

# Director's Report to the Board of Trustees

## November, 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 (25-27).
- ❖ I attended the Town of How Board Meeting on November 12 and will be attending the Town of Breed and Bagley meetings in December.
- ❖ The Library will be closed Thursday and Friday, November 22<sup>nd</sup> and 23<sup>rd</sup> for Thanksgiving. We will also be closed Monday and Tuesday, December 24<sup>th</sup> and 25<sup>th</sup> for Christmas.
- ❖ There will be no Library Board meeting in December.
- ❖ Our Public Works Department will be setting up the Library Christmas display next week at Riverside Park.

**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.**

- ❖ The Annual Halloween Party was held at Red Maple Golf Course on Saturday, October 27<sup>th</sup>, from 2-4 PM. There were 200 kids in attendance, 150 adults and 30 volunteers. It was a huge success. There was costume judging, goodie bags, games, music and more.
- ❖ Mamma Mia 2 was scheduled to be shown on Thursday, November 15<sup>th</sup>. No one showed up so I will show the movie at a later date. On Friday, November 16<sup>th</sup>, at 1:30 PM, I will be showing the movie, "School of Rock" (there is early release from school). On Monday, November 19<sup>th</sup>, at 1:30 PM, I will be showing "A Charlie Brown Thanksgiving" and "A Charlie Brown Christmas".
- ❖ On Thursday, November 29<sup>th</sup>, the library will be having a Pallet Painting Class at the Town of How Community Building at 6 PM. There are still 10 slots available and we are recommending a donation to cover the cost of supplies and the instructor.
- ❖ On Saturday, December 8<sup>th</sup>, at 9 AM, the library will be having a Holiday Magic Show featuring "Christmas Carol". Kids and grown-ups alike will enjoy the magical antics, and storytelling of Christmas Carol. This event is FREE and open to everyone. That same day, Santa will be coming at 10 AM as well.
- ❖ The week of December 17<sup>th</sup> – 21<sup>st</sup>, there will be Christmas Make and Take Crafts. I will also be showing a couple of Christmas movies in December (dates will be in the December Newsletter). There will be Hot Chocolate and Christmas cookies for all.
- ❖ Storytime annual trip to Delzer's Pumpkin Patch was Tuesday, October 30<sup>th</sup>. There were 13 people in attendance.

- **ADMINISTRATIVE SERVICES**

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

- ❖ The Friends annual Christmas Light fundraiser is in full swing. There are 3 different lights to choose from: Red, Green, Blue or all three. Each one represents the following: in memory of, in honor of, and to honor veterans. They are again \$1.00 to purchase. The lights will again be strung up in the windows of the library for all to see.
- ❖ Candy Bar sales are still going on and likely to on a regular basis.

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

- ❖ There is a meeting on Tuesday, November 27<sup>th</sup> at 4 PM (before the board meeting).

• **COLLECTION MANAGEMENT**

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

- ❖ The library has purchased more material for our Genealogy section.

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

- ❖ Laurie has started a little weeding of the Juvenile Non-fiction area.

• **FACILITIES MANAGEMENT**

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

- ❖ Regular heat and in floor heat are working well.
- ❖ We have been slowly cleaning the back storeroom.
- ❖ The shades and film on the windows (facing Dairy Delite) have helped a great deal in preventing fading of the books and spine labels on that side of the library.

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

- ❖ A representative from Diversified Woodcrafts will be coming to the library after Thanksgiving to discuss new circulation desk options.

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