

# June 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. We will continue this service indefinitely. Next week, patrons will be able to place holds on items from other libraries again.
- 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.
- I attended the Oconto County Library Services Board Meeting on Wednesday, June 17<sup>th</sup> at the courthouse in Oconto. This was the first meeting in person for quite some time. We discussed funding for 2021 and ours will stay the same for at least the next 5 years. We also discussed a marketing campaign with extra funds from the county. There will be more discussion at our next meeting in September.

**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 begins Monday, June 22, 2020 and runs for 8 weeks. At this time, there are 5 kids that registered online and 1 adult. I will be outside the back door on the 22<sup>nd</sup> for any child who wants to register then, pick up a reading log and a craft to go. There will be prizes awarded at the end of the program for everyone who participates in the program. The adult program also begins on June 22<sup>nd</sup> and runs through September 25<sup>th</sup>.
- Laurie and I have discussed the possibility of starting up the Young at Heart Book Club again in August. It would take place in the learning center with everyone socially distanced.

- **ADMINISTRATIVE SERVICES**

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

- The Friends Annual Rummage Sale is June 18-20 and June 25-27.
- The Friends Pie and Ice Cream Social has been canceled this year.

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

- Mary Beth has been hard at work on the new Joint Library Agreement between the municipalities.
- I will begin working on a letter of opinion to send to Shannon Schultz at the DPI regarding the new Joint Library Agreement.

➤ **COLLECTION MANAGEMENT**

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

- I continue to order materials for our collection. Any and all new items that we own are still getting checked out to Suring patrons that want them.

**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, I called Justin and he will begin work as soon as he can. That's all he was able to give me as he's very busy. I asked him to let me know when he will be coming as soon as he can.

**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 circ desk.
- I will be talking to the board about starting to open by appointment ONLY.

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