

## **West Branch District Library** **Annual Report FY 2016-2017**

*Statistics from July 1, 2016 through June 30, 2017*

### **Circulation Statistics Snapshot**

- Collection Numbers: 30,749 (print)  
10,927 (electronic)  
2484 (audio-visual)
- Total Circ: 51,531
  - \*Inter-Library Loan Out: 5472 (VLC and Melcat)
  - \*Inter-Library Loan In: 6581 (VLC and Melcat)
- Overdrive Ebook/Downloadable audio circ: 4691 (July 2016 - June 2017)
- Active Users: 2346 (22% Non-resident)
  - \*Note: There are 6400 (24.4% Non-resident) registered borrowers in the system, however, active users are patrons that have borrowed library materials within the last three years.
- Non-resident fees collected for the year again came in well over-budget – about 30% higher than budgeted! This stat shows that many outside our five townships and the city supporting us through millage value our collection and services as well.
- Internet usage: 18,361 public workstation users, 8202 wireless users (both statistics continue to show increases in usage from previous years with no change in the number of physical access points).
- Collection numbers have stayed very level throughout my tenure here at the library. This is a necessity due to shelving space and really helps keep the library's collection as fresh and accessible as possible. Regular weeding of duplicates, outdated material, non-circulating, or damaged material help keep our shelves and library manageable.
- The library continued the ordering of requested items at a lower ratio (3-1). The increased hold ratio allowed for shorter holds lists for popular items. Circulation was down slightly from last year, but we also had slightly fewer registered and active users. For the next fiscal year, we may not be as aggressive on ordering at 3-1 ratio (especially with a leaner projected revenue budget).

### **Tech Bright Spots**

- Unfortunately, the library had to abandon its use of VOIP for phone and fax communications during this fiscal year. The library's landline was successfully restored in order for the alarm system to function and for fax service usability. Should these services work conductively with VOIP in the future, we may consider going back.
- Andrew was able to program and install a Raspberry Pi people counter at the library's door to give us a better framework for estimating the amount of visitors we have visiting the main floor of the library. (Placement of the "supporting" equipment does not allow us to place the counter at the library's front door to catch folks coming to and from the Book Nook or perhaps attending a program in the library's basement, so there will still be an element of estimation included in these statistics).

-Arianna was able to attend a nearby maker workshop this year which helped to establish the building of our library's maker-space activity supplies (She brought back a "Makey-makey" and a "Little Bits" kit – both hands-on tools for kids to learn about circuitry and electricity). Tablets were also purchased to utilize and expand programming with these resources in the future.

-One computer workstation was ordered for replacement of one of the adult computers in children's area that hasn't been working properly. It has since been installed and is up and running.

## **Program Milestones**

-This fiscal year, we welcomed staffer Arianna Franciosi as coordinator of the library's Summer Reading Program. Arianna had volunteered with the Summer Reading Program the previous year and joined staff the subsequent fall. The summer reading program's theme revolved around health and wellness and many programs and activities incorporated that theme (putt-putt golf inside the library after hours was a great hit)!

-Multiple author events were hosted throughout the fiscal year. Some highlights included the library's favorite on staff author - Amanda Barratt, John Kozak from Southeastern Michigan, and Michigan author Marion Chard who writes a juvenile fiction series. Again, author events continue to bring steady crowds (especially when incorporated into an already regularly meeting program, such as Books for Lunch), and are an appreciated staple of library programming.

-The library hosted Michigan author Ron Rademacher for two programs that explored the backroads of Michigan. He delivered "Michigan Backroads: Oddities and Rareities" as well as "Michigan Rediscovered," which both focused on off-the-beaten-path towns and artifacts, some in our own back yards! Attendees at both programs took time to let us know they'd like to see this presenter return.

-The library has made a concerted effort to reach out through social media over the last few years. The library's Pinterest page has an audience of 108 with a reach of 11,412 people, the library's Twitter account has 102 followers with a reach of 25,840, while our Facebook page has 463 "likes" with a reach of 29,934 people! Again, while some of these posts are simply pro-library services, many of the posts promote library programs. Compared to last year, Twitter followers and Facebook likes both increased, though "reach" numbers seemed to fluctuate a great deal. However, recent changes in policies on business Facebook pages have changed, and it will be interesting to see if those stats change significantly next year compared to this year.

