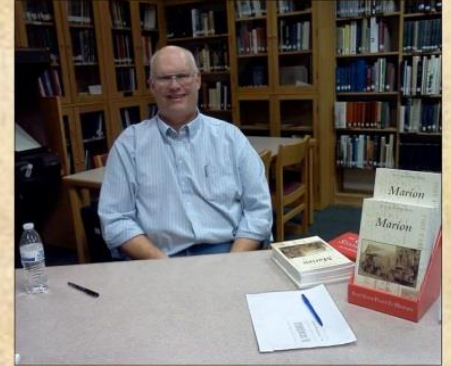




Director's Annual Report

To The Trustees

2013



2013 @ MPL



Director's 2013 Annual Report

Thank you! We had a great year in 2013 and it is all thanks to our great patrons, volunteers, board and staff.

As our world continues to change, the Library continues to find ways to offer the most information available, through e-books, print and audiobooks. The Library knows that you have many different options available for you informational needs and we are striving to provide a great experience helping you navigate the diversity out there.

We said "Happy Retirement" to some long-term employees and certainly wish them all success in their future. Kim Volenik and Dawn McCleery served the Library and its patrons for many years and we thank them for their dedication. We bid good luck to Judy Collmer in her retirement. They are missed.

We also welcomed to our staff Joel Mantey, Anne Pasma, Craig Simpson as full-time employees. They complement the current staff wonderfully and take a great approach to patron services. We also added David Kasmenn and Erica Hunt on a part-time basis who have added to our existing strengths.

We also bid farewell to two Board members who have made a huge difference to the Library of today. Tim Combs and Bill Your have serviced in a volunteer capacity and contributed their knowledge and talents towards making our Library the best it can be. Jennifer Donelson and Diane Watson joined the Board and we are already seeing the influence of their contributions.

Please continue to let us know what we can do to make your Library experience the best possible.

We look forward to 2014!

Respectfully submitted,



Gary Branson

Public Relations Coordinator 2013 Annual Report

2013 Highlights:

- Two 50” flat screen televisions were installed on the first floor and one was installed on the second floor. Margarite Markley and I create slideshows featuring library programs and photos.
- Hours signs were applied to entrance areas on the front and back of the building.
- Street signs with the library symbol and directional signs were ordered and will be erected early in 2014.

LEI:

The Library hosted a LEI (Learning Enrichment Institute) class in the spring. *Movies to Go* highlighted the Library’s DVD collection and several staff members shared the teaching duties.

Out of Building Opportunities:

The Library was represented at several community events including Women’s Expo, Friends of the Library Book Sale, Harding Centre Health Fair and the Tallgrass Trail 5K Run. These events provided an important opportunity to showcase the Library’s resources and to connect with people who may not be regular library users.

The Library entered a float in the 2013 Popcorn Parade featuring Curious George and the Man in the Yellow Hat. Library staff designed and constructed the float.

Barb Moore and I continued to share the responsibility for talking about library events and programs at WMRN radio.

Several presentations were given to local organizations including Marion Creators Guild, Ridgedale Evening Lions Club and Rotary Club of Marion.

Programming Committee:

This year library patrons had an opportunity to meet authors Brian McClellan, Sharon Short, Randy Winland and Marilyn Schraff. The authors gave presentations about their works and signed books for fans.

In October, the Library welcomed costumed Star Wars characters on Star Wars Reads Day. This event celebrates literacy and Star Wars.

The Programming Committee continues to coordinate programming throughout the Library. Programs in 2014 will include more author visits, Summer Reading Clubs, expanded adult programming and much more.

Submitted by Leslie Schifer, Public Relations Coordinator

Patron Services 2013 Annual Report

This past year held some big changes for the Patron Services department. We celebrated the careers of two retiring long-time staff members, and welcomed a new librarian, associate, and two pages. With the retirement of our previous supervisor, we were given the opportunity to take on new roles as co-department managers, which we happily accepted.

In addition to new staff, the first floor is also continuing to be updated. The solarium was transformed with new furniture and a lovely new floor which reflects the light and makes the entire area much more inviting. Two flat screens were mounted in high traffic areas for the rotating display of upcoming programs and pictures of events; and stanchions were added to the desk along with streamlined services, easing the flow for patrons waiting to be helped.

Our Ohio Room was upgraded through the replacement of our microfilm reader printers with two new digital scanners. Over 1,700 microfilm rolls and slides of newspapers, court records, city directories, and yearbooks were viewed in 2013. These collections are now easier to use, and patrons can save and edit images, in addition to printing!

