LEADERSHIP

MESSAGE FROM THE DIRECTOR

On behalf of Cass District Library, I am so very pleased to present to our patrons and communities the 2020 Annual Report. There is so much to be said about 2020, a year with many challenges and opportunities presented by COVID-19. The year began with a major change and a marked shift in service as the library implemented fine free borrowing for all patrons. After a close examination of the process and philosophy of charging late fines to patrons for overdue materials, the Library Board unanimously voted to adopt fine free borrowing effective February 1, 2020. CDL believes that eliminating fines better connects patrons to our resources, materials, and social services and removes a major barrier to receiving essential help and service. Fine revenue has accounted for less than 1% of Cass District Library’s operating income over the past several years and in fact, the expenses associated with collecting fines now outweigh the revenue.

As it turns out, a short time after fines were eliminated, our buildings were ordered to close. The fine free borrowing change saved countless staff hours upon reopening and more importantly, alleviated stress and worry from borrowers who were following stay-at-home orders for months.

Despite our buildings being closed, the library did not close, and staff worked to develop new ways to serve and support our patrons when our traditional means of outreach were no longer safe. As public servants, it was crucial that we continued to connect patrons to resources, services, programs, and materials. WiFi access was available 24/7 in the parking lots of all locations. Library cards were issued quickly for access to digital collections. E-resource use grew significantly. Virtual programs were offered and hundreds of take and make kits were given out freely to families and teachers. Patrons made use of new curbside borrowing at all locations as well. In addition to managing these new methods, staff also worked to safely handle library materials and closely followed workplace protocols as mandated by MiOHSA. When buildings were reopened, a carefully constructed reopening plan was put in place along with extensive cleaning protocols in an effort to keep staff and visiting patrons safe.

2020 had some bright spots though, namely the restoration of our 1909 Carnegie Local History Branch, which was completely restored and returned to a condition very close to its original construction. The original hardwood floors were exposed and refinished along with all the original woodwork and shelving. The plaster walls were refinished and original light fixtures were rewired. The library was pleased to add ADA accessible facilities and to create a better environment for our precious and unique historical collections. The interior space is bright and filled with light and the branch’s presence cannot be understated. It is truly a gem which will now stand proudly and securely for decades to come.

One other important event happened in December when the Library Board awarded the bid for a Facilities Master Plan to Intersect Studio of Kalamazoo, who partnered with Bialosky of Cleveland. This project brought a highly experienced team of architects and designers to Cass County to study our facilities and help the library plan for critical updates and capital projects. Most importantly, Intersect and Bialosky lead the library in surveying our community in early 2021 so we can better understand current use trends and desires for future improvements. We cannot wait to share the final plan and recommendations with our communities in early summer of 2021 as we begin to imagine updates and overdue renovations.

We look forward to seeing you soon and reconnecting with our community as we navigate the remainder of this pandemic together. I encourage you to reach out with any question or need, we are here to serve you!

Barbara Gordon
Library Director

BOARD OF TRUSTEES

Nancy Stoner
President
At Large

Patricia O’Connor
Vice President
Howard Township

Andrew Churchill
LaGrange Township

Edward H. Yeomans
Treasurer
Calvin, Ontwa and Porter Townships

Sandra Asmus
Pokagon, Milton and Jefferson Townships

Alison Yeo
Mason Township

Kay McAdam
Volinia, Penn and Newberg Townships

Mary Anne Hoebeke
Village of Edwardsburg

MISSION STATEMENT

The mission of the Cass District Library is to provide a center for information, education, culture, and recreation for all patrons throughout their life span, through the library’s collections, programs and special services.

Barbara Gordon
Library Director
**BY THE NUMBERS**

**2020 PRINT CIRCULATION BY BRANCH**

- MAIN BRANCH: 30,004
- EDWARDSBURG BRANCH: 14,164
- HOWARD BRANCH: 5,861
- MASON/UNION BRANCH: 7,573
- TOTAL PRINT CIRCULATION: 57,602

**2020 TOP 5 MATERIAL TYPES BY NUMBER OF CIRCULATIONS**

- **Adult DVDS**: 12,517: 21.70%
- **Adult Fiction**: 6,523: 11.30%
- **Adult Non-Fiction**: 5,442: 9.40%
- **Children’s eBooks**: 4,945: 8.60%
- **Juvenile Fiction**: 3,379: 5.90%

