

**DIRECTOR'S REPORT
FEBRUARY 2021**

1. **STAFF SELECTION:** Susannah Stiehm has been selected as Sharon's replacement and awaits Library Board confirmation. Among, her many qualifications, she is an experienced coder and is well versed in formulating brochures, newsletters and advertisements. She will begin beginning of March. Her salary is \$14 hr.
2. **PROGRAMS:** At this time we are not planning for live summer programs. The Summer Reading program will be presented online only as it was last year, and will again be in collaboration with the Horicon Library. We will re-assess live programming capabilities, the closer we get to summer, based on COVID numbers and government regulations.
3. **SUBSCRIPTIONS:** In 2021 we will not be renewing our magazine and newspaper subscriptions. Quarantine requirements have made it so the newspaper is only available after it is at least a week to 10 days old. There have also been no requests for it, most people read it in the library. Magazines have fallen to the same fate, although they are viable for checkout after one week, we have had no requests for magazines and very little check outs (10) since we closed for COVID in Mar. Yearly subscription costs upwards of \$450. When we are able to open as we were before, we can reinstate our subscriptions.
4. **BOOK ARTS OWNERSHIP:** Clarity on the question of the ownership of the Book Arts collection was raised. Even though the book arts collection is catalogued in the Library collection, the Friends, who purchased the collection, would like to retain ownership. If our library collection were, for any reason, to be dissolved the Friends would like to be able to keep control of whether it would be moved or sold, and if sold, would want to retain any funds derived from such a sale. Advice from SALS is that this is possible as long as item records in the catalog reflect Friends ownership. It was also advised that a contract between the Library and the Friends be drawn up to reflect this agreement so in the future everyone involved is clear on the arrangement. In this situation, the Book Arts Collection would be considered *loaned* to the Library.
5. **FRIENDS MOU:** This has been mentioned before, but SALS advised that the Library Board should have a memo of understanding with the Friends Board to make clear the relationship. This should also include the Book Arts ownership arrangement mentioned above.
6. **INTERN PROJECT:** In order to gain her Masters of Library Science, Sharon Berg, our former Library Aide must complete an internship. I have accepted Sharon Berg's Intern Project Proposal to reorganize our children's collection to make it easier to use. This reorganizational project has been on our back burner for quite a while, waiting for sufficient time to accomplish. It is quite an undertaking and I am happy that Sharon has selected this for her internship project. Once the reorganization is complete, she will film a guided tour of the children's area for the Library's promotional use. This is a non-salaried project, which she was not allowed to undertake while an employee of the Library, and we are thankful to Sharon for volunteering her time and using her internship to once again enhance our Library services.
7. **STATISTICS:**

	Jan. 2021
Patrons in Library	35
Curbside Delivery	104
Computer users	4
Items checked out	566
ILL received	242
ILL sent	317
Items returned	448

	Jan. 2020
Patrons in Library	572 Avg daily attendance T-28,W-35 Th-25 F-51 S-3
Curbside Delivery	
Computer users	80
Items checked out	884
ILL received	258
ILL sent	407