We had over 200,000 patron visits to the library in 2013. Our staff assisted with over 55,000 questions, and facilitated the checkout of more than 500,000 total items. We gained an additional checkout station bringing the number available on the first floor to 3. Unstaffed checkout stations throughout the building now account for 25% of our total checkout, allowing patrons on the go to be helped more quickly, and allowing staff to better assist with Reference, Reader's Advisory, and account questions. Over 690 patrons attended 72 programs including book discussions, author visits, live music, movie showings, and programs on health and wellness, all for free to the community.

We showed the community we care through our Food for Fines program in November, which collected over 1,400 nonperishable food and personal care items for the Salvation Army. Patrons were able to clear fines while doing a good deed for others.

Our department is made of people with diverse strengths, a passion for the library, and reading. Through participation in our Reader's Advisory Committee, weekly Reference training, and opportunities to attend workshops and conferences, we're encouraging staff to develop their skills and interests while helping one another to do the same.

Gary and I are excited about the changes that 2013 brought to Patron Services, and look forward to where our department, and the library, will go in 2014.

Submitted by Whitney Mahle & Gary Butler, Patron Services Department Heads

Technical Services 2013 Annual Report

Technical Services staff spent the year working to keep new materials coming in to the library and made ready for patrons in a timely manner. We have also been working on re-classifying adult biographies from an archaic “cutter” system to a much simpler and user friendly last name, first name classification.

Judy Collmer, long-time library employee, retired from our Department at the end of March. We welcomed Kim Ames from Prospect to Technical Services in October. She is helping us out with processing materials two days a week.

We added 10,652 books, 2,884 AV items, 2,440 magazines and 2 puppets for a total of 15,978 items. We discarded 21,142 items from the collection ending the year with 191,208 items and 187,061 titles in the system. We mended 41 books and cleaned/repared 760 AV items.

Two new checkout stations were installed in August. A second unit was placed across from the patron services desk and another was placed upstairs in the children’s department. All four units are used daily accounting for approximately 25% of our circulation.

We purchased ten new computers for staff replacing older models. We are hoping to have everyone up and running on Windows Vista or 7 before the Microsoft mandated April 2014 cutoff for support of Windows XP.

Submitted by Amy Deuble, Technical Services Department Head

Youth Services 2013 Annual Report

The buzz words in library youth services in Ohio and throughout the country this year: Common Core. We have spent some time acquainting ourselves with the new Ohio state learning standards and the third grade reading guarantee, and determining how these changes will affect the needs of teachers, parents and students as they come to the library for resources and for assistance. As we move forward into the coming year, we hope to be working more closely with school personnel to ensure that communication is always open between the library and school staff and administration. One very productive meeting with the new Marion City Schools superintendent, Gary Barber, led to discussions of a city-wide Big Read and early literacy classes for parenting teens at the high school. His energy and commitment, and his focus on early childhood education, will be an asset to the school system and the community, and he clearly sees the Marion Public Library as an important resource. We will continue to meet with Mr. Barber as well as other administrative staff, in the coming year.

The Youth Services department continues to be involved in the Marion community, attending quarterly meetings with Children's Services as part of their Community Evaluation Team, presenting story times for Head Start and Epworth Preschool and Day Care, giving tours and programs for scout troops, hosting class visits from elementary schools and attending school literacy nights, donating discarded books for the Little Free Libraries and for book baskets throughout the community, and hosting tables at KidsFest, the Baby Fair, and Prospect's Breakfast with Santa. We also provided training sessions for Marion City School teachers on current children's books and library and INFOhio databases.

In addition, the staff has been involved in continuing education to broaden our skills and stay current with new ideas. Margarite is pursuing her MLIS degree online from Kent State University, and staff members have attended conferences, webinars and workshops throughout the year. In the coming year, this type of training will be formalized as we begin a program called Self-Directed Achievement, which provides staff with regularly-scheduled time off the desk to complete one-hour training goals each week for full-time staff and each month for part-time staff. This training will be selected by each staff member independently, but approved by the department head and reviewed in a brief weekly meeting. Often, staff members know that they have gaps in their training or knowledge, but without a specific time set aside for learning, they put these needs at the bottom of the priority list. We look forward to seeing what strides the staff will make with this new training process.

