

## Springfield Public Library : 2013 Annual Report

- Responding to the needs of our diverse community
- Ensuring freedom of access to information
- Offering resources for people of all ages
- Providing material and programs that entertain and inspire

We are committed to the excellent stewardship of the physical and financial assets entrusted to the library.

**OUR MISSION:** It is the mission of the Springfield Public Library to provide and promote open and equal access to the resources and services of the library in order to meet the informational, educational, cultural and literacy needs of the community.

### Chairperson's Report for 2013:

#### Report from Vince Bennici: Springfield Public Library Board Chariman

##### 2013 Highlights

##### A:1- Our Library

Our library continues to grow each year, as programs develop, and we determine the ongoing needs of our community. The staff, led by our Manager of Library Services, Donna Walby Lawson, has met, and continua the challenges accorded to them: improving our circulation, encouraging participation in programs, and welcoming our community to enjoy our many services. Our Manager, Donna, will provide more details of this in the Annual Report.

##### A:2- Our Board

Our board has also developed over the past five years, partnering with the RM of Springfield, and determining its best function by experimenting with committees versus the full complement of Board members to fine-tune our policies and procedures. We have come to recognize that we function best as a full board, addressing issues as they arise, with all present to express their opinions. Our goal for 2013 was to review and implement new policies to address shortfalls that we have become aware of as our member base has grown. We expect further changes in this area as more, and new demands are made, and will stay focused on providing the best possible library facility for our community.

##### A:3- Our Community

While the first three years of operation, our memberships increased significantly, it is within the normal range, that at some point, we will reach a plateau, where residents aware of the library, and interested in its services, will have joined as members. When that situation arises, the Board and Manager will create a strategy to reach out to residents who have not yet expressed an interest in our services. We have had over 10% growth in this past year, which maintains a fair increase, and will remain aware of our membership statistics to watch for any need to become involved in a "Membership Drive."

Many residents who visit the library, are not necessarily registered as members, as they enjoy the facility for activities such as our Canasta Club, playing bridge, reading the paper or visiting our Archives, statistics of which are not reported, other than at the gate count. Some young families come to allow their toddlers to play in our children's area, as well. We also have a significant display of art; from paintings to sculptures and wall hangings of "Fabric Art," that is the initiative for some visitors to attend our facility. Our patron computers have access to "Ancestry.com," and a fair number of residents come in expressly to utilize this service. In most cases, many of these "visitors" become members. Having these features that do not require membership bring them in the door; our other programs, services, and engaging staff, seal the bond to create a permanent membership relationship.

#### Report from Manager of Library Services; Donna Walby Lawson

As a "new" facility, our goal each year is to improve on services and create new programs and opportunities to fulfill our mission to our community. By continuing our successes, and altering programs and services as needed, we have come much closer to providing something for everyone in our community; all ages, and varying interests.

For the first few years, we had a large number of volunteers, both adult and student, which provided resources and worked well for all involved. As we became more active, the need to hire regular staff, qualified to perform duties with regards to cataloguing and processing materials became necessary. By 2012, our volunteer staff size was decreased, while our paid staff, all casual part time, proved beneficial, and the efficiency in delivering the exemplary service levels we strive for, increased significantly.

We have maintained our hours of service; opening at 10:00 a.m. and closing on Tuesday and Wednesday at 8:00 p.m., Thursday and Friday at 5:00 p.m. and Saturday at 4:00 p.m. We close on Saturday during summer months at 2:00 p.m. Listening to our community, some of whom requested that we no longer close on the Saturdays of long weekends, we accommodated our members, and now remain open on long weekends, year 'round, closing at 2:00 p.m.

The local paper, "The Clipper Weekly," continues to publish my weekly submission titled "Springfield Library Corner," as space allows. (I have included some submissions in the back of this report). This is an effective method of informing the whole community of events at the library, including programs, author visits, and results of recent library events. Reminders of policies and procedures are sometimes mentioned, as well.

We have become a favourite location for people to visit; whether to stop in and read the newspaper, a magazine, play a game of Bridge, or just chat with friends while enjoying a cup of coffee, some escape the cold of winter or the heat of summer in our welcoming environment.

Ongoing programs include Storytime for preschoolers aged 2+, led by Cherie Denorer and Michelle Minken. We run three, eight week sessions, fall, winter and spring. Children enjoy stories, and a take home craft, both often based on themes and holidays accordingly.

To deliver programs to all youngsters, we created "Mind & Body," late in 2011, and continued this year: a program designed to help 4 & 5 year olds prepare for Kindergarten. Facilitated by Melinda Ives, who brings enthusiasm and a great teaching style, it filled quickly, parents and attendees alike, thrilled with the program. By focusing on building literacy and numeracy skills, the little ones practiced in their "workbooks," preparing them for take-home reading journals that are standard practice in our school division. Each week, Melinda featured a number and letter, with complimenting pictures hung on the bulletin board. Following "recess," a 15 minute snack break, the children were led into the "Body" portion of the program. Partnering with a local dance studio, "Cooks Creek Dance Academy", an instructor led the children in creative movement, games, and simple dances.

