



Prairie Crocus Library

Annual Report 2020

*proudly serving
Riverdale Municipality*

Mission Statement...

The purpose of

Prairie Crocus Library,

a non-profit organization, is to

provide *effective, fiscally*

responsible Library services to

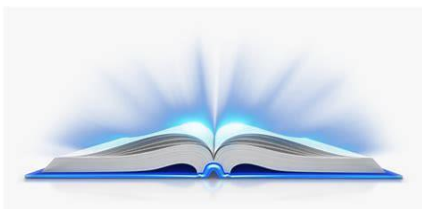
the community and to welcome

and support all people in their

enjoyment of reading and

pursuit of

lifelong learning.



Our Goals...

1

To provide equal access to information, ideas, and knowledge through books, programs, and other resources to enlighten and enrich personal lives.

2

To provide technological infrastructure to our patrons with enhanced local and global communications and resources.

3

To uphold the principles of intellectual freedom as described in the Canadian Library Association Statement that is flexible and responsive to the changing needs of our community.

Our Services...

Print

- Printing / Scanning
- Photocopying
- Faxing

Loans

- eLibraries Manitoba
- Interlibrary Loans
- Projector Loan

Research

- Public Computers / Internet
- Free Wi-Fi
- OPAC (Online Public Access Catalogue)
- EBSCO Research Databases

Programming

- Pre-School story time
Reading & Crafts
(September-June)
- Pre-School / School-Age
Summer Crafts
(July & August)

Chairperson's Report...

2020 has been quite a year to put it mildly. Even though experts predicted a pandemic to occur some year in the future, I don't think the majority of us realized the Impact It would have on our lives. As I look back to the spring of 2020 I remember the anxiety people were feeling due to the uncertainty of the upcoming months. Cleaning and sanitizing supplies were in high demand and short in supply. For a few months supplies were almost impossible to find which raised anxiety levels ever more as we were required to provide a safe, sanitized environment.

Due to COVID restrictions our Library was closed mid-March to beginning of July. In June we received a grant from the Emergency Community Support Fund. These funds were allocated to purchasing supplies necessary for providing a safe environment for our staff and patrons as we open our doors to the public once again.

During our closure we provided curb-side pickup. It was very successful keeping our circulation going. We opened to the public early July with restrictions and reduced hours. Unfortunately we had to close again mid-November due to high COVID numbers.

In May Leanne Cowell resigned for the Board. As we had not filled the vacancy from 2019, our Board was reduced to 5 members. We chose to carry on with only 5, but Riverdale Municipality recommended we resume with 7. In October both Debbie Phythian and Rhonda Krahn were welcomed to the Board. Kathleen Shanks (Secretary) resigned in December.

I would like to take this opportunity to thank our Librarian, Sherri Dziver and Assistant Michelle Willows for all their hard work and resilience in keeping our Library functioning and safe during the pandemic. Also thank you to the Board members for attending our regular meeting via Zoom. Thank you to Riverdale Municipality and Manitoba Culture & Heritage for your continued financial support. The biggest thank you to our patrons for being patient and supporting us through these challenging times.

Terry Nolin
Chairperson

Terry Nolin...

***member of
Prairie Crocus
Library Board
since 2005 and
Chairperson
since 2010***

Librarian's Report...

Early in the year a kind volunteer from Brandon University brought in a new program for junior members called "Science Saturdays" which was very successful until the pandemic began. 2020 was a year of challenges for everyone and libraries were not excluded. High COVID numbers and Provincial Health orders closed schools, businesses, libraries, and the list goes on. Anxiety levels were high and we were all faced with an uncertain future. After a couple months of closure (I used this time to weed a lot of old books, get our carpets professionally cleaned, and decide how to serve our community while being closed). I spent a lot of time on our Online Public Access Catalog with advising/orientating our patrons by phone and facetime on how to access and use it to reserve books from home as we were providing "curbside" service. Many patrons were excited and thankful which was a great feeling; many said it was "just like Christmas". I soon began to realize how essential our services were during this time of isolation and social restrictions. Access to Library materials became *"a safe place to go when you had to stay where you are"*; the means of increasing relaxation, lowering anxiety levels, and escaping the reality of what was happening in our world.

