



Black Earth Public Library

2019 Annual Report

So as to better describe the annual statistics reported to the WI Department of Public Instruction, this narrative is being submitted to the Black Earth Public Library Board, its staff, the Village of Black Earth administration and the general public via our web site (www.blackearthpubliclibrary.org). Viewing only the annual report as submitted to DPI doesn't effectively tell our story. Our raw data is here, in the context of that story.

2019 was a year of recovery from the 2018 flood for most people in the area and the library was a welcomed respite for many. Throughout 2019, the library saw some exciting new developments though no-one knew by year's end we would be facing an unprecedented challenge in the New Year.

New and Noteworthy

The biggest news of the year was hiring a **part-time library assistant** into a new position. Miles Varichak stepped into this job in late February. Adding this position has taken many burdens off of the library director in terms of assistance with materials processing, clerical and administrative tasks, as well as some of her customer service duties. He is also training to relieve her of some of her web maintenance duties. Michelle Zander was also able to step into a new role as Circulation Manager, which reassigned to her the responsibilities of time-consuming circulation reports such as handling damaged, lost and replacement of missing materials both from our collection and borrowed materials from other libraries. These new roles have resulted in updated position descriptions. With this increased productivity, we also continue to push the limits of what we can accomplish in a very limited amount of space.

With the freeing of the library director's time, the mission and vision statement which the library board developed and approved in 2018 was finally put into context within the development of a **Strategic Plan** in 2019. Through working with the South Central Library System consultants to administer a **survey and conduct three community conversations**, the voice of the community has been heard and a direction envisioned. The library board wants to use this document and momentum to work within the Village's Comprehensive Plan to enhance the role of the library as a key community asset and heart of activity.

Through this process, one of the voices we heard from in the summer of 2019 was from teens, through a focus group dedicated solely to teen participants. It is abundantly clear that tweens, teens and young adults have limited opportunities for study, recreation, entertainment and gathering within the village. The library has been expanding programs for teens over several years, but we have always been limited by staff time and most importantly by our cramped space. However, to nod in their direction, in December 2019, we were able to designate a small **seating area for teens**, with upholstered chairs with laptop tables as well as a dry-erase tabletop surface.

In June of 2019, we went “**Fine Free.**” Although lost items are still assessed a replacement fee, overdue fines are no longer charged. A national movement with support from the American Libraries Association encourages this practice for public libraries as a way to make library services more equitable. Most often it is the people with limited income, with disabilities or are elderly that find it most difficult to return materials by their due date. When we went Fine Free, we noticed families that struggled to keep one library card clear of fines to use for the whole family return to using the library more frequently. We don’t have enough data at this time, but it may prove that circulation of physical items increases as a result of elimination of fines. (Digital items also are increasing in circulation, but they cannot ever be overdue, as they automatically turn themselves in on their due date.)

Also in June, the **elimination of the lunch hour closure** (M-Th from 1-2pm) was possible due to having more staff hours. We originally decided to try this during the Summer Reading Program to make more time available to kids out of school, but decided to continue it permanently.

Another June highlight was the **security walk-through** with Dane County Sheriff’s Office’s Josalyn Longley and her colleagues. A report of this visit was developed and is included in the Appendix for future reference. The need for an exterior emergency door was identified and continues to be a priority. A Staff Security Perception Survey was also conducted, which is not included here. However, 100% of the five staff members surveyed responded that the library’s physical security protections either needed improvement or were non-existent.

In October, the **Play Literacy** program in which the library has collaborated with the Black Earth Elementary School for nearly 10 years now, saw 4K children coming to the library for visits instead of the library going to their classrooms at the school. We also conducted a library card drive in which every child in these three classes registered for a library card if they did not already have one.

Oldies but Goodies

Vanguard Vision

The public library was represented on the Vanguard Vision Strategic Planning team in 2018 and again in the one-year follow up in April 2019. A survey recently went out to Wisconsin Heights School District residents. The one-site campus, which would result in the future closure of Black Earth Elementary School continues to an option pursued and one that would have great implications for the BEPL and the village as a whole.