"Baby Rock'n Read," for babes in arms, is a short, (30 minute) program that encourages parents to read to babies at a very early age. Given tips on how to be most effective, such as holding the book within 12 inches of the baby's face, and choosing books with big, bright pictures, parents attend Baby Rock to develop skills they can practice at home. With this program, we now deliver something for every preschooler, from birth to age 5.

Kids in the Kitchen, a cooking class for school age children, also run throughout the school year, is a favourite in our community, with an immediate waiting list. For this reason, we run consecutive, four week classes. Each course features a weekly menu beginning with breakfast, then lunch, followed by supper recipes. The last week features desserts and snacks- needless to say, the favourite of the course for many children.

Our second annual "Poetry Contest" for students in grades 2 & 3 who live in the RM of Springfield was a great success. Judging these aspiring writers is no easy task, but

fortunately, the 4 judges all selected the same entry as first place, with prizes also awarded to 2<sup>nd</sup> & 3<sup>rd</sup> winners. Extra prizes were given to each school, and raffled off among the other entrants.

Our local Brownie & Sparks troupes were on hand to clean our grounds and plant flowers in the beds in late May. Selling cookies and distributing sweet smiles to our visitors made the day extra special. For the 2<sup>nd</sup> year now, we purchased a fruit tree (plum this year; apple last) for the girls to plant. As they grow, they can watch the trees spread their branches and produce fruit. Perhaps as adults, they will remember the year they planted the trees, and enjoy its yields in years to come.

Our summer program, with the theme of "Imagine," was directed by our new summer student, Cailey Hay, who is attending The University of British Columbia, majoring in Education. Cailey's many artistic and organizational skills made this year's program the most successful to date. We continued using our "kiddie pool" along with other outdoor games, such as badminton equipment to let the children run off excess energy following the indoor portion of the program. Story reading, arts and crafts and games provided some structure and invited imagination. Partnering with CCDA again, we offered many afternoon "Arts" workshops: Hip Hop Dance, Clowning, Musical Theatre, and Magic sessions ran on Thursday afternoons, complimenting the "Library Camp," and allowing youth who were not able to attend daily sessions an opportunity to participate. Cailey also led Storytime for preschoolers on Wednesday afternoons throughout the summer.

Wii for Teens ensures that we have ongoing programs for all youth. Offered on Wednesday evenings, we provide light snacks and have slowly shown an increase in attendance. Constantly looking for engaging activities for teens, we have found that our regular drop in workshops, with a variety of subjects work well, attracting specific age groups, including teens.

We featured workshops in the following areas, each targeting different age groups, from early years, to teens and adults. They included: a number of jewelry, creative writing, and craft workshops over the year. The jewelry sessions and craft workshops are especially popular.

"Tech Time with John" runs every second Wednesday evening for members seeking assistance with computer skills. Our 6 patron, and 5 children's computers are active daily. The children's computers are not connected to the internet; they are used only for games and learning skills.

The Walking Pole program developed in cooperation with the RM's recreation department has continued throughout the year, with most members accessing the equipment over the fall and winter months.

Our puzzle exchange has grown over the year, and would take over the whole facility if we let it! We keep the favourites, and put the remainders on our "Free Cart" in the front vestibule, which also houses books that are duplicates, in worn condition, or simply have not sold in our book sales.

We hold one major book sale each year, the first Saturday in June, which is the closest date to our Grand Opening anniversary of May 23, avoiding the May long weekend. Keeping an eye on the success of our sales, including left over material, we have found that pricing each book over the year is most effective. Once our annual sale is over, we determine which are likely to sell at a later date, and keep those to put in our ongoing sale rack, and the others are offered for free to members.

Our two author visits over the year featured Bill Stilwell, a nature photographer and author of wildlife books. Each book describes scenes and sites in Manitoba. The author gave a wonderful presentation, as well as easy directions to the sites, all of which are accessible by car, with a short hike in some cases. Our multipurpose room was overflowing for this presentation!

Our Book Club, "Better Than Therapy," invited the author of Ravenscraig, our favourite novel of the year, Sandi Krawchenko Altner, for a more intimate evening of discussion. We opened it to the public, and had close to 30 attendees. Ms. Altner brought her mother, Mary Krawchenko, and it was delightful to hear "Mom" interject at times to add colour to Sandi's story.

We have more artists displaying their works in the library, and have offered to have them provide us with a sign to display the "Springfield Art Gallery," as all items are for sale.

