

BROOKINGS PUBLIC LIBRARY

2016 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

Larry Rogers

William Gengler (voluntarily left the board in June 2016)

Kyle Schafer

Janell Hoffelt

Deb Waltman

James Rice (filled William Gengler's position in October 2016)

2016 AT A GLANCE

Total Circulation: 208,255 items

Total Library Use: 308,217 (includes computer use, reference and computer questions answered, and materials used in-house)

Registration at year's end: 13,375

Total Expenditures: (estimated)

City/county funds: \$1,071,080

Fines, gifts: \$40,723.78

Library Holdings at Year's End: 126,142

Circulations Per Capita: 6.1

Circulations Per Card Holder: 15.57

Expenditures per capita: \$31.60

Expenditures per circulation: \$5.15

County funds received: \$17,500

HIGHLIGHTS OF 2016

- ❖ Elvita Landau retired in January after 30 years of service. Ashia Gustafson was hired to replace Elvita and started in March.
- ❖ We participated in the South Dakota Festival of the Book, held September 23-25.
- ❖ We celebrated the 100th Anniversary of the Pulitzer Prize with a three-month book discussion series. A total of 128 people participated in the five presentations.
- ❖ Our collection is continuously growing to best meet the needs of the community.
- ❖ Community collaboration continues with our Children's Librarian Katherine Eberline's visits to the local pre-schools, and with Outreach Coordinator Karen Burn's continued delivery of books to home-bound patrons.

PERFORMANCE MEASURES

Children's Services

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

Our children's summer reading program - "On Your Mark, Get Set, READ!"- continued to attract many participants. We had 1,569 kids sign up to read or be read to. This year the number of participants registered determined the number of colors that Katherine Eberline, Children's Librarian, dyed her hair. This year the number of colors was six. The many programs we had during the summer drew more than 12,569 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 1,350 attendees, Family Science Nights which attracted 465 children and parents, and our eleventh Illustrate-a-Book Contest which drew 208 entries. The Star Wars Reads Day drew 209 participants, complete with costumes and light sabers.

We held fall and a spring sessions of Storytime in addition to our Summer Reading Program series. Altogether, 7,110 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, Anime Club, Gaming Club, and Puppetry Club. Anime Club is very popular. There were 236 young people who registered for the teen summer reading program. Teen program attendance for the year was 1,661.

Katherine Eberline completed the loading of Accelerated Reading level into the online catalog and the new Library Solutions2 software complements that. The school librarians have heavily promoted this service.

Total attendance at all children's and young adult programs or presentations held this year was 20,875.

Adult Services

Service Measure: Number of attendees at adult programs:

The Library offered solely or collaborated with other organizations to present 29 adult programs this year with 907 attending. Some of the special programs offered included a series celebrating the 100th anniversary of the Pulitzer Prize, adult craft nights, various historical re-enactors, musicians, computer classes, and a vegetarian potluck to name a few. We also conducted seven computer classes and held 31 book discussions.

Our Scary Story contest had 109 entries in six categories. We presented the prizes at a special Friday evening event which drew 95 attendees.

The Library staff answered 7,081 reference questions during 2016 and served as notaries 157 times.

Outreach served 97 individuals during 2016 with 3,873 items delivered. The Outreach Coordinator continues to take items to the Brookview Manor, Park Place, United Living Community, Sunchase Apartments, and Arrowhead Apartments, in addition to private housing. Twenty-eight new people were added this year.

The number of items our patrons requested from other libraries through our Interlibrary Loan department decreased during 2016 with 1,680 items requested. This decrease was likely due to the changes at the state level with the South Dakota Library Network dissolving and South Dakota Share-it replacing SDLN this summer. The number of items other libraries requested from us also decreased slightly in 2015 to 2,850. The Interlibrary Loan Coordinator took or retrieved 7,361 items to Briggs Library to connect with the statewide courier service.

Three hundred and seven 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:

In 2016 we had 1,264 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 25,063 uses, down slightly from 2015.

Audiovisual items remained well used with 55,098 DVDs, CDs, books on CD, and VHS checked out in 2016. In addition, the children's software packages were used in-house 17,717 times, particularly strong with the four AWE early school-age computers. The online Tumblebooks and TumbleCloud generated 3,659 hits as it encouraged and entertained young readers. Tumblebook providers add authentication software in 2015 so this is a more accurate indication of use by Brookings users.

