JENSEN
Memorial Library

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2015-16
Annual Report

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About Us

Hours of Operation

Monday-Wednesday
10:00 a.m.-8:00 p.m.

Thursday-Friday
10:00 a.m.-5:30 p.m.

Saturday
10:00 a.m.-4:00 p.m.

Mission Statement

The purpose of the Jensen Memorial Library is to meet the needs of the citizens of the community by providing resources to assist in their pursuit of lifelong learning, cultural enrichment, recreation, and solutions to everyday problems.

Objectives

1. To serve the community as a center for reliable and timely information.
2. To support the educational, civic, and cultural activities of groups and organizations.
3. To identify community needs and to provide programs of service to meet such needs.
4. To cooperate with other organizations and develop partnerships to aid in providing such needs to the community.
5. To provide facilities for groups and/or individuals for their educational, professional and entertainment needs.
6. To provide an environment that helps patrons build skills necessary for lifelong learning.

Administration and Operations

Jensen Memorial Library is centrally located in Minden, Nebraska, one block east of the town square and downtown business district. The library is governed by a five-member Board of Trustees appointed by the City Mayor and approved by the City Commission.

Day-to-day operations are overseen by a full-time Library Director. Five part-time Library Clerks staff the public service desk and assist in daily operations. A part-time custodian cleans the building and assists in facilities maintenance.

Human Relations, budgeting, financial responsibilities, and facilities administration are overseen by the Library Director and Board of Trustees, with guidance and supervision by the City Administrator and City Commission.

The Library is open 51 hours a week to serve the community and provides an outdoor book drop for return of materials 24 hours a day.

Board of Trustees

Jensen Memorial Library's Board of Trustees is entrusted with developing the library through materials, resources, facilities, and personnel to meet the highest standards according to the needs of the community.

The board is accountable for:

1. Determining library policies.
2. Employing a capable, trained library director, and provide for appropriate staff.
3. Securing adequate funds.
4. Approving expenditure of library funds.
5. Receiving gifts to the library.
6. Providing and maintaining adequate facilities.
7. Insuring a representative selection of books and other library resources.
8. Participating actively in cooperative efforts to improve local library services.
9. Participating actively in Continuing Education hours to maintain Board Certification as defined by the Nebraska Library Commission accreditation standards.

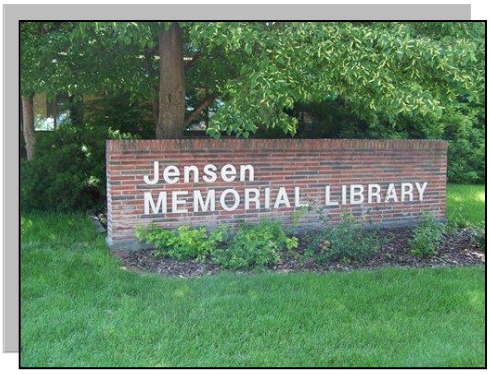
JML 2015-2016 Board of Trustees:

Sue Yant, President
Liz Bloomfield, Secretary
Laurie Haight
Angie Oberg
Cheryl Ryan

Foundation

Monetary gifts, donations, and grants are administered through the Kearney County Community Foundation via the approval of the JML Board of Trustees. The KCCF is responsible for many charitable trusts throughout Kearney County.

History



The Minden Public Library Association was formed in 1906. Membership was open to any resident for an annual fee of 25 cents, which was used to purchase books.

A committee from the Library Association met with the County Board in August of 1906 to request a suitable room in the new courthouse be reserved for use as a library and reading room for the community. The SW room on the first floor of the courthouse was reserved for library use. Temporary housing of the library had been in the Christian Science Hall, which stood at the southeast corner of Block 28 in Minden.

The present library building was built by the Andrew Jensen Family in 1953. An expansion and remodeling project was completed in 1989, adding an arboretum to the grounds.

In 2011, renovations funded by the Arthur Jensen Family were begun. Updates featured the expansion of seating areas, new windows throughout the building, new furnishings, rearranging of collection areas, and addition of the Crane and Heritage Rooms.

