



Minerva Public Library 2016 Annual Report

President, Library Board of Trustees: Roger Bartley

Director: Tom Dillie

Fiscal Officer: Mary Jane Smith

In 2016 the library saw increased checkouts of both library materials and downloadable content, an increase in visits to the library, new programs for children and teens, new technology for your use, and improvements to the library's physical plant. Library Trustees, Administration, and staff continue to find new ways to get the most value out of the library's resources. We continue to provide you with the books, DVDs, audiobooks, CDs, children's activity kits, magazines, artwork, downloadable materials, programs, services, and speakers that you find interesting and worthwhile. And you enjoyed and made good use of those services, materials, and programs over the past year.

In 2016

- You checked out or renewed library materials 211,777 times—a 3.4% increase over 2015.
- You downloaded 11,443 e-books, audiobooks, CDs, and movies—a 26% increase over 2015.
- You visited the library 102,578 times—an increase of 4.5% over 2015.
- You asked 17,255 reference questions of library staff.
- The Library loaned 55,508 items to patrons at other Ohio libraries.
- You borrowed 19,613 items from other Ohio libraries.
- The Library added 7,276 items to the local collection for you to check out and enjoy.
- The Library purchased 327 e-books and e-audiobooks to add to the Ohio Digital Library.

Keeping you connected—online and in the community

The Library has 16 computers through which you may access the Internet on a high-speed fiber optic connection provided by the State of Ohio; these computers use the Windows 7 operating system and offer the Microsoft Office suite of productivity software as well as the WinWay resume writing software. In 2016 the library purchased a digital microfilm scanner which makes browsing the back issues of the *News Leader* newspaper much easier as well as providing a convenient tool to digitize your photo negatives or slides at no charge. The library continues to offer downloadable books, audiobooks, music, and movies to you for free through the Ohio Digital Library and Hoopladigital.com. Mangolanguages.com provides you with free, online, structured lessons to learn any of over 60 languages. The Library has a variety of meeting and study rooms for your use and makes those rooms available for private functions as well as public meetings.

In 2016

- You logged on to internet computers at the Library 16,174 times: over 53 times a day.
- You connected to library wi-fi over 5500 times.
- 206 of you attended 19 programs for adults presented by outside speakers at the library.
- You used the study rooms over 468 times for studying, writing, tutoring, and working.
- Your community groups and public agencies as varied as the Girl Scouts, Relay for Life, D.A.R., SPARK, Ohio Bureau of Workers Compensation, Minerva Knitters, Good News Club, book discussion groups, as well as 22 others, booked the meeting rooms 209 times.

Service to Youth

The Library offers varied story times for young patrons and their caregivers, the always popular Summer Reading Program, and after school activities for tweens and teens. The Library also provides class visits to aid students and teachers from Minerva Local Schools, Minerva Area Christian School, the area Mennonite school, the YMCA Preschool, and area homeschoolers. In 2016, Kathy Eddy left from the Youth Services Department after 10 years of service, and Audrey Keister joined the Department as a Library Associate I.

In 2016 Library staff offered:

- 660 class visits to the Library—14,335 students served.
- 282 visits by library staff to classes at local schools—4922 students served.
- 94 story times for children of various ages—1,577 children and caregivers served.
- 56 different Summer Reading events—1,626 children and caregivers served.
- 186 other youth programs—2,583 children and caregivers served.

Library Youth Services staff also assist in the Library's partnership with SPARK (Supporting Partnerships to Ensure Ready Kids), an early literacy and school-readiness program that works with caregivers and preschoolers to improve children's skills for early school success. Staff also offer the 1000 Books Before Kindergarten reading challenge to encourage early literacy skills.

Library Funding

The Library is funded by a monthly distribution from the State of Ohio through the Public Library Fund (PLF). The PLF currently receives 1.7% of the State's General Revenue Fund. The monthly PLF distribution is divided among Ohio's 88 counties and then distributed to public libraries in each of those counties by that county's Budget Commission.

2016 Actual Revenue

	Percent	Amount
Public Library Fund (PLF)	95.8%	\$688,029
Fines and Fees	2.4%	\$ 17,261
Contributions	1.2%	\$ 8,680
Miscellaneous	0.4%	\$ 2,333
Investment Earnings	0.2%	\$ 1,455
Total	100.0%	\$717,758

2016 Actual Expenditures

Salaries and Benefits	65.6%	\$462,985
Library Materials	11.3%	\$ 79,372
Purchased Services	15.4%	\$108,697
Other	2.4%	\$ 16,978
Supplies	1.7%	\$ 12,257
Capital Outlay	0.4%	\$ 2,844
Capital Projects	3.2%	\$ 22,359
Total	100.0%	\$705,492

Generous Support

The Library appreciates your generosity in donating to help provide library programs and services. Please consider the Library when you plan your annual giving.

In 2016:

- Library patrons and local businesses gave targeted donations totaling \$4,825.
- Library book sales and anonymous donations provided \$3,855.
- Patrons donated 454 books, CDs, DVDs, and audiobooks to the Library's collection.