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## TRUSTEE EMERITUS

Ralph Stanley

## Report from the Chair

### **What a great year 2013 was for our Library!**

First and foremost, our excellence among national public libraries was recognized for the third consecutive year by a five-star rating from the *Library Journal*. This is a rare accomplishment, and our hard working staff and volunteers deserve enormous credit.

### **Other noteworthy developments during 2013:**

- Healthy financial results, with growth in both our annual appeal and our endowment. The hard work of Development chair Pepper Cwik and treasurer Mike Hays and their committees really paid off! The significant growth in our endowment speaks well for the future of our Library.
- A lively party in June to celebrate an exhibit of Ballard photographs scanned and digitalized by a volunteer team led by Charlotte Morrill and Meredith Hutchins. These beautiful historic photos, along with thousands of others, are now available for sale to the public to benefit the Library.
- A charming kiosk, designed and built by Duane and Ruth Braun, to sit on our front lawn drawing passers-by to peruse many of the donated books we have for sale. Book sales chairman Nancy Weingarten managed this successful new venture.
- A summer cocktail party honoring our first Trustee Emeritus, Ralph Stanley, who has meant so much to our Library, generation after generation.



**Candy Emlen, Director**  
**Patsy Fogarty, Chair**  
**Susan Plimpton, Children's Librarian**

- The expansion of our Summer Story Camp model to other locations and communities. And a new supporting committee, Literacy Partners, composed of the schools and various local organizations that offer services to these children and their families, was convened to ensure effective coordination on their behalf.

As I step down and turn the chairmanship over to vice chairman, Charles Stanhope, I want to thank the trustees and staff who have supported me so unselfishly. I am more convinced than ever that we have a unique community treasure in our little Library, held in so much good will by our patrons and donors. Many volunteers over the years have contributed their time and talent to this achievement, and the Town has generously supported us, but I believe that the warmth and friendly professionalism of our staff, led by Candy Emlen and Kate McMullin, is our biggest asset now and going forward.

Patsy Fogarty  
Chair, Southwest Harbor Public Library



## LIBRARY STAFF

Candy Emlen  
*Director*

Kate Pickup-McMullin  
*Assistant Director*

Susan Plimpton  
*Children's Librarian*

Mary Anne Mead  
*Circulation Manager*

Carolyn Dyer  
*Administrative & Library Assistant*

Lisa Murray  
*Library Assistant*

Vesta Kowalski  
*Library Assistant*

Amanda Crafts  
*Library Assistant*

Cathy Willey  
*Substitute Library Assistant*

Allen Stephenson  
*Library Assistant*

## OUR MISSION

To be the place where people of all ages and backgrounds come to improve literacy, explore new ideas and pursue lifelong learning interests.



**2013 New Trustees**  
Bob Shields  
Jim Vekasi  
Maria Donahue

## Report from the Director



**Candy Emlen, Director**  
**Mary Anne Mead, Circulation Manager**  
**Kate McMullin, Asst. Director**

Southwest Harbor Public Library has once again been recognized as one of America's star libraries. For the third year in a row, *Library Journal* awarded us its highest honor, the "5-Star Library" designation. Only about 1% of the nation's public libraries receive this 5-Star recognition. A number of criteria go into the selection process, including circulation of materials, visits to the Library, program attendance and use of the public internet facilities. In existence for more than a century, *Library Journal* is the leading publication focusing on libraries and reports on technology, management, policy and other professional concerns to the library community.

Our circulation continues to grow. One area whose use and popularity has increased dramatically over the year is our "invisible" collection: downloadable audiobooks, ebooks, music (which you don't borrow – you keep!), and access to thousands of online journals, periodicals and articles. Your library card allows you to borrow and use much more than the traditional book.

A lot of what the Library offered this past year didn't require a library card. Our adult program offerings were exceptionally varied and extremely well attended. We hosted author visits, classes of all kinds, films, concerts, lectures on a wide variety of topics, tax help, health insurance help, computer help, and technology help, which included a "petting zoo" that allowed patrons to play with an assortment of computer tablets. Children's programs included author visits, story tellers, musicians, puppets, crafts, pot luck dinners, a very active summer reading program and, unique to this area, a literacy camp. In all, we held 356 programs in 2013; that works out to be about 30 programs per month.

