



# Oelwein Public Library

2023 Annual Report

Library Board of Trustees

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Submitted by Susan Macken  
January 3, 2024

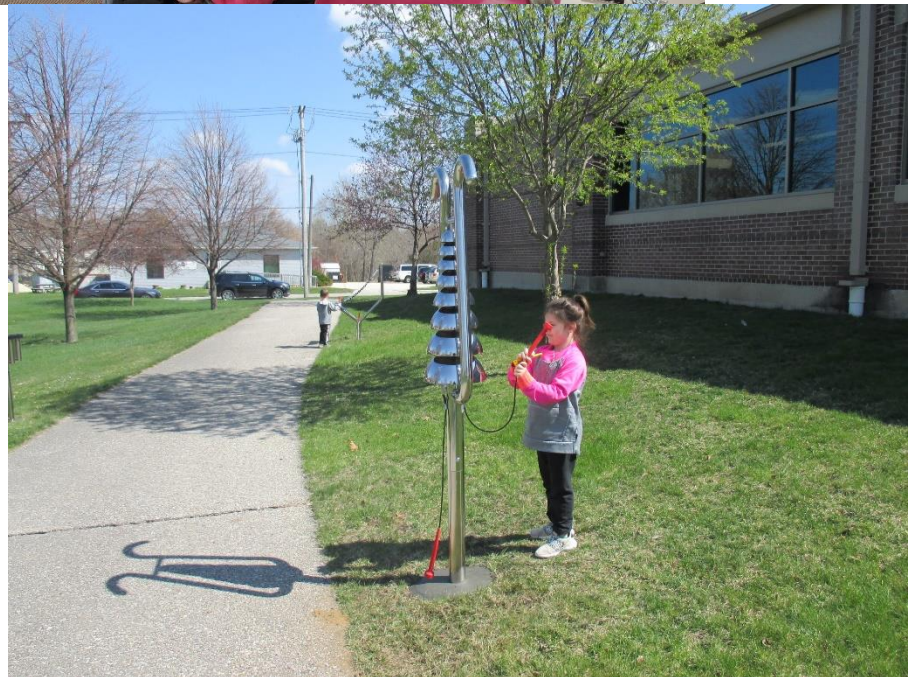


# Year in Review

- Staff received training for MiViewpoint that is a software program used for budgeting and paying bills. An additional feature is MiPay that records work time and time-off requests.
- The telephone system was changed to Centurylink.
- Staff completed their annual recertification as passport agents. Staff executed 185 passport applications in 2023; up from 126 in 2022.
- The Library Board developed the Plan of Service for 2023-2028. The library recertified as an Accredited Library.
- The Youth Department received a fully stocked Maker Cart valued at \$7,000 from the STEM Scale-up program.



- A Musical Instrument Garden was installed on the west side of the library along the bike path. The instruments were fully funded by grants from the Northeast Iowa Charitable Foundation, the Community Foundation, The Friends of the Library, and the Brandt family.