Year in Review Highlights

Facilities/Operations

- Acquisition and implementation of new cloud-based Integrated Library System (library management system).
- Director completed Nebraska Library Commission Basic Skills classes, the state's Public Librarian Certification Program.
- Outdoor security cameras installed.
- Crane Room used for meetings, library events and small groups average of 11 times per month.
- Heritage Room computers used for research more than 550 times.
- Microfilm reader used, on average, 5 times per week.

Visitors

- 24,128 total visitors – 4.5% increase.
- Average of 2,010 visitors per month.

Cardholders and Checkouts

- 2,163 registered cardholders (+6.5%)
- 25,456 total items circulated
    - 13,434 adult materials
    - 11,992 children's & young adult materials
    - 23,879 physical items (-8.8%)
    - 1,577 electronic items (+25.5%)
    - Average of 2,121 items per month

Events, Classes, Activities & Outreach

- 181 events and classes held
- 3,630 people reached
- Most popular special events:
    - Christmas Storytime (stories, crafts, games and Santa): 130 kids & adults.
    - Family Movie Night – "Inside Out": 120 children, teens & adults
    - Mad Science with Jim Birkel: 90 children, teens & adults.
    - Paper Bag Puppets Make & Take: 70 children & adults
    - 4th of July Crafts: 59 children, teens & adults
    - The Lego Guy: 57 children & adults
- 45 programs during Summer @ the Library (June/July), accounting for 877 program participants
- 191 Summer Reading Challenge registrations (Pre-K's through adult)
- Monthly Kids' Time: average of 16

- Kindergarten and third grade field trips to the library.
- Community outreach/involvement: weekly or bi-weekly storytimes at Headstart, Discovery Preschool, and Creative Care preschool; Halloween parade; pre-summer visits to elementary school;
- Hosted the library's first author visit in September with Karen Gettert Shoemaker, author of the One Book One Nebraska book "The Meaning of Names"
- Used Book Sale raised more than $500 for event supplies and publicity

Services

- Answered 921 reference questions: Includes assisting with everything from finding books to seeking sources for a research paper.
- Desktop computers used 3,102 times.
- Wireless internet access used 808 times.

Collections

- 17,594 items held at JML at end of fiscal year (+13.6%)
    - 15,694 books, 332 audio books, 1,455 DVDs, 37 magazine titles, 76 cake pans
- 1,371 items added
- 543 items removed (3% of total collection)
- 33,949 digital items held as part of Nebraska Overdrive consortium
    - 22,659 electronic books
    - 11,290 audio downloadable
- 26 databases available – 25 from NLC, 1 local (Ancestry Library)
- Re-labeling of series books completed. New labels identify items with series title & number.

FACILITY

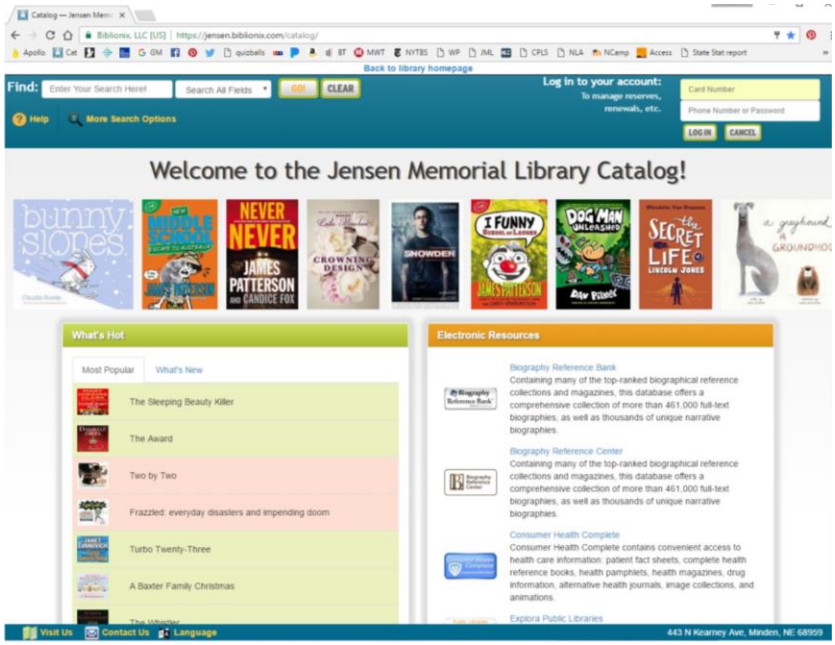
The 4,900 square feet of floor space available at the library is allocated with library users in mind. With dedicated spaces for adult, young adult, children's and genealogical collections, AV materials, magazines and newspapers, public computers, study area, public meeting room, and numerous places to sit, relax, and read.