Quilts of Valor

In its third year, the library continued to work with community members of Black Earth and Mazomanie to present three quilts to local veterans at the Veterans’ Day assembly at WH High School in November.

Library Employee Benefits/Manual

The library board passed a resolution in summer 2019 to increase full-time staff benefits for sick time/retirement. They continue to work out ongoing issues to resolve these issues as well as to adopt an employee manual.

Child Development Fair

Kirsten continues to find great value in attending the Child Development Fair at the elementary school to meet with families and children in the WH school district. She attended for her 3rd time in February.

Black Earth Historical Society

In 2019, a new website and new webmaster for the Black Earth Historical Society eliminated the need for the library director to continue this responsibility. However, the important archivist role and liaison work continues without much progress due to lack of time to dedicate to it.

Library Staff Programs & Accomplishments

Kirsten continues to produce well-attended and well-loved children's programs such as preschool & toddler storytimes, Play Literacy, Messy Mondays as well as an always action packed Summer Library Program. She also continues to assist Mazomanie Free Library with her sharing of program planning to support their needs. She will have her 10 year anniversary with us in 2020. The level of programming we have seen with her is nearly unheard of in a library of this size. We are truly blessed!

With the addition of Miles, Kirsten was able to receive some assistance from him to go to school visits in May 2019 to every classroom in BE Elementary and Mazomanie Elementary to promote Summer Library Program activities. He also presented a taekwondo demonstration at Field Days as the Summer Library Program closing event.

The altruistic summer reading program incentives continued for its third year. This resulted in Heights Unlimited Community Service Center receiving \$170, NWDSS \$104 and DCHS \$182.

Michelle continues to work on Coffee with a Cop Sample Days. Donna continues her well-received "Book Nook" column in the Star News.

March 2019 saw the 3rd and final Aldo Leopold Bench Building Workshop.

We continue to rely on our student help almost every day and are blessed with amazing young people to get all of our work done.

Beyond the Page

Annually, we typically receive funds through our grant applications to Beyond the Page. In 2019, we saw one of the largest ever. \$13,000 was awarded and managed by BEPL for an 8-library series of programs on mental illness called, "What We Are Going Through," with dozens of presentations and performances

all over Dane County in 2019. We also received funds from BTP to host author, Bill Stokes, and to begin a history project with high school humanities teacher, Kathy Haig.

Friends of the Library

The Friends of the BEPL continue to be strong supporters of the library operations. They hosted an art auction fundraiser in November and December for the 2nd year. They raised over \$600 from this event.

In 2019 the Friends of the Library purchased our movie license and contributed to the purchase of new chairs for the new teen space.

The Friends continue to host the annual book & bake sale, pie auction during Concerts in the Park, Trivia Night and Mark Moran, antique appraiser (final program Jan 2020) (with the Friends of the Mazomanie Free Library). They also make an annual contribution to the library's summer reading program and purchase our movie screening license each year. There are also many members that are active book discussion group participants. Volunteers also maintain the continuous book sale in the library.

The board of officers of the Friends of the Library are: Pat Mommaerts (President), Gary Olsen (Vice President), Lisa Lutz (Treasurer), Mary Miron (Secretary). Annual board elections are in May.

New in 2019, the Friends of Black Earth Library with the Mazomanie Friends of the Library pooled resources to create a \$1,000 scholarship through Wisconsin Heights Education Foundation for a graduating Wisconsin Heights student who has worked at one of the libraries and/or has promoted literacy through curricular or volunteer activities. The 1st award is to be made in May 2020.

Library Facilities and Technology

Laptop

In 2019, we purchased a laptop to extend the ability of staff to work outside of the library in a space more conducive to concentration. Moving forward, we have found this to be an excellent option and will propose to purchase another in 2020.

In October, we upgraded our WiFi service to the enterprise-class cloud-based Cisco Meraki access point.

