

# Benton Harbor Public Library

*Providing unlimited access to our world.*

**Kat Boyer**

*Director*

**Library Board Members**

**City of Benton Harbor:**

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Ethel Clark-Griffin

**Benton Charter Township:**

Noreen Szymanski, Secretary

Marian Tripplett

**ANNUAL REPORT FOR THE BENTON HARBOR PUBLIC LIBRARY  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019  
AND ENDING JUNE 30, 2020**

**Prepared by**

**Kat Boyer**

**Library Director**

**&**

**Yvette Moore**

**Library Secretary**

**For the members of the**

**BENTON HARBOR PUBLIC LIBRARY BOARD OF TRUSTEES**

Statistical Summary

7/01/19 - 6/30/20

1

**BENTON HARBOR PUBLIC LIBRARY  
STATISTICAL SUMMARY OF OPERATIONS  
JULY 1, 2019 -JUNE 30, 2020**

**LOAN OF MATERIALS**

	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
<b>Book Circulation</b>			
<b>Adult Fiction</b>	3,800	6,234	5,321
<b>Adult Non-Fiction</b>	905	1,342	1,282
<b>Total Adult</b>	<b>4,705</b>	<b>7,576</b>	<b>6,603</b>
<b>Juvenile Fiction</b>	11,187	16,354	18,465
<b>Juvenile Non-Fiction</b>	2,662	4,079	4,893
<b>Total Juvenile</b>	<b>13,849</b>	<b>20,433</b>	<b>23,358</b>
<b>Total E-book</b>	1,169	1,182	981
<b>Total Adult and Juvenile</b>	<b>18,554</b>	<b>28,009</b>	<b>29,961</b>
<b>Circulation of Other Materials</b>	<b>11,438</b>	<b>20,079</b>	<b>22,428</b>
<b>Total Circulation</b>	<b>29,992</b>	<b>48,088</b>	<b>52,389</b>

**BOOK STOCK**

	<b>June 30, 2020</b>	<b>June 30, 2019</b>	<b>June 30, 2018</b>
<b>Adult Fiction</b>	37,653	37,373	36,559
<b>Adult Non-Fiction</b>	28,009	27,863	27,730
<b>Total Adult</b>	65,662	65,236	64,289
<b>Juvenile Fiction</b>	12,333	12,028	11,313
<b>Juvenile Non-Fiction</b>	17,304	17,349	15,789
<b>Total Juvenile</b>	29,637	29,377	27,102
<b>Total E-Book</b>	1,169	16,043	14,851
<b>Total E-Audio</b>	960	3,173	2,737

Statistical Summary

7/01/19 - 6/30/20

2

<b>Total</b>	<b>95,299</b>	<b>113,829</b>	<b>108,979</b>
<b><u>STOCK OF OTHER MATERIALS</u></b>			
	<b>June 30, 2020</b>	<b>June 30, 2019</b>	<b>June 30, 2018</b>
<b>Audio Books</b>	36	499	541
<b>Audio Cassettes</b>	35	36	37
<b>Video Cassettes</b>	1,760	1,758	1,731
<b>DVDs</b>	1,923	1,820	1,877
<b>Compact Discs</b>	1,038	1,039	1,042
<b>Jr. Teaching Aids Kits</b>	392	394	489
<b>Jr. Audio Books</b>	467	466	475
<b>Jr. Paperback Books</b>	17,543	17,127	16,195
<b>Jr. Video Cassettes</b>	77	77	562
<b>Jr. Compact Discs</b>	286	286	270
<b>Jr. Bookbags</b>	454	452	683
<b>Jr. DVDs</b>	2,625	2,427	2,068
<b>Jr. Study Prints</b>	955	955	955
<b>Newspaper Subscriptions</b>	3	3	5
<b>Periodical Subscriptions</b>	42	42	86
<b>Other (sheet music, etc.)</b>	22,310	23,202	23,221
<b>Government Documents</b>			
<b>Federal</b>	1,128	1,118	1,103
<b>Microfilm Reels</b>	2	2	1,695

Statistical Summary

7/01/19 - 6/30/20

3

<b>Total Circulating Material Stock</b>	<b>146,375</b>	<b>165,532</b>	<b>162,014</b>
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**REGISTERED BORROWERS**

	<b>June 30, 2020</b>	<b>June 30, 2019</b>	<b>June 30, 2018</b>
<b>Adult</b>	4,324	5,582	5,294
<b>Juvenile</b>	1,180	1,466	1,344
<b>Teen</b>	605	765	727
<b>Total</b>	<b>6,109</b>	<b>7,813</b>	<b>7,365</b>

