

# BRIGGS PUBLIC LIBRARY

## Annual Report

2014-2015



## **Disclaimer Statement for the 2014-2015 Annual Report of the Briggs Public Library**

Libraries in the State of Michigan are required by law to report on financial and statistical information for the most currently completed fiscal year.

Financial and statistical information (unless otherwise noted) has been drawn from year-end figures for fiscal year 2014-2015, covering the time period of July 1, 2014 through June 30, 2015.

“In 2015” refers to the calendar year, January through December of 2015. Unless otherwise noted, information about library services, events, and other activities is drawn from the time frame of January 2015 through December 2015.

# Briggs Public Library

## Annual Report 2014-2015

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# CHANGES AT THE LIBRARY IN 2014-2015

The Library updated four public internet stations in May 2015. Two of the stations were paid for through a grant from the Tri-County People Fund. The firewall and battery backup unit were also replaced.

In the early fall of 2014, the Library added a railing along the ramp in the front of the facility to provide easier access for individuals with mobility issues.

The Library conducted a survey in the fall of 2014. One of the most commented on items in the survey was the Library's hours. A number of individuals said they would like to see more hours on Friday evening and on Saturday. The Library would have loved to have been able to just add more hours but does not have the financial resources to do so. In an effort to honor the wishes of the public, the decision was made to shift the Library's hours starting Monday, July 6<sup>th</sup>. The new hours are Monday through Thursday 10:00 am to 8:00 pm, Friday 10:00 am to 6:00 pm and Saturday 10:00 am to 3:00 pm. Other items requested by patrons were more programming for all ages, more eBooks and eAudiobooks and additional electronic resources like downloadable magazines and databases.

The Library Board made the decision in March to develop the Library's first ever strategic plan. A group of over 25 people meet in June to discuss the Library's strengths, weaknesses and arrived at five goals that the group felt the Library should pursue in the next five years. Throughout the fall, task force groups meet to develop objectives to reach the five goals. The groups reported their recommendations to the Library Board in December of 2015. The final document was approved by the Library Board at their March 2016 meeting.

## Affiliated Organizations

The **Library Board** is officially responsible for the operations of the Library. The nine member appointed board is comprised of seven City of St. Johns residents and two Bingham Township residents. The Board is responsible for approving the Library's annual budget, controlling the expenditure of Library funds, maintaining the Library facility and grounds and adopting the policies under which the Library operates.

**Briggs Public Library Friends** is an organization that supports the library services through volunteer activities. They operate a book sale in the Library warehouse on the first and third Saturdays of the month, assist with major Library programs, donate specialized materials to individuals or groups in need and recycle books.

**White Pine Library Cooperative** is a regional organization that serves 48 public libraries and their various branches and 12 libraries of other types in 12 counties. They assist the Library with affordable staff education, group discounts on library products, interlibrary loan delivery and keep the Library informed on matters affecting the Library at the State level.



## *OUTREACH PROGRAMMING & COMMUNITY INVOLVEMENT*

The Library provided special storytimes to several daycares and school groups: Adventure Club, Little Wings, St. Peter Lutheran Preschool, St. Joseph Catholic Begindergarten, Rainbow Place Preschool, and Kids Zone Daycare on a weekly or monthly basis.

In May, staff visited area elementary and pre-school aged children in both the public and private schools to promote the summer reading program, “Every Hero Has A Story.”



Library staff read to campers and assisted with craft Day Camp.



On Monday, July 27<sup>th</sup>, Library staff read at the Clinton County 4-H Fair as part of a literacy initiative program through the MSU Extension.

300 trick or treaters visited the Library on October 31<sup>th</sup>. Princesses, pumpkins and ghosts were able to select a Halloween goodie or a book.

In 2015, the fifth graders from Gateway North Elementary came to the Library for a tour, book talk and instruction on local history resources.

During the past year, the Library has helped coordinate or serve as a drop off location for a variety of charitable giving opportunities. During the holiday season, the Library was a drop off location for a Toys for Tots receptacle which was filled several times. Additionally, patrons donated mittens, scarves and hats which were given to local charities for distribution.



## LIBRARY PROGRAMMING 2015

Three hundred sixty-two programs serving 7,847 individuals were offered by the Library in 2014-2015. Programming can be both active and passive. It is designed to reach a variety of age groups, and occurred both in the Library and at outreach locations.



## CHILDREN & YOUNG ADULTS

The Library's primary programming focus is children's programming. There were 280 program offerings targeted at children and youth with an attendance of 7,261 in 2014-2015. Library staff works diligently to keep the programs fun and entertaining while trying to promote literacy and life long learning.

From "It's HIP to be SQUARE" to "Musical Matters" to "Puddle Jumpers," storytimes remain popular with the public and form the foundation of children's programming. These themed adventures feature wonderful tales, creative movement, songs and crafts. The Library offers fall, winter/spring and summer sessions for Chapter Chatter (ages 6-8), Pre-Readers (ages 4-6), Toddlers (ages 2-3) and Lapsit (ages 12-24 months). In May, the Library decided to change Drop In Storytime to Simple Storytime making it a registered program and modifying the age to serve for 2-4 year olds.

