



ANNUAL REPORT

FY13

JULY 1, 2012 – JUNE 30, 2013

Larson Library
Town of Pinetop-Lakeside

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FROM THE DIRECTOR

From the Director

LIBRARY HIGHLIGHTS

Wow, what a year! Larson Library experienced a lot of change during this last year. I wish that I could list everything that we've accomplished, but instead I'll just attempt to highlight a few of the most high profile changes:

- Implemented several new library services, including access to a public fax machine and a 35mm film and photo scanner;
- Rearranged furniture and collections to make better use of our incredibly limited space;
- Installed new, uniformed, signage throughout the library;
- Welcomed Charlotte Skousen as our new Programs Librarian;
- Redesigned and retrofitted the Kids' Corner including a beautiful wall mural;
- Acquired a high definition projector, 150" projector screen and popcorn machine;
- Upgraded our Integrated Library System (ILS); and
- Tomye Gardner received the Town's Exceptional Employee Award for the 2nd quarter, 2013.

COLLECTION HIGHLIGHTS

At the end of FY13, our library collections numbered nearly 30,000 items. During the year, we performed significant collection maintenance:

- Discarded obsolete library materials;
- Merged some smaller collections into larger collections;
- Processed a backlog of unprocessed library materials dating to 2005;
- Ensured uniform labeling and stickers on all library materials; and
- Created the following new library collections:
 - Board Games
 - Card Games
 - Cake Pans
 - Graphic Novels
 - Romance Books
 - Video Games

PROGRAM HIGHLIGHTS

In addition to the traditional programs we've offered for many years (Story Times, Summer Reading and School Visits at the Library), we implemented many new programs:

- Computer Classes (monthly)
- Family Literacy Day
- International Games Day

FROM THE DIRECTOR

- Money Smart Week
- Movie of the Month (monthly)
- Parent Education Classes (monthly)
- Paws for Reading (weekly)
- Star Wars Reads Day
- White Mountain Scribblers (monthly)
- World Book Night

LOOKING AHEAD

We're looking forward to another exciting year. Some of our major initiatives will include:

- Creating a virtual branch at www.larsonlibrary.org (our community's first "branch" library!);
- Increasing our Web presence to provide our library users with access to information 24/7;
- Increasing our hours to provide service on Mondays beginning July 1, 2014;
- Improving accessibility to the library by installing sidewalks to the library, crosswalks to make it safer for school children to visit the library, moving the handicap parking from the back to the front parking lot, installing a handicap ramp, lowering the steep grade from the front lot to the front entrance, and installing an automatic door opener; and
- Laying the groundwork for a long-needed physical expansion of the facility from the existing 5,760 sq. ft. to over 10,000 sq. ft. in order to provide more space for users, a larger program room, dedicated study rooms, a computer lab, staff offices, and new carpeting.

Ambitious, to be sure, but we know that we have a great community who values their public library. In fact, the return on investment (ROI) in public libraries is approximately five to one – that is, for every \$1.00 spent on public libraries; \$5.00 of value is realized by taxpayers. (Source: Public Libraries – A Wise Investment, Library Research Services, March 2009.)

On behalf of our staff, I want to thank all of our community members for their incredible support –our volunteers who shelve and repair library materials; our Friends' members who raise funds to support the library; our Town staff who keep our facility clean and library grounds well maintained; and most of all, our library users who use our resources and whose faces brighten our day. Thank you. We are here to serve.



Jeff Collins
Library Director
August 2013

HIGHLIGHTS

Highlights

July 2012

Our Summer Reading program concluded with great participation from the community. We introduced new collections of library materials for Board Games, Card Games, Video Games, and Graphic Novels.

August

The Friends of Larson Library held a sidewalk book sale. Our Children's Librarian, Nana Diana, resigned and we started the difficult search for a replacement.

September

We acquired and installed new uniformed ADA-compliant signage throughout the facility. We held a Food for Fees campaign during Library Card Sign-up month.



October

We welcomed our new Programs Librarian, Charlotte Skousen. We participated in the first-ever Star Wars Reads Day.



We began hosting monthly job workshops. We held a pumpkin carving contest. We acquired and installed a new storage solution for newspapers and magazines.

November

We participated in Family Literacy Day by giving away free books at McDonald's®. We also participated in International Games Day and

National Friends of Libraries Week. We provided a public fax machine for library users.



December

We held a book signing for two local authors. Santa Claus visited the library during Tiny Tots and Family Fun Story Times. We held a special presentation of the play, "The Christmas Cookie Sprinkle Snitcher." We created a new Romance book collection. The Friends of Larson Library held a Bag O' Books Sale.

January 2013

We began a program to have a Job Help Hub Instructor on-site every week through May.

February

We launched the Movie of the Month program. We held Date Night with a Book. We celebrated the birth of a new collection – Cake Pans.



HIGHLIGHTS

March

We launched the Paws for Reading program. We installed a new energy efficient furnace and we began painting several walls and columns in the Kids' Corner.



April

We held events for National Library Week, National Poetry Month, National Volunteer Week, Money Smart Week, and World Book Night. Through the Arizona State Library, Archives and Public Records, we received four new devices for staff and patron use, including an iPad®.