Restrictions were eased toward the summer months... a new challenge to adapt our Library space to comply with Provincial orders...appropriate signage, PPE, sanitizer stations, plexi glass barriers around the desk, keyboard protectors, etc. Fortunately we were able to purchase necessary supplies with a grant from the Emergency Community Support Fund. We needed to ensure ourselves and the public a clean / safe environment so we could re-open our doors early July.

Regular and summer programming had to be suspended as our space did not allow for social distancing and continued to be suspended into the fall months (although we were able to offer outdoor story time for a short time in the fall).

Even with our doors open, patrons continued to use the OPAC. Many preferred us to choose books for them as they picked them up curbside. We also delivered books to anyone who was not comfortable coming into the Library. The weeks were busy with having to quarantine returned books and not re-shelving them until the following week (seemed like we were always running a week behind). We were grateful to be able to serve our community in any way possible.

We received many thoughtful cards, words of encouragement and expressed appreciation in the coming months. Surprises of free lunch and homemade goodies on a Friday afternoon were a real treat!

All in all, we were able to keep our circulation going and saw over 20% increase in ebook and audiobook downloads for the year.

Thank you to our financial supporters Riverdale Municipality and Manitoba Culture & Heritage; Board Members for their continued support; special thanks to our patrons for your patience, kindness and encouragement through this year of uncertainty. Looking forward to 2021!

Sherri Dziver
Library Administrator

Sherri Dziver...

began part-time

at Prairie Crocus

Library in 2012

and has been

Library

Administrator

since 2014



Board Members

Terry Nolin - Chair
Rhonda Krahn - Vice Chair
Dora Irvine - Secretary
Ken Tait - R.M. Council Rep.

Debbie Phythian
Wayne Wareham
Susan Childerhose

Staff

Sherri Dziver - Administrator

Michelle Willows - Assistant

Open Hours...

Regular Hours:

Wednesday 2:00 - 7:30
Thursday 1:00 - 4:30
Friday 9:30 - 4:00
Saturday 10:00 - 2:00

Summer Hours: (July & August):

Wednesday 2:00 - 7:30
Thursday 10:00 - 4:30
Friday 9:30 - 4:00
Saturday closed

Library Collection...

Children

- Fiction / Non-Fiction
- Easy-Reading Board Books
- Books with CD
- Ready-to-Read Levels
Pre-K to 5

Adult

- Fiction / Non-Fiction
- Biography
- Mystery
- Science Fiction / Fantasy
- Romance
- Large Print Western Fiction
- Historical Fiction
- Christian Fiction

