

January, 2021 Director's Report To the Board of Trustees

- **SERVICE AND SERVICE PROMOTION**

Maintain regular and open communications with all governing bodies, boards, librarians and the general public regarding the operations of the Suring Area Public Library.

- Library staff have discussed and agreed that we are going to extend the library hours on Monday and Tuesday. We will be open on those 2 days from 9 AM – 5 PM.
- The library staff has started Compassion Resilience Facilitator Training (through the DPI). The training will help us to better deal with situations that may arise with patrons as well as helping us to better understand and relate to those who are struggling during these difficult times.
- We are now certified as a Level II Library.
- I've started working on the Annual DPI Report and will present the final report for approval to the Trustees at the February meeting.
- I'm going to try and attend board meetings of our municipalities this year.

Create and implement a wide range of programming for all segments of the population with an emphasis on children, teens, families, and senior citizens.

- There are Valentine Take and Make Crafts on the bench in the hall for children to take home and do.
- Santa was in the Learning Center on Saturday, December 12th. Even though the library wasn't open, we had a Take and Make Christmas craft for the kids to take home. After Santa's visit, the craft was available on the bench in the hall through the holidays for kids to take home. A total of 75 crafts were picked up.
- I would like to start virtual adult programming and also put Take and Make crafts for adults on the bench by the library to be taken home.
- I am setting up an entertainer for this summer to coincide with our Summer Library Program. It will be an exotic animal presentation that we will do down at Veterans Park. I have also set up a "Mysterious Creatures of WI" program to take place October 21st. Whether that program will be in person or virtual will depend on where we're at with COVID. I'm looking for more entertainers to schedule throughout the year.

- **ADMINISTRATIVE SERVICES**

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 January 25th.
- The annual Pie and Ice Cream Social will tentatively take place either July 18th or July 25th.
- The annual Rummage Sale will take place April 29th & 30th, May 1st, and May 6th – 8th at the Town of How Community Building.
- The annual Book Sale will take place September 2 – 4 in the Learning Center.

- Friends meetings take place the 1st Monday of the month at 5 PM.

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

- New committee members and officers will be appointed at the January meeting as well as Trustee terms.
- The by-laws will be updated and changed by myself and Candie Lehto. We will be meeting on January 27th.

• COLLECTION MANAGEMENT

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.

Develop and implement a weeding schedule to keep up-to-date with the ever-changing needs/wants of library patrons.

- I've just printed the 5 year no circulation list so that staff can begin weeding. The discarded items are put in the Friends annual book sale Labor Day Weekend.

• FACILITIES MANAGEMENT

Actively assess the care and maintenance of the library building and grounds as well as evaluate the functionality of the library and recommend and/or make changes as needed.

- Justin School has made the repairs to the roof of the library. Justin did tell me that the whole roof will need to be replaced as the shingles are not in good condition. I have mentioned this to the Village and will keep in contact with them.

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