Ebooks and downloadable audio use continues to increase with 25,063 checked out during 2016. Use of the new Zinio and IndieFlix services was 1,020.

Other Information

We added 7,340 items to the collection during 2016, including 3,713 adult books, 2,238 children's/YA books, and 1,344 audiovisual items. We offered 165 periodicals and 13 newspapers for general use.

We withdrew 6,311 items from the collection: 3,658 adult books, 1,558 children's/YA books, and 1,095 audiovisual items. This freed up space for the incoming new materials.

The Library had eleven adult volunteers who contributed 754 hours and nine youth volunteers who contributed 178.75 hours, totaling 932.75 hours. Two adult volunteers reached the 1,000 hour mark and will be honored by having their names inscribed on the plaque displayed near the circulation desk.

During the month of August this year we did a fine forgiveness program in preparation for our transition from small claims to Unique Management Services Collections to collect on delinquent accounts. Patrons were encouraged to bring back long over-due materials and pay off old fines. When materials were returned all late fees were forgiven. Patrons with only late fees on their accounts could have their fees forgiven with the donation of school supplies. The three over-flowing Rubbermaid containers of school supplies were then donated to the Back2School Project in Brookings. Through this program 106 items were returned with equals a total of \$2,779.96 fines waived. \$1,444.23 in fines were waived with the donation of school supplies. We waived \$456 for other fines and fees, such as postage. All together we waived a total of \$4,381 worth of fines. This was a very successful program.

Gifts

The Friends of the Library contributed \$2,150 for programs, \$7,105 for materials totaling \$9,200.

Science at the Pub, a group that meets at Jim's Tap, donated \$1450 for Family Science Night .

We received a \$400 gift to purchase Arduinos for the library. Arduinos are small electronics that allow for easy computer coding projects.

Status of Strategic Plan Goals 2015

As developed by Planning for Results Committee:

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

Objective: Adult and young adult programming attendance will increase 1% annually. After a phenomenal increase in 2014 (26.3%), 2015 program attended decreased by 6%.

*Objective: Annually, participants attending three Library programs will be surveyed to ascertain satisfaction with the programs offered and to gather ideas for future programs.
Achieved*

Objective: The Library will offer "Mother Goose on the Loose" early learning programs in the afternoon or evening three times a year, beginning in 2015. Achieved beginning in April 2015

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. *Database use increased dramatically in 2015 (68%)*

Objective: The Library will provide a minimum of twelve computer classes per year on a variety of topics, beginning in 2014. *Achieved*

Objective: The Library will explore, select, and implement a new Integrated Library System by July 2015. *Achieved with TLC selected in March 2015 and implemented in September.*

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 2014, the Library will provide library information to new residents through realtors and rental agents. *Did not achieve*

Objective: The Library staff will participate annually in five community events outside the Library. *Achieved*

Objective: By December 2014, the Library will develop/enhance its website to include additional community and informational links. *Achieved*

Objective: The number of community members having cards will increase to 50% of the population served by December 2016. *Did not achieve (Currently 42.2%)*

Goal: Community members will have a current collection that fulfills their desires for recreational reading, viewing and listening and help to make material selection choices needed.

Objective: The Library will provide digital magazines by December 2015. *Achieve. Began Zinio service in January 2015*

Objective: By 2015, the Library will develop the ability to email the Library newsletter or other Library news releases to patrons who want them. *Did not achieve*

Objective: The Library will continue to expand the availability of ebooks/audio by adding a minimum of \$5000 of content annually. *Achieved*

Objective: The Library will respond to patron requests for new or previously published materials through purchase or interlibrary loan within 7 days of receipt. *Achieved*

Objective: Circulation of print and digital items will increase by 1% annually during the three-year period. *Did not achieve, Circulation decreased by 1.4% (274,804)*

Goal: Community members will be aware of and participate in library programs and services.

Objective: The Library Board will annually examine the hours of service to determine if they fit the community's needs. *Achieved*

Objective: By 2016, the Library will explore services or websites that offer online classes to the public. *Achieved.*

Objective: The Library will increase its visibility in the community through ads, information in community newsletters or bulletins, within waiting rooms, at businesses and through online additional media by December 2016. *Mostly Achieved*