

## **West Branch District Library** **Annual Report FY 2013-2014**

*Statistics from July 1, 2013 through June 30, 2014*

### **Circulation Statistics Snapshot**

- Collection Numbers: 30,638 (print)
  - 5571 (electronic)
  - 2214 (audio-visual)
- Total Circ: 57,525
  - \*Inter-Library Loan Out: 4352 (VLC and Melcat)
  - \*Inter-Library Loan In: 4987 (VLC and Melcat)
- Overdrive Ebook/Downloadable audio circ: 2675 (July 2013-June 2014)
- Active Users: 4977 (32.1% Non-resident)
  - \*Note: There are 6738 (34.2% Non-resident) registered borrowers in the system, however, active users are patrons that have borrowed library materials within the last three years. Again, the system shows fewer borrowers than the previous year due to the ongoing database cleanup to remove inactives (which will save some money in database fees, which are per record). Additionally, the overall percentage of non-residents changed this fiscal year with Churchill Township residents becoming non-residents as of January 2014 (see additional notes in “Financial” section below).
- The library continues to use (and recommend to others) Unique Management for patron fines/materials sent to collections: We are still getting a nearly 4x1 return on investment (for every dollar spent by the library to initiate Unique’s services, four dollars are returned to the library in fines and/or library materials returned).
- Internet usage: 16,216 public workstation users, 2772 wireless users
- The library signed on to access the Overdrive Advantage program during this fiscal year. This allows the library to purchase additional copies of e-books or downloadable audios that have a significant wait list. The additional copies are then only available to West Branch Library patrons, thus shortening their waiting period to access a book. This program also allows us to customize the library’s e-collection. For example, we were able to purchase a copy of a local author’s e-book and make it available to our patrons, though the entire cooperative did not purchase the e-book for the collection at large.

### **Tech Bright Spots**

- Though introductory computer classes are still held on an as-needed basis, Tech Tuesdays have become very well-attended over the last year. Questions range from tablet usage and interaction with the library’s digital collection to personal smart phone inquiries. Connect Michigan’s Executive Director even showcased our library’s efforts with Tech Tuesdays at a national congressional hearing as a best practice in digital literacy. Luke Devine has been a great addition support-wise as the demand for this program/service continues to rise.

- Andrew Sutherland installed a new battery backup for data to assist should the library lose power for a significant stretch of time. Additionally, he installed a new server for the library as well as initiated software upgrades for public and staff computers.
- With the help of a grant through Michigan Municipal Underwriters, a Risk Reduction grant was applied for and received to help the library purchase and install security cameras. Eight cameras were mounted both inside and outside the library on both floors to ensure coverage, and recorded camera data can be accessed from the library or through a smart phone.
- The library installed Envisionware, a public computer sign-on and time management system as well as print management. The system ties to Horizon for library patrons, so updates to information and accounts can be made on a timely basis. Management for visiting patrons' computer usage is also quite simple. The print management side of this software has helped cut down on unclaimed prints from public workstations.
- The library's two catalog computers had an operating system change to Linux (with the sundown of Windows XP). Andrew successfully made this change, saving the library money and made the transition smooth for patrons using these dedicated computers.

## **Program Milestones**

- The ever-anticipated Summer Reading Program was consistent with previous years in attendance at programs as well as children signed up to read at least ten hours. A new teen/tween program - Minute to Win It - was a success and noted for inclusion again in future summer reading programs. A magic show with Jeff Wawrzaszek was very well attended and Jeff's professional but fun demeanor kept kids and parents entranced during the entire show. The end of program picnic continues to be a big draw as well to celebrate all readers' achievements, eat hot dogs, and, of course, bounce in the Bounce House!
- Library staffer Mary Jo Curtis launched a book discussion group called Let's Discuss that is held on the second Thursday of each month at 2pm. Since inception, Mary Jo has had a solid group of attendees, lots of lively discussion, and many laughs about chosen books. Great job, Mary Jo! Library patrons appreciate having this type of opportunity to discuss one book in depth (which is a shift from the focus of Books for Lunch).
- This fiscal year saw an increased effort in partnering with the Ogemaw County Historical Society in bringing some great programs to the library. A fundraiser concert by the amazingly talented Robert B. Jones for the Historical Society was co-sponsored and boasted attendance just over 100 in the community room. Additionally, Bill Jamerson presented a historical program about the Civilian Conservation Corps through music and stories. Historical Society members brought memorabilia and photos from local CCC camps to display during and after the program. Sally Rae has also been bringing appropriate pieces to display in the library's display case and mantel from the local museum, allowing for a little bit of local history to be enjoyed by library patrons.
- The library continued its partnership with Ogemaw County's Boys and Girls Club held after school at the middle school. Staffer Linda Kotrys brought books and games/activities to the site twice a month for younger elementary students as well as older/middle school students participating in the program. With the coming of summer, interest tended to fall off for the library program at the club, and again participation in

this program will need to be re-evaluated in the fall. Linda's energy and enthusiasm for conducting this program was much appreciated!

