

## *May, 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 doing very well now that we are open five days a week. From May 3<sup>rd</sup> through May 21<sup>st</sup>, we have averaged 18 people a day, which is really good for our library.
- I am mentoring the new library director in Gillett. I've been going down to their library to help with training her and the staff and answer questions that they may have.
- I attended the WAPL Annual Conference virtually. Some of the sessions that I attended were: Bringing Audiences into Virtual Programming, Online Outreach, Don't Stand So Close To Me, Library Stories From The Cutting Room Floor, Public Library Records Retention Basics, and more.
- I have attended the May town meetings in Mountain and Brazeau and gave a library report of all that we have to offer at our library. The schedule for the rest of the townships are as follows: June/How and Suring; July/Bagley and Maple Valley; August/Breed.

**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 Memorial Day Take and Make Crafts on the bench in the hall for children to take home and do. At this point, 30 crafts have been taken.
- We had our Young at Heart Book Club and are voting on a new name and will be getting our first book to read at our June meeting. There are 11 members to this book club.
- I sent out the Summer Library Program Sponsor Letters and have, thus far, received \$600.
- The children's Summer Library Program will begin June 21<sup>st</sup> through August 19<sup>th</sup>.. The kids program will have the kids coming in to pick up their reading logs to keep track of minutes read, there will be Take and Make Crafts each week for them to take home and prizes at the end of the program. The adult program will begin June 1 until Labor Day. Each adult will pick a wrapped book from the cart, open it, read it, rate it and write a review of the book. Once they turn in their rating and review, they can pick another book. There will be prizes for the adults as well. Registration will begin at the beginning of June. There will be flyers posted and information on the library Facebook page.
- On June 6<sup>th</sup>, I will be representing the library at the Kelly Lake Kid's Fishing Derby. The library will have Take and Make Crafts, along with book marks, pencils and they can register for a library card.

- **ADMINISTRATIVE SERVICES**

**To nurture the Friends of the Library organization.**

- The Friends Annual Rummage Sale was a huge success. They raised \$8,500.

- The Friends will be holding a quilt and gift basket raffle, which will take place around Labor Day. Tickets are now on sale and can be purchased from the Friends and at the library. The quilt will be on display in the cases in the foyer of the building.
- 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. The Kingdom Exotic Animal Rescue program will be Wednesday, June 30<sup>th</sup> and Colossal Fossils will be Wednesday, July 21<sup>st</sup>. Both programs will take place at Veteran's Memorial Park in Suring at 10:00 AM.

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

- We had our first Long Range Planning meeting last Wednesday. There will be more discussion during the library board meeting.

• **COLLECTION MANAGEMENT**

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

- We are working on developing a better Young Adult collection. We've just come up with a list of books to purchase that are popular with other libraries as well as best sellers and will be doing some promoting of this collection.

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

- Laurie and Tina have completed the weeding of library materials. There are some items that are on the list to weed, but we sometimes keep an item, put it on display and it usually gets checked out. Some items are worth hanging onto. The items that were weeded will go into the Friends 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.**

- On Monday, May 24<sup>th</sup>, a gentleman from JP Sign and Graphics stopped in to talk about our digital sign. He took some measurements and then sat down with the library and village to discuss with us what needs to be done and to give us a quote. He will be attending the next Friends meeting (6/7/21) to talk about and show everyone what his proposal is. The board is also welcome to attend the Friends meeting.
- The library purchased a microphone system to use for virtual meetings in the learning center.