



THE YEAR 2006

ANNUAL REPORT

REPORT
of the
CHAIR

Open Minds...Open Hearts...Open Doors!

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Ken Minier - Town Manager

Open Minds

One of the very important purposes of the Southwest Harbor Public Library is to provide access to information. Access to facts, opinion, and all kinds of data is the keystone of a democratic society. Our ability to do this job is increasing exponentially with the installation of Minerva and the use of the ever-increasing technology of the Internet. It is also important to note that access to the enjoyment, relaxation, and nostalgia of reading is increasing as well.

As members of Minerva, a statewide circulation system, we provide virtually unlimited numbers of books and periodicals to our readers. Our very busy Internet terminals open avenues of information thought impossible only a few years ago.

Our staff, under the capable direction of Candy Emlen, works with our library users to make sure that access to these resources is straightforward and courteous. The staff's attention to the needs of each library user is a source of pride. We are indeed fortunate to have this caring, professional staff.

Open Hearts

We could not offer these services without the efforts of large numbers of volunteers. Those who shelve the books, process new materials, take part in workdays, and run our many programs deserve the gratitude that they receive from all of us. Their hearts are truly open and we all benefit from their dedication.

Another critical area that is fueled by volunteers is our important fundraising effort. Last summer we took our Endowment Campaign to the public. Our endowment has risen from \$500,000 to \$1,500,000. We have more to raise as we seek to insure the future of the library. We also held various fundraisers during the summer to provide funds for our operating expenses. Our Annual Appeal fell somewhat short of our expectations and we will be working very hard to increase our efforts in this area in 2007.

Open Doors

We welcome all who come through our doors. Last year someone came through the door of The Southwest Harbor Public Library 79,031 times. The library was well used and busy at a whole new level. We expanded services, created new programs and worked closely with our generous supporters to insure a healthy future.



REPORT of the DIRECTOR

The Staff of the Library

Candy Emlen
Director

Julie Russell
Assistant Director

Susan Plimpton
Children's Librarian

Carolyn Dyer
Administrative
and
Library Assistant

Sara White
Statistician
and
Library Assistant

Kate McMullin
Library Assistant

Lisa Murray
Library Assistant

Cathy Willey
Library Assistant

Mission Statement of the Library

The Southwest Harbor
Public Library
encourages the enjoyment
of reading
and
the pleasure
of life-long learning
by welcoming all
through its doors.

Besides circulating over 66,000 items and seeing over 79,000 library visits this year the Southwest Harbor Public Library was involved in a lot of other things. We feel three events were particularly significant to our history and health.

We applied for and received a grant to completely redo the young adult section. The collection, both nonfiction and fiction, has been moved so that it is now in one area and has been revitalized with fun, new, current titles. Cozy, comfortable seating has been added along with a counter type table that is just the right size and height for kids and laptops. The room is colorful and filled with young teens.

We lost our big, old Norway maple due to age and rot. In May a huge limb fell during the night. Fortunately no one was around therefore no one was hurt. We tried to save the tree, but after three different arborists looked it over, it was decided the tree should come down. As it turned out, there was more rot than not. Though the tree will be replaced we felt we lost a piece of our history.

In July we launched our Endowment Campaign. Historically the Library has always had a small endowment and has never aggressively tried to increase it. That has changed and we are now in the public phase of raising two million dollars to properly endow and protect the Library for future generations. Endowments are traditionally hard to fund raise for because they provide income rather than something tangible. But as expenses for running a free public library increase this campaign has become crucial and vital to the Library's health.

When we weren't checking out books to our patrons we were offering a variety of programs and events for people of all ages. Below is a list of some of the things we offered; all were free and available to anyone who wanted to participate.

