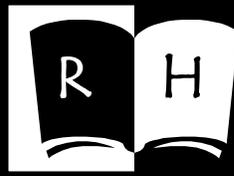


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Ruth Hughes

2016 Annual Report

RUTH HUGHES
MEMORIAL DISTRICT
LIBRARY

Annual Report

QUICK FACTS

The Year in Review

The year 2016 saw some major staff changes at the library with the retirement of long time Technical Services Coordinator Wendy Gottschalk. Wendy shepherded the library through its initial automation from card catalogs and paper records over two decades ago, and took it all the way to its integration of digital books in her final years here.

Stepping into Wendy's shoes was Jessica Bostian, who started at the library as a page and then a library assistant before becoming the new Technical Services Coordinator. Jessica brought some special skills to our staff, including fluency in Spanish, which is proving to be a great asset in our community.

Youth Services Coordinator Megan Goedge also left us this year, for a new position as Head of Children's Services at the Petoskey Library. Fortunately we had another former page and library assistant ready to rise to the challenge of this position, as Mandy Summers became our new Youth Services Coordinator. Mandy took over just in time to manage a record number of school group tours, with 945 students and teachers visiting the library over 42 sessions in May and June. A new grant from the Mid-eastern Michigan Library Cooperative (MMLC) enabled us to send copies of our summer newsletter home with all of these students and everyone enrolled preK—5th grade at the Imlay City public schools and

Imlay City Christian School.

Other successful programs this year included Adult Service Coordinator Diane Willick's Coloring Club, which had a very special visitor: reporter Kyle Norris from Michigan Public Radio, an NPR affiliate from the University of Michigan in Ann Arbor. Kyle's interviews with Diane and coloring club members resulted in a wonderful radio story broadcast across the country.

On the technology front, another grant from MMLC enabled us to complete our multi-year computer lab updating project, with all of the public computers now upgraded to newer models.

Additionally, we replaced the old main copier/printer with a brand new, state of the art unit that is providing much improved copy and print service to our patrons.

Also updated this year was our website, which was completely redesigned to be more streamlined, better organized, and compatible with mobile devices. It now features links to our newest digital service, Hoopla, which offers over 500,000 books, audiobooks, comics, movies, and music albums for easy downloading and enjoyment.

We wrapped up 2016 with the creation of a new Strategic Plan, designed to keep us moving forward with great service in the coming years.

With thanks for your support of the library,

Tracy Aldrich
Library Director

- The library checked out over 78,600 items in 2016. Almost 3,400 of those checkouts were digital items.
- At year end, the library owned over 47,600 books, magazines, DVDs, CDs, and video games, along with more than 500,000 digital items including e-books, audiobooks, music albums, and movies.
- Nearly 40,000 people visited the library, and over 9,000 used the computers.
- Library staff answered over 12,000 reference questions.
- The library offered 257 programs, attended by more than 4,500 people.
- Over 2,100 people used the quiet study and conference rooms.

VISIT THE LIBRARY ON THE INTERNET AT

www.ruthhughes.org

Imlay City Branch
211 N. Almont Ave.
Imlay City, MI 48444
(810) 724-8043
Fax: (810) 724-2602

Hours:

Mon., Wed., Thur.
10:00-8:00
Tue., Fri., Sat.
10:00-5:00

Attica Township Branch

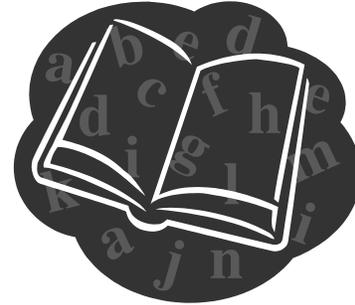
4302 Peppermill Rd.
Attica, MI 48412
(810) 724-2007

Hours:

Mon., Thur.
2:00-7:00
Tue., Fri.
10:00-3:00

Library Financial and Usage Statistics — 2016

The primary source of operational funds for the library comes in the form of a tax levy (i.e., *library millage*) from the residents who reside in Attica Township, Imlay City, and Imlay Township. Other forms of revenue include, but are not limited to, the following: Penal Fines (e.g., traffic violations), State Aid, Miscellaneous Fees (e.g., copies, fax, overdue fines), Federal and Local Grants, and Private Donations. All figures below are taken from the annual audit.



2016 Fiscal Revenue

Property Taxes	\$ 341,270
Intergovt. Revenue	\$ 7,507
Charges for Services	\$ 9,538
Fines & Penal Fines	\$ 43,781
Interest Earned	\$ 1,052
Donations	\$ 6,962
Other Revenue	\$ 7,184
Total Revenues	\$ 417,293

2016 Fiscal Expenditures

Payroll Expenses	\$ 237,463
Library Supplies	\$ 14,835
Contracted Services	\$ 44,127
Insurance	\$ 6,420
Building Maintenance	\$ 17,839
Utilities	\$ 16,199
Miscellaneous	\$ 10,947
Capital Outlay	\$ 5,719
Materials (Books, etc.)	\$ 33,288
Total Expenditures	\$ 386,837

Fiscal Operational Summary:

Excess of Revenues Over (Under) Expenditures	\$30,456
Fund Balance—Beginning of Year	\$748,488
Fund Balance—End of Year	\$778,944

Note: approximately half the year end fund balance is operating revenue for the coming year.

Circulation Statistics: Items Checked Out

Print Materials	31,611
DVDs	23,323
Music CDs	1,469
Audio Books	1,435
Video Games	1,680
Digital Materials	3,393
Youth Material Check Outs	22,313
Adult Material Check Outs	37,264
Total Circ Imlay	65,181
Total Circ Attica	3,435
Items Loaned to Other Libraries	5,622
Items Borrowed from Other Libraries	10,740
Total Circulation	78,613

Note: not all materials have a category, youth, or adult designation, therefore these figures do not equal the total circulation.



Public Computer Usage	9,376
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