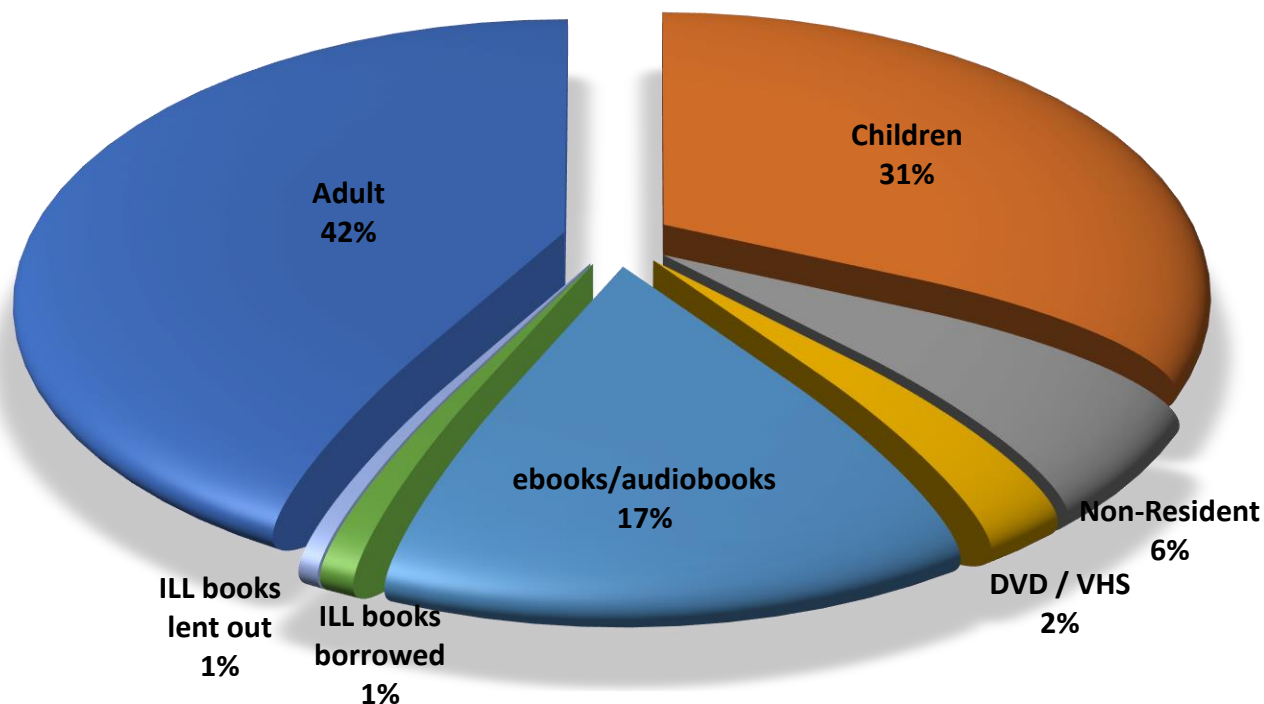
Junior & Young Adult

- Fiction / Non-Fiction
- Biography
- Mystery
- Science Fiction / Fantasy
- Graphic Novels / Comics

Other

- DVD / VHS Collection
- Magazines
- Quarterly Large-Print Book
Rotation

Circulation Statistics...



Circulation Summary

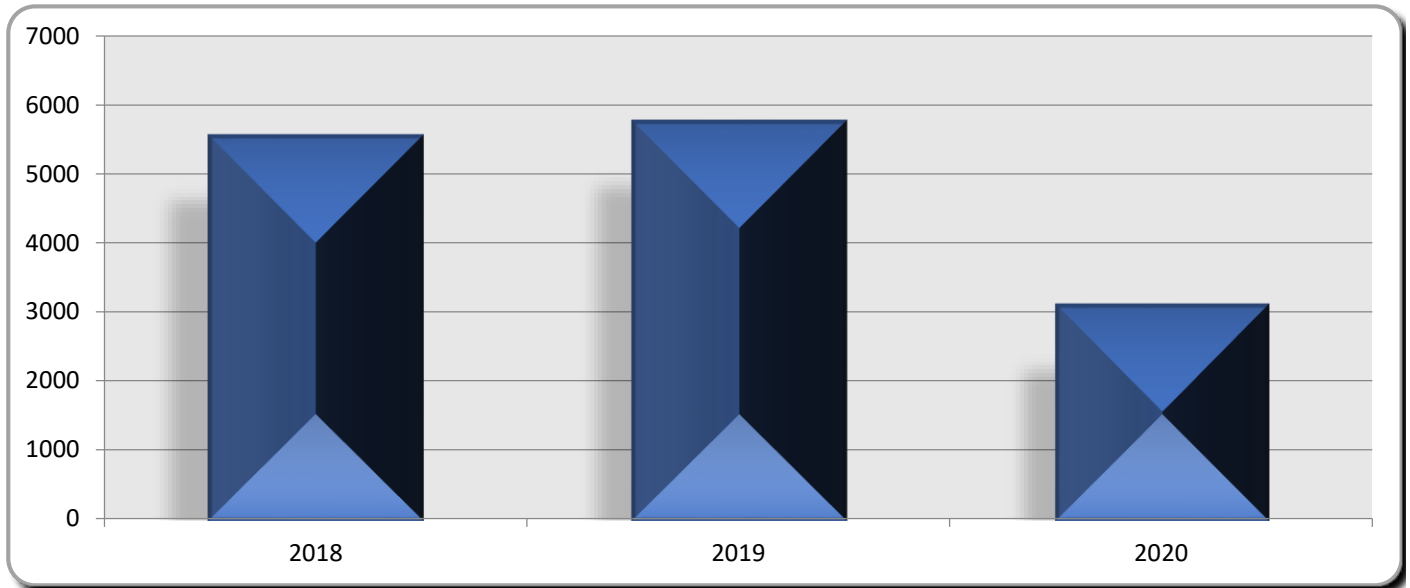
/Increase/Decrease from 2019

Print materials	13,682	- 0.05 %
ebooks / audiobooks	2,862	+ 23 %
PLS LP Rotation	380	- 20 %
Audio/Video/DVD	426	- 63.5 %
Interlibrary books borrowed	176	- 47 %
Interlibrary Books lent out	104	- 49 %

