

WEST BRANCH DISTRICT LIBRARY
ANNUAL REPORT FISCAL YEAR 2018/2019

The fiscal year of 2018/2019 was a year of many changes and challenges. The challenges were overcome by the joint effort of the Board and the Staff.

Staff changes:

Emily Boersen resigned from the post of Director of the Library just before Labor Day weekend. After a director's search, Rose Frost was hired as the director on the 17 September 2018. Rose then left in the middle of January of 2019. At that time the board posted the director position as open and finally hired a new director on 30 May 2019. The new director is John Sheridan and he began his duties on 3 June 2019. During the interim the board appointed staff member Lori LeVasseur to act as interim manager until a new director could come in and take over.

It was during the term of Rose Frost, Arianna Franciosi left the employ of the library in October. She was replaced Lori LeVasser. Toni Felice was hired as a part-time tech/clerk at the beginning of December.

Technology:

Rose entered into an agreement with Digital Image to oversee the maintenance of the library technology. Nick Loomis is a partner in Digital Image and was able to do an evaluation of the technology needs of the library. The evaluation revealed that all of the computers were running Windows 7 and that the server was no longer able to perform at the level needed by the library. Rose had Nick replace the server as well as the computer Amy uses for cataloging and the two circulation computers. When Director Sheridan started he had a copy of the review and met with Nick when he discovered that Windows7 would no longer be supported after 1 January 2020. A replacement schedule was drawn up and the computers will be replaced in the next fiscal year. The DVD player will also need to be replaced in the coming year. We have requested of the Friends of the Library to fund five of the needed computers and the DVD player. They will meet in August and reply to us then.

Programming:

Programming is best broken down into two parts, Summer Reading and Standard. The Summer Programming is tied to the Summer Reading Program and often they have an element of participation. These programs tend to the majority of the costs in our programming budget as many of the performers come from out of the area. The following are the programs for the 2018 Summer Reading Program:

Paleo Jack who told stories on dinosaurs and about fossils.

Joel Tacey with his Rocker Musical Comedy Show. Joel has been an active performer for children for many years and this year's show was geared to singing, magic tricks and group sing-a-longs.

Poetry, Puppetry, Music and Movement: Similar to Joel Tacey but with the added twist of the children helping to write a story for the puppet master with the children getting up and dancing.

Escape Room: This was a teen and middle school event. The students entered into a room that locks behind them and by solving riddles and clues they had to find the key to let them out. A real fun time.

Picnic in the park: The traditional end to the Summer Reading Program where there is food and entertainment for all who attend.

The Standard Programming consists of monthly meetings of the same programs:

Adult Reading Program: A book or author is selected and those who participate read for the month of September for prizes at the end of the month.

Pre-school storytime begins in September and runs through May.

Tech Tuesdays where patrons can bring in an electronic device and get help from staff on how to set up or use the devices.

Books for Lunch: A monthly program where the group decide on a book to read so that they can discuss it over lunch.

Mid-Michigan Writer's Group: Get together to give hints and encourage each other in their writing endeavors'.

Each month has at least one special program as follows:

July—Summer Reading

August—Participate in Teddy Bear Picnic

September—Adult Reading Program also Books for Lunch where participants discuss books they have read and recommend

October—Michigan Libraries for Life a statewide program to register organ donors
 November—The Silent Auction also there was Tribute to World War I Veterans
 December—End of the Silent Auction. Christmas Programs
 January—Author Tom Ebelt spoke at the library
 February—Author Tom Carr visited the library and spoke on his book.
 March—Author David Vizard talked about his book, “A Formula for Murder:
 April—Peggy Zettle, the regional coordinator for the 4-H spoke on the 4-H. The Library hosted the Chamber of Commerce Breakfast on the 17th and participated in the Art & Wine Walk on the 27th.
 May—Realtor Ricki McCallum spoke about opening a real estate office
 June-U.S. Rep. John Moolenaar visited the library to meet with his constituents.

There were also movies, craft and family programs throughout the year.

Financials

Despite the unexpected need to replace our server, the library still managed to operate within the parameters of the budget. As of June 30, 2019 the income for the library was \$282,595 and our expenses were \$275,971 or 97.7% of our income. The favorable result of our budget was mainly due to the lack of a director from January to June. The wages designated for paying for the director we left unspent thus the library experienced a savings. Those savings were reassigned to the technology line in our budget.

Statistics:

For fiscal year 1 July 2018 thru 30 June 2019

Total circulation		28,976
Borrowers: City of West Branch	1554	22.5%
Edward Township	676	10%
Foster Township	357	5.5%
Horton Township	440	6.5%
West Branch Township	1,261	18%
Ogemaw Township	584	8.5%
Out of District Cards	<u>2017</u>	<u>29.0%</u>
Total cards	6,889	100.0%

Collection:

Adult Fiction	12,639
Adult Non-Fiction	7,243
Compact Disks	1,394
DVD's	1,112
Children's Books	3,891
Juvenile Non-Fiction	2,388
Juvenile Fiction	3,439
Magazines & Newspapers	<u>63</u>

Total Collection 37,172

Inter-Library Loans:

Ordered in	Sent out
2,798	3,174

This year we were a net lender. This is because West Branch has been a net borrower for the last couple of years and MelCat set West Branch as one of the first libraries to borrow from so that the difference between borrowed and borrowing will work to an overall balanced condition. We may continue to be a net lender for another year or two until we get into a balanced situation.

WiFi Usage: 3,432 users. Many users are outside of the building and often they occur during the hours the library is closed.

Prepared and presented by :
John Sheridan, Director