-With continual effort and planning, library programming brings in great numbers of community folks, both registered patrons and otherwise. During this fiscal year, the library offered **217** programs with **5983** total attendance! For the second year in a row, this is fewer overall programs bringing in more attendees.

## **Facilities Report**

-The library's landscaping company (G & H) was able to do a remulch of the rain garden up to the library's entrance door. This helps suppress some of the weeds that poke through and freshen up the look of the landscaping as well.

- Zettel Excavating finished their tiling/drainage project on the southeastern corner of the library and re-landscaped the southern corner and eastern side of the building. We are happy to report that we have had no leaking or moisture issues since. With donated mulch, the project came in slightly under budget overall, which was appreciated.
- Mike Schorn of Riverside Restoration and Remodeling was able to install a digital timer for the library's outdoor lights, which makes changing them throughout the year as daylight fluctuates much easier. Mike also cleaned the mechanism of the staff bathroom fan (which connects to the upstairs public restroom). He improved its function, but explained that replacing it would be a major project.
- With Ralph and Sue Cook "retiring" from their gardening duties in the library's rain garden, a new Friends volunteer, Darlene Weinrich took over. Darlene donates her time to plant and tend the library's flowers and garden.

## **Personnel**

- Library staffing remained constant throughout the year, with no new staff added and none resigning. This consistency proved very helpful during the time of Andrew's extended medical leave and helped the library continue to function smoothly.
- Summer Reading Program coordinator and general staffer Arianna Franciosi continued on with us working nearly full-time hours, which was her request. She took on conducting Tech Tuesdays while Andrew was away, and even recruited her eldest son to help when he was available to assist with Tech Tuesday. She has also taken over the database management of the library's ILS (Integrated Library System). We are thrilled to have her as an important part of our team!
- I had the opportunity to attend the Michigan Library Association (MLA) conference in Lansing in October. This professional development opportunity always provides great networking opportunities and ideas to implement from libraries both large and small. This annual event offers tracks for technology, administration, trustees, and more. It's always a worthwhile professional development opportunity for staff and board alike.
- Staffer Arianna Franciosi has taken multiple opportunities to train for STEM-based programming and Summer Reading Program events in both nearby locations as well as online. Her attendance at one workshop (as noted above), resulted in some free "maker" supplies worth well over \$100 for the library to keep. All staff (regardless of full or part-time status) are encouraged to seek out professional development opportunities. Many online (free) opportunities are available as recordings which help fit part-time staff schedules more than sessions offered at specific times.

## **Financial**

- Unaudited Revenues and Expenditures:
  - Revenues: \$ 312,168.02
  - Expenditures: \$ 270,232.81
- The library was pleasantly surprised to receive additional funds from the estate of library patron Irene Peterson. Listed as a beneficiary in Irene's will, the library received a final gift of \$8060.01, which also went to the library's capital fund (along with the initial donation from Ms. Peterson's estate).

-We welcomed penal fines coming in higher than estimated during the fiscal year budgeting process. However, with the road patrol being cut back, we don't expect this trend to continue into the future, and actually expect a downward trend for these revenues.

-The library is continuing to see taxable value adjustment bills trickle in. Again, with fluctuating property values and diminishing penal fines due to the failure of the county to pass a Headlee rollback adjustment (which affected penal fine collection), tax capture, and potential additional tax tribunal decisions that would be detrimental to the library's fund balance, the reserves in the library's savings are imperative to have on hand now and into the future. The surplus we carried over this fiscal year (not counting the capital fund donation) will help us in future leaner years.

-Legislation for library millages being exempt from DDAs and other tax captures was approved, however, it appears at this time only new millages can be exempted. Though there are supposed to be "clean-up bills" going through this summer (2017) to clarify exactly which millages the legislation pertains to, the early indications don't bode well for our library's current millage capture to remain in the library's coffers. As other streams of revenue continue to be whittled away, this may become a more serious budgeting concern down the road.

Respectfully Submitted,

Emily Boersen, Library Director