May

We launched the Computer Class program in partnership with the Navajo County Library District and the Parent Education Class in partnership with First Things First and the University of Arizona. We held a fundraiser to support the reopening of McNary Community Library, "Fry Bread for Literacy." We upgraded our Integrated Library System (ILS).



June

The Friends of Larson Library held a Bag O'Books Sale. We kicked off our Summer Reading program, held a book launch celebration for a local author, installed a new 150" movie screen and HD projector, and local artist Carole Fogle began painting the wall mural in the Kids' Corner.



BY THE NUMBERS

By the Numbers

LIBRARY USE

- **61,089** people visited the library; **the most in 4 years** and a **36% increase** from FY03.
- Patrons used our computers **13,906** times; **the most in 5 years** and a **22% increase** from FY03.

LIBRARY PROGRAMS & SERVICES

- **4,522** people attended **241** programs; a **5% and 4% increase**, respectively from FY03.
- The number of programs for adults increased by **192%** percent from FY12.

LIBRARY COLLECTIONS

- Library users checked out **53,380** items, a **7% decrease** from FY12.



During FY13, an average of 28 people visited the library every hour and checked out 25 items.

FINANCIALS

Financials

FUNDING

As a department of the Town of Pinetop-Lakeside, the library is funded through the Town's general fund. The library also receives limited funding and ancillary resources from the Navajo County Library District.

FY13 BUDGET

After several years of declining revenues due to the 2009 recession and economic slowdown, Town revenues finally started recovering toward the last few months of FY13; however, the library still faced a \$2,000 budget reduction in March 2013 and an unexpected \$2,000 unpaid bill for library materials purchased under the previous library director in 2011. Those issues, coupled with a surprisingly large amount of donations (the library budgeted for \$600 in donation expenditures and received over \$7,400 in donation revenue!), resulted in the library going over budget by \$4,637.

FY13 BUDGET

DESCRIPTION	BUDGET	ACTUAL	DIFFERENCE
Salaries & Wages	151,830	150,292	1,538
Employee Benefits	68,790	69,668	(878)
Membership Subscriptions	300	423	(123)
Travel & Training	600	604	(4)
Office Supplies & Expense	5,000	7,275	(2,275)
Equipment Repair & Maintenance	900	593	307
Building Maintenance	3,000	3,967	(967)
Building Utilities	11,300	10,094	1,206
Telephone & Internet	2,750	3,629	(879)
Library Materials	15,000	15,054	(54)
State Grant Expenditures	0	0	0
Donation Expenditures	600	6,823	(6,223)
Children's Programming	900	490	410
Young Adult Programming	5,000	2,478	2,522
Adult Programming	300	246	54
Miscellaneous	500	944	(444)
Auto Allowance	3,000	1,800	1,200
Equipment	1,140	1,167	(27)
TOTAL	\$270,910	\$275,547	(\$4,637)

SUPPORT

Support

VOLUNTEERS

Our **24 volunteers** performed **665 hours** of community service. Our volunteers re-shelved library materials, processed new library materials, repaired damaged library materials, and sat with children as they read to licensed therapy dogs.

FRIENDS OF LARSON LIBRARY

The Friends provided over **\$7,700** to support the library, including:

- \$225 for color copier cartridge purchases
- \$2,352 for a newspaper & magazine storage solution
- \$238 for a book cart basket
- \$232 for bags for the Bag O' Books Sale
- \$2,485 for improved and uniformed signage
- \$525 for Summer Reading program support
- \$1,703 for refurbishing the Kids' Corner

Friends' Board of Directors, 2012-13

President – Vila Green
Vice-President – Michael Sita
Secretary – Judy Ginn
Treasurer – Lee Hetrick
Member-at-Large – Carol Pennington

COMMUNITY SUPPORT

Countless community members donated used books to the Friends of Larson Library for sale in the Used Bookstore. Several very generous community members also donated either gift subscriptions to magazines or cash donations to purchase library materials. Lastly, community organizations and local businesses provided financial support for the following programs:

Paws for Reading Program

- Show Low Emblem Club
- White Mountain Woman's Club

Summer Reading Program

- Arizona State Library, Archives and Public Records
- Friends of Larson Library
- Little Caesars Pizza of Pinetop
- Navajo County Library District
- Pico's Nursery
- Pinetop-Lakeside Parks & Recreation
- Red Devil Pizza
- White Mountain Nature Center
- White Mountain Reptile Rescue
- White Mountains Optimist Club

Thank you to all of our supporters!

ABOUT THE LIBRARY

About the Library

We are a department of the Town of Pinetop-Lakeside and a member of the Navajo County Library District.

MISSION

Our mission is to provide access to information, materials and services for community residents of all ages.

VISION

Our vision is to become the center of our community by providing:

- A safe, fun and engaging facility for community members to visit;
- Library materials and services that meet the information and recreation needs of our community; &
- Library programs that inform, entertain and inspire.

STAFF

Library Director: Jeff Collins

Programs Librarian: Charlotte Skousen

Library Technical Assistant: Kendra Abel

Lead Circulation Clerk: Vickie Morgan

Circulation Clerk: Tomye Gardner

LARSON LIBRARY

Town of Pinetop-Lakeside

1595 Johnson Drive

Pinetop-Lakeside, AZ 85929

Tel 928-368-6688

Fax 928-368-8963

Web larsonlibrary.org