In addition to our "Art Gallery" we house the Springfield Archives, which is run by a group of local volunteers, led by Jack & Yvonne Mavins, who have, for decades, seen to the charting and recording of the statistics of the RM in precise detail. Copies of the book "The History of the RM of Springfield" are available for sale at our circulation desk. Having held a Genealogy workshop in October, 2012, we invited representatives from the Manitoba Genealogical Society, along with the Mavins, to lead the discussion. This topic draws major interest among our adult members. We held two consecutive workshops, with attendance so high, we realized providing constant resources for our members to study Genealogy was prudent. One attendee, Al Williams, offered to create a "Springfield Genealogy Club" website, and we signed up for a "Genealogy.com" trial offer. Our computer stations were constantly busy, as our members delved into their family's pasts. We have committed to providing access to Genealogy.com for a one year term to allow them to continue their search.

The RM "Service to Seniors" director, Diane Dumas, has her office located here at the library, as well, which proves to be convenient for the retirees in the community. Working in partnership with all departments of the municipality benefits everyone; staff and residents alike.

Our regular group of retirees continues to meet twice a week to enjoy Canasta. The local Metis Association, Springfield Tractor Club, Springfield Women's Institute, Springfield Regional Committee, and the local tourism board makes weekly or monthly use of our meeting rooms.

We have provided the use of our facility for bridal showers, birthday parties, and private meetings. We are delighted to see the community notice our presence, and are eager to provide for their needs.

Our annual "Craft Sale," held in December, begins to attract vendors in July. Organized by our board member, Sally Colomy, it brings in great revenue, from the rental of tables, a 50-50 draw, and silent auction. We have so much fun at the event, we almost forget that it's work!

#### STATISTICS:

As the months go by, some of our statistics "settle" a bit, such as new memberships and certain areas of circulated materials. We constantly make efforts to reach out to the community, to build awareness of our services and programs, expecting that with increased partnership, and greater attention to public relations, we will achieve our goals.

For 2012, our statistics are as follows:

- Catalogued Collection: 22,346 - an increase of 3,891 overall from 2011, accounting for many items that were "weeded" from the collection.
- Items Circulated: 62,477 - increased by 9,912 in 2011
- eBook Circulation: including audiobooks: 3,753- 2,32 increase since 2011.
- Interlibrary Loans circulated: 1,016- increase of 158.
- Magazine Subscriptions : 83- down 10 from 2011 as we did not renew poorly circulated titles.
- Computers: Adult - 6 Children - 5 (Adult remains the same; children's up 4 from 2011)
- Computer Bookings: 3,094 on adult computers. 218 increase over the year. (Children's computers are not connected to the internet and use is not logged.
- Visits to the website: 10,036...consistent with previous year.
- Memberships: 2,934 - up 210
- Non-resident memberships: 4 - same as 2011

-Gate count: 40,176- an increase of 12,226- much due to new genealogy workshops and other programs.

## **PARTNERSHIPS AND APPRECIATIONS:**

Realizing our goals and the day-to-day operation of Springfield Public Library is impossible without key partnerships and financial consideration.

Beginning with the R.M. of Springfield: Reeve, Council and staff responsible for the resources and operation of the entire municipality; we appreciate the considerable financial support directed to the library, and the interest continually shown in our facility.

Minister Flor Marcelino of Manitoba Culture, Heritage & Tourism, and the crew at Public Library Services, in Brandon, our ever dependable leaders, provide us with financial resources, and equally important, answers to all the questions so often arising in regards to all aspects of library administration.

Provincial branch offices, such as "Bright Beginnings," "Healthy Together Now," "NEHA" "Children and Youth Opportunities," and "Green Team," provide us with financial grants, literacy materials, and programming resources year 'round. As we grow, and achieve many goals, the community appreciates our programs and services. Without our various sponsors and partnerships, we would be without success.

Our staff, consisting of Leanne Henry- Library Assistant, Cherie Denorer,-Library Services Coordinator, Christine Robinson and Tia Grantham, part time Library Clerks and Cailey Hay, our Summer Camp Director, are dedicated to providing the exemplary service our members have come to rely on. Our many volunteers add their own special gifts and character to our human resource team, and we appreciate each one for their commitment.

At last, the reason we are here: our members. This year, we have watched as the little ones master their alphabet, school aged children develop increased reading skills, and our teens scour our "Young Adult" section for materials. From toddlers to seniors, our members visit us with smiles, jokes, and stories, rounding off our day with joy, making our work day delightful. We count ourselves honoured to serve this very special community.

## **Financial Performance and Accountability:**

See Auditor's report (attached).

See Adopted 2012 Budget (attached).

\*\*\*Springfield Library Corner articles from various issues are also included in the following pages.

**DWL/2012 Annual Report**