Three meetings of the Junior Readers Book Club, for kids in grades 2<sup>nd</sup>- 4<sup>th</sup>, took place in 2015. The group discussed the books *The Volcano of Doom*, *High Time For Heroes* and *What You Never Knew About Beds, Bedrooms & Pajamas*. The craft, game and even the snack focused on the theme of the various books.

The Library had three very unique parties inspired by book characters in celebration of March is Reading Month, "Fly Guy," "Frozen," and "Diary of a Wimpy Kid." In March, the Easter Bunny hopped into Briggs Public Library for a visit. The program included a photo opportunity with the Easter Bunny as well as stories, games, a craft and a snack.

Three programs were offered for Tweens (ages 10-12) in 2015, "Don't Judge A Book by Its Cover," "Superhero Boot Camp," and a holiday craft program in December. The Library held its first ever Summer Reading "Super-Duper Kick-Off" in June at the Rotary Park. Families could register for the Summer Reading Program during the event, and enjoy an inflatable bounce house and other attractions, face painting, crafts, games, hometown heroes and more.

“Every Hero Has A Story” and “UNMASK” were the themes for the Summer Reading Program in 2015. 331 children and 68 young adults kept track of their summer reading while participating in a variety of guessing contests and informational activities all focused on superheroes.

New in the summer of 2015 was the S.A.M. program. The series of nine programs offered fun, hands-on participation in science, art and math activities for children going into grades 1<sup>st</sup> thru 5<sup>th</sup>.

For the summer reading program finale, balloon artist, Julie Grames entertained the audience with a program entitled “BALLOONARAMA”. It was a fun filled, interactive program and all the children went home with a balloon creation.

In September, the Library invited young people (ages 5-11) and their dolls to an American Girl Gala. The program featured refreshments, festivities, crafts and prizes.

“Kids, Cartoons, and Crafts” is the Library’s new holiday movie program that features a short cartoon, a craft, a game and a snack. The Program is designed for independent children ages 4-8 and was offered during the Halloween and Christmas season in 2015.

The Library offered two LEGO Block Party programs for 3 year olds through 5<sup>th</sup> graders in 2015. The kids enjoy using their imaginations to construct with the Legos purchased for the Library by the Friends Group.

In October, the Library started hosting “Last In The Library,” a parent and child book club. Children and their parents read the same book, and then come to the Library to discuss the work with others. The club meets the second Saturday of each month and is recommended for children in grades 4-6.

Santa journeyed from the North Pole to the Library in early December to visit with local children. Over three days, 257 children sat on Santa’s lap and told him what they wanted for Christmas. Participants also enjoyed listening to special musical entertainment provided by the Caroling Kids at Briggs, Rainbow Place Preschool and two guest performers, playing seasonal games and doing crafts.



## ADULT

Once a month, Library staff travels to Clinton Commons, Suntree, and Grace Haven to offer residents there the chance to obtain library materials without having to physically journey to the Library.

In January, the Library offered computer basics class designed specifically for adults who are new to the world of computers and the Internet. The four-part course focused on a different topic each session like mouse and keyboard basics, working with Windows Word and an Introduction to the Internet.

During the Adult Summer Reading Program, adults completed bingo cards for a chance to be entered in a drawing for gift certificates to Soup Spoon Cafe, Mancinos, Subway and Panera Bread. The Friends of the Library sponsored the prizes.

The Library offered one on one sessions in January for patrons needing assistance accessing and using the Library's free eBook and eAudiobook collection.

BOOKAHOLICS book club groups meet on the third Thursday of the month, the daytime session at the Library and the evening session at Bruno's Wonder Bar. In January 2016, the two groups merged and are currently meeting on the third Thursday at 6:30pm at the Library.

Michigan author Ron Rademacher shared tales of Michigan's "Oddities and Rarities" at the Library in April. Mr. Rademacher is the author of several books about out-of-the-way places and small towns all across the State, and shared stories about these unique destinations, historic oddities and small town museums with attendees.

Briggs Reads is a community-wide reading event. Patrons have the opportunity to read the chosen title during the summer and then come hear the author speak in September. In 2015, the selection was *Five Days Left* by Michigan author Julie Lawson Timmer.

In June, the Library held a program entitled "Don't Judge a Book By Its Cover". In this fast-paced activity, participants previewed brand new books before they hit the Library shelves, and made snap judgments about the books based on their covers. By the end of the evening, each participant had a personalized reading list filled with books they may have otherwise overlooked.

From January to May, the Briggsflix Movie Club met once a month to watch and discuss an adult movie. During the summer, the Library ran classic movies for adults on the first and third Mondays of each month.



## OTHER ACTIVITIES

The St. Johns / Konan-shi Friendship Society held their 20<sup>th</sup> annual art reception at the Library on March 3<sup>rd</sup>. The festivities featured an Elementary Chorus under the direction of Mrs. Shirley Anne Ries. The artwork of St. Johns elementary and middle school students was displayed during the month of March alongside student art from Japan.

During winter and spring, several family movies were shown on days that the St. Johns Public Schools was not in session. In June and July, the Library showed a family friendly movie every Friday afternoon.

