

2020 ANNUAL REPORT

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!

BOARD OF TRUSTEES

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MISSION STATEMENT

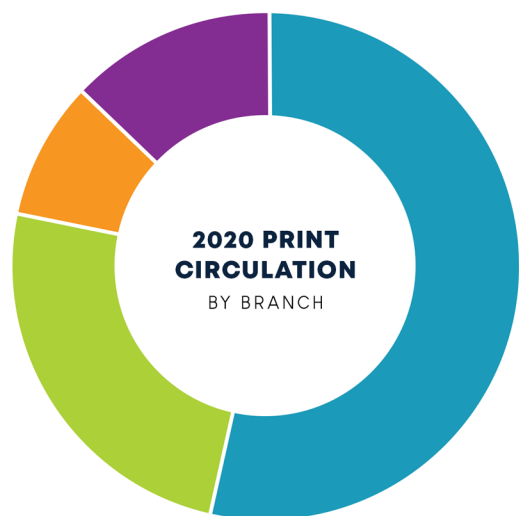
The mission of the Cass District Library is to provide a center for information, education, culture, and recreation for all patrons throughout their life span, through the library's collections, programs and special services.



Barbara Gordon

Library Director

BY THE NUMBERS



MAIN BRANCH
30,004


EDWARDSBURG BRANCH
14,164

HOWARD BRANCH
5,861

MASON/UNION BRANCH
7,573

TOTAL PRINT CIRCULATION
57,602


2,455
REFERENCE
QUESTIONS


27,939
DIGITAL
CIRCULATIONS
17,806 HOOPLA
10,133 OVERDRIVE


105
MEETINGS


3,164
VIRTUAL STORY
TIME VIEWS


8,943
COMPUTER
SESSIONS


123
VOLUNTEER
HOURS


2,311
PROGRAM
PARTICIPANTS


382
BORROWERS
ADDED


6,794
ITEMS ADDED

 **COURSES**
26
USERS

 **ancestry**
library edition
4,889
USERS

 **creativebug**
48
USERS

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

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

LIBRARY VALUE CALCULATOR

Adult Books Borrowed
\$443,900

YA Books Borrowed
\$21,556

Children's Books Borrowed
\$168,228

Audiobooks Borrowed
\$32,175

Interlibrary Loan Requests
\$111,432

eBooks Downloaded
\$279,390

Adult Programs Attended
\$10,125

Children's Programs Attended
\$34,635

Computer Use (Per Hour)
\$187,803

Reference Assistance
\$41,735

Other Materials and Services
\$261,097

Total
\$1,592,076

Figures indicate how much patrons would pay out-of-pocket if the library didn't exist, or if these services and resources were not freely available.