ILS and Online Catalog

A new Integrated Library System (ILS) was acquired in January 2016. The program, Apollo by Biblionix, is created specifically to serve small to mid-size public libraries (those with collections of fewer than 300,00 items). Along with the specialization toward library size, this ILS was selected for its numerous features desired by library staff. Some of these features include:

- Sharing of information and fines/fees between family member accounts.
- Easily customizable setup for circulation rules and material types to suit local needs.
- Printed checkout receipts.
- Remote use for staff and off-line capabilities.
- Automatically generated overdue notices.
- Due date, overdue, reserve, and other notices available via email and text messaging.
- Easy to use patron portal within electronic catalog – place holds online, update personal information, create bookmarked items list, view items out list and renew online,
- Overdrive items included in online catalog searches.
- Quick link to state databases from catalog homepage.

Along with purchasing the ILS, the library also acquired new barcode scanners to make for even more up-to-date and quicker use with the system. Additionally, receipt printers were purchased so customers would receive a printed list of items they have checked out.



Crane Room

On average, the Crane Room was used 11 times per month by local clubs and organizations for meetings & training, by small groups for studying or private meeting space, along with use by the library for classes, events, and meetings.

Some of the groups and organizations using the room include: Girl Scouts, Homeschool Cooperative, Department of Health and Human Services, Minden Public Schools, Army Recruiting Center, American Cancer Society, and the Safe Center.

Heritage Room

The Heritage Room is a place of daily activity at the library. This includes routine use by a local volunteer researcher, along with occasional use by other community members and visitors to the community doing family or local historical research. With the installation of a new computer in the room along with classes available focusing on the Ancestry.com Library database, use of the room has increased considerably.

The library's microfilm reader is located in the Heritage Room. Microfilm copies of all newspapers printed in Kearney County beginning in the early 1800s are available for use.

Quarterly, the South Central Nebraska Genealogical Society uses the room for a their meetings. It is also used as a secondary available meeting space when the Crane Room is in use.

Study/Seating Areas

Other areas of the library, including the reading area near the magazines, the seating and tables area on the north side of the library, and seating near the south picture window all serve as spaces for visitors to sit, read, study, and congregate.

The north area often serves as a place for study groups to meet, children to play board games after school, and as workspace for professionals, especially those traveling.

The reading area is popular with those reading newspapers and magazines and those waiting for friends or family.

SERVICES

All services offered through Jensen Memorial Library are available to the public for little or no cost. Library cards are free and entitle holder to use the library's services and borrow library materials. Items available for checkout include books, audiobooks, DVDs, magazines, book/audiobook kits, and cake pans. Cardholders are also entitled to borrow electronic materials (eBooks and audiobooks) through the Nebraska Overdrive Libraries online collection.

Staff are also always available for research assistance, reader's advisory services, and general information.

Reference

Staff answered 912 reference questions. Recording of reference questions focused on assisting visitors with finding materials, assisting with research (book and online), and answering questions regarding services, materials, or library-based information.

Printing/Copying/Faxing

Library visitors have access to copying and printing services for a small fee through the public copy machine, via public access computers and through a secured wireless connection. Black and white copies and prints cost $.20 per page with partial or full colored copies and prints for $1.00 per page.

