

Library Center Annual Report March 20, 2017

DEPARTMENT OVERVIEW

Citizen planning for a Bath Library began in 2004. The original, informal committee made a report with recommendations to the Township Board in 2007. No action was taken at that time.

In 2012, a new committee formed and recommended to the Township Board that it create a Bath Township Library Center to serve the community. The Board accepted this proposal, authorized an appropriation and an operation budget for the Library Center, which opened in October 2013.

The Library Center is a department of Bath Charter Township, and is currently funded out of the General Fund of the Township's budget. The Center is located in a local Business Complex at 14033 Webster Road, Bath, MI 48808.

STAFFING

Two part-time employees overseen by the Administrative Services Coordinator.

- Library Center Manager, 32 hours per week
 - Responsible for overseeing all operations of the Bath Township Library Center in order to assure that its offerings and services respond to the informational needs of the community.
- Library Center Clerk, 21 hours per week
 - Performs a variety of Library Center circulation and clerical procedures with concentration on public contact.
- Volunteers
 - The Library is reliant on volunteers to fill in hours that the paid staff are not present and while paid staff are managing program activities.
 - In 2016, volunteers donated 331 hours of service. An average of 28 hours a month, or 7 hours a week.

Staffing accounts for \$36,395 of the total budget of \$66,490 for fiscal year 2017, or 55-percent.

SERVICES

Books, Magazines, DVDs, Books on CD & More
Public Computers & Wi-Fi
Meeting & Study Rooms
Printing, Copy & FAX Services
DeWitt Public Library Material Drop Off/Pick-Up
Genealogy Resources

EVENTS & ACTIVITIES

Book Club	Movie Screenings
Book Sales	Nurturing Parenting Sessions
Chess Club	Reading Events
Computer Clinic (H.S. students)	Story Time (3-5 years)
Craft Days	Summer Reading Program
Facebook for Small Business	Table Top Games
Facebook Security & Privacy for Individuals	Tech Time (Instruction, not repairs)
Fun with Legos	Teen Time (13-17 years)
Holiday Parties	TinkrLab Take-Apart Sessions
Job Search through LinkedIn	Tot Time (18-36 months)
Mega Toy Hacks	Video Game Free Play
Minecraft Night	

ONGOING OPERATIONS & STATISTICS

Hours of Operation

With the Township's approved 2017 fiscal year budget, the Library Center was able to be open six more hours a week, with Library Clerk Alex Suarez covering up to 21 hours per week in his schedule (previously 15 hours per week).

Beginning on Monday, February 6, 2017 the following expanded hours were launched:

- Monday 2 p.m.—8 p.m. **NEW!**
- Tuesday 2 p.m.—8 p.m.
- Wednesday 10 a.m.—6 p.m.
- Thursday 2 p.m.—8 p.m.
- Friday 10 a.m.—4 p.m.
- Saturday 11 a.m.—3 p.m.
- Sunday CLOSED

Library Cards

New library cards are issued every month throughout the year, with 159 cards being issued in 2016 (average of 13 per month), down from 258 in 2015 (average of 22 per month). Since the Surpass system (see information below in Technology at the BTLC) was implemented, a total of 1,023 library cards have been issued.

Circulation

190 different patrons have checked out 1,282 items between March 3, 2016 and March 1, 2017 (low of 1 item, high of 102 items). During the year prior, 257 different patrons checked out 1,032 items.

Collection Development

Staff at the Library Center has made significant changes in the print collection in 2016. More than 580 books and videos have been added to the collection, both from purchases and items that were donated.

TECHNOLOGY AT THE BTLC

When the Library Center first opened, library cards and the circulation of materials were handled manually. In December 2013, the Library Center moved to a web-based cataloging system known as Surpass, and library cards and materials were transferred into that system. Surpass is ideal for small libraries such as ours with a small network

Access to technology is a core service of the Bath Library Center, and it is well used by the community. In 2015, the Center connected to a fiber optic internet service through IT Right of Bath. This has increased the speed of internet applications on all public computers, for uses including but not limited to homework, job searches, Facebook and games—some of the popular uses of the computers at the library.

