



# ANNUAL REPORT

2020

## BRANCH DISTRICT LIBRARY



March 11, 2021

# 2020

## A Very Different Kind of Year

Not much else can be said about 2020, other than it was mostly all about the **COVID-19 Pandemic**. The library started the year with the prospect of coronavirus problems on the horizon, but by the end of March we were forced to close and would remain so for the next three months.

What followed was a rapid education about dealing with the pandemic on a variety of levels, and a change of focus toward on-line programming and even more digital services.

BDL staff learned a new language of video production as we put out nearly **400 original video programs** from March through the end of the year. Videos about crafts, story times, and important life skills, like folding a fitted sheet!

Engagement online with BDL programs was a big hit, with attendance up over 80%. The pandemic could not stop our annual **One Book, One County** community read, however. Our virtual conversation with author and Holocaust survivor, **Irene Butter**, saw a full house online to hear her story.

We increased funding to our digital collections to allow for increased usage,

and even added an unplanned new service, **RB Digital Magazines** (now part of our Libby service), to make sure patrons still had access to materials from home.

Even while the library was closed, we continued to remotely register new patrons, increasing our patron count by about 4%.



By the end of June, we were able to resume in-person library services, starting with curbside pickup, and letting our patrons back inside a couple weeks after that. A federal CARES Act grant helped with acquiring personal protective equipment, disinfection supplies, and more.

The rest of the year was a mix of outdoor activities, **take-home activity kits**, digital programs, and doing whatever it took to get library materials to our patrons, including by mail and via at-home delivery.

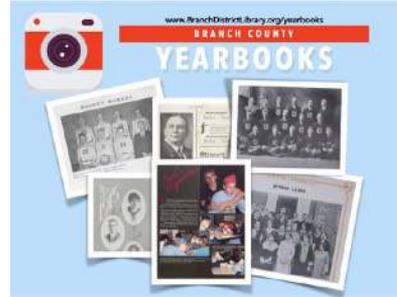
BDL staff did not let a pandemic stop them from providing excellent service to our patrons, and our patrons were supportive and understanding throughout. It might not have been the year we expected, but it was still a great year at BDL!

# NEW SERVICES

BDL Steps It Up to Provide Even More Remote Services



**Downloadable  
Magazines**



**Branch County  
Yearbooks Online**



**100s of Original Videos**



**Take-Home Activity Kits**



**Curbside  
Pickup**



**Print from  
Home**



**Library Card Registration  
& Renewal from Home**

# PANDEMIC RESPONSE

Safety is Paramount—for Patrons and Our Staff

On March 2, even before the lockdowns started, BDL had already started disseminating trusted, authoritative information on how to approach the novel and ever-changing situation brought on by the pandemic. We instituted new cleaning protocols, and then canceled in-person gatherings out of an abundance of caution.

After the state-mandated closure on March 16, the BDL Board of Trustees began holding its public meetings over both Zoom and YouTube for maximum accessibility, and in May passed a comprehensive *COVID-19 Response and Reopening Policy* to guide the library as safely as possible through the tumultuous months ahead.

Personal protective gear for staff and patrons was acquired, plexiglass barriers were installed in all branches, and quarantine protocols were insti-



tuted for library materials. BDL's programming moved online and was popular with all ages. We added additional online resources to help bring the library to our patrons' living rooms—or wherever they might be!

On June 19, all BDL branches reopened for curbside service, and two weeks after that we opened our doors again to the public, with reduced capacity and with requirements for physical distancing and wearing face coverings. Weather-permitting, we took our programs outside.

Over the remainder of the year, the specifics changed from time to time—different capacity limits, different quarantine requirements, and so on—but our goal was always to find a way to safely and effectively provide library services to our community.



# AROUND THE COUNTY



*Bronson Story Time*



*Plexiglass Barriers Ready!*



*BDL Staff, smiling  
behind those masks!*



*Author Irene Butter takes Questions  
from BDL Patrons for our **One Book,  
One County** Event*



*Video Production*



*Union Twp. Story Time*

# PATRON FEEDBACK

October was "Library Appreciation Month"...