The library services we continue to provide to Pemetec Elementary School have allowed us to foster a solid relationship with both the teachers and the students. It is wonderful to see the same children in the Library after school that our Children's Librarian had helped during the day at school.

Our outreach also extends to:

- Mount Desert Island High School; we are working with teachers and students both in the Library and at the High School.
- Acadia Senior College and Camden Conference; we are active community partners with both of these organizations.
- State Representatives and our State Librarian; we hosted a "library day" with many government and State Library officials.

All of this activity has contributed to our 5-Star designation. We thank our staff, trustees, volunteers, and most important, you, our patrons. I have always said this is a community of readers and Library supporters – and it's true!

Candy Emlen, Director

## Report from the Treasurer

2013 was an excellent year for the finances of the Southwest Harbor Public Library. Our patrons and friends were very generous in donating \$10,000 more than we had budgeted for the year, allowing the Library to end the year in the black for over \$16,000. A strong year for investments resulted in the Library's Endowment Fund growing by over \$400,000. We currently have over \$2,750,000 in that critical fund.

During the year, the Finance Committee and the Endowment Committee focused on evaluating the options that we have for responsible management of the Endowment Fund while reducing the costs associated with that management. Changes in how we manage the Endowment will be implemented and should save the Library in excess of \$8,000 annually.

Also during 2013, the Finance Committee had a special focus on ensuring that the Library's Building Replacement fund is properly funded. While we were not able to establish a "fixed" method of funding this area, we were able to develop a policy, accepted by the Board of Trustees, that we believe will continue to grow the Building Replacement Fund to an acceptable level.

I would personally like to thank our wonderful patrons and also the Finance Committee and Endowment Committee for their tireless efforts to ensure the financial strength of the Library now and in the future.

Year-end Numbers for the Library are as follows:

- The Year End Balance Sheet is at \$3,815,878 versus \$3,396,390 at the same period last year.
- The Operating Statement shows a total income of \$347,115 and expenses of \$330,785 resulting in a "profit" of \$16,329.
- The annual appeal for this year was extremely strong, with our patron contributing \$126,361.

Mike Hays, Treasurer

## Report from the Endowment Committee

At the end of 2013, the endowment stands at just over \$2,765,000. This represents a growth of \$420,000 during the year, or 18%. The growth came almost entirely from market gains in the Vanguard Wellington Fund, and is after the 4% annual draw for Library operations. The balance of growth came from memorial gifts. There were no major new gifts to the endowment during 2013.

A highlight of the year was the Sunset Sail to Placentia Island in late August. Peter Blanchard shared stories from his book about the Kellems, who lived alone on the Island for many years. This event, which especially honors our Top Shelf members has become very popular. This year, eighteen of the twenty-six names of the Top Shelf list, accepted. Top Shelf is the group of donors who have let us know that they have put the Library in their estate plan. The Committee has preliminary plans for the 2014 cruise.

Also for 2014, the Committee plans to work with potential major donors, to increase their interest in and knowledge of the Library. To that end, we have invited Kendra McCrate of the Seacoast Mission to help us with this work.

The endowment has become an increasingly important part of the Library's finances. For 2014, the draw will contribute about \$90,000 to the budget, and is approaching the Annual Appeal in size. The members of the Endowment Committee are dedicated to the continuing growth of the endowment. We look forward to 2014 with optimism.

The Endowment Committee  
Mike Hays, Pete Obbard, Patsy Fogarty, Geoff Young



**2013 Maine Choice Book Award**



# Report from the Development Committee

Happily, the appeals funding the Library's operating fund ended \$13,600 in the black, helping to keep this award-winning community center financially strong for another year. In 2013, our appeal goal for donations to the operating fund was \$110,000, 34% of the overall budget. Six hundred and seventeen donors like you responded to our appeals for support in 2013, giving a total \$123,610. Thank you!