-As reported in our State Aid report, but worth boasting about again: 3975 attended 194 programs this fiscal year! I am really proud of additional staff taking on programming responsibilities and finding success in their efforts as well.

## **Facilities Report**

-The board voted to move ahead with a solid state linestarter elevator upgrade that allowed for better electricity flow with the movement of the elevator between floors as well as 3-year test (which is required to keep the elevator in compliance) completed. The linestarter upgrade eliminated the slight flickering of lights the library was experiencing every time the elevator started up or down.

-This year, it became necessary to replace the outside handicap door opener button as it slowed to working intermittently and then not at all. With thoughts that moisture may be affecting the connection, Mike Schorn designed and built a PVC encasement around the outdoor button which provides protection to the mechanism.

-Additionally, some library equipment was added and replaced. The board voted to purchase a Disc resurfacer for audio books and DVDs (which has already nearly paid for itself, in much less than a year), and new microfilm reader to replace the old one that would no longer print. A PVC label maker was also purchased and installed on Amy Winter's computer. This high quality label maker prints spine labels for books that do not fade, which saves Amy a great deal of time and effort in having to monitor and replace sun and time-faded spine labels. All of these pieces of equipment were much needed, and staff is very appreciative of them already.

-The library purchased new plastic folding tables to be used in the community room. With so many programs held there, and many including art projects for young children, many of the tables were showing lots of colorful wear. The new tables are lightweight and fold in half for easier storage and moving.

-Library chair reupholstery was completed during this fiscal year. Jay's Reupholstery did a fine job and agreed to take on about twice the work they originally bid on, as the library received additional chairs from West Branch Eyecare (for a small donation from the Library Friends group). The new fabric has worn well so far over the course of the year, and we are very pleased.

## **Personnel**

-In the fall, the library saw the departure of staffer Jeana Stillwagon. Jeana had been with the library over three years, and her flexibility and knowledge in dealing with technology-related questions will especially be missed.

-Luke Devine and Kelly Moore both joined the staff in December 2013. Luke is taking on some additional technological duties (in addition to page tasks) to assist Andrew while Kelly was trained in circulation tasks as well as database entry and verification.

-Local teacher Stephanie Dantzer was tapped to coordinate the Summer Reading Program for the library. Stephanie did a great job doing in-person, on-site marketing and PR to promote the program at the local schools. Though we hoped she might return for

subsequent summers, she was unable to return for the Summer Reading Program 2014 due to health issues.

-With board support, all full-time staff as well as two board members were able to attend the Loleta Fyan Rural Libraries Conference on Mackinac Island at the end of April/beginning of May. Staffer Andrew Sutherland was even chosen to present at the conference, and many great ideas were garnered and shared during the three-day conference geared toward small and rural libraries and their staff and boards. This was a great opportunity for professional development, and I heartily thank the board for allowing us all to attend.

## **Financial**

-Unaudited Revenues and Expenditures:

Revenues: \$ 301,179.94

Expenditures: \$ 280,174.56

-The library received an extremely generous donation (totaling just under \$10,000) from the Barbara Rau Evans estate. Though Barbara Rau Evans did not live locally toward the end of her life, the West Branch District Library and its services always meant a lot to her, and she expressed her appreciation by donating a portion of her trust to the library. With some unforeseen equipment purchases throughout the fiscal year, it was wonderful to have this extra gift of money to help make those purchases possible and keep the library's budget in a good place.

-The library Friends group continues its stellar fundraising through the Book Nook, but also began selling rare and higher-value books on Amazon. Marsha Boyd has set up a system that works fairly well for doing this and has added substantially to the total Book Nook funds for the year by doing this. All these efforts are so appreciated!

-This fiscal year brought about the Churchill Township penal fine contract dissolution. With the legal dissolution of the penal fine contract (through which the library was receiving a percentage of the township's penal fines for library services), the library is now able to charge residents of that township a non-resident fee to check out library items. This makes the fee structure equitable for all those utilizing library services. Reduced penal fines will be realized in the next fiscal year. Personally, I feel satisfied with the outcome of this – many of the board members expressed this as their number one concern with the changing of directorship when I was hired, and I feel funding being equitable across the board (of our supporting townships and city) will make asking for funding renewals down the road much easier to manage.

Respectfully Submitted,

Emily Boersen, Library Director