Author visits, talks, and book signings	Artists' receptions
Game Nights for families	An evening with Laura Ingalls Wilder
Readings and Recitations for all ages	Music programs for children
Wednesday nights knitting group	Story telling for children
Friends of the Library tea parties	Meditation lecture with Savitri
Valentine making for children	Summer Reading Program
Avian flu lecture by Dr. Richard Landesman	Origami workshop
Family Sing-along nights	LandEscape art lecture
Poetry readings	Pumpkin carving festival
Women History Project: lectures, films, art show	Reading with Reader Dog
Quietside Health Fair	Writing with Reader Dog

Story times - including pajama and music, for toddlers to teens
Wild Swans: Three Daughters of China - lecture and book talk by Dr. Lucy Creevey
Art 21: Art in the Twenty First Century - art lecture series by Susan Dowling
TABOR, Taxpayer Bill of Rights - pro/con presentation



STATISTICS
for the
YEAR

Library Hours

Monday, Tuesday
Thursday, Friday
9 AM to 5 PM

Wednesday
9 AM to 8 PM

Saturday
9 AM to Noon

Post Office Box 157
338 Main Street
Southwest Harbor
Maine 04679-0157
Telephone - 207-244-7065

www.swharbor.lib.me.us

Calendar Years	2006	2005	2001
Total Circulation	66,557	68,677 *	60,762
Adult Books	28,309	27,479	27,015
Juvenile Books	21,491	25,189	21,062
Periodicals	6,050	6,591	5,602
Audio	4,177	4,381	3,503
Video/DVD	3,468	2,800	2,350
Puzzles	121	1,046	No record
ILL	2,712 ***	681 **	546
Other	229	510	684

* All libraries participating in Minerva are reporting higher circulation figures than usual due to a problem in the system

** ILL figures are lower due to the same problem

*** Materials from other libraries

Calendar Years	2006	2005	2001
Total Volumes	35,443	32,713	30,168
Adult Books	25,611	22,942	21,563
Juvenile Books	8,447	8,367	7,352
Periodicals/Newspapers	120	130	100
Audio	577	743	807
Video/DVD	599	468	306
Puzzles	89	63	40
Total Patrons	2,442	1,832 ***	3,612
Southwest Harbor	974	767	No record
Other MDI	1,062	824	No record
Off Island/Away	91	65	No record
Teachers	25	13	No record
Deposits	185	163	138
Other	105	No Record	No record

*** Patron figures are lower this year due to the transfer to a new system.

All patrons are required to fill out new forms.

(1,832 reflects how many patrons have signed-up/resigned-up since May 2005)



REPORT
of the
TREASURER

Vicky Vendrell

Financial Highlights - Library Program Operations

Years Ended:	December 31, 2006	December 31, 2005
Income		
Town Appropriation	\$45,000	\$45,000
Contributions	\$91,810	\$108,530
Fund Raising Events (net of expenses)	\$31,870	\$46,523
Revenue from Operations	\$21,634	\$15,027
Draw from Endowment	\$45,390	\$37,500
Total Income	\$235,704	\$252,580
Expenses		
Employee Compensation & Benefits	\$155,418	\$157,656
Library Materials & Programs	\$36,077	\$38,139
Utilities	\$14,387	\$12,900
Equipment, Buildings & Grounds	\$22,021	\$26,694
Administrative & Fund Raising Expenses	\$11,377	\$14,848
Total Expenses	\$239,280	\$250,237
Net Income (Loss)	\$(3,576)	\$2,343

The Southwest Harbor Public Library is a 501©(3)charitable non-profit organization. Many public libraries are part of local government and are almost totally supported by local taxes. The Town of Southwest Harbor provided 19% of the library's revenues in 2006; the rest of the library's financial needs were met through its annual appeal, special fund raising events, endowment and operations.

In 2006, the Library operated with a deficit of \$3,576. The Library maintained tight control of expenses as witnessed by a reduction in expenses in 2006 when compared to 2005 by more than \$10,000. However, funds raised through the annual appeal and special events contributed \$30,000 less in 2006 than in 2005. Additionally, the Library went public with its endowment campaign as described below. The support received from the community for the campaign may have lessened the amount received for its annual appeal.

