

# **BROOKINGS PUBLIC LIBRARY**

2013 Annual Report

## **MISSION STATEMENT**

The Brookings Public Library will provide materials and information contributing to the education, recreation and quality of life for the community.

## **LIBRARY BOARD MEMBERS**

Mac Harris, chair

William Gengler

Larry Rogers, vice-chair

Janell Hoffelt

Gloria Thvedt

## **2013 AT A GLANCE**

Total Circulation: 286, 892 items

Total Library Use: 349,712 (includes computer use, reference and computer questions answered, and materials used in-house)

Registration at year's end: 14,548

Total Expenditures: (estimated)

City/county funds: \$980,371

Fines, gifts: \$49,336

Library Holdings at Year's End: 116,882

Circulations Per Capita: 8.96

Circulations Per Card Holder: 19.72

Expenditures per capita: \$32.21

Expenditures per circulation: \$3.59

County funds received: \$25,000

## **HIGHLIGHTS OF 2013**

- ❖ We celebrated our 100<sup>th</sup> anniversary as a publicly funded library with a month-long celebration in April.
- ❖ The Library conducted a users' survey during June/July that gave us a 96% approval rating for overall services and 97% rating for the helpfulness of the Library staff.
- ❖ We added Axis 360, a new ebook service, to complement our popular South Dakota Titles To Go subscription.
- ❖ The Children's department science program, "Family Science Night", continued to generate community support by receiving a gift from Science @ the Pub and a 3M grant to the Friends of the Library for this purpose.
- ❖ A strategic planning committee began its deliberations in late 2013 with a new plan to be unveiled in early 2014.

## **PERFORMANCE MEASURES**

### **Children's Services**

Our children's summer reading program, "Dig Into Reading" continued to attract many participants. We had 1,588 kids sign up to read or be read to. Because we reached the 1,500 mark, Katherine Eberline, Children's Librarian, dyed her hair rainbow colors as requested by the program participants. The many programs we had during the summer drew in more than 12,278 young people to the library. The Library was able to partner with the Children's Museum for two programs. The Library also partnered with a number of local businesses and service clubs to provide each participant with a logoed t-shirt.

Additional programs throughout the year included monthly puppet shows, which are always popular, bringing in 1,496 attendees and our fifth Illustrate-a-Book Contest which drew 217 entries.

We held fall and a spring sessions of Story time in addition to our Summer Reading Program series. Altogether 5,984 young people enjoyed those programs throughout the year. This number includes Katherine's visits to Headstart, GAP, Peace Lutheran Preschool, and the Boys and Girls Club.

In the Young Adult area, programs presented for teens included Teen Book Club, TTYL, Gaming Club, and Puppetry Club. There were 282 young people who registered for "Beneath the Surface", our teen summer reading program. Teen program attendance for the year was 1,580.

Katherine Eberline continued to enhance the searching efforts of parents and children seeking Accelerated Reading level books by loading the AR levels of all the children's fiction and series books and beginning the nonfiction (12,194 total computer records). Patrons can now search by AR levels in Aquabrower. The school librarians have heavily promoted this service.

*Service Measure: Number of attendees at children's programs:*

Total attendance at all children's and young adult programs or presentations held this year was 21,033. (.4% increase)

### **Adult Services**

*Service Measure: Number of attendees at adult programs:*

The Library offered solely or collaborated with other organizations to present 63 adult programs this year with 1,066 attending. This is up from last year by 11%. Some of the special programs offered included a series of programs called A Life Explored (ALE) which examined in depth the life of one individual (Theodore Roosevelt), adult craft nights, five authors, a unicycle-riding juggler, and numerous ebook classes. A new film series was begun late in the year in cooperation with community volunteers.

We conducted 11 computer classes and held 31 book discussions.

Our Scary Story contest attracted 157 entries in six categories. We presented the prizes at a special Friday evening event which drew more than 80 attendees.

The Library staff answered 10,105 reference questions during 2013 and served as notaries 358 times.

Outreach served 106 individuals during 2013 with 5,092 items delivered. The Outreach Coordinator continues to take items to the Brookview Manor, Park Place, United Living Community, Sunchase Apartments, and the New West Senior Housing, in addition to private housing. Thirty-four new people were added this year.

The number of items our patrons requested from other libraries through our Interlibrary Loan department decreased during 2013 with 2220 items requested. The number of items other libraries requested from us increased in 2013 to 3266. The Interlibrary Loan Coordinator took or retrieved 9,208 items to Briggs Library to connect with the statewide courier service. We spent \$ 947 for postage to ship items to South Dakota libraries not on the courier and \$1,030 to send out of state.