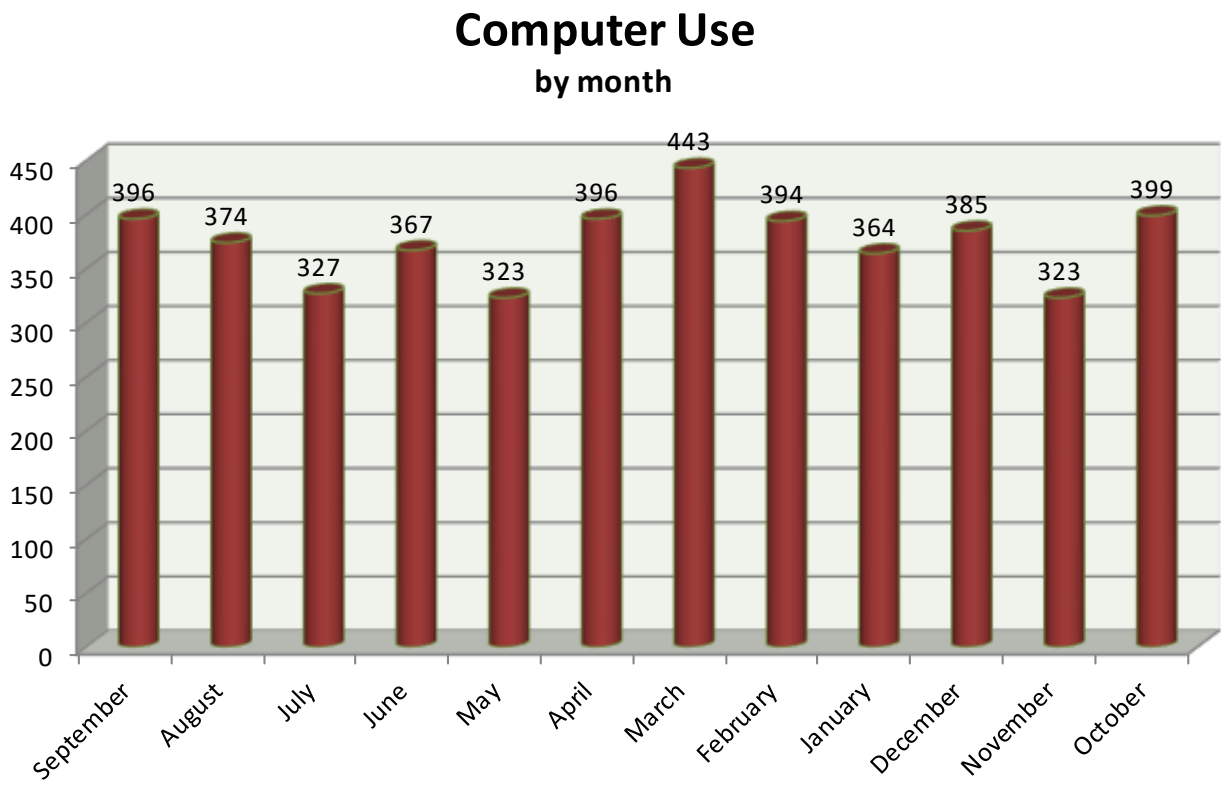
A fax machine is available for sending documents at no cost, however users will occasionally provide small donation for the use of this service. Approximately 150-175 faxes, averaging 3 pages apiece, are sent each year. Faxes are most often sent to social service offices, lawyers, insurance offices, or as a part of job searching.

All monies brought in from these services go into the library's general operating budget, a total of $1,360 in 2015-2016.

Computer/Internet Access

Public Access Computers and Wireless access are largely the most popular service offered by the library. Cardholders and visitors alike may use these resources with a valid library card or other proper identification. All desktop computers are Internet accessible and have some form of word processing programs available.

During 15-16FY, visitors used the library computers and internet access 4,491 times, an average of 374 uses per month. (See usage graph on next page.) Of those uses, 69% were public desktop computers, 19% were wireless logins, and 12% at terminals in the Heritage Room.