Our collections have been well-weeded this year, with space being the primary issue for the teen collection and children's DVDs, and the need to replace well-worn picture books, readers and chapter books in the children's book collections. Next year, we will be weeding the non-fiction collection to ensure that materials are up to date and there are no holes in the collection.

As we look toward the possibility of a little belt-tightening next year, we are grateful for all the support that the board gives us in Youth Services, and are appreciative of the commitment the board and director have to stellar collections and services for Marion area children, teens, teachers and parents.

Submitted by Barbara Moore, Youth Services Department Head

Extension Services 2013 Annual Report

In 2013, the Extension Services Department saw some significant changes in both staffing and operations. Overall, we are a leaner department than in 2012 but are learning to use these resources in a more effective manner.

Anne Pasma was hired in late March of 2013. She has been a fantastic addition to the staff with her vibrant customer service attitude and previous experience working with children. Being new to working in libraries, she spent most of 2013 learning how our organization operates and showed great potential for professional development. She was even responsible for solely implementing our “book basket” outreach at various locations around town (Job & Family Services, Health Clinics, etc.).

Another major change was in the hours of operation at our three branch locations. Each branch library went from being open 20 hours/week down to 6 hours/week. While this negatively impacts library users in those villages, the overall usage of the branches did not justify such a large investment of staff time and other resources. The Extension Services staff is now able to be incorporated into other departments at the main library, helping to ensure we are fully staffed at the location receiving the most business.

Our homebound service continues to make a positive impact in the community. The roughly 85 recipients of the service are overwhelmingly happy to have us visit them every other week. Moving this operation to its own office allowed us to improve efficiency in selecting and processing materials.

