

April, 2021 Director's Report To the Board of Trustees

- **SERVICE AND SERVICE PROMOTION**

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 opening Monday - Friday beginning May 3rd. Hours will be Monday – Thursday, 9am – 5pm and Friday, 1pm – 5pm.
- I mailed copies of the Library Fiscal Brochure to all of the municipalities.
- I have registered for the Wisconsin Library Association Virtual Conference. It takes place May 4-7. The cost was \$95.
- I have emailed the Towns of Brazeau and Mountain a rough draft of a report that I will be giving at their May Town Board Meetings. I have asked them to get back to me with questions so that I can be better prepared if any questions are asked.

Create and implement a wide range of programming for all segments of the population with an emphasis on children, teens, families, and senior citizens.

- There are tulip Take and Make Crafts on the bench in the hall for children to take home and do. At this point, 44 of the tulip crafts have been put out to take.
- There will be a meeting with the members of our Young at Heart book club at the end of April to discuss some changes that we would like to make in regard to the books that we read as well as more participation from the group.
- I will be sending out Summer Library Program Sponsor letters at the end of April.
- The library drops off books at the Nursing Home for the residents and their activity director brings them back to the library. I drop the books off inside the entrance to the building. This arrangement has been working well.

- **ADMINISTRATIVE SERVICES**

To nurture the Friends of the Library organization.

- The annual Rummage Sale times have changed and will now take place May 13-15 and 20-22 at the Town of How Community Building. The rummage sale takes place the same weekend as the rummage sale at St. John's in Hayes.
- The Friends will be holding a quilt and gift basket raffle, which will take place around Labor Day.
- The Friends voted and approved covering the cost (up to \$600) of 2 of our special programs that we'll be having this summer down at Veteran's Park.

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

- I have emailed the other library directors in the system, asking them for copies of their long range plans. At this time, I have only received one response. I will continue to try and get more of a response from them.

- **COLLECTION MANAGEMENT**

Review collection development options that include both traditional and non-traditional materials.

- We continue to stay up to date with the latest materials.

Develop and implement a weeding schedule to keep up-to-date with the ever-changing needs/wants of library patrons.

- Laurie and Tina have completed the weeding of library materials. There are some items that are on the list to weed, but we sometimes keep an item, put it on display and it usually gets checked out. Some items are worth hanging onto. The items that were weeded will go into the Friends Book Sale Labor Day weekend.

- **FACILITIES MANAGEMENT**

Actively assess the care and maintenance of the library building and grounds as well as evaluate the functionality of the library and recommend and/or make changes as needed.

- Kim has talked to the Village Board about the purchase of a digital sign. The Village Board approved helping financially with the sign. We will now narrow down the list and start making phone calls to companies and get quotes. I will keep the board posted.
- The library purchased a microphone system to use for virtual meetings in the learning center. We'll try it out for the first time at Monday's meeting.

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