

Director's Report to the Board of Trustees

March, April, May, 2020

- **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 library has been offering curbside pickup for patrons for items that are in our library collection. The patron will call, requesting items that we have on our shelves. We set up a time for them to pick up the items, which will be in the foyer on the wooden bench by the library. The items will be in a plastic bag with their initials on the bag. It is working out very well and we will continue this, I believe, for some time to come.
- Waltco delivers to us once a week. Items that come from Waltco are just our library items. These items, as well as book drop items are checked in, wiped off, and will sit on our back counter for 72 hours, then shelved.
- About a month ago, I sent out postcards to our library patrons, letting them know that we are thinking of them and miss them. This was greatly appreciated.
- Nicolet Federated Library System Directors continue to meet weekly via ZOOM to discuss any concerns and what the latest updates are.

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.

- I am in the process of creating a summer reading program that will follow social distancing guidelines for birth through 5th grade. Laurie and Tina have started prep for the adult summer reading program. Both programs will begin tentatively on Monday, June 22, 2020. There will be prizes awarded at the end of the program for everyone who participates in the programs. There will be more information as we get closer to June 22nd. We will have signs up as well as on our website and face book page with information for both programs.

- **ADMINISTRATIVE SERVICES**

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

- The Friends are working on finding a date to hold their annual rummage sale. There is a Friends meeting on Wednesday, 5/20/20 at 5 PM in the Fire Station.
- The Friends have agreed to help pay for our new computers and monitors.

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

- This year, we will be concentrating on revising some of our By-Laws, Joint Library Agreement, etc. to include the Town of Mountain and possibly the Town of Brazeau as part of our Joint Library.

- **COLLECTION MANAGEMENT**

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

- I continue to order materials for our collection. Since holds are not being filled to ship to other libraries, any and all new items that we own will get checked out to Suring patrons that want them.

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 complete.

➤ **FACILITIES MANAGEMENT**

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

- The library needs roof repairs totaling \$5,000. We received a bid and the roof has been temporarily repaired (silicone gel) until we get a permanent fix. This will be discussed at our meeting and possibly approved.

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

- The 3 new computers and 5 new monitors have been installed.
- The Young Adult and children's areas have been rearranged (shelving moved, books moved) for better visibility.
- We have put up new signage in the library (Adult Fiction, Picture Books, Young Adult, DVD's, etc.).

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