**Karen Anne**

More than just books, activities, groups and online story-telling and activities. Great summer program!



**Helen Bergeleen Fadness**

Books can transfer you anywhere! The best place for adults & children!



**Jen Solano de Araujo**

Bronson library is wonderful in our community. The people there are super helpful and friendly. I really appreciate their commitment to serving us.



**Jolene Rumsey**

My Daughter and I love to go to the library for books my daughter loves to read books



# PATRON FEEDBACK

...here's what our patrons had to say.



**Tiffany King**

I love the Library cuz there's something for me and Something for the kids to do all the time



**Ashley Serrano**

My kids and I love to do all the summer library activities, crafts and summer reading logs 😊



**Audrey Tappenden**

I learn SO MUCH from the library books I check out. For ex: I read on on home buying and it was beyond helpful as a first time home buyer.



**Loretta Carpenter**

They are helpful and Angie who helps with the computer's she is awesome



# BY THE NUMBERS

A focus on online programming and materials...



**904,336** digital items  
available for checkout.



**60,106** in-person visits to  
the library when we could  
be open to the public.



**947** programs, including over  
400 original video programs and  
hundreds of take-home kits.  
Thanks to all these at-home par-  
ticipants, we had **44,784** people  
in "attendance".



**1,720** curbside pickups made  
during the months of June, No-  
vember, and December, when we  
were closed to in-person visits.

# BY THE NUMBERS

...with a much different feel from previous years due to the pandemic.



Free Wifi use:

**284,892** total  
1-hour sessions.



**74,587** checkouts  
of physical items.



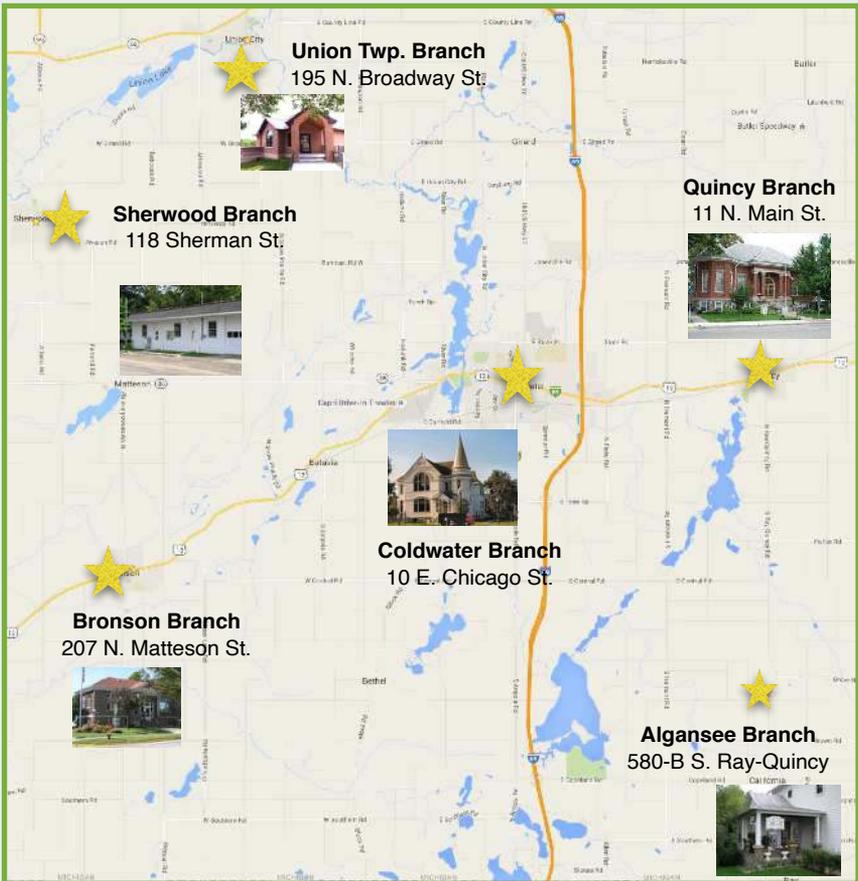
We circulated physical books, movies, and more **74,587** times—saving our patrons **\$823,000** if they had bought all these items.



