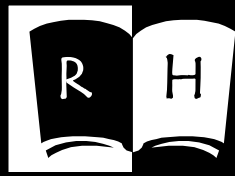


© Your Library



Ruth Hughes

2013 Annual Report

RUTH HUGHES
MEMORIAL DISTRICT
LIBRARY

Annual Report

QUICK FACTS

- Patrons checked out or used over 96,000 items in 2013. Over 3,000 of those checkouts were digital items.
- The library owned more than 47,000 books, magazines, DVDs, and other items at year end, and over 6,000 digital books.
- Over 58,000 people visited the libraries.
- Library staff answered nearly 8,400 reference questions.
- The library offered over 200 programs, attended by more than 4,000 people.
- Over 1,500 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:

Monday—Thursday
10:00-8:00
Friday—Saturday
10:00-5:00

Attica Township Branch

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

Hours:

Monday, Thursday
2:00-7:00
Tuesday, Friday
10:00-3:00
Saturday
10:00-3:00

The Year in Review

2013 was a busy year of building projects. Now 23 years old, the main library was in need of repairs and refurbishment, and the Attica branch also needed attention. We were able to accomplish these goals thanks to a very generous bequest from the late Stella MacDonald, which the board chose to use for lasting improvements, a fitting way to honor and preserve the memory of a devoted library supporter.

The library board first worked closely with Library Design Associates of Plymouth, Michigan, to find better ways to use the building's existing space. Seemingly minor changes in shelving arrangements opened up room for additional public service desks to better serve patrons, and made it possible to increase the teen area, which was very small, crowded, and heavily used. A new information desk especially for the children's area made the youth librarian available for the first time on the public service floor, better placed to help our youngest patrons. And a new desk in the computer lab positioned the technical services librarian in just the right spot to assist computer users. The main check out desk got a facelift, repairing worn and damaged surfaces. Furnishings carefully selected for their durability were chosen, including armchairs and small tables intended to increase the available seating throughout the building. More outlets for charging electronic devices were installed, in response

to patron requests. And it was amazing to see the change a few coats of paint made. The main library is now a cozy and welcoming place, with lots of spaces for patrons to read, research, use their laptops, study, or visit for awhile. The Attica branch got a children's area with its own special furniture, and some color on the walls helped make this little library warm and inviting.

New services added this year included a winter reading program for children, Free Comic Book Day, and R.E.A.D., Reading Education Assistance Dogs.

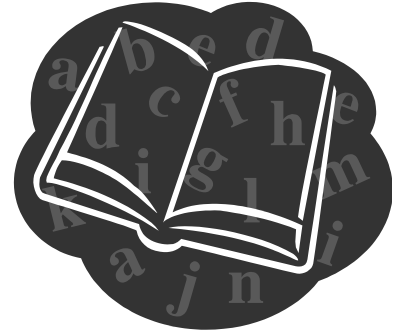
The Friends ongoing book sale space was expanded, from a small cart to two bookcases. The Friends continued their support of the library's programs and services, helping fund events for children and adults all year long.

Looking ahead, it is likely the building will continue to need repairs, as, for example, its furnaces and air conditioners reach the end of their life cycles. Other financial challenges loom, in the form of decreasing millage revenue, rising costs, and the possibility of a minimum wage increase. The board is looking into ways to cope with the changes these challenges will bring. In the meantime, we remain committed to bringing our patrons the best services we can provide, and we thank you for your support of the library.

Tracy Harnish
Director

Library Financial and Usage Statistics

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.