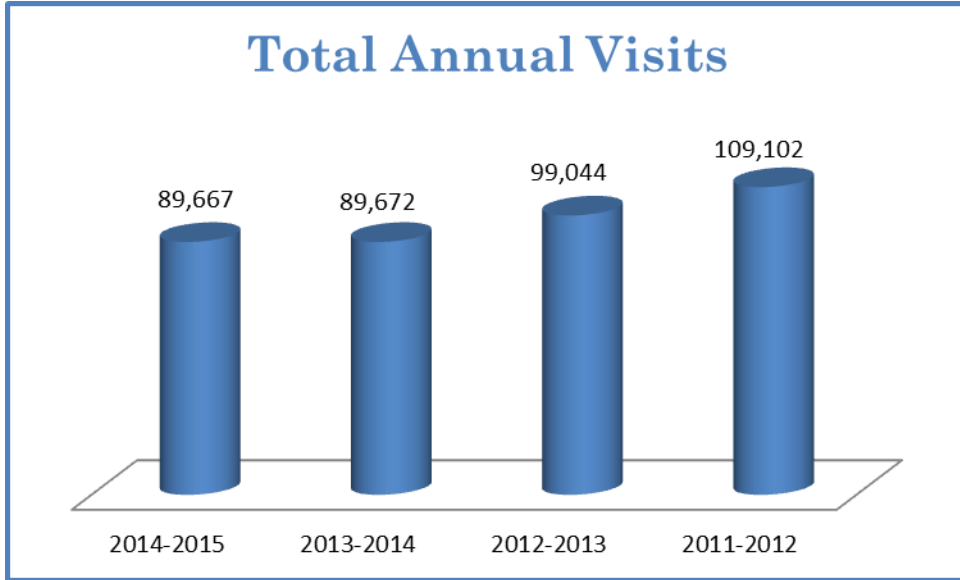
Families looking for a break from the winter blahs were invited to Briggs Library's Family Game Night in December. Attendees played a selection of new and classic board games, party games, card games and more during this fun family program.

The Library hosted a fundraiser at the Emerald Golf Course in May. The featured speaker was Teresa K. Irish compiler of *A Thousand Letters Home*.

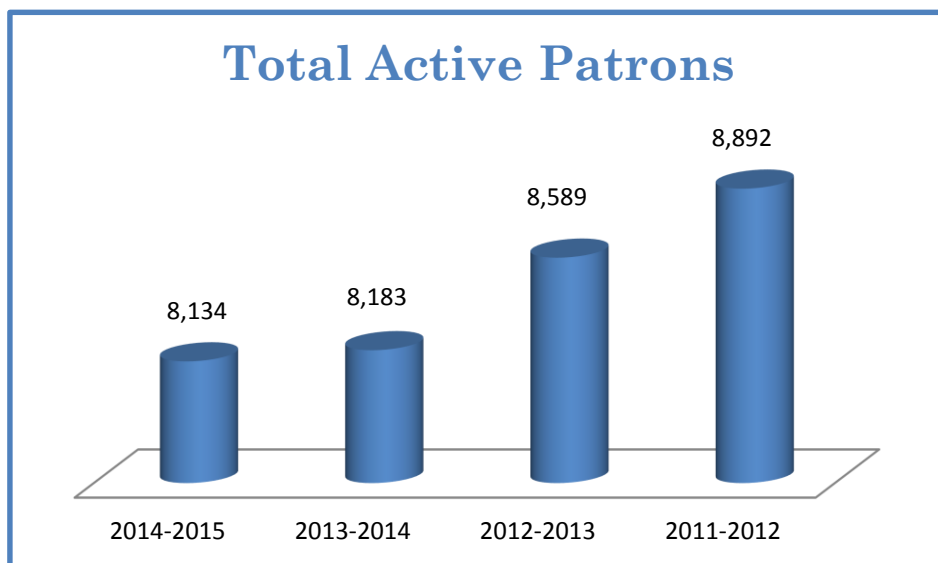
Mother's Day program participants enjoyed stories, light refreshments and a craft.



**Briggs Public Library  
Registration and Visits FY 2014-2015:**

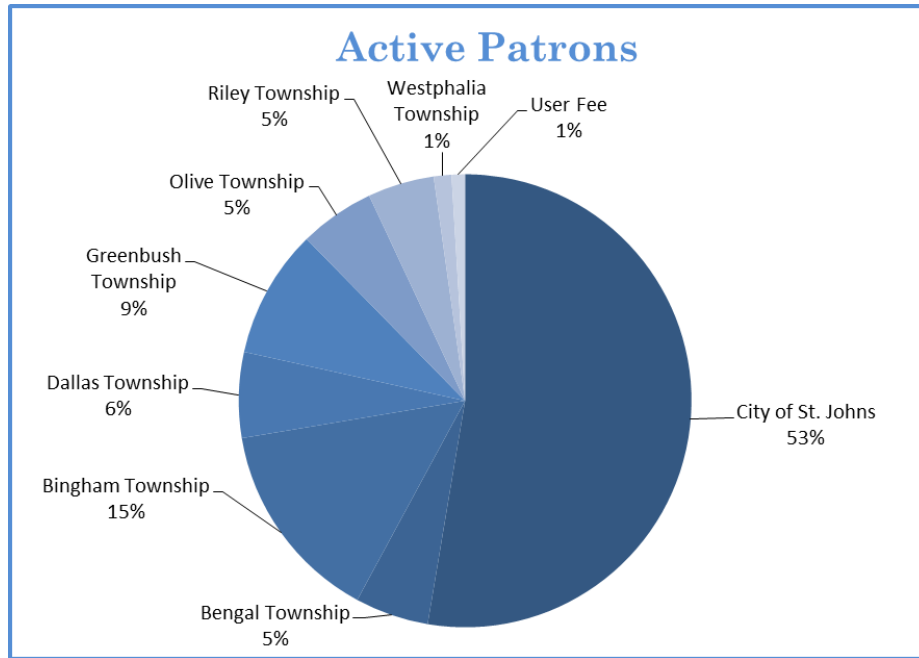


**Registered Patrons and Visits:** Even as times change, the Library remains a popular place to visit. People come for a variety of reasons but the three most common are to check out materials, computer or internet access and programs. A number of individuals choose to make use of the Library’s online resources instead of physically visiting the Library.



