

## **DIRECTORS REPORT JANUARY 2014**

### **Notes on Library Services, Programs, and Staff:**

- Needless to say, January 2014 will be remembered for record breaking cold and snow. For the first time in my 33+ years at CCPL, the library was closed three days in a row. No doubt the continuing cold and risky driving conditions have had an impact on library usage. In the meantime, however, we can focus on the year just past, which was a very good year for the library.
- Everyone should be pleased with year-end statistics for 2013 and comparisons with 2012. With a circulation total of 2,025,415 for the year, we finally met (even exceeded) our goal to reach 2M. This represents an increase of 3.8%.

Door count increased 4.7% to 585,834. The number of virtual visits for 2013 was 957,051. Combined we can say the library was visited more than 1.5M times in 2013.

Our collection of books, audiovisual, and downloadable resources shows an increase to over 341,000 items. The percentage increase is slight because of the number of items withdrawn during the year. Viewed together, however, the number of items added (35,992) and withdrawn (30,434) demonstrate just how active Technical Services staff have been.

The countywide reciprocal borrowing program continues to be popular, with CCPL continuing to lend the majority of items. Since this activity contributes to our circulation totals and since Carmel patrons are not negatively affected, we can consider the program to be a success.

### **Budget/Finance:**

- We ended 2013 with our finances in good shape. We were able to cover all expenses using operating funds and will be able to transfer funds to Rainy Day. This can be done at any time during the year and we will work with Mike Reuter to determine the timing as part of our fiscal plan.
- We received the 1782 Notice (our budget order) from the DLGF. Since there were no adjustments made to the budget as advertised last fall, we were able to respond quickly to accept the budget order as received. The 2014 operating budget is \$6,358,055; lease rental budget is \$1,834,488; LIRF is \$500,000. As a reminder, please note that we will use a small amount of the operating budget this year to cover the full bond payment.

### **Building and Grounds:**

- As noted on the agenda, Woody Holm of Stair Associates will present his recommendation for the chiller replacement project. A Board vote is needed to move the project forward. Unless Mother Nature has more surprises in store, the new chiller should be in place by mid-spring and operational before air conditioning is needed.

### **Foundation Report from Ruth Nisenshal:**

- We will soon be sending a second mail appeal to previous donors who did not respond to our 2013 Special appeal mailing. I am pleased to report that the direct mail returns to date seem to have increased. To date, we have received \$40,276 since December 4<sup>th</sup> (with a few more months remaining) and the total we received for our spring campaign was \$41,766.
- On Wednesday, January 29<sup>th</sup> the foundation will be hosting our major Downton Abbey event that is being chaired by Megan Gregor. She is doing an absolutely superb job coordinating this very complex evening event. There are many volunteers assisting with this event, including library staff.

The VIP reception is at capacity with 250 attending and the presentation attendance is well over 700. We will know more regarding event income following the Palladium's report, since they are handling the ticket sales.

- The Centennial Society Campaign is being chaired by foundation board member Linda Kennen and information about the society will be distributed at the Palladium on Wednesday evening. To date, the Society membership currently stands at OVER 25 members, with a goal of reaching at least 100 members who pay or pledge \$1,000 by the end of 2014.

A second mailing will go to the foundation's donor list and should generate additional interest.

- The foundation board held its retreat earlier this month and the emphasis was on expanding their involvement in fundraising. Several new ideas are being explored and will be developed in the next few months.

### **Friends:**

- The Friends Board retreat took place January 25. Five new FOCCL Board members were welcomed (Sanjini Stanley, Dick Drake, Larry Glaze, Kathy Singer, and Rick Nelson) and officers were elected (Steve Lawson, President; Alan Potasnik, Vice President; Sanjini Stanley, Secretary; and Nancy Newport, Treasurer).

Past President Dena Stirn (now a member of the CCPL Foundation Board) attended the retreat to help with the transition to the new leadership. Dena provided much helpful information about Friends' operations during her four years on the Board.

The primary focus continues to be on selling used books, with the book store now generating over 50% of the Friends' contribution to the library. Book store volunteer manager Sharon Landis has led the transformation, with the store now open most days the library is open, including Sundays. During the week, the store is often open until 7:00 p.m. – staffed exclusively by volunteers. Book store income in 2013 grossed about \$49,000, with most items selling in the range of \$1-\$3.

Revenue from the spring and fall book sales has decreased in recent years, but everyone still considers the results to be worth the effort. The 2013 total revenue from book sales and GIGGIL was over \$30,500. Membership dues raised another \$8,500. Gross revenue totaled more than \$88,000 and expenses totaled under \$70,000, with \$64,000 going to the library for programs and services.

The 2013 goals were reviewed and adjusted slightly for 2014, resulting in the following basic goals: (1) Raise revenue from book sales, book store, GIGGIL, and membership. (2) Ensure strong leadership and board member recruitment and orientation (succession planning). (3) Increase and sustain membership (to ensure long-term viability of the organization). (4) Expand volunteer participation.

The group also discussed their role as advocates and agreed they serve as ambassadors for the library. Having lost six Board members because of term limits, we were concerned about the coming year. Getting to know the new members during the retreat, however, was greatly reassuring.

### **Legislative Issues:**

- Bill Wiebenga and I were not able to attend the January 14 meeting of the ILF Legislative Committee and the minutes from that meeting aren't yet available. The next meeting is February 4.
- As noted in the weekly reports from ILF legislative advocates, legislators are vigorously promoting changes that, if enacted, will have negative results for libraries. The local government finance issue in HB1266 is Representative Leonard's attempt to require library budget approval by an elected fiscal body (county, city, or town). A legislative alert on this issue was shared earlier.

HB1062 and SB70 limit the operating balance in the debt service fund. Current law allows us to retain one full payment, enabling us to make our bond payment even if tax receipts are late.

HB1001 (traditionally known as the House Ways and Means “budget bill”) includes the Governor’s measure to eliminate business personal property from taxation. This measure will have major consequences for local units of government, including libraries. Discussion about a replacement tax is not reassuring.

SB72 is Senator Kruse’s continuing attempt to offer libraries another way to expand into unserved areas. This is not widely supported by ILF because it could lead the way to mandated countywide library systems.

- Education Networks of America (ENA) has launched an advocacy campaign to inform legislators of the need for increased funding to expand bandwidth for schools and libraries. The Internet connectivity grant supported by the Build Indiana Fund has been cut and then straight-lined for the past several years and no longer covers the full expense of bandwidth, let alone enable expansion. I will provide the information received from ENA, including the letter to Indiana legislators and talking points on the issue.

### **Strategic Planning**

- Strategic planning teams have been actively preparing for 2014 initiatives. Two teams completed their work in 2013 (rebranding and web redesign). Several are continuing and new ones are in the organizational phase. The report for the month is in BoardBook and the Steering Committee will contribute to the discussion at the January 27 Board meeting.

### **Other**

- Although we haven’t yet received the paperwork, I’ve received word that the Hamilton County Commissioners have appointed Jim Garretson to a third 4-year term which expires December 31, 2017. “Welcome back,” Jim!