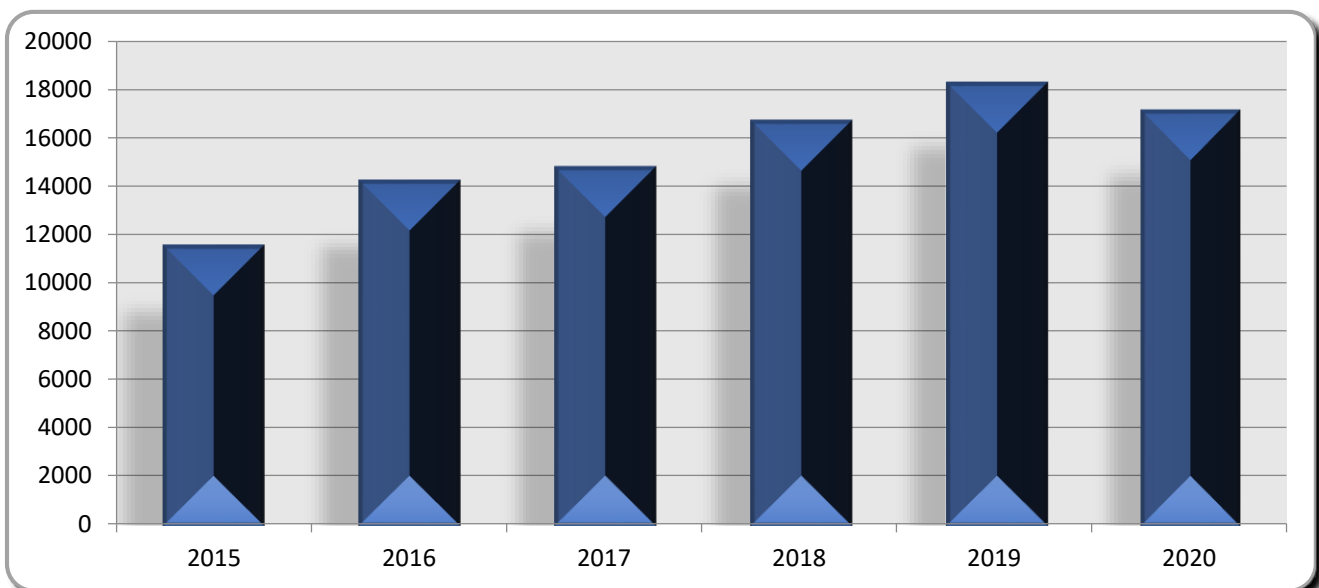
New Memberships 16 Adult, 11 Junior, 3 Non-Resident

Patron visits 3,102 (manual gate count)

Visitor Gate Count...

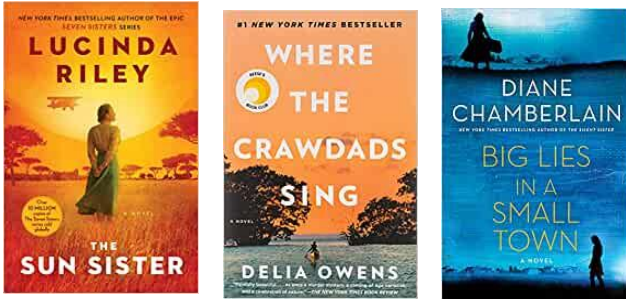


Annual Circulation...

