

# Director's Report to the Board of Trustees

## December, 2018 & January, 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.**

- ❖ An online discussion has been started between all of the Oconto County Library Directors regarding changing the percentages in the county formula for the libraries next year. Some things have changed in regard to programming and circulation and the percentages should reflect that. There are other things as well that we are discussing and will keep you apprised throughout the year.
- ❖ I attended the Town of Maple Valley Board Meeting on January 10.
- ❖ The library received a donation of \$900. We will be using the funds to purchase a movie screen to mount on the wall in the learning center as well as a sound bar for more of a surround sound effect.
- ❖ I've started the annual DPI report and will have it for the board to approve and the board president to sign at the February meeting.
- ❖ I'm in the process of planning a Staff meeting for March (when Tina gets back from her time away).
- ❖ Libraries will be offering MyHeritage.com instead of Ancestry.com. To check it out, go into Infosoup, click on Research and Learning, click on MyHeritage Library Edition. Patrons will be able to access MyHeritage outside of the library (Ancestry did not allow for that option).
- ❖ Loann Elbe has been appointed Library Rep to the Oconto County Library Services Board.

**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 Saturday, December 8<sup>th</sup>, 2018, "Christmas Carol" performed her magic tricks in the learning center. A few kids from the audience were chosen to help with some of the magic. There were 30 people in attendance. After the magic show, Santa and Mrs. Claus road through town on the fire truck and stopped at the library to visit the kids.
- ❖ There were make and take crafts in the library the week before and the week after Christmas. The kids made snowmen tree ornaments from Styrofoam balls. There were a total of 25 kids that made ornaments.
- ❖ On Friday, January 11<sup>th</sup>, the library showed the movie "Smallfoot" at 3:30PM. There were 5 people in attendance. We showed the movie "Beautifully Broken" on Thursday, January 17<sup>th</sup> at 4:00 PM. There were 5 people in attendance.
- ❖ The library had an oil diffuser necklace making craft on Monday, January 14<sup>th</sup> at 2:00 PM. There were 3 people (Adults). This craft is being repeated Thursday, January 24<sup>th</sup> at 2:00 PM for kids and adults (there is no school).
- ❖ Maker Mondays are coming to library starting in February. They will be held the second Monday of each month at 2:00 PM.
- ❖ Hook and Knit will now be taking place Wednesday's and Thursday's during open hours in the library by the fireplace.

- ❖ Storytime is going very well. Thank you to Barb and Tina for volunteering their services every Tuesday morning. There is always a craft, story and snack for the kids as well as time for the kids to play.
- ❖ On Thursday, March 7<sup>th</sup>, 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.

- **ADMINISTRATIVE SERVICES**

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

- ❖ The Friends annual Christmas Light fundraiser was a huge success.
    - ❖ 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.**

- ❖ Mary Carolyn stopped in on Wednesday, January 16<sup>th</sup>, to discuss Grant Writing with me and gave me some pointers (she has written a lot of grants and knows the ins and outs). That being said, there will be a Long Range Planning Meeting on Tuesday, January 22, 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.**

- ❖ Laurie and Tina continue to do an excellent job with changing up our book displays, processing new items, and giving me suggestions on items to add to our collection.

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

- ❖ Laurie and Tina are weeding and these items will be in the Friends annual Book Sale Labor Day weekend. There are some items on the weeding list that we do not discard; Caldecott collection and any other award winning books.

- **FACILITIES MANAGEMENT**

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

- ❖ Anita (our custodian) was out for a few weeks, so we all pitched in to keep the library and bathrooms clean.

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

- ❖ Melisa Stelzer and Brian Gust (from Diversified Woodcrafts) stopped at the library on Tuesday, January 15, to discuss tentative plans for a new circ desk. They took some measurements and we talked about what kind of circ desk we might like them to make. Brian said that he would draw up a couple designs and email them to me. I will have these designs for the February Library Board Meeting.

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