



Oelwein Public Library

2020 Annual Report

Library Board of Trustees

Anita Mars, President

Blake Kerns, Vice President

Catherine Gilson, Secretary

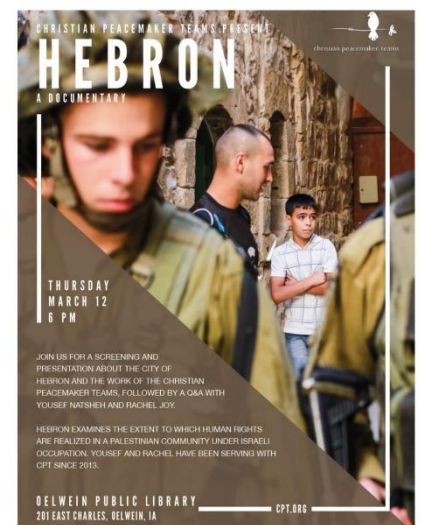
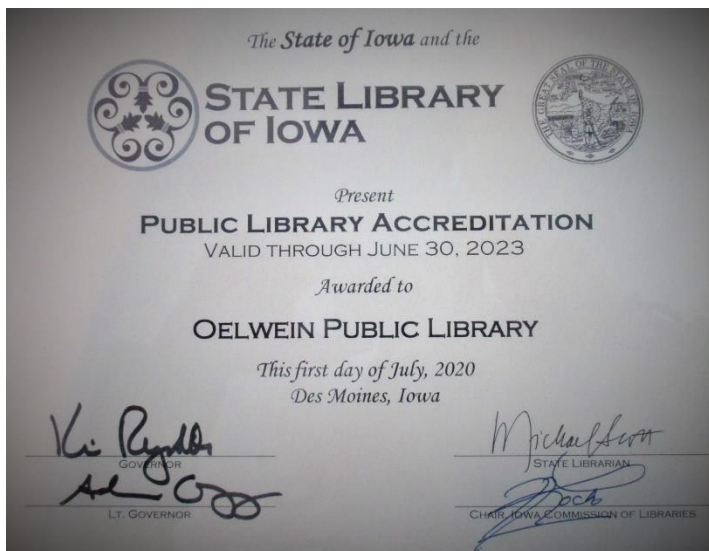
Callie Berryman

Brett Ingersoll

Submitted by Susan Macken
January 11, 2021

Year in Review

- A representative from the Department of State inspected the facility and the procedures for issuing passports.
- The Fayette County Library Association met with the County Supervisors to discuss the county appropriation to the libraries.
- Library staff started reviewing and updating library procedures during staff meetings.
- The library applied for and received a Certificate of Accreditation which is valid until June 30, 2023.
- The library added a Bubble Tower and a Sensory Bin to the children's area. The children's librarian participated in the "Happy, Healthy, Awesome" Expo and read at the Head Start classroom once-a-month. In addition, she started an evening Family Story Time.
- A Promise Jobs volunteer assisted with the materials inventory.
- The 2016 Oelwein Daily Register was preserved on microfilm and made accessible and searchable through digitization.
- The library discontinued purchasing new CD books since staff observed that usage had declined. The CD books in the collection are still available for check out.
- The last pre-pandemic, in-person program hosted by the library was *Hebron: A Documentary*. Many pre-scheduled programs had to be cancelled including the *Thinking Money for Kids* travelling exhibition.



The Library's Response to the Pandemic

The library closed to the public on March 16. Staff were able to work from home and work at the library on alternate shifts.

- The Library Board approved a Pandemic Policy.
- Weekly online Story Time. Used Go-To-Meeting for monthly, interactive Story Time. Set up a YouTube channel to archive all Story Times for anytime access.
- Increased check-out credits for Hoopla e-resources and downloads from 4 to 10.
- Established an online registration option for patron e-cards for checking out e-resources and downloads.
- Digitized patron registration cards.
- Completed inventory of all library materials.
- Built a new, improved website using Concrete5 software.
- The Library Board met via Go-To-Meeting.
- The Friends of the Library cancelled the April and October book sales.



The library opened a curbside pick-up service on May 4 and then opened the building to the public, with limited services, on May 18.

- PPE was purchased for staff. Sneeze Guards were installed at the circulation desk. Signage was placed in key locations as well as hand sanitizing stations. Six-foot boundaries were placed around all service desks.
- Most doors were propped open, seating was put away, toys were put away. Half of the public computer stations were blocked off.
- A cleaning routine was established for high-touch surfaces and equipment. All returned materials were cleaned and quarantined for three days. A system was developed for checking out newspapers and magazines.



- A contactless check-out procedure was established.
- Wi-fi is available during open hours.
- Passports applications were not accepted and faxing services were discontinued.

In June, the library offered the Summer Reading Program with the theme of *Imagine your Story*. Eighty-three adults, teens, and children registered using online Google Forms. Their reading was tracked using the Reader Zone app. Weekly take-home activity kits were available for all ages.



In July, staff undertook a huge project when Furniture Showcase re-carpeted the library and meeting room. Everything but the main circulation desk was moved twice. We were grateful for the assistance of volunteers, the Husky Baseball Team, Rotary, the Parks Department, and the moving equipment from Gondola Train in moving shelving units...in the hot library when the AC compressor went out! Staff set up a “mini library” with a circulation desk and catalogs in the vestibule and DVD’s, some children’s books, and computers in the meeting room. Everything else was retrieved for patrons by request from the closed-off main library. Also, in July, the Library Board commenced in-person meetings.