## Active Library Patrons:

The formal service area for Briggs Public Library is the City of St. Johns and seven neighboring townships. Approximately half of the Library’s active patrons are city residents with the remainder being divided between the townships largely based on the township’s proximity to the Library.



	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
City of St. Johns	4,277	4,110	4,343	4,554
Hazel I Findlay	9	9	9	23
Clinton Commons	28	21	14	16
Suntree	19	18	18	21
Grace Haven	4	3	4	11
Bengal	433	433	472	467
Bingham	1,191	1,237	1,313	1,309
Dallas	503	507	549	570
Greenbush	757	778	823	820
Olive	443	471	519	533
Riley	391	395	418	435
Westphalia	104	104	107	107
User Fee	79	89	83	73

As residents of the City of St. Johns, the Library extends borrowing privileges to the individuals living at the Clinton Commons Residential Community, Suntree Apartments and Grace Haven Assisted Living. They are classified separately because Library staff provides residents at those facilities the opportunity to checkout library materials once a month at their residence. An annual fee of \$50 a household is assessed for persons not residing in the Briggs Public Library service area. This nominal fee provides all individuals residing at that address with access to all the Library’s services including interlibrary loan, the downloadable collection and programs. The Library serves a number of individuals who make use of the Library’s public internet computers and Wi-Fi signal but choose not to obtain a library card. Those people are not reflected in the active patron total.

## **Briggs Public Library Finances**

### **Appropriations, Millages, and Township Contributions**

The largest single source of revenue for the Library is from the City of St. Johns, which funds the Library with appropriated funds equal to 0.9845 mills. In FY 2014/2015, funds from the City of St. Johns totaled \$184,685 or 46% of the Library's operating budget. The residents of Bingham Township have continued to support Library funding with a 0.497 mill levy. Revenue received from the Bingham Township millage in FY 2014/2015 accounted for 13% or \$54,362 of the Library's operating budget. Voluntary contributions from surrounding townships totaled \$7,203 last year and accounted for 2% of Library operating funds.

### **Penal Fines**

The allocation of penal fines is based on the total number of people in a library's legal and contractual service area; however, the collection and distribution of penal fines is often misunderstood. Penal fines are fines assessed for criminal and civil violations of the Michigan State Penal Code. Most penal fines are assessed for speeding violations and overweight trucks. The dollar value of penal fines assessed is solely at the discretion of county court judges, and therefore penal fines can vary widely from year to year and from county to county. Additional factors such as parallel ordinances, law enforcement manpower, and the sentencing and collection of fines can also dramatically influence penal fine revenue. Clinton County collected and distributed \$109,107 in penal fines during FY 2014/2015 to Briggs Public Library accounting for 25% of the total operating revenue for the Library.

### **State Aid**

In order to receive state aid, libraries must comply with certification requirements for library staff. The amount of state aid received is based on the population served. For FY 2014/2015 state aid for the Briggs Public Library was \$11,193. In 2014/2015 state aid was approximately 3% of the Library's operating revenue.

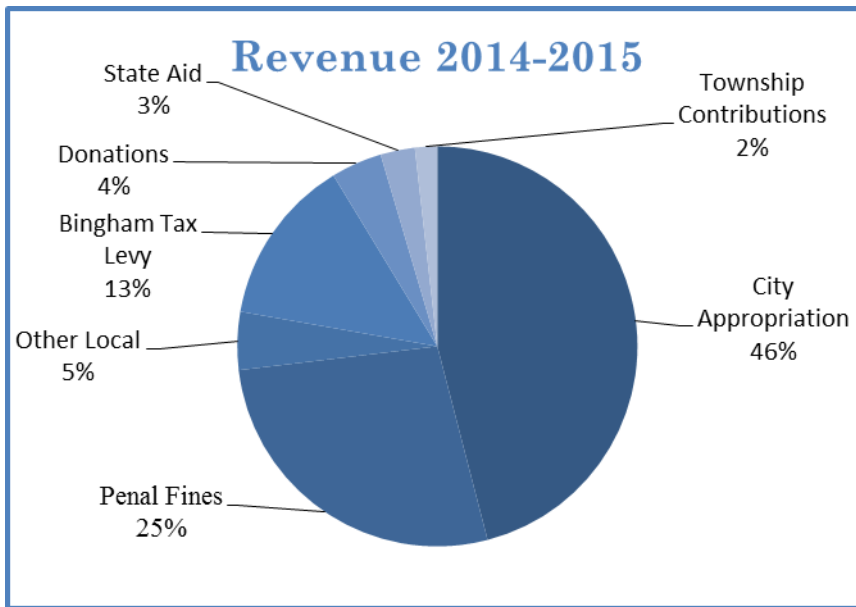
### **Donations**

Many libraries receive donated monies from people who value libraries and the services they provide. While the Library may receive several sizable donations during the year most are for small amounts. The total amount of donations received can fluctuate widely from year to year. In FY 2014/2015 the Library received \$16,450 in donated funds, comprising approximately 4% of the budget.

