



Springfield Public Library

# ANNUAL REPORT

# 2020

# MISSION STATEMENT

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It is the mission of the Springfield Public Library to provide and promote open and equal access to the resources and services of the library in order to meet the informational, educational, cultural and literacy needs of the community.

# VISION

The Springfield Public Library embraces the rich heritage and vibrant future of our community. We aspire to be the best possible library for Springfield. We create opportunities to participate, connect and discover by:

- Encouraging life-long learning
- Responding to the needs of our diverse community
  - Ensuring freedom of access to information
- Offering space for people and ideas to come together providing materials and programs that entertain and inspire

We are committed to excellent stewardship of the physical and financial assets entrusted to the Library.

# STAFF:

**Cherie Denorer:** Manager

**Tia Grantham:** Library Assistant

**Heather Barendregt:** Clerk

**Mary Swingler:** Clerk

**Sheri Habing:** Clerk

**Joanne Mitchell:** Bookkeeper

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# BOARD MEMBERS:

**Doreen Palidwor:** Chair

**Jocelyn Hamill:** Treasurer

**Tiffany Fell:** Council Rep

**Deanna Hay:** Secretary

**Carolyn Lintott:** Policy & HR Chair

# LIBRARY HOURS

Tuesday:	10 - 8 pm
Wednesday:	10 - 8 pm
Thursday:	10 - 5 pm
Friday:	10 - 5 pm
Saturday (Fall)	10 - 4 pm
Saturday (Summer)	10 - 2 pm

## SERVICES WE OFFER

- Fiction Collection
- Large Print Collection
- French Collection
- Reference Collection
- Non-Fiction Collection
- Magazine Collection
- Audiobooks
- E-Libraries
- Internet/ Wi-fi Access
- DVD/DVD Series Collection
- Copy / Fax / Scan Services
- Internet Access To Catalogue
- Inter-Library Loans
- Family Programs
- Children Programs
- Teen Programs
- Senior Programs
- Pedometers
- Snow Shoe Rental
- Walking Poles
- Summer Reading Program
- Summer Camp
- Toy Lending Library
- Workshops

## DONATIONS

Cash:	<b>\$230</b>
Book Donations:	<b>400 books</b>
Puzzle Donations:	<b>8 boxes worth</b>
Volunteer Hours:	<b>161 hours</b> (Dropped due to Covid)

## 2020 CIRCULATION STATISTICS (VIA CATEGORY)

Adult	<b>14,800</b>
Young Adult/Juvenile/ children	<b>16,269</b>
DVD/CD/Audio books	<b>1,770</b>
Magazines	<b>1,772</b>
eBooks	
Interlibrary Loans	<b>371- Borrowing 377- Lending</b>
<b>TOTAL:</b>	

# 2020 FINANCIALS

REVENUE:	2020	2019
<b>Grants</b>		
Rural Municipality of Springfield	\$143,500	\$143,500
Public Library Services Grant Assistance	\$130,407	\$130,407
Operating and Collection Development Grant	\$5,500	\$5,500
Technology Grant	\$5,131	\$5,140
Manitoba Bridge Grant	\$5,000	-
Other Grants	-	\$1,611
Canadian Emergency Wage Subsidy (CEWS) and Temporary Wage Subsidy (TWS)	\$27,231	-
Library Operations	\$6,796	\$15,101
Interest	\$1,281	\$1,166
Miscellaneous	\$894	\$1,849
Donations	\$230	\$1,528
Fundraising	\$30	\$2,464
Green Team	-	\$4,380
	\$326,000	\$312,646

EXPENSES:	2020	2019
Advertising and Promotion	\$105	\$363
Amortization	\$1,762	\$1,601
Book purchases	\$18,232	\$16,846
Equipment	\$613	\$743
Equipment Rentals	\$1,967	\$1,619
Fundraising	-	\$457
Interest & Bank Charges	-	\$30
Memberships	\$44	\$9
Miscellaneous	-	\$274
Office	\$515	\$5,496
Professional Fees	\$6,091	\$6,375
Programming Costs	\$2,059	\$3,540
Repairs & Maintenance	\$4,816	\$10,088
Service Level Agreement	\$65,965	\$64,883
Software Fee	\$2,584	\$5,222
Sub-contracts	\$896	\$4,500
Supplies	\$4,212	\$8,048
Telephone	\$2,360	\$2,521
Travel	\$185	\$519
Utilities	\$2,476	\$2,715
Volunteer Development	\$1,090	\$1,127
Wages & Employee Benefits	\$149,163	\$122,516
	\$265,135	\$259,492
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$60,865</b>	<b>\$53,154</b>

**May 12**

The library opened up for curbside pickup only. Patrons would send their request through the online system, email or over the phone. The staff would grab the listed books and call the patrons. Open for pickup Tuesday or Thursday between 10 am - 3pm.

**June 2**

We added Saturday to the pickup dates. Running from 10 am - 2 pm.

**March 18**

The library was shut down due to Covid-19. Though the library was closed to the public, we continued to provide different activities through our social media. We also took this time to clean the entire library and to rearrange the storage area.

**May 26**

We extended curbside hours to Tuesday - Friday from 10 am - 3 pm.

# COVID EVENTS

**July 14**

The library opened to phase 3. This included the library opening to the public, though the curbside was still accessible. Our washrooms remained closed to the public as we wanted them to come in, grab their max of 10 books, and then leave.

To make it low touch, we placed bins around the library for patrons to leave their unwanted books in.

**Nov 11**

Due to the Covid spike, the library completely shut down.

**June 9**

We moved into Phase 2. We extended curbside hours Tues.- Fri. to 10 am - 4 pm. We also opened up 2 computers for the patrons to use for research and printing purposes.

**Nov 1**

The Covid spiked and forced the library to shut down again, but we continued to provide curbside pickup!

**Nov 13**

Reopened to Curbside pickup only. The hours were extended to:  
Tues. & Weds.: 10 am - 8 pm  
Thurs. - Sat.: 10 am - 4 pm

# PROGRAMS

## WALKING POLES AND PEDOMETERS:



We provide patrons of all ages the opportunity to borrow walking poles and/or pedometers for at least a month. These are available for the patrons throughout the year.

## SNOWSHOE LENDING PROGRAM:



We have snowshoes to lend out to the public. These snowshoes come in varying sizes - kids/youth (generally for ages 6+) and adults. Anyone from the public is invited to check them out to try snowshoeing in the great outdoors.

## PUZZLE EXCHANGE PROGRAM:



A program that continues to run throughout the year. Patrons come in and exchange puzzles of their choice.

This year, the program was a huge hit, as it was something different for patrons to do during quarantine. While we were doing curbside, if patrons called and provided what they were looking for in puzzles, a staff member would pick out a puzzle for them.

# PROGRAMS

## 2020 READING CHALLENGE:



This year, we decided to try a reading challenge for all of our patrons. We created two different challenge lists, one for children and another for teens/adults. Patrons were prompted to read a different book for each quest. At the end of the year, people who submitted their filled-out sheets were put in for the draw to win a Chapter's gift card! We also provided monthly giveaways, where patrons that handed in a monthly book report were entered in a draw for a book giveaway.

## CHRISTMAS BREAK:



We provided two days of Christmas-themed programs. On the 2nd, we had a craft day which 6 people were in attendance. We then had a movie day on the 3rd. The first movie started at 11 am with 4 people there to watch the movie. At 1 pm we had another movie playing with 5 people in attendance.

## CASUAL CRAFT DROP-IN:



We continued the "Casual Craft Drop-In" that ran twice a month on Thursday evening from 6 - 8 pm. This program is for any adult that wishes to have fun and creative space to gather and work on their current arts and crafts projects. We were able to host this program throughout Jan. and Feb., but due to Covid, the program was suspended indefinitely.

# PROGRAMS

## MIND AND BODY:



Mind & Body teaches 4 & 5 - year-olds games, activities, fine motor skills and movement, while also introducing and developing literacy and numeracy through play. Rachel Parisien continued as our new facilitator for this program. Following a schedule similar to that of a kindergarten class, this program is a great way to prepare children about to enter into the school system.

## BETTER THAN THERAPY BOOK CLUB:



A wonderful group of book lovers gather to discuss the book picked for each month. Patrons are always welcome to join in on their meetings or to just pick up one of the books to see what people are reading! The group met up in person from Jan. - March, but due to covid had to take a temporary break. They started up zoom meetings on Tuesdays, going from Oct. - Dec.

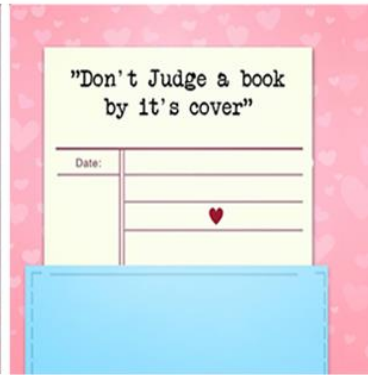
## TOY LENDING LIBRARY:



We have over 100 games, toys, sports equipment and interactive books, which we lend out for 2 weeks at a time. This provides an opportunity for parents to let their children try out a new item without the expense of purchasing it only to find their child lose interest in a short time. A selection of toys is available for borrowing, and we have a catalogue showing the whole collection. Though, with us shutting down for covid, we temporarily suspended the program in March.

# PROGRAMS

## BLIND DATE WITH A BOOK:



At the beginning of February, we started up the 'Blind Date with a Book' which ran throughout the month. Books were placed into gift bags, with brief summaries of the book displayed on the bag.

## GAME DAY:



As of February 1st, the library opened up one of its rooms to host our 'Game Days'. Patrons were welcome to drop in throughout the day to play either a board game provided by the library, or to bring their own and play with either friend, family, or anyone else who showed up looking to have a fun, game-filled, day. This program was held on alternating Saturdays but was suspended indefinitely due to Covid.

## STORY TIME:



Storytime is a favourite for preschoolers aged 2 - 5 years-old; in three 8-week sessions (once a week on Wednesdays), Miss. Cherie engages children's imagination through storytelling. This year our program from from Feb. 5th - March 11th, with 28 children register for each of the 8 sessions. This bringing us up by 6 attendants from the previous year. Though, due to covid, this program has been temporarily suspended.

# PROGRAMS

## KIDS IN THE KITCHEN:



Heather ran our well-received 'Kids in the Kitchen' program this year. Every Wednesday, for 4 weeks at a time, two groups ranging from 6-8 years old or 9 - 12 -years old. Having the two different age groups allowed them to get meals that suited their age. With how to prep and make their own food, this hands-on experience is an excellent skill for them to learn. We have reintroduced this program to the library and it took off, each week filling up quickly with 8 kids per session. Due to Covid, the program was suspended indefinitely after the first sessions.

## TAKE-HOME CRAFT KITS:



Starting in October, the library started providing craft kits. Every second week on Tuesdays and Thursdays, patrons were able to pick up craft kits. This program was well-received by both the children and their parents. In October we made 72 kits, November was 29, and in December we made 153 kits.

# SPECIAL EVENTS

RM  
WEBSITE:



In January, the RM of Springfield added a link to their website, promoting the library.

TUMBLE  
BOOKS:



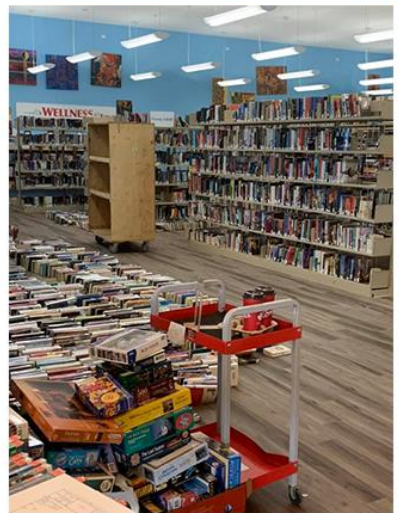
During our closure, the library tried to provide our patrons with as many online resources as we could. One of the things we started offering during this time was the "Tumble Book Library". This program was accessible to our patrons during the summer, from March through August.

# SPECIAL EVENTS

## NEW FLOORING:



As of June 10th, the library had the rest of its carpet removed. The library remained open for curbside pickup during the 3 day process.



# SPECIAL EVENTS

## TD SUMMER READING PROGRAM:



This year, our TD Summer Reading Program looked a little different. With the library being closed to the public, we couldn't hold our usual in-house program. So we decided to take it online! Running from July 2nd - Aug 22nd, we provided all 38 participants with weekly kits. These kits included: colouring pages, crafts, activities, and snack recipe ideas. All pages were posted on our website for anyone to print up at home, but just in case, we had a few bundles printed for people to pick up.

To encourage children to read during quarantine, they were provided with a reading log sheet, and for every 20 minutes read, the child would receive 1 ballot for a chance to win a prize. They would also receive a free movie rental if they handed in a book report.

## PARKING LOT REDONE:



On September 1st, the library's parking lot was partially redone. We also had new lines painted, making the parking lot clearer for our patrons. During this time, the library remained open to the patrons.

# ARCHIVES

**Springfield Archives is located right inside of our facility. The archives contain all the records since the Springfield Municipality was founded. From land title information to local history, the archives has it all. The Archives is run by dedicated volunteers.**

**All the events that are organized at the library wouldn't be available without the partnerships, volunteers, board and staff members that make them possible. To those of you who dedicate yourselves to the library and its events we give our sincerest appreciation.**

*Thank  
You!*