Bibliovation

In December, we were able to finally migrate all 55 public libraries in the South Central Library System to a new integrated library system (ILS) called Bibliovation. This was the fruition of several years of demos and evaluation of several vendors of integrated library systems, testing, and migration of over 3 million records as well as months of staff training. We are still finding bugs, but for the most part this is a robust system that handles a very complex consortium of member libraries.

Hot Spot

The hot spot continues to be circulated continuously. It typically uses over 40GB of data per month. This information is not collected on the annual report by DPI. 20% of Black Earth residents do not have Internet access so this is one library service that helps people outside of library walls to fulfill this need.

Digital Collections

We continue to contribute to WPLC (Wisconsin Public Library Consortium) for our Overdrive products access. This includes e-books, digital audio books and downloadable video in multiple formats for children and adults. We continue to provide access to some specialized databases, such as A-to-Z Database (marketing and jobs), Consumer Reports, Ancestry and Chilton's Automotive Repair Manuals, but unfortunately no longer have access to digital magazines through Flipster. More information about the usage of these resources follows in the statistics section below.

Library Space

Library facilities continue to be stretched beyond capacity. Especially with the addition of a new staff person, we are becoming even more resourceful at utilizing every square inch. A laptop was purchased to aid in more work outside of the library, and I continue to use my home, the Rosemary Garfoot Public Library in Cross Plains, and the Mazomanie Free Library as "my office" and "meeting room." Through the process of strategic planning, we have started to look at the usage of our facilities and will be looking into space use analysis in 2020.

Library Operation

The Black Earth Public Library operates under Wisconsin State Statutes Chapter 43 as well as under the provisions of Village Ordinance 9-4 and the Black Earth Public Library Bylaws. The Library functions as a department of the Village of Black Earth and extends service to residents of the village of Black Earth, residents having a valid card in the South Central Library System, and residents of other library systems which have obtained registration within South Central Library System. Financial Support for the library is obtained by taxation through the village of Black Earth, Dane, Iowa, Sauk and other adjacent counties with the budget being set by the Library Board. We expect to have incorporated the library's employee manual into the village's manual by mid-2020.

Mission and Vision Statements

Black Earth Public Library's Mission Statement

The Black Earth Public Library and its staff provides inspiring programs, services, and materials for the community's educational, informational, cultural, and recreational needs in a welcoming and respectful atmosphere.

Black Earth Public Library's Vision Statement

The Black Earth Public Library provides opportunities for free and equitable access to learn, discover, create and connect.

Adopted October 16, 2018

The Library Board

This board shall consist of five members who shall be residents of the Village of Black Earth. There shall be one member from the Village Board, appointed by the Village President, and one member shall be a school district administrator or his representative (whom may live outside Black Earth, but within the school district). The Library Board President may appoint a nominating committee or Library Board members may appoint, from among the residents of the Village, to vacant library trustee positions at the April meeting.

Years of Service

In 2019, the Black Earth Public Library marked 29 years in the municipal building on Mills St. and 111 years of service in Black Earth (established in 1908).

2019 Library Board Members

President – Angie Updike (and School Representative) (term expires in 2020) expected to be renewed
Vice-President – Linda Colby
Secretary - Heather Messer
Treasurer - Gary Schuetz
Village Representative – James Coyle

The Budget

The 2019 operating revenue of the library can be broken down as follows:

Village of Black Earth \$128,254
Dane County \$54,474
Other Counties \$10,888
All Other (including investments, grants, Friends donations) \$202,191
Total \$395,807

The 2019 operating expenditures of the library can be broken down as follows:

Salaries and Wages \$109,336
Employee Benefits \$21,665
Library Materials \$24,935
All Other \$36,929
Total \$192,868

The capital revenue/expenditures of the library can be broken down as follows:
Revenue/Expenditure: None in 2019
Totals \$0

Statistics

Circulation: 31,265

The library circulated 31,265 items in 2019 which is about a 1.3% increase from 2018 (this number does not include the checkout of 4,480 digital items). From ten years ago, our circulation is down about 26.5%. This is not an unusual trend in libraries, as we struggle to tell our stories with data that is more meaningful than falling circulation statistics. Looking at other measures of library usage has made for a more complete picture of library activities. Overall, there has been almost a 5644% increase in use of electronic formats since collection of statistics began in 2010 and 89.4% increase since last year.

