

Black Earth Public Library

2020 ANNUAL REPORT



AN UNUSUAL YEAR

COVID-19 impacted all of our lives in 2020, and the library certainly felt that impact. Instead of hosting our planned events for kids during Spring Break, we closed our doors to the public on March 13, 2020. It was a difficult and challenging time, but our mission became finding new ways to serve our community safely in a world that was constantly changing. Some adapted services we were able to offer included:

- New Digital Resources
- No Contact Walk Up Service
- Appointments in the Library
- Virtual Programs
- Grab Bags for Kids

NEW DIGITAL RESOURCES

To better serve the community when our doors were closed, the library added new digital resources like **Kanopy** (videos) and **Hoopla** (ebooks, audio books, music, videos) that could easily be accessed at home. Since these new resources still required a library card for access, we also began offering **virtual library card** sign-ups from our website for those who didn't already have a library card.



1,094

Total Number of
Registered Library Users

5,650

Total Uses of
Electronic Materials

35,514

Total Uses of Public
Wireless Internet
(router count)

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**No-Contact
Walk-Up
Service
Begins
May 4th!**

NO CONTACT WALK UP SERVICE

As soon as we closed our doors on March 13, 2020, we began researching ways to establish protocols for cleaning the library and quarantining materials. This allowed us to begin **checking items out** to patrons again through No Contact Walk Up Service beginning May 4, 2020. After a patron reserved an appointment time, they could pick up their library materials in our hallway without having to interact with other individuals. Being able to check books out at the library was an important way for the **community to feel a sense of "normal."** It also helped the library **maintain a connection with community members.**

APPOINTMENTS IN LIBRARY

Although we offered Walk Up Service for checking out materials, there were still other community needs, such as **computer, printer, and copier use.** So we set up windows of time for patrons to book appointments to use these services safely inside the library. Patrons could also book time to **browse the shelves** during these appointments. We did reopen the library partially in the summer to 5 patrons at a time. However, we closed back down to only Walk Up Service and Appointments in the fall due to spikes in local COVID-19 cases.

Face Masks Required

**Please call 608-767-4905
to schedule a time to:**

- *Pick up holds*
- *Use a computer, printer, copier*

Mon - Thurs: 10am to 7pm

Fri: 10am to 5pm

Sat: 10am to 2pm

8,640

Total Library Visits
(including in-person
and Walk Up Service)

16,289

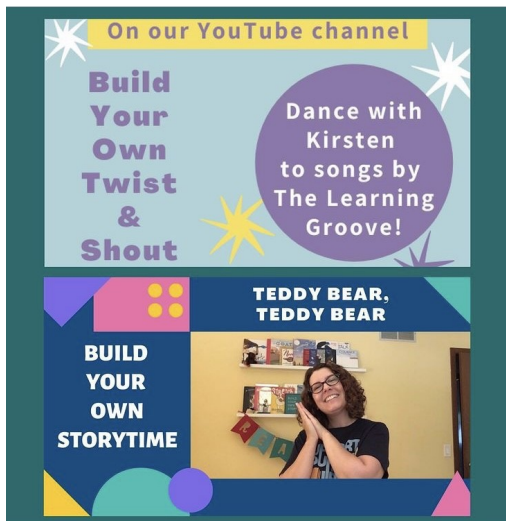
Total Circulation of
Library Materials

1,053

Total Number of
Items Added to the
Collection

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VIRTUAL PROGRAMS

Prior to the COVID-19 closure, our programs included Storytimes, Move It Mondays, Winter Play Dates, Play Literacy with the 4K classes, Book Discussions, and an Antique Appraisal. Since we could no longer plan in-person programs, we brought the programs to patrons with virtual **Storytimes, Music & Movement for Kids, Book Discussions, and Author Visits**. Other special performances included ScienceTellers, Lion's Den Martial Arts, and Beyond the Ingenue: Trailblazing Women by Music Theatre of Madison.

GRAB BAGS FOR KIDS

Normally our year is filled with fun hands-on activities for children of all ages. This year we created various Grab Bags for kids that featured activities to do at home and in the neighborhood. In the summer, the bags included **sensory bin materials, crafts, and outdoor adventure items**. In the fall and winter, we transitioned to **themed craft bags**. These were much loved and provided an excellent screen-free way for families to enjoy library activities together at home.



370

Total Attendance for
In-Person Programs

429

Total Views of
Pre-Recorded Programs

871

Total Grab Bags
Distributed

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The Budget

2020 Operating Revenue:

Village of Black Earth - \$135,075

Dane County - \$56,535

Other Counties - \$8,974

All Other (including investments, grants, Friends donations) - \$97,127

- COVID Relief Grants
 - WI Cares Act - WI Humanities Council - \$2,400
 - LSTA Grant - COVID Federal Grant through SCLS helped fund the new Wi-Fi hub to strengthen and extend our signal.
- Friends donations toward COVID relief - \$2,500
 - Before COVID, the Friends helped us purchase new chairs for the Teen section.
 - During COVID, they generously funded the purchase of supplies/plexi shields to help keep staff and patrons safe.

Total - \$297,711

2020 Operating Expenditures:

Salaries and Wages - \$114,960

Employee Benefits - \$23,577

Library Materials - \$22,243

All Other - \$27,824

Total - \$188,604

2020 Library Staff

Carolyn Shaffer - Library Director

Kirsten Rogers - Youth Services Librarian

Miles Varichak - Library Assistant

Donna Vought - Library Assistant

Michelle Zander - Circulation Manager

Riley Lynch - Library Page

Eli Messer - Library Page

2020 Library Board Members

Linda Colby - President

Angie Updike - Vice President and
School Representative

Heather Messer - Secretary

Gary Schuetz - Treasurer

Mary Scott - Village Representative

This report was compiled by Kirsten Rogers as Acting Director.