This year the Library was able to replace our aging fundraising software with help of a \$4,000 grant from the Maine Charity Foundation Fund at the Maine Community Foundation. Upgrading this software was essential to interface with newer computers. Other fundraising efforts in 2013 included: Sales of Quieside Discount Cards, A Spring Progressive Dinner, the Spring Plant Sale, a Book Kiosk, the Let's Book Walkathon, A Celebration of Art Auction, and the Paperback, Giant and Holiday Book Sales. These efforts account for \$43,000 or 13% of the overall budget.

Plans for 2014 include a Spring Dinner to be held in April, Mother's Day and Plant Sales, both to be held on Saturday mornings in May, a Book Kiosk on the front lawn, various Book sales throughout the year, and the Art Auction again in August.

Please plan to purchase a 2014 Quieside Discount Card for discounts at local merchants. Proceeds all benefit the Library and the card is good all year long.

We'd love to see you participate in this year's Let's Book Walk: "Healthy Bodies, Healthy Minds". You will be able to sign up on line to participate personally or with a team, or to sponsor someone else. Details to follow!

Pepper Cwik, Development Chair



2013 Paperback Sale



2013 Walkathon — Obbard Family Team

# Report from the Nominating & Governance Committee

The Nominating and Governance Committee membership included: Patsy Fogarty and Charles Stanhope, co-chairmen, board members, Nancy Homer, Maria Donahue, Michael Hays, and director Candy Emlen, ex-officio.

The committee reviewed and revised three SWHPL policies: Collection Development, Internet Use, and Use of Library Space. Board members Cass Wright and Ellen Gilmore also contributed to the review of the Collection Development policy statement. The committee forwarded the new policy statements to the SWHPL Board for approval, which will occur at the Board's April 15, 2014, meeting.

Sitting as the Nominating Committee, the group identified and evaluated a list of potential candidates for Board membership. The

committee was impressed that there was a strong group of Library supporters and volunteers to consider for Board appointment. The committee forwarded their nominations to the Board for approval at the January 2014 Board meeting. The committee also forwarded a slate of Board officers to the Board for approval at the same meeting and a nominee to become our second Trustee Emeritus: Patricia Sweeney.

In 2014, the Nominating and Governance Committee will lead a new board orientation and training, as well as continuing to work with the Library Director to review other existing policy statements and/or develop new policy statements as the need for them arises.

Charles Stanhope, Vice Chair



Coastal Computers — Owner George Grohs donated \$2,350 to match the technology budget.



2013 Tech Petting Zoo

# Volunteer Friends

Winter or summer, inside the building or out, the Library's more than 150 volunteers are a necessary and integral part of the Library's operations. Circulation Manager Mary Anne Mead keeps a logbook of those who support the Library "in-house," and in 2013 these invaluable people logged more than 4,000 hours. Using guidelines from the Independent Sector's Value of Volunteer Time, these hours can be valued at \$68,120, not an insignificant amount. Among other jobs, in 2013 many of the in-house volunteers shelved more than 56,000 books; stacked on top of each other, they would be nearly as high as Mount Katahdin. Imagine that!

Volunteers also ensure that patrons' choices are not limited to material the Library itself owns. Nearly 5,000 books, CDs, and other material were borrowed from other libraries and processed by a dedicated corps of faithful volunteers. This inter-library loan group was honored at the pre-book sale party in August.

# Friends of the Library

The Friends of the Library decided, with the concurrence of the Trustees, that the time had come to dissolve this group.

The factors leading to this decision were the ability of the development volunteers to pick up our former fund raising events and a falling membership of five. The "Tea" remained its lone activity, and its only funding came from the summer quilt raffle.

The role of the FOL was to fund requests from the staff that were not funded in the Library Budget. Without being able to raise good sums of money, the goal was impossible to meet.