Three hundred forty-eight publications were developed for the library, including monthly newsletters, summer reading programs forms, Channel 9 and city website calendar slides, promotional materials, and signage.

*Service Measure: Meeting room user satisfaction:*

Meeting room use remained constant with 1,509 uses of the Cooper Rooms, study rooms, conference room and Historical Room. This does not include use by the Library for programming.

### **Technology Services**

The Library's Community Computer Center and children's AWE computers continue to provide Internet, word processing, presentation, and learning software to the public with 29,865 uses, down slightly from 2012.

Audiovisual items remained well used with 65,755 DVDs, CDs, books on CD, and VHS checked out in 2013. In addition, the children's software packages were used in-house 19,500 times, particularly strong with the two new AWE early school-age computers. The online Tumblebooks and TumbleCloud generated 12,178 hits as it encouraged and entertained young readers.

Ebooks and downloadable audio use increased by 37.8% with 13,303 checked out during 2013.

A grant from the Broadband Initiative allowed us to upgrade our WiFi services.

*Service Measure: Use of electronic databases:*

The use of databases provided by the South Dakota Library Network and the South Dakota State Library numbered 5,120, up from 2013 by 37%.

**Other Information**

We added 6,668 items to the collection during 2013, including 3,892 adult books, 1,584 children's/YA books, and 1,192 audiovisual items. We offered 168 periodicals and 13 newspapers for general use.

We withdrew 4,071 items from the collection: 1,642 adult books, 1,697 children's/YA books, and 732 audiovisual items.

The Library had eight adult volunteers who contributed 756.5 hours and twelve youth volunteers who contributed 384.5 hours, totaling 1141 hours.

**Gifts**

The Friends of the Library contributed \$8,698 for programs, \$7,675 for materials, and \$5,800 for other items, totally \$22,173. They also received a \$500 grant from 3M Brookings to fund the Family Science Nights in the Children's Department.

Science at the Pub, a group that meets at Jim's Tap, donated \$1,200 for Family Science Night.

We received \$420 as memorials, \$200 from Golden Service Club for board books, and \$1,219 from Dairy Queen for general children's programming.

**Goals For 2013**

As developed by Planning for Results Committee:

*Goal: Community members will be able to attend programs and public discussions about topics of interest.*

Objective: The Library will hold an open house annually, beginning in 2009. *Conducted as the kickoff event of the A Life Explored series.*

Objective: Adult and young adult programming attendance will increase 2% annually. *Increased by 11% in 2013*

Objective: A survey of those attending Library programs will be done quarterly to ascertain satisfaction with the programs offered and to gather ideas for future programs. *Achieved*

*Goal: Community members will know how to locate information from a variety of sources, both print and non-print.*

Objective: The use of on-line databases will increase by 2% annually. *Usage was increased by 37% in 2013. Possibly a one-time phenomenon, but nice to see.*

*Goal: Community members will be able to find information or answers to questions on a broad range of topics related to work, school, and personal life.*

Objective: By December 2010, the Library staff will participate in five community events outside the Library annually. *Achieved*

Objective: The Library will provide information online and/or in print regarding collections and services in conjunction with community events found on local online/print calendars, beginning in December 2010. *Not achieved as stated. Focus put on social networking solutions rather than print format*

Objective: By December 2010, the Library will develop/enhance its website to include increased community and informational links. *In continual progress*

*Goal: Community members will have a place to conduct open public discussion to raise awareness in the community.*

Objective: A survey of those using the meeting rooms will be done annually to ascertain satisfaction on use of equipment and guidelines for meeting room use. *Achieved*

*Goal: Community members will have a current collection that fulfills their desires for recreational reading, viewing and listening.*

Objective: The library will provide downloadable audio by December 2010. *Achieved*

Objective: Circulation will increase by 1% annually during the five-year period. (2007 circulation – 254,292) *Achieved for overall time period*

*Goal: Community members will have help to make material selection choices when they need it.*

Objective: By December 2009, Library staff will proactively circulate among the stacks every hour to assist patrons with their informational needs. *Achieved*

Objective: By December 2010, changes in the Children's Librarian's office will make her more visible to users and facilitate patron assistance. *Completed*

*Goal: Community members will develop an appreciation of the community's cultural heritage through programs and materials.*

Objective: The Library will ascertain the English as a Second Language needs of the community by December 2010 and respond to its findings.

*Interviewed Brookings School District personnel and SDSU Multicultural staff  
regarding library service needs of ESL residents*

*Addition of Mango Languages which includes an ESL component*

*Staff member taking Spanish language classes*