### **Other Local Revenue**

Fines, fees and interest from invested funds comprise the final component of Library revenue. For FY 2014/2015, \$18,816 of revenue, or 5% of operating funds, came from this source.

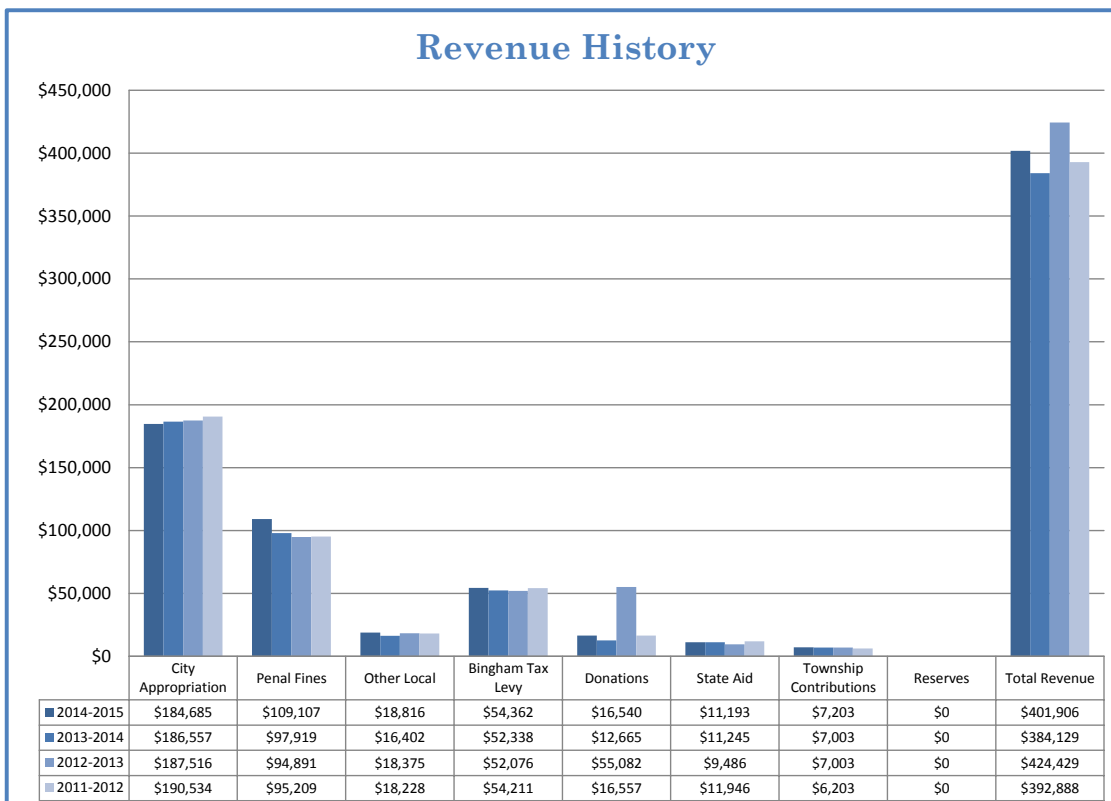




As a governmental entity, Briggs Public Library is required to submit a report to the State of Michigan by February 1<sup>st</sup> of each year. The Library is also audited on an annual basis as part of the City of St. Johns audit.

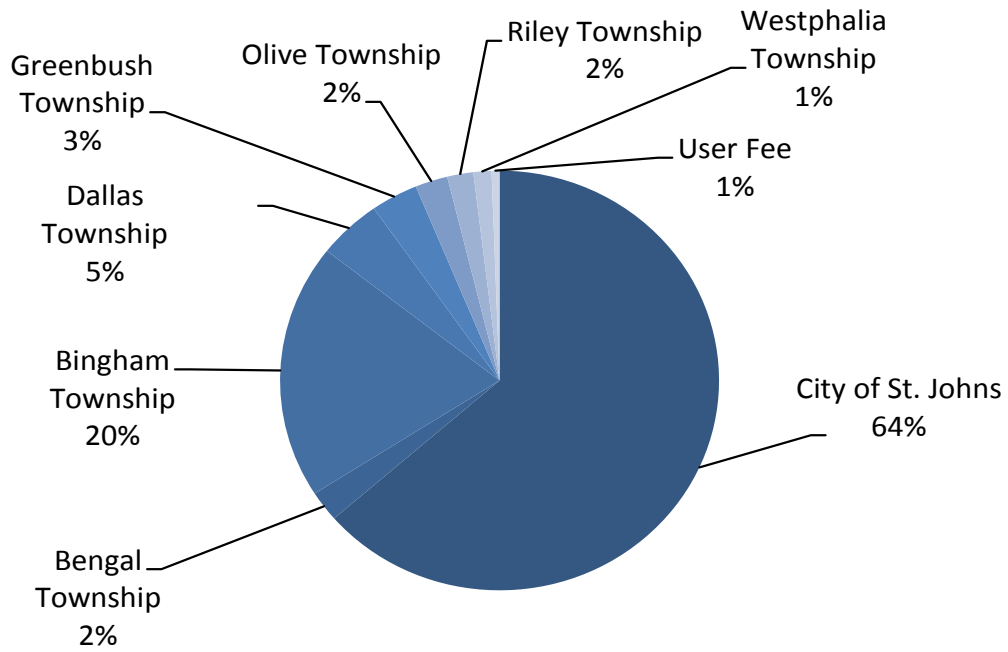
While the economy has improved slightly, those improvements have not been reflected in a substantial increase in revenue for the Library. Library staff work hard to provide quality services to the public. However, the rising cost of goods and services is out pacing the slight increase in revenue making it difficult to purchase multiple copies of popular titles, stay current with technology, increase hours of operation or add significantly more programs.

