

Director's Report to the Board of Trustees

August, 2018

- **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.

- ❖ We will be reviewing the Trustee Essentials (19-21) and Library Policies (XIX, XX and Appendices).
- ❖ I gave a library report at the Oconto County Board meeting on Thursday, August 23rd. I told the board about all of our programming we do for Adults and Kids, as well as the duties of the library staff. I also told them of upcoming events at the Library and that I will be attending the annual Association for Rural and Small Libraries conference 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.

- ❖ Nursing home visits: I went on July 27th and there were 10 residents and 12 check outs. I will be doing another visit the beginning of September.
- ❖ On July 26th, the library showed the movie "The Incredibles". There were 9 people. On August 9th, the library showed the movie "I Can Only Imagine". There were 8 people. The movie "The Help" will be shown on Thursday, August 23rd at 4 PM.
- ❖ The library will start having Adult Crafting beginning the end of September. Our first craft will be essential oil necklaces. There will be a small fee involved with this project, but very minimal.
- ❖ Knit and Hook was held Monday, August 6th. There were 4 people in attendance. Starting in October, we will go back to having Knit and Hook on Thursdays at 5 PM.
- ❖ The last day of the Summer Reading Program was Tuesday, July 24th. We went down to Veteran's Memorial Park and the kids placed their painted rocks in various places down there. When we got back, we had pizza, popsicles and water. We also handed out goody bags to the kids. The grand prize drawing for the kids program and adult program will be held on Tuesday, September 4th.
- ❖ Suring's National Night Out Event was Tuesday, August 7th. The library had a table set up with coloring and a scavenger hunt. Those that participated in and completed the scavenger hunt earned a free candy bar. 35 kids participated in the hunt.
- ❖ The Library is having Make and Take Crafts for the month of August in the library. There is a new craft each week. We've been averaging 12-15 kids coming in to do crafts. Storytime will start up again on Tuesday, September 4th.

- **ADMINISTRATIVE SERVICES**

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

- ❖ The Friends of the Library annual Book Sale will begin Wednesday, August 29th through Saturday, September 1st. Set up will be on Tuesday, August 28th. Hours for the Book Sale are 8 AM to 5 PM.

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

- ❖ We are having a Long Range Planning meeting on Tuesday, August 28th at 4 PM before the Library Board Meeting.

- **COLLECTION MANAGEMENT**

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

- ❖ We continue to add more items to our Genealogy Collection.

GOAL #2: To develop and implement a weeding schedule to keep up-to-date with the ever-changing needs/wants of library patrons.

- ❖ We won't be weeding again until next year.

- **FACILITIES MANAGEMENT**

GOAL #1: To actively assess the care and maintenance of the library building and grounds.

- ❖ Everything in and outside of the library is working beautifully.

GOAL #2: To evaluate the functionality of the library (i.e. layout, equipment, and facility), recommend, and make changes as needed.

- ❖ Book displays are being changed around in the library on a regular basis by staff.
- ❖ Children's area is picked up each day as toys are usually left out. We have also had to pick up some of the games that are toward the back of the library as even older kids have a tendency not to pick up after themselves.

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