor raised $4,912.66.
- Raymond Now and Then books sales brought in $125.

GRANTS AND DONATIONS

- Stephen and Tabitha King Grant for technology and automation - $10,000.
- Cornerstones of Science for the purchase of science books and science program support -$1,000.
- Norway Savings Bank Community Giving Grant for children's books - $500.
- Brownstone Book Fund for children's books – 100 books valued at $1,500.
- Loon Echo Grant Telescope Program - $200 in collaboration with Casco Library.
- Raymond-Windham PTO Storyteller Visit - $150.
- Maine Humanities Grant and Mid-Coast Forum on Foreign Relations 3-part series on foreign policy, in collaboration with Windham Public Library - $300.
- Hancock Lumber and Shed Happens funding for a storage building to store books for the Annual Library Book Sale - $2,000.

BUILDING AND GROUNDS

- The new Book Barn provided much needed storage for book sale donations and library supplies. Hancock Lumber and Shed Happens provided support for funding and installing the storage shed.
- Tad Smith coordinated the installation of new air conditioning units. These units will provide more efficient cooling and heating at RVL. They will also improve air quality in the library and provide a more comfortable environment for patrons, staff and volunteers. Raymond resident Charlie Bradbury installed the units and will assist with maintenance.
- Hawthorne Garden Club provided hanging plants and the lovely outside planters.
- Lion's Club took care of lights and costs for lighted Christmas tree.
- Shirley Bloom and members of the Windham High School lacrosse team assisted with cleaning the RVL grounds this spring.

TECHNOLOGY

- Walk-in Wireless continues to provide free wireless Internet access indoors and out.
- Public computers were used 805 times.
- Laurie Forbes and Kevin Woodbrey continue to provide significant technology support for RVL through maintaining and upgrading computers, hardware, server, network, software licenses, memberships and tech-related programs and providing support for the automation efforts. Their support has been especially significant

during this transition to Koha.

- RVL is working with Raymond resident, Tim Gresh to update the RVL website. This will provide direct access to the library website at www.raymondvillagelibrary.org.
- An additional computer for patron use and a dedicated computer to access the automated card catalogue have been installed, as s well as two new computers at the circulation desk and a new computer at Connie's desk. These computers were funded through the Stephen and Tabitha King Grant.
- Patron data has been updated to Koha. Starting in September 2013, books and other media will be checked out electronically.
- Sally and Connie are networking with area librarians for support in using the automated system, Koha. They are also participating in an area Koha user group.

ONGOING ISSUES AND GOALS

- Complete implementation of automated system. Troubleshooting for potential glitches, utilizing report features of Koha, providing training and ongoing support for library staff, volunteers and patrons, adding magazines and new materials to the collection and issuing new library cards are ongoing implementation issues.
- Continue researching long-term space options to provide needed space for the collection, technology needs and library programming.
- Research possible future options for RVL as a town department, independent library or possible hybrid semi-public/private organization.
- Update the RVL website to improve communications, provide for easier access to library information and facilitate automated services for our patrons.
- Improve our financial base through the Annual Appeal, ongoing investments, and other fundraising efforts.
- Utilize survey data from patrons and community for input and feedback as we develop RVL's 2013 – 2016 Strategic Plan.
- Complete 2013-2016 Strategic Plan.
- Recruit new volunteers and provide the training and support to maintain a strong and vital volunteer program.

koha

"The world's first free and open source library system."

- Koha is a full-featured library management system originating in New Zealand in the late '90s. Its development is currently sponsored by libraries of all types and sizes, plus volunteers and support companies worldwide. The word *koha* means "gift" or "contribution" in Maori. A *koha* is a specialty of yours that you offer to a general gathering, like bringing your famous dessert to a friend's dinner party. The logo is a tiny fern frond unfurling within an egg, both of which symbolize new life.

- We at RVL had been watching Koha since it was first offered for download on the open-source site SourceForge in late 2000. After other options, both local and commercial, fell by the wayside, we decided in 2006 to focus on Koha. The Casco library has been using Koha for around 10 years, and most other area libraries have now converted to it.

- Since we weren't in any hurry, we took our time gradually acquiring electronic equipment, inventorying and then ruthlessly weeding the bookshelves, and finally entering 20,000-ish items into Koha's database. Our next steps are mostly patron-related, including tweaking categorization and borrowing rules, issuing library cards and conducting training.

- We've seen Koha progress from a fairly simple internal library system to complex integration with MARC and Z39.50 cataloging processes, besides offering certain patron-centric features such as an OPAC with jacket images, virtual shelf-browsing and private personal space. Even better, we avoided paying for costly non-Koha processes such as "retrospective conversion," saving us many thousands of dollars. This is on top of our savings on Koha itself vs. commercial programs.

- An "update" release of Koha is announced each month and includes enhancements suggested by us in the user community as well as bug fixes for any glitches. Communication and collaboration occurs freely and actively among all of the developers and users worldwide via a number of outlets, including online discussion groups and chats, video and web-based documentation, the annual Koha conference (KohaCon), and the Koha website at www.koha-community.org.

- KohaCon: Each year, various members of the Koha community offer to host this conference, and then we all vote on the choices. The 2012 conference was held in Edinburgh, Scotland, and 2013's is in Reno, Nevada, in October. Reno was chosen over Erie PA, Washington DC, Ibadan (Nigeria) and Córdoba (Argentina).

Terminology:

- **MARC record: MA**chine-**R**eadable **C**ataloging record that contains detailed information about a holding.
- **OPAC: O**nline **P**ublic **A**ccess **C**atalog, the web-based way to search a library's holdings.
- **Open source:** programming code that is shared freely by its developer(s); the results may either be free or for sale.
- **Retrospective conversion:** converting paper catalog cards (shelflist) to digital (electronic) records.
- **Z39.50:** a protocol for searching and retrieving information from remote databases. This is how we copy MARC records into Koha rather than create them from scratch. Our primary source is the Maine InfoNet database, but we can use others including the Library of Congress, which not only has a huge collection but is also the maintenance agency for the Z39.50 standard.