



CITY COUNCIL WORK SESSION DEPARTMENT REPORT

TO: Matthew R. Schmitz, MPA - City Manager

FROM: Laura Blaker

DATE OF MEETING: May 6, 2024

ITEM TITLE: Department Report – Library



Summer Reading Program

The library is planning for the Summer Reading Program, or SRP. This year the theme is Read, Renew, Repeat and we have lots of events planned for June and July! Online registration begins May 22, and in-person registration starts June 5. The SRP booklet with all the details will be out soon.

Hiring

One of our long-time permanent part-time staff members is retiring. Each of our staff members, full and part-time, has many responsibilities beyond checking materials in and out. We are looking to hire a team player who will be good with the public and the staff, who is good with technology, social media, graphics, and who values service and community. Some of this individual's responsibilities beyond checking out materials and shelving (those you already know about) are the following:

- help customers with their many technology questions
- create postings and reels for Instagram
- create signs for the library
- put together slide shows for the community kiosk
- marketing committee member
- process library card applications
- assist customers in finding the right resource/book
- cycle materials from the new displays out to the regular shelves to make room for newer items
- make homebound deliveries

Eagle Scout Project

The Eagle Scout Project by the library is almost complete. There are just a couple of steps to be done on the outdoor chessboard, plus the setup of the storage unit with the playing pieces. Later this summer, the scout will present a class on Chess Basics.

Notary Service

One of our staff members is now certified as a notary. This is something we are asked periodically and is a helpful service we can provide without a lot of time or cost.



Highlight on Programs – Legos @ the Library

Our Family Legos @ the Library program has been very popular! Parents, other relatives, and friends come with kids, and they come to build! Erin, the library's program coordinator, always has a challenge, like a maze, snowflakes, robot, ziplining, things in nature, etc. We usually have 20-30 people attend, though we have had as many as 49 attendees. The adults create things alongside the kids!

Fine Free Update

The new system of most items being fine free is working well. More materials are returned than previously because they can be returned without fines being an issue. The other side of that is, after a certain amount of time and many notices, the customer must pay to replace the unreturned item. Though we are not getting much revenue from fines, we are also not having to replace nearly as many materials. Between the time and money involved in replacing materials, we are coming out ahead and both the public and the staff seem happy with the changes.