

WEST BRANCH DISTRICT LIBRARY

ANNUAL REPORT FISCAL YEAR 2020-2021

GENERAL STATEMENT:

This year was a recovery year. When the ban from opening was lifted in June 2020, the library started to make provisions for re-opening in the end of June. This entailed marking six foot markers in the entrance and by the circulation counter. Face masks and latex gloves were ordered and plexi-glass shields were purchased and put on the circulation desk to protect staff from saliva spatters. Every day staff had to take their temperature and answer the three questions used for screening for potential COVID exposure. Every other public computer was taken out of service. To clean the computer stations after each use, the plastic wrap around the computer keyboards were replaced and the area was sprayed with 70% alcohol. The use of alcohol was based on a study from the University of Colorado that stated that the 70% solution was the most effective in killing the virus. All library books that were returned were taken down to the literacy room and exposed to UV-C light for one half hour. The guidelines were for 15 minutes but our desire was to make sure the virus had been killed. All programming was suspended and occupancy was limited to 50% capacity. It turned out that the capacity was never great enough to limit patrons or staff. It took several months for people to learn that the library had re-opened. In May 2021 the mandates expired and we opened all the public computers and took the mask requirement down. After about a week we no longer took returned books down to the Literacy Room for UV-C treatment. While some programming has resumed, it will most likely in fiscal year 2021-2022 before we are running at pre-COVID levels. Audio books on CD were also reviewed

This past fiscal year we weeded our collection of fiction books that had not checked out in the past 5 years and we got about half of the non-fiction books that had not checked out in at least 7 years.

This past year we also did a purge of our patron files with the VLC that have not been active for at least 5 years. We do this because we pay for every patron file we have loaded on to the system

STAFF: One of the cleaning crew; Don Smith passed away in December. Replacements for staff that left before the end of the last fiscal year were: Debra Kania was hired in as a clerk and to assist patrons with technical problems. She was offered a full time position as a tutor for toddlers and kindergarten. She left at the end of April. Valerie Hilyard was hired as a page in September. Kathleen Winkelmann was hired in May to replace Debra Kania. Kathleen will take over the technical aid and clerking duties of Debra. To replace Don Smith, Ryan Zimmer and Delores Comstock were hired. Ryan works two of the days and Delores one day.

TECHNOLOGY: The last five computers were purchased and installed so now all the computers in the library are less than four years old. The replacement cycle of five a year will begin in 2024 so that we do not have the situation of having computers with operating systems in excess of 10 years.

In February worked with Nick to determine our technical needs for the year. We applied for grant funding through the Universal Service program for three hubs and one switch. Two of the wireless hubs will replace two existing ones in the basement and by the circulation desk. We will install a new wireless hub by the east wall of the library. Universal Services tackled the Government paperwork and we were notified that we got the grant in late May. The materials were shipped after the first of July so it could be replaced in the next fiscal year.

The printer at Amy's desk was replace because the cost of the ink cartridges is more individually than the cost of a new computer.

PROGRAMS: There was no programming until May. At that time Lori resumed her Let's Discuss Book Club. The first couple of meetings the turn-out was low but increase from one month to the next.

Planning for Summer Reading was done and the program would run from the last week of June until the middle of August. As a new twist to get adults users back in the library, the program opened up to include an adult component as well. Like the children's programs, the reader needed to read a designated number of books to get a ticket for the prize drawing at the end of the program. The number of books for each ticket varied for each of four reading levels.

Amanda Barrett developed her Let's Discuss Jr. Book Club. Her program began in July.

Lori was able to put together a Silent Auction in December. The local businesses were very generous just over \$1,700 was raised.

Financials: Our penal fine income was lower than anticipated because people were staying at home for the better part of the year.

State aid was given the same amount as the previous year and then an extra million dollars were added.

In September the Board sent letters to the City of West Branch, Ogemaw Township and West Branch Township that the State Law regarding tax captures for libraries were changed and that millages passed after December 31, 2017 were exempt from capture. The Library passed a millage in 2018 but it did not go into effect until the 2020 tax year. There City of West Branch acknowledged the change but Ogemaw and West Branch resisted claiming that they were not covered under that law because the DDA had debt. Everything was turned over to Attorney Anne Seuryneck of Foster Swift for her to contact West Branch and Ogemaw Townships to resolve this issue.

The income for the library was 279,336.94 and expenditures were 271,612.48.

This will be the first time in three years where income exceeded expenditures.

Penal Fines were done nearly \$10,000 from what was budgeted. This was partially offset by increase in our interest income of \$4,325.89. The interest increase was due to the CD's which were invested in September of 2020. The interest was rolled over until September of 2021.

COLLECTION: Holdings of library according to type.

Adult Fiction:	12,324
Adult Non-Fiction	6,980
Compact Disc (audio book)	1,480
DVD	862
Children's Books	3,855
Juvenile Fiction	6,264
Juvenile Non-Fiction	1,628
Young Adult	1,079
Newspapers & Magazines	<u>52</u>
Total	34,524

There was an increase in total numbers because the Young adult collection was not included in last year's figures.

INTERLIBRARY LOAN:

	MELCAT	VLC
Inter-loans in	998	1,756
Inter-loans out	1,775	1,828

This year our inter-loan activity increased by over 800 requests. It is still down from per-COVID levels but it is coming back.

WEB-SITE and COMPUTER USAGE STATS:

Computer Usage	WEBSITES VIEWED	WI-FI USAGE
2,581	16,294	2,898

Total circulation of print materials for Fiscal 2020-2021: 17,165. This amount is lower than last year by just over 2,000 circulations.

Audio-Book circulation: 1,775

E-Book circulation: 998

Total audio 2,773

Total circulation of all materials: 19,938

This total does not include in house use for newspapers and magazines.

BORROWER STATS BY TOWNSHIP:

Every year other year we have the Valley Library Consortium purge our patron database for any patron record that has shown no activity for the last five years. This is done because we are charged for each patron record on the VLC system.

Location	Number of Patrons	Percentage
City of West Branch	1,084	26.7
Edwards Township	450	11.1
Foster Township	242	5.8
Horton Township	293	7.2
Ogemaw Township	366	9.0
West Branch Township	864	21.7
Out of District	<u>755</u>	<u>18.5</u>
	Total Patrons	4,054
		100.0