The circulation can be broken down as follows: 19,446 adult items (including Young Adult) were circulated and 12,848 children's items were circulated. Digital circulation appears in parentheses. These figures can be further broken down into e-book, e-audio, and e-video downloads.

2019 32,294 (4,480)
2018 30,865 (2,365)
2017 33,255 (1,648)
2016 34,837 (1,373)
2015 35,109 (1,001)
2014 37,160 (1,114)
2013 35,703 (491)
2012 43,142 (373)
2011 44,288 (144)
2010 44,044 (78)
2009 40,842 (NA)

Internet Computer Usage

2019 1,283
2018 1,589
2017 1,903
2016 2,014
2015 2,149
2014 2,431
2013 2,900

Internet computer usage, although once thought to have been increasing as circulation figures decreased, seem to also be decreasing over time. Internet computer use appears to have dropped about 126% since 2013. It is not clear what the effect of changing the duration of a session length to half-hour increments up to 2 hours has had on counting number of sessions. We frequently extend users' sessions so they do not have to log out and back in again. Furthermore, with an increase in the

usage of personal mobile devices with library WiFi, this is not unexpected. Printer usage may be increasing among these users, however. These statistics should be reviewed, but we currently do not have a counter on the printer, or keep track of paper orders.

Wireless Internet Usage

2019 22,526

2018 11,330 (2 mon of data from summer were missing due to a system-wide equipment failure)

2017 24,587

2016 15,869

2015 17,076

2014 18,698 (first year AR collected WiFi usage stats)

Though wireless internet usage also seemed to have been decreasing over the last three years, in 2017, it increased to its highest rate since 2014 when WiFi statistics were first reported to DPI). Discounting the malfunctioning equipment and data from 2018, it seems we are back to gaining some ground since the first three years of data keeping. We installed a new Meraki wireless access hub in October 2019. The effect of different ways of counting sessions is not known, as 2019 data is recorded from the two different systems. A fair comparison will be between 2020 and 2021 statistics. We are able to tell which brand devices are most often connected to our WiFi router, with a total number of unique devices. The most popular brand device that enters the Black Earth Public Library is still Apple.

Web Site Usage

This is a new number that is required for the DPI annual report. It is calculated by Google Analytics as the number of “clicks” at www.blackearthpubliclibrary.org. We received 6,643 clicks on our website in 2019 and 6,293 in 2018.

Digital Magazine Collections & Databases

As traditional materials and circulation decrease, databases and digital magazine subscriptions are being scrutinized much more heavily for specific measures of use and ultimate value of digital library resources. Definitions have changed such that no longer do we count “sessions.” Some are counted by “page views,” while others are “online views,” “result clicks,” or “searches run.” The movement towards quantifying digital resources usage has begun in earnest and likely will become integrated into the state annual report in detail, other than the cumulative number of “uses” of all databases combined.

Sadly, although we never had any “power users” of digital magazines through Flipster, in 2019 Ebsco changed their cost model per library which has resulted in us no longer having access to any digital magazines at all. We can no longer afford to buy even two magazines for the same price that we previously were offered the full suite of titles as a consortium member.

Consumer Reports is not included within Flipster, but can be subscribed to digitally as a separate “database.” In 2019, Black Earth Public Library card holders utilized 311 (186 in 2018) “page views” within this resource, making it our most heavily utilized “subscription database.” (*Consumer Reports* in paper is also, Black Earth Library’s 2nd most circulated title **overall**.)

Ancestry, which is a subscription database for genealogy researchers, was used for 1 “searches” 2019. This is down from 73 in 2018 and 228 in 2017, when we had several Family History programs, likely accounting for the difference. Continuing Family History/Genealogy programs should be a goal in future years.

