

Director's Report to the Board of Trustees

February, 2019

- **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.

- ❖ I've finished the annual DPI report and it is ready for board approval and the board president to sign.
- ❖ I'm in the process of planning a Staff meeting for March (when Tina gets back from her time away).
- ❖ Two new computers and 2 new monitors, plus a new spine label printer have been installed in the library. The computers work extremely fast compared to what we had before.

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 Thursday, February 21st, we showed the movie "Bohemian Rhapsody".
- ❖ On Friday, February 22nd, there was a diffuser necklace making craft in the learning center. There was no school that day so the event was open to kids as well as adults.
- ❖ The library had its first Maker Monday, on February 11th. There were 4 people in attendance and the time was spent coloring. The next Maker Monday will be March 11th and we will be painting mason jars.
- ❖ Just a reminder that on Thursday, March 7th, Suring School Art Students will be holding an art exhibit in the Library from 4:30 to 6:00 PM in the Library. There will be refreshments served in the Learning Center by the High School Students.
- ❖ The Summer Reading Program for this year is in the planning stages at this point. The theme for this year is "A Universe of Stories". After talking with Tina, she wants to continue to work with the same kids that she has for Storytime. Kindergarten through 3rd grade, we are asking the school to take that over as the Reading Program itself is part of the Suring Summer School Program and they do pay a representative to help out. The library will continue to do Adult Summer Reading as well as middle and high school (should we have anyone that would like to participate). The Summer Library Program will still take place at the library, we will have an entertainer at the end and have prizes for all. Everyone will still keep track of their reading and I will take care of contacting sponsors. I feel this is a great way for the library to become more involved with the school and its programs.
- ❖ I will be going to the Nursing Home in March.

- **ADMINISTRATIVE SERVICES**

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

- ❖ The Friends would like to have silent auction events at the Library after the spring rummage sale. Items could be on display in the cases out front.
- ❖ I have ordered 5 more cases of candy bars from Vande Walle's for the library to sell for the Friends.

- ❖ The Friends have asked that I ask the Trustees for their opinion(s) on the placement of the Little Library's they would like to put up.

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

- ❖ There will be a Long Range Planning Meeting on Tuesday, March 26th at 4:00 PM. We will be discussing grant writing at that time.

• **COLLECTION MANAGEMENT**

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

- ❖ I've renewed out annual magazine subscription with Popular Subscription. There were a few that were not renewed due to lack of circulation.

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

- ❖ Laurie had finished weeding and the shelves in the storeroom and full of items for the Friends Book Sale during Labor Day Weekend.

• **FACILITIES MANAGEMENT**

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

- ❖ There are going to be new faucets installed in the men's and women bathrooms across from the library. Instead of keeping the faucets with the sensors (the men's sensor went bad and to purchase a new one would cost \$300). We will have regular faucets put in, one lever hot and one lever cold.

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

- ❖ I have emailed the designs to the Trustees that were drawn up for the new circulation desk in the library. We will discuss at the February board meeting.

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