When school resumed, tables were set up in the meeting room for students to use for online study, college students to use for taking tests, and business persons who needed to access the wi-fi with their laptop computers or devices. In addition,

- The National League of Cities Rapid Response team awarded the library with a grant for \$2,500 to purchase four iPad kiosks for citizens to complete their census responses.
- The Bold360 Live Chat program was implemented.
- A Readers Advisory application was added to the library's online catalog.
- A Story Walk was set up along the library bike path.
- An online, interactive Book Club was started.
- Two exhibits were on display commemorating the 100th Anniversary of the Women's Suffrage Movement.
- An online Trivia Challenge was implemented with a drawing for Oelwein Bucks.
- Staff continue offering monthly take-home craft kits.
- Spectators enjoyed tuning into a radio station to listen to the antics and music of the Eulenspiegle Puppeteers during the drive-in puppet show held in the library parking lot.





By November 11, it was mandatory for patrons to wear masks when in the library building. The library was a polling place for the November elections. Over 600 people came to the library to vote. By November 30, the library resumed regular open hours. On December 9, the library resumed faxing services.

Condition of the Building and Grounds

- On January 16, a sprinkler head in the Fireplace Room froze and was activated. Kane's Kleaning repaired all the water damage. Two sofas, and two rugs were replaced.
- The library and meeting room was re-carpeted. The Northeast Iowa Charitable Foundation donated \$13,000 towards this project.
- One of four compressors had to be replaced in the HVAC system. Later, the blower wheel needed repair and a pipe to the compressor had to be repaired.
- Alliant energy and Lime Energy upgraded 160 interior light fixtures to LED.
- The parking lot was re-stripped.
- A fire sprinkler backflow test was performed.
- The windows and stone masonry was re-caulked.
- An LED module was replaced in the outdoor, electronic sign.
- The outdoor book return was hit by a car. That person's insurance covered the cost of the replacement book return. The book return was moved to the main entrance, under the canopy.



Friends of the Library Contributions to the Library

Speakers and Programs

- ✓ “Ancient Shipwrecks under Ancient Seas”
- ✓ “How to Cultivate Mushrooms on Hardwood”
- ✓ “All You Need is Love...and Chocolate” Annual Chocolate Festival
- ✓ Many good programs were planned that had to be cancelled due to COVID-19



Library Enhancements

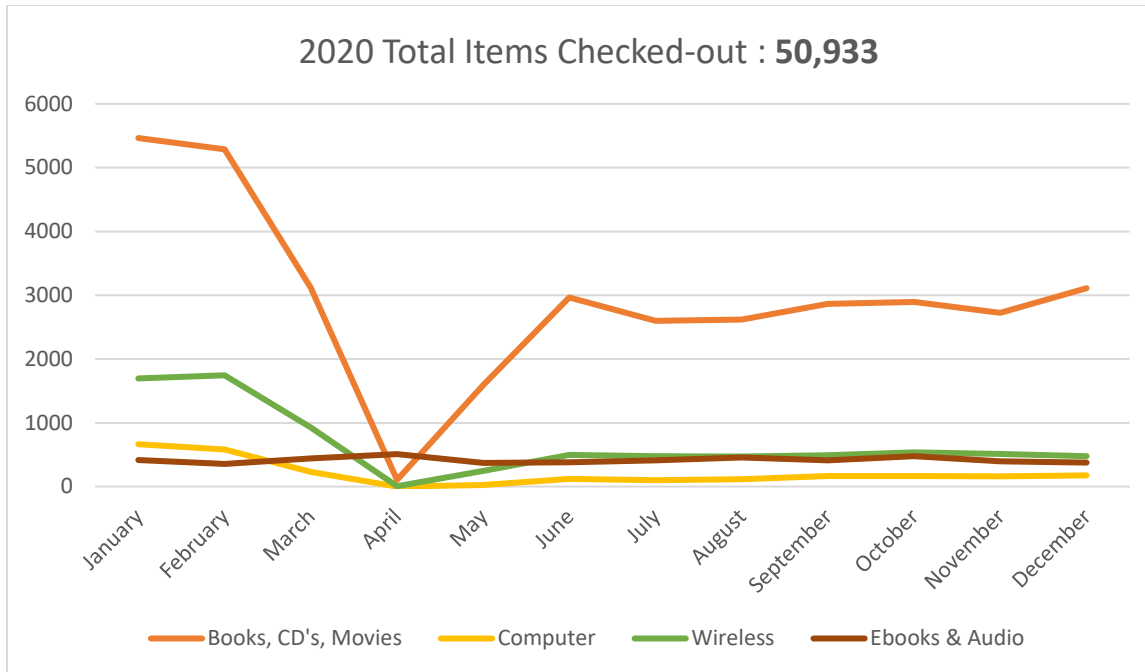
- ✓ Landscaping maintenance
- ✓ DVD movies
- ✓ Poinsettias at Christmas Time
- ✓ Flowers for the planters



Community Outreach

- ✓ Book Page Book Review Magazine
- ✓ Memorial books in honor of Friend's Members who have passed away
- ✓ Keychains for new library patron's library card





Markers of note:

March 16 – Closed Building

May 4 - Opened for Curbside Service

May 18 – Reopened Building with Restrictions

July - “Mini” Library during Re-carpeting Project

