

# Director's Report to the Board of Trustees

## March, 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.**

- ❖ The 2018 Fiscal Report for the municipalities is complete and ready to go.
- ❖ I have started typing up inserts that list library events for the coming month to go into the water/sewer bills each month.
- ❖ There will be a staff meeting in April.
- ❖ We are now back to 3 people in the library. Tina is back.
- ❖ A patron of the library has started volunteering. She has been helping to clean out and reorganize our storeroom as well as decorate our bulletin boards.
- ❖ I attended the Town of Breed Board Meeting this month. I gave a report, handed out our fiscal report and newsletter and answered questions. I received a lot of thank you's for everything we do at the library.
- ❖ Oconto County Library Services Board Meeting will be Wednesday, March 27<sup>th</sup> at 2 PM in the Gillett Community Center (next to the library). I will have comments about the meeting at our April Library Board Meeting.

**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.**

- ❖ 3 people showed up for Maker Monday in March. We painted mason jars with chalk paint.
- ❖ Sponsor letters will be going out in April for this years' Summer Library Program.
- ❖ On Thursday, March 7<sup>th</sup>, Suring School Art Students held an art exhibit in the Library from 4:30 to 6:00 PM in the Library. There were refreshments served in the Learning Center by the High School Students. There were approximately 135 people in attendance. The art is still on display in the library through the end of March.
- ❖ The movie "A Star Is Born" was shown on Thursday, March 21<sup>st</sup> in the learning center. There were 17 people in attendance.
- ❖ A Falls Prevention Workshop called "Stepping On" will be held in the learning center on Thursday mornings, beginning April 4<sup>th</sup> through May 16<sup>th</sup>. This workshop is for men and women who want to take action to stay independent and free of painful injuries.
- ❖ On Wednesday, April 17<sup>th</sup>, at 4 PM, there will be a Manure and Water Quality in Oconto County discussion in the Fire Station. Half hour prior to the discussion, there will be nitrate testing done if you bring in a water sample. All of this is FREE. This event is sponsored by Marinette and Oconto County UW-Extension.

- **ADMINISTRATIVE SERVICES**

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

- ❖ The Friends annual rummage sale begins at the end of April and beginning of May (2 weekends in a row). People can contact Erika Firgens if they need to drop off anything.

- **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 in the Learning Center.

- **COLLECTION MANAGEMENT**

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

- ❖ I attended the AAC (Administrative Advisory Committee) meeting on March 15<sup>th</sup> in Appleton. One of the topics we talked about was Lucky Day Collections. Lucky Day Collections consist of materials that cannot be placed on hold and can only be checked out at the owning library. More will be covered when we get to it on the Library Meeting Agenda.

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

- ❖ Weeding is done.

- **FACILITIES MANAGEMENT**

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

- ❖ Mary Smith (Ag Teacher at School) attended a Village Board Meeting to discuss future plans for the gardens that Anna created outside the library. She would like to possibly start over, using most of what is already there. Mary received a grant through the school for \$1,200 to use for the gardens. I will invite her to attend a Library Board Meeting in April or May.

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

- ❖ After doing a great deal of thinking, I've decided to hold off on a new circulation desk for the library until we absolutely need one. One thing that I would like to get is signage for the library (Adult Fiction, Adult Nonfiction, YA, Picture Books, etc.).
    - ❖ The brand new movie screen has been installed in the library learning center. Blackout shades have been installed as well.

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