

August 2020 Director's Report To the Board of Trustees

- **SERVICE AND SERVICE PROMOTION**

GOAL #1: To maintain regular and open communications with all governing bodies, boards, librarians and the general public regarding the operations of the Suring Area Public Library.

- The library now has two open days under their belt and things are going very well. Everyone was very cooperative in following the library guidelines. We are still offering by appointment and curbside which has also been very busy.
- Waltco is back to their regular schedule (delivery every day). We still quarantine the items that come in.
- Nicolet Federated Library System Directors are now meeting every other week via ZOOM.
- All libraries went live with our new circulation system and Infosoup Discovery on Monday August 17th. There were many glitches as was expected. We are quite busy learning how to navigate the system. We are taking our time and asking patrons to be very patient with us. We are also available to help patrons navigate Infosoup Discovery.

GOAL#2: To create, implement, and evaluate a wide range of programming for all segments of the population with an emphasis on children, teens, families, and senior citizens.

- The kids' Summer Library Program wrapped up on August 17th. We had gift bags for those that participated (there were 6 each week). The adult program is still going until September 25th.
- I am looking into starting up some programming in the fall. Possibly virtually. If we were to have anything in the learning center, we would have to have very limited attendance to follow social distancing guidelines. Would it be feasible to have the program more than once to accommodate attendees (if there are a lot of them)?
- I will be contacting the school to find out if there is any type of programming we could work on together that would help the library as well as the school.

- **ADMINISTRATIVE SERVICES**

GOAL #1: To nurture the Friends of the Library organization.

- The Friends will be having their annual Book Sale on Labor Day Weekend.

GOAL #2: To create and implement a long-term plan for the Suring Area Public Library.

- All 7 municipalities have signed the new Joint Library Agreement.
- A letter of opinion was emailed to Shannon Schultz at the DPI regarding the new Joint Library Agreement. I still have not heard back from her. I will email her this week to see how far or how much longer before she is done. The Joint Library Agreement has to now be approved by the Oconto County Library Services Board, the County Finance Committee and the County Board. The Oconto County Library Services Board meeting is scheduled for Wednesday, September 2 in Oconto.

- **COLLECTION MANAGEMENT**

GOAL #1: To review collection development options that include both traditional and non-traditional materials.

- Even though we have been closed, I continue to order new items for our library.

GOAL #2: To develop and implement a weeding schedule to keep up-to-date with the ever-changing needs/wants of library patrons.

- The library will do some weeding next year. We have yet to learn how to do it with the new system.

- **FACILITIES MANAGEMENT**

GOAL #1: To actively assess the care and maintenance of the library building and grounds.

- Justin School has not been to the library to start repairs on the roof yet.

GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.

- We have put away all of the seating in the library except for chairs that will be used for the computers.
- We have plexi-glass on the circulation desk, as well as hand sanitizer by the public computers, and on the circulation desk.

*The Suring Area Public Library connects people with information, ideas, and experiences **to provide** education and enjoyment.*