**REGISTERED BORROWERS BY RESIDENCE****June 30, 2020**

<b>Residence of Borrower</b>	<b>Registration Total</b>	<b>Percent of Total</b>
<b>Benton Harbor</b>	2,132	41.7%
<b>Benton Township</b>	1,920	37.6%
<b>MILibrary Cards</b>	381	7.5%
<b>St. Joseph Reciprocal</b>	365	7.1%
<b>Pay Cards and Others</b>	310	6.1%
<b>Total</b>	<b>5,108</b>	<b>100.0%</b>

**PERCENTAGE OF ITEMS CHECKED OUT  
BY RESIDENCE OF BORROWER**

<b>Benton Harbor</b>	12,733	48.3%
<b>Benton Township</b>	8,408	31.9%
<b>MILibrary Cards</b>	2,041	7.7%
<b>St. Joseph Reciprocal</b>	1,780	6.8%
<b>Pay Cards and Others</b>	1,376	5.2%

Unknown-viewed, shelved

## Statistical Summary

7/01/19 - 6/30/20

4

**Newspapers, magazines, books**

<b>Total</b>	<b>26,338</b>		<b>100.0%</b>
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**REFERENCE QUESTIONS**

	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
<b>Adult</b>	17168	23149	24669
<b>Juvenile</b>	8112	14293	17443
<b>Total</b>	25280	37442	42112

**RESIDENT CIRCULATION**

	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
<b>Benton Harbor</b>	12,733	19,912	27,504
<b>Benton Township</b>	8,408	12,349	17,576
<b>MILibrary Cards</b>	2,041	2,677	2,399
<b>St. Joseph Reciprocal</b>	1,780	2,923	2,568
<b>Pay Cards and Taxpayers</b>	1,376	392	673
<b>Unknown-shelved Newspaper, magazines, books</b>		11,017	1,840
<b>Total</b>	26,338	49,270	52,560

**PUBLIC COMPUTER USE**

	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
<b>Adult</b>	5,834	9,387	9,537
<b>Juvenile</b>	2,401	5,327	5,517
<b>Total</b>	8,235	14,714	15,054
<b>WI FI</b>	13,825	15,811	15,811

**FISCAL YEAR**

<b>July 1- June 30</b>	<b>Main Library</b>	<b>Bookmobile</b>	<b>Total</b>
<b>2019-20</b>	29992	0	29,992
<b>2018-19</b>	49270	0	49,270
<b>2017-18</b>	52389	0	52,389
<b>2016-17</b>	52560	0	52,560
<b>2015-16</b>	70022	0	70,022
<b>2014-15</b>	74353	0	74,353
<b>2013-14</b>	78,167	0	78,167
<b>2012-13</b>	86,967	0	86,967
<b>2011-12</b>	87,627	0	87,627
<b>2010-11</b>	94,921	0	94,921
<b>2009-10</b>	95,217	0	95,217
<b>2008-09</b>	94,883	0	94,883
<b>2007-08</b>	79,859	0	79,859
<b>2006-07</b>	70,569	0	70,569
<b>2005-06</b>	74,135	0	74,135
<b>2004-05</b>	75,004	0	75,004
<b>2003-04</b>	75,382	0	75,382
<b>2002-03</b>	83,224	4,934	88,158
<b>2001-02</b>	84,518	10,741	95,259
<b>2000-01</b>	79,406	12,559	91,965
<b>1999-00</b>	89,130	11,172	100,302
<b>1998-99</b>	88,669	16,790	105,459
<b>1997-98</b>	85,897	19,058	104,955
<b>1996-97</b>	96,641	20,687	117,328
<b>1995-96</b>	113,547	16,645	130,192
<b>1994-95</b>	117,758	17,418	135,176
<b>1993-94</b>	129,139	19,282	148,421
<b>1992-93</b>	130,883	16,970	147,853
<b>1991-92</b>	97,303	19,446	116,749
<b>1990-91</b>	74,077	19,365	93,442
<b>1989-90</b>	72,330	19,113	91,443
<b>1988-89</b>	70,385	16,827	87,212
<b>1987-88</b>	72,556	17,512	90,068
<b>1986-87</b>	70,529	13,736	84,265
<b>1985-86</b>	67,948	11,168	79,116

<b>1984-85</b>	62,931	10,376	73,307
<b>1983-84</b>	66,066	11,725	77,791
<b>1982-83</b>	67,105	12,534	79,639
<b>1981-82</b>	55,805	8,294	64,099