2013 Fiscal Revenue:

Property Taxes	\$330,298.14
Fines & Penal Fines	\$ 52,979.12
State Aid	\$ 5,729.10
Charges for Services	\$ 9,276.15
Interest Earned	\$ 857.26
Donations	\$ 1,576.23
Other Revenue	\$ 592.13
Total Revenues	\$401,308.13

2013 Fiscal Expenditures:

Salaries and Fringes	\$247,443.15
Materials (Books, etc.)	\$ 36,431.84
Professional Services	\$ 40,312.68
Supplies	\$ 10,508.87
Utilities	\$ 21,995.93
Insurance	\$ 6,515.00
Building Maintenance	\$ 37,426.71
Continued Education	\$ 1,019.03
Travel	\$ 1,427.84
Miscellaneous	\$ 4,248.53
Capital Outlay	\$ 88,716.22
Total Expenditures	\$496,045.80

Fiscal Operational Summary:

Excess of Revenues Over (Under) Expenditures (\$94,737.67)
Fund Balance—Beginning of Year \$907,452.74
Fund Balance—End of Year \$812,715.07

Notes: A major portion of the expenditures over revenue is due to the \$68,885.93 bequest that was received in 2012 and allocated to the fund balance, but not spent until 2013.

Approximately half the year end fund balance is operating revenue for the coming year.

Circulation Statistics:

Children's Materials	33,823
Non-Children's Materials	59,480
Digital Materials	3,306
Total Circulation	96,609

Items circulated include Books, Magazines, Music CDs, Audiobooks, DVDs, Video Games, Puzzles and Digital Materials.

Public Computer Usage:

Imlay City Branch, Attica Township Branch & Children's Multimedia	
Total Usage	19,268

Spanish Language Materials Checked Out: 86

Multimedia Checked Out :

DVDs	27,881
Music CDs	2,715
Audio Books	2,117
Video Games	4,534
Digital Books	3,306
Total Multimedia Circulation	40,553

What Else Is @ Your Library?

Friends of the Library

The Friends of the Ruth Hughes Memorial District Library are an active fundraising and advocacy group. The Friends host several events, including used book sales and an annual silent auction fundraiser. The proceeds from these events are used to purchase items for the library and to sponsor programs for children and adults.

By joining the Friends, there are many ways in which you can become an active supporter of the library. You can volunteer during the Summer Reading Program or help out during a book sale. Maybe you have a special skill or talent you can use to help the library. Just let us know! For membership information, please visit or contact the library at 810-724-8043.

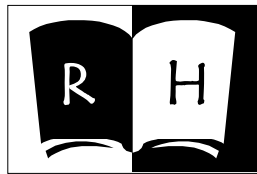
Annual Membership Dues

\$100	Patron
\$50	Sponsor
\$10	Organization/ Business
\$5	Contributing/ Family
\$2	Single
\$1	Student/ Senior



Books and Much More

- DVDs, CDs, audiobooks, video games, digital books, magazines, newspapers, and jigsaw puzzles for checkout.
- **Conference Facilities:** Our meeting room can accommodate up to 30 individuals. (*Free to Not-For-Profit agencies, \$10 charge for all others*)
- **Quiet Study Rooms:** Whether studying for an exam or meeting with associates, our quiet study rooms can seat 4 to 8 individuals. (*No charge, subject to availability*)
- **Business Reference Resources:** Small business management materials, marketing information, professional online journals, and career resources.
- **Technology Service Center:** Imlay City branch has a 13-station computer lab with both high-speed cable Internet access and *Microsoft Office*. Attica branch has two computer stations with wireless internet access and *Microsoft Office*.
- **Continuing Education:** Free public Internet and computer applications training.
- **Local History & Genealogy:** Local area historical information, free access to *HeritageQuest* database, back issues of local and county newspapers, plat maps, city and state genealogical information.
- **Government Information:** Local ordinances, local, state and federal tax resources, contact information for local, state and national representatives, senators and congressional representatives.
- **Youth Services:** Story time for toddlers and preschoolers, seasonal and holiday programs, special events, children's and teen's summer reading programs, educational game computer stations, puzzles, toys and play area.
- **Adult Services:** Craft and knitting clubs, writers' group, adult summer reading program, special events, free computer training, reader advisory assistance.
- **Special Services:** Spanish language materials, books in large print, audio books for the blind and physically handicapped.



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