

DIRECTORS REPORT MAY 2014

Notes on Library Services, Programs, and Staff:

- Circulation statistics continue to trend positively, with April showing increases in all major categories (adult, AV, children's, and YA). This is especially good to see in a month when many people leave town for the week of spring break. Since downloadable audio and eBooks are convenient for vacationers, they likely account for some of the 7,700 downloadable titles checked out in April.
- Programming was also popular, with more than 5,000 people attending close to 200 programs during the month.
- Technical Services staff have been productive this year, having cataloged more than 14,000 items in the first four months.
- We are celebrating the graduation of one of our staff members – Lisa Bennett in Technical Services – who will be awarded the MLS degree. In addition to working at CCPL and going to school, Lisa has been volunteering one day a week for the Michael Feinstein Great American Songbook Initiative, where she catalogs original works. Recently Lisa cataloged an item with Frank Sinatra's address on it and was assured that it very likely had belonged to the singer. We're delighted to congratulate Lisa on her achievement.
- The first part of May has been busy for staff preparing for the summer reading/listening programs which begin June 2. Several thousand summer reading bags are being filled with information and incentives by a cadre of volunteers. Children's staff will be visiting classrooms soon to promote the program and distribute bags of summer reading information to students. We can expect to hear great stories once the program is under way.
- The Volunteer Appreciation reception is scheduled this month. The theme complements the celebration of the 100th Anniversary of the Carnegie Library. The program will feature a video of patrons sharing childhood memories of Carmel's first library. Staff members Connie Dearing and Marcus Wayne did an outstanding job leading the library memory project, recruiting and filming patrons willing to share their stories. As with most other projects at CCPL, this was a collaborative effort with help from many hands.
- As a reminder, financial consultant Mike Reuter will provide an update on the library's 5-year fiscal plan at the Board meeting on May 19. Because of Mike's presentation, the meeting will start a half hour early at 5:00 p.m.

- The Trustee fee for our bonds was increased in April from \$1,000 to \$1,250 (paid twice each year). The amount isn't an issue; but since the budget has already been certified, it means we'll have to use the operating budget to cover the additional fee or make an additional appropriation for \$500 and ask the DLGF to unlock the file in Gateway so that we can make an adjustment. Although there are sufficient funds in the Operating and Reserve Fund (at the Bank of New York Mellon), since we didn't appropriate the full amount in the lease/rental fund, we can't spend it. Using operating funds is the easiest way to handle the payment and then build the fee into next year's budget.

Building and Grounds:

- The upgrade to the access control system is complete and working well. The changes affect the staff parking lot gate, the service entrance to the building, the interior door by the coffee shop, and the door to the computer room. The cost of the new system, including the proximity cards, is \$10,565.00.
- As first mentioned in April, we will be sending out a few Board Room chairs at a time to have them recovered. At a cost of \$335 for each high back executive chair and \$215 for each sled base side chair, the total cost of about \$5,800 is a fraction of the cost to replace the chairs. The new fabric should refresh the look of the Board Room. With the exception of new carpet, there have been no improvements to the room since we opened in 1999.
- Duke Energy had a building analysis done on our building, resulting in an energy conservation indicators report. Nancy Newport and I reviewed the report with a representative from Duke. The report indicated potential savings based on recommendations and incentives we could adopt. Since the time period included the major issues we were having with the old chiller and the failed air handler, we've asked that they do another analysis before considering taking action.

In the meantime we will continue to look for ways to conserve energy and lower ongoing costs. Possible lighting, appliance, and other upgrades could be worthwhile, although the initial outlay of funds might have a lengthy payback. I'll provide more on this subject later.

Foundation Report from Ruth Nisenshal:

- The foundation has sent two major mailings recently – the 2014 general fund spring appeal to approximately 30,000 households and the foundation's annual donor recognition event to 600+ donors and significant foundation friends.

The spring appeal is our regular appeal for general funds and the letter reflects on the library's 100th anniversary celebration. It focuses on the past, present and future ... how we grew, where we are and looking to the future.

The foundation's donor recognition event will be held on June 10th from 5:00-7:00 p.m. in the library's storytime room. The time has changed from the initial 5:30 start time since the Carnegie re-enactor needed more time between our presentation and the public presentation at 7:00 p.m. The 2nd public presentation in the library's program room is being underwritten by the foundation's Vic & Rita Radloff Endowment.

- The foundation is also underwriting the mailing of the children's Summer Reading Program postcard to 30,000+ households through part of the 2014 Clay Township grant.

Friends:

- The Friends Board meeting was held May 8. The first order of business was the presentation to the winners of the Friends annual scholarship. Once again the scholarship applications were outstanding. For only the second time since the Friends started offering a scholarship to a deserving high school senior, the committee decided to award two scholarships for \$1,000 each (instead of only one at \$1,000). The recipients are Tyler Mainz and Megan Ferguson. Both Tyler and Megan are members of the Teen Library Council and both wrote strong and moving essays about the importance of the Carmel Library in their lives. The students and their parents attended the Board meeting to receive the awards and have photos taken.
- The Friends spring book sale grossed over \$9,400, which is slightly more than the previous spring sale. Giggil, the company that sold on Amazon books that were left after the book sale, changed their business model this year. This forced the Friends to find another way to dispose of unsold books. They are now working with Better World Books to increase revenue. Books that are not able to be sold are disposed of through a recycling company. We should know after a few months if this change in procedure will succeed.
- The book store continues to thrive. Sales have exceeded \$4,000 in each of the past three months. Even in January, when the library was closed for three snow days, the store brought in \$3,500. Based on the Friends' positive financial standing, we received a check this month for \$15,000.
- As they do every year, the Friends are planning a luncheon for library staff during the exceptionally busy first week of the Summer Reading Program. This year's luncheon is on June 4.

Legislative Issues:

- The next meeting of the Legislative Committee is June 3.

Strategic Planning

- The strategic plan teams continue their work and meet regularly. The Steering Committee is scheduled to meet May 20 (the day after the Board meeting); a standard written report based on team activity will be included in BoardBook.

Other

- The Building Corporation held its annual meeting on May 6. The members elected officers for the year -- Jane Merrill, President; Ralph Lundgren, VP; Brian McFarland, Treasurer; and Evelyn Simpson, Secretary. Hugh Wolf continues as a member of the Corporation. During discussion we reviewed what has occurred since last year's meeting, including library finances, legislation, building issues, and strategic plan initiatives.
- We have joined the Freedom to Read Foundation as an organizational member of this First Amendment legal arm of the library community. For over 40 years, FTRF has defended the rights of people who live in the U.S. to read, speak and view freely. CCPL policy complements the FTRF mission as reflected in Section 5 Collection and Access – 5.5 Library Bill of Rights, 5.6 Freedom to View, and 5.7 Freedom to Read (pp. 5-4 through 5-9 of the Policy Manual).