LOCAL HISTORY BRANCH RESTORATION

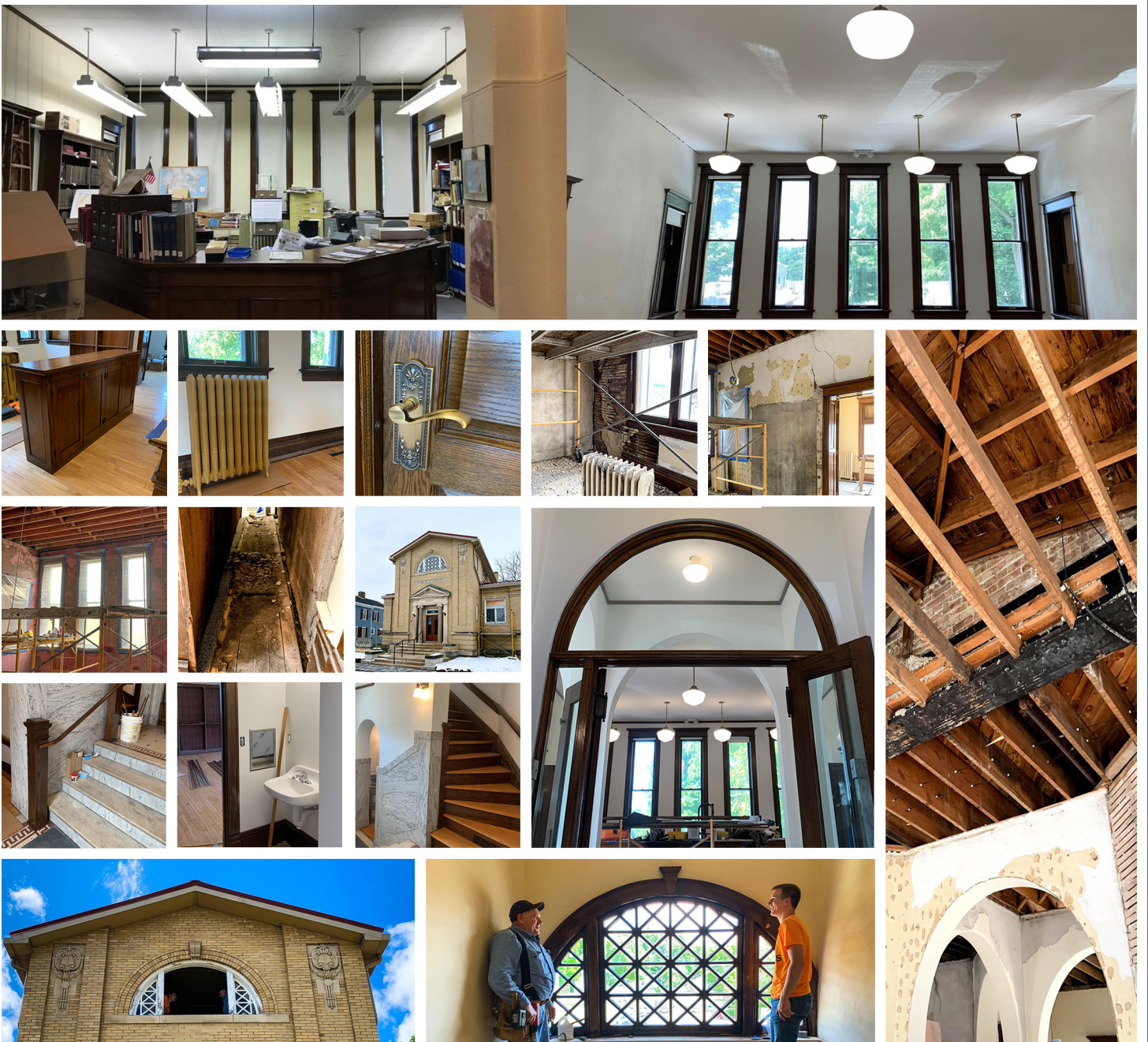
At the February 19th, 2020 Library Board meeting, Library Trustees unanimously accepted a bid from D. Layman Construction to finish the remaining restoration work on the historic building. D. Layman Construction was first contracted by the library in 2017 to restore the building's windows. The work completed 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.

**CLOSED FOR
RESTORATION**

MARCH 2, 2020

LOCAL HISTORY BRANCH REOPENING

FEBRUARY 3, 2021



HOURS AND LOCATIONS

MAIN BRANCH

319 M-62
Cassopolis, MI 49031
(269) 357-7822

Monday – Thursday: 9:00 am – 8:00 pm
Friday: 9:00 am – 6:00 pm
Saturday: 9:00 am – 3:00 pm
Sunday: Closed



EDWARDSBURG BRANCH

26745 Church St
Edwardsburg, MI 49112
(269) 487-9215

Monday: 9:00 am – 6:00 pm
Tuesday: 9:00 am – 8:00 pm
Wednesday: 9:00 am – 6:00 pm
Thursday: 9:00 am – 8:00 pm
Friday: 9:00 am – 6:00 pm
Saturday: 9:00 am – 1:00 pm
Sunday: Closed



MASON/UNION BRANCH

17049 US-12
Edwardsburg, MI 49112
(269) 357-7821

Monday: 11:00 am – 7:00 pm
Tuesday: 9:00 am – 5:00 pm
Wednesday: 11:00 am – 7:00 pm
Thursday: 9:00 am – 5:00 pm
Friday: Closed
Saturday: 9:00 am – 1:00 pm
Sunday: Closed



HOWARD BRANCH

2341 Yankee St
Niles, MI 49120
(269) 487-9214

Monday: 10:00 am – 5:00 pm
Tuesday: 11:00 am – 7:00 pm
Wednesday: 10:00 am – 5:00 pm
Thursday: 11:00 am – 7:00 pm
Friday: 10:00 am – 5:00 pm
Saturday: 9:00 am – 1:00 pm
Sunday: Closed



LOCAL HISTORY BRANCH

145 N Broadway
Cassopolis, MI 49031
(269) 357-7823

Monday – Thursday: 9:00 am – 4:00 pm
Friday: Closed
Saturday: 9:00 am – 1:00 pm
Sunday: Closed

