

# July 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 is still offering curbside pickup for patrons for items that are in our library collection. The library is also open by appointment only on Mondays and Tuesdays from 10-2. We will continue this service indefinitely. With both curbside and open by appointment, it has been quite busy.
- Waltco delivers to us twice a week now. Items that come from Waltco include holds that patrons placed before the shutdown. These items, as well as book drop items are checked in, wiped off, and will sit on our back counter for 72 hours, then shelved or put on our hold shelf.
- Nicolet Federated Library System Directors are still meeting weekly via ZOOM to discuss any concerns and what the latest updates are.
- The staff and I have completed training for the new circulation system that is scheduled to go live on August 17<sup>th</sup>. Owlsnet staff are busy creating short how to videos for libraries to use.
- I just completed a 4 week class through UW-Madison, "Having Difficult Workplace Conversations". The class was very informative in that it showed me steps to follow before, during and after having the difficult conversation.

**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 is still happening. We've had 15 kids register, with 5-10 of them being active in the program (picking up a craft each week and signing in). There will be prizes awarded at the end of the program for everyone who participates in the program. There are 17 registered for the adult program, which runs through September 25<sup>th</sup>.

- **ADMINISTRATIVE SERVICES**

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

- The Friends Annual Rummage Sale was June 18-20 and June 25-27. They made approximately \$7,400 on the rummage sale and \$108.00 from the sale of candy bars.
- The Friends have contacted the Boy Scouts and Girl Scouts to make 6 Little Libraries to put up at the Town Halls.

**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. She will give her opinion on this agreement as well as what is required of the Director regarding education. The Joint Library Agreement has to now be approved by the Oconto County Library Services Board, the County Finance Committee and the County Board.

➤ **COLLECTION MANAGEMENT**

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

- The library has received monetary donations (\$800.00) to use toward our library collection.

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

- Weeding is complete.

➤ **FACILITIES MANAGEMENT**

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

- Since the Library Board approved the \$5,000 bid from Justin School Contracting to repair the roof on the library side of the building. Justin 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, on the circulation desk.
- I am still in the process of trying to find mobile hotspots to purchase that work in our area.

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