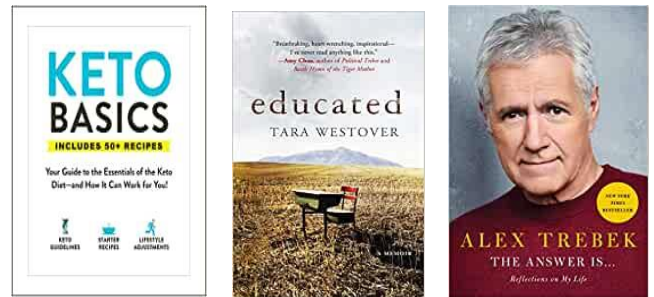


Top Circulations in 2020...

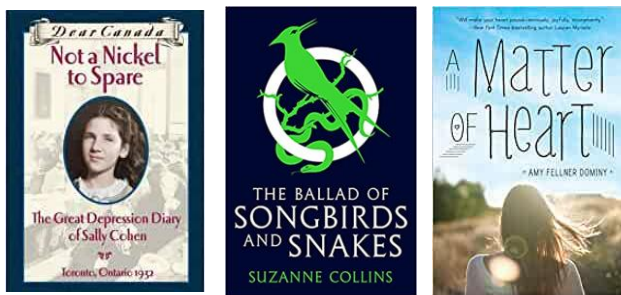
Adult Fiction



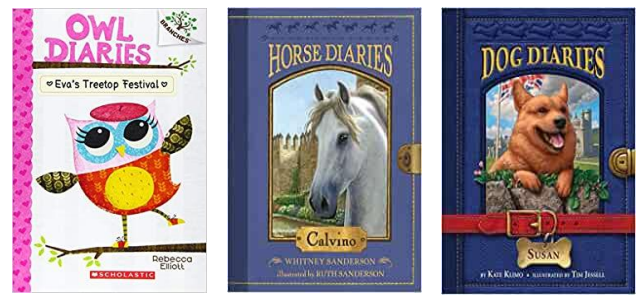
Adult Non-Fiction



Young Adult Fiction



Junior Fiction



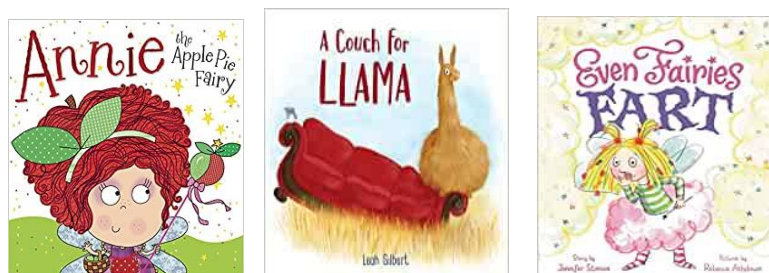
Junior/Children's Non-Fiction



Graphic Novels



Children's Fiction



In 2020...

open to the public

106 Days

36 days

of curb-side service only

checked out

14,768

items

borrowed

176

items from
other
libraries

2,862

ebook &
audiobook
downloads

Lent out **104**

Items to other
libraries

added

945

to our inventory

deleted

1,875

3,102

visitors

welcomed

30 new
members

received

\$3,157.89

in cash donations

survived

2

lockdowns

Looking forward to our **50th anniversary** in 2021!

Financial Review...

<u>REVENUE</u>	<u>2020</u>	<u>2019</u>
Riverdale Municipality	\$ 31,400	\$ 31,400
Province of Manitoba	23,631	23,631
MB Bridge Grant	5,000	---
Rural Library Tech Grant	2,052	2,056
Donations	3,158	1,268
Desk Fund	666	974
Interest	<u>280</u>	<u>251</u>
	\$66,187	\$59,580

<u>EXPENSES</u>	<u>2020</u>	<u>2019</u>
Advertising	\$ 145	\$ 149
Books/Periodicals	6,950	5,588
Catalog Supplies	484	617
Computer/Software Maintenance	2,009	1,858
Donations	2,452	---
Insurance	3,311	1,857
Internet	672	775
Janitorial	850	387
Memberships	51	51
Office	1,800	1,632
Misc.	241	433
Audit	1,697	1,643
Repairs/Maintenance	38	1
Phone	835	832
Training	80	27
Utilities	3,751	3,586
Wages/Benefits	<u>40,619</u>	<u>41,216</u>
	\$65,985	\$60,652
Surplus/Deficit	\$202	\$(1,072)