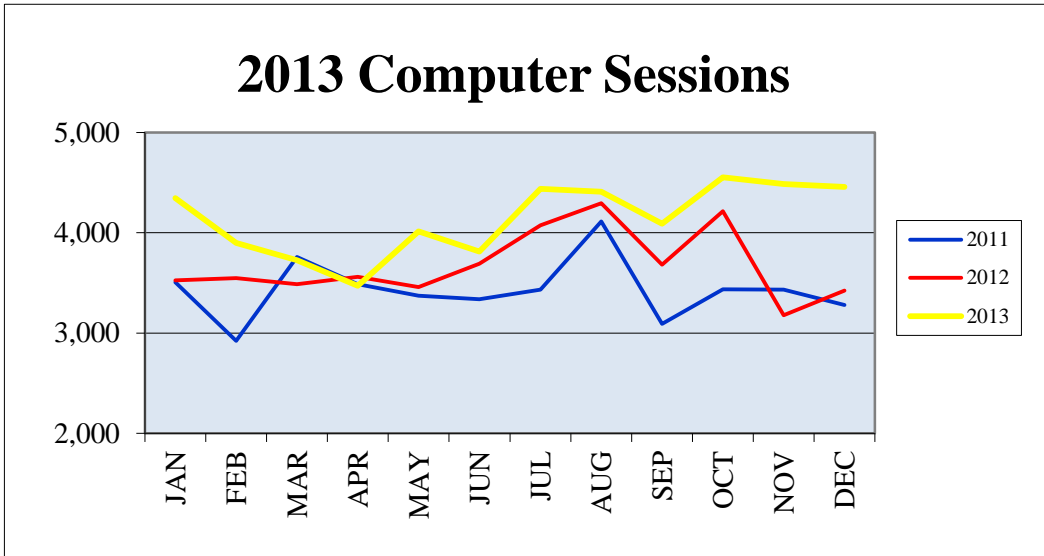
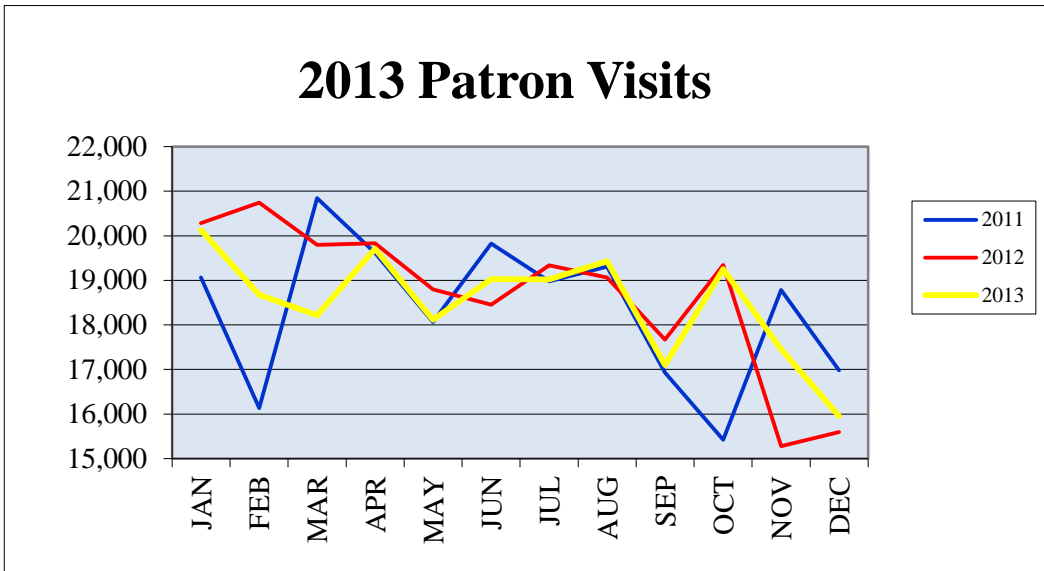
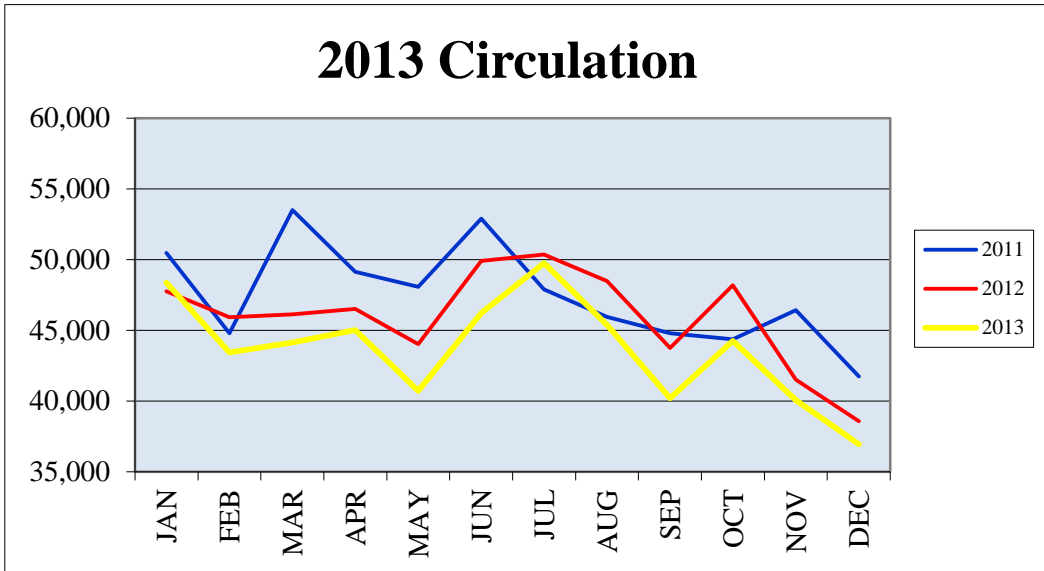
We look forward to becoming more integrated with the other library departments in 2014, and continuing to look for smarter ways to serve our community.

Submitted by David Hepp, Extension Services Department Head

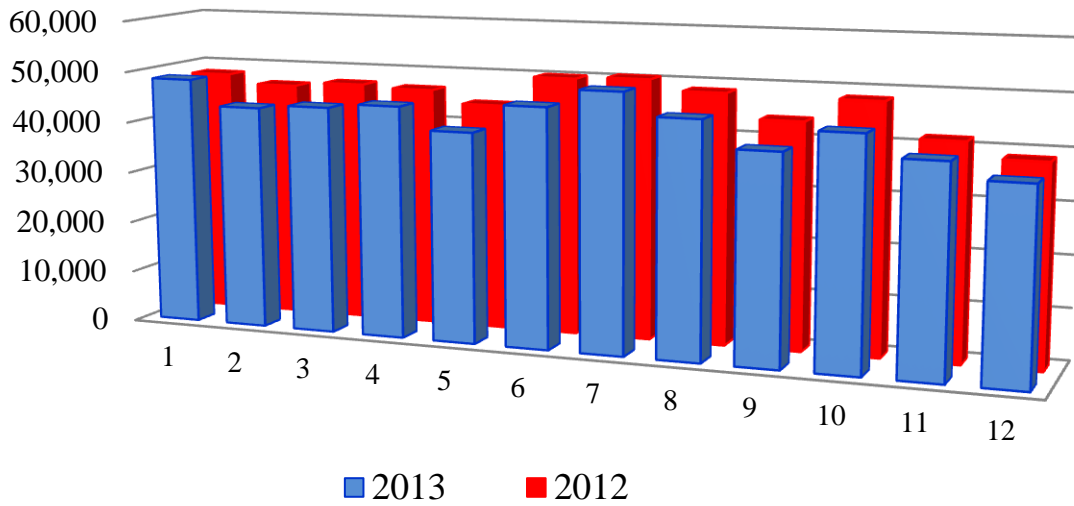
TO: Board of Trustees
 FROM: Gary Branson, Director
 DATE: January 21, 2014
 RE: **December STATS**



