

Director's Report

MAY
2024



**Estherville
Public Library**

Prepared By:
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Administration

- Advertised, interviewed, and implemented hiring process for open PT position
- Scheduled staff evaluations for May
- Coordinated updates to digital newspapers including 2023 issues, and moved to a new mobile-friendly site for this service
- Implemented and promoted new Overdrive Advantage service for eBooks and downloadable audiobooks delivered via Libby app
- Set up new option for printing from patrons' devices (including a Spanish version)
- Managed several software renewals / updates: Cybrarian / Zoom / Sync / DeepFreeze
- Prepared periodicals renewals for the new year
- Covered for multiple dates with short staffing
- Updated schedule for both staff and volunteers due to staffing changes
- Scheduled upcoming programs

Facilities

- Managed emergency repair / replacement of leaking circulating pumps
- Deferred Capital Improvement interior paint project to the next fiscal year

Programming

- Reporting 20 programs across all ages and varieties for the month of April with over 200 people attending
- Coordinated partnership with Estherville Chamber to provide two dates with Downtown Market activities this summer

Friends of the EPL

- Applied for Elaine Berghefer Mission Endowment grant and were approved for \$1,500 toward the Imagination Library
- As of the publication date of this report, the Friends have taken in 101 memberships and \$3,210 so far for 2024
- Imagination Library is now serving 230 active participants and 92 have graduated from the program since implementation



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