The Center is equipped with eight computers for patron use (six are general use and two are for children). Free WiFi is also available, allowing patrons to bring their own laptops, notebooks, smart phones, etc. for internet access if they don't have adequate broadband connections at home. The Library Center enables patrons to print materials they need, use the copy machine, and fax documents.

FRIENDS OF THE BATH TOWNSHIP LIBRARY CENTER

A Friends of Bath Township Library Center (a 501c3) was formed in March of 2014 with a mission to support the activities of the Bath Township Library Center and thereby support literacy and learning in our community.

The Friends group conducts fundraising for the center through book sales and other activities. Proceeds go to the Friends of Bath Township Library Center and are used for materials and projects at the Library Center itself, including:

- Purchased a projector and Blu-Ray player to be used for presentations and movies, along with an annual movie presentation license.
- Purchased a laptop to provide for additional flexibility for patron usage and for program activities.
- Donated \$900 toward program materials for the 2015 Summer Reading Program.
- Purchased signage at the Library Center.
- Purchased Wii U console, games and accessories.

LIBRARY NEGOTIATING TEAM

During the October 4, 2016, Board of Trustees (BOT) meeting, the Library Center Advisory Committee said that it had met with several neighboring library districts about the possibility of partnering with them to maintain library service in Bath. They said that discussions had been merely preliminary, with the potential partners wanting to meet with a Bath representative authorized to actually negotiate on Bath's behalf.

At the October 17, 2016, BOT meeting a Library Negotiating Team was named: David Wright as a member of the Library Advisory Committee, Trustee Dan Stockwell, and Superintendent Dan Wietecha. Naming this team also had the explicit expectation that it would report back to the BOT about its progress on a quarterly basis.

The Library Negotiating Team met on January 9, 2017, and reviewed the preliminary work previously done by the Library Advisory Committee, the preference for joining or creating a district library, and the legal process for a district library.

On January 19, 2017, Library Committee member Linda Neely and Superintendent Wietecha met with representatives of DeWitt District Library. (Note: the timing of the meeting did not work for other Negotiating Team members, but we did not want to delay). DeWitt Library Board Chair Brian Byars, Vice Chair Paul Perpich, Library Director Jennifer Balcom, and Assistant Director Mindy Schafer were there. Superintendent Wietecha's general observations of the meeting:

- It was a very cordial meeting and open-ended discussion.

- Details to be determined, they are definitely willing to extend the district to include Bath, there would be a branch library in Bath, and Bath would have at least one seat on the Library Board (currently seven members but could increase to eight). The main hurdle would be a voted millage in Bath to match the rest of the district at 0.9 mills.
- I found it very helpful to get an overview of the DeWitt Library, collections (physical and digital), program activities, and some insight into behind the scenes operations such as purchasing materials. I was very impressed.
- They said even if we decide not to work with them, they'd be pleased to advise and help if we chose to partner with Bath Schools or another district.

Next steps are for the Negotiating Team to meet to discuss which other potential partners to meet with to discuss the potential of a district or branch library and to develop a budget estimate for operating a district or branch library.

SHORT- & LONG-TERM GOALS

- Continue to expand collections, including eBooks. Maintaining our relationship with DeWitt allows Bath residents access to their eBook collection and the statewide MeLCat system (Michigan eLibrary, administered by the Library of Michigan and Michigan libraries of all types).
- Continue to make additional information available online through Surpass widgets and expanded usage of Facility & Events Calendar, Library bulletins/news items and links to related web sites or local documents.
- Continue to expand community usage, further develop procedures for promoting events at the BTLC and move ahead in relationships with other Township services (for example, Senior programs in cooperation with the Senior Center and children's programming in cooperation with the Parks & Recreation Department).
- Establishment of a District Library that includes the Bath Township Library Center.