Therefore, the FOL has spent its remaining funds on the year-long office make-over in 2013 and is currently filling staff requests with its remaining balance of \$1,444. This will cover a bathroom exhaust fan for the office bathroom, a kitchen cart for the coffee project, a sum for the skylight curtain in the Holmes Room, purchase of two teapots and probably something toward floor cushions in the Children's Room.

The "Tea" will continue under the leadership of Leza Colquhoun, and costs of the teas and special needs of staff will be met through the financing from the Library budget.

I do regret the "passing" of the Friends of the Library and I will miss working with the staff.

Patricia R. Sweeney, For Friends of the Library

Charlotte Morrill, Meredith Hutchins, and their team of scanners and researchers work approximately 80 hours per week on the unique Southwest Harbor Public Library Collection of Photographs, and produced the outstanding exhibit of Ballard photographs last summer.

Not all Library volunteers are counted in Mary Anne's logbook. Many of the Library's fund-raising events would not be possible without their help. They organize and staff book, plant, and Mother's Day sales; provide music for special events; read to children; mend and cover books, enter data into computers; and help maintain the building and gardens, among other things.

Hats off and thanks to our wonderful volunteers!

Ann Benson for Volunteer Friends



# Report from the Buildings & Grounds Committee

This past year has been a busy one due to the approach of the fifteen-year mark for the two-floor addition and overall building renovation. That is when a cycle of major repair and replacement of building systems becomes significant. Also, there are some lingering problems with the building's construction that need to be addressed.

During the winter and spring the major project was the replacement of the first floor carpet in the circulation desk, young adult, and stacks areas. That necessitated removal of books, shelving, and fixed furniture since, in the new part of the building, those items were originally placed on top of the carpeting. Over four weekends a number of volunteers helped with the moving of materials. New laminate flooring was placed under the shelving so that, in the future, the carpeting can be replaced without having to move more than a few items. The carpeting will need to be replaced on about a ten-year cycle.

Also, in the spring, a book kiosk was constructed in front of the Library to help increase used book sales. The children's garden grass area next to the workroom wing was in poor condition due to heavy use, so it was covered by landscaping fabric and wood chips.

During the summer, a window air conditioner was installed in the work room to improve working conditions for the staff on hot summer days. A local painter washed and applied bleaching oil to the exterior shingles and painted the second floor trim of the two-floor part of the building. Volunteers completed painting the first floor trim of all but the north and east sides of the workroom.

During the fall and winter the workroom basement was better organized, some shelving built, and the sump pit covered. A once in five-year inspection of the sprinkler system piping was done, and the Library passed with "flying colors". If it had not, an expensive flushing of the system would have been required.

In the coming year, carpeting will be replaced in the Holmes room and part of the workroom. Significant cold air leakage between the new and older parts of the building will be addressed along with other air circulation problems. The remainder of the exterior shingles that need treatment will be done in the summer.

Estimates will be done for replacing the current lighting with more efficient and lower maintenance cost LED lighting and for converting from oil heat to propane heat. Estimates will also be sought for converting the second floor Clark room, director's office, and reading room into a larger meeting room to replace use of the Holmes room for meetings.

Duane Braun, Building and Grounds Committee Chair

## Children's Service

I'm delighted with the progress we have made this year. It seems we are getting closer to the heart of the matter; how best to serve children and families in our community. Our diverse collection of books and services are an ever-changing reflection of what our patrons ask for; but in the case of young children, who cannot speak for themselves, we must read other signs. Sparked by the success of our summer literacy program, we asked: what are the core issues that prevent families from using our Library and other summer literacy services? Our summer reading and literacy programs may be full, but are they accessible to everyone? What do families really need from us? How can we improve readiness for school and success throughout a child's education? How can we change the very limiting view that a library is simply a place to get a book?

