

November, 2020 Director's Report To the Board of Trustees

- **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 continues to be very busy with patrons picking up holds, browsing our shelves, using our computers, etc. on the two days that we are open. We are also steady on the days when we only have curbside and library use by appointment only.
- Tracy Vreeke (NFLS Director) and I are going to start the process of becoming a Level II library on December 2nd.
- I've sent out sample copies of our Trustee Handbook to the Towns of Mountain and Brazeau. The Town of Brazeau has appointed their 3 representatives to serve on the Library Board. I'm still waiting to hear from Mountain. The Village of Suring will need to appoint someone new as well.
- The new Village Clerk and I are going to be working on some grant writing together starting in 2021.

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 have had crafts for kids to take home the whole month of November. The crafts are in a bin on the wooden bench in the hall.
- Santa will be in the Learning Center on Saturday, December 12th. Even though the library will not be open, we will have a make and take Christmas craft for the kids to take home. The craft will be available in the Learning Center. The craft will be a reindeer head made from circles of wood.

- **ADMINISTRATIVE SERVICES**

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

- The Friends have another silent auction going on and on display in the glass cases in the lobby. The deadline for bids is noon on November 23rd.
- The Friends have put Christmas lights on some of the bushes out front. I will ask Public Works to put up our display down at Riverside Park.

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

- New committee members will be appointed next year with the joining of Mountain and Brazeau.
- The by-laws will be updated and some changed next year among other things.

- **COLLECTION MANAGEMENT**

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

- Even though we have been closed, I continue to order new items for our library.

- The library is leaning more toward the purchase of DVD series as these items circulate at a higher rate than regular movies.

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

- The library will do some weeding next year. We have yet to learn how to do it with the new system.

- **FACILITIES MANAGEMENT**

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

- Justin School has not been to the library to start repairs on the roof yet. He has 2 jobs to finish before the Library but will keep me posted. He will work during the winter if need be.

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

- The Suring Police Chief received grant monies to set up a command center in the Learning Center. Flat screen TV's were installed on the walls and will be available for use for Zoom meetings, emergency meetings, etc. The library will be able to utilize the equipment as well.
- I've purchased floor stickers to aid patrons when waiting to be checked out (6 ft. apart).

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