**34,861** uses of  
digital resources.

# YOUR HOMETOWN LIBRARY

You're never more than a few minutes away from your library.



# MISSION / VISION

Our **mission** is to provide the people of our communities with library collections and services to meet their educational, informational, and recreational needs.

Our **vision** is to provide vibrant resources and inclusive spaces for people to thrive through innovation, education, and entertainment.

## CORE VALUES



We are **Forward-Thinking**



We are **Involved**



We are **Trustworthy**



We are **Community-Focused**

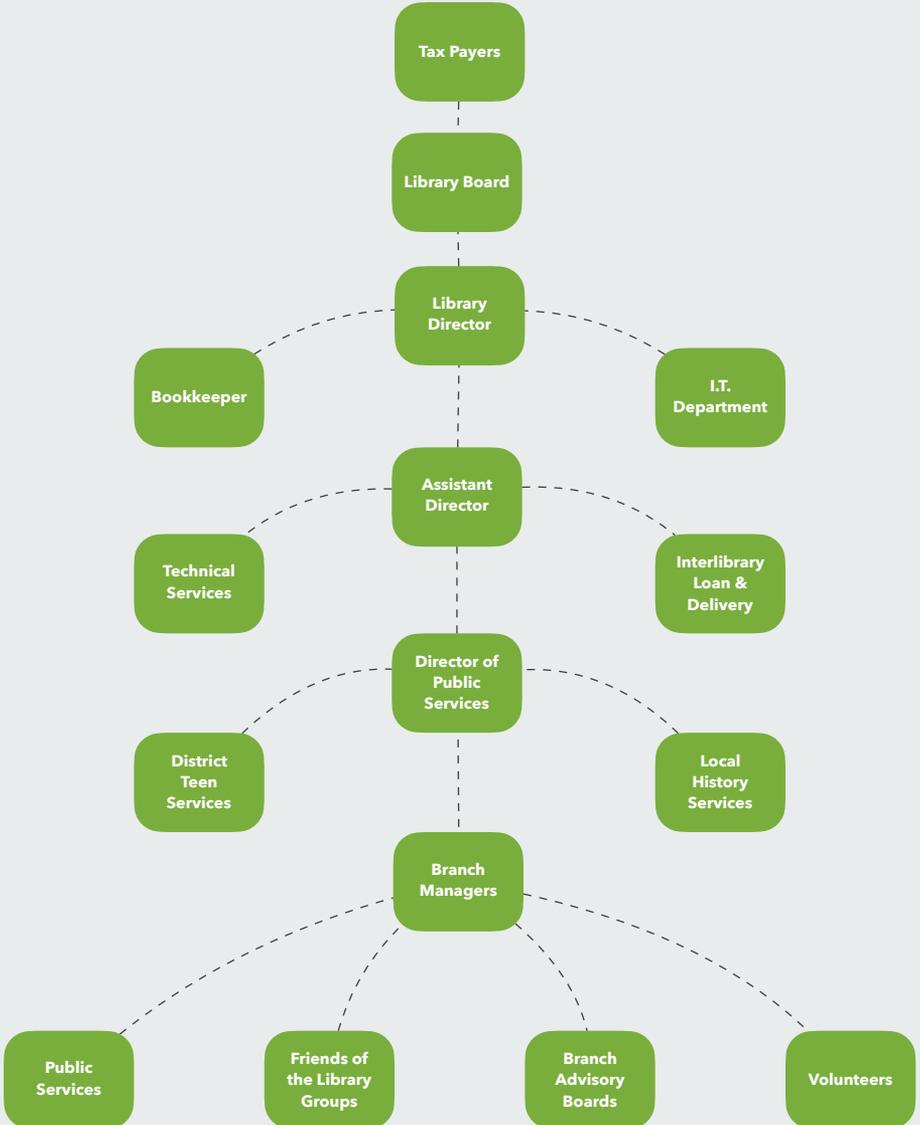


We provide **High-Quality and Diverse Programs**



# ORGANIZATIONAL STRUCTURE

It all starts with YOU!



