

Director's Report to the Board of Trustees

February, 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.

- Suring Police Chief Christenson has sent out letters (per my request) to patrons who have fines over \$30.00. The letter stated that the patron had 1 week to return the items or contact the library regarding said items. Failure to do so would result in a citation in addition to the fine of unreturned library materials. Several patrons have returned items and paid the fines but there are still a few that we have not heard from. Chief Christenson will be mailing out citations within the week. Refer to Village of Suring Ordinance 943.20(3)(a) Theft of Property; Title 11 Chapter 3 Offenses & Nuisances; Sec. 11-3-4 Theft of Library Material.
- Earlier in the month, I updated the Trustee contact list (addresses, phone numbers, email) and emailed the update to the Board members. In the event of inclement weather, the meeting will be held the next evening (Wednesday).
- We will be reviewing the Trustee Essentials again. I emailed 1-4 to be reviewed.
- The DPI report is complete and will be reviewed and approved.
- Customers are coming into the library on a regular basis for tax forms (they let us know what form(s) are needed and we print them off (up to 5 copies) free of charge.
- The staff and I have been keeping track of our daily duties. I will compile and have for the March meeting.
- I'm in the process of setting up a schedule of when I will be attending the Town Board Meetings. My first one will be the Village of Suring on Tuesday, March 13th.
- On March 22, I will be attending the Oconto County Board Meeting where I will be giving a library report.
- All funds have been received from the municipalities per library contract for 2018.
- I'm in the process of setting up a technology meeting with John Kronenburg (NFLS Tech) and our staff to answer any questions and walk through some of the technology that we use on a daily basis.
- In September of this year, the annual ARSL Conference will be held in Springfield, IL. ARSL (Association for Rural and Small Libraries) is a network of persons throughout the country dedicated to the positive growth and development of libraries. They believe in the value of rural and small libraries and strive to create resources and services that address national, state and local priorities for libraries that are situated in rural communities. I have talked with the other Oconto County Library Directors and some of them are planning on going to the conference. We are talking about riding together to save on costs. I will keep the board posted.

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.

- On Tuesday, February 13, I went to the Nursing Home here in Suring and talked to the Activity Director about bringing library materials 1-2 times a month for the residents to check out. I will be starting this program on Wednesday, February, 28. Each time that I go, I will have new materials for the residents to look through and check out.
- Our first Knit and Hook event resulted in 4 people attending. After much discussion, it was decided that we will meet twice in March and April (the first and third Thursdays).
- The movie "My Big Fat Greek Wedding" was shown on Thursday, February 15th. There were 4 people.
- National Library Week is April 8th-14th. The Oconto County Libraries are working together to create a county wide Amnesty Week during this time. We would waive overdue fines up to a certain dollar amount (perhaps one food item brought in will equal one dollar off of the fine). We are still working out the details.
- In March, we will be having a "Home Décor and More" event. This is something new that we are trying and I've contacted the art teacher from Oconto School District and she is going to be teaching the class. The cost of the event will be \$30 per person (to cover the cost of supplies, pay the teacher, etc.). I'm waiting to hear back from Mrs. Rennie regarding dates. It will either be the 15th or 22nd of March.
- In March, the Young at Heart Book Club will be discussing the YA Book "Wonder". When the discussion is done, we will watch the movie (the movie will be open to the public).
- In March, the staff and I will start sending out Sponsor letters for our 2018 Summer Library Program.

• **ADMINISTRATIVE SERVICES**

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

- I approached one of the "Friends" about a fundraiser. There are 2 other libraries in our county that sell candy bars as a fundraiser and profit very well from it. At the next Friends meeting (March 12), I will present this fundraiser to them and see if it's something that would be worth doing.

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

- I would like to have a long range planning meeting. I will be talking to the committee.

• **COLLECTION MANAGEMENT**

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

- Always a work in progress. We continue to add to the 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're done weeding for a while.

- **FACILITIES MANAGEMENT**

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

- The toilets in the handicap accessible stalls of the bathrooms are going to be replaced in the next couple of months with higher toilets. I have talked with Jeff Tienor (public works director) and he will do the installation.

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

- If you have been in the library, you will notice that we moved a few shelves around. The setup now gives us a better view of the public use computers and the number of people at a computer. We will slowly be rearranging other shelving units to create better visibility and a more relaxing environment.
- Laurie and I check the people counter on a daily basis to make sure it is working.

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