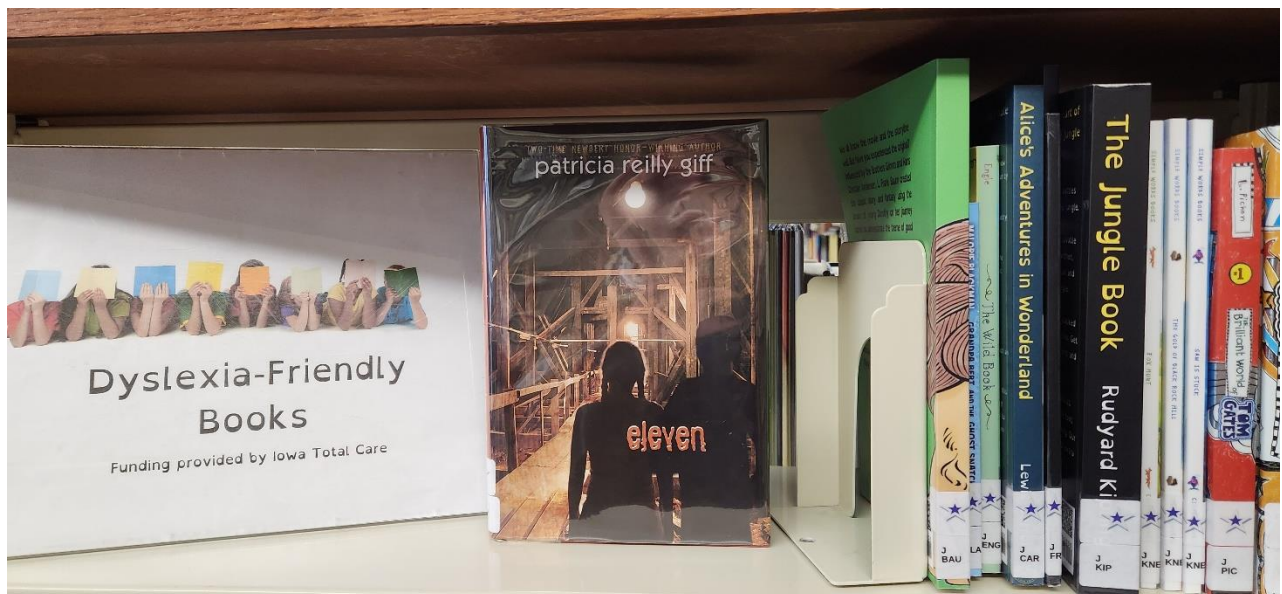




- New teacher packets containing library-marketing materials were distributed.
- The City Clerk placed the Bequest Fund CD in a high yield interest rate.
- Staff attended Violent Intruder Training in Mason City.
- A number of new board puzzles and Magnatiles were purchased for the children's area.



- Staff attended CPR, AED, and First Aid training.
- Iowa Total Cares sent literacy resources, book bags, and a \$500 gift card for purchasing books through the 100 Libraries in Iowa Literacy Program. Staff curated a new collection of books for readers with dyslexia.
- The Library Board changed the registration policy to assess out-of-state non-residents an annual registration fee of \$20.00.
- Scam awareness information from the Consumer Financial Protection Bureau was distributed.
- Staff attended the regional Learning Circuit on *Productive Partnerships* and attended the Iowa Library Association Conference in Dubuque.



# Programs and Events

- New programs for the year were 10 Minute Tablerunner, English Paper Piecing, author Maggie Rivers, and Unexplainable Art Illustrated.
- Oelwein Police Officers had a series of outreach programs involving reading to children.
- The Riverview Center set up a display for Sexual Assault Awareness Month.
- ISU Extension taught a series of classes on Healthy Aging and a fall wreath making workshop.
- The Post Office set up an information table on job opportunities at the Oelwein location.
- Crisis Intervention Services set up a display for the National Day of Remembrance for Murder Victims.

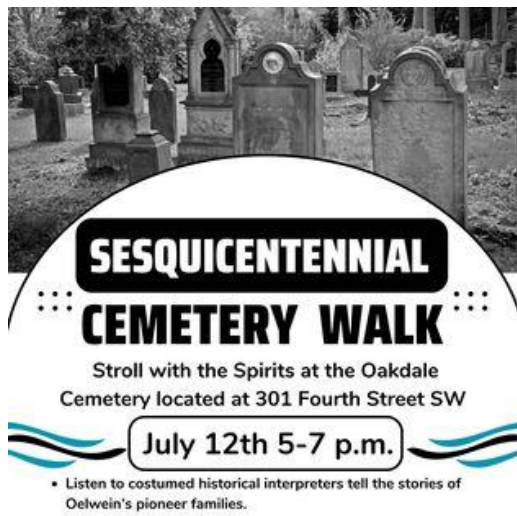


- School classes toured the library at the end of the school year and learned about the Summer Reading Program. This year's theme was *Find Your Voice*. Programs were offered for kids, teens, and adults. Participants experienced a magic show, made CD art, designed journals, sang karaoke, entered the art show, learned about animals, read books and earned prizes, and had a blast with the foam cannon!





- The library participated in Oelwein's Sesquicentennial. Staff participated in updating the last 50 years of Oelwein's history, set up a display of Oelwein historical documents, organized the Cemetery Walk, and implemented the Time Capsule.



