

# October, 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. We are doing very well being open 2 days a week. We continue to monitor the latest on COVID and everyone is cooperating with our guidelines without any argument.
- I will be meeting with Tracy Vreeke (NFLS Director) at the end of November, beginning of December to start working on filling out the paperwork to become a Level II Library.
- The town of Mountain is working on appointing 2 representatives for the library board. I will be sending them a copy of our Trustee Handbook in November. I'm working on Trustee Handbooks for all Trustees for 2021. I have also sent another email to the Town of Brazeau regarding representatives from their township. I'm waiting to hear back.
- I've sent out the 2021 Budget with a letter to the Municipalities.

**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.**

- The last week of October we will have a make and take pumpkin craft for kids to take. The craft will be in a bin on the wooden bench in the hall.
- Santa will be in the Learning Center on Saturday, December 12<sup>th</sup>. 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.

- **ADMINISTRATIVE SERVICES**

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

- The Friends have silent auction items in the glass cases in the lobby. The auction closes on Monday, October 26<sup>th</sup>.

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

- I have started receiving signed copies of the edited Joint Library Agreement. There have been no questions at this point regarding the edits.

- **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. Our book budget is spent at this point. There is a little money left in donations.

**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.

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

- Our newest scanner has come back and is working well.
- When we are open, we also have computers available for patrons to use.

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