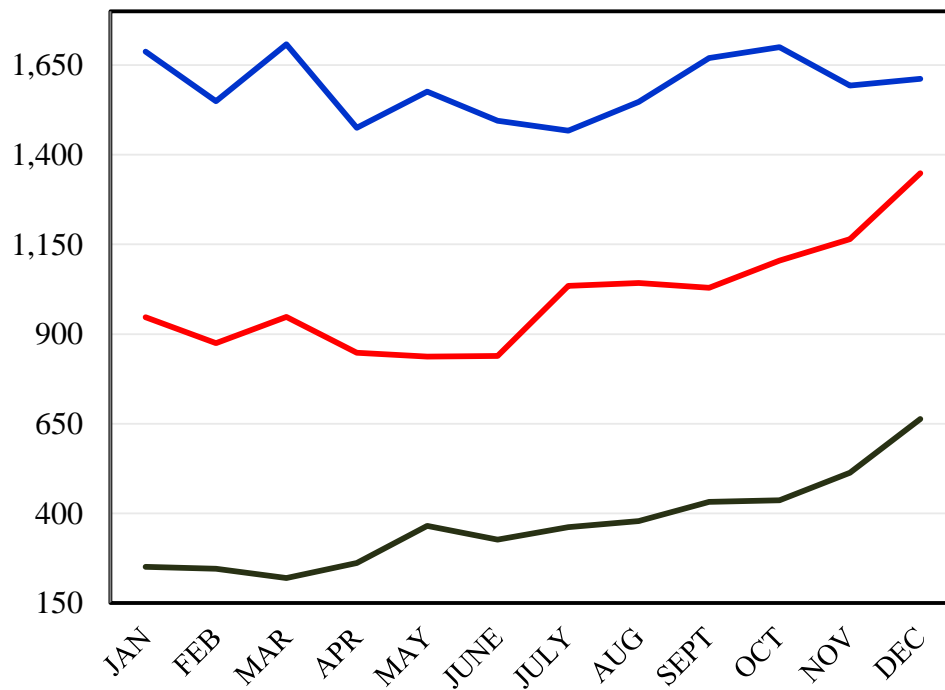
		DEC 2012	DEC 2013		YTD 2012	YTD 2013	
Circulation	Total	38,566	36,953	-4.2%	553,040	524,819	-5.1%
	Adult	10,110	9,636	-4.7%	157,307	141,221	-10.2%
	Youth Services	6,731	5,904	-12.3%	126,437	108,615	-14.1%
	Audio Visual	21,725	21,413	-1.4%	269,296	274,983	2.1%
	Main	36,891	35,475	-3.8%	524,758	500,177	-4.7%
	Caledonia	551	647	17.4%	9,785	8,955	-8.5%
	LaRue	575	539	-6.3%	10,150	9,362	-7.8%
Prospect	549	292	-46.8%	8,347	6,325	-24.2%	
Programs	Children's	33	17	-48.5%	423	314	-25.8%
	Attendance	592	332	-43.9%	8,039	7,681	-4.5%
	Adult	2	4	100.0%	96	76	-20.8%
	Attendance	67	34	-49.3%	1,091	697	-36.1%
Active Patrons		42,008	36,477	-13.2%			
	Visits	15,596	15,958	2.3%	224,195	222,102	-0.9%
	Questions	3,879	4,872	25.6%	59,006	67,644	14.6%
Collection		196,230	191,208	-2.6%			
	Items Added	1,451	1,379	-5.0%	15,984	15,978	0.0%
	Items Discarded	902	635	-29.6%	31,284	21,142	-32.4%
ILL	Outgoing	17	19	11.8%	408	230	-43.6%
	Incoming	92	45	-51.1%	1,304	1,078	-17.3%
Computer	PC Public Use	3,424	4,459	30.2%	44,140	49,711	12.6%



