

Thomas Memorial Library
 Department Overview
 March 14, 2013

Town Ordinances: Library [Sec. 2-1-9. (a) & (b)]

Department Staff. The Library Department shall consist of the **Head Librarian and** such other level of **staffing** as may be recommended by the Town Manager and approved by the Town Council.

*The library has a staff of 6 Full Time, 5 Part Time Employees. This represented a total of **8.54 FTEs** in FY2012.*

Responsibilities. The Library Department shall perform the following functions:

1. **Select and purchase** books, magazines, periodicals and other printed and non-printed materials to best serve the needs of the community.

*The library added a total of **4337** books and A/V items in FY2012; we also discarded **3388** obsolete items for a net gain of **949** items. We received **74** Magazine subscriptions in FY2012.*

2. **Catalog and organize** all such materials to ensure easy accessibility.

*In FY2012, TML's catalog of **58,703** items contained: 28,376 Adult print items, 19,592 Juvenile print items, 2,865 Young Adult print items, plus 2,475 Audios and 3,021 Videos as well as 2,084 periodical issues.*

3. **Circulate** library materials for general use.

*The library circulated **150,267** items in FY2012.*

	Print	A/V	Total
Adult	49754	23413	73167
YA	6158	1945	8103
Juvenile	58647	10350	68997
Total	114559	35708	150267

*Of these, **19,147** items were borrowed from other libraries (12.74%.) In addition, TML lent **16,296** items to other members of the MINERVA consortium.*

*Through our membership in the Maine InfoNet Download Library, we provided Cape patrons access to **1,636** titles in Digital format.*

	E-Book	Audio Book	Total
Adult	908	654	1562
Juvenile	51	23	74
Total	959	677	1636

4. **Provide a reference service** for answering requests for specific information
*The library answered a total of **16,294** Reference inquiries in FY2012.*

5. **Provide** library services during the **hours** which best meet the needs of the community and through **service outlets** located at points of maximum convenience to the public.

*The library is open almost **2,700** hrs each year:*

*Monday, Wednesday & Friday 9AM – 5 PM
 Tuesday & Thursday 9 AM – 8:30 PM
 Saturday 9 Am – 5 PM (Summer: 9 AM – 1PM.)*

6. **Promote the availability** of the library material to stimulate a wider general interest in its use.

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*In FY2012, the library offered a total of **281** programs to Adults and Juveniles to promote library services that were attended by **6,306** patrons.*

7. **Promote special services and guidance** to adults and children in the use of educational and recreational materials.

*The library staff regularly provides readers' advisory services, copier assistance and guidance to our patrons. Last year, **1,946** non-reference inquiries were answered at our 3 public service desks. Our gate counter recorded Cape residents made **88,148** visits to the library in FY2012 and that **3,101** patrons utilized our 14 public computers.*

8. **Cooperate with community organizations** to provide assistance in program planning and projects.

During FY2012, the library once again partnered with the Thomas Memorial Library Foundation, the CE Historical Preservation Society, the CE school faculty and Community Services to extend its programming.

9. **Maintain and care for all property** assigned to the library.

During FY2012, the Head Librarian and Facilities Manager oversaw continuing maintenance projects. These included: installing new front doors and book drop, repairing the children's front porch and roof leaks; as well as, conducting air quality tests and doing pest control. Additionally, the Library Director with the TML Board of Trustees designed and implemented a community education program for the Town Council.

10. **Prepare and maintain all records** pertaining to the Library Department.

*In addition to circulation records for our **4,473** registered borrowers, the library's staff normally maintains a variety of records related to daily operations. These include all the statistics alluded to above (and compiled in the annual state report) plus purchase orders, invoices, etc.*

Key Issues/Challenges:

- 1) **Interlibrary Loans:** *Interlibrary Loans continues to be a significant challenge for us. The number of items loaned and borrowed in FY2012 totaled 35,443 items. This represents an increase of 2% since last year and accounted for 24% of total circulation. This program is a cost-effective means of extending the library's collection; but, logistical issues remain a problem.*
- 2) **Space:** *With the assistance of the Facilities staff, we reconfigured furnishings in the Adult Library to create a more comfortable seating/reading area. While staff continued our "weeding" program to maximize shelving space, the energy of the Trustees was focused on designing a program to engage the public through a series of tours, open houses, teas and other community outreach endeavors.*
- 3) **New trends and Technologies:** *We continue to monitor emerging technologies that promise to answer unmet patron needs including digital publishing trends. We have continued to promote our participation in the Maine InfoNet Download Service to provide audio books and e-books. And, we are talking with the CE School Media librarians to explore avenues for cooperative services including OneClick Download Library and Transparent Languages Online and integrating automation systems.*