# BDL LEADERSHIP

Oversight of BDL is provided by a Board of Trustees, representing all the communities of Branch County. Monthly Board meetings are always open to the public.

## Trustees of the BDL Board as of December 2020

- |  |   |  |
|--|---|--|
| <p>▶ <b>President</b><br/>Benjamin Jewell<br/>Representing the<br/>City of Coldwater</p> | <p>▶ <b>Vice President</b><br/>Thomas Lowande<br/>Representing<br/>Union Twp.</p> | <p>▶ <b>Secretary</b><br/>Martha Watson<br/>Representing the<br/>City of Coldwater</p> |
| <p>▶ Susan Brooks<br/>Representing the<br/>County-at-Large</p>                           | <p>▶ Kimberly Langworthy<br/>Representing the<br/>City of Coldwater</p>           | <p>▶ Karen Smith<br/>Representing<br/>Bronson Twp.</p>                                 |
|  | <p>▶ Susan Smith<br/>Representing<br/>Quincy Twp.</p>                             |  |

## BDL Management Team as of December 2020

- |  |   |   |
|--|---|---|
| <p>▶ <b>Library Director</b><br/>John Rucker</p> | <p>▶ <b>Assistant Director</b><br/>Kimberly Feltner</p> | <p>▶ <b>Director of Public Services</b><br/>Jessica Tefft</p> |
|--|---|---|

# OPERATING BUDGET REVENUE

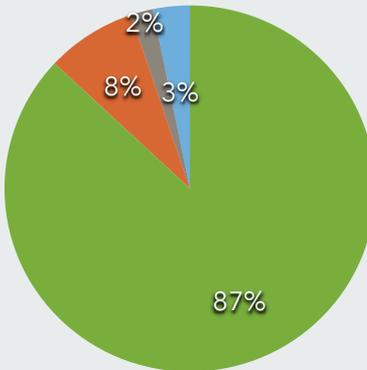
## 2020 Operating Revenue

Taxes	\$1,684,769
Penal Fines	\$152,464
State Aid	\$37,552
All Other Sources	\$62,362
<b>Total</b>	<b>\$1,937,147</b>

*The average household in Branch County in 2020 paid about **\$60 per year** in library taxes.*



## 2020 Operating Revenue



- Taxes
- Penal Fines
- State Aid
- All Other Sources

## Unassigned Fund Balance

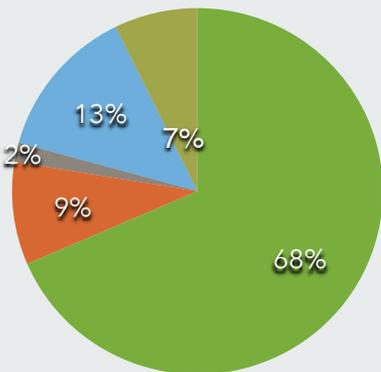
2019 Year End Fund Balance	\$939,353
2020 Year End Fund Balance	\$1,119,957

# OPERATING BUDGET EXPENDITURES

2020 Operating Expenditures	
Personnel	\$1,246,071
Materials	\$165,172
Programming	\$30,690
Facilities	\$244,732
All Other Library Expenditures	\$132,465
<b>Total</b>	<b>\$1,819,130</b>

*The average household in 2020 got about **\$131** of value from library materials and services.*

2020 Operating Expenditures



- Personnel (Salaries, benefits, training, etc.)
- Materials
- Programming
- Facilities
- All Other Library Expenditures





**BDL Administrative Offices**

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