Computer Use
by month
450
400
350
300
250
200
150
100
50
0
396
374
327
367
323
396
443
394
364
385
323
399
September
August
July
June
May
April
March
February
January
December
November
October

CARDHOLDERS

Library cards entitle holders to use the library's services and materials. Items available for checkout include books, audiobooks, DVDs, magazines, and cake pans. Cardholders are also entitled to borrow electronic materials through the Nebraska Overdrive Libraries collection.

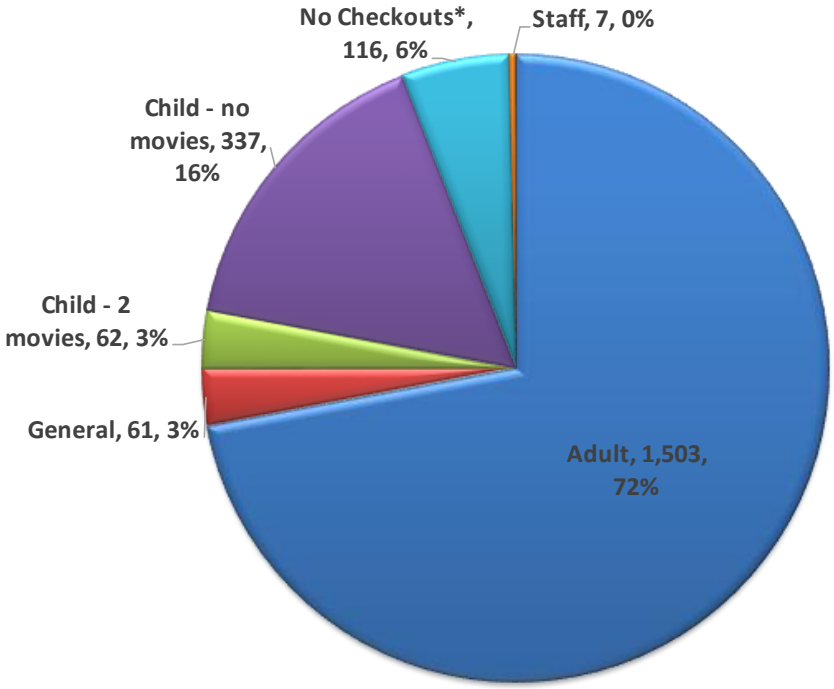
Residents of Minden, Kearney County, and surrounding counties are welcome to register for library cards for free by providing a picture ID and proof of current address. Once an account is established, patrons are put on probationary status for the first two months. Following that time, a patron is moved to perminate status assuming they have no fines, fees, or overdue items. This means they now have access to all library services.

By default, children under 14 years old receive an account which does not allow them to check out movies. Parents may, however, choose to allow their children to check out two movies at a time.

Records are flagged for update once a year allowing staff to make sure all contact information is up to date. Accounts which are more than a year expired are made inactive. After being inactive for three years, accounts which do not hold active fines or fees are purged.

Current Account Holders

As of September 30, 2015, 2,086 persons held accounts at JML. Below are cardholders broken down by account type:



*No Checkouts – cardholders who have large outstanding fine/fee amounts or otherwise have circumstances which make their account inactive. All issues with the account must be satisfied before the cardholder may regain full library privileges.

Records Cleanup

In continued preparation for transition to the new ILS, the library an effort was made to clean up cardholder records, eliminating several accounts inactive for 5 or more years. We also worked with several cardholders to help reduce or eliminate outstanding fines and fees they may have had.