As with Flipster, usage is not high, but with the increase in overall use of digital resources, putting funds towards continuing and adding more of this type of digital resource is not wasteful, but rather proactive. Promoting them and offering workshops would further their value.

In 2019, we added Transparent Language, which is a language instruction database. This had 16 uses in its first year, though, we have not promoted it at all. Staff has been assigned in 2020 to take some webinars in its use so that we may more easily promote it both to adults and K-12 students. We also had over 50 uses of our local subscription of NoveListPlus, which is a reader’s advisory database.

BadgerLink databases, which are provided via the state, account for over 289 “result clicks.” The highest usage in this suite of databases comes from the Literary Reference Center and NoveList. Last year we saw a lot of usage of *Newspaper Source Plus* and *Auto Repair Reference Center* (which was eliminated in 2018, and we received complaints from a “power user.” The *Newspaper Source Plus* database is often tied with the use of *Ancestry* in genealogical research, so it’s not surprising that this number is also down.)

A Note about Paper Magazines

Although, the number of paper magazines in publication decreases almost daily, *People Magazine* remains the single most popular title checked out at Black Earth Public Library. Because of the demise of many magazines, the Dane County Standards for required number of magazine titles held per library was eliminated in 2016. However, at Black Earth Public Library, paper magazines still account for the highest number, by title, circulated per month. In 2019, the most popular paper titles in Black Earth were *People Magazine*, *Consumer Reports*, and *Martha Stewart’s Living*. In light of losing access to digital magazines via Flipster, and also because Black Earth seems to like their magazines, we have added some new titles in 2019 that are unique to the system such as *Black Belt*, *Soccer 360* and *BBC Good Food*. We hope that we will gain some uses of these special subscriptions to make up for what we have lost digitally. Another new title is the British publication, *Teen Breathe* (a healthy lifestyle publication) for the teen area. Black Earth is the only library in the system with these titles and they are not available through Flipster digitally, either.

Number of Registered Borrowers

In 2019 there were 667 registered Black Earth card holders and 465 nonresident registered card holders for a total of 1,132. This figure is about 3.3% more than in 2018. Cards not used in two years are purged, if there is a not a balance over \$20.00. Kirsten has been registering participants of Play Literacy in an annual library card drive coordinated through the 4K classrooms. She also registers a few kids at the annual Child Development Fair each year.

Library Visits: People passed through the library door more than 17,472 times in 2019, which is nearly a 44% decrease over 2018. Unfortunately, this figure is short nearly 3 months of data when our door counter had failed. If we average 17, 472 over 9 months, though, that figure is close to 65 people per day, which is closer to the 2018 average number of 90 per day. Our statistics are always higher in the summer and one full summer month of data was lost, so this could account for the decrease. We are feeling busier than ever, not like we are losing ground!

Interlibrary Loans: We supplied 20,338 items to other libraries and received 12,933 from other libraries. This means we lent more items than we borrowed from other libraries. About 41.4% of our total circulation to local library users is from materials that belong to other libraries. In 2018, this number was 43%. This makes approximately 52.6% of our local circulation from locally owned materials to library card holders that consider Black Earth their home library.

Library Collection:

The library continues to add new materials to the library collection, but each year we also withdraw outdated and worn out materials and due to space restrictions. The library added a total of 953 books to the library collection in 2019 and withdrew 2,401 books. We have 1,111 fewer total items in 2019 than we did in 2018, so we withdrew about 2.5 books for each one we added. In 2018, we weeded 1.03 items for every 1 item added so we have about doubled our weeding effort in 2019. In order to maintain order in our very limited space, we need to stay close to, or exceed, weeding an item for every item added. It was expected that we would exceed 1 item weeded per 1 item added in 2019 because we completed some heavy weeding in advance of the Bibliovation migration in December. Normally, we would wait until January to do the weeding to keep our numbers consistent at year's end. But in 2019, we did significant weeding in December and January in order to ease the training in the new system by having one less process to learn immediately upon migration.

Our library houses books, audiobooks, videos and other items for a total of over 22,821 items.

