

March, 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.

- We are now open on Fridays and real busy. Open hours are now Monday and Tuesday, 9-5 and Friday, 1-5.
- The Annual Fiscal Brochure to the municipalities is complete and will be approved by the Trustees at the March meeting.
- Our 2 new computers are in place as well as the upgrade to Windows 2019 on 5 of the computers.
- Since migrating over to our new circulation system last August, there have been many problems and glitches. One of the problems is the way that Infosoup is now grouping titles together and the way cover images are shown. Because of this, titles are grouped together inappropriately which prevents patrons and library staff from finding them. The company that Owls purchased the software from has offered to convert the card catalog to a more traditional model without grouping the titles together. This will be voted on Friday, 3/19 at our Administrative Advisory Committee(AAC) meeting.

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 Spring Take and Make Crafts on the bench in the hall for children to take home and do.
- I'm working on starting up our Young at Heart Book Club. I've sent emails out to our current members and waiting to hear back if anyone is interested in coming back.
- I'm working on sponsor letters for this years' Summer Library Program. The theme this year is "Tails and Tales". We will also have an adult program again.

- **ADMINISTRATIVE SERVICES**

To nurture the Friends of the Library organization.

- The annual Rummage Sale times have changed and will now take place May 13-15 and 20-22 at the Town of How Community Building.
- The Friends will be recognizing Library Worker Appreciation Week April 4-9 by treating the library staff to lunch.
- The Friends voted and approved covering the cost (up to \$600) of 2 of our special programs that we'll be having this summer down at Veteran's Park.

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

- Now that board members have been appointed to the LRP committee, as well as the other committees, guidelines can be discussed.

- **COLLECTION MANAGEMENT**

Review collection development options that include both traditional and non-traditional materials.

- When the library gets any kind of book and dvd donations, we will add items to our collection that we don't have and that someone donated.

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

- Laurie and Tina continue to weed. We also continue to receive book donations for the book sale.

- **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.

- We have been doing some research on the purchase of a digital sign to put out front. The Friends have offered to help with cost. The Village of Suring would also help with cost as they would also use the sign. I will keep the board apprised as we go along.

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