2013-2012 CIRCULATION



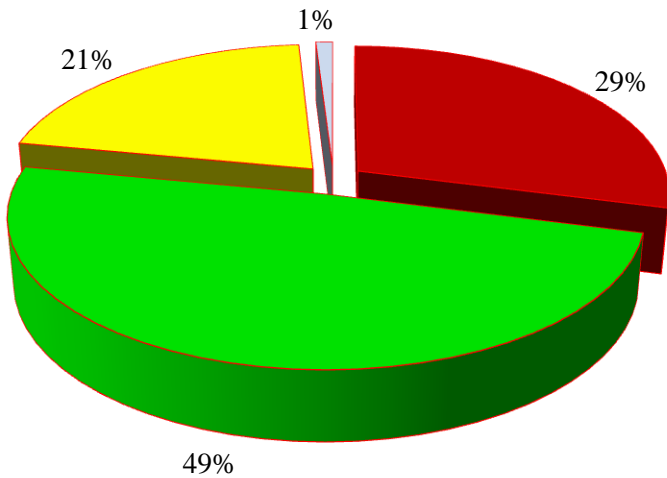
2013 - 2012 - 2011 Circulation downloads



Downloads have grown 159% this year.

2013 Circulation

■ Adult ■ Audiovisual ■ Juvenile ■ Periodicals



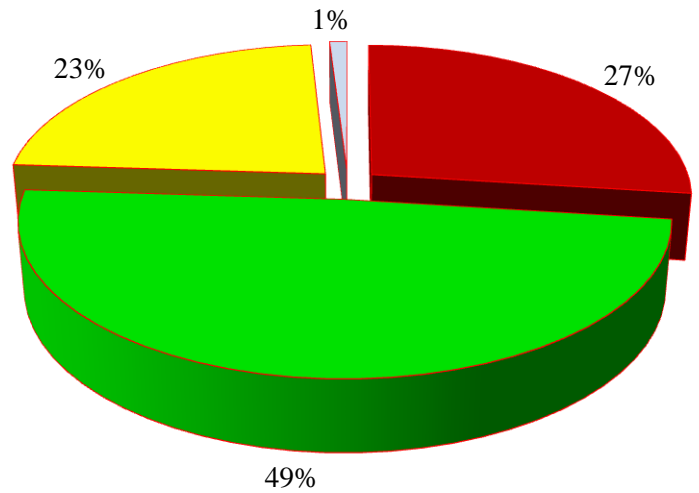
CIRCULATION

2012 553,040

2013 524,819

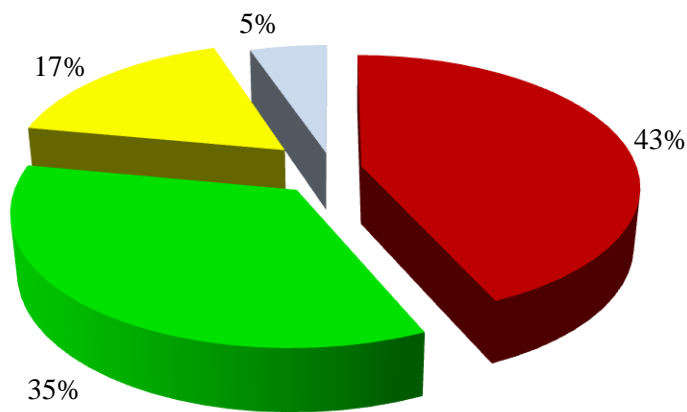
2012 Circulation

■ Adult ■ Audiovisual ■ Juvenile ■ Periodicals



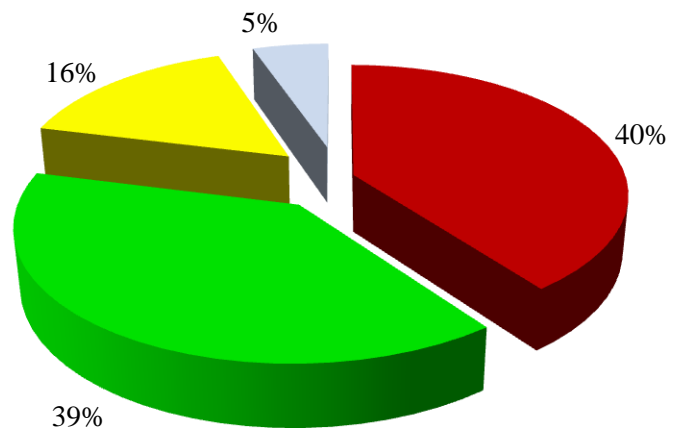
2013 Materials Expenditures

■ Adult ■ Audiovisual ■ Juvenile ■ Periodicals



2012 Materials Expenditures

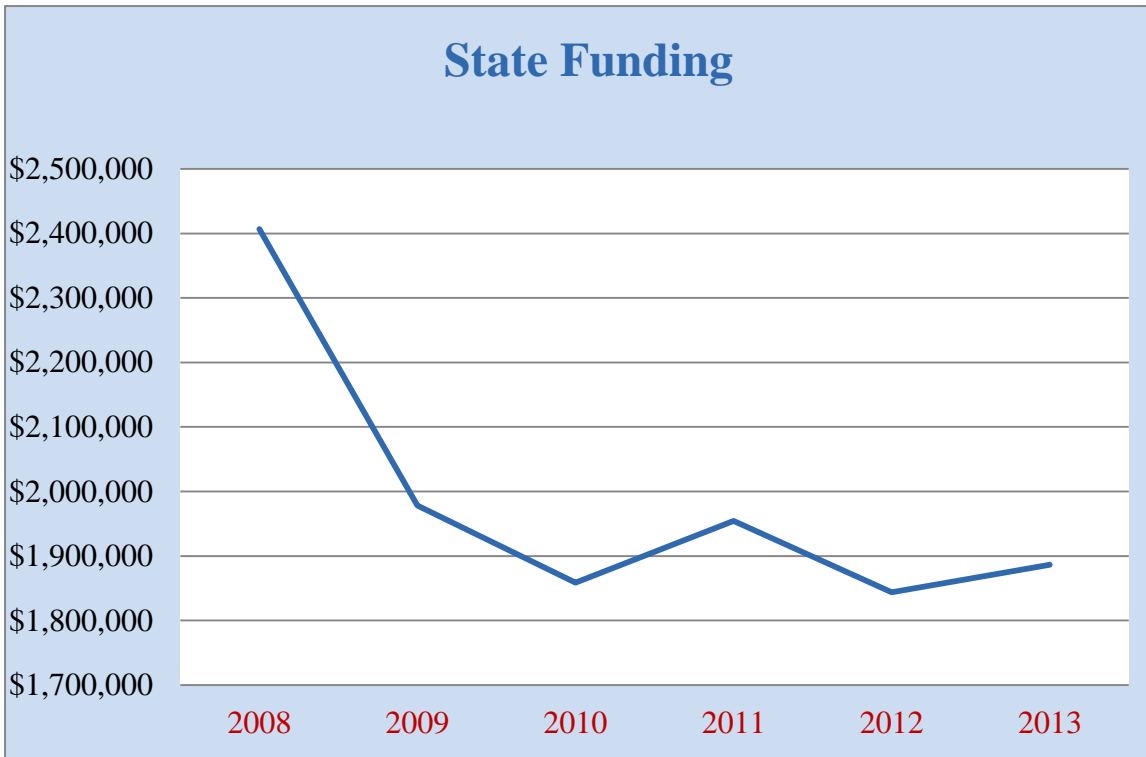
■ Adult ■ Audiovisual ■ Juvenile ■ Periodicals



COLLECTION

Items Added 15,978

2013 191,208



	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	2013 TOTALS
CASH RECEIPTS				
Tax Revenue	\$1,886,315			\$1,886,315
Patron Fines & Fees	\$40,087			\$40,087
Interest on Investments	\$2,657	\$538	\$124	\$3,319
Miscellaneous Receipts	\$30,754			\$30,754
Donations	\$14,843			\$14,843
TOTAL CASH RECEIPTS	\$1,974,656	\$538	\$124	\$1,975,318

CASH DISBURSEMENTS					
Salaries & Benefits	\$1,377,434			\$1,377,434	67%
Library Materials & Information	\$0	\$212,486		\$212,486	10%
Other	\$447,396		\$20,529	\$467,925	23%
TOTAL CASH DISBURSEMENTS	\$1,824,829	\$212,486	\$20,529	\$2,057,844	