The Endowment Fund ensures the long-term viability of the Library. The Library's investment policy allows for an annual draw of up to 5% from the endowment each year to support the annual budget. In 2006, the Library transferred 4.1%, down from 4.3% in 2005. The market value of the Endowment Fund as of December 31, 2005 and 2006 was \$1,251,107 and \$1,568,093 respectively. Pledges and planned gifts are not included in the market values.

The Endowment campaign went public in the summer of 2006 and with strong support from the community, the Endowment Fund grew by more than \$200,000 through donations. That support together with a strong market contributed to a 25% growth in the Endowment Fund for 2006 when compared to year-end 2005.



FUNDRAISING
and
ENDOWMENT

REPORT
of the
CHAIR

Peter Obbard

THE
LIBRARY
THEME
for
2006

Every One Counts!

FUNDRAISING

Each year, the Library raises \$30-40,000 of the Budget through fundraising events. The success of these events depends on the leadership and participation of Board and Staff members, and on the work of many volunteers. We earn money through annual book sales, art auctions, the Garden Tour, and the Silent Auction. We constantly look for new fundraising ideas which will both raise money and encourage community involvement in the Library.

In recent years, we have expanded the traditional August Book Sale with the addition of the Paperback Book Sale on the Saturday of Southwest Harbor Days. We have added the Holiday Book Sale in early December, and we have built a bookshelf by the circulation desk for continuing sales of hardback books.

At the end of July 2006, we had the first Off the Walls Art Auction in the Library. At the end of August, we raffled a week's stay in a vacation cottage in Ireland. Both events were very successful. In 2007, we will have the first ever Library walkathon in Southwest Harbor.

ENDOWMENT

In late 2001, we launched a five-year campaign to build the Library's historically inadequate endowment. Our goal was \$2 million in additional endowment. In 2006, we conducted the public phase of the campaign, with a mailing to the community, donor receptions, and the unveiling of our donor wall. To date, we have raised \$1.6 million in gifts and pledges, and we have built the permanent endowment from \$500,000 to \$1.5 million.

We are continuing the work of building the endowment, with emphasis on individual solicitations, and on encouraging friends of the Library to name the Library in their wills. We will continue to increase community awareness of the Library's need to build endowment. For financial security, and for improving service to the community, growing the endowment is a vital, continuing task.

We ask the help of all friends of the Library.



REPORT
of the
PRESIDENT
of the
FRIENDS

The Friends
of the
Library Board

Victoria MacDonald
President

David MacDonald
Vice President

Pat Sweeney
Secretary

Carolyn Dyer
Treasurer

The Friends of the Library is a volunteer, non-profit organization whose purpose is to assist the trustees and staff in a variety of ways. The Friends of the Library encourage patronage of the Library through programs that are open to the public. Fund raising events provide the means to make financial contributions to cover the cost of items not covered by the budget. Everyone is welcomed and encouraged to join the group.

After the last of the very successful Friends Thursday Teas in April, it was announced that Friends President Leza Colquhoun and Vice-President Marge Matlock were stepping down after six years of exemplary leadership. These hard working officers have remained active and enthusiastic members of the group. Victoria MacDonald agreed to take over the presidency.

The group raised nearly \$4000, which they use to help the library by providing much needed items which cannot be included in our strict budget.

The Friends of the Library:

Held a Plant Sale in May with plants provided by Elise Felton and Islandspring -
Raffled a beautiful quilt and sold potholders and baby quilts made by Pat Sweeney -
Sold tote bags - just right for carrying books back and forth from the library.

This year the Friends:

Gave money to redesign and refurbish the Young Adult Room -
Sponsored several programs -
Purchased books, books-on-tape and an encyclopedia -
Provided blinds for the Holmes Room -
Bought a scanner for the circulation desk.

In addition the group co-sponsored "All Shook Up", a benefit for Michael Shook and Susan Plimpton.

We are happy that the group is an important part of the library community.