**BRANCH VISITS**

- **Main Branch**: 15,913
- **Edwardsburg Branch**: 7,002
- **Mason/Union Branch**: 3,858
- **Howard Branch**: 4,621
- **Local History Branch**: 104
- **Total**: 31,498

**PROGRAMS**

- **Adult Programs**: 23
- **Attendance**: 675
- **Children’s Programs**: 54
- **Attendance**: 1,111

**SUMMER READING PARTICIPANTS**

- **Children and Teens**: 157
- **Adults**: 50

**REFERENCE QUESTIONS**: 2,455

**DIGITAL CIRCULATIONS**: 27,939

- **Hoopla**: 17,806
- **OverDrive**: 10,133

**COMPUTER SESSIONS**: 8,943

**MEETINGS**: 123

**VOLUNTEER HOURS**: 105

**BORROWERS ADDED**: 382

**ITEMS ADDED**: 6,794

**VIRTUAL STORY TIME VIEWS**: 3,164

**26 USERS**

**ANCESTRY LIBRARY EDITION USERS**: 4,889

**CREATIVEBUG USERS**: 48
REVENUE AND EXPENDITURES

Revenues

Taxes $1,131,041
State sources $31,704
USF Grant $5,314
Penal Fines $141,396
Fees and book fines $10,797
Investment income $1,904
Local contributions and other $26,139

Total revenues $1,348,295

Expenditures/Expenses

Salaries $504,398
Payroll taxes $37,579
Employee benefits $104,816
Library materials/processing $127,131
Contractual/professional services $52,028
Insurance $18,538
Programs $19,679
Utilities/Internet $63,275
Repairs and maintenance $33,046
Capital expenditures/expenses $300,631
Automation $33,603
Supplies $17,086

Total expenditures/expenses $1,311,810

Fund Balance/Net Position-End of Year $877,521

Annual audit conducted by Kruggel Lawton CPAs
LOCAL HISTORY BRANCH RESTORATION

At the February 19th, 2020 Library Board meeting, Library Trustees unanimously accepted a bid from D. Layman Construction to finish the remaining restoration work on the historic building. D. Layman Construction was first contracted by the library in 2017 to restore the building's windows. The work completed during this project includes renovation of the main floor bathroom, refinishing of the original hardwood floors and original wood desks, tables, and chairs, and repair and replacement of the plaster walls and ceiling. This important work will preserve the historical integrity of the branch and ensure its survival for decades to come.
## HOURS AND LOCATIONS

### MAIN BRANCH

<table>
<thead>
<tr>
<th>Address</th>
<th>Monday - Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>319 M-62, Cassopolis, MI 49031</td>
<td>9:00 am - 8:00 pm</td>
<td>9:00 am - 6:00 pm</td>
<td>9:00 am - 3:00 pm</td>
<td>Closed</td>
</tr>
<tr>
<td>(269) 357-7822</td>
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### EDWARDSBURG BRANCH

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<tr>
<td>26745 Church St, Edwardsburg, MI 49112</td>
<td>9:00 am - 6:00 pm</td>
<td>9:00 am - 8:00 pm</td>
<td>9:00 am - 6:00 pm</td>
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<tr>
<td>(269) 487-9215</td>
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### MASON/UNION BRANCH

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<tr>
<td>17049 US-12, Edwardsburg, MI 49112</td>
<td>11:00 am - 7:00 pm</td>
<td>9:00 am - 5:00 pm</td>
<td>11:00 am - 7:00 pm</td>
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### HOWARD BRANCH

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<tr>
<td>2341 Yankee St, Niles, MI 49120</td>
<td>10:00 am - 5:00 pm</td>
<td>11:00 am - 7:00 pm</td>
<td>10:00 am - 5:00 pm</td>
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<tr>
<td>(269) 487-9214</td>
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### LOCAL HISTORY BRANCH

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<tr>
<td>145 N Broadway, Cassopolis, MI 49031</td>
<td>9:00 am - 4:00 pm</td>
<td>Closed</td>
<td>9:00 am - 1:00 pm</td>
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<tr>
<td>(269) 357-7823</td>
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cassdistrictlibrary.org  
(866) 808-7323