The Library also does several fundraisers a year from collecting change in our dino bank to having a small ongoing book sale during open hours. Labels for Education are collected to help provide additional children’s programming resources. The local Kiwanis Club donates money to the Library for the purchase of two children’s picture book a month and Lioness Club donates funds on an annual basis often to supplement the large print collection. The Library greatly appreciates those individuals who support our fundraising efforts and who give donations on an annual basis. Without their support a lot of the extra touches that make the Library programs and services unique and special would not be possible.



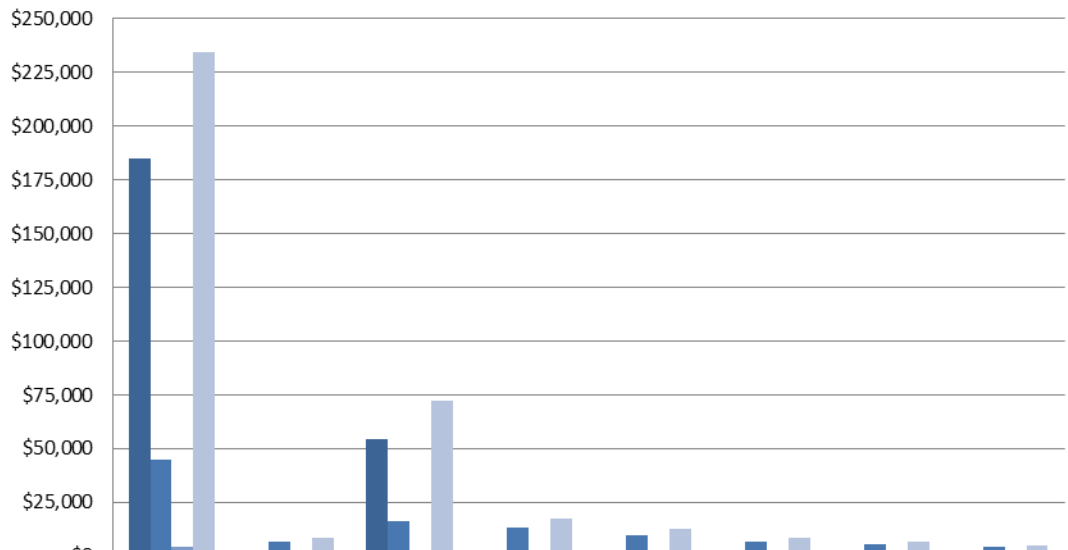
(Note: Revenue was higher in 2012-2013 due to a one time donation from the Estate of Alice Jumper.)

## Attributable Revenue 2014-2015



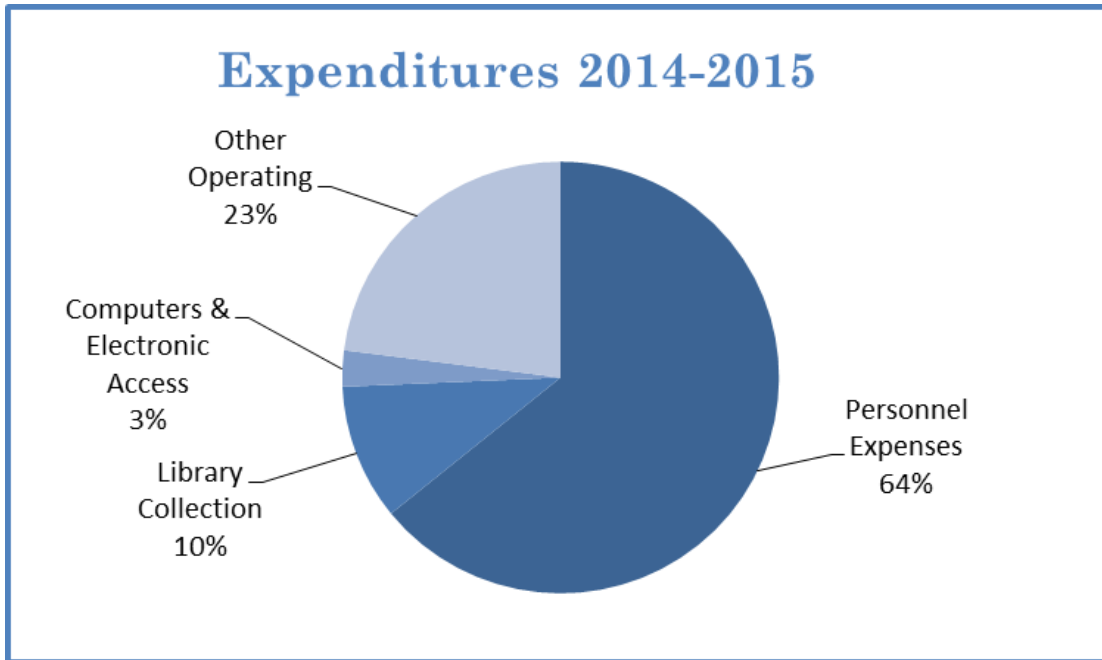
Each contracting governmental unit funds the Library in three ways: general fund support in the form of a designated or appropriated millage or an annual donation; penal fines and state aid, both of which are based on population. When these different sources are added together they reflect each governmental unit's total monetary support of the Library.