**BENTON HARBOR PUBLIC LIBRARY TOTAL FY 2019-2020 REVENUES \$579,677**

**TOTAL POPULATION 24,240**

**OVERALL PER CAPITA SUPPORT \$23.91**

**BREAKDOWN BY MUNICIPALITY**

**Revenues from Benton Harbor (Population: 9,826)**

		<b>Percent of Total Revenue</b>
<b>3 mil Levy</b>	\$313,069	54.0%
<b>Renaissance Zone</b>	\$513	0.1%
<b>Per Capita Share of County Penal Fines</b>	\$73,788	12.7%
<b>Per Capita Share of State Aid</b>	\$8,650	1.5%
<b>Total Benton Harbor Revenues</b>	\$396,020	68.2%
<b>Per Capita Support \$40.30</b>		

**Revenues from Benton Township (Population: 14,414)**

		<b>Percent of Total Revenue</b>
<b>Annual Contract Payment</b>	\$25,000	4.3%
<b>Per Capital Share of County Penal Fines</b>	\$108,242	18.7%
<b>Per Capita Share of State Aid</b>	\$13,437	2.3%
<b>Total Benton Township Revenues</b>	\$146,678.78	25.3%
<b>Per Capita Support \$10.18</b>		

## Statistical Summary

7/01/19 - 6/30/20

7

<b>Other Revenues</b>		<b>Percent of Total Revenues</b>
<b>Gifts and Memorials</b>	\$23,341	8.34%
<b>Interest</b>	\$5,300	0.9%
<b>Miscellaneous</b>	\$8,338	1.4%
<b>Total Other Revenues</b>	<b>\$36,979</b>	<b>6.37%</b>

<b>BREAKDOWN BY REVENUE SOURCE</b>		<b>Percent of Total Revenue</b>
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City of Benton Harbor

3 mil Levy	\$313,069	54.0%
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Benton Township

4/10 mil Annual Payment	\$25,000	4.3%
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Berrien County

Penal Fines	\$182,030	31.4%
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State of Michigan

State Aid	\$22,087	3.8%
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Renaissance Zone	\$513	0.1%
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<u>Interest Income</u>	\$5,300	0.9%
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<u>Gift and Memorials</u>	\$23,341	4.0%
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<u>Miscellaneous</u>	\$8,338	1.4%
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<b>Total Revenues</b>	<b>\$579,678</b>	<b>100.0%</b>
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## **Narrative Summary**

### **Finances:**

A majority of our income still comes from our tax levy with the City of Benton Harbor and penal fines from serving the city as well as Benton Charter Township. Penal fines continue to drop, but are still a significant source of revenue.

The library continues to shift budgets to cover new formats and services for the public. We've worked on including more digital offerings, including Kanopy (a video streaming service), and extra monies for OverDrive (digital books and audiobooks).

We continue to see a much better return on our investments by readjusting bank accounts to find institutions that offer better interest, and we made almost \$25,000 from donations and grants. This is an increase from previous years.

### **Staffing:**

The staff at the Library remained consistent throughout the year. We did enjoy some help from volunteers from the Area Agency on Aging and from the AARP SCSEP program (Joanne and Roy respectively). Joanne had to leave her position before the end of the year and is not set to return, but Roy has continued with us and provides support to the library especially in the form of extra maintenance help.

### **Infrastructure Upgrades:**

The Benton Harbor Public Library received money from the Upton Foundation to perform upgrades on our Network Infrastructure. We also applied for E-rate funding for the project. We weren't able to complete the projects before the library had to close in March, but upon reopening we restarted our project. This restructuring allows for a separate Public Networking and a private Work Network which makes all of our work computers more secure. We also replaced access points within the library to get better WiFi signal. This is part of a larger project that will hopefully work towards a larger WiFi presence downtown which can serve patrons even when the library building isn't accessible.

### **COVID-19:**

On March 13, 2020 The Benton Harbor Public Library ceased in-person operations. We thought this would be a short closure, but we were out of the building for almost 4 months. This pandemic saw the BHPL have to rethink how we serve our community as well as our commitment to our staff. The BHPL Board voted to continue to pay employees during the closure, and employees that could worked from home. Director Boyer had calls to the library routed to a library cell phone, we increased the number of streaming videos each patron could watch per month, and started issuing online versions of our library cards. The online cards have become a permanent change to

the BHPL. We had to take our Summer Reading Program online, with limited success. Our circulation numbers for FY 2019-2020 and FY 2020-2021 will be greatly affected by this pandemic.

Throughout this pandemic we've learned that the staff and Board are the backbone of this institution. Staff members continued to post online and to interact with patrons as best we could while the building was completely closed. We've thought of new ways to serve our community within the limitations placed on us, and the Board has supported every effort that we've made. It's been a hard balance to hit between keeping our patrons and staff safe, while also continuing to serve them. While this has been stressful and hard on everyone, it has also allowed the library to reconsider how we serve our patrons. This is the time to really redefine library service to serve the needs of our community now and in the future.