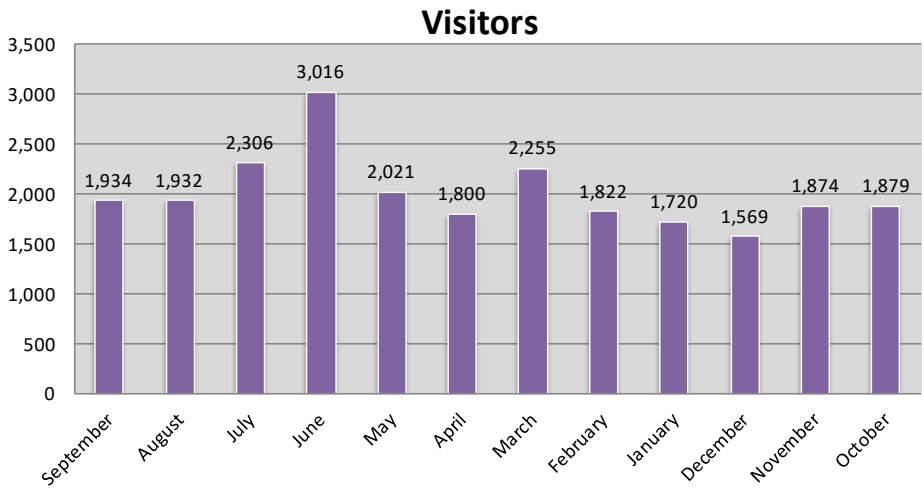
In November 2015, the library offered a “Food for Fines”. This allowed cardholders with outstanding overdue fines to bring in non-perishable foods in exchange for forgiveness of said fines. This effort allowed us to forgive almost $200 in fines while collecting more than 80 food items. Collected foods were donated to the Mid-Nebraska Food Bank location in Minden.

Library Usage

Visitors

Door counts are taken daily to account for the number of visitors at Jensen Memorial Library. Often Monday and Tuesday are the busiest days at JML, but numbers fluctuate greatly. Library events, weather, holidays, and other activities in the community can often account for a notably large or small number of visitors in a day or month.

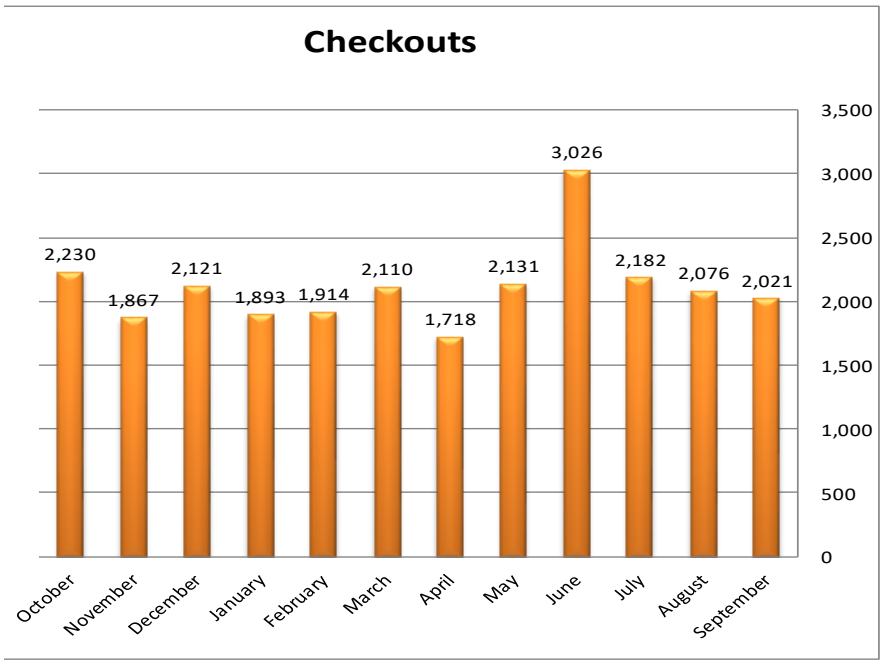
A total of 24,128 persons visited the library in 2014-15. This is an average of 2,011 individuals per month, a 4.5% increase from 2014-15.



Checkouts

Checkouts account for all library materials used by cardholders for any period of time (not including computers).

Similar to number of visitors, the busiest months are while school is out for the summer. June alone accounted for 12% of total checkouts for the year. An average of 2,107 items were checked out per month.