Electronic books, e- audiobooks and e-videos are part of our digital collection and available in digital versions online through the Wisconsin Digital Library Collection. Through our payments into the Digital Buying Pool, we have access to 212,595 titles. This number is items in Overdrive and does not include databases leased, such as *Consumer Reports* or *Chilton's Auto Repair Manuals*. The largest increase in usage of electronic materials by Black Earth library card holders was in e-audio books with nearly an 8% increase. E-book usage continues to rise, also, with 2.8% in 2019.

LinkCat, our online shared library catalog, provides a catalog covering 54 public libraries in seven counties. The LinkCat database holds well over 3 million items.

Magazines: The library subscribes to, or receives through a gift, 79 magazines and newspapers. Our access to Flipster digital magazines ceased in 2019.

Computers: There are 5 Public Access Computers, 4 which offer Internet access (with Microsoft Office products, Adobe Reader and various web browsers including Chrome). One is an early childhood literacy computer, which was replaced with a new one, courtesy of the Friends of the Library, in 2018. There are 4 staff computers, two of which are laptops. The second laptop was added in 2019 to be used by the Children's Librarian exclusively. Patron Internet computers and staff computers are all on the SCLS network, via BadgerLink, and must be upgraded annually, such that no PC is older than five years old.

Other items for loan: Hotspot, Sphero, Amazon Fire, Fitness tracker wristband

Programs:

The library held 176 programs for people of all ages which is only one less than in 2018. The attendance for the year was 2,644 which is 199 more attendees than in 2018. There were 124 programs for children, 31 for young adults and 21 for adults. There were about 14 more programs for young adults and 9 less for adults. Attendance for Children's programs was 2,137 (a fraction of a percent down), 246 (303.0% increase!) for Teens and 261 for Adults (about 8% decrease) from last year.

Attendance at children's programs and number of programs stays approximately steady. Kirsten has also made a strong effort to stay visible in the community through Play Literacy (which now takes place in the library's meeting room) and outreach events, such as the Child Development Fair, which helps to maintain a relationship between families and the library. She is increasing her hours on outreach in 2020.

STAFFING

The library had a staff of 3.0 FTE in 2019 after adding a half-time position in February 2018. 1.6 of the FTE is staffed with MLS (ALA accredited Master's degree). The library director at this library must hold a Grade III certification from the Wisconsin Department of Public Instruction, but not an MLS.

2019 SUMMER READING PROGRAM

A total of 126 children, teens and adults registered for the 2019 Summer Reading Program.

2019 Completions Numbers

0-11 yrs **Total: 73 (72.3%)**

12-18 yrs: **Total: 11 (44%)**

Children read five books or five hours (or have books read to them if they are not independent readers yet). Children under 11 read either a total of 1,015 books or hours. Teens read 330 hours. We collected 258 tokens. 57% more registered participants completed the program in 2019 than in 2018.

LIBRARY HOURS AND CONTACT INFORMATION

Library Hours: Monday - Thursday 10:00 AM - 7PM, Friday 10:00 AM - 5:00 PM, Saturday 10:00 AM - 2:00 PM, Sunday Closed

1210 Mills St., PO Box 346, Black Earth, WI 53515 Phone: 608-767-4905 FAX: 608-767-2564

Webpage: www.blackearthlibrary.org
Find us on Facebook, Instagram and Pinterest
Library Catalog: www.linkcat.info

2019 BOOK CLUB SELECTIONS

January 19, 2019 -- The Education of Will by Patricia McConnell

March 2, 2019 -- The Music Shop by Rachel Joyce

April 27, 2019 -- Nothing Daunted by Dorothy Wickenden

June 8, 2019 -- The Elephant Company by Vicki Constantine Croke

July 20, 2019 -- The Battle Hymn of the tiger Mother by Amy Chua

August 31, 2019 -- All the King's Men by Robert Penn Warren

October 12, 2019 -- The Poison Squad by Deborah Blum

November 23, 2019 -- The Soloist by Steve Lopez

2019 PROGRAMMING

2019 Children's, Family and Young Adult Programs

Preschool story times for toddlers & preschoolers

Wii Games (3)