- A program on Health Care Decisions was hosted by Care Initiative Hospice.
- A renewed partnership with the school was established. Student cards were initiated, Husky Adventure students visit the library weekly, teachers and volunteers participate in a monthly Read Aloud evening, and the children's librarian gave away stickers and registered students for library cards at Backpack Night. A Senior Seminar highschool student successfully planned a Chess Tourney. Twenty-seven students participated and would like to continue to host more tournaments at the library.

# Condition of the Building and Grounds

- The sprinkler system is inspected, quarterly. The discs in check valves one and two were repaired. The fire alarms are monitored by Hawkeye Alarm.
- A new ladder system for the accessing the attic was installed.
- The wiring to the parking lot lights was fixed.
- Estimates for replacing the HVAC were received. Instead of replacing, the HVAC system leaks were repaired.
- The building is treated with pest control, monthly.
- An additional security camera was installed overseeing the Musical Instrument Garden.
- Schwickert’s repaired Priority A items on the roof.
- The Parks Department trimmed the bushes and the trees in the Library Lot.
- Panels on the outdoor digital message board are failing. Panels were rearranged so that messages could still be read. The Library Board is researching a new sign design.
- The pulley was replaced on the flag pole.
- The hose on the outdoor water feature was fixed.
- The high-traffic areas of the carpeting and the meeting room carpet was cleaned.
- A Sonic Wall and some new computers were installed. The old computers were repurposed to replace the oldest computers. A back-up drive was replaced.
- Martin Gardner Architects evaluated the attic space and did a condition assessment of the building and window systems. This report will be reviewed and discussed in 2024.



## Library Statistics

	<b>2022</b>	<b>2023</b>
<b><i>Attendance</i></b>	26,199	<b>26,734</b>
<b><i>Program Attendance</i></b>	1,882	<b>2,544</b>
<b><i>Circulation of materials</i></b>	49,326	<b>52,122</b>



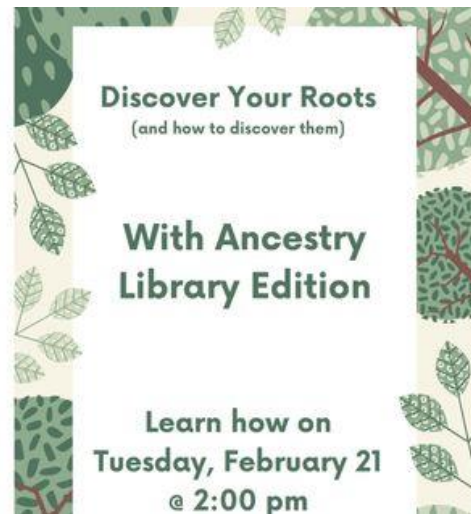
# Oelwein Public Library Foundation



The Library Foundation co-sponsored the Dolly Parton Imagination Library. Registrations increased by 25 children to a total of 156 children from age 0-5. Sixty-four (64) children have graduated from the program. Each month, the children receive their own, age appropriate book mailed directly to their home. Sponsorship rotates each year between the Foundation and the Friends of the Library.

In addition, the Library Foundation and a library patron co-sponsored the Ancestry genealogy research database. Nine hundred ninety-eight (998) searches were performed on Ancestry. Library staff led an Ancestry Workshop on best practices for obtaining positive results.

The Foundation sponsored mountain climber, Jen Loeb. Jen shared her fascinating journey climbing Mt. Everest and displayed her mountaineering gear.

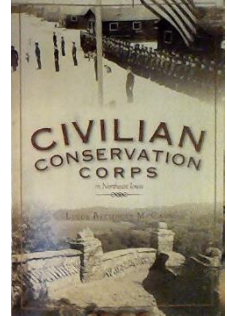


# Friends of the Library Contributions to the Library

## Speakers and Programs

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- ✓ Chocolate & More festival with beer sampling sponsored by Ampersand
- ✓ Appreciation Tea with Linda McCann, author of The Civilian Conservation Corp in Iowa
- ✓ Book and Bake Sale
- ✓ Sponsored the Iowa City Ghost Hunters



## Library Enhancements

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- ✓ Musical Instrument Garden
- ✓ Donation for landscaping maintenance
- ✓ Entryway Flowers
- ✓ Poinsettias at Christmas Time



## Community Outreach

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- ✓ Provided popcorn for the Sesquicentennial Cemetery Walk
- ✓ Dolly Parton Imagination Library co-sponsor
- ✓ 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