Events/Classes/Outreach

With 181 events, classes and outreaches held throughout the year, the library was able to reach 3.630 people with storytimes, Kids' Times, summer events, outreach efforts and special events. All of these events were free to the public thanks to supplemental funds provided by community donations.

Outreach

Outreach activities are those times when library staff take programs to others, such as preschools. The Youth Services Specialist regularly visits Headstart Preschool, Discovery Preschool and Creative Care Preschool. Other outreaches include talks at the Senior Center, visits to school classrooms, and participation in the Chamber of Commerce's Halloween Parade.

These activities are essential to the library's services as they not only often serve as an additional educational opportunity, but they bring many people into the library, often resulting in the checking out of library materials to current patrons and the registering of new patrons.

Another form of outreach is visits from school classes to the library. This year, both the Kindergarten and Third Grade classes from East Elementary visited JML. During these visits, students are read a story, given general information about the library such as how to get a library card, allowed to ask questions of the librarian, and taken on a tour of the library.

Summer

Summer as always, was the busiest time of the year. Staff work diligently to provide quality events and classes throughout the busy 2 ½ months while school is out and kids and parents are searching for things to keep them busy.

During Summer at the Library 2016, almost 900 children, teens, and adults participated in 45 events and classes. This included weekly classes for preschool through middle school in which participants listened to stories, played games, created crafts, and took part in interactive activities all around the theme "Get in the Game."

Summer 2016 also included special presentations by Jim Birkel (Mad Science), Crane River Theater (Page to Stage: The Wizard of Oz) and Curtis Mork (The Lego Guy).

Meanwhile, more than 190 children, teens, and adults registered for the Summer Reading Challenge, in which they were asked to keep track of the number of hours spent reading in June and July with a goal of reading at least 20 hours. Along the way, participants were able to earn prizes including games, books, and coupons for local businesses.

Funding for special events provided by private donations from community organizations and citizens. Money raised at the annual Used Book sale is also used for events and reading prizes.

Storytimes and Kids' Time

Regularly held classes at the library include the weekly preschool storytime and the monthly Kids' time for school-age students. Storytime attendees are exposed to stories, interactive activities and a craft centered around a specific book or theme. A total of 223 attended storytimes, an average of 8 children per week.

Kids in kindergarten through 5th grade are able to attend a monthly Kids' Time class. K-2nd grade class takes place on the second Monday of each month. 3rd-5th grade class takes place on the third Monday of the month. An average of 16 children attended monthly Kids' Time classes to learn about events, holidays, and seasonal happenings.

Teens

Teen Advisory Group (TAG) was organized this year with five teens regularly participating in the monthly meetings. The purpose of TAG is to help the library better serve the needs and interests of local teens. The group is also a means through which the library will encourage teens to become life-long library users through promotion of teen reading, programs and participation in the library. Members of the group are required to agree to a code of conduct indicating their dedication to the group and its mission.

With the assistance of TAG members, JML was able to hold a series of teen nights throughout the year, averaging 12 teens. These events took place on Friday or Saturday evenings after the library closed with food, games, movies, arts & crafts, socializing, and a teen-favorite activity – more food.

Special Events

Throughout the year, the library holds special events and presentations to provide engagement, education and entertainment to the community. This year, this included such things as guest presenters, make & take craft days, family movie nights, and more. Notable special events were:

- Christmas Storytime: an evening of stories, crafts, games and a special visit by Santa. 130 kids & adults.
- Family Movie Night: Presentation of "Inside Out" with snacks served. 120 children, teens & adults
- Paper Bag Puppets Make & Take: Using random items and a small brown paper bag, participants made their own puppets. 70 children & adults
- Author Visit: Karen Gettert Shoemaker, author of the One Book One Nebraska book "The Meaning of Names" spoke with attendees about and read from her book. 21 adults.
- Mad Science with Jim Birkel: Attendees were treated to a show of science experiments and tricks and learned a little along the way. 90 children, teens & adults.
- The Lego Guy: Curtis Monk brought us his traveling Lego collection, sharing information about the toy and giving kids an opportunity to create their own obstacle course a Lego person might complete. 57 children & adults.