Play Literacy

Play Dates (3)

Crafternoon (2)

Move It Monday (3)

YA book discussion Challenger Deep

Journal Writing Workshop

Disney musicals (2)

Legos (2)

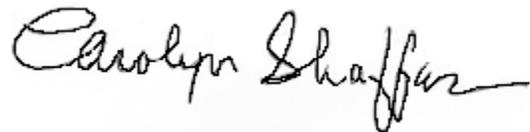
Cookie Deco

Quilts of Valor work days (2)
Hillbilly Silly Science Spectacular
Cosplay
Teen Game Club
Teen Tech Club
Movie & Popcorn Bar
Battle of the Books
Out of the World Space Party
Taekwondo Demo
Messy Mondays
YA Book Discussion Darius the Great is Not Okay
Monster Mash

2019 Adult Programs

Jump into Fitness
Make Your Own Vision Board
Aldo Leopold Bench Building Workshop
Coffee With a Cop Sample Days (12)
Spring Forward! It's Time for a Change (life coaching)
Adventure Motorcycling (canceled)
Little Mermaid (adult program)
Introduction to the Nurtured Heart Approach
Hephaestus (God of Fire) Musical
Shakespeare, Madness & Music (lecture)
The Hilarious World of Depression (John Moe) (at Madison PL)
Bill Stokes
Journal Writing Workshop
Bill Stokes – Margaret's War presentation
Go Big Read book discussion & streaming event
Upstage Stigma
Joy Ribar

Respectfully Submitted,

A handwritten signature in black ink that reads "Carolyn Shaffer". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Carolyn Shaffer

Appendix

Security Recommendations

On June 26, 2019, I met with Deputy Josalyn Longley, (ret) Deputy Cindy Holmes, Deputy Scott Harrem and Deputy James Kartman for a security walk-through of the library. Deputy Longley is often asked to perform this service for non-profit organizations and municipalities and their departments. She cannot offer specific products or advice, but has left us with a few ideas and recommendations to consider.

- First and foremost, not all potential threats can be prepared for or predicted. The best way to handle this is to **always be alert**. For example, if we are in the library and we hear shouting coming from outside or in the hall, our best option may be to quickly shut the library entrance door.
- Label phones with “Dial 9-1-1 in emergency” because people don’t always think clearly in emergencies and it is helpful to see it in writing, especially if a non-staff member uses the phone. They may not know if they need to dial some other number to dial outside numbers.
- Keep the side door closed/locked to eliminate a point of entrance and only have one door to monitor.
- Consider installing a magnetic closure door at the front entrance, which can be closed from behind the desk/in office.
- Reconsider construction/addition to the library, which provides a safe room and emergency exits, with security review before construction.
- Don’t assume that all threats will come inside from outside. Some may be outside and stay outside, so exiting the building may not always be the first priority, but rather finding a safe indoor location may be.
- Consider a “panic button necklace” to be worn by staff when working alone or as desired. Such services need to be evaluated as to where emergency calls are received.
- Cameras or mirrors may provide some safety in eliminating hidden dangers.
- Reorient book stacks to provide a direct route to “book drop closet.” Use “book drop closet” to hide or exit via roof. Install key card on door so keys do not need to be fumbled with. Key card can be kept on lanyard with “panic button” device.
- Consider swinging doors/lift doors into staff area and/or elevated service desk.
- Breaking windows continues to be an option for escaping. Keeping the hammer available at the service desk is still advised.
- Install a pocket door/swinging door/half door on office area to provide a shield/hiding place.

As quoted from a document, “Active Shooter Emergency Preparedness Guide,” (www.alertfind.com) given to me by Deputy Longley, “the three primary steps organizations should take to “harden” their location are:

1. Control access
2. Set up interior shelters
3. Create multiple exit options

All of the preceding recommendations and ideas from the 6/26 security walk through, boil down to these three directives.