

Director's Report to the Board of Trustees

January, 2018

- **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.

- Now that the Christmas holidays are behind us, we are moving on to Valentine's Day.
- Tina will be gone from January 25 – March 8th. Between myself, Laurie and volunteers, we will be able to keep up with things in the library.
- The Library Services Grant amount will be the same as before (\$488).
- I have begun the DPI Annual Report. It will be ready for approval at the February Board Meeting.

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.

- On Saturday, December 9th, Santa visited the library and we had our Annual Christmas Gift Making Event. These events were FREE and open to the public. We had enough crafts for 50 kids and we actually ran out! There were at least 75 kids that came through which made it a huge success. We will be planning for a higher amount of crafts next time around.
- On Thursday, January 18th, the library showed "The Princess Bride". A total of 7 people came to watch the movie.
- Barb Truttman, (Oconto County UW-Extension Parent Resource Center and Playgroup Coordinator) will be retiring at the end of March. The library will continue with Playgroup and Storytime, same as before. We will be utilizing more volunteers. We also hope that Barb will be one of those volunteers on occasion. Happy retirement to Barb.
- Beginning in February, the first Thursday of each month we will have (in the library) a "Knit and Hook" session. The session will last for 1 hour and is open to anyone and everyone who knits, crochets, embroiders, etc. This will be a time to visit and work on any projects you may have. This event is FREE.

- **ADMINISTRATIVE SERVICES**

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

- The Friends have reimbursed the library for the new furniture.
- The Friends have closed their Bingo account and the remaining funds will be used for snacks for library patrons.

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

- The committee will continue with a long-term plan.

- **COLLECTION MANAGEMENT**

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

- Our Collection Development Grant amount will remain the same (\$488). The funds will be used for Young Adult and Child Fiction materials.

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

- The weeding is almost done and we have gone through the discarded items to make sure that they are book sale worthy.

- **FACILITIES MANAGEMENT**

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

- Earlier this month, a pipe burst in the Genealogy Room (there really is no insulation in that part of the ceiling). Other than some magazines catching some water damage and water seeping into the back of the library, everything else seems to be ok. The Library would like to thank the Village of Suring Public Works Department for being so quick to respond to this incident and for cleaning the carpeting in the back of the library. The guys also put in some insulation. During the cold months, we now keep the door open.

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

- A representative from Diversified Woodcrafts will be coming to the library next week to talk over the plans for a new circulation desk.