## Attributable Revenue Sources 2014-2015

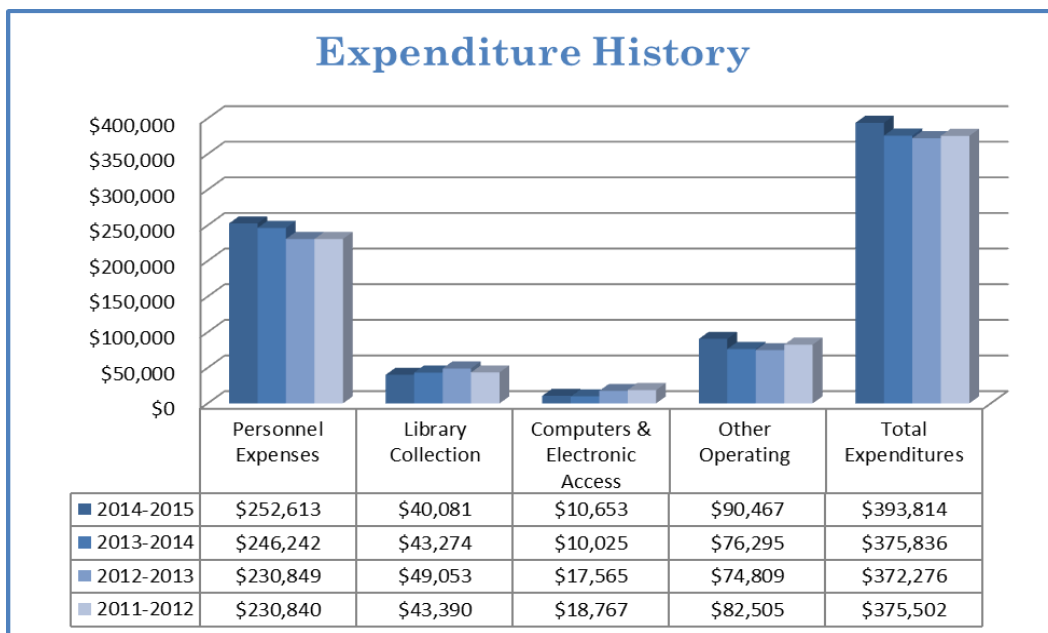


Source	City of St. Johns	Bengal Township	Bingham Township	Dallas Township	Greenbush Township	Olive Township	Riley Township	Westphalia Township
General Fund Support	\$184,685	\$1,188	\$54,362	\$2,323	\$1,692	\$1,000	\$700	\$300
Penal Fines	\$45,126	\$6,819	\$16,399	\$13,595	\$10,092	\$7,103	\$5,783	\$4,190
State Aid	\$4,629	\$700	\$1,682	\$1,395	\$1,035	\$729	\$593	\$430
Total	\$234,440	\$8,707	\$72,443	\$17,313	\$12,819	\$8,832	\$7,076	\$4,920

## Library Expenditures:



The Library is extremely conscientious of how it expends the resources entrusted to it by the public. The Library Board and staff work hard to target available funds to the collection, programming and technology where patrons receive the greatest tangible benefit. This becomes harder every year with the rising costs of facility maintenance, utilities, medical insurance, office and janitorial supplies, technology maintenance and even collection resources. The Library continues to make every effort to provide the community with a quality operation and to explore new and better ways to serve the public.



(Other Operating Expenses include items like programs, utilities, office supplies, janitorial service etcetera.)

## Briggs Public Library Services

### The Collection

The most recognized and popular service of a library is the lending of materials. The Library's goal is to provide a broad base collection in a variety of formats and genres at various ability levels to meet the majority of patron's educational and recreational literary demands. When selecting titles, staff takes into consideration the types of materials patrons are requesting and the authors, genres and formats that typically circulate well.