2013 GIFTS AND MEMORIALS

MEMORIAL GIFTS – MONETARY

Thursday Book Club in memory of Marge Fields
Mr. & Mrs. Lynn Zellner in memory of Arlen Glenn
Mr. & Mrs. Malcolm Goodman in memory of Mr. Russell Reichardt
Dr. & Mrs. Tarlok Purewal in memory of Mr. Russell Reichardt
Mr. & Mrs. Michael Thelen in memory of Mr. Russell Reichardt
Ms. Shirley Jerew in memory of Mr. Russell Reichardt
Mr. & Mrs. Robert Pifer in memory of Mr. Russell Reichardt
Mr. & Mrs. Dick & Mary Ellen Hart in memory of Mr. Russell Reichardt
Mr. & Mrs. J. Randal in memory of Ms. Debra Monroe
Mr. & Mrs. John Rayner in memory of Ms. Debra Monroe
Mr. & Mrs. Jim Sheets in memory of Ms. Debra Monroe
Mr. & Mrs. Russ Baker in memory of Ms. Debra Monroe
Mr. Robert Monroe in memory of Ms. Debra Monroe
Ms. Terri Zimmerman in memory of Ms. Debra Monroe
Ms. Jeanine Dowell in memory of Ms. Debra Monroe

GIFTS – MONETARY

Creative Guild, in appreciation of the program Leslie presented at their luncheon on 01/08/13
Ms. Rhonda Grant
Mr. Albert Weikel
Mr. & Mrs. Moran for Excellent Service
Mr. Kenneth Emmons
Bob Evans
Friends of the Library
Patrons

OTHER GIFTS

Chris Woodyard, his book, *The Headless Horror: Strange and Ghostly Ohio Tales*
Jennifer Newton of the book, *History of Marion County, Ohio*
Marion Matters and Ms. R. J. Bicking of the book, *Bridges Out of Poverty* by Ruby K. Payne
Mr. Brad Bebout of the book, *Giving 2.0: Transform Your Giving and Our World* by Laura Arrillaga-Andreessen

2013 BOARD OF TRUSTEES

Mrs. Carol Lathrop, President	2011-2017
Mr. Malcolm Goodman, Vice-President	2013-2019
Mr. Patrick Carey, Secretary	2012-2018
Mrs. Catherine Ferguson	2008-2014
Mr. David Williamson	2010-2016
Mrs. Jennifer Donelson	2013-2015
Mrs. Diane Watson	2014-2020

2013 LIBRARY STAFF

Administration

Gary Branson, Executive Director/ Fiscal Officer
Patsy Siegfried, Executive Secretary
David Kasmenn, Deputy Fiscal Officer

Public Relations

Leslie Schifer, Department Head Non-MLS

Extension Services

David Hepp, Department Head MLS
Kimberly Ames
Sandra Butterman
Daniel Claborn
Anne Pasma

Maintenance

Dan Eblin, Maintenance Supervisor
Scott Gamble
Lori Lassin

Youth Services

Barb Moore, Department Head MLS
Rae Andrews
Kimberly Connett
Rebecca Dutton
Marguarite Markley

Patron Services

Whittney Mahle, Department Head MLS
Gary Butler, Department Head Non-MLS
Tim Fisher
Madison Carpenter
Colin Hart
Kim Hunsicker
Erica Hunt
Joel Mantey
Marilyn McBeth
Janie Medley
Dawn McCleery
Deb Miller
Kim Moore
Lou Ann Showalter
Nikki Simpkins
Craig Simpson
Charlie Stringer
Kathryn Stroupe
Scott Szuch
Kenneth Wakely
D'miso Williams
Trisha Wilson
Kimberly Volenik

Technical Services

Amy Deuble, Department Head MLS
Summer Eiseman
Sharon Phelps
Judy Collmer



Marion Public LIBRARY

Main Library: Marion Public Library

445 East Church Street
Marion, OH 43302
740-387-0992

Monday-Thursday:

10 a.m.-8 p.m.

Friday-Saturday:

10 a.m.-5:30 p.m.

Closed Sundays

Caledonia Public Library

112 East Marion Street
Caledonia, OH 43314
419-845-3666

Henkle-Holliday

Memorial Library

86 South High Street
LaRue, OH 43332
740-499-3066

Prospect Public Library

116 North Main Street
Prospect, OH 43342
740-494-2684

Branch Locations & Hours:

Monday & Thursday

3 p.m.- 6 p.m.

Closed: Sunday, Tuesday

Wednesday, Friday & Saturday