

# Library Director's Report

April 6, 2021

Prepared by Lori Stokem, Director

**February Monthly Statistics:** Statistical summaries for the month of March 2021 will be available at our meeting.

## **Financial/Donations:**

We have received a few more memorial donations for Ruth Foster. The total amount received is \$3,160 and donations are still coming in. Thank you notes have been sent. I met with Karin Foster on March 5<sup>th</sup> to discuss some ideas of how to memorialize Ruth here at the library.

The library received a royalty check in the amount of \$76.45 from Arcadia publishing, Inc. The royalties are from the sale of Al Cormier's book.

The library received a \$500 grant from the Stewart's Holiday Match program. This grant is available thanks to Stewart's and the donations from Stewart's customers. We will use the money to help fund the kids' Grab and Go Craft Kits. We have had a lot of positive feedback from patrons on all of our craft kits (kids and adults). This will help us continue providing kids in our community with the kits. The money will also be used to fund our summer reading programs.

## **News/Issues:**

- I have been participating in virtual Director's Council meetings and I attended a virtual meeting about the current Census.
- Next week I will be meeting with Erica from SALS and the directors from the other libraries that are participating in the Farm-2-Library program. She will be discussing the details of how the program works. Ashley from Comfort Food Community delivered our refrigerator and filled it for the first time on March 24<sup>th</sup> (See pictures on our webpage/Facebook page). As of right now, she will be delivering fresh produce every Wednesday. Our first week went really well with almost everything taken. We have received a lot of great

feedback from the community about this program. I sent fliers out in kids' backpacks that go home through the school's backpack program (Several of them I had translated into Spanish). I'm hoping with this program being at the library, it will encourage more and more people to come into the library!

- On March 18<sup>th</sup> Mary Hanley, an Automation Support Representative from SALS, made a site visit. We met at the library to discuss the SALS Joint Automation (JA) part of SALS.
- The Annual Report for 2020 has been completed and submitted to SALS. I am waiting to hear from Jack about putting together the Report to the Community.
- In March we began quarantining returned books and materials for 48 hours, reduced from 96. We continue to quarantine the books in the Reading Room for 48 hours.
- I attended a Narcan training at the Salem Court House. As a result of the training, we now have a Narcan kit in the library. It is housed inside of our First Aid Kit in the library.
- Karen continues to add some wonderful new books to our shelves that are available for our patrons. These books are being checked out quite frequently. We have moved the new books back into the library so our patrons can easily find them. We're continuing to feature books in the windows, but just not new ones. Bev Kratzert and Randy Dumas continue to help us decorate our windows! We are so grateful to them!
- We continue to keep our patrons informed of new books and library news through the use of the library's Facebook page, our webpage, and our newsletter. A press release was sent to the newspapers advising the public of our moving to Level 4 of our COVID plan.
- Curbside service continues for patrons we are not comfortable coming into the library at this time.

- The library has received tax forms from the IRS to have here at the library. Patrons may request them.

### **Looking Ahead:**

- Karen Hickland has passed her notary test and is submitting her paperwork. We will let you know when her notary services will be available. Now that I am fully vaccinated, I will be signing up to take the test soon. We will let you know when Karen's notary services will be available to our patrons.
- During the next few months we will be offering a monthly craft/class through Cornell Cooperative Extension. We will begin in April by offering a class in Wet Felting. These classes will be geared toward kids a little older than the kids for our weekly craft bags. Kids will sign up for the class and pick up their kit on a scheduled time. The kit will include instructions and/or a video demonstration of how to do it.
- I've begun putting together a great group of people to work on our Community-Based Strategic Plan. I will be setting up a meeting with them soon. Please take a few minutes to review the SOAR Exercise I gave you at the last meeting (I put it at the end of this report) and let me know what your thoughts/ideas are for the library in the years to come. We would love to have some input from all of you too. Thank you!

**Programs:** All in-person programs are currently on hold.

- We have made available weekly "Take Away" craft bags for the children in our community. All the grab and go craft bags are usually gone by Friday. These have been very popular and we have people asking for them each week now. We have received a lot of positive feedback.
- Our March "Take Away" adult craft bags were Square Knot Macrame Keychains

- During March the windows of the library were adorned with an Irish themed display that our patrons were able to enjoy. Each of the windows displayed some of our new books, DVD's and audio books. We've had multiple patrons take out books they have seen in the windows.

(See SOAR Exercise below)

## SOAR Exercise

The SOAR exercise comes from Appreciative Inquiry, a philosophy that focuses on assets, not deficits. In strategic planning, we use this framework to identify our strengths and opportunities as we look to the future and identify what results we want to create.

### Strengths (Inquiry)

What the library does well, along with its key assets, resources, capabilities and accomplishments.

- What are our greatest strengths?
- What makes us proud?
- What are our greatest accomplishments?
- What is our preferred future? Who do we want to become?

### Opportunities (Imagine)

Circumstances your library could leverage for success

- What are our best possible future opportunities?
- What changes do you expect to see over the next five years – in the community and in the state?

As you look at the changes you've identified ask:

- Which changes could have a positive impact on the library?
- Where could the library make a difference?
- What are key areas of untapped potential for the library?
- What partnerships could lead to greater success?

### Aspirations (Innovate)

An expression of what you want the library to be and achieve in the future. A vision to build on current strengths, provide inspiration, and challenge the current situation.

- What are we passionate about?
- What kind of community do we want? What are the most important attributes or essential components?
- If you could wave a magic wand and transform this community, what change would you most want to see?
- Thinking more globally – as you reflect on the changes happening in the world today describe one that gives you hope. How might this community respond to this one big hope?
- How can we make a difference?
- What strategies and actions support our perfect future library?

## Results (Implement)

Tangible outcomes and measures that demonstrate the achievement of the stated goals & aspirations.

- What measurable results will indicate we have achieved our vision of the future?
- How do we translate our vision of success into measurable outcomes?
- How do we know we've achieved our goals?