We were awarded a grant from the Hancock County Fund of the Maine Community Foundation and created a group of community organizations called "Literacy Partners." The grant has funded a literacy coordinator to research collaborative possibilities within the community. We meet with Literacy Partners several times a year to discuss and implement ideas. So far, we know that transportation and summer child care issues are factors that limit access to our literacy program and to the summer school programs at both Pemetec and Tremont Schools. To fix this we are beginning to collaborate more closely with Harbor House, Camp Beech Cliff, Bass Harbor Memorial Library, both schools, and other summer programs. These organizations are all Literacy Partners. In our



Connie Friend & Reader Dog

small community I believe it is possible to protect children and families from "slipping through the cracks". After all, libraries offer literacy programs for children and families five years before a child goes to school. Ideally, we get them first!

Currently we offer five weekly programs for children ages 0-14. We are moving our Baby Story Time from a volunteer program to a solid paid position, acknowledging its critical role in service to young families. We continue to collaborate with Pemetec School and bring classes over whenever possible. A grant from the Rose and Samuel Rudman Trust provided a series of four sessions with Portland artist Henry Wolyniec, who taught the art form of the graphic novel to Pemetec and home schooled students. Our holiday programs were exciting and well attended.

Cafe Book is new this year. On Wednesday afternoons I go to the Underground program at Harbor House and walk children back over to the Library. Crossing the street is a limiting factor in after school use of the Library. Children enjoy hot chocolate, snacks and quiet time for reading and homework. We can make a difference and we do make a difference. Are we there yet? No... not until every family has a library card and every Southwest Harbor/Tremont child graduates from MDI High School as a literate, contributing member of the community, with job skills or plans for further education.

Susan Plimpton, Children's Librarian



Judy Pancoast — Summer Story Camp evening concert



Friday Celebration — Summer Story Camp end-of-week presentation with parents



Computer Craft — Kids computer mobile workshop with Allen Stephenson of the Harbor House.



Ann Sparling, Summer Story Camp weekly performer



# 2014 CALENDAR OF EVENTS

that benefit the Southwest Harbor Public Library

**Saturday, May 17, 2014**, 8-noon. Buy all your spring flowers at the **ANNUAL PLANT SALE** on the Library Front Lawn, Main Street, Southwest Harbor.

**Saturday & Sunday, July 12 & 13, 2014**, all day. **PAPERBACK BOOK SALE** of thousands of used paperbacks for your vacationing pleasure on the Library Front Lawn, Main Street, Southwest Harbor.

**Sunday, July 27, 2014**, 5:30-7 pm, **A CELEBRATION OF ART** Artist Reception and kick off to the month-long silent auction of community art to benefit the Southwest Harbor Public Library. Enjoy the art of our talented community artists during August and plan to bid often or better yet, BUY IT NOW!

**July 27 – August 27, 2014, A CELEBRATION OF ART** month-long silent auction of community art to benefit the Southwest Harbor Public Library. Enjoy the art of our talented community artists during August and plan to bid often or better yet, BUY IT NOW.

**Saturday & Sunday, August 2 & 3, 2014**, 9 am-6 pm, **GIANT USED BOOK SALE** at the American Legion Hall behind Library in Southwest Harbor. Fantastic bargains on THOUSANDS of hard copy books divided by category for your reading pleasure.

**Sunday, August 10, 2014**, 9 am, **LET'S BOOK WALK-THON**, plan to join in the fun for this years group walk in Southwest Harbor and get your friends to sponsor you and support the Library for this pleasant and scenic 5-mile walk. Healthy Bodies, Healthy Minds. This year you will have a chance to learn more about the Battle of Norwood Cove that took place here 200 years ago on August 9, 1814 during the time of the British blockade.

**For More Information, Contact the  
Southwest Harbor Public Library  
207-244-7065 • [www.swharbor.lib.me.us](http://www.swharbor.lib.me.us)**



Children reading at the Book Sale



Cherie Mason, author of *Wild Fox*



Making origami decorations



Bob Quinn, year-round Eagle Islander



Craft time at Summer Story Camp



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LIBRARY HOURS:  
MON, TUES, THURS & FRI: 9:00am - 5:00pm  
WED: 9:00am - 8:00pm  
SAT: 9:00am - 1:00pm

*Open Doors . . . Open Minds*