	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
Books	36,626	35,580	37,254	36,635
Audio Books & Kits	2,411	2,242	2,073	1,895
Videos (DVD)	2,285	2,130	1,983	2,353
Print Subscriptions	85	90	93	93
Download Audio	2,211	1,694	1,619	1,563
Ebooks	3,453	2,921	2,358	2,223
Other				10
<b>Total Collection</b>	<b>47,071</b>	<b>44,657</b>	<b>45,380</b>	<b>44,772</b>

### Circulation

	Circulation of Children's Collection	Circulation of Adult Collection	Circulation of Electronic Materials	<b>Total Annual Circulation</b>
FY 2014-2015	38,014 items	39,978 items	4,678 items	<b>82,670</b>
FY 2013-2014	40,979 items	44,475 items	4,105 items	<b>89,559</b>
FY 2012-2013	45,585 items	48,026 items		<b>93,611</b>
FY 2011-2012	54,276 items	54,326 items		<b>108,602</b>

### Circulation

	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
City of St. Johns	31,586	33,777	41,257	54,629
Clinton Commons	349	326	171	71
Suntree	335	288	365	421
Grace Haven	48	208	158	74
Bengal Township	5,704	5,864	5,625	6,469
Bingham Township	9,323	10,370	11,681	13,385
Dallas Township	4,138	5,074	5,464	5,751
Greenbush Township	8,178	8,506	9,851	10,795
Olive Township	2,657	3,439	3,924	3,985
Riley Township	4,560	4,573	4,004	3,547
Westphalia Township	1,424	1,294	1,836	1,115
In Library Usage	2,850	3,657	1,743	1,193
User Fee	6,263	6,724	7,067	4,755
Honor Books	577			



## Interlibrary Loan

The state wide interlibrary loan system, MeLCAT, is a greatly appreciated and used service. The system provides access to library materials from all over the state. Patrons can request items from anywhere they can access the Internet and pick them up at their local library. The system is a great way to find unusual items not available locally.

	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
Materials Requested	3,243	3,126	2,429	3,291
Materials Loaned	1,382	1,414	1,591	2,028
Total Interlibrary Loan Transactions	4,625	4,540	4,020	5,319

## Fuel Your Mind Digital Collection

The Library in conjunction with the White Pine Library Cooperative works with a company called Overdrive to provide the Fuel Your Mind downloadable audio and ebook collection. Patrons can log into the site and download their selections to their computers or portable devices. In addition to the titles owned by the Cooperative, Briggs Public Library participates in the Advantage program through which titles are purchased by the Library for use solely by its patrons. The number of individuals making use of the downloadable collection continues to increase significantly each year. 1,206 users checked out 4,678 items.





## Electronic Resources & Computer Usage

Electronic resources are becoming increasingly popular with patrons. The Library provides its patrons with online access to Mango Languages and a variety of databases provided by the Library of Michigan. The public continues to use the Library's computers for a variety of purposes from searching for a job to filing taxes to communicating with family and friends. An increasing number of individuals are using their laptops and tablets to connect to the internet via the Library's WiFi signal.

	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
Average Use of Library Computers Per Week	215	309	370	423
Average Use of Wireless Signal Per Week	196	166	158	N/A
Total Use of Electronic Resources Per Year	21,385	24,704	27,443	22,007

## Reference Questions

A wide variety of print and electronic resources are at the disposal of Library staff to assist patrons in locating information. Inquiries run the gamut from locating a map or form to requesting data on a particular medical condition to locating a recipe for an ethnic dish. Library staff are available to assist individuals by helping clients clarify what they are looking for, locating information resources, instructing people on the use of the resource(s) and assisting in its interpretation if necessary. Reference transactions may be done over the phone, in person or by using the e-mail address on the Library's website.

	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
Total	9,290	9,664	11,567	13,628

## Tax Form Distribution

Each winter, Briggs Public Library serves as a distribution location for tax publications. Most are pre-printed forms distributed by the state and federal government. For the 2014 tax collection, the Federal government sent a limited number of instruction books and forms. Specialty forms and additional copies had to be obtained online. Due to the late arrival of the instruction books and the very limited number of them, the Library made copies and made them available for circulation.

Distributed	Federal	State	Lansing
FY 2014-2015	1,225	751	1
FY 2013-2014	3,483	725	0
FY 2012-2013	2,911	1,801	5
FY 2011-2012	5,655	1,025	6

## Equipment and Facility Usage:

A variety of equipment is available at the Library for public use. The public can fax documents and use the public copy machine. A number of individuals such as teachers, scrap bookers, church groups and 4-H youth make use of the Library's Ellison Die machine and dies. A magnification station is available to enlarge printed or written material.

<b>Fax Machine</b>	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
Pages Sent	1,326	1,357	1,292	1,600
Pages Received	274	233	203	249

<b>Public Printing</b>	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
Photocopies	3,610	3,519	2,888	3,799
Computer	9,192	8,791	7,708	6,807

<b>Room Use</b>	FY 2014-2015	FY 2013-2014	FY 2012-2013	FY 2011-2012
Meeting Room	10	19	28	26
Bement Room	139	197	255	302
Quiet Study Room	230	335	292	273

The rooms at the Library serve a variety of purposes. The local history collection and back volumes of the Clinton County News are housed in the Bement Room where they are primarily used for genealogical research. An internet station is located in that room for taking proctored exams and researching family history. Tutors, individuals taking tests and study groups make regular use of the Quiet Study Room. Besides being used for Library programs and Library Board Meetings, the Library Meeting Room is used by various non-profit and for profit organizations seeking a place to meet.

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The 2014-2015 Briggs Public Library Annual Report was written and compiled by Library Director Sara B. Morrison. Any questions or comments about information contained within this document may be directed to Director Morrison by phone, (989)224-4702 or e-mail, [smorrison@briggspubliclibrary.org](mailto:smorrison@briggspubliclibrary.org)