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COLLECTIONS

The Collection refers to the materials held at the library for use by the public. Main collection areas at JML include adult, children's, young adult, serials subscriptions (magazines and newspapers), cake pans, and Genealogy. These are then broken down into print, audio, video, electronic and other formats.

Additions

Between October 2015 and September 2016, 1,371 items were added to collection. About 5% of these items were acquired directly in response to customer requests and suggestions. Cardholders who request a specific item are given first opportunity to check it out.

In cases where we are unable to purchase a requested item, the library will request the item through the NLC's Interlibrary Loan service. In this way, an item is borrowed from another library, usually within the state. While this service was underutilized by JML for several years, staff often suggest this service to customers as a way to experience materials otherwise unavailable locally.

This year, a concentration was put into completing popular series in all areas. This included filling in holes where titles may have been previously missed or titles have gone missing/unreturned at some point.

A focused effort was also put into adding to the Board Books section. Both of these areas were supplemented in funding by a donation given to the library through the Grow Communities Grant from the Monsanto Fund.

Withdraws

After two years of withdrawing large numbers of items, during FY 15-16 we followed the guidelines we hope to continue by weeding 3% of the collection.

Withdrawn books are triaged to determine where they will end up. Most are stored to be used as part of the library's Used Book Sale. Some are directly donated to places such as Head Start, Bethany Home, Hinterlong Living facility, and the Senior Center. Items in condition of disrepair are disposed of via trash or recycling.

The following table on the next page shows the collection holdings as of September 30, 2016, as well as additions and withdraws during the 15-16 FY.

Databases

As an accredited library through the Nebraska Library Commission, we have access to the 25 state-sponsored databases. These include databases for legal information, health issues, biographical reference resources, and science and technology topics along with several resources with access to magazines, journals and other sources for topical research.

Jensen Memorial Library locally funds the Ancestry Library edition database, available on library computers. This resource is used frequently by genealogy researchers visiting the library.

Collection holdings at JML

	Total holdings	Added	Withdrawn
Print Books (including book/audio kits)	15,694	1,209	442
Audiobooks	332	46	3
Video	1,455	108	93
Serials Subscriptions (magazines/newspapers)	37	-	5
Other (Cake Pans)	76	8	-
Total physical items held at JML	**17,594**	**1,371**	**543**
eBooks*	22,659		
Downloadable Audio*	11,290		
Total JML and electronic holdings	**33,949**		

* through the Nebraska Overdrive Libraries consortium

FINANCIALS

The Library was under the general budgeted amount for the 2015-16 FY while library-generated revenues were above projections.

Revenues

Revenues for operation and staffing of the library come from monies earmarked for the library through the city budget along with a contribution from Kearney County, aid dollars from the Nebraska Library Commission, and any grants the library may receive. Library-gnerated revenues include any monies taken in by the library for overdue fines, damaged and lost item fees, and copying/printing services.

City of Minden	$126,391*
Kearney County	$4,000
State Aid	$1,047
Library Generated	$3,446
TOTAL	**$134,884**

** Amount expended by library.*

Library-generated revenue

		Projected
Fines	$ 1,398	*750*
Copies/Prints	$ 1,360	*1,000*
Replacement Cards	$ 34	*25*
Other*	$ 654	
TOTAL	**$ 3,446**	

** Includes small donations such as for faxes and unwanted change along with a portion of book sale income.*

Expenditures

Outside of salaries, wages, and benefits, the majority of Library expenditures go toward the purchase of collections materials, processing supplies, office supplies, utilities (including phone and internet), and programming (events/classes) supplies.

Salaries & Wages	$75,332
Employee Benefits	$20,298
Total Staff Expenditures	$95,630
Collection Expenditures	$13,086
Operating Expenses	$26,168
TOTAL	**$134,884**

Appendix 1:

Policy Manual

Appendix 2:

Board of Trustees By-Laws