



CUBA  
*Circulating*  
LIBRARY

# ANNUAL REPORT 2020







# DIRECTOR'S STATEMENT

On Tuesday, March 17, 2020, Cuba Circulating Library closed our doors to the public for the first time in recent memory. Due to the COVID-19 pandemic, the library could no longer be safely open to the public. What we hoped would be a few days or possibly weeks turned out to be months. Although we were not able to offer traditional library services during the state-mandated shutdown, library staff got creative in finding new and innovative ways to help the community.

The library reopened for curbside service on June 15 and began allowing patrons back into the building on June 29.

At this time, we are still not back to full service in that we are not able to hold in-person programs safely. However, we continue to find new and innovative ways to provide services to the Cuba community.

Throughout this challenging year, we found new ways to do what we do best: create lifelong learners through quality and current programs and materials for all, collaborate with community organizations, and provide free and equal access to information, knowledge, learning, and the joys of reading for our diverse community.

**TINA DALTON**

*Cuba Library Director*

# DURING THE SHUTDOWN

Library Assistants Janet Rhodes and Nancy Robinson called patrons at home to check in with them. Youth Services Coordinator Cherilyn Wise created STEAM and Storytime videos, as we could no longer offer the traditional Storytime experience to the children of Cuba. Library Page Rylee Peacock created “Crafting in Quarantine” videos, encouraging people to create fun projects using things they could easily find around their homes. Library Assistant Shauna Comes did a complete overhaul of the library’s website. We mailed tax forms to members of the community. We provided virtual tech tutoring appointments to assist patrons who were learning new technologies—Zoom, Go To Meeting, Overdrive, and Libby. We continued to provide online reference support.



Library Page Rylee Peacock created multiple videos showcasing arts and craft projects patrons could easily do at home.



# INNOVATIVE PROGRAMMING

The Cuba Library presented our annual Summer Reading Program through a combination of videos and take-home literacy kits. Youth Services Coordinator Cherilyn Wise created 24 videos during this six-week program, presenting a combination of craft, STEAM, and Storytime activities. We had 102 participants in our Summer Reading program in 2020. We partnered with Head Start, CRCS, Cuba Baptist Church, and Cuba Cultural Center to disperse over 200 literacy kits and 850 books to the children of the community. These kits were funded by a grant from Allegany County United Way.



Youth Services Coordinator Cherilyn Wise showcases a STEAM kit. The library has 15 kits available for checkout. These kits support at-home learning for children of all ages.



# TECHNOLOGICAL IMPROVEMENTS

Throughout 2020, Cuba Library has sought to support the community by expanding the services we offer. In the fall, we installed a Wi-Fi hub on the west side of our building, expanding our Wi-Fi reach by 300 feet. The library's Wi-Fi is on 24/7 and during the shutdown, it was common to see people sitting in their cars or on the library's benches, accessing the free Wi-Fi.

The Library also has five hotspots available for checkout. These hotspots were checked out during shutdown and the five families who had them were provided with free unlimited internet services during those months.

Thanks to a recent grant from the American Library Association, we will soon add five more hotspots to our collection.

With funding from the Manley grant, we were able to purchase a camera, laptop, lighting, and microphones for a mobile media lab. These items have made it possible for library staff to record, edit, and present videos to the public. These items are also available for in-library use to the public.

# LIBRARY TRUSTEES

President: Faith Stewart  
Vice President: Sara Talbot  
Secretary: Sharry Semans  
Treasurer: Gary Enderle

Lin Assink  
Tom Donahue  
Lynn Fulmer  
Tracy Knavel  
Marsha Long  
Wendy Sprague  
Bradley Weaver  
Trisia Young

Cuba Library Trustees serve three-year terms, for up to two consecutive terms. Library Trustees are responsible to the library and the public we serve. We thank our trustees for their volunteer service in fulfilling their duties, commonly referred to as "care, loyalty, and obedience." Trustees are advocates for improving library services who serve to guide the library, always mindful that their decisions impact the future of the community.

## FRIENDS OF THE CUBA LIBRARY, INC.

Friends of the Cuba Library, Inc. is a nonprofit organization dedicated to supporting Cuba Circulating Library through fundraisers and advocacy.

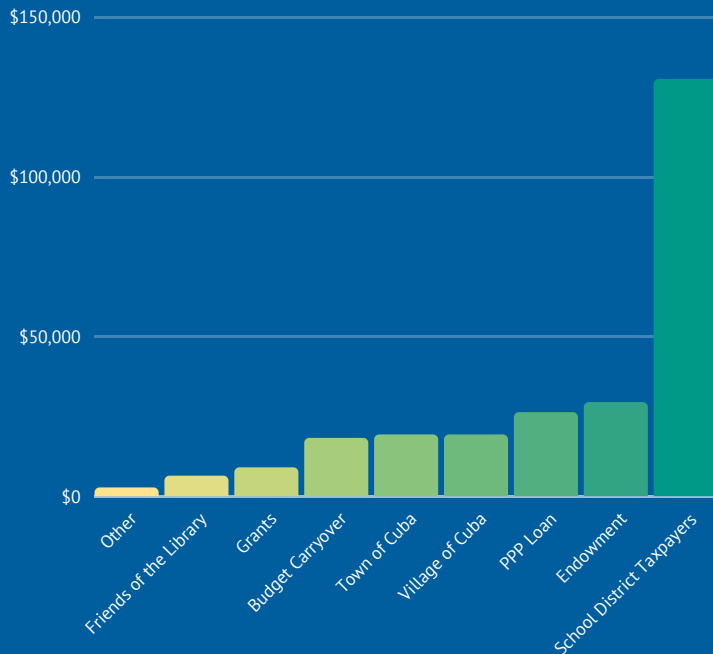


In 2020, Friends of the Library donated funding to support the following projects:

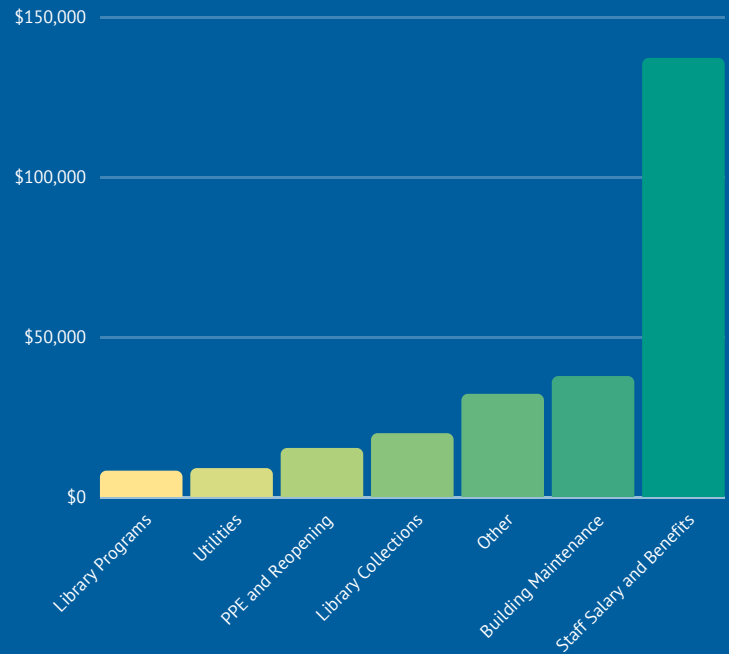
- Adult programs, including Summer Reading Program
- Purchase of 10 STEAM kits
- Purchase of two book carts
- Purchase of front-desk shield
- Purchase of medical grade keyboards and computer mice
- \$1,000 toward purchase of additional e-books and e-audiobooks

# FINANCIAL STATEMENT

## 2020 LIBRARY INCOME



## 2020 LIBRARY EXPENSE



## LIBRARY STATS

- Library visits: 11,237
- Registered borrowers: 4,798
- Programs held: 188
- Program attendance: 2,031
- Print materials in collection: 17,580
- Electronic materials in collection: 21,478
- Circulation of all items: 27,339



E-Books use increased by 25%

# Stay connected



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