

Annual Report for FY 2002-03

Lois Wagner Memorial Library



35200 Division, Richmond 48062 – 1380

Phone: (586) 727 – 2665

Fax: (586) 727 – 3774

Web Address: www.libcoop.net/richmond

Class III Library: (Serving 7,000 – 11,999)
Member of the Suburban Library Cooperative
MichiCard Member
Total square footage: 7,300
Number of public computers: 10
Number of staff computers: 5

Total service population:	9,924
City of Richmond	4,896
Casco Township	1,582
Columbus Township	2,307
Richmond Township	1,139

Lois Wagner Memorial Library Board of Trustees

The Library Board of Trustees is a five-member advisory board appointed by the Richmond City Council to review and recommend long-term goals, policies, and procedures in order to provide quality library services for all residents. The Board represents and promotes the library to the community.

Patti Papuga - Chairperson
Dr. Vincent Strockis - Vice Chairperson
Kathy Miles - Corresponding Secretary
Mary Lou Burg - Recording Secretary
Lohra Nye – Trustee

Library Staff

Janis Reghi - Library Director
Colleen Kelley - Library Technician
Debra Fejedelem - Children's Programmer
James L. Powell, Jr. - Systems Manager
Christy Schroeder - Library Circulation Clerk
Kristy Kuchenmeister - Library Page
Kristina Mueller - Library Page

This past year was very productive at the library. Many of our goals were successfully accomplished because of the dedication of the staff. The overall objective of the Lois Wagner Memorial Library is to offer the finest resources to our community. One method of achieving this goal is by improving the quality and quantity of all materials. A second area of equal importance is by promoting and enhancing the utilization of computers as a means of education and research. A third goal is by promoting the library as an important educational and cultural environment for the City of Richmond and the surrounding townships.

The quality of our resources continues to improve. The process of weeding and evaluating the collection is an on going process. Materials that have not circulated during a five-year period are replaced with updated items. One area that was targeted for evaluation was the western collection. This collection was upgraded to include newer materials and the western genre was relocated to its own area – no longer shelved with fiction books.

Another goal was the continuation of offering the community the latest in computer technology for education and research. The library staff remains and continues to be proficient in operating the windows based automation system – SIRSI. As new upgrades are added, the staff masters the skills. Also, free tutorials are offered to the public. The individualized classes that are available include: Ancestry Plus, E-mail, iBistro (library catalog), genealogy, Internet usage, Microsoft Word and MiLE. Patrons are taught how to browse the library collections and request books either on line at the library or in the privacy of their homes. The increased proficiency of our library users is evident by the number of items that are placed on “hold” by the individuals themselves.

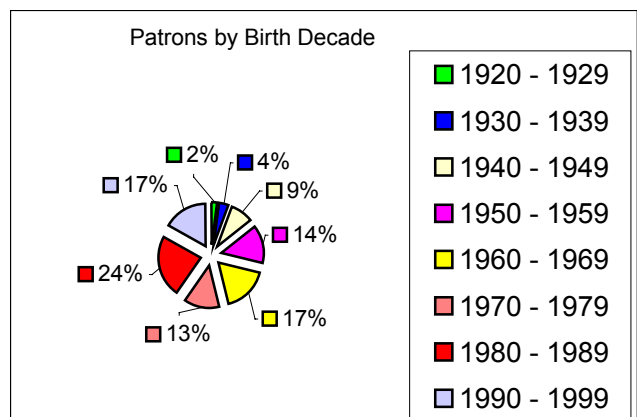
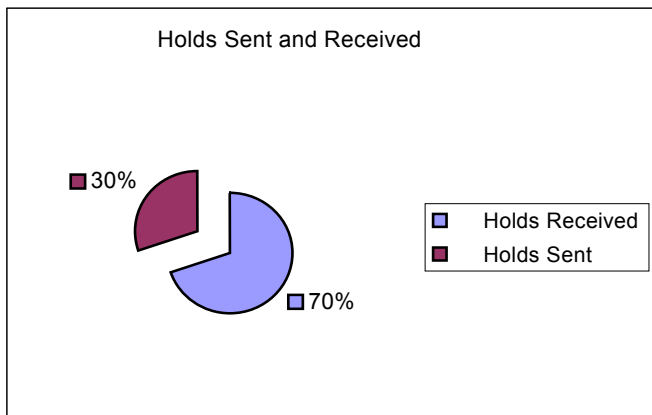
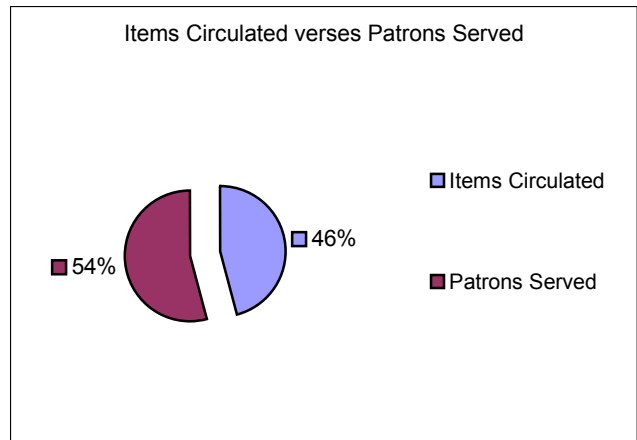
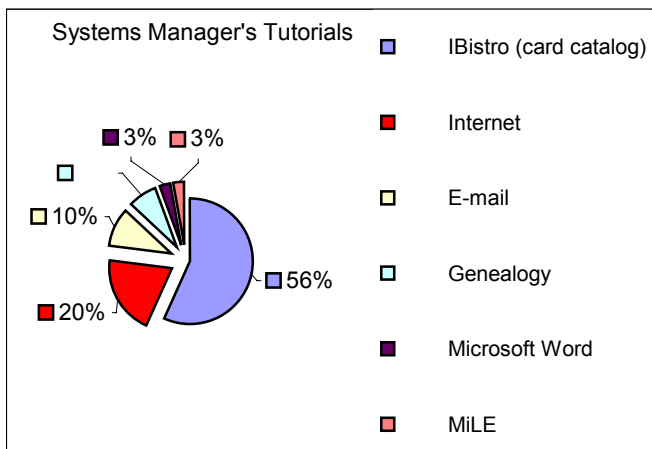
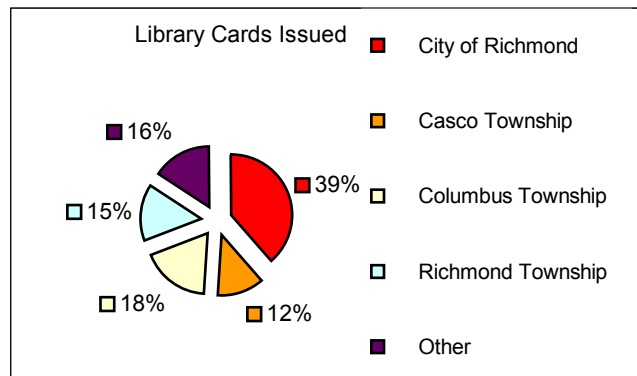
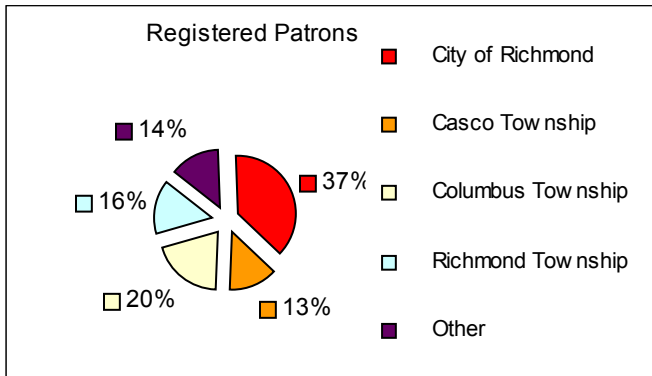
Our patronage continues to grow, not only because of the population growth and services offered, but also because many residents view the library as an important educational tool and cultural environment. Children's programs are well received because they reinforce and supplement the many skills learned at school. Likewise, visiting the library on a regular basis encourages a love for reading. Many programs and special events are instrumental in making this happen. Our community support for the library is evident by the generous donations of patrons, civic groups and organizations. Also, the library was awarded the Arbor Day Mini Grant from the State of Michigan, Department of Natural Resources. The grant was used to purchase forestry-related materials, which enhanced the existing book collection on that topic.

The Librarian has established a good rapport with the Richmond Public School's librarian – John Schleder. On two evenings during the week at the library, the Richmond High School's National Honor Society tutors without cost Richmond area students, resulting in yet another free educational resource. A new service that was requested by many in our community was the need for a “Fax” service, which was supported by the Lois Wagner Memorial Library Board of Trustees and approved by the Richmond City Council.

A new program that was and continues to be successful is recycling, a benefit to both our environment and our library. By recycling used and unwanted ink/laser cartridges, the library receives new ink cartridges. City Departments and our community have made this possible because of their generous donations.

Finally, the Lois Wagner Memorial Library Board of Trustees recommended that an additional policy be added to the Library's Policy Manual. The policy that was recommended by the Library Board and approved by the Richmond City Council was the USA Patriot Act Policy. The much-needed Policy Manual is evaluated each year, and remains a necessity for a smooth running department.

Annual Graphs - FY 2002/03



Total Statistics for FY 2002-03

Registered Patrons **5,457**

City of Richmond	2,033
Casco Township	700
Columbus Township	1,084
Richmond Township	852
Other	788
Explanation of other	
Armada	8
Chesterfield	1
Clinton Twp.	3
Lenox, New Haven	554
Macomb Twp.	9
Michicard	208
Mt. Clemens	1
New Baltimore	2
Ray Twp.	1
St. Clair Shores	1

Library Cards Issued **666**

City of Richmond	258
Casco Township	80
Columbus Township	121
Richmond Township	102
Other	105
Explanation of other	
Armada	1
Lenox, New Haven	53
Macomb Twp.	7
Michicard	42
Mount Clemens	1
Ray Twp.	1

Children's Programs

Children	1,238
Adults	601

Systems Manager

Tutorials	285
IBistro (card catalog)	164
Internet	59
E-mail	29
Genealogy	22
Microsoft Word	8
MiLE	8
Internet Usage	4,445

Processing

Circulation Items	3,658
Correspondence	119
Supply Requests	43
Mending	160
Deposit Slips	49

Annual Circulation

Adult Fiction	4,030
Adult Non-Fiction	6,218
Adult Renewals	4,960
Young Adult Fiction	869
Young Adult Non-Fiction	113
Juvenile Fiction	3,355
Juvenile Non-Fiction	3,827
Juvenile Easy Books	6,502
Juvenile Renewals	3,963
Tradable Paperbacks	8,311
Magazines	7,446
Videocassettes	8,553
DVDs	780
Genealogy CD-ROMs	176
Adult Books on Tape	1,484
Juvenile Books on Tape	286
Music CDs	2,480
Incoming Phone Calls	6,264
Reference Questions	1,842
Items Catalogued	3,658

Meeting Room Usage **2,296**

(Some groups meet several times a month)

Classes, Workshops, and Meetings **104**

Other

Proctoring	3
Volunteers	111

Special Library Programs

Children	261
Adults	123

Library Photos FY 2002/03



**“Why I Love the Library Contest”
Winner: Karrah Wallace**



**“Why I Love the Library Contest”
Winner: Katie Contreras**



Arbor Day Mini Grant